



PLACE SCRUTINY COMMITTEE

THURSDAY, 15 NOVEMBER 2018

10.00 am COMMITTEE ROOM - COUNTY HALL, LEWES

MEMBERSHIP - Councillor Richard Stogdon (Chair)
Councillors Godfrey Daniel (Vice Chair), Martin Clarke, Chris Dowling,
Claire Dowling, Simon Elford, Nigel Enever, Darren Grover, Pat Rodohan,
Stephen Shing and Barry Taylor

DRAFT A G E N D A

- 1 Minutes of the previous meeting (*Pages 3 - 10*)
- 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 Reconciling Policy, Performance and Resources (RPPR) 2019/20 (*Pages 11 - 40*)
- 6 Emergency Planning - Update report (*Pages 41 - 72*)
- 7 Transport for the South East (TfSE) (*Pages 73 - 86*)
- 8 Highway Grass Cutting Service- Update report (*Pages 87 - 96*)
- 9 Work programme (*Pages 97 - 108*)
- 10 Any other items previously notified under agenda item 4

PHILIP BAKER
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7 November 2018

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PLACE SCRUTINY COMMITTEE

MINUTES of a meeting of the Place Scrutiny Committee held at Committee Room - County Hall, Lewes on 13 September 2018.

PRESENT	Councillors Richard Stogdon (Chair), Councillors Godfrey Daniel (Vice Chair), Martin Clarke, Chris Dowling, Claire Dowling, Simon Elford, Nigel Enever, Stephen Shing and Barry Taylor
LEAD MEMBERS	Councillors Nick Bennett and Bill Bentley
ALSO PRESENT	Becky Shaw, Chief Executive Rupert Clubb, Director of Communities, Economy and Transport James Harris, Assistant Director, Economy Nick Skelton, Assistant Director Communities Lucy Corrie, Head of Communities Charlotte Marples, Project Manager - Road Safety Brian Banks, Team Manager - Road Safety Jon Wheeler, Team Manager, Strategic Economic Infrastructure Lisa Simmonds, Principal Transport Policy Officer Warwick Smith, Head of Communications James Boyes, Marketing Communications Account Manager Councillor Angharad Davies

5 MINUTES OF THE MEETING HELD ON 14 JUNE 2018

5.1 The Committee RESOLVED to agree the minutes of the meeting held on 14 June 2018 as a correct record.

6 APOLOGIES FOR ABSENCE

6.1 Apologies for absence were received from Councillor Rodohan and Councillor Grover. Apologies for absence were also received from Karl Taylor, Assistant Director Operations.

7 DISCLOSURES OF INTERESTS

7.1 Councillor Godfrey Daniel declared a personal interest in item 11, Dropped Kerbs Update Report as he has mobility problems. He did not consider the interest prejudicial.

8 URGENT ITEMS

8.1 There were none.

9 RECONCILING POLICY, PERFORMANCE AND RESOURCES (RPPR) 2019/20

9.1 The Chief Executive introduced the report and outlined that East Sussex County Council (ESCC) has a robust business planning process. There has been a change in approach to finding the savings required this year by setting out a Core Offer of services that the Council will provide, as outlined in the State of the County report. Work is taking place to look at what those services are, together with costings of the minimum service. More detailed information on the Core Offer will be presented to the Committee later in the year.

9.2 The Chief Executive emphasised that ESCC is in a very different position from Northamptonshire County Council, whose financial position has been linked to that of ESCC in recent media reports. This occurred because Northamptonshire County Council thought ESCC's budget setting approach was coherent and adopted ESCC's approach. The situation has had the effect of raising ESCC's profile with central Government, and the Council has taken the opportunity to make the case to Government that more funding is needed for East Sussex.

9.3 The Committee discussed the content of the report and the appendices. The Committee made the following comments on the report and RPPR process.

Core Offer

9.4 The Committee noted the information provided in the Portfolio Plans, the Council Monitoring reports and the State of the County report. However, the Committee considered that it was difficult to know what is going to be different without further detail on what services are to be included in the Core Offer and what was not going to be included. The Committee asked if it would be possible to have this further detail by the next meeting in November.

9.5 The Chief Executive responded that the work on the Core Offer had already looked at all the statutory services that the Council provides and is currently considering the preventative work the Council should continue to provide, which is more difficult to define. This is a bigger and more challenging task than the Council has undertaken previously, and therefore it is taking longer to detail the savings proposals. This work needs to be completed before it will be possible to provide further information to answer the Committee's questions. The Chief Executive outlined that the Committee will have the opportunity to have a proper discussion of the savings proposals and comment on them.

Information required by Scrutiny

9.6 The Committee commented that the focus of the RPPR discussion should be on the sort of cuts that the Council might have to make in the future. Where the Committee can add value is by looking at the impacts and analysing the implications of the services it is proposed to provide as part of the Core Offer. It is difficult to start this process without more detailed information. Also, it would have been helpful to have the current year savings figures as a starting point, to enable the Committee to develop lines of questioning.

9.7 The Chief Executive responded that the information in the report is a reminder of the base the Council is starting from and would welcome any guidance on what additional information the Committee would like to see. It would be helpful if the Scrutiny Committee could highlight any areas that it thinks should be considered for savings, and any feedback would be welcomed if the Committee has concerns about the services described in the Core Offer.

Current financial year

9.8 The Committee asked how the Council was performing against the current savings plan. The Chief Executive outlined that the Quarter 1 Council Monitoring report (covering April, May

and June 2018) will have the full impact of the savings plan in the report going to the September Cabinet meeting. The current prediction for the year end is that the revenue budget will come in on budget, with the exception of Children's Services which may be slightly over budget. Overall the planned savings are being delivered, and where appropriate only part year savings figures have been included in the budget.

Portfolios

9.9 The Committee commented that it did not have much experience of Orbis (Business Services) and Governance Services, as none of the Committee members had previously been on the Audit, Best Value and Community Services Scrutiny. Consequently, it was more difficult for the current Committee to identify the information it needed and to develop lines of enquiry for these corporate services.

9.10 The Chief Executive outlined that a briefing had been arranged for the Committee on Tuesday 16 October to cover the services provided by Orbis and Governance Services. This will cover the services areas that the Committee wishes to understand better. However, some services such as the Coroner's Office are areas where ESCC pays for the service but does not have much control over the costs.

RPPR Process

9.11 The Chair outlined that the report was not as helpful as could have been. It places the Committee at a disadvantage, as it needs to know the budget possibilities and what might be done at a much earlier stage. The Chair was not sure that the Committee is able to participate early enough in the process to be helpful.

9.12 The Chief Executive outlined that the Council has a very strong record in identifying the cuts and savings that have the least worst impact on services and residents. The way the RPPR process works overall means that as an authority the Council it is very good at delivering value for money. The Chief Executive acknowledged the tension that Members have in needing sufficient knowledge of what is a very big business operation, and being given more information than would be useful. It would be helpful if the Committee could describe what detailed information it wants, in order to make the best use of the Committee's time.

Performance Measures

9.13 The Committee discussed the performance measures relating to the percentage of residents satisfied or very satisfied with the way the County Council runs local services, and the percentage of residents informed or very informed about County Council services and benefits (on page 75 of the report). Councillor Godfrey Daniel questioned whether it makes sense to continue to ask these questions in the light of reductions in Council spending, and stated that he does not believe the satisfaction levels are realistic. Residents frequently talk about their dissatisfaction with services such as potholes, grass cutting etc. and consequently the residents' survey results appear to be counter intuitive.

9.14 The Chief Executive responded that the performance figures are based on the results of a statistically balanced survey. This is one measure of satisfaction with the Council's services and the Assistant Director Communities is leading on the Customer Experience project that is examining other measures of customer satisfaction. The Head of Communications added that the residents' survey is a telephone survey carried out twice a year (but will reduce to once a year in future) by an external professional company, which uses a sample of 1000 people weighted to reflect the population of East Sussex. So the results are statistically representative and reliable.

9.15 The Assistant Director Communities explained that the Customer Experience project is trying to get a whole range of feedback from customers when they are engaging with the Council. During the phase one pilot of the feedback, a total of 3,970 individual pieces of feedback were received. The feedback showed that 63% of customers thought the service was either 'excellent' or 'good' and the remaining 37% of customers felt that the service was either 'ok' (10%) or 'poor' (27%). The Committee asked if the feedback has helped the Council improve Services. The Assistant Director responded that it had, and in particular it has helped to improve web based services. Further details can be found in the report to the Governance Committee on the 18 September 2018.

9.16 The Committee RESOLVED to:

- 1) note the recommendations of the report;
- 2) request further, more detailed information on the Core Offer at the November Place Scrutiny Committee meeting; and
- 3) request that the current financial year savings plans be provided to the Committee.

(Post meeting note: An RPPR Board comprised of the whole Committee will meet on Monday 17 December 2018 at 2.00pm).

10 EAST SUSSEX ROAD SAFETY PROGRAMME - PROGRESS REPORT

10.1 The Head of Communities introduced the report. She outlined the background to the report and that the position regarding the number of people Killed and Seriously Injured (KSI) in road collisions in East Sussex remains above the national average. Detailed statistical analysis has confirmed that 90-95% of KSI's are caused by human error. This is based on the latest available KSI figures from the last two 2 quarters of 2017 and the first two quarters of 2018 (KSI figures for East Sussex: Quarter 3 of 2017, 109 KSI's; Quarter 4 of 2017, 92 KSI's; Quarter 1 of 2018, 65 KSI's and; Quarter 2 of 2018, 102 KSI's).

10.2 There are two strands of work in the East Sussex Road Safety Programme – Behavioural Change projects to tackle driving behaviour and Speed Management to introduce engineering measures at locations which have a higher than County average for KSI collisions.

Behavioural Change

10.3 The Programme continues to work with the Behavioural Insights Team (BIT) on a number of projects. The BIT has taken an empirical approach and tested all data in order to produce a more realistic model of behaviour that has the ability to make changes in behaviour. Analysis work undertaken with the BIT has identified the vulnerable groups to target for behaviour change projects. This was endorsed by the Project Board which is a multi-agency group that includes the Sussex Safer Roads Partnership (SSRP). It is anticipated that the projects will bring about the necessary behaviour change over the longer term, which will lead to a reduction of the number of KSI's. The Projects include:

- Notice of Intended Prosecution (NIP) – The amendment of the NIP warning letter to reduce reoffending rates for speeding. Immediately after an offence has been shown to be a good time to try and change people's driving behaviour.
- Operation Crackdown – The warning letter is to be amended to reduce re-offending from current rates.
- Anniversary Project - After a speeding offence people resolve to change their driving behaviour. The Anniversary Project aims to re-contact people on the 6 month anniversary of the offence to remind people of their resolve to change their driving behaviour.
- Social Media Project – This is a project targeted at 17-24 year old male drivers who are disproportionately represented in the KSI figures, but who are a hard to

reach group in terms of contact and engagement to change behaviour. An online campaign will be delivered to engage with this hard to reach group. The ESCC Communications Team is working with private sector agency that has experience of working with this group to develop the project. The work has involved running focus groups to see how to get this group to engage with the project. The project is designed to get as many 17-24 year olds to sign up and engage with them to measure and implement behaviour change projects.

- Biker Groups – Work has started to work with this group which will be tested and evaluated at forthcoming biker events.

Speed Management

10.4 This part of the Programme involves schemes to carry out evidence based road improvements. The focus is on 30 sections of road that have been identified for detailed examination because they are above the County average for KSI collisions. The Team Manager, Road Safety outlined that work on the first fifteen schemes has already started. Two schemes have been completed, with the others being delivered in the next 3-6 months. The work is being undertaken by the Council's highways contractor within the road maintenance programme to minimise disruption. The Road Safety Team is starting work on next fifteen schemes, which will be delivered in 2019/20.

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

KSI Figures

10.6 The Committee discussed the reasons why East Sussex has KSI figures that are higher than the national average. It highlighted factors such as:

- The variability in the way Serious Injury collisions are recorded by different Police forces;
- The nature of road network in East Sussex which has less dual carriageway and motorways which statistically have less KSI's;
- The proportion of the road network that is single carriageway, with limited opportunities to overtake safely; and
- The lack of comparability with other areas.

10.7 The Assistant Director, Communities outlined there is an ongoing issue to standardise Police force data. However, Sussex Police have a very robust approach in adhering to Department for Transport (DfT) guidelines for reporting KSI's.

Social Media Project

10.8 The Committee discussed the social media project and the proposed use of media for the target group of 17-24 year old male drivers. Concerns were raised by some Committee members about the messages contained in the proposed media.

10.9 The Head of Communications explained that the targeting of young male drivers and the offer of a Track Day is to encourage people to sign up is justified. This is a relatively small group of around 20,000 people and the poster is intended to be displayed on social media and not in public settings. The Assistant Director, Communities added that out of the 350 – 360 KSI's per year, around 50-60 are from this target group. This is the first programme to use a data based, behavioural science approach to target and get behaviour change in this hard to reach group. Councillor Elford asked if it was possible to see the data analysis used to identify the vulnerable groups. The Head of Communities outlined that the Team are comfortable that data analysis for the vulnerable groups is correct.

Summary Comments

10.10 The Head of Communities summarised by saying that 90-95% of KSI collisions are due to driver behaviour and this is something the East Sussex Road Safety programme is targeting. This approach is something new and if it can bring about behaviour change, it will make a difference. Projects such as Notice of Intended prosecution (NIP) letter sent to those caught speeding, is aimed at a key moment when people are open to changing their behaviour. The Head of Communities acknowledged there will always be some people who will not change their behaviour, but there are some people whose behaviour the Programme can influence.

10.11 The Committee welcomed report and the behaviour change approach that has been adopted. It noted that the majority of KSI's are caused by driving behaviour and changing the nature of the road network in East Sussex is not an option. The focus of work on KSI's should be to look at reducing absolute numbers, rather than getting tied up with comparability with other areas.

10.12 The Committee hoped that the work of the Programme will have an impact on driver behaviour and other areas will adopt this approach if it is successful in changing driver behaviour. The Committee requested a further update in September 2019.

10.13 The Committee RESOLVED to:

- 1) note that between 90% and 95% of road traffic collisions resulting in killed and seriously injured people are caused by driver error;
- 2) endorse the progress made on the development and implementation of the East Sussex Road Safety Programme; and
- 3) request a further progress report to be presented to the Committee in September 2019.

11 DROPPED KERBS - UPDATE REPORT

11.1 The Team Manager, Strategic Economic Infrastructure introduced the report. He outlined that dropped kerbs are important for people with a range of disabilities and those who use mobility aids. Scrutiny had identified two outstanding issues from the previous report which were:

- a lack of a prioritisation process and policy for the provision of dropped kerbs; and
- that there is no dedicated budget to pay for dropped kerbs.

11.2 In developing a dropped kerb policy, the Team has worked with the Eastbourne Access Group. Section 2.3 on page 2 of report summarises the key issues that were identified. The report looks at these issues and the wider funding opportunities for dropped kerbs, as well as what is happening nationally in the provision of dropped kerbs.

11.3 The Principal Transport Policy Officer explained that stakeholder feedback had been used to develop and refine the draft policy in appendix 2 of the report. The mechanisms for requesting dropped kerbs have also been improved with a streamlined application process. There are opportunities where ESCC can incorporate the provision of dropped kerbs in existing transport schemes, and they will be taken into account as standard when considering new schemes.

11.4 It is proposed to earmark £50,000 of capital funding for the provision of dropped kerbs and a draft prioritisation framework has been developed with input from the Council's Equalities Officer. The draft prioritisation framework (appendix 3 of the report) will focus on the person's needs and the site conditions where it is proposed to site a dropped kerb. It will also take into account the pedestrian flow and whether it supports access to services.

11.5 The design of dropped kerbs will reflect National Guidance, but will also take into consideration local site conditions (e.g. steep slopes, adverse cambers etc.). The draft policy does not advocate the provision white lining of all dropped kerbs to protect them from inconsiderate parking, but white lines will be considered on a site by site basis. It is expected that new guidance on the provision of dropped kerbs will be published later in the year. So it may be necessary to make changes to the draft policy once the new guidance is available. The Assistant Director, Economy added that the development of the draft policy had deliberately been paused to allow for input from the Scrutiny Committee.

11.6 The Committee welcomed the report and the proposed dropped kerb policy. The Committee asked for clarification on the duration of the dedicated funding; what the demand across the County is likely to be for the provision of dropped kerbs and; would Community Match funding also be available for providing dropped kerbs.

Funding

11.7 The Team Manager, Strategic Economic Infrastructure outlined that the dedicated funding is £50,000 per annum for the next three years up until 2021. This is timed to coincide with the duration of the Local Transport Plan, and will be reviewed as part of the development of the new plan. It will be possible to spend the £50,000 on dropped kerbs by the end of this financial year, with an average cost of between £2,000 and £4,000 for each pair of dropped kerbs. He confirmed that Community Match funding would also be available, as well as a range of other funding sources that will also be used to address the provision of dropped kerbs. The Assistant Director, Economy added that having a policy in place will also strengthen requests from developers for the provision of dropped kerbs.

Parking on Dropped Kerbs

11.8 The Committee discussed the problem of parking across dropped kerbs and that white lining should be used to protect them. The Committee noted that Police enforcement is unlikely in the situation where people park across dropped kerbs. Whilst white lining is not mandatory, the Committee recognised that providing it will have financial impact (approximately a £40 additional cost). The Committee agreed that white lining may not be necessary in all locations, but would like to see it provided as standard in urban areas where the occurrence of inconsiderate parking across dropped kerbs was most likely.

Tactile Paving

11.9 Cllr Godfrey Daniel outlined that the provision of tactile paving increases the costs of providing dropped kerbs, which is not universally popular within the disabled community. The Assistant Director, Economy responded that tactile paving is in DfT standards for dropped kerbs and is part of the Department for Transport's Inclusive Transport Strategy. The policy was developed to take into account that those people who are most vulnerable at road crossings are sight impaired or blind people. Councillor Godfrey Daniel acknowledged that tactile paving was appropriate at signalised crossings. The Principal Transport Policy Officer added that guidance on the provision of tactile paving is being revised and the Council will know imminently what is in the new guidance.

11.10 The Committee RESOLVED to note the allocation of capital funding for dropped kerbs and endorsed the proposed draft policy and prioritisation process.

12 WORK PROGRAMME

12.1 Chair introduced report and the Committee reviewed the items in the current work programme in appendix 1.

Work Programme

12.2 The Committee has received regular reports on Road Safety and Dutch Elm Disease (DED) Strategy topics. The Committee agreed to have a briefing note on the progress of the DED Strategy rather than have a report at the March meeting. It was agreed under item 10.13 (above) to have a report on the progress of the East Sussex Road Safety Programme in September 2019.

15 November 2018 Place Scrutiny Committee Meeting

12.3 The Committee agreed the following items for the next meeting on 15 November 2018:

- RPPR
- An update report on the changes to the Highways Grass Cutting Service.
- A report on the Emergency Planning Team and in particular their involvement in two recent incidents:
 - Birling Gap gas cloud; and
 - The water main burst incident - what the issues were and the actions taken.

The Director of Communities outlined that Ofwat (the economic regulator of the water sector in England and Wales) has asked for assurance from the water companies involved in order to prevent a re-occurrence. Representatives from Southern Water and South East Water could be asked to attend the meeting to talk about their response.

- A briefing note on the formation of Transport for the South East (TfSE) and its potential benefits.
- A presentation on the work of the Economic Development Team.

Further Ahead

12.4 The Committee noted that the agenda for the March 2019 meeting may need space for corporate services items, and will review this at the next meeting.

Scrutiny Reviews

12.5 The Committee agreed the draft terms of reference for the Scrutiny Review of the Effectiveness of School Travel Plans, and to proceed with this scrutiny review. It was agreed that the Review Board will be comprised of Councillors Godfrey Daniel, Claire Dowling and Nigel Enever.

Forward Plan

12.6 The Committee asked if Karl Taylor, Assistant Director Operations could email them with an outline of the background to the Highway Policy Review report that is going to the Lead Member for Transport and Environment meeting on the 15 October 2018.

The meeting ended at 12.15 pm.

Councillor Richard Stogdon
Chair

Report to: **Place Scrutiny Committee**

Date: **15 November 2018**

By: **Chief Executive**

Title of report: **Reconciling Policy, Performance and Resources**

Purpose of report: **To provide an update on the Council's business and financial planning process, Reconciling Policy, Performance and Resources (RPPR), and the Committee's comments and requests for further information.**

RECOMMENDATIONS:

The Scrutiny Committee is recommended to review the attached RPPR Cabinet report of 13 November 2018 and:

- (1) comment on the Core Offer proposals (Appendix 1 to the Cabinet report)**
 - (2) review the Medium Term Financial Plan (Appendix 2 to the Cabinet report)**
 - (3) comment on the areas of search for savings (Appendix 3 to the Cabinet report)**
 - (4) consider any additional information requested at the September Scrutiny Committee meeting on RPPR; and**
 - (5) identify any further work or information needed to aid the Scrutiny Committee's contribution to the RPPR process for consideration at the December RPPR Board, or as part of the Committee's ongoing work programme.**
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1. Background

Core Offer

1.1 The Cabinet agreed in July that the next step of the RPPR process was to ground our planning in a "Core Offer". The Core Offer is an articulation of what officers consider the minimum outcomes a competent and efficient Council could expect to be able to provide by 2020/21 having regard to East Sussex County Council's agreed priorities with the resources it anticipates having available to it over the next three years. Its backdrop is the saving of £129m made over the last 8 years, and the work we have done to ensure we are efficient and maximise the availability of resources to front line services. The Core Offer is ambitious but realistic: seeking to maintain our track record of delivering excellent services, innovation and providing good value for money. The Core Offer is an articulation of what we believe local people most need from the Council. This is based on the Council's agreed priorities, local knowledge, evidence of need and demand and Members' ambitions for East Sussex. It will act as a focus for our planning on how best to deploy the £390m/pa funding we will have by 2021/22.

1.2 The Core Offer is not the ideal that we would wish to be able to provide but seeks to capture what is most appropriate and possible in a time of austerity. We have already removed a number of early intervention and preventative services, which we know help to maintain the resilience of communities and individuals and whose removal may lead to increased costs in the long term. The proposals which form the Core Offer make further reductions in these services. However, building local people's long-term health and wellbeing is better than stepping in when families and individuals are in crisis. So the Council would want to reinvest in these areas if our financial situation were to improve.

1.3 The Core Offer will help us in our lobbying with Government to set out the realistic level of funding we need to continue to serve local people adequately. We have listed both the areas that we consider should be included in the current Core Offer and the proposed current areas that would be excluded. The Core Offer proposed by Chief Officers is set out in Appendix 1 to the Cabinet report. In drawing it up and considering the resources required to deliver it, Chief Officers have aimed to be realistic but ambitious about the level of service that can be maintained with minimum resources. It will however rely on a huge effort by our already reduced workforce, continued creativity and innovation working with our partners and may risk to our ability to meet statutory guidance and deadlines.

Medium Term Financial Plan (MTFP)

1.4 The updated MTFP included in the 13 November 2018 RPPR Cabinet report, indicates that the Council may face a cumulative budget deficit in a worst case scenario of £45.7million by 2021/22 based on projections of income, expenditure and the growth in demand for services. Whilst we have had the Chancellor of the Exchequer's budget announcements which have implications for local government, the direct effect on our position will not be certain until we receive the provisional local government settlement which is expected on 6 December. The Budget included welcome announcements of some additional funding for Children's and Adults' Social Care of £410m nationally in 2019/20. In addition £240m has been announced to help relieve winter pressures on the health system, continuing the winter pressures allocation of £240m already announced for 2018/19. We do not know, however, what the County Council's share of the £410m will be; whether the Government will split the funding between Children's and Adults or whether it will be for Councils to decide how to spend their shares and what, if any, conditions will be placed on the funding. £420m was also announced to fix potholes and carry out other highways repairs in 2018/19. Again we do not know how much of this East Sussex will receive or what restrictions will be placed on the use of funding. The additional funding, whilst helpful, is one off. It will not, therefore, change our savings requirement, unless the Government gives a commitment to replicate the funding for remainder of the MTFP period.

1.5 The RPPR report presented to Cabinet on 13 November sets out a number of other areas of uncertainty. For example we still await the outcome of the bid by East Sussex Councils to be a business rate retention pilot. In the longer term the Government is still working through proposals for future funding of local government once it has removed all Revenue Support Grant. All these factors will have an effect on our MTFP. In addition, work continues on a number of proposals that finance and support the changing costs of service delivery.

Savings Proposals

1.6 The initial areas of search for savings to be considered by Cabinet would still result in a total deficit of £33.4m to be identified. Work continues on the areas of search in relation to the costs of operations and financing.

2. Scrutiny engagement in RPPR

2.1 At the September meeting the Scrutiny Committees discussed the current Portfolio Plans and outline Core Offer contained in the State of the County report. The Place Committee also requested further detail on the Core Offer and the implications for services. Copies of the current year savings plans for 2018/19 requested by the Committee are included in Appendix B.

2.2 The **November 2018 scrutiny committees** are invited to:

- review the Core Offer proposals;
- review the MTFP;
- review the areas of search for savings for 2019/20 - 2021/22 and suggest any amendments or potential alternatives that should be explored; and
- consider any additional information requested at the September meeting in preparation for the RPPR Board in December;
- identify any further work or information needed to aid the scrutiny committee's contribution to the RPPR process for consideration at the December RPPR Board; and

- fine tune the scrutiny committee's work programme to ensure the committee is in the best position to contribute to the ongoing RPPR process.

Appendix A contains the 13 November Cabinet RPPR report, which details the Core Offer proposals, the updated MTFP for the Council for the next 3 financial years and the areas of search for savings.

Appendix B contains the savings plans for 2018/19 requested at the September scrutiny committee meeting.

2.3 The committee's **RPPR Board** will meet on 17 December 2018 to agree detailed comments and any recommendations on the Core Offer, emerging portfolio plans and savings proposals to be put to Cabinet on behalf of the committee in January 2019. The Chairs of the People and Place scrutiny committees are invited to attend the RPPR boards of both committees.

2.4 The **March 2019 scrutiny committees** will review the process and their input into the RPPR process and receive feedback on how scrutiny input has been reflected in final plans. Any issues arising can be reflected in the future committee work programme.

2.5 Running alongside this process, there will be a number of opportunities for all Members to engage in the RPPR process.

BECKY SHAW
Chief Executive

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Background Documents:

None

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Report to:	Cabinet
Date:	13 November 2018
By:	Chief Executive
Title of report:	Reconciling Policy, Performance and Resources (RPPR)
Purpose of report:	To set out the proposed East Sussex County Council Core Offer, the latest Medium Term Financial Plan and the areas of search for savings which will be used to develop proposals for the Council's budget for the next three years

RECOMMENDATION:

Cabinet is recommended to:

- **Consider and comment on the proposed Core Offer by 2020/21 (Appendix 1);**
 - **Note the latest update on the Medium Term Financial Plan (MTFP) (Appendix 2); and**
 - **Agree the areas of search for savings (Appendix 3)**
-

1. Core Offer Development

1.1 The Cabinet agreed in July that the next steps of the Reconciling Policy, Performance and Resources (RPPR) process was to ground our planning in a "Core Offer". The Core Offer is an articulation of what officers consider the minimum outcomes a competent and efficient Council could expect to be able to provide by 2020/21 having regard to East Sussex County Council's agreed priorities with the resources it anticipates having available to it over the next three years. It's backdrop is the saving of £129m made over the last eight years, and the work we have done to ensure we are efficient and maximise the availability of resources to front line services. The Core Offer is ambitious but realistic: seeking to maintain our track record of delivering excellent services, innovation and providing good value for money. The Core Offer is an articulation of what we believe local people most need from the Council. This is based on the Council's agreed priorities, local knowledge, evidence of need and demand and Members' ambitions for East Sussex. It will act as a focus for our planning on how best to deploy the £390m/pa funding we will have by 2021/22. Agreement is not being sought now to reduce services to the Core Offer. Decisions relating to changes in policy, service delivery and reductions in services leading to only the Core Offer being provided, will be taken in the usual way through the RPPR process and in accordance with the Council's constitution.

1.2 The proposed Core Offer set out in Appendix 1 is based on the four priority outcomes that Members have agreed: driving sustainable economic growth; keeping vulnerable people safe; helping people to help themselves; and making best use of resources. This means that we will continue to support economic development because the County's economy lags behind the rest of the South East and providing access to high quality employment is the single most important thing that can be done to reduce avoidable reliance on public services. It also means that some element of preventative services are included in the Core Offer where they prevent immediate need for more costly interventions. Enabling people to help themselves to live independently gives better health, wellbeing and quality of life for individuals and families and reduces the need for more costly intervention in the very short term.

1.3 The Core Offer will need to evolve over time as the needs of local people change and new ways of meeting needs become available.

1.4 The Core Offer is not the ideal that we would wish to be able to provide but seeks to capture what is most appropriate and possible in a time of austerity. We have already removed a number of early intervention and preventative services, which we know help to maintain the resilience of communities and individuals and whose removal may lead to increased costs in the long term. The proposals which form the Core Offer make further reductions in these services. However, building local people's long-term health and wellbeing is better than stepping in when families and individuals are in crisis so the Council would want to reinvest in these areas if our financial situation were to improve.

1.5 We will also continue to innovate and be creative about how we work to make the best use of the available resources. Extensive work and change will be required by the County Council and with partners to deliver the Core Offer as effectively as possible. We will work across the Council to make sure that we are maximising the use of all funding and resources to achieve the best outcomes we can for local people, including the best use of public health resources. We will also continue to compare our costs and practices with others to make sure we are making the best of every penny we spend.

1.6 The partnership work we undertake with all or local partners, particularly with health and the voluntary and community sector, will continue to be vital and also evolving in nature.

1.7 Getting the Core Offer right and clear, so that we can use it in discussion with residents, businesses, the Government, our partners and stakeholders is crucial. This means being clear about what is most needed from the Council for children and young people in the county, for adults with disabilities or who are vulnerable, for older people and what our universal offer is to all residents. This will ensure that we are looking across the Council at our offer to residents and businesses rather than through any departmental silos.

1.8 The Core Offer will help us in our lobbying with Government to set out the realistic level of funding we need to continue to serve local people adequately. We have listed both the areas that we consider should be included in the current Core Offer and the proposed current areas that would be excluded. The Core Offer proposed by Chief Officers is set out in Appendix 1. In drawing it up and considering the resources required to deliver it, Chief Officers have aimed to be realistic but ambitious about the level of service that can be maintained with minimum resources. It will however rely on a huge effort by our already reduced workforce, continued creativity and innovation working with our partners and may risk our ability to meet statutory guidance and deadlines.

2. Medium Term Financial Plan

2.1 The latest update of the Medium Term Financial Plan (MTFP) is set out in Appendix 2. Whilst we have had the Chancellor of the Exchequer's budget announcements which have implications for local government, the direct effect on our position will not be certain until we receive the provisional local government settlement which is expected on 6 December. The Budget included welcome announcements of some additional funding for Children's and Adults' Social Care of £410m nationally in 2019/20. In addition £240m has been announced to help relieve winter pressures on the health system, continuing the winter pressures allocation of £240m already announced for 2018/19. We do not know, however, what the County Council's share of the £410m will be; whether the Government will split the funding between Children's and Adults or whether it will be for Councils to decide how to spend their shares and what, if any, conditions will be placed on the funding. £420m was

also announced to fix potholes and carry out other highways repairs in 2018/19. Again we do not know how much of this East Sussex will receive or what restrictions will be placed on the use of funding. The additional funding, whilst helpful, is one off. It will not, therefore, change our savings requirement, unless the Government gives a commitment to replicate the funding for remainder of the MTFP period. Neither is it sufficient to close the budget gap. The Chancellor, although saying austerity is coming to an end, also said that plans may need to be reviewed if there were to be a no-deal Brexit and that the next period would be one of “continued financial discipline”. Funding for local government is therefore unlikely to improve and may get worse. Further savings are therefore inevitable unless new Government funding becomes available.

2.2 There are a number of other areas of uncertainty. For example we still await the outcome of the bid by East Sussex Councils to be a business rate retention pilot. In the longer term the Government is still working through proposals for future funding of local government once it has removed all Revenue Support Grant. All these factors will have an effect on our MTFP. In addition, work continues on a number of proposals that finance and support the changing costs of service delivery. The paragraphs below set out how these scenarios may affect the current MTFP.

2.3 The projection of Government funding is based on what has been confirmed in the latest Local Government Financial Settlement. The Council’s funding will reduce by a further net £15.1m over 2019/20-2021/22. In the same period there are unavoidable costs to cover projected inflation, demographic and service pressures of £64.8m. This equates to a real term loss of purchasing power over this three year period of £79.9m. Forecast increases in Council Tax receipts brings £34.2m additional funding but this still leaves a shortfall in spending power of £45.7m, which represents the current forecast savings requirements.

2.4 The updated MTFP sets out a worst case scenario deficit budget position by 2021/22 of £45.7m.

MTFP (cumulative)	2019/20	2020/21	2021/22
	£'000	£'000	£'000
Total Resources	(374,254)	(381,027)	(390,411)
Total Expenditure	390,979	417,362	436,112
Total Budget Deficit	16,725	36,335	45,701

2.5 The annual budget deficits are set out in the table below:

MTFP (annual)	2019/20	2020/21	2021/22
	£'000	£'000	£'000
Annual Budget Deficit	16,725	19,610	9,366
Savings from move to Core Offer	(5,844)	(4,495)	(1,972)
Remaining Annual Budget Deficit - subject to further areas of search	10,881	15,115	7,394
Cumulative Budget Deficit	10,881	25,996	33,390

2.6 The development of the Core Offer has identified savings of £12.3m (Appendix 3), leaving a total deficit of £33.4m to be identified. The work continues on the following areas of search, with the “indicative range” showing the potential opportunities to contribute towards the total deficit:

2.7 *National funding (indicative range: £0-6m for permanent relief; £5-7m for one-off funding)*

There are potential positive impacts of a number of national funding streams:

- recent Budget announcements (see para 2.1 above);
- further announcements from the provisional and final Local Government Settlement;
- the Fair Funding Review: a revised formula for Local Government funding allocation is awaited. The timeline for implementation is 2020/21;
- Business Rates Retention 75% Pilot 2019/20 (one year only): ESCC together with Eastbourne BC, Hastings BC, Lewes DC, Rother DC and Wealden DC, have submitted a bid to be a pilot area for 2019/20. The potential gain for the authority has been estimated at £1.6m. The successful bids will be announced as part of the Local Government Finance Settlement;
- Business Rates Retention (BRR): the longer term model for BRR has yet to be announced and will be informed by the learning from the 75% BRR Pilot for 2019/20;
- Comprehensive Spending Review 2019: Central Government is set to review funding allocations to all departments, which will impact from 2020/21 but no information is available at this stage; and
- Older People Social Care Green Paper: now delayed until the autumn but unlikely to provide additional funding until after the Comprehensive Spending Review (CSR) and General Election.

2.8 *Cost of Operations (indicative range: £2m-4m):* including:

- the assessment of inflation, using Office of Budget Responsibility and CPI indices;
- the review of current fees and charges, assessing levels of collection, comparing with benchmarking data and assessing the opportunities to raise existing, and set new, fees and charges; and
- through established protocols, assess the level of pressures and appropriateness of funding through the MTFP; and
- improving the way we work across the council through: technology, digital and Artificial Intelligence; removing duplication and improving efficiency and commercialisation.

2.9 *Financing (indicative range: £3m-8m):* including:

- updating the Treasury Management Strategy, with consideration of the basis for the calculation of the Minimum Revenue Provision, opportunities to reduce the cost of debt and increase the level of investment income;
- updating the Capital Strategy, with consideration of the impact of current capital programme slippage, reassessment of service needs and opportunities for refinancing the programme, including reduction in the revenue contribution to capital; and
- reviewing the overall use of Working Capital to support the MTFP.

2.10 The areas of search and possible impact of national funding announcements, add a significant level of complexity in setting a balanced budget for 2019/20 and a deliverable MTFP to 2021/22. Options will be developed in the intervening period to Cabinet in January 2019 and Full Council in February 2019.

2.11 In addition to all these areas of uncertainty, the effects of Brexit on the economy of the country, the duties the Government expects us to carry out and the workforce available to both the Council and the service providers on whom we rely, particularly in the Care Sector, remain unclear. It will be an additional factor that we need to take into account as the details of any deal and the practical realities begin to emerge.

3. Savings proposals

3.1 The initial savings proposals attached at Appendix 3 would take the Council to its Core Offer and would reduce the budget by £12.3m over the next three years. They will be subject to consultation and impact assessment before any final decisions are made, but Cabinet's agreement to these areas of search for savings is sought ahead of further work and scrutiny.

4. Communication, Consultation and Lobbying

4.1 The Council is using its best endeavours to live within its means and is continuing to work to make sure it is making the best use of resources. It remains unlikely, however, that even the Core Offer will be sustainable by the end of the next three year planning period. Lobbying will continue, therefore, to try to achieve a realistic settlement from Government in the short term leading up to the Comprehensive Spending Review. We will also make the case that in the long term, a truly "fair funding review" needs to recognise that the resources needed to meet local need cannot be raised from East Sussex residents and businesses. The economy and demography of the County mean that it is imperative that national funding solutions are found to fund the growth in demand for social care for older people.

4.2 In addition, the Council is asking for more local discretion about what services it provides and the choice to charge for some services. If funding is all to be obtained locally, local people should have a greater say in what is provided with that funding.

4.3 A programme of communications and engagement is being launched with residents, staff, stakeholders and partners about our Core Offer. We will also be carrying out statutory consultation and impact assessment on the overall budget proposals. More detailed impact assessments and consultations with those likely to be affected will be carried out in advance of any specific saving proposal being considered.

5. Staffing Impacts and Implications

5.1 Moving to a Core Offer and the need to make savings may lead to a reduction in staffing. These are yet to be identified and quantified. The County Council has established robust employment protection policies and will continue to try and avoid making compulsory redundancies, wherever possible.

Becky Shaw
Chief Executive

Contact Officers:
Ian Gutsell, Chief Finance Officer
Jane Mackney, Head of Policy and Performance

As one council

We will:

- be driven by the needs of our residents, businesses and communities and focus on our four priority outcomes;
- be democratic, open and honest about our decision making;
- work with all our partners to make sure there is a shared view of priorities and that we make the most of opportunities and resources available in East Sussex;
- work effectively with the community and voluntary sector;
- work well as a single organisation;
- provide the best quality service we can within the resources we have available;
- compare our cost and performance against others to make sure we provide value for money;
- learn from others to improve outcomes for residents;
- ensure that as much money as possible is directed towards front line services;
- lobby hard to protect and promote the interests of East Sussex.

Customer Service

We will:

- respond to formal complaints and statutory information requests;
- seek to provide information and services online wherever possible.

The proposed change from our current offer is that:

- we will expect people to use the online resources available and will provide automated responses wherever possible, so people may not always get an individualised reply to enquires.

Protecting and supporting vulnerable people

Children at risk

We will:

- provide a statutory social care offer to safeguard children at risk of harm. This includes: protecting children; looking after children who are in care, helping care leavers become successful adults and managing efficient and effective fostering and adoption services;
- we will provide an Early Help Service for 0-19 year olds where it helps us manage the demand for higher cost services, including an integrated service with Health Visitors for 0-5 year olds;
- we will work with partners to prevent young people from offending and to respond effectively when they do.

The proposed change from our current offer is that:

- we will reduce the training and preventative services that social workers can use to work with children and families. Though not statutory, these services are an important contributor to preventing children requiring a child protection plan or being taken into care;
- a reduction in the Early Help offer to families. A review, which will include consultation, is underway. Consideration will be given to working with fewer families and focussing our support to those families most at risk of social care intervention and the problems that are most likely to lead to crisis (mental health, substance misuse and domestic violence).

Special Education

We will:

- carry out statutory assessments of children with Special Education Needs (SEN), where there are significant barriers to learning;
- use our best endeavours to secure the right educational provision for those with the greatest need;
- fulfil our statutory duties to safeguard and promote the welfare of disabled children who meet the threshold under the Continuum of Need;
- where possible, work to build capacity in Early Years settings to ensure vulnerable pupils can attend a pre-school setting from 2 years old and can be supported to attend and succeed in mainstream schools.

The proposed change from our current offer is that:

- there will be a reduction in the timeliness of our response to assessment of SEN;
- we will set up fewer annual review meetings, including post 16 students, which may mean that fewer plans are ceased and costs within plans may increase;
- there will be a reduction in the preventative activity that we undertake with schools to support children with additional needs to be successful and remain in mainstream education.

Adults

We will:

- provide information and advice for all those seeking care and support;
- assess need and arrange help for individuals and their carers who are eligible for support from Adult Social Care;
- provide support that reduces the need for social care in the longer term and/or prevents the need for a more expensive service;
- continue to ensure that we safeguard vulnerable adults who are at risk of harm or abuse.

The proposed change from our current offer is that:

- we will remove the subsidy we currently give to meals in the community;
- we will review support plans for working age adults to ensure they continue to deliver high outcomes and represent best practice and value for money.

All Children

Schools

We will:

- operate a light-touch monitoring of the performance of maintained schools. We will use our best endeavours to intervene when a school is at high risk of failure;
- encourage the Regional Schools Commissioner to intervene where academies in East Sussex are under-performing;
- use our best endeavours to improve the outcomes of pupils vulnerable to under-achievement;
- promote post-16 participation in education and training, including provision and support for young people with learning difficulties/disabilities.

The proposed change from our current offer is that:

- we won't offer a school clerking service;
- we won't offer our current programme of support to schools to help them to improve;

- we will reduce the support to develop school partnerships, federations or move to academy status.

School planning and access

We will:

- plan to have enough Early Years and school places where they are needed;
- co-ordinate and administer the admission process;
- provide home to school transport where we have a statutory duty to do so.

Universal offer to all residents

Highways and Transport

We will:

- maintain roads, pavements, bridges, structures, highway drainage and verges and carry out repairs to our current standards;
- investigate road accident sites and take measures to prevent recurrence where this is possible;
- carry out safety audits of proposed highways improvement schemes;
- manage the national concessionary fares scheme and provide limited bus subsidies where they provide access to vital services, education and employment for communities which would otherwise be cut off;
- enforce civil parking restrictions where they are in place;
- carry-out strategic planning of the highways network to help to ensure the County's transport needs are met now and in the future;
- provide footpath clearance on priority and popular rights of way routes, maintain the Definitive Map and respond to public requests for footpath diversions and searches.

The proposed change from our current offer is that:

- we will reduce our maintenance of rights of way and expect landowners to maintain footpaths on their land.

Economy and Trading Standards

We will:

- provide access to high quality employment to reduce avoidable reliance on public services by acting as a strategic economic authority that intervenes, in partnership, decisively and cost effectively where it can make a difference, especially by leveraging in external funding;
- carry out food sampling and food inspection where the risk is high; carry out reactive animal health disease control and take enforcement action where necessary.

The change from our current offer is that:

- there will be a reduction in our preventative and support work, to business, to people vulnerable to scams and the reduction in routine inspection may increase public health risks.

Waste Management

We will:

- dispose of waste collected by the borough and district councils and provide sufficient waste sites to meet national guidance.

The proposed change from our current offer is that:

- there may be further reductions in the number of household waste recycling sites in the county.

Planning & Environment

We will:

- fulfil our statutory duties on planning, development control, flood risk and environmental management, including specialist environmental advice where required;
- provide emergency planning services.

Libraries

We will:

- provide a library service which meets our assessment of current and future needs.

The proposed change from our current offer is that:

- we will keep our Needs Assessment and Accessibility Analysis under review, and as a result we may in future provide a reduced library service.

Public Health

We will:

- provide a core service to Clinical Commissioning Groups;
- provide nationally mandated functions: currently these are sexual health services, drugs and alcohol treatment, NHS health checks and the national child weight management programme;
- fulfil our health protection duties;
- deploy the Public Health resources to improve health and wellbeing in support of the County Council's agreed priority outcomes.

Archives and Records

We will:

- manage the records which we are required to keep by law. We will meet our basic statutory duties as a Place of Deposit for public records at The Keep including a basic level of public access to those records.

The proposed change from our current offer is that:

- We will not be able to provide the same level of support to customers of The Keep when requesting archive material, both in person and online and we will not provide an educational outreach offer.

Gypsies and Travellers

We will:

- manage our current portfolio of permanent and transit sites.

Registration Service

We will:

- fulfil our duties to register births, deaths and marriages.

Community Safety

We will:

- deliver our local Community Safety priorities, commission effective substance misuse and domestic abuse support services and fulfil our statutory duties in relation to Prevent; Modern Slavery and the Crime and Disorder Act.

Support Services

We will:

- work in partnership with others to provide the best value for money, ensuring professional and modern support to front line services as efficiently as possible so maximum resource is focussed on front line delivery;
- manage our assets and central financial resources, including Treasury Management, capital and reserves prudently and effectively to support the County Council's business and sustainability.

Medium Term Financial Plan	18/19	19/20	20/21	21/22
	Approved Budget	Estimate	Estimate	Estimate
	£million	£million	£million	£million
TAXATION AND GOVERNMENT FUNDING		(371.304)	(374.254)	(381.027)
Business Rates	(74.706)	(3.930)	(0.620)	(1.677)
Revenue Support Grant	(14.966)	11.475	1.476	1.506
Council Tax	(272.567)	(10.729)	(7.966)	(9.245)
Council Tax - Adult Social Care Precept	(7.834)			
New Homes Bonus	(1.231)	0.234	0.337	0.032
TOTAL TAXATION AND GOVERNMENT FUNDING	(371.304)	(374.254)	(381.027)	(390.411)
SERVICE PLAN				
Service Expenditure	344.204	328.083	350.701	374.866
LGPS Secondary element, budget transfer to Corporate *		(2.352)		
Inflation				
Pay Award	2.954	3.714	2.709	2.741
Contractual inflation as per contract	1.101	0.834	0.760	0.830
Contractual inflation at OBR rates	8.485	8.634	9.193	9.767
Adult Social Care				
Growth & Demography	4.500	5.000	5.300	5.300
IBCF planned reduction	(3.239)			
Children's Services				
Extension of Foster Care to 21	0.700			
Dedicated Schools Grant	2.500	4.891	2.200	
Transition Funding for Schools planned reduction	(0.750)			
Growth & Demography		2.708	0.503	1.070
Looked After Children		1.043	(0.185)	(0.591)
Post 16 i-Send (New Burden)		0.269		
Fostering		0.374		
Care leavers (New Burden)		0.163		
Communities, Environment & Transport				
Waste Housing Growth	0.177	0.238	0.231	0.218
Removal of one-off Economic Development Grants	(1.000)			
Street lighting Electricity	0.107		(0.195)	(0.655)
Trading Standards	0.025			
The Keep rates and utilities	0.061			
Libraries Hastings rates and utilities	0.045	0.046		
Business Services				
Data Centre	0.250			
Contract pressures	0.112			
IT & Digital Licences		0.450		
Governance Services				
Legal pressures	0.059			
Specific Grants				
Improved Better Care Fund	(7.814)	(7.088)		
Improved Better Care Fund - Supplementary	(7.343)	3.694	3.649	
NET SERVICE EXPENDITURE	345.134	350.701	374.866	393.546
Corporate Expenditure		43.221	40.278	42.496
Treasury Management	21.436	(1.100)	0.600	
Funding Capital Programme - base contribution	4.000			
Funding Capital Programme - New Homes Bonus	1.231	(1.231)	0.660	(0.032)
General Contingency	3.500	0.040	0.060	0.090
Contribution to balances and reserves	4.481	(3.833)		
Pensions *	7.202	3.136	0.885	
Apprenticeship Levy	0.600			
Levies & Grants	0.771	0.045	0.013	0.012
TOTAL CORPORATE EXPENDITURE	43.221	40.278	42.496	42.566
TOTAL PLANNED EXPENDITURE - before savings	388.355	390.979	417.362	436.112
CUMULATIVE DEFICIT/(SURPLUS)	17.051	16.725	36.335	45.701
Savings	(17.051)			
TOTAL PLANNED EXPENDITURE - less savings	371.304	390.979	417.362	436.112
CUMULATIVE DEFICIT/(SURPLUS)	0.000	16.725	36.335	45.701
ANNUAL DEFICIT/(SURPLUS)	0.000	16.725	19.610	9.366

* LGPS Secondary element transferred from service expenditure into corporate expenditure, £2.352m 19/20

Movement since State of the County	18/19 Estimate £million	19/20 Estimate £million	20/21 Estimate £million	21/22 Estimate £million	Estimate £million
State of the County DEFICIT/(SURPLUS)	0.000	15.756	18.239	12.365	46.360
Council Tax Base and Collection Fund					
Service pay award - National Living wage provision		(0.600)			(0.600)
Revision of contractual inflation to reflect CPI		(0.258)	(0.274)	(0.286)	(0.818)
Business Rates - Proceeds of Pooling		(0.295)	0.295		
CSD: service pressures and new burdens		1.849	(0.185)	(0.591)	1.073
CSD: Dedicated School Grant reprofiled		0.734	0.733	(1.467)	
CET: service pressures		0.046	(0.195)	(0.655)	(0.804)
GS: service pressures		0.040			0.040
BSD: service pressures		0.450			0.450
New Homes Bonus retain in revenue for one year		(0.997)	0.997		
Cabinet October 2018 DEFICIT/(SURPLUS)	0.000	16.725	19.610	9.366	45.701

CUMULATIVE DEFICIT/(SURPLUS)	45.701
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East Sussex County Council - Proposed Savings 2019/20 to 2021/22

	Proposed Savings			
	2019/20 £'000	2020/21 £'000	2021/22 £'000	Total £'000
Communities, Economy & Transport	2,397	1,414	917	4,728
Children's Services	1,714	1,672	268	3,654
Adult Social Care	730	248	0	978
Business Services / Orbis	1,003	1,161	787	2,951
Total Departments	5,844	4,495	1,972	12,311

East Sussex County Council - Proposed Savings 2019/20 to 2021/22		Gross budget *	Net budget *	Proposed Savings			
		2018/19	2018/19	2019/20	2020/21	2021/22	Total
Activity	Savings Proposal and impact Assessment	£'000	£'000	£'000	£'000	£'000	£'000
Highways							
Highways Maintenance	Budgets for highways related investigations and studies and ESCC highways staff costs to be funded from capital budget.	16,552	14,332	889	0	0	889
Community Services							
Archives and Records Service	We will not be able to provide the same level of support to customers of The Keep when requesting archive material and we will not provide an educational outreach.	1,042	1,074	32	74	104	210
Trading Standards Services	Carry out food sampling and food inspection only where the risk is high; carry out reactive animal health disease control and take enforcement action where necessary. There will be a reduction in our preventative and support work, to business, to people vulnerable to scams and the reduction in routine inspection may increase public health risks.	803	656	18	82	0	100
Road Safety Services	Reduced road safety education and no engagement with Community Safety Partnerships or Joint Action Groups.	944	720	32	33	0	65
Library Services	We will keep our Needs Assessment and Accessibility Analysis under review, and as a result we may in future provide a reduced library service.	4,214	3,595	0	0	528	528
Transport							

East Sussex County Council - Proposed Savings 2019/20 to 2021/22		Gross budget *	Net budget *	Proposed Savings			
		2018/19	2018/19	2019/20	2020/21	2021/22	Total
Activity	Savings Proposal and impact Assessment	£'000	£'000	£'000	£'000	£'000	£'000
Concessionary Travel	Reduce the budget in line with current trends in usage.	7,855	7,837	150	0	0	150
Parking: Civil Parking Enforcement	Increase on-street parking charges where possible. Surpluses to be used for transport related funding.	6,134	(910)	1,000	1,000	0	2,000
Transport Hub Services	Reduced staffing capacity may result in a reduction in the overall level of service in the Transport Hub. This may mean answering public queries and our ability to resolve problems with bus operators and transport providers will be slower. This could increase public dissatisfaction and complaints to the Council.	1,525	594	0	100	0	100
Rights of Way Services	We will provide a reduced footpath clearance focused on those priority / popular routes resulting in a deterioration in the condition of other paths. Staff reductions may also lead to delays and longer timescales for dealing with requests for Definitive Map modifications and requests for footpath diversions which may result in an increase in public dissatisfaction and complaints to the Council.	1,173	683	0	100	0	100

East Sussex County Council - Proposed Savings 2019/20 to 2021/22		Gross budget *	Net budget *	Proposed Savings			
		2018/19	2018/19	2019/20	2020/21	2021/22	Total
Activity	Savings Proposal and impact Assessment	£'000	£'000	£'000	£'000	£'000	£'000
Waste Disposal							
Household Waste Disposal	Ongoing review of commercial saving opportunities.	43,286	26,456	200	0	0	200
Household Waste Disposal	Possible reduction in the number of HWRCs.	1,144	884	0	0	250	250
Planning and Environment							
Environmental Advice Services	Income generation through traded services.	1,631	420	15	25	35	75
Ashdown Forest	Remove financial support to conservators.	131	61	61	0	0	61
TOTAL Communities, Economy & Transport				2,397	1,414	917	4,728

* Budgets shown reflect the areas against which savings have been proposed.

East Sussex County Council - Proposed Savings 2019/20 to 2021/22		Gross budget *	Net budget *	Proposed Savings			
		2018/19	2018/19	2019/20	2020/21	2021/22	Total
Activity	Savings Proposal and impact Assessment	£'000	£'000	£'000	£'000	£'000	£'000
Support to schools and pupils							
Schools Learning and Effectiveness Service (SLES): Promote high standards	Reduce the support provided to prevent failure in schools causing concern. Limited support only for schools that have failed in terms of performance, leadership and governance or financial matters. No support for building school improvement capacity or for federations and partnerships. This could mean pupil attainment will not improve and may decline.	911	172	124	7	0	131
SLES: Performance monitoring	Reduce staffing and management capacity for performance monitoring across maintained and academy schools, only light touch monitoring where risk of serious failure has been brought to attention of LA. This could reduce the proportion of good or outstanding schools.	3,993	2,112	725	403	0	1,128
SLES: Clerking Service	Remove the clerking service. This will mean schools will need to recruit, train and pay for their clerking service.	1,523	165	158	0	0	158
I-Send: EHCP Assessment Services	Reduced staffing capacity may mean the process for completing statutory assessments will be slower. This could increase parental dissatisfaction and complaints to the Council and LGO. We will reduce the number of high cost placements that we challenge at tribunals and significantly reduce the proportion of annual reviews we attend.	28,597	862	0	188	0	188
I-Send: Inclusion Services	From 2020/21 statutory duties in relation to attendance will be met wholly through DSG. This will reduce the number of families we work with to improve attendance and may lead to an increase in pupil absence from schools.	9,364	1,061	0	19	0	19

East Sussex County Council - Proposed Savings 2019/20 to 2021/22		Gross budget *	Net budget *	Proposed Savings			
		2018/19	2018/19	2019/20	2020/21	2021/22	Total
Activity	Savings Proposal and impact Assessment	£'000	£'000	£'000	£'000	£'000	£'000
Early Years: Inclusion Services	No support to schools and early years providers to promote inclusion and share best practice. This may increase the proportion of pupils who are referred for statutory assessment, it may increase the proportion of pupils with EHCPs. We will need to continue to monitor the long term spend in SEN budget as the decisions made could have an impact throughout pupils' education.	27,746	326	85	0	0	85
Home to School Transport	Further reduction in funding provided to colleges to support disadvantaged pupils attending college and reduction in Independent Travel Training spend .	12,115	11,551	36	6	0	42

East Sussex County Council - Proposed Savings 2019/20 to 2021/22		Gross budget *	Net budget *	Proposed Savings			
		2018/19	2018/19	2019/20	2020/21	2021/22	Total
Activity	Savings Proposal and impact Assessment	£'000	£'000	£'000	£'000	£'000	£'000
Children's Social Care							
Safeguarding Services	We will no longer be offering some additional training and preventative services that social workers can currently access to work with children and families – this will include stopping Family Group Conferences (family meetings) when children are subject to Child Protection Plans, the ACT service which is an assertive outreach service for young people aged 16-24 who are at risk of or being exploited criminally, the problem solving team which supports the Family Drug and Alcohol Court and Video Interactive Guidance which helps parents who are already in difficulty learn how to respond better to their children. In addition some activity will be reduced including assessment of families who are going through court proceedings and the Foundations Project which works with families who have already had children removed from their care. The impact of these reductions is likely to mean that more children may become subject to Child Protection Plans or enter or stay longer in the care system.	44,026	38,105	586	0	268	854
Early Help	A review is underway which will be the subject of consultation, but is it likely to result in working with fewer families and focussing our support to those families most at risk of social care intervention and the problems that are most likely to lead to crisis (mental health, substance misuse and domestic violence).	9,592	5,652	0	1,049	0	1,049
TOTAL Children's Services				1,714	1,672	268	3,654

* Budgets shown reflect the areas against which savings have been proposed.

East Sussex County Council - Proposed Savings 2019/20 to 2021/22		Gross budget *	Net budget *	Proposed Savings			
		2018/19	2018/19	2019/20	2020/21	2021/22	Total
Activity	Savings Proposal and impact Assessment	£'000	£'000	£'000	£'000	£'000	£'000
Working Age Adults: Nursing, Residential and Community Based services	Review care packages to ensure these are focused on those with Care Act eligible needs and deliver support in the most cost effective way. The average spend on Working Age Adults is significantly higher in East Sussex than in other south east councils. The intention is to deliver an overall level of support which is fair, reflects need and achieves a level of spend comparable to other councils. Any decisions to change care arrangements will be dependent on reviews that take account of a clients individual circumstances. Some clients may however have their support reduced or removed.	62,332	49,031	247	248	0	495
Meals in the Community	The proposal is to withdraw the subsidy that support clients to pay for their meals. Clients would now pay the full cost of this service. A range of options are available within the market to ensure that vulnerable adults can access good quality, nutritious meals. Clients would continue to be signposted and supported to access these services.	483	483	483	0	0	483
TOTAL Adult Social Care				730	248	0	978

* Budgets shown reflect the areas against which savings have been proposed.

East Sussex County Council - Proposed Savings 2019/20 to 2021/22		Gross budget *	Net budget *	Proposed Savings			
		2018/19	2018/19	2019/20	2020/21	2021/22	Total
Activity	Savings Proposal and impact Assessment	£'000	£'000	£'000	£'000	£'000	£'000
Business Services: Orbis and Managed on Behalf of (MOBO) services: Finance, IT&D, Procurement, Property Services, HR and OD and Business Operations	The Advisory and Change areas of support are being analysed and presented to the 3 partner Councils to determine which elements need to form part of the Core Offer as they are essential in supporting the partners deliver their priorities, and which elements will no longer be provided. The aim would be to reduce spending as set out in this table although the details of how this might be achieved is still being developed.	47,534	22,270	1,003	1,161	787	2,951
TOTAL Business Services / Orbis				1,003	1,161	787	2,951

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Communities, Economy & Transport 2018/19 Savings			Gross budget *	Net budget *	Savings	Protected characteristics									
Service description	Description of savings proposal	Impact assessment	2017/18	2017/18	2018/19	Age	Disability	Gender / Transgend	Ethnicity	Marriage / Civil Partnershi	Pregnancy /Maternity	Religion / Belief	Sexual Orientation	No significant	
			£'000	£'000	£'000										
Operations and Contract Management															
Waste Disposal Service	Review of Current approach during 2017/18	Subject to public consultation, this proposal could include 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.	29,824	25,927	558	-	-								
Grass Cutting	Review of grass cutting policy	This proposal would reduce the number of grass verge cuts to two cuts across the county per year with ad-hoc cuts to maintain visibility and safety at junctions. A targeted consultation will be held with other councils to determine the level of appetite for councils to fund additional cuts in their areas.	823	823	400									y	
Economy															
Review fees & charges across the Planning Service.	To charge for pre-application advice on major/significant County matter proposals , and review Ordinary Watercourse Consents fees.	Proponents of major schemes are unlikely to be resistant to making a pre-application charge, although they will expect a certain level of service in return, which they are probably already receiving. Proponents of smaller schemes, particularly waste uses, may be put off from having pre-application dialogue if charges are introduced. Hence, a threshold for schemes we do and do not charge for will need to be introduced. Certain District & Borough Council's may be reluctant to introduce ESCC as a party on their Planning Party Agreements (PPAs) - we will need to clearly demonstrate the benefits of doing so. Potential that a substantial increase in OWC fees may put off people applying for OWC consent in the first place - this could lead to a greater need for enforcement. However, statutory consultation on major planning applications is assisting in identifying where OWC is required.	1,917	587	25									y	
Communities															
Library and Information Service	Libraries Transformation Programme - internal review of the Library and Information Service	The staffing restructure and changing to how we manage book stock including a review of library opening hours is complete.	5,536	4,606	100	+/-	+/-	+/-							
Library and Information Service	Libraries Transformation Programme - development and implementation of the Libraries' Strategic Commissioning Strategy	The Strategic Commissioning Strategy outlines a series of proposals including a reduction in the number of libraries, improved outreach services and development of the home library service. The proposals identify £653k savings against an original target of £750k. The strategy is currently out for consultation. the results of the consultation will be considered in the new year and a final strategy, with recommendations, based upon the results of the consultation will come before Cabinet for consideration.	5,536	4,606	653	+/-	+/-	+/-							
The Keep	Improved staff utilisation across a range of functions, increased income generation and reduction in sinking fund	An Income Generation Strategy is currently being developed. The Governance Board has approved, in principle, the approach of the sinking fund.	1,143	0	19									y	
TOTAL CET					1,755										

* Budgets shown reflect the areas against which savings have been proposed.

Savings slipped to 2019/20, to be mitigated in 18/19 by a draw from reserves:
 Libraries 25
 Waste 162

Communities, Economy & Transport 2018/19 Savings			Gross budget *	Net budget *	Savings	Protected characteristics									
Service description	Description of savings proposal	Impact assessment	2017/18	2017/18	2018/19	Age	Disability	Gender / Transgend	Ethnicity	Marriage / Civil Partnershi	Pregnancy /Maternity	Religion / Belief	Sexual Orientation	No significant	
			£'000	£'000	£'000										
					<u>1,942</u>										

Business Services / Orbis 2018/19 Savings			Gross budget	Net budget	Savings	Protected characteristics									
Service description	Description of savings proposal	Impact assessment	2017/18	2017/18	2018/19	Age	Disability	Gender / Transgend	Ethnicity	Marriage / Civil Partnershi	Pregnancy /Maternity	Religion / Belief	Sexual Orientation	No significant	
			£'000	£'000	£'000										
Business Services	Budgets managed by Orbis on behalf of ESCC: Cost effectiveness across functions, for example procurement savings from joint tenders with Orbis partners.	Reduced responsiveness and support.	33,185	6,013	286										y
Orbis is a Business Services partnership between East Sussex and Surrey County Councils and Brighton and Hove City Council. The Partnership is managed through a Joint Committee and therefore remains a wholly public sector operated arrangement. Orbis has created single leadership and management of business services in order to delivered efficiencies and share best professional practice that enables the ongoing delivery of resilient professional support for the Partners.	Bringing all of the services within Orbis into single points of leadership so that services can be redesigned and integrated in order to operate coherently across the 3 partners. The significant majority of proposals relate to savings in staffing as this is where the significant operating costs are. The savings are focussed on reducing management posts, the hierarchy and levels of management and areas of duplication. Where there are areas of non-staff savings proposals these will focus on the ICT and Business Operations areas. The savings proposals are shown net of some additional investment costs in IT in order to enable modern ways of working and develop technology that automates processes.	Key factors for delivery of the Orbis Business Plan by the end of 18/19 include: - Delivering a level of integration that is optimum for each service; - Recognising the different needs of each partner and getting the right balance between the most efficient common approach and differentiated approach tailored to each partners requirements - Investing in partnership and collaborative working and development of staff to operate effectively within a Partnership supporting 3 partners. - Creating and Orbis identity and culture whilst equally being part of the identities and cultures of the 3 partners - Investing and exploiting the benefits of technology and transitional / programme support to support, enable and deliver changes.	15,269 ¹	15,269 ¹	1,110										y
TOTAL BSD/ORBIS					1,396										

¹ ESCC contribution to the Orbis Partnership

Governance Services 2018/19 Savings			Gross budget *	Net budget *	Savings	Protected characteristics									
Service description	Description of savings proposal	Impact assessment	2017/18	2017/18	2018/19	Age	Disability	Gender / Transgend	Ethnicity	Marriage / Civil Partnershi	Pregnancy /Maternity	Religion / Belief	Sexual Orientatio	No significant	
			£'000	£'000	£'000										
Communications	Cease production/ delivery of hard copies of Your County magazine	Your County to be available on line only - this would reduce our ability to reach all residents with key messages and is likely to impact on older people and more disadvantaged people without internet access.	1,170	1,013	54									y	
3rd Sector	Cease corporate support for AiRs (18/19); Reduction in Generic infrastructure or Healthwatch	Reduced support for the VCS.	938	574	30									y	
TOTAL GS					84										

* Budgets shown reflect the areas against which savings have been proposed.

Report to: Place Scrutiny Committee

Date of meeting: 15 November 2018

By: Director of Communities, Economy and Transport

Title: Emergency Planning Update Report

Purpose: To inform Scrutiny Committee on progress with Emergency Planning

RECOMMENDATION:

(1) Scrutiny is recommended to consider the progress being made in Emergency Planning across East Sussex.

1. Background Information

1.1 The East Sussex Resilience and Emergencies Partnership Board (ESREP) continues to meet quarterly, and includes East Sussex County Council (ESCC), East Sussex Fire & Rescue (ESF&R), Hastings Borough Council, Eastbourne Borough Council, Lewes District Council and Wealden District Council.

1.2 The team continues to contribute to several Sussex Resilience Forum (SRF) work streams. ESCC co-chair the Risk, Emergency Welfare, and Weather and Environment groups, and contribute to the Response, Community Resilience, Training and Exercising, and Warning and Informing work streams.

1.3 In order to address some of the identified emergency planning training needs in ESREP, a comprehensive package of training will be delivered by the Cabinet Office Emergency Planning College and will include;

- Strategic Emergency and Crisis Management
- Tactical Emergency Management
- Principles of Recovery Planning
- Local Authority Chief Officers - Delivering Civil Protection
- Cabinet members - Your Role in Disaster Management

1.4 Further information on a Member's role in an emergency can be found at Appendix 1.

2 National Occupational Standards (NOS)

2.1 The Civil Contingencies National Occupational Standards (NOS) are a nationally recognised framework of standards that category 1 and 2 responders under the Civil Contingencies Act 2004 (CCA) use to demonstrate competence and performance of its activities. The NOS provide a benchmark for basic skills for individuals and organisations to aspire to in developing their professionalism and practice.

2.2 By recording this information and activity against this framework it provides ESCC with a clear auditable programme of evidence, and enables the Authority to demonstrate it is meeting legislative requirements and statutory obligations.

3 Resilience Standards

3.1 There has been an ongoing programme of work undertaken by the Civil Contingencies Secretariat in the Cabinet Office, in conjunction with the Ministry for Housing, Communities and Local Government Resilience and Emergencies Division (MHCLG RED), to create a set of Resilience Standards for Category 1 and 2 responders, the voluntary sector and colleagues in the devolved administrations. These standards will produce a coherent set of expectations and codified good practice doctrine for those colleagues working in the resilience field.

3.2 The standards effectively underpin our statutory obligations and when embedded they will provide ample opportunity to provide auditable evidence of how we actively meet our obligations. The first 6 Resilience Standards have been published for consultation and further standards will be circulated shortly.

4 Operational Update

4.1 A potentially large data protection issue and discovery of Picric Acid (class 1.1 explosive) at the Aquascience site in Uckfield resulted in a multi-agency response which was led by ESCC.

4.2 Over the Christmas period 2 pollution/salvage incidents occurred at sea which had the potential to affect East Sussex; although neither came ashore within our jurisdiction, significant planning activity was undertaken. The incidents were;

- MEKHANIK YARSEV - oil spill whilst bunkering.
- EPIC BURANO – partial loss of load (wood).

4.3 Parts One (Severe Cold) and Two (Snow Linking) of ESCC's Severe Weather Plans/ESCC's Business Continuity (BC) Management System were put to the test during the adverse weather (snow) incidents. ESCC's Business Continuity Management System as a whole was tested in real-time during this incident, under the direction of ESCC's Corporate BC Lead.

4.4 Following the cold spell in April a number of water mains burst in the north of the County, affecting in excess of 100,000 households for over 48 hours, although many had their supplies restored within this time period. Whilst responsibility for repairing bursts and for the supply of water while mains water supply is disrupted rests with the relevant water companies, there were a series of multi-agency meetings chaired by Sussex Police, and the vulnerable persons plan was initiated through the SRF. A debrief took place with a number of recommendations for all agencies and the ESCC Emergency Planning Team fed in to the resulting OFWAT '[Out in the Cold](#)' review. Following this report, each of the companies were required to publish how they are responding to the issues raised and develop an action plan on their websites. OFWAT had significant concerns about Southern Water and South East Water's responses overall and they are required to provide external assurance on this action plan. Learning from this incident was captured in the multi-agency SRF Operation Kirkwall debrief.

4.5 Learning from the adverse weather in the summer months (heatwave) will be incorporated in the review of the SRF and ESCC framework triggers that is currently being undertaken. The Adverse Weather Framework will incorporate key changes in standing up Tactical Advisory Groups and weather warnings processes and will be included in the ESCC Heatwave Plan.

4.6 Learning from the Manchester Arena bombing has resulted in a number of recommendations, the relevant ones being incorporated into appropriate work streams. The report can be found at https://www.kerslakearenareview.co.uk/media/1022/kerslake_arena_review_printed_final.pdf

4.7 With the last draft revision dating from March 2013, the ESCC Coastal Pollution plan has been thoroughly reviewed and in many places rewritten, to bring it up-to-date and in line with National structures for emergency response. Many links to useful resources have been added, including the process for activating the clean-up contract with Adler and Allan.

4.8 The Severe Cold Plan has been extensively reworked to include the latest statistics and research on winter mortality, and aligning and cross-referencing with SRF processes and the Cold Weather Plan for England.

4.9 Work has started on understanding the implications of the multi-agency flood planning recommendations from the recent national review (<https://www.gov.uk/government/publications/multi-agency-flood-plan-mafp-review>). The Weather and Environment Group (WEG) will be publishing guidance in due course regarding Part 2 Flood Plans.

4.10 The Animal Diseases Plan review is underway as there have been significant changes to how the Department for Environment, Food and Rural Affairs (DEFRA) will set up a response to an incident. The

SRF plan will be amended accordingly and work will then commence with Trading Standards to update the ESCC plan.

4.11 Work continues within the SRF working group on the Volunteer Management Plan which will enable the efficient and safe use of volunteers during an incident, thereby increasing our ability to respond and recover across the SRF. As part of this work sites that could serve as Volunteers Reception Centres across the County have been identified. This will aid incident response and recovery, and protect against reputational damage if volunteers present during an incident. In addition, the EP Team have been working with insurance officers to understand the cover required for volunteers who deploy on behalf of the Authority to provide a model process for SRF partners.

4.12 The SRF recovery Plan has been reviewed and is awaiting sign off by the Delivery Group.

4.13 The Emergency Planning (EP) team have supported Safety Advisory Group activity for the Lewes bonfire event and provided the Chair of the Eastbourne Tennis and Airbourne Safety Advisory Groups.

4.14 A very successful Town and Parish Emergency Group Conference was held in November. Approximately 60 people attended, with Mark Andrews, ESF&RS delivering the opening address and Cllr Bentley, ESCC Lead Member for Communities and Safety, giving the closing address. In addition, a SRF Emergency Planning Symposium was held in March.

4.15 The following exercises have taken place;

- Ex SNAIL – test and exercise of the Cuilfail Tunnel Plan
- Ex REFINE - test and exercise of the Tradebe COMAH (Control of Major Accident Hazards) site
- Ex GALILEO –Brighton & Sussex University Hospital Live exercise
- Ex BENWICK, Wealden DC's Rest Centre exercise
- Tabletop exercise to test Eastbourne Air Show Plans
- Tabletop exercise to test Eastbourne Tennis Plans

4.16 A large-scale multi-agency SRF exercise is due to take place in February/March 2019 and this will be centred around recovery from an adverse weather incident.

5 Conclusion and reasons for recommendation

5.1 Scrutiny is therefore asked to note the progress being made in Emergency Planning across East Sussex.

RUPERT CLUBB

Director of Communities, Economy and Transport, ESCC

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LOCAL MEMBERS

All

BACKGROUND DOCUMENTS

None

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A councillor's guide to civil emergencies



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Foreword

Recent flooding events in the north of England have once again highlighted the important role of councils in responding to and recovering from civil emergencies. In the case of these forecastable weather related emergencies, thanks to good planning and some advanced warning, councils and their local resilience forum (LRF) partners were able to take some pre-planned actions, such as erecting flood barriers, distributing sand bags and warning the public. This undoubtedly went some way to reducing the overall impact of these devastating floods.

But not all emergencies can be foreseen in this way. How many would have anticipated the fatal air accident on the Shoreham by-pass in summer 2015 and the impact it would have, or, despite the ever present risk of terrorism, the 2005 bombings in London or indeed the atrocities in Paris and Brussels?

As councillors we need to ask ourselves and our officers, 'how well prepared are we to face the unexpected?'

If we are properly prepared, we should be able to cope with whatever might be thrown at us. Councils that work closely within the framework of their LRF to identify and update risks and plan for emergencies will have taken a big step towards ensuring they are ready, but this can't just be left to the experts.

As councillors and community leaders we have an important part to play not just through being involved in responding to and recovering from an emergency, but also through being engaged in the essential planning and preparation needed to ensure resilience and readiness. We have a responsibility to ensure that those charged with supporting our community in the event of an emergency won't get caught out. If the worst happens, we, as elected representatives, are fundamental to ensuring the backing of the public for whatever needs to be done to return to normal. By asking the right questions and ensuring the interests of our constituents are properly represented, we can make a significant contribution to ensuring the overall resilience of our communities.

I welcome the publication of this guide and commend it to you. I hope you will find it useful and encourage you to question how well prepared you personally and your councils are should disaster strike. The questions at the back the guide provide a good starting point for senior elected leaders and portfolio holders, and colleagues sitting on scrutiny committees, to examine the overall preparedness of their council and partners.

My key message would be, please don't leave it to the last minute or until it really is too late.

Councillor Simon Blackburn

Chair, LGA Safer and Stronger Communities Board

Introduction

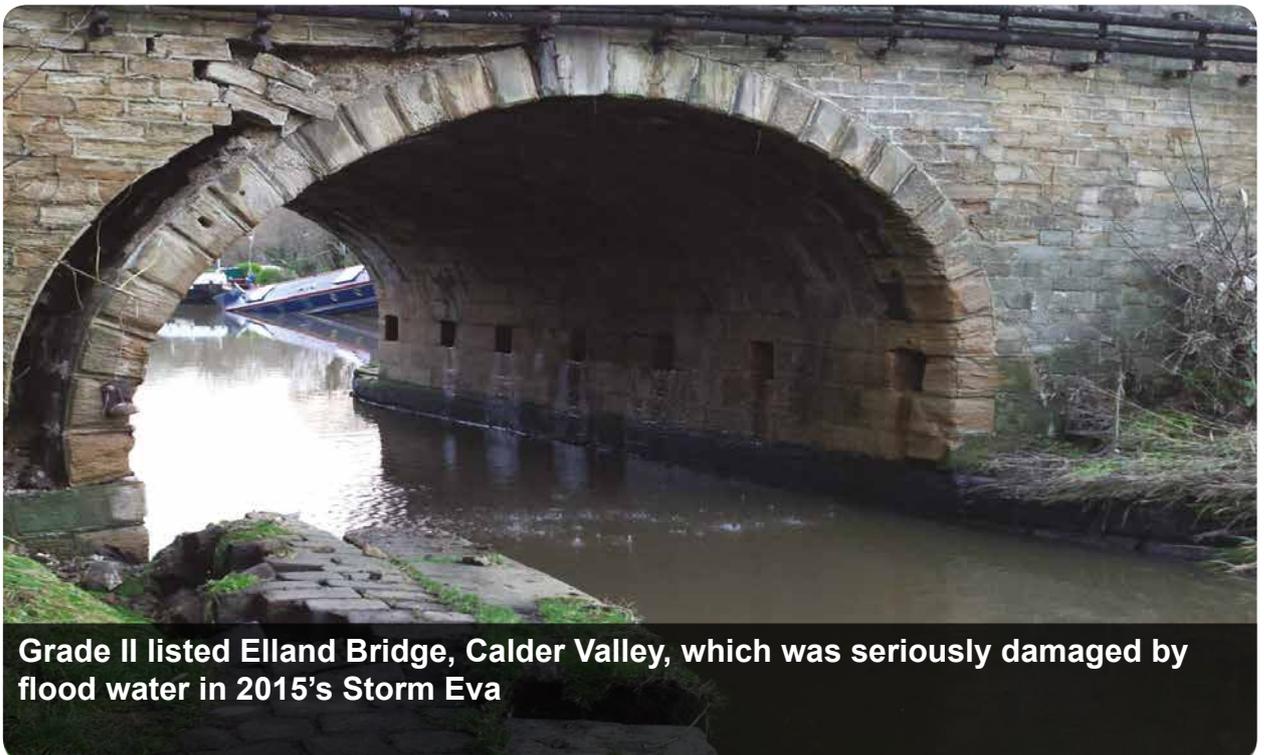
A **civil emergency** is defined in the Civil Contingencies Act 2004 as:

“an event or situation which threatens serious damage to human welfare in a place in the United Kingdom, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK”.

Civil emergencies take many forms and advance planning and preparation is vital. Because of the increasing frequency of severe weather related events, flooding, snow, etc and the overall emphasis on climate change, there is a risk of too much focus on preparing for extreme weather with insufficient thought being applied to preparing for other emergencies such as:

- a major explosion and fire (eg Buncefield 2005)
- major disruption to the transport infrastructure (eg the Shoreham air crash 2015)
- a nuclear related incident (eg Windscale fire 1957; Fukushima, Japan 2011; Chernobyl, Ukraine 1986; Three Mile Island, USA 1979)
- a significant chemical accident (eg Bhopal, India 1984; Flixborough 1974)
- terrorism (eg London bombings 2005; Paris 2015)
- health related (eg Flu pandemic 2009).

Plans developed by a local resilience forum (LRF) will be based on a risk assessment, but while risk must be assessed and plans made accordingly, it would be imprudent to rule anything out completely.



Grade II listed Elland Bridge, Calder Valley, which was seriously damaged by flood water in 2015's Storm Eva

The principles for preparing for, responding to, and recovering from a civil emergency are much the same whatever the emergency. With civil protection arrangements needing to be fully integrated across all responders; the first principle is anticipation and assessment of risk and the last, effective response and recovery arrangements. This is otherwise known as integrated emergency management; a holistic approach to preventing and managing emergencies.

The following six activities are fundamental to this approach:

Integrated emergency management	Emergency preparedness	Emergency recovery and response
Anticipation	✓	
Assessment	✓	
Prevention	✓	
Preparation	✓	
Response		✓
Recovery management		✓

The bottom line is that if a council and its partners can get the broad principles right they will be in a good position to cope with whatever might come their way.



Case studies

Storm Eva Leeds City Council

On 26 and 27 December 2015 Storm Eva caused unprecedented flooding in Leeds. 519 businesses and 1,732 residential properties as well as bridges and council buildings damaged by the floods.

Leeds City Council's emergency control centre was activated and the local authority worked with emergency services, the Environment Agency (EA), Yorkshire Water and the army as part of the response. This included clean up, road signage, community engagement, communications (ie updating the website, handling hundreds of media enquiries), responding to enquiries via a flood email address and telephone helpline and deployment of sand bags to key sites.

The local authority along with community groups and volunteers used press and social media to engage more than a thousand volunteers to work on the clean up across the city, supported by over 100 council officers. Councillors met with those affected, galvanising volunteers and helping with the clean up. Greg Clarke, Secretary of State for Communities and Local Government, HRH Duke of York and Flood Minister for Yorkshire, Robert Goodwill MP all visited Leeds to raise awareness locally and nationally of the impact of the flood.

The West Yorkshire Resilience Forum, which is jointly chaired by the police, fire service and the council, met to ensure there is an effective framework for partnership working to deal with the recovery issues. Leeds City Council is playing a key role in this and has established an officer group to support the recovery arrangements set out in the Leeds Strategic Recovery Plan.

Shoreham Bypass air crash Adur District Council

On 22 August 2015, a vintage jet aircraft crashed onto vehicles on the A27 during a display at the Shoreham Airshow, killing 11 people and injuring 16 others.

The aircraft broke into four parts on impact, destroying several cars. Fuel escaping from the fuel tanks ignited in a large fireball and plume of smoke immediately following the impact.

Following the crash, the A27 was closed in both directions, stranding those attending the airshow. People were initially able to leave the site only on foot, as the main access from the car parks to the A27 was closed.

Initially the role of Adur and Worthing Councils was to support the emergency services and West Sussex County Council as the tier one and two responders whilst keeping council services running as normal. Council officers also established a stand-alone website for a virtual book of condolence and together with West Sussex County Council opened a charitable fund to support victims of the accident, to be administered by the Sussex Community Foundation, a registered charity.

Storm Eva Calderdale Metropolitan Borough Council

On Boxing Day 2015 Storm Eva reached Calderdale, causing flooding across 20 miles of the Calder Valley. Some 2,000 homes and 1,000 businesses flooded and large areas were without power for several days.

Calderdale Metropolitan Borough Council is the Lead Local Flood Authority (LLFA) and implemented emergency plans in partnership with the emergency services, Environment Agency, Canal and River Trust, Yorkshire Water, Northern Powergrid and local community groups.

Within hours local volunteers, with council support, had set up hubs in Todmorden, Hebden Bridge, Mytholmroyd, Sowerby Bridge and Elland, which quickly became the heart of each community, providing food, warmth, advice and support to the devastated communities.

Calderdale has local flood groups, with dedicated flood wardens and community based flood stores, which allowed the clean-up to get underway as soon as the floodwater had gone.

The council coordinated the collection and removal of tonnes of waste and debris from across the valley and provided skips for residents and businesses. The highways team inspected the street lights, traffic lights and over 100 bridges in the flood affected areas, including 85 underwater inspections. Grants were allocated to residents and businesses to contribute to the cost of the clean-up and to help make properties more resilient against future flooding.

The scale of the flooding and the subsequent damage to the highways network meant the council's priority quickly became focused on raising sufficient funding from regional organisations and central government to support the recovery.

The extent of the damage to infrastructure means that the repair work is still on-going, but most businesses have now re-opened and residents are returning home as life begins to return to normal across the Calder Valley.



**Burnham Area Rescue Boat,
Somerset 2014**

Councils' legal obligations and their role in civil resilience

The Civil Contingencies Act 2004 is the legal framework that sets out the roles and responsibilities of emergency responders in England and Wales. The Act provides a basic framework defining what tasks should be performed and how cooperation should be conducted.

It defines two levels of responder:

- Category 1 – These are organisations which are likely to be at the core of the response to most emergencies. As such, they are subject to the full range of civil protection duties in the Act. All principal councils are Category 1 responders along with the emergency services, health services, and the Environment Agency.
- Category 2 – These are cooperating responders, who are less likely to be involved in the heart of multi-agency planning work, but will be heavily involved in preparing for incidents affecting their sectors. The Act requires them to cooperate and share information with other Category 1 and 2 responders.

All Category 1 responders are subject to the full set of civil protection duties in the Act, which are outlined in **Appendix 1** to this guide.

The type of emergencies to which a local authority would have a duty to respond will be set out in the local community risk register.

Local resilience forums (LRFs)

In England and Wales, LRFs, which are multi-agency partnerships made up of representatives of Category 1 and 2 responders plus the military, are responsible for identifying and planning for the civil resilience risks for the local police force area.

Local authorities should have a key role in the LRF, including being involved in the development of the community risk register and contributing to local multi-agency response planning. They should also participate regularly in local multi-agency training and exercises, which are a good way to provide assurance on local level preparedness.

Councillors can support this work and also ensure that LRFs are aware of the particular issues in their communities.

Lead local flood authorities (LLFAs)

LLFAs are county councils and unitary authorities, which have duties (outlined at **Appendix 2**) under the Flood Water Management Act 2010. The Act aims to provide better, more sustainable management of flood risk for people, homes and businesses, help safeguard community groups from unaffordable rises in surface water drainage charges, and protect water supplies to the consumer.

Providing emotional and practical support to the public in a civil emergency

In addition to what they are required to do under the Civil Contingencies Act, councils also need to bear in mind the following when responding to and recovering from a civil emergency:

- In the Localism Act 2011, local authorities in England were given a new General Power of Competence. Under the provision, a local authority has the power to do anything that individuals generally of full legal capacity may do. Under Part 1 of the Act they can do this for the benefit of the authority, its area or persons resident or present in its area.

“Leeds, along with several other areas, witnessed the devastating impact of Storm Eva on local businesses and residents. There is no doubt local government proved to be best placed to react to the crisis. The multi-agency response of council officers, public services and emergency services was exceptional, but it was the hundreds of volunteers who gave up their time to do anything they could to help that was particularly striking. That greatly speeded up the clean-up process especially and helped the areas worst affected to begin to recover and get back on their feet as quickly as possible.”

Councillor Judith Blake
Leader, Leeds City Council

- Under the homelessness legislation councils have a duty to secure suitable accommodation for people until a settled home becomes available. This means that in the event of an emergency, they have a responsibility for providing temporary shelter in the first instance and subsequently temporary accommodation in an extended emergency. Councils, registered social landlords and housing trusts have a duty to cooperate in providing assistance on request, where a housing authority asks for help with meeting its homelessness function.

What can councils do to provide practical and emotional support?

Experience from councils that have had to face the challenges of a civil emergency has shown that keeping communications teams part of the strategic decision-making process and the close involvement of the voluntary sector, were key to enabling them to provide practical and emotional support whilst also fulfilling their statutory duties and are therefore worth considering:

- Effective use of communications:
 - agree the key messages with your communications team before you engage in any communications (eg face to face, social media, local and national press) and ensure that you and other responders clearly and consistently repeat these and any further updates in all future communications
 - ensure that the front page of the council website clearly directs residents and press to up to date information regarding the emergency with clear signposts of where to go for further information if needed and relevant contact details for any other organisations
 - use a variety of channels to communicate the key messages to as wide an audience as possible based on your knowledge of what works best

for your residents. Social media is a good way of communicating with lots of people at the same time, but consider that harder to reach residents such as the elderly may need more direct contact such as public meetings, councillors and officers in key locations to relay information and leaflet/ newsletter drops

- ensure that regular updates are disseminated to all staff via intranet/ line managers and that front line staff are briefed to deliver key messages to residents.
- Setting up a dedicated resource centre/one stop shop with other service providers, particularly the voluntary sector and dedicated case workers.
- Providing access to telephones, computers and help with correspondence.
- Establishing a sub group to coordinate voluntary sector activities.
- Establishing an aftercare group as a sub group of the recovery coordination group (see **Appendix 3**) to provide emotional support to victims, including responders. While this group might be initiated by the council, it could be constituted almost entirely by the voluntary sector who could take over full responsibility for it in due course. Amongst other things it could:
 - establish community support groups for people who want to talk about the incident
 - establish community self-help groups supported by the council and other agencies such as the Environment Agency
 - plan social events to bring displaced communities together.
 - provide a care and counselling service.
- Making arrangements for the receipt and distribution of donations of cash, clothing, furniture, etc. This role could be undertaken by the voluntary sector.

“The flooding we experienced on Boxing Day 2015 was unprecedented. We were badly hit by floods in 2012. At the time these were also described as unprecedented, but it is clear that what was previously a once in 100 years event, or even once in every 50 years, is now happening with much greater frequency. Many homes and small businesses have been flooded several times over the past few years and I know that it has been a struggle.

Council staff, communities and volunteers supported each other during the clean-up operation and established community hubs in the five towns affected by floods. The council dealt with dangerous, flood damaged structures, cleared tonnes of debris and silt and provided assistance packages to householders and local businesses.”

Councillor Tim Swift
Leader, Calderdale Council

Management and coordination of civil emergencies

Emergencies involve a large number of agencies, which need to cooperate and support each other. Procedures and capabilities need to be well integrated for response and recovery work to be effective.

There is a generic national framework for managing emergency response and recovery that is applicable irrespective of the size, nature or cause of an emergency, but remains flexible enough to be adapted to the needs of particular circumstances. This framework identifies the various tiers of single-agency and multi-agency management in emergency response and recovery, and defines the relationships between them. It provides a common framework within which individual agencies can develop their own response and recovery plans and procedures.

Levels of coordination

There are three levels of multi-agency coordination:

- **strategic** – often referred to as Gold
- **tactical** – often referred to as Silver
- **operational** – often referred to as Bronze.

The roles, responsibilities and management of each level is outlined at **Appendix 3** to the guide.

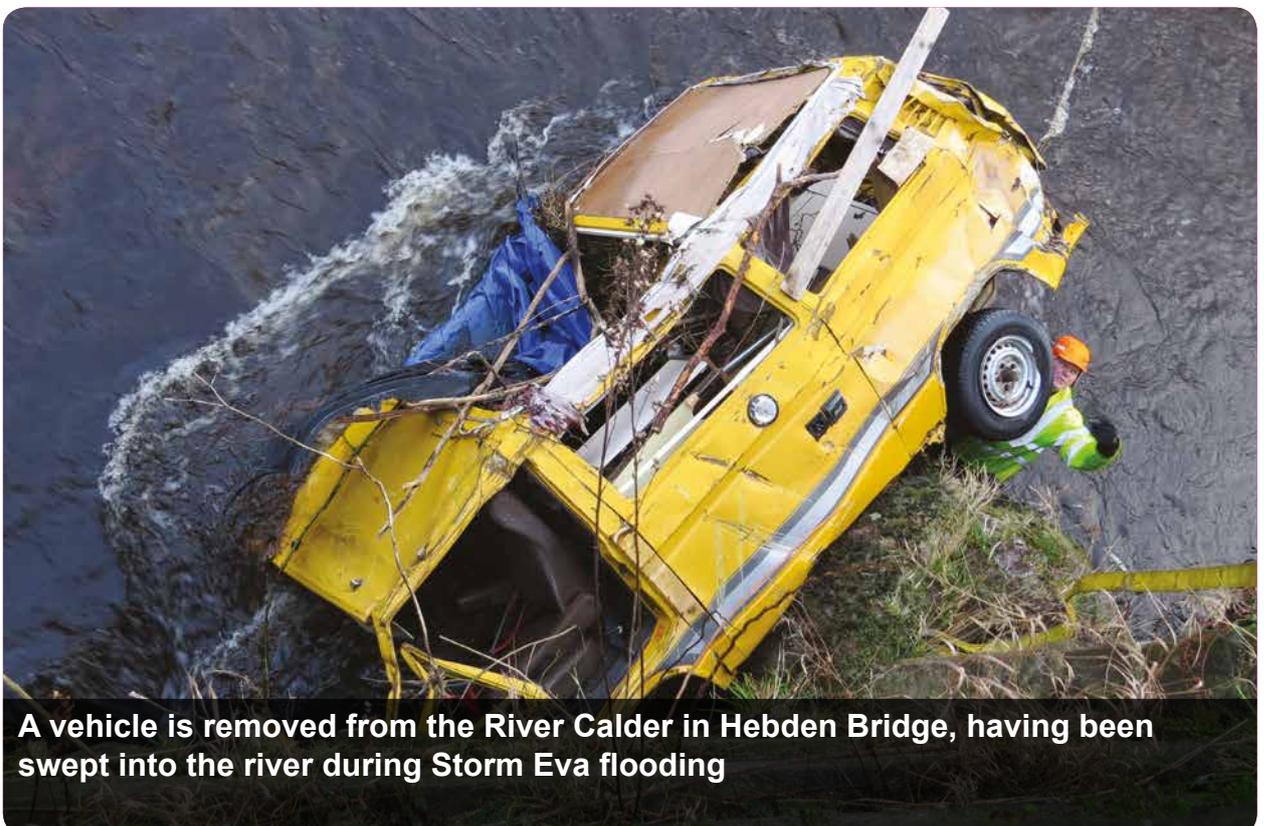
Funding the response and recovery to civil emergencies

Response – The Government operates a scheme of emergency financial assistance to help local authorities to cover costs they incur as a result of work related only to the response phase of emergencies. It is known as the Bellwin Scheme and may be activated by ministers in any case where an emergency involving destruction of, or danger to life or property occurs, and, as a result, one or more councils incur expenditure on, or in connection with, the taking of immediate action to safeguard life or property, or to prevent suffering or severe inconvenience, in their area or among inhabitants. It is important to note that the Bellwin scheme doesn't cover precautionary actions or the recovery from an emergency, is subject to an expenditure threshold, which is published annually, and only applies in England. In Wales it is known as the Emergency Financial Assistance Scheme and is administered by the Welsh Government.

Recovery – Councils are expected to make arrangements to bear the costs of recovery in all but the most exceptional circumstances. The Government is clear that it is up to councils to assess their own risk and put in place the right mix of insurance, self-insurance, and reserves. In the event of an exceptional emergency however, individual departments, eg Department for Communities and Local Government (DCLG), Department for Education (DfE), Department for Environment Food and Rural Affairs (Defra) and Department for Transport (DfT) will consider providing financial support for various aspects of the recovery effort. It should be noted that departments will not pay out for recovery costs that are insurable – with the exception of damage to roads. There will be no automatic entitlement to financial assistance even if arrangements are activated. Councils will have to demonstrate need against criteria laid down by the department running a particular scheme. Also the Government will not normally pay out against costs relating to areas where there is already an established government spending programme, or where existing programme spend can be re-prioritised.

“In the longer term, it’s vital to plan on a much larger, more comprehensive scale, if we are to minimise future flooding and strengthen the resilience of our communities. We are now working with our partners to consider how we manage our uplands; whether we need to extend our flood alleviation schemes; how we can ‘flood proof’ homes and businesses and ensure that essential infrastructure such as electrical sub stations are sited away from potential flood spots, so that our communities can bounce back more quickly once the water recedes.”

Councillor Tim Swift
Leader, Calderdale Council



A vehicle is removed from the River Calder in Hebden Bridge, having been swept into the river during Storm Eva flooding

Role of leaders and portfolio holders in civil emergencies

As senior politicians, the leader and fellow portfolio holders are the public face of the council and as such have an important role in both ensuring community resilience and responding to a civic emergency. While it is not the role of a councillor to get involved in the delivery of resilience or the strategic, tactical or operational coordination and delivery of response or recovery, they have an important role in providing a political lead on the way in which decisions are made.

Political leadership

As senior political leaders your central role will be:

- involvement in making key policy decisions and possibly having to consider recommendations from either the strategic coordination group or the recovery coordination group (see **Appendix 3**) on strategic choices
- possibly making representation to government for additional resources and financial assistance
- promoting joint working with parish, city and district authorities
- liaising with other elected representatives (MPs, MEPs, other local authority representatives, etc)
- representing your community in the strategic community recovery committee where relevant
- ensuring recovery issues are mainstreamed into normal functions
- minimising reputational risk to the authority and defending decisions
- ensuring lessons are identified and addressed, (for example, by updating recovery plans), and shared with others who may find them useful.

Media and communications

When an emergency happens residents often look to local and national media channels for the latest information which is why your communications team play a crucial part in emergency planning, response and recovery, and must be involved in emergency planning at a strategic level.

When many parts of the country flooded in the winter of 2014, council communications teams were at the forefront, sharing information between Members, officers, councils, their partners and the press through community events, traditional print communications and social media. It is therefore essential that your communications team are effectively supported to carry out their role and there are examples where the LGA has been able to help with this through communications advice such media responses and digital media support.

Maintaining good relations with the media will be more important than ever during and after an emergency. You will need to agree key messages with your communications team and working closely with them to be ready to:

- support the communication effort and assist with getting messages to the community, for example by giving interviews to the local and national press, holding public meetings where necessary and engaging with residents on social media, taking care to be consistent with the key information agreed with the communications team
- assist with VIP visits, ensuring that they are sensitive to the needs of the community
- support and assist those affected in how they engage with media interest.

Preparing for emergencies

Councils should hold a set of fully developed, tested and up-to-date plans covering a range of different scenarios based on locally identified risk to enable them to play a full and effective part in the response to an emergency.

Ensuring corporate resilience

As with any issue, assurance that the council is ready in all respects to deal with an emergency can be sought simply by asking senior officers a series of questions and ensuring you get comprehensive and substantial answers backed up by relevant documentation where appropriate. Some suggested questions are at **Appendix 4** to the guide.

In seeking assurance that the council has done all it can to prevent or reduce the impact of an unplanned event, and can continue to deliver services and support vulnerable members of the community, it is also important to seek reassurance that the council's own **business continuity plans** are sufficiently robust to enable it to continue to operate after disaster has struck. In this respect, it is worth noting that since 2008, there have been at least two major fires that have completely gutted council offices; Melton District Council in 2008 and South Oxfordshire District Council in 2015. Luckily both councils had business continuity plans that enabled them to continue to provide services with only minimal disruption. Would your council be able to do the same?

As senior political leaders, you can:

- discuss with the chief executive and senior officers the main risks to your communities so you can promote and support key actions, which will increase resilience
- work with your communications team to ensure you are familiar with both the internal and external communications channels and processes in an emergency and your role within this

“One of the most important learnings from the tragic events at the Shoreham Air Show was the need to ensure that communications were regular and consistent – whether between Members and officers, the council and its partners, or the council and the media. If clear, concise and accurate information hadn't been available when it was needed, the potential for causing additional distress in the community could have been enormous.

It was imperative that our messages were aligned with and interview candidates were aware of what was being said by other agencies, so that we could put on a united front during the response phase. We had to balance the needs of our local community with the desire for information from national agencies (who didn't understand local nuance) so that lines of communication and action remained clear.

I was initially taken aback by the media appetite for information – we received requests for interviews from across the country within hours of the tragedy unfolding, and these kept coming throughout the days and weeks that followed. It was incredibly important to have agreed a number of Members, who could field media interview requests, in advance with our Communications Team – this ensured that there was clarity and consistency for our community in who they were receiving messages from.”

Councillor Neil Parkin
Leader, Adur District Council

- support the work of your LRF in planning for emergencies and helping them to be aware of the particular needs of discrete groups and issues within communities
- through your role as a community leader, promote awareness and understanding among the general public of the roles and responsibilities of the wide range of agencies that can be involved in managing risk and responding to an emergency so that communities are reassured and have a better idea of who to turn to in the event of concerns arising or emergencies occurring
- seek assurance that the council not only has developed in conjunction with partners on the LRF sufficient plans, but also tests those plans and trains personnel by participating in regular exercises
- encourage all councillors to participate in training and exercises so they are prepared to respond to an emergency and get involved in recovery from it
- understand the functions, ways of working, priorities and constraints of other organisations and in particular, if possible and appropriate, build personal relationships with key personnel, which will facilitate effective working during a crisis
- explore with your chief executive and senior officers whether contracts with suppliers include clear provisions requiring comprehensive plans for continuing service provision in the event of a civil emergency and for assisting with the response to and recovery from an emergency as appropriate and required; for example:
 - care providers should be expected to have across-the-board arrangements for continuity of care in the event of an emergency, including provisions to evacuate care homes and how these provisions would work
 - street cleaning and waste collection contracts should include provision for vehicles and equipment to be used in support of response to and recovery from an emergency
- help raise awareness amongst the communities you serve about the risks posed by climate change and other issues.

“It was clear that previous training initiatives were helping our staff deal with a difficult situation ‘on the ground’, supporting the first and second tier response agencies while keeping our own services running as normal. Regular training, even on desktop exercises, is very important in helping staff and councillors think about the issues they may have to face and, should the worst happen, vital to give them the skills they need to make critical decisions.”

**Councillor Neil Parkin
Leader, Adur District Council**

In preparing for an emergency, it is important for councils to consider and plan for the roles of officers and councillors during both response and recovery. Experience has shown that where their respective roles have not been clearly established prior to an emergency, or where agreed roles are exceeded or disregarded, the coherence of the council’s position is undermined.

Ensuring personal resilience

Resilience is not just about assets and services, personal resilience is important too. Unless everyone has thought through and is clear about their role both during a crisis and during the recovery phase, there is a risk that when disaster strikes, they will be on the back foot from the beginning. Participation in training and the exercising of plans will help with this.

Responding to an emergency

Response

Responding to an emergency is a multi-agency activity, during which a council is responsible for:

- providing immediate shelter and welfare for survivors not requiring medical support and their families and friends via evacuation, rest, humanitarian and other centres to meet their immediate to short term needs
- providing medium to longer-term welfare support of survivors (eg social services support and financial assistance which may be generated from appeal funds and also provide help-lines which should answer the public's questions as a one stop shop)(see advice on pages 4-6 on the provision of emotional and welfare support)
- communicate relevant updates to public for information and reassurance
- providing investigating and enforcement officers under the provision of the Food and Environment Protection Act 1985 as requested by Defra
- facilitating the inspection of dangerous structures to ensure that they are safe for emergency personnel to enter
- cleaning up of pollution and facilitating the remediation and reoccupation of sites or areas affected by an emergency
- liaising with the coroner's office to provide emergency mortuary capacity in the event that existing mortuary provision is exceeded
- coordinating the activities of the various voluntary sector agencies involved, and spontaneous volunteers
- providing public health advice and support
- may provide catering facilities, toilets and rest rooms for use by all agencies in one place, for the welfare of emergency response personnel in the event of a protracted emergency; this will depend on the circumstances and available premises.

Senior political leaders will have two main roles during the response phase:

- A corporate role:
 - Ensuring that the council continues to deliver services and provide support to the most vulnerable in the community and to those driven out of their homes.
 - In conjunction with the council's communications team, being a public face for the council in interactions with the media and the wider community; it will be particularly important to take care to avoid issuing contradictory or unconfirmed information to the media and the public. Do this by clearly and consistently repeating the key messages agreed with the communications team in all of your communications, even in social media and face to face interactions with residents.
 - In conjunction with the council's media team keep onsite and remote staff informed by ensuring internal communications are updated in line with external communications.
 - Ensuring that the council is fully and effectively cooperating with all relevant partners, not least the voluntary sector and making best use of all the support offered by the wider general public.
 - A role as a ward councillor, which is outlined in the next section.

“The role of social media was vital in such a time of crisis as it helped us greatly not only get up-to-the-minute updates on problem areas affected, but also to monitor all of the key agencies and to work together to help circulate all essential information to try and keep people informed and safe. It also enabled us to make sure that we could correct any rumours or misinformation, so that everyone could see the factual position coming from official sources.”

Tom Riordan
Chief Executive, Leeds City Council

Recovering from an emergency

Recovery

Recovery is defined as the process of rebuilding, restoring and rehabilitating the community following an emergency. Ideally it should begin from the moment the emergency begins and will initially run alongside the response phase. It is more than simply the replacement of what has been destroyed and the rehabilitation of those affected. It is a complex social and developmental process rather than just a remedial process.

It will be multi-faceted and long running involving many more agencies and participants than the response phase. It will certainly be more costly in terms of resources, and it will undoubtedly be subject to close scrutiny from the community and the media. Having begun at the earliest opportunity it should continue until the disruption has been rectified, demands on services have returned to normal levels, and the needs of those affected (directly and indirectly) have been met. It could last months or even years and will normally be led by the council, usually with the chief executive or appropriate strategic director taking the chair of the recovery coordination group.

During recovery councils will also have a large part to play in addressing community needs via drop-in centres and organising anniversaries and memorials as part of the recovery effort.

Senior political leaders will want to be assured that:

- resources and agencies are being effectively deployed and cooperating coherently and well together
- council services and operations return to normal at the earliest opportunity
- communities that have been disrupted by the emergency, and in particular the vulnerable members of the community, receive the long term local support they need once the emergency is no longer

national news and central government has shifted its attention elsewhere

- the community are being kept well informed of plans and progress
- local voluntary sector organisations and the community are fully involved in the recovery process
- a recovery strategy has been developed, supported by a concise, balanced, affordable recovery action plan that can be quickly implemented, involves all agencies, and fits the needs of the emergency
- an impact assessment has been started early with councillors playing a central role in identifying problems and vulnerabilities in their community, which may require priority attention, and feeding those problems and vulnerabilities back to the relevant recovery group; the impact assessment is likely to develop over time from a pretty rough and ready assessment, probably covering the more immediate needs of people, to a more refined assessment of longer-term humanitarian needs and economic development
- lessons learnt from the emergency are being compiled, widely shared and acted upon; follow up actions might include revision of plans, further training, strengthening of liaison with other agencies, etc
- thorough debriefs are being planned and carried out to capture issues identified, recommendations to be implemented, and planning assumptions to be reviewed
- that the community (including businesses) is involved at all stages of recovery; elected members can play a key role in this, chairing public (and business) debrief meetings; they can also be useful for door-knocking rounds, bringing back issues that the community has identified, and providing a trusted point of contact for those with concerns
- information and media management of the recovery process is coordinated by the communications team

- frequent internal communications keep all onsite and remote staff updated with key messages
- effective protocols for political involvement and liaison (parish, district/county/unitary and parliamentary) are established.



The wider role of councillors in a civil emergency

Resilience

In planning and preparing for civil emergencies all councillors can play a key role by:

- promoting and encouraging the preparation of community plans
- using their local knowledge to identify local groups and partners who may be able to play a role in recovery
- promoting self-resilience within the community and managing residents' expectations
- actively engaging with community members involved in community resilience work more widely
- ensuring they are familiar with the communications team emergency plans and processes
- scrutinising emergency plans and holding officers to account for the thorough preparation and updating of the plans in conjunction with partners on the Local Resilience Forum (See **Appendix 5** for some suggested questions).

Councillors should wherever possible contribute to the planning process, undertake training and participate in exercises to ensure that they are familiar with what will be expected in an emergency.

Response

During the response to an emergency, councillors, whose wards have been impacted by the emergency have a key role in:

- providing community leadership in their own wards
- being there to identify the needs of individuals and the wider community and feeding them into to the appropriate part of response organisation via officers representing the council
- signposting members of the public towards the right agency to get the support they need
- communicating information to the public and media as required by the communications team
- supporting and assisting those affected in how they engage with the media.

Recovery

As community representatives and figureheads in their local community, councillors for the affected community have an important role to play in assisting with the recovery process. Although they have a limited role in the operational response phase, the role of councillors is vital to rebuilding, restoring, rehabilitating and reassuring the communities affected and speaking on their behalf.

Roles in which ward councillors can play a part include:

- Listening to the community – as a councillor and local figurehead, you have a key role as the voice of the community and can therefore:
 - be the eyes and ears ‘on the ground’ by providing a focus for and listening to community concerns
 - gather the views and concerns of the

- community, and feed them into the recovery process, through the recovery coordinating group's (RCG) community recovery committee
- provide support and reassurance to the local community, by listening or visiting those affected and acting as a community champion and supporter.
- Using local knowledge – as a member of the community, councillors have unique access to the thoughts, opinions and information relating to their local community. As such, they can play a part in using:
 - local awareness of the thoughts and feelings of the community to identify problems and vulnerabilities the community may have and which may require priority attention and feeding them back to the relevant recovery sub-group
 - local knowledge to provide information on local resources, skills and personalities to the relevant recovery sub-group, in particular local community groups which can also be an important source of help and specialist advice. Working closely with community groups, councillors will also be valuable in knowing how and who is active within a community.
 - Providing support to those working on recovery through:
 - providing encouragement and support to recovery teams working within the community
 - working with the communications team to communicate key messages, from the RCG and its sub-groups, to local and national press and to disseminate credible advice and information back to the community, keeping community members involved, including potentially assisting in debrief sessions with the community and managing community expectations along with the wider council
 - actively engaging with community members involved in the recovery efforts.
 - Political leadership:
 - scrutiny – getting buy-in and closure at political level, including sign off for funding
 - presenting the case for your community to the strategic community recovery committee where relevant.



Appendices

Appendix 1

Councils' responsibilities under the Civil Contingencies Act 2004

All principal councils (metropolitan districts, shire counties, shire districts and shire unitaries) are Category 1 or 'core' responders under the Act. As such, they are, alongside the emergency services, some health bodies and the Environment Agency, subject to the full set of civil protection duties in the Act and are required to:

- assess the risk of emergencies occurring and use this to inform contingency planning
- put in place emergency plans
- put in place business continuity management arrangements
- put communications arrangements in place to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- share information with other local responders to enhance coordination
- cooperate with other local responders to enhance coordination and efficiency
- provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only).

As a Category 1 responder, a council must perform its duties under the Act where:

- the emergency would be likely to seriously obstruct its ability to perform its functions
- it would consider it necessary or desirable to act to prevent, reduce, control, or mitigate the emergency's effects, or otherwise take action; and would be unable to act without changing the deployment of its resources or acquiring additional resources.

Local responders work to a common national framework, but make their own decisions in the light of local circumstances and priorities about what planning arrangements are appropriate in their areas to deliver their duties under the Act.

Appendix 2

County and unitary councils' duties under the Flood Water Management Act 2010 (FWMA)

Under the FWMA, lead local flood authorities (LLFAs) (all county and unitary councils) are required to:

- prepare and maintain a strategy for local flood risk management in their areas, coordinating views and activity with other local bodies and communities through public consultation and scrutiny, and delivery planning
- maintain a register of assets – these are physical features that have a significant effect on flooding in their area
- investigate significant local flooding incidents and publish the results of such investigations
- establish approval bodies for the design, building and operation of sustainable drainage systems (SuDS)
- issue consents for altering, removing or replacing certain structures or features on ordinary watercourses
- play a lead role in emergency planning and recovery after a flood event.

LLFAs also have a new duty to determine which risk management authorities have relevant powers to investigate flood incidents to help understand how they happened, and whether those authorities have or intend to exercise their powers.

LLFAs and the Environment Agency will need to work closely together to ensure that the plans they are making both locally and nationally link up. An essential part of managing local flood risk will be taking account of new development in any plans or strategies.

If a flood happens, all councils as 'Category 1 responders' must have plans in place not only to respond to flooding emergencies, but also to control or reduce the impact of a flooding emergency.

By working in partnership with communities, LLFAs can raise awareness of flood and coastal erosion risks. Local flood action groups (and other organisations that represent those living and working in areas at risk of flooding) will be useful and trusted channels for sharing up-to-date information, guidance and support direct with the community.

LLFAs should encourage local communities to participate in local flood risk management. Depending on local circumstances, this could include developing and sharing good practice in risk management, training community volunteers so that they can raise awareness of flood risk in their community, and helping the community to prepare flood action plans. LLFAs must also consult local communities about its local flood risk management strategy.

Appendix 3

Levels of coordination

The generic national framework for managing emergency response and recovery identifies three tiers of multi-agency management and defines the relationship between them. The three levels are:

Strategic

Sometimes colloquially referred to as Gold, its purpose is to:

- consider the emergency in its wider context
- determine longer-term and wider impacts and risks with strategic implications
- define and communicate the overarching strategy and objectives for the emergency response
- establish the framework, policy and parameters for lower level tiers
- monitor the context, risks, impacts and progress towards defined objectives.

A multi-agency **strategic coordination group** (SCG) will be established where an emergency:

- has an especially significant impact
- has substantial resource implications
- involves a large number of organisations
- is expected to last for an extended duration.

An SCG does not have the collective authority to issue commands or executive orders to individual responder agencies. Each organisation will exercise control of its own operations in the normal way. Because of the nature of this group and the need for a council representative to be empowered to make executive decisions, councils will usually be represented by either the chief executive or appropriate strategic director.

The group will be chaired by an appropriate agency depending on the nature of the emergency. The police are particularly likely to chair the group if there is an immediate threat to human life, unless for example it is a major fire, when the chief fire officer would be the likely chair.

For emergencies with significant recovery implications, it would be normal to establish a **recovery coordinating group** (RCG) to take on the role of the SCG once the response phase of the emergency is over. In most cases it would be chaired by the local council chief executive or a strategic director.

Tactical

Sometimes colloquially referred to as Silver, the **tactical coordination group** (TCG) will be formed from senior operational officers from relevant agencies. A council will usually be represented at the assistant director/head of service level. The group's role is to jointly conduct the overall multi-agency management of the incident:

- determine priorities for allocating available resources
- plan and coordinate how and when tasks will be undertaken
- obtain additional resources if required
- assess significant risks and use this to inform tasking of operational commanders
- ensure the health and safety of the public and personnel.

Operational

Sometimes colloquially referred to as Bronze, this is the level at which the management of the immediate hands-on work is undertaken at the site(s) of the emergency. While individual agencies retain command authority over their own resources and personnel deployed at the scene, each agency must liaise and coordinate with all other agencies involved, ensuring a coherent and integrated effort. It's the role of the operational commanders to implement the tactical commander's plan within their functional area of responsibility.

Appendix 4

Possible questions for leaders/portfolio holders to ask/check on

How engaged is the council in the LRF?

Are there sufficient officers at each level appropriately trained to participate in multi-agency coordinating groups?

Are all senior staff aware of what the council roles and responsibilities are in local resilience forum multi-agency emergency plans and is the council ready to deliver them?

Have arrangements been made to enable close working with other councils within the LRF in the event of an emergency (eg information sharing, shared communications plan, joint spokespeople, etc)?

Does the LRF have an up-to-date risk register and does it fully reflect risks faced by the council and incorporate climate change risks? Is it sufficiently detailed and comprehensive, written in plain English and understandable to the general public? Is it readily available to the public?

Are there sufficient plans for preventing emergencies; and reducing, controlling or mitigating the effects of emergencies in both the response and recovery phases?

Do the emergency plans fully reflect the identified risks?

Do plans clearly identify vulnerable groups or businesses that are at particular risk?

When were business continuity plans last checked, updated and tested?

Is there a flood risk management strategy in place with adequate systems and resources to implement it?

Is there sufficient up-to-date information on the website to enable residents to contact the council in an emergency during a normal working day and out of hours and does the website make clear to residents what they can expect from the council in a local civil emergency?

When was the website last updated? Is it fully up-to-date and does it fully reflect current arrangements and points of contact?

Does the council have arrangements to generate the resource to respond to calls from residents about short or no notice emergencies out of working hours, particularly during the holidays, eg over Christmas and the New Year?

Are senior members of staff suitably trained in the implementation of the LRF's emergency plans and ready to respond in the event of an emergency?

Are emergency contact numbers for all key personnel, including councillors, available and up-to-date?

Are councillors aware of their role in responding to an emergency and have they had a recent up-to-date communications brief on emergencies to enable them to fulfil their community leadership role and be well informed for any media contact?

Are up-to-date and fit for purpose emergency and business continuity plans in place and are they coherent with local resilience forum plans?

Have lessons learnt from previous emergencies across the country been identified and plans modified accordingly?

Appendix 5

Possible questions for scrutiny committees to consider

How well is the council cooperating with other key organisations like the Environment Agency and the emergency services?

Have risks to council buildings and facilities (eg schools, leisure centres, libraries, residential care homes, day centres, etc) been properly identified and are mitigations and fall back plans in place?

Is the council conducting active horizon scanning for new risks and working with the LRF to regularly update the risk register?

Is the risk register sufficiently detailed and comprehensive, written in plain English and easily understandable by the general public?

Is the council aware of the impact emergencies could have on local businesses and the local economy and does it have plans to mitigate the impact?

Does the council have the wherewithal to be able to give advice to the commercial and voluntary sectors in the event of an emergency?

Do plans include measures for preventing emergencies and for mitigating the impact of emergencies when they arise?

Do plans reflect lessons learnt from previous emergencies across the country?

Have climate risks and opportunities been built into local growth plans?

Has training been provided to councillors and has training offered been taken up?

What assurance is there that the council has developed and practiced appropriate emergency and business continuity plans and are they coherent with the local resilience forum plans?

When were the council's business continuity plans last tested and how frequently are such tests planned to be carried out?

When was the last time the council participated in an exercise and when is the next exercise planned?

When were response arrangements last reviewed to ensure that newly elected members and staff are fully briefed?

What arrangements does the council have for scaling up the staff resource to not only support the response, but also maintain the delivery of front line services?

Which officers have been appropriately trained to participate in coordination groups and is this sufficient to ensure that the council can participate fully in responding to and recovering from emergencies?

Useful references

Local authorities' preparedness for civil emergencies: A good practice guide

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/368617/Oct_2014_LA_preparedness_for_emergencies_guide.Final.pdf

Preparation and planning for emergencies: responsibilities of responder agencies and others

<https://www.gov.uk/guidance/preparation-and-planning-for-emergencies-responsibilities-of-responder-agencies-and-others>

Emergency preparedness

<https://www.gov.uk/government/publications/emergency-preparedness>

Emergency Response and Recovery: Non statutory guidance accompanying the Civil Contingencies Act 2004

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/253488/Emergency_Response_and_Recovery_5th_edition_October_2013.pdf

LGA Guide for communicating during extreme weather

http://www.local.gov.uk/documents/10180/6869714/L15-506+Extreme+Weather+Communications+Guidance_02.pdf/8e4f3c03-dea8-4d8c-b83b-1412990625e3

LGA Councillor briefing pack – Resilient communities: Ensuring your community is resilient to the impacts of extreme weather

http://www.local.gov.uk/documents/10180/6869714/L15-77+CL+Resilient+c_WEB.PDF/a0abfcae-a4db-42ce-abae-55c82d1d7bea

Flood risk management: information for flood risk management authorities, asset owners and local authorities

<https://www.gov.uk/guidance/flood-risk-management-information-for-flood-risk-management-authorities-asset-owners-and-local-authorities>

Managing flood risk: roles and responsibilities

http://www.local.gov.uk/local-flood-risk-management/-/journal_content/56/10180/3572186/ARTICLE

Flood investigation report: section 19. Flood and water management act (2010) Upper Calder Valley - 22 June 2012 flood incident

www.calderdale.gov.uk/environment/flooding/flood-investigation-06-12.pdf

Storm Eva - recovery plan

<http://democracy.leeds.gov.uk/documents/s141257/EB%20Storm%20Eva%20Recovery%20Cover%20Report%20120116.pdf>



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We consider requests on an individual basis.

Report to:	Place Scrutiny Committee
Date of meeting:	15 November 2018
By:	Director of Communities, Economy and Transport
Title:	Transport for the South East- Sub National Transport Body
Purpose:	A report on the work to establish Transport for the South East as a Sub National Transport Body and the implications of its establishment for East Sussex County Council and transport in East Sussex.

RECOMMENDATIONS: Place Scrutiny Committee is recommended to:

- (1) Note the significant progress that has been made with the establishment of Transport for the South East as a Shadow Sub National Transport Body;**
 - (2) Note the potential implications of the establishment of TfSE for East Sussex County Council and transport in East Sussex**
-

1 Background Information

1.1. In June 2018 Cabinet received a report about the establishment of Transport for the South East (TfSE) as a Sub National Transport Body (STB) under legislation contained in the Cities and Local Government Devolution Act 2016.

1.2. The rationale for establishing STBs that underpins the enabling legislation, is to enable areas to come together and speak with one voice on strategic transport planning issues in order to boost economic growth and development. A key role for STB's is to develop a Transport Strategy to advise the Secretary of State for Transport about the development and prioritisation of transport investments in their region. This represents a fundamental change, opening up central government decision making to ensure that infrastructure investment takes account of regional transport strategies.

1.3. TfSE has been in operation in shadow form for over a year and the purpose of this report is to set out the progress that has been made to date and the implications of its establishment for ESCC and transport in East Sussex.

2 Supporting Information

Progress with Establishing TfSE as a Sub National Transport Body

2.1 Originally the South East Seven Councils (East Sussex, West Sussex, Hampshire, Kent and Surrey County Councils, Brighton & Hove City Council and Medway Council) had provided the focus for discussions about the potential establishment of an STB in the South East. The Local Enterprise Partnerships (LEPs) covering this area (SELEP, Coast to Capital, Enterprise M3) were also in agreement. In late 2016 and early 2017 discussions took place with Portsmouth, Southampton, Isle of Wight and the Berkshire Local Transport Body (representing the six Berkshire unitary authorities), Solent LEP and Thames Valley Berkshire LEP about their potential involvement in TfSE. As a consequence geography for TfSE covering sixteen transport authorities and five LEPS shown in Figure 1 in Appendix 1 was finalised.

2.2 On 26 June 2017 the first meeting of the TfSE Shadow Partnership Board took place. Cllr Keith Glazier was elected as Chair of the Shadow Board for a period of one year and it was agreed that meeting would take place on a quarterly basis. A constitution was agreed with the

Shadow Partnership Board operating on a consensus basis. Where this was not possible each constituent authority would have one vote except the six Berkshire Authorities who shall be represented by one member of the Berkshire Local Transport Body and shall have one vote;

2.3 The Cities and Local Government Devolution Act makes provision for people who are not elected members of the Constituent Authorities to be co-opted onto the Sub-National Transport Body. It also provides the power for the voting members of the STB to agree to give voting rights to the co-optees. It was agreed that the following organisations and representatives be co-opted onto the Shadow Partnership Board:

- the Chair of the Transport Forum with allocated voting rights;
- two people collectively nominated by the five LEPs with voting rights of one vote being allocated to each of the two LEP representatives;
- a District and Borough (non-unitary) Authority representative (non-voting);
- a representative from the South Downs National Park be co-opted to the Shadow Partnership Board to represent the collective interests of the National Parks and other environmental and protected landscape designations (non-voting).

2.4 A governance structure for TfSE in its shadow form was agreed by the Shadow Partnership Board in June 2016 and is attached as Appendix 2. It includes the following:

- **Shadow Partnership Board** – the decision making body for TfSE.
- **Senior Officer Group** – this comprises senior officers from the Local Authorities and the five LEPs. It provides expertise and recommendations to the Board and will oversee delivery of the programme. The Group is currently chaired by Rupert Clubb.
- **Transport Forum** – this is an advisory body to the Senior Officer Group and Shadow Partnership Board, comprising a wider group of representatives from user groups, operators, District and Borough Councils as well as Government and National Agency representatives.
- **Programme Office and Working Groups** – the shadow structure includes a Programme Office, responsible for ensuring delivery against the project plan and key milestones, and three working groups to lead on the components required to reach formal incorporation of the Shadow Partnership Board. These three groups (Transport Strategy, Governance and Communications and Engagement) are supported by officers from the Local Authorities.

ESCC as lead authority for TfSE

2.5 During the shadow stage, TfSE does not have the statutory standing that it will have once formally constituted by the Secretary of State. Consequently, TfSE will not be able to enter into contracts or employ staff in its own right. TfSE has therefore appointed ESCC to act as Lead Authority and in summary in this role ESCC will:

- Coordinate and, where necessary, undertake the administrative arrangements in relation to the project and Board administration;
- Facilitate the operation of the Project and, if required, recruit additional staff;
- Claim, draw down and account for all funds due from the Constituent Authorities and any other body;
- Be responsible for the managing of the budget for, and the sound financial management of, the Project;
- Keep appropriate accounting and operational records; and
- Procure on behalf of the Constituent Authorities such external support, advice or consultancy services that are considered necessary by the Shadow Partnership Board or the Senior Officer Group

Key achievements to date

2.6 In addition to the significant progress that has been made in setting up TfSE as a Shadow body there have been a number of significant achievements in the last year. These include:

- An award of grant funding from the Department for Transport (DfT) of £100,000 in 2017/18 and a further £1m in 2019/20 towards the cost of developing TfSE's Transport Strategy. This followed persistent lobbying including a meeting between Cllr Keith Glazier in his role as Chair of TfSE and Chris Grayling MP the Secretary of State for Transport on 11 October 2017.
- The publication of an Economic Connectivity Review for the TfSE area, as the first part of the development of the Transport Strategy. The Economic Connectivity Review identifies the transport corridors which are important to the regional economy and the potential uplift in Gross Value Added (GVA) that could result from enhanced investment in the transport infrastructure.
- An event on 8 May 'Connecting the South East' attended by 250 delegates at the new Farnborough Exhibition venue, at which the Economic Connectivity Review and TfSE video were launched and which included the announcement from the Secretary of State about the funding for TfSE's Transport Strategy.
- A launch event for MPs from across the TfSE Area on 31 October 2017 which was followed by a Westminster Hall debate on TfSE on 25 April 2018. The debate was secured by Huw Merriman MP, and Jesse Norman MP Parliamentary Under Secretary of State for the Department for Transport responded to the debate commenting on the rapid pace with which the organisation had developed and expressing the Government's continued support for the development of TfSE as an STB.
- TfSE has responded to Government consultations on the second Road Investment Strategy (RIS2) for the Strategic Road Network (SRN), the potential creation of Major Road Network (MRN), the Mayor for London's Transport Strategy and the Great Western Railway franchise.

Transport Strategy Development

2.7 The cornerstone of TfSE is its Transport Strategy that will set out how the transport system in the South East needs to be developed between now and 2050 to facilitate economic growth, including housing growth, improve quality of life for all whilst protecting the environment. The next stage of the Transport Strategy will build upon the Economic Connectivity review that has already been completed. The grant of £1.1million from the DfT will be used to fund the development of the Transport Strategy with the aim of having a draft ready for public consultation in September 2019 and a finalised version of the Strategy signed off by the Partnership Board in March 2020.

2.8 The Transport Strategy will be the single document which constituent authorities, LEPs, Transport operators, local plan developers and infrastructure providers work to. The DfT will have to have due regard to its priorities once adopted. The development of it will be led by the Partnership Board with support from the Transport forum and the DfT.

Proposal to Government

2.9 The other key deliverable which needs to be taken forward is to develop and submit a Proposal to Government setting out the strategic case as to why TfSE should be given statutory status and the powers and responsibilities it is seeking. Transport for the North achieved statutory status in April 2018. Achieving statutory status is vital as it will give TfSE the permanence that is needed to ensure the delivery of its strategy and will mean that the Secretary of State and others will have to consider and respond rather than just listen to its proposals.

2.10 There will be a formal consultation on the Proposal with constituent authorities and LEPs before a formal consultation with key stakeholders, neighbouring authorities and STBs. Following sign off by each of the constituent authorities the Proposal will be agreed by the Shadow Partnership Board before its submission to Government. The target date for submission is March 2019. There will then be an approval and parliamentary process which could take up to one year

to complete, which should mean TfSE should achieve statutory status by April 2020. The DfT have advised that due to the amount of parliamentary time and DfT lawyers time that is likely to be consumed by Brexit related legislation this timetable may not be met. Members of the Shadow Partnership Board are anxious to push ahead with the Proposal and lobby for parliamentary time to be made available as soon as possible.

Resourcing

2.11 As set out above the DfT have recently awarded TfSE a total of £1.1million of grant funding to take forward its Transport Strategy. Given the future certainty this provides plans have been drawn up to put in place an interim staff structure to take TfSE to the point where it achieves statutory status. This was agreed by the Shadow Partnership Board in July 2018 and a recruitment exercise was completed towards the end of September 2018.

2.12 At present contributions are being levied on each of the constituent authorities to cover development. In September 2017 the Shadow Partnership Board agreed to a tiered approach to contributions as follows:

- County Councils will contribute £58,000 each;
- Authorities with shared votes, i.e. the Berkshire Local Transport Body, will contribute £58,000 per vote;
- Unitary authorities will contribute £30,000.

TfSE is therefore raising a total of £496,000 in local contributions which are sufficient to cover the annual costs of the interim staffing structure which is shown in Appendix 3.

Implications for constituent authorities

2.13 In establishing the possibility for local transport authorities in England to come together to create STBs the Government has recognised the gap that exists between the national and local arrangements for transport planning. There are schemes that are required to drive forward economic growth and create more integrated economies which are larger than the boundaries of the individual local transport authorities, but which may not still be large enough to be of importance at the national level. A diagram that illustrates how STBs plug this gap in transport planning is set out in Appendix 4.

2.14 The principle of subsidiarity is key in the way that TfSE will operate. The existing local transport planning arrangements which operate through the Local Transport Plan and Local Growth Fund regimes operated by Local Transport Authorities and Local Economic Partnerships will continue to deliver local transport improvements.

2.15 A number of core functions for STBs were identified in the Department for Transport in its Transport Investment Strategy (2017). They are to:

- prepare a pan-regional transport strategy to support economic growth and development in the region;
 - TfSE's Transport Strategy will aim to identify and prioritise the transformational transport infrastructure schemes that are required to facilitate additional economic development and the housing growth,
- provide, based on their strategy, advice to the Secretary of State about the development and prioritisation of transport investments in their region;
 - TfSE's Transport Strategy will seek to identify how the investment proposals set out by Highways England and Network Rail could be better coordinated to deliver economic growth
- co-ordinate the carrying out of transport functions that are exercisable by its constituent authorities, such as the implementation of smart ticketing initiatives;
 - as part of its Transport Strategy will investigate its potential role in the introduction of integrated ticketing arrangements in its geography which will be of benefit to transport users;

- play a role in the investment and oversight of performance on the soon to be created Major Road Network (MRN) in their region.
 - TfSE is currently preparing to begin the development of a regional evidence base which will identify locations on the MRN where investment is needed to deal with congestion and unlock growth potential.

2.16 As set out above, work is under way on the development of the TfSE Transport Strategy with a consultation draft due to be ready by September 2019. This will provide the primary mechanism for identifying how a number of the core functions set out above are to be delivered. It is also vital that TfSE continues to progress the work on its Proposal to Government, in order to obtain statutory status for TfSE. This will ensure that the Secretary of State has to have due regard to TfSE's Transport strategy when making investment decisions.

3 Conclusion and Reasons for Recommendations

3.1 The creation of STBs provides the opportunity for unprecedented access to investment decision making and the opportunity for a number of authorities across the South East to come together and speak with one voice and identify and prioritise potential transformational infrastructure schemes that will deliver enhanced economic growth and development. Significant progress has been made to date with the establishment of TfSE. Moving forward work will continue apace on the development of its Transport Strategy and Proposal to Government to secure statutory to ensure the potential benefits of its regional transport planning role can be fully realised.

RUPERT CLUBB

Director of Communities, Economy and Transport

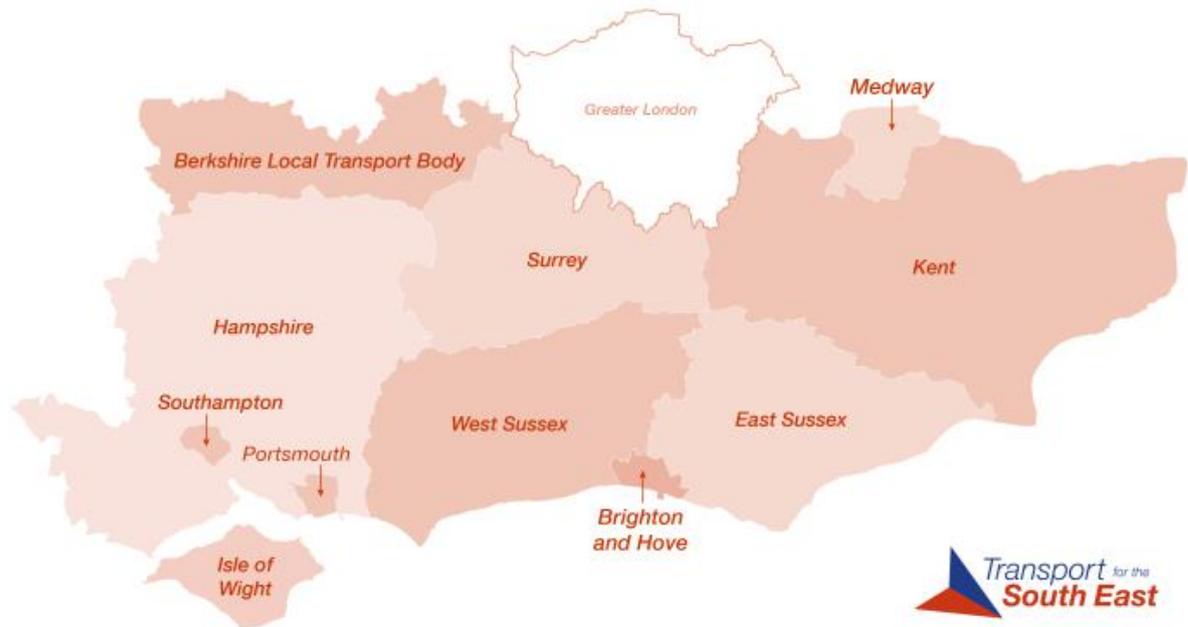
Contact Officer: Mark Valleley

Tel. No. 07720-040787

Email: mark.valleley@eastsussex.gov.uk

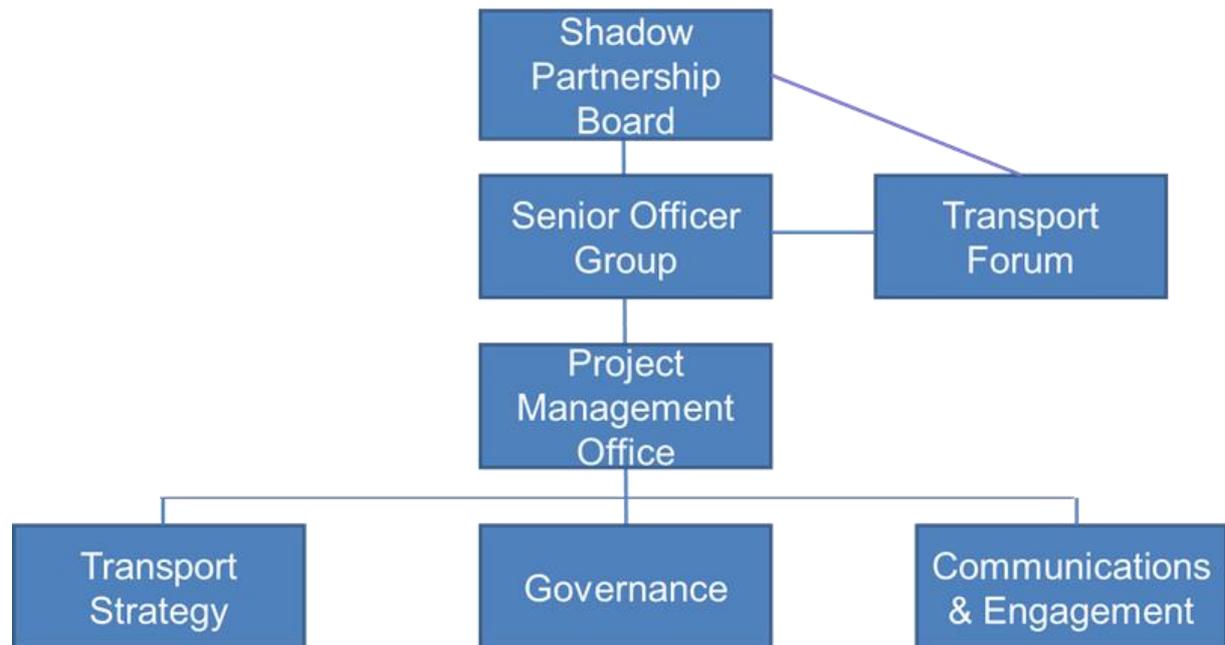
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Appendix 1. A map showing the area covered by TfSE.



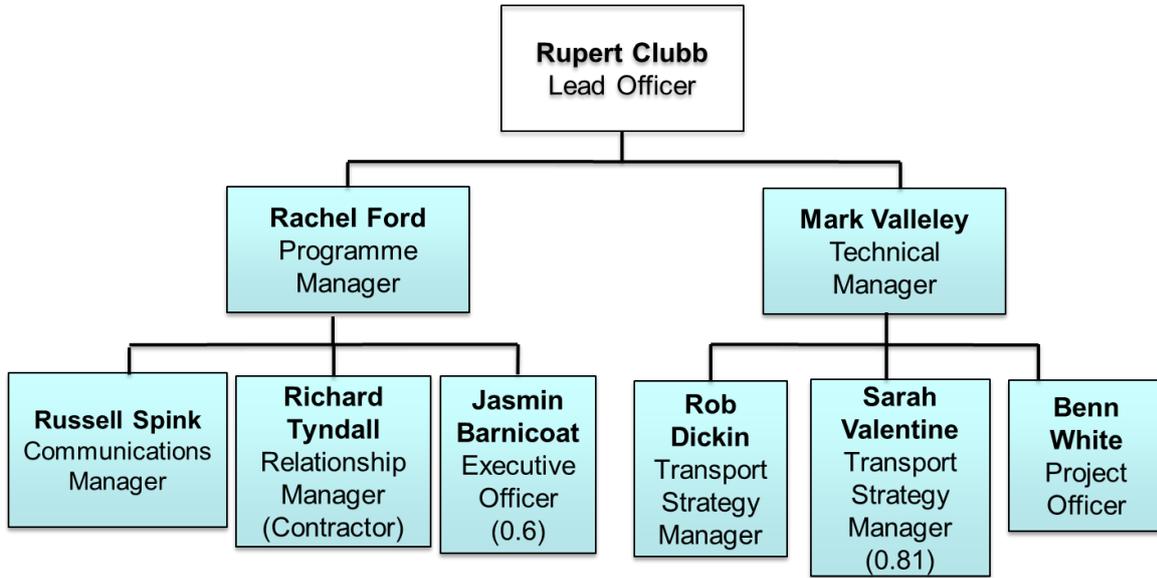
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Appendix 2: Transport for the South East Governance Structure



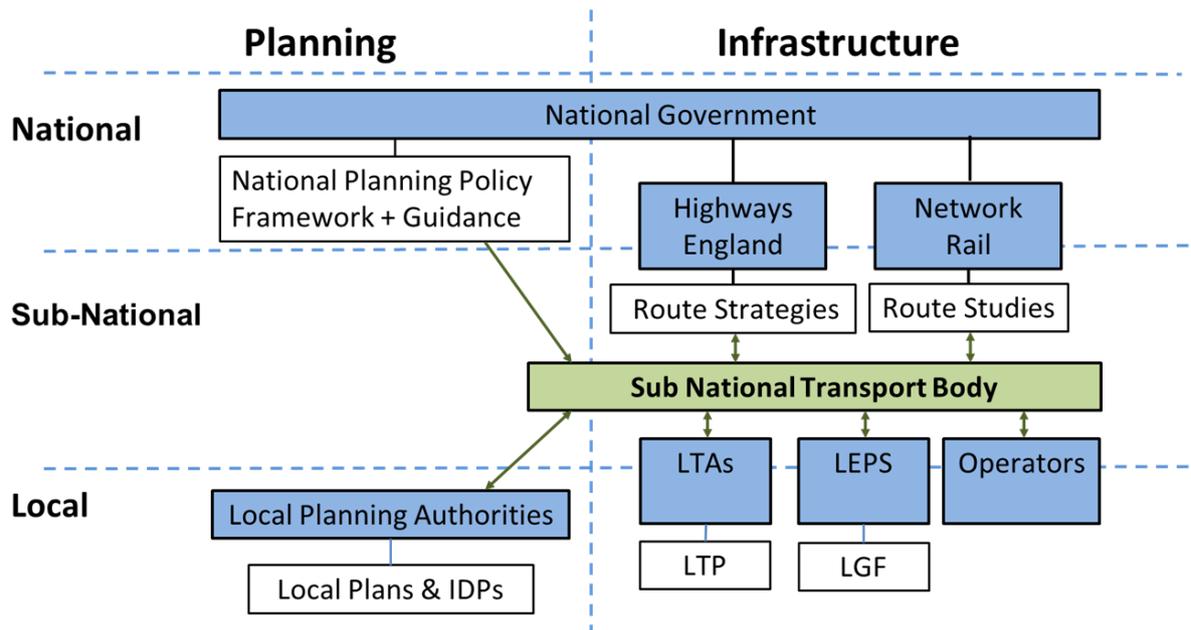
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Appendix 3 – TfSE Interim Staff Structure



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Appendix 4 - The role of STBs as regional transport planning bodies



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Report to: Place Scrutiny Committee

Date of meeting: 15 November 2018

By: Director of Communities, Economy and Transport

Title: The County Council's Grass Cutting Service and Management of Roadside Vegetation

Purpose: To update the Scrutiny Committee on the County Council's delivery of the grass cutting service following the change to policy in May 2018.

RECOMMENDATION: Scrutiny Committee is recommended to:

- (1) Note the service options offered and the outcomes of the changes to the urban grass cutting following a budget change from 2018/2019 onwards**
-

1 Background Information

1.1. A decision was made at the Full Council meeting on 6 February 2018 to reduce the grass verge cutting budget by £400,000 with the number of cuts of urban grass verges being reduced from the required five cuts per year to two cuts per year. The amended policy, incorporating this change was then approved by Lead Member on 21 May 2018 (Appendix 1).

1.2. The cutting of rural verges has remained unchanged at two cuts per season.

1.3. Urban grass is generally defined as those verges in built up areas on roads with a speed limit of 40mph or under. Rural grass is generally defined as those verges on roads with a speed limit greater than 40mph.

1.4. This report provides an update on the application of the change to policy and reduction in verge services since the start of 2018/19.

2. Supporting Information

2.1. Following the decision taken at the Full Council meeting on 6 February 2018, a total of 106 local councils were contacted to provide a comprehensive update of the changes to the service. Of these 106 Parish, Town and Borough councils, 19 have rural grass only in their area, however they were also included in the consultation to ensure a clear message was provided to all authorities.

2.2. The 87 local councils which have urban grass verges were additionally offered the following options:

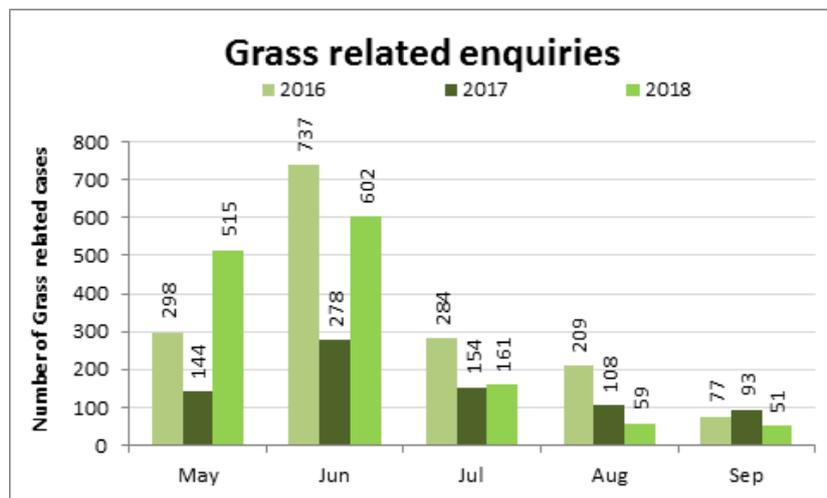
- To receive the equivalent monetary value of the standard two cuts per season provided by the County Council and to undertake their own urban grass cutting service i.e. self-deliver the service; or
- To 'purchase' back four cuts to 'top up' the two cuts to be provided as standard bringing the total number of cuts to be received per season back to the previous level of six; or
- To receive the two cuts only per season to be provided by the County Council;

2.3. The results of the consultation are shown in the table below. (A detailed breakdown is provided in Appendix 2 of this report.)

Grass Cutting Service Option	Number of Parish, District, Borough or Town Council responses
Receive a contribution from ESCC and manage the grass cutting service in their area directly	16 (including the 8 historical agreements with Parishes and Eastbourne Borough Council).
Agreed to pay ESCC for an additional four cuts in 18/19	42 (of which 24 are parishes/towns in Rother District area with the District Council funding the additional four cuts on behalf of the local councils for one year). Hailsham Town Council and Long Man Parish Council paid for one additional cut rather than four. (This option will not be available for 2019/2020) Lewes Town Council paid for two additional cuts. (This option will not be available for 2019/2020)
Opted for 2 ESCC cuts only	26

3 Grass Cutting Delivery in 2018

3.1. The below table demonstrates the significant decrease over the year in the amount of queries received relating to the grass cutting service. It also demonstrates that as of September 2018 the amount of queries received is relatively comparable to previous service years 2016 and 2017. The higher level of queries in June 2018 were likely caused by the delay of the first cut as well as residents wanting to clarify the service they should expect to receive in their local community.



3.2. Whilst it should be acknowledged there were unforeseen additional breakages of the grass cutting machinery caused due to the length of the grass in those areas only receiving two cuts, the overall impact of these are considered minimal, with the additional cost being negligible and little to no impact on the grass cutting schedule.

3.3 There have been consistently higher temperatures in 2018 which have impacted on the growth rates of verges, so this service year cannot be used as a base on which to compare future service years.

3.4 There was significant feedback received from the Local Authorities consulted with, around the timing of the change to the grass cutting service being made after their precepts and budgets had been set. This feedback has been taken on board, and this has influenced the timeline for the 2019 service year. Consultation in regards to next year's grass cutting has already commenced and we anticipate to have received all responses by the end of November 2019.

4 Conclusion and Reasons for Recommendations

4.1 The service has been delivered on time with minimal impact or disruption to residents, with a noted decrease in the amount of customer enquiries received over the year.

4.2 It is necessary to maintain the service changes to ensure the budget remains at it's current level. Therefore the 87 affected Parish, Town, Borough and District Councils have been offered the same options as the previous consultation to;

- To receive the equivalent monetary value of the standard two cuts per season provided by the County Council and to undertake their own urban grass cutting service i.e. self-deliver the service; or
- To 'purchase' back four cuts to 'top up' the two cuts to be provided as standard bringing the total number of cuts to be received per season back to the previous level of six; or
- To receive the two cuts only per season to be provided by the County Council;

RUPERT CLUBB

Director of Communities, Economy and Transport

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LOCAL MEMBERS

ALL

BACKGROUND DOCUMENTS

None

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

PS 7/2	Highway Verges and Vegetation
<p>Purpose of Policy</p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of this policy is to set out the standards for the maintenance of highway verges and vegetation to achieve a balance between statutory obligations, safety, serviceability and sustainability.</p>	
<p>Policy Statement</p> <p>1) Verge cutting</p> <ol style="list-style-type: none"> a. The standards adopted for verge cutting throughout the County will be dependent upon the funds available in the maintenance budget. b. The County Council (or its duly appointed agents) will carry out the following cuts to verges. In this context, urban areas are, unless determined otherwise, defined as built up locations with a 20, 30 or 40mph speed limit. All other areas are rural. <ol style="list-style-type: none"> i. In Rural Areas: two cuts per annum for visibility at junctions and for safety on the inside of bends where sight lines between road users may be obscured by vegetation. ii. In Urban Areas: two cuts per annum. c. Additional cuts may be carried out at junctions and sight lines where the County Council deem it to be necessary for safety reasons where visibility is reduced. d. Further cuts may be carried out where additional funding is available. e. Areas of verge listed and marked as being of wildlife interest, will be specially maintained according to the needs of the individual verge. f. A full cut back of the county verges to the highway boundary will be completed every four years on a rotating schedule. <p>2) Weed Control - street furniture, paved areas and kerbs/channels</p> <p>Where herbicides are used for the treatment of weeds, weeds will only be treated using herbicides from the Health and Safety Executive's Pesticides Register of UK Authorised Products suitable for use on highways</p> <p>3) Hedge Trimming</p> <ol style="list-style-type: none"> a. Hedges which are adjacent to the road/footway and are the responsibility of the County Council will be trimmed once a year. b. Where the County Council determine that there are special requirements in visibility areas, cutting will be undertaken when required. 	

4) Trees

- a. Highway trees should only receive maintenance at County Council expense for reasons of health and safety, access and visibility on the highway or where they are causing damage to property. Tree maintenance work shall be undertaken in line with the recommendations of BS 3998: 2010 ('Tree work').
- b. Third parties may be given the opportunity to become involved in the provision of new trees on the Highway where appropriate.

5) Siding

- a. In rural areas only the minimum amount of siding (trimming of verges along the pavement) should be carried out on carriageways, e.g. when needed before surface dressing and the renewal of edge markings, since in most cases the traffic keeps the carriageway clear.
- b. On footways, only the minimum amount of siding should be carried out to preserve an adequate width of footway for all types of pedestrian traffic where this is considered necessary on an ad-hoc basis.

6) Third parties

- a. The Highway Authority may authorise third parties to carry out the above services or additional works to highway verges and vegetation at their own expense. E.g.
 - farmers in the county wishing to use suitable verges for haymaking;
 - individuals and organisations wishing to manage verges for wildlife or amenity purposes.
- b. Any areas planted by third parties acting under licence will be maintained by the licensee unless otherwise agreed with the County Council (refer to PS 8/6 Roadside Sponsorship)

Supporting Information

Well-managed Highway Infrastructure, 2016, UK Roads Liaison Group

Version control

H&T Committee - 22 March 1974 22.03.1974
 H&T Committee - 22 October 1980 - Agenda Item 5. 23 28.10.1975
 H&T Committee - 16 December 1980 - Agenda Item 6. 2 16.12.1980
 H&T Committee - 11 December 1984 - Agenda Item 7 11.12.1984
 H&T Committee - 31 May 1989 - Agenda Item 18. 31.05.1989
 H&T Committee - 25 March 1975 - Agenda Item 8. 25.03.1975
 H&T Committee - 16 September 1992 - Agenda Item 9. 16.09.1992
 H&T Committee - 19 October 1994 - Agenda Item 19. 19.10.1994
 T&E Committee - 10 March 1998 - Agenda Item 6. 10.03.1998
 Lead Member for Transport and Environment – 21.05.2018

Date of last review:

Parish/Town/ Borough	Parish/Town / Borough Delivering Grass Cutting	Three Cuts Undertaken by East Sussex	Four Cuts undertaken by East Sussex Highways	Six Cuts undertaken by East Sussex Highways	Two Cuts undertaken by East Sussex	Rural Grass Only - Not affected by changes
Alciston						✓
Alfriston				✓		
Arlington					✓	
Ashburnham					✓	
Barcombe					✓	
Battle				✓		
Beckley				✓		
Beddingham						✓
Berwick				✓		
Bexhill				✓		
Bodiam				✓		
Brede				✓		
Brightling				✓		
Burwash				✓		
Buxted					✓	
Camber				✓		
Catsfield				✓		
Chailey					✓	
Chalvington with Ripe						✓
Chiddingly						✓
Crowborough					✓	
Crowhurst				✓		
Cuckmere Valley						✓
Dallington				✓		
Danehill					✓	
Ditchling				✓		
East Chiltington						✓
East Dean and Friston	✓					
East Guldeford						✓
East Hoathly with Halland					✓	
Eastbourne	✓					
Etchingham				✓		
Ewhurst				✓		
Fairlight				✓		
Falmer				✓		
Firle						✓
Fletching					✓	
Forest Row					✓	

Framfield					✓	
Frant				✓		
Glynde						✓
Guestling				✓		
Hadlow Down					✓	
Hailsham		✓				
Hamsey	✓					
Hartfield				✓		
Hastings					✓	
Heathfield and Waldron					✓	
Hellingly				✓		
Herstmonceu x	✓					
Hooe						✓
Horam	✓					
Hurst Green				✓		
Icklesham				✓		
Iden				✓		
Iford					✓	
Isfield				✓		
Kingston Near Lewes				✓		
Laughton					✓	
Lewes			✓			
Little Horsted						✓
Long Man		✓				
Maresfield					✓	
Mayfield and Five Ashes				✓		
Mountfield				✓		
Newhaven	✓					
Newick	✓					
Ninfield	✓					
Northiam	✓					
Peacehaven	✓					
Peasmarsch				✓		
Pett				✓		
Pevensy				✓		
Piddinghoe					✓	
Playden				✓		
Plumpton					✓	
Polegate	✓					
Ringmer					✓	
Rodmell				✓		
Rotherfield					✓	

Rye	✓					
Rye Foreign				✓		
Salehurst and Robertsbridge				✓		
Seaford					✓	
Sedlescombe				✓		
Selmeston						✓
South Heighton				✓		
Southeast						✓
St. Ann (Without)						✓
St. John (Without)						✓
Streat						✓
Tarring Neville						✓
Telscombe	✓					
Ticehurst				✓		
Uckfield					✓	
Udimore				✓		
Wadhurst	✓					
Warbleton					✓	
Wartling					✓	
Westfield				✓		
Westham	✓					
Westmeston						✓
Whatlington						✓
Willingdon and Jevington	✓					
Withyham					✓	
Wivelsfield				✓		

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Report to:	Place Scrutiny Committee
Date of meeting:	15 November 2018
By:	Assistant Chief Executive
Title:	Place Scrutiny Committee future work programme
Purpose:	To review and agree items for the Place Scrutiny Committee's future work programme.

RECOMMENDATIONS: The Place Scrutiny Committee is recommended to:

1) Review and agree agenda items for the future Committee meetings, including items listed in the work programme in appendix 1;

2) Agree topics for Scrutiny Reviews to be included in the Committee's future work programme; and

3) Review upcoming items on East Sussex County Council's (ESCC) Forward Plan in appendix 2 to identify any issues that may require more detailed scrutiny.

1 Background

1.1 The work programme is an important tool in ensuring the correct focus and best use of the Committee's time in scrutinising topics that are of importance to the residents of East Sussex, and the efficient and effective working of the Council. It also provides clarity for those who may be requested to give evidence to the Committee on the issues under review, and the questions the Committee requires answers to.

1.2 Discussion of the work programme provides the Committee with the opportunity to examine topics that it may be of value to scrutinise, and to decide whether further scoping work is required. This provides a basis for deciding the best way of scrutinising a topic, the timescale, and who from the Committee will be involved in carrying out the review work. If there are a number of topics for review, the Committee can determine the priority of the work within the resources available to the Committee.

2 Work programme and future scrutiny reviews

2.1 The Committee is asked to review the items in the work programme contained in Appendix 1 of the report, and agree the future agenda items and other scrutiny work of the Committee.

2.2 Following the briefing on Governance Services and Orbis (Business Services), the Committee is asked to consider whether there are any potential topics for future scrutiny reviews related to these service areas, or agenda items for future meetings, that should be included in the work programme.

2.3 The Committee is asked when considering potential topics the Committee to into account whether:

- It is relevant to the Council's Corporate Priorities
- The issue is of concern or of relevance to East Sussex residents
- Scrutiny can have an impact and add value by scrutinising this issue, service or policy
- The issue is one that the Committee can realistically influence
- The resources needed to undertake the review are available

2.4 Committee members are asked to note that the Place Scrutiny Committee RPPR Board meeting will be on Monday 17 December at 2.00pm.

3 Forward Plan

3.1 A copy of the Council's Forward Plan of executive decisions for the period 1 November 2018 to 28 February 2019 is included in Appendix 2. The Committee is requested to review the forthcoming items on the Forward Plan to identify any issues that may require more detailed scrutiny. The Forward Plan is revised and published on a monthly basis, and Committee members should regularly review the Forward Plan.

4 Conclusion and reasons for recommendations

4.1 An important part of the managing the work of the new Place Scrutiny Committee is to have an agreed future work programme. The Place Scrutiny Committee is recommended to agree the agenda items and topics for Scrutiny Reviews to be included in the future work programme, as described in this report and appendices. The Committee is also recommended to review the Council's Forward Plan of decisions to identify any issues that may require more detailed scrutiny.

PHILIP BAKER
Assistant Chief Executive

Contact Officer: Martin Jenks
Tel. No. 01273 481327
Email: martin.jenks@eastsussex.gov.uk

BACKGROUND DOCUMENTS

None.

Place Scrutiny Committee – Work Programme

Current Scrutiny Reviews		
Title of Review	Detail	Proposed Completion Date
Scrutiny Review of Road Repairs	<p>The Committee agreed the terms of reference and will undertake the review which will examine:</p> <ul style="list-style-type: none"> • The current policy for pothole repairs • The interface with the asset maintenance programme; • The quality of road repairs; and • The process for dealing with known drainage problems. <p>The Review Board Members are: Councillors Claire Dowling, Simon Elford, Nigel Enever, Pat Rodohan, Stephen Shing, Richard Stogdon and Barry Taylor.</p> <p>The Review Board has agreed to include the repair of pavements (footways adjacent to the public highway) within the scope of the review.</p> <p>Proposed timeline:</p> <ul style="list-style-type: none"> • March 2019 final report of the Review Board to the Place Scrutiny Committee • 23 April 2019 report to Cabinet • 14 May 2019 report to Full Council 	March 2019
Scrutiny Review of the Effectiveness of School Travel Plans	<p>The Committee agreed that Councillors Godfrey Daniel, Claire Dowling and Nigel Enever will form the Review Board and undertake the scrutiny review.</p> <p>Initial evidence gathering has been undertaken and short questionnaire sent to a sample of schools. The aim is to submit their report to the March 2019 Scrutiny Committee meeting for approval by the Committee.</p>	March 2019

Initial Scoping Reviews		
Subject area for initial scoping	Detail	Proposed Dates
List of Suggested Potential Future Scrutiny Review Topics		
Suggested Topic	Detail	
Economic Development	The Committee expressed a view that this was an area where it would like to undertake some work. It requested a presentation on the work of the Economic Development Team to explore whether there were any areas for further scrutiny. The presentation is scheduled for the March 2019 meeting.	
Scrutiny Reference Groups		
Reference Group Title	Subject Area	Meetings Dates
Countryside Access Strategy	The Review Board has met on two occasions to consider the progress in establishing new management arrangements for the 10 ESCC managed countryside sites. The Review Board has considered the initial options appraisal, based on the submissions of interest, and will hold a further Review Board meeting to review and comment on the final proposals for the future management of sites.	December 2018 or January 2019 (tbc).
Reports for Information		
Subject Area	Detail	Proposed Date
Dutch Elm Disease (DED) Strategy.	To receive an update on the sanitation programme to control the spread of Dutch Elm Disease in East Sussex.	February 2019
Climate Change Adaption	To receive an update briefing on the measures that have been put in place in response to 2017 national Climate Change Risk Assessment (CCRA) and National Adaptation Programme (NAP).	February 2019

Training and Development		
Title of Training/Briefing	Detail	Proposed Date

Future Committee Agenda Items		Author
All meetings		
Committee Work Programme	To manage the committee's programme of work including matters relating to ongoing reviews, initial scoping reviews, future scrutiny topics, reference groups, training and development matters and reports for information.	Senior Democratic Services Adviser
19 March 2019		
Emergency Planning	To receive a presentation from representatives from South East Water and Southern Water on their response to the water supply disruption incident that occurred in March/April 2018.	South East Water / Southern Water
Reconciling Policy, Performance and Resources (RPPR)	The Committee will review the RPPR process and their input into the process for 2019/10 and receive feedback on how scrutiny input has been reflected in final plans. Any issues arising can be reflected in the future committee work programme.	Chief Executive / Senior Democratic Services Adviser
Libraries Strategic Commission Strategy (LSCS)	An update report on the implementation of the LSCS to examine how the changes to the service have been introduced and their impact on service users	Head of Customer and Library Services/Assistant Director, Communities
Scrutiny Review of Road Repairs	To agree the report of the Review Board on the Scrutiny Review of Road Repairs	Chair of Review Board

Scrutiny Review of the Effectiveness of School Travel Plans	To agree the report of the Review Board investigating the effectiveness of School Travel Plans.	Chair of Review Board
Economic Development Team	A presentation of the current Economic Development activities to examine whether there are any areas of work for scrutiny involvement.	Head of Economic Development / Assistant Director, Economy
11 June 2019		
Scrutiny Review of Superfast Broadband.	Update monitoring report on the implementation of the recommendations of the Scrutiny Review at the end of Contract 2 and commencement of Contract 3.	Assistant Director/ Team Manager, Economic Development.
18 September 2019		
East Sussex Road Safety Programme	To receive progress report on the East Sussex Road Safety Programme including an update on the Behavioural Change and Speed Management projects.	Head of Communities/Project Manager Road Safety
Reconciling Policy, Performance and Resources (RPPR)	To start the Committee's work on the RPPR process for 2020/21, by reviewing Portfolio Plans and service based information.	Chief Executive / Senior Democratic Services Adviser
20 November 2019		
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 2020/21.	Chief Executive / Senior Democratic Services Adviser

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:

- 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 November 2018 TO 28 February 2019

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

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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
13 Nov 2018	Cabinet	Reconciling Policy, Performance and Resources (Cabinet) To consider an update on the Council's Core Service Offer and the Medium Term Financial Plan	KD		Report, other documents may also be submitted	Jane Mackney 01273 482146
19 Nov 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	KD	Draft circulated to all Members, and cross party Member Panel to consider draft	Report, other documents may also be submitted	Sarah Valentine 01273 335274

		of match funding to a number of community led transport improvement schemes		schemes.		
19 Nov 2018	Lead Member for Transport and Environment	Seeking agreement to proposed changes and updates to Highway Service policies including: <ul style="list-style-type: none"> • Asset Management Policy and Strategy • Drainage Policy • SCRIM and Skidding Resistance Policy and Procedure 			Report, other documents may also be submitted	Stephanie Everest 01273 482644 Mathew Jasper 01273 481847
27 Nov 2018	Lead Member for Adult Social Care and Health	Six-monthly update on progress with implementation of ASCH Reconciling Policy, Performance and Resources decisions made at Cabinet on 26th June 2018 The Lead Member will receive an update on progress with the implementation of the Adult Social Care and Health RPPR decisions for 2018/19 as agreed at Cabinet on 26th June 2018. The Lead Member will be asked to consider and comment on the progress made.			Report, other documents may also be submitted	Kirstie Battrick 01273 482016
29 Nov 2018	Lead Member for Communities and Safety	Petition - 20mph speed limit and investigations to road structure at Farmlands Way, Polegate Petition from residents of Farmlands Way, Polegate calling for reduced speed limit and the road structure to reduce vehicle speeds and minimise noise and vibrations in surrounding properties.		Local Members Lead Petitioner	Report, other documents may also be submitted	Kelly Burr 01273 482824

11 Dec 2018	Cabinet	Annual Audit Letter 2017/18 To consider the Annual Audit Letter			Report, other documents may also be submitted	Ola Owolabi 01273 482017
11 Dec 2018	Cabinet	Council Monitoring: Quarter 2 2018/19 To consider the Council Monitoring report for the second quarter of the financial year 2018/19 as part of the Council's Reconciling Policy, Performance and Resources (RPPR) budget monitoring process.			Report, other documents may also be submitted	Jane Mackney 01273 482146
11 Dec 2018	Cabinet	Looked After Children's Services Annual Report 2017/18 To consider the performance of the Looked After Children's Service for 2017/18			Report, other documents may also be submitted	Teresa Lavelle-Hill 01323 747197
11 Dec 2018	Cabinet	Treasury Management Annual Report 2017/18 and mid year report 2018/19. To consider a report on the review of Treasury Management performance for 2017/18 and the outturn for the first six months of 2018/19, including the economic factors affecting performance, the Prudential Indicators and compliance with the limits set within the Treasury Management Strategy.	KD		Report, other documents may also be submitted	Ola Owolabi 01273 482017
18 Dec 2018	Lead Member for Communities and	Update on the Libraries and Parking Partnership			Report, other documents may	Stephen Potter 01273 336520

	Safety	Update requested by the Lead Member following a question at the County Council meeting of 16 October 2018.			also be submitted	
21 Jan 2019	Lead Member for Transport and Environment	High Weald Management Plan To present the High Weald Management Plan 2019-2024 for adoption	KD	Public consultation has already happened	Report, other documents may also be submitted	Virginia Pullan 01273 482639
22 Jan 2019	Cabinet	Conservators of Ashdown Forest Budget 2019/20 To consider the Conservators of Ashdown Forest budget for the financial year 2019/20.	KD	Local Members	Report, other documents may also be submitted	Ian Gutsell 01273 481399
22 Jan 2019	Cabinet	Reconciling Policy, Performance and Resources (RPPR) 2019/20: Draft Council Plan To consider the revenue budget, savings proposals, capital programme and draft Council Plan for 2019/20.	KD		Report, other documents may also be submitted	Jane Mackney 01273 482146
22 Jan 2019	Cabinet	Treasury Management Strategy 2019/20 To consider the Treasury Management Strategy for the financial year 2019/20.	KD		Report, other documents may also be submitted	Ola Owolabi 01273 482017
26 Feb 2019	Lead Members for Education, Inclusion, Special Educational Needs and Disability	To consider the final admission arrangements for 2020/21	KD		Report, other documents may also be submitted	Jo Miles 01273 481991

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