



**PLACE SCRUTINY COMMITTEE**

**WEDNESDAY, 17 MARCH 2021**

**10.30 am REMOTELY VIA TEAMS OR CC2, COUNTY HALL, LEWES**

**++Please note that this meeting is taking place remotely++**

MEMBERSHIP - Councillor Bob Bowdler (Chair)  
Councillors Godfrey Daniel (Vice Chair), John Barnes, Martin Clarke,  
Chris Dowling, Nigel Enever, Darren Grover, Pat Rodohan, Stephen Shing,  
Andy Smith and Barry Taylor

**A G E N D A**

- 1 Minutes of the previous meeting (*Pages 3 - 12*)
- 2 Apologies for absence
- 3 Disclosures of interests  
Disclosures by all members present of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.
- 4 Urgent items  
Notification of items which the Chair considers to be urgent and proposes to take at the appropriate part of the agenda. Any members who wish to raise urgent items are asked, wherever possible, to notify the Chair before the start of the meeting. In so doing, they must state the special circumstances which they consider justify the matter being considered urgent.
- 5 Reconciling Policy, Performance and Resources (RPPR) 2021/22 (*Pages 13 - 16*)  
Report by the Chief Executive.
- 6 Road Safety Programme - Interim Outcomes (*Pages 17 - 42*)  
Report by the Director of Communities, Economy and Transport.
- 7 Scrutiny Review of the Effectiveness of School Travel Plans - Update (*Pages 43 - 50*)  
Report by the Director of Communities, Economy and Transport.
- 8 Work programme (*Pages 51 - 62*)
- 9 Any other items previously notified under agenda item 4

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9 March 2021

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[www.eastsussex.gov.uk/yourcouncil/webcasts/default.htm](http://www.eastsussex.gov.uk/yourcouncil/webcasts/default.htm)

## PLACE SCRUTINY COMMITTEE

MINUTES of a meeting of the Place Scrutiny Committee held Remotely via Teams and CC1, County Hall, Lewes on 25 November 2020.

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PRESENT	Councillor Bob Bowdler (Chair), Councillors Godfrey Daniel (Vice Chair), John Barnes, Martin Clarke, Chris Dowling, Nigel Enever, Darren Grover, Pat Rodohan, Stephen Shing, Andy Smith and Barry Taylor
LEAD MEMBERS	Councillors Nick Bennett, Bill Bentley, Claire Dowling and Rupert Simmons
ALSO PRESENT	Philip Baker, Assistant Chief Executive Kevin Foster, Chief Operating Officer Ian Gutsell, Chief Finance Officer Nigel Brown, Assistant Director Property Nicky Wilkins, Head of Strategy & Engagement Rupert Clubb, Director of Communities, Economy and Transport Andy Arnold, Environment Team Manager Karl Taylor, Assistant Director Operations Dale Poore, Contract Manager Highway Infrastructure Services Ruby Brittle, Stakeholder and Engagement Manager

## 9 MINUTES OF THE PREVIOUS MEETING

9.1 The Committee RESOLVED to agree the minutes of the meeting held on 23 September 2020 as a correct record.

## 10 APOLOGIES FOR ABSENCE

10.1 There were no apologies for absence.

## 11 DISCLOSURES OF INTERESTS

11.1 Councillor Godfrey Daniel declared a person non prejudicial interest in item 6 on the agenda as he is a Blue Badge holder and this item refers to the Blue Badge application process.

## 12 URGENT ITEMS

12.1 There were none.

## 13 RECONCILING POLICY, PERFORMANCE AND RESOURCES (RPPR) 2021/22

13.1 The Assistant Chief Executive introduced the report. He outlined that there was still considerable uncertainty around the Government's Spending Review which was due to be announced later in the day. It was likely that the Council would not receive full details of the financial settlement of funding from central Government until later in December.

13.2 The Committee discussed the report and commented on several aspects. A summary of the points raised is given below.

#### Medium Term Financial Plan (MTFP)

13.3 The Committee noted the projected budget deficit of £11.548 million for 2021/22 in the updated MTFP and the scenarios outlined in the report. It asked for further details of some of the larger budget pressures described in the table on pages 39 and 40 of the report namely:

- Looked After Children (LAC) placement costs (MTFP reference Z)
- Adult Social Care (ASC) future demand modelling (MTFP reference AD); and
- Council Tax collection fund deficit (MTFP reference AF)

13.4 The Chief Finance Officer explained that the financial planning process keeps budget pressures under review during the course of the year. Some of the cost pressures identified through the MTFP are related to increased costs due to Covid19. The approach to the current year's budget (2020/21) is to identify Covid19 costs and non Covid19 costs separately and they will be reported through Council Monitoring reports. It is assumed that the Council will be compensated by central Government for the majority of Covid19 related expenditure.

13.5 The growth in LAC placement costs reflects the situation that a number of children are being placed in settings due to Covid19 that are more expensive and that this cost pressure will reduce over time. The ASC future demand modelling takes into account an anticipated increase in the percentage of people being discharged from hospital with care needs that will become the responsibility of the Council initially (around 60%). The Council is working with the District and Borough councils to understand the impact on Council Tax collection rates. It is anticipated that there will be a downturn in collection rates as the number of people claiming support increases.

13.6 The Council is seeking financial certainty after the announcement of another one year financial settlement in the Spending Review 2020. The Council would like to see a return to longer term financial settlements where the Government announces revenue funding for three financial years and capital funding for four financial years.

#### Covid19 costs and current year deficit

13.7 The Committee asked if there was a Covid19 expenditure funding deficit at present. The Chief Finance Officer outlined that around £40 million has been paid so far to the Council in Covid19 expenditure payments from central Government. The Council has also submitted a claim for the loss of fees and charges totalling £1.6 million for the first four months of the year and there will be opportunities to make further claims. It was confirmed that the financial situation is manageable, and any funding deficit will be reported through the quarterly Council Monitoring reports. The funding gap reported in quarter 1 was around £2 million, which can be covered by reserves if necessary. This is the only potential draw on reserves in the current financial year.

#### Reserves and Contingency

13.8 The Committee asked if there was a major budget shortfall whether the level of reserves held is sufficient to cope with the financial pressures placed on the Council. The Council has a robust reserves position and holds £10 million as a general contingency reserve in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) guidance. It holds a total of around £100 million in reserves, the majority of which are ringfenced for specific purposes (e.g. schools, public health, waste contract, capital programme and insurance reserves). Around £32 million is available as financial management reserves. In addition to reserves, there is a budgeted contingency of 1% (around £3.9 million) built into the revenue budget to manage in year changes in expenditure and savings.

13.9 The Chief Finance Officer added that a number of scenarios had been modelled for the MTFP, such as the continuation of an ASC precept. The exact impact on the budget will not be known until details of the Council's funding settlement are available. Consequently, the need to draw on reserves to manage the predicted budget deficit in the next financial year may be lower.

#### Savings Plan

13.10 The Committee noted the savings target for the Library and Information Service contained in the savings plan and commented on the important role that libraries play in providing access to the internet and information technology support. It asked whether the savings would mean further library closures. The Lead Member for Communities and Safety clarified that there are no plans for further library closures and there would be no library closures in the next financial year. The planned savings will be achieved from other areas such as the book stock fund where demand for physical books has reduced and e-books increased.

#### Core Offer and Priority & Delivery Outcomes

13.11 The Committee made a number of comments on the updated Core Offer, Priority Outcomes and Delivery Outcomes.

- Social care and health integration. East Sussex County Council (ESCC) is working with partners to integrate social care and health services but this positive work is not referred to specifically.
- Public Health. Whether there is sufficient prominence given to Public Health in the updated Core Offer in the context of work involved in dealing with Covid19.
- Increased reliance on the internet and Information Technology and whether this is reflected in delivery outcomes.
- Working with the community and voluntary sector. In the wording of the 4<sup>th</sup> bullet point after "As one Council we will..." in the Core Offer, it would be preferable to use the word 'minimise' instead of 'avoid' so that it would read:  
*We will:*
  - *work effectively with the community and voluntary sector, including to minimise the need for statutory services;*
- Archives & Record Service. The Core Offer should allow the Council to continue to receive archive material even if it is not possible to catalogue and make it available immediately, otherwise there is a risk of damaging the historic record.

#### RPPR Board

13.12 The RPPR Board meeting will be held on Tuesday 22 December 2020 and it was noted that Cllr Rodohan will join the RPPR Board. The Chair invited other members of the Committee to join the RPPR Board should they wish.

13.13 The Committee RESOLVED to note the information in the Cabinet RPPR report of 2 October 2020 (appendix A) and the updated Medium Term Financial Plan (MTFP).

## 14 USE OF OFFICE AUTOMATION AND ARTIFICIAL INTELLIGENCE (AI) SYSTEMS

14.1 The Head of Strategy & Engagement IT&D introduced the report. It was outlined how the use of Robotic Process Automation (RPA) software technology and virtual assistants can increase efficiency, accuracy and productivity. The Corporate Management Team (CMT) has approved the proof of concept work on a virtual assistant Chatbot for the Blue Badge application process, which is one of the top five pages accessed on the Council's website. The application process has a lot of repetitive steps which are suitable for automation.

14.2 CMT has also approved the business case for a software platform to enable other teams across the organisation to use process automation RPA technology on a service needs basis. There is a four stage plan for the development of new automated processes. A number of candidates for automated processes have been identified by services, including an application within the Social Services team for payments.

14.3 The Committee thanked officers for a very interesting report and discussed various aspects of the use of automated systems. It was confirmed that the intention is to use these systems to make better use of the resources we have now and to improve efficiency. The guiding principle is to use automated systems such as virtual assistants in situations where they work well, thereby freeing up human resources for the processes that people do best.

14.4 The Committee observed that it was important to retain the facility to be able to speak to someone where people need to access a service that way or need help at that point in the process. It was clarified that the automated applications are service led and are designed in conjunction with services so they will be tailored to their needs. They are not intended to take away the option of being able to speak to someone or to make them impersonal. There will always be 'hand off' points in the automated processes where it will be possible to speak to a human operator. By automating some processes, the intention is to give staff more time to deal with the more complicated enquiries. The use of virtual assistants is intended to enhance residents' experience by allowing them to search across different sources of information.

14.5 The Committee commented that the use of office automation is a welcome development and area that scrutiny should continue to keep an overview of. There are clear advantages and the ability to bring together various sources of information on one place is very useful.

14.6 The Committee RESOLVED to note the update on the Council's work to utilise automation to ease demand and increase efficiencies to support the Core Offer.

## 15 SCRUTINY REVIEW OF BECOMING A CARBON NEUTRAL COUNCIL

15.1 Councillor Martin Clarke, Chair of the Review Board, introduced the report. The review is structured around the Council's Climate Emergency Plan examining the actions necessary for the Council to become carbon neutral in its own operations. The Review Board makes a number of recommendations which fall into three categories:

- Recommendations where the Council has direct control to make the necessary changes;
- Recommendations for specific projects to show what can be done and to act as examples of best practice; and
- Recommendations where the Council can influence others, or to lobby for policy changes and resources to tackle climate change.

15.2 The Review Board is conscious of the financial pressures the Council is under and the cost implications of implementing the recommendations should be assessed through the Council's Reconciling Policy, Performance and Resources (RPPR) budget setting process where the long and short term economic, social, environmental and carbon impacts can be taken into account. The Chair of the Review Board thanked the witnesses and officers involved in the review and the Lead Members for their comments on the draft report.

15.3 The Committee discussed the report of the Review Board. The Committee commented that there are fast moving changes in technology and policy in this area, and it will be important that the outcomes of the review allow flexibility in response to these changes. The review is one of the first to be undertaken using remote meeting technology which worked really well, enabling the Review Board to speak to a wide range of witnesses and cover a lot of material in a short space of time. It was noted that where the Council is seeking to move away from the use of fossil fuels for heating and vehicles, there is some overlap with the requests the Council receives to divest the East Sussex Pension Fund from investments in fossil fuels.

15.4 The Director of Communities, Economy and Transport commented on the fast moving policy environment and drew the Committee's attention to the Government's recently announced Ten Point Plan for a Green Industrial Revolution which echoes some of the topics explored in the review. The Ten Point Plan covers areas such as:

- Advancing the development of off-shore wind power;
- Driving the growth of low carbon hydrogen;
- Stopping the sale of petrol and diesel vehicles by 2030;
- Investment in green public transport, cycling and walking;
- Greener buildings; and
- Protecting the natural environment.

15.5 The Committee commented that it welcomed the report of the Review Board and wished to endorse it.

15.6 The Committee RESOLVED to endorse the report of the Review Board, and make recommendations to Cabinet for comment, and County Council for approval.

## 16 SCRUTINY REVIEW OF ROAD REPAIRS - MONITORING REPORT

16.1 The Contract Manager Highway Infrastructure Services introduced the report. The report is an update on the implementation of the recommendations of the scrutiny review. The review focussed on issues to do with potholes, carriageway repairs, drainage and pavements. Some of the actions have been completed whilst others are ongoing in nature. Significant progress has been made on drainage and in particular work on flooding hotspots and mapping the drainage network. A system of advisories and a velocity patcher have been used to undertake wider pothole repairs. The Team has completed a survey of all the pavements and is developing a plan of works based on that information.

16.2 The Committee discussed the update report and made a number of observations. The comments made by the Committee are summarised below.

### Unclassified roads

16.3 Some members of the Committee commented that the reported 14% of unclassified roads requiring maintenance does not correlate with the condition of most roads (with the exception of the principal roads) that the public see which require some work. It was clarified that the percentage of roads requiring maintenance is a national measure as reported to the Department for Transport (DfT) which refers to roads in a 'red' condition requiring immediate repair. There is a large proportion of other roads classified as being in 'amber' condition which need some work. The original Review Board examined the prioritisation and classification of roads based on the annual survey information. The Director of Communities, Economy and Transport added that previously 25% of unclassified roads were in need of maintenance and work had been carried out on over 140 miles of road. Unclassified roads account for over 1,000 miles of the road network in the County and their condition has been improved.

## Pavements

16.4 The Committee welcomed the completion of the condition survey of pavements (also known as footways) and the development of a three-year improvement plan. It noted that the condition of pavements has been an issue with residents, and it is encouraging to see where improvements have been made. This is an example of the Council doing what it says through scrutiny action. The Committee discussed funding for pavements, and it was clarified that the existing £1.6m budget would be used to prioritise those pavements in the worst condition. At this stage it is not possible to estimate the level of funding that will be required to reduce the 18% of pavements that are classified as being in 'red' condition (in need of repair).

16.5 It was noted that having pavements in good condition is key to encouraging people to walk more and focus should be given to walking routes to school and town centres. Avoiding falls on pavements is also important in terms of peoples' health and the impact falls have on the National Health Service and Adult Social Care services.

## Kerbs on concrete roads

16.6 The review examined the issue of damaged 'stick on' kerbs on concrete roads where kerbs are constructed on top of the concrete road surface. The Committee asked what action had been taken to fund repair work for these kerbs. It was outlined that there is a small repair programme each year to tackle this issue, but it can be costly and complex to replace these kerbs. Often the kerbs have to be reset behind the existing road edge if there is enough space and utility service cables and pipes are not in the way (which would have to be moved). There is a small programme of works planned for next year, but it is difficult to balance the competing demands on the available budget to make this programme larger. The Contract Manager Highway Infrastructure Services offered to speak to any councillors with concerns about this issue outside the meeting.

## Verges

16.7 On some rural roads large potholes develop in the verge where vehicles leave the carriageway to pass one another. This can lead to the edge of the road surface being damaged and undermined. Officers outlined that it might not be possible to repair all damaged verges within the budget available, but the service will endeavour to respond to any serious issues.

## Quality of work

16.8 The Committee commented that ensuring the consistent quality of repair and re-surfacing work is an ongoing issue and asked how the Council could improve the work done by some gangs. The Contract Manager Highway Infrastructure Services responded that the Team is working hard to ensure the quality of work is to a high standard. The Team inspects a sample of all works and supervisors are checking 100% of carriageway resurfacing and pavement works. The Team have picked up a number of defects that will be rectified and the number of defects has been reduced overall.

## Public perception and prioritisation

16.9 The update on the improvement in the performance measures for roads requiring maintenance is welcome, but it does not deal with the public perception that roads are in need of repair. This is the most common issue raised by the local community and through case work. Some roads are seen as more important locally, such as routes to work and arterial roads (e.g. the A259 and the C7) and have been the subject of social media campaigns for improvements. The Committee asked how the Council can respond to these sorts of issues when prioritising work.

16.10 The Contract Manager Highway Infrastructure Services outlined that the system used for prioritising repair and re-surfacing work is explained in the Members guide which was updated following the review. There is a strategy and plan that the Council is working to which is based on asset management principles, road condition (assessed by laser scanning and photographic surveys) and the road network hierarchy. This plan is adjusted regularly to deal with any unexpected deterioration in road condition. At present the Team has an annual budget of £15 million for this work, but the estimated cost of repairing all roads assessed as being in the 'red' condition category which require maintenance is £300 million.

#### The A259

16.11 There is a recognition that the A259 is an important route and it has been designated by the DfT as part of the Main Road Network (MRN) which recognises its strategic importance. There are plans for works to the stretch of the A259 between Newhaven and Brighton in future years, and work is co-ordinated with Brighton and Hove City Council where possible. There is work planned for next year to the circulatory road system in Newhaven and additional funding has been applied for to stabilise the section of the A259 that is slipping downhill at Rushey Hill between Newhaven and Peacehaven.

#### Advisories and jet patching

16.12 The Committee asked if the increased use of 'advisories' to repair wider areas around potholes had been successful and whether this approach would be used further in future. It also commented on the appearance of jet patched repairs and the debris left behind after the works. The Contract Manager Highway Infrastructure Services outlined that advisory repairs will continue to be undertaken as part of normal working practices where the budget permits. The jet patching product specification has changed. It is a better product, the appearance of repairs is better, and it is a very successful preventative maintenance treatment which can be used year-round even in winter.

#### Website and reporting problems

16.13 The Committee noted the low number of ESCC Councillors who were using the online reporting facility on the updated East Sussex Highways website. It was recommended that training on the highways reporting facility be included in the induction training for all new Councillors and its use is promoted to all Councillors as it is the best way of getting issues reported and resolved. The Committee commented that it would be helpful to have a simple to use app to enable people to report highway issues using their phone or other device. The Lead Member for Transport and Environment commented that she is keen to get Councillors using the website as the first option for reporting issues and there are plans to develop an app in the future.

#### Summary comments

16.14 Overall, the Committee recognised the good progress that has been made on implementing the recommendations of the scrutiny review. However, there are still some issues such as ensuring the consistency of the quality of work that need some further work. Some of these will be included within the work undertaken by the Highways Contract Reference Group on the future highway maintenance contract. The Lead Member for Transport and Environment commented that she is really pleased to see the progress that has been made and was part of the Review Board before becoming the Lead Member.

16.15 The Committee RESOLVED to note the updates to the recommendations and action plan set out in the report.

## 17 WORK PROGRAMME

### Updates

17.1 The Committee received a number of updates related to previous requests and work programme items.

#### Emergency Active Travel Fund

17.2 The Director for Communities, Economy and Transport gave an update on the Emergency Active Travel Fund which is an allocation of Government funding to support walking and cycling during the Coronavirus pandemic. The timescales attached to the funding meant the bids for the first tranche of funding had to be put together very quickly and with minimal public consultation. Schemes had to be put on the ground quickly, although the Council did try to consult local communities and interest groups where possible. A number of neighbouring authorities have withdrawn some of the temporary schemes. The temporary scheme on Hastings seafront has subsequently been removed, but the scheme in Bexhill remains in place.

17.3 The Government has announced the second tranche of funding and the bid made by the Council has an emphasis on improving the footway network. The second tranche of funding has strict criteria, especially on timescales for delivery, which has been divisive for local communities. The Committee noted that the community blame the Council for the lack of consultation and the haste with which the schemes were implemented, when in fact the situation is a result of the criteria imposed on the funding by Government. The community would rather the money was not spent on poor schemes. A full list of the proposed schemes totalling £1.8 million funded under the second tranche has been published on the Council's website ([About the Emergency Active Travel Fund – Emergency Active Travel Fund – East Sussex County Council](#)).

17.4 The Council is also consulting on the Walking and Cycling Strategy for the County which is a longer-term piece of work which allows fuller consultation. The Committee noted that it would be better to consult with all user groups within the community, not just the existing cycling and walking groups, including those who do not currently cycle to avoid this issue becoming divisive. The Director for Communities, Economy and Transport confirmed that views on the Strategy are being sought from all groups, and having a Strategy is the best approach to this issue.

#### Countryside Access Strategy

17.5 The Committee asked for an update on the transfer of Seven Sisters Country Park to the South Downs National Park (SDNP) as part of the implementation of the Countryside Access Strategy. The Lead Member for Transport and Environment confirmed that approval had been granted from the Department for Environment, Food and Rural Affairs and approval is expected shortly from the Ministry of Housing, Communities and Local Government. Councillor Chris Dowling, who is the ESCC appointed representative on the SDNP Board, confirmed that this is an important project for the SDNP and outlined that there is a lot of energy and enthusiasm on the Board for the projects to take advantage of the opportunities managing Seven Sisters Country Park presents.

### Work programme items

17.6 The Committee discussed the potential items for inclusion in the work programme.

## East Sussex Road Safety Programme

17.7 The Committee requested a progress report on the East Sussex Road Safety Programme be presented at the next Place Scrutiny Committee on 17 March 2021.

Business continuity and emergency planning response to the Covid19 pandemic.

17.8 The Committee noted the great work that had been done in response to the Covid19 pandemic not just in IT systems and business continuity, but all the work carried out by the Emergency Planning Team with the Sussex Resilience Forum (SRF). The Committee would like to review the lessons learnt and the way contingency budgets and business continuity plans have changed in response to the pandemic.

17.9 The Committee considered that it would be helpful to have a report on the lessons learnt and the impact on business continuity planning and resilience from the Emergency Planning Team as they support all the departments across the Council and work closely with the SRF. It would be helpful if any changes in working practices that are needed could be highlighted in the report as well as changes to business continuity plans and risk registers.

17.10 The Committee agreed to request a report to review business continuity and the emergency planning response to Covid19 to be presented to the Committee in the summer of 2021.

Glover Report on the Landscapes review: National Parks and Areas of Outstanding Natural Beauty (AONB's)

17.11 The Committee discussed the Landscapes review: National Parks and AONB's led by Julian Glover to consider the next steps for National Parks and Areas of Outstanding Natural Beauty (AONBs) in England and what the implications might be for East Sussex. There is also a reference to the designation of AONB's in the Government's Ten Point Action plan on the Green Industrial Revolution under the point on the Protecting the Natural Environment. A Government announcement in response to the independent review is expected in the New Year.

17.12 The Committee agreed to form a group to hold an initial scoping meeting early in the New Year to examine the implications of the Glover report (see link to the full report [Landscapes review: National Parks and AONBs - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/91111/Landscapes_review_National_Parks_and_AONBs_-_GOV.UK.pdf)).

17.13 The Committee RESOLVED to amend the work programme in line with paragraphs 17.7, 17.10 and 17.12 above.

The meeting ended at 12.30 pm.

Councillor Bob Bowdler (Chair)

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**Report to:** Place Scrutiny Committee

**Date of meeting:** 17 March 2021

**By:** Chief Executive

**Title:** Reconciling Policy, Performance and Resources (RPPR)

**Purpose:** To review scrutiny's input into the Reconciling Policy, Performance and Resources process for the financial year 2021/22 and to consider related items for inclusion in the committee's work programme.

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## **RECOMMENDATIONS**

The Committee is recommended to:

- 1) Identify potential areas for inclusion in the committee's future work programme on services or issues within the Committee's remit;
- 2) Review the committee's input into the RPPR process; and
- 3) Consider any changes or improvements to the process from a scrutiny perspective.

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## **1 Background**

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

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

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

2.1 In September 2020 each scrutiny committee considered a range of information about the services within the remit of the committee to set the scene for the work on the RPPR process. This included extracts from the Savings Plans agreed by Council in February 2020, the current Portfolio Plans, extracts from the Financial Budget Summary for 2020/21 and the latest capital programme for the period 2020/21-2022/23 (extracts taken from the *State of the County* report considered by Cabinet in July 2020).

2.2 At the November meetings the committees considered an updated version of the Council's proposed Medium-Term Financial Plan (MTFP) and updated proposed savings schedules as set out in a report considered by Cabinet in October 2020. The scrutiny committees were also asked to identify any further work or information needed for consideration at the RPPR scrutiny board meetings.

2.3 The scrutiny committees established scrutiny boards to provide a more detailed input into the RPPR process. These met in December 2020 to consider and agree any recommendations on the draft 2021/22 Savings Plans and draft Portfolio Plans. The boards:

- considered any amendments to the draft Portfolio Plans and how priorities were reflected against the proposed key areas of budget spend for the coming year;
- assessed the potential impact of proposed savings on services provided to East Sussex County Council customers; and
- made comments and recommendations to Cabinet on the budget proposals for 2021/22.

2.4 Appendix 1 summarises the comments and recommendations made by the Place Scrutiny Committee RPPR Board to Cabinet.

2.5 The Committee is invited to consider any areas it wishes to flag up to the incoming scrutiny committee as possible areas for future scrutiny work. A careful selection of topics will enable the Committee to be well-positioned to comment on the impact of service changes, future service delivery and budget proposals as part of the RPPR process.

### **3. Conclusion and reasons for recommendations**

3.1 The Committee is recommended to review its input into the RPPR process and incorporate work into its future work programme that is likely to inform the future RPPR process.

**BECKY SHAW**  
**Chief Executive**

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#### LOCAL MEMBERS

All

Appendix 1 – Place Scrutiny Committee’s Comments

## Appendix 1

### Place Scrutiny Committee RPPR Board – Comments to Cabinet

The Place Scrutiny Committee RPPR Board met on 22 December 2020 to discuss the comments it wished to make to Cabinet on the draft Portfolio Plans, Medium Term Financial Plan (MTFP), Savings Plan and the announcements regarding the Local Government Financial Settlement for 2021/22.

The Place Scrutiny Committee RPPR Board made the following observations and comments:

#### Pothole repairs and road maintenance

- The Government has announced a £1.7 billion fund for pothole repairs and road maintenance. The Board acknowledges that the spending of any additional funding will be prioritised in accordance with the existing asset management plans. It requests consideration is given to allocating some of the additional funding to renewing road markings in line with the recommendations of the recent scrutiny review, in order to improve road safety and traffic flows around the County.

#### Access to the internet

- Access to the internet via the Library Service for those who cannot afford a connection and for rural communities through the Superfast Broadband Project has become increasingly important under the Covid19 restrictions as people work from home more or have to apply for benefits such Universal Credit or make online job applications. In rural areas decent broadband is also important for home education and those who have homed based businesses.
- The Board considers that more emphasis should be given to the services that provide internet access to address digital exclusion (e.g. through the Library Service) and enable access to decent broadband in rural areas which supports residents and the local economy. The Broadband Project has achieved over 97% coverage for superfast broadband compared with a national average of 85%. However, reaching a target of 100% superfast broadband coverage is now more important and greater emphasis should be given to the Broadband Project's future plans and ambition to enable all residents to get connected to faster broadband services.

#### Support for local businesses

- The Board discussed the range of services and measures contained in the Portfolio Plan to support local businesses and the local economy. The Board observed that support for local businesses and the local economy is very important in the current circumstances created by the Covid19 pandemic. The Board notes the very good work in this area and suggests that it would be beneficial to provide some additional resources to undertake more marketing of the support available for businesses.

## Trading Standards

- The Board notes the important work that the Trading Standards Team carry out to protect vulnerable people and particularly the elderly from scams. It commented that it is important that the Trading Standards Team has adequate resources to continue with existing work and meet future requirements, such as the additional demands on the service created by leaving the European Union and supporting local businesses.

## Household waste disposal

- The Board heard the savings proposed for this service in 2021/22 will largely be achieved through operational efficiency savings. The Board suggests Cabinet considers amending the description of the savings proposal and its impact in the Savings Plan to reflect this.

## Future years performance targets

- The Board observed that for a number of the performance targets in the Business Services draft Portfolio Plan, the future years targets were set below the level achieved at outturn. The Board commented that the department could consider setting more ambitious targets where appropriate.

## Summary Comments to Cabinet

The Place Scrutiny Committee RPPR Board congratulates Officers in putting together a budget for 2021/22 in difficult circumstances and acknowledges the uncertainty that is present in the budget setting process. The Board looks forward to receiving an updated MTFP at Cabinet in January 2021 and considers that it is important to also look at the potential impacts of Covid19 on future budgets.

Covid19 has accelerated a number of changes in the economy such as more home working and locally based businesses. The whole economy has shifted, and the Council will need to review the services it provides in that context. The Council needs to be sure footed and flexible to react to changes in the economy and Council Tax and Business Rate bases which will affect the Council's income.

If longer term funding arrangements ease or improve (e.g. a long term solution for Adult Social Care funding is found) the Council should be ready with the priorities for where it would like to invest in services as we recover from the impacts of Covid19.

The Place Scrutiny Committee RPPR Board believes that the focus should be on help and support for residents and the local economy. At the heart of this will be investing in highways and support for local businesses, as well as the increasing importance of broadband and access to the internet for everyone in the community. The existing work in Economic Development, Skills and Growth; Superfast Broadband; Highways Maintenance and; Library Services all support these key service areas and should be considered for further investment should the opportunity arise.

<b>Report to:</b>	<b>Place Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>17 March 2021</b>
<b>By:</b>	<b>Director of Communities, Economy and Transport</b>
<b>Title:</b>	<b>Road Safety Programme Interim Outcomes</b>
<b>Purpose:</b>	<b>To provide the Place Scrutiny Committee with an update on the interim outcomes of the Road Safety Programme</b>

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## **RECOMMENDATIONS:**

- (1) To note the following positive interim outcomes of the East Sussex County Council (ESCC) Road Safety Programme:**
    - a. Notice of Intended Prosecution (NiP) Trial - receiving the redesigned NiP and leaflet significantly reduced speeding reoffending by 23% within 6 months. Over the 6-month trial this meant 170 fewer reoffences than business-as-usual, or 6 per week. This would translate to 560 fewer reoffences over the 6 months if everyone in the trial had received the new leaflet and NiP;**
    - b. The Anniversary Trial - Drivers who received the Anniversary letter were 8% less likely to speed between 7 and 12 months later than those who did not. Over the 6-month trial this meant 80 fewer reoffences than business-as-usual, or 3 per week; and**
    - c. High Risk Sites Trial - preliminary results from 8 schemes have indicated over a 50% reduction in the average number of crashes per annum and over a 60% reduction in the average number of casualties per annum**
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## **1 Background Information**

1.1 In 2015/16 East Sussex County Council's (ESCC) Road Safety Team secured funding to address public health priorities in East Sussex, identified through the Public Health Outcomes Framework (PHOF). The PHOF had identified that the proportion of people Killed and Seriously Injured (KSI) on roads in East Sussex was higher than the average rate for England (64.5 per 100,000 population v 39.3 for England 2012/14 data). However, in common with East Sussex the majority of County Councils in England over this period had a KSI rate higher than the England average.

1.2 Since then, whilst figures have fluctuated on an annual basis the KSI rate for the majority of County Councils has remained higher than the average for England. For the three year period 2017-2019 the average rate of KSIs for England was 43.2 per 100,000 population, compared to a rate of 73.7 for Hampshire, 72.0 for Cambridgeshire 68.1 for East Sussex and 59.7 for West Sussex. It should however be noted that whilst East Sussex has historically had a higher level of KSIs than many other areas, it is difficult to make direct comparisons with other areas due to both methods of data collection and recording across police forces, and the differences in road networks and infrastructure. In addition, in 2019 a new national data reporting system CRASH was introduced which means that data is not directly comparable with previous years.

1.3 In summary, the ESCC Road Safety programme has tested the effectiveness of a variety of behavioural interventions to reduce KSIs within identified priority groups. The programme of behaviour change work has been supported by the Behavioural Insights Team (BIT) formerly part of the Cabinet Office (previously termed the 'nudge unit'). BIT provided support across three main areas of the programme; initial data analysis and development of robust evidence base; support

with the design and implementation of appropriate projects based on this analysis; and support with the creation and evaluation of robust trials.

1.4 Following in-depth data analysis, supported by the data team at the BIT to determine priorities for attention, the following groups/issues were agreed as priorities as evidence shows they are the groups at highest risk both of being involved in and causing a KSI:

- Motorcyclists (particularly middle aged 'leisure' motorcyclists)
- Young Drivers (17-25, particularly young males)
- Drivers distraction /speeding and behaviour in relation to vulnerable road users

1.5 As the evidence indicated that the vast majority of KSIs and over 90% of collisions result from driver carelessness or error, there was the need for specific measures to address these issues. These behaviour change initiatives have been developed alongside a trial to improve road safety through targeted infrastructure and speed management schemes at high risk sites. This report provides an update on the interim outcomes from a number of the trials. The previous report to the Place Scrutiny Committee which provides further background to the Programme is attached at Appendix 1.

## **2 Supporting Information**

### **Update on Progress on Behavioural Interventions and Impact**

2.1 A full programme of behaviour change work has been developed and is in the process of implementation. This work has been developed with the support of BIT and partner organisations and designed to demonstrate statistically significant impact.

2.1.1 Three of the trials have concluded (two of which have reported outcomes) and one which will be analysed and reported in Spring 2021. One trial which will focus on motorcyclists and was due to launch in May 2020 had to be postponed to Spring 2021 (tbc) due to COVID related restrictions. A further trial designed to reduce the risk of collisions/KSIs of young drivers and their passengers could not be delivered this year due to COVID related restrictions as it was not possible to deliver the engagement campaign to students. An end of programme report is currently scheduled to be considered by Place Scrutiny Committee in November 2021.

2.1.2 Three of the trials are intended to reduce both the severity and overall rate of re-offending which evidence indicates is a suitable proxy for delivering sustainable positive change in driving behaviour and reducing the future risk of being involved in a KSI collision. Speeding offences have been used as the intervention point for these trials as these make up the bulk of all offences and there is strong evidence of the impact of speeding on the subsequent number and severity of collisions (and the key factor in whether a collision is a KSI).

2.1.3 The majority of data collection for these trials was completed before the COVID pandemic started. The pilots were also run as randomised controlled trials (RCT), which means we can be confident that the reductions in speeding offences we saw were statistically significant - i.e. that they were caused by the redesigned letters. These results have been analysed and validated by the Behavioural Insights Team.

### **2.2 Notice of Intended Prosecution (NiP) Trial**

2.2.1 This trial involved sending an amended Notice of Intended Prosecution (NiP) letter and accompanying leaflet to a cohort of people caught speeding over a 12 month period from January 2019 (52,000 drivers), using behavioural insights techniques. The effectiveness of this revised letter and leaflet on subsequent speeding offences was assessed against unaltered versions sent

to a control group of offenders to evaluate the impact of behavioural techniques on driver behaviour. The original and revised documentation are attached as Appendix 2.

2.2.2 The new NIP letter used simplified wording and highlighted a clear call-to-action for drivers to confirm who was driving the vehicle at the time of the offence. The new leaflet aimed to persuade people to change their driving behaviour by using an emotive headline and photograph, addressing the misconception that collisions are out of drivers' control and explaining the rationale behind speed limits.

2.2.3 The sample group for the NIP Pilot were randomly divided into four groups and sent either:

- An amended letter and amended leaflet
- An amended letter and old leaflet
- An old letter and amended leaflet
- An old letter and old leaflet

2.2.4 Speeding re-offence was then analysed after 6 months to test which combination of letters and leaflets had the biggest impact. People receiving both the amended NIP letter and amended leaflet, were 23% less likely to reoffend within 6 months, compared to the group who received the old NIP letter and old leaflet. This meant 170 fewer reoffences within 6 months than business-as-usual, or 6 per week, and this would translate to 560 fewer reoffences in Sussex if everyone in the sample had received the new leaflet and NIP

### 2.3 The Anniversary Trial

2.3.1 The sample group for the Anniversary Pilot was all drivers in Sussex who had received at least one speeding offence within the last three years. Half of this group, around 55,000 drivers randomly selected, were sent a one-off letter just after the New Year in 2019, designed to remind them of their offence and encourage them to drive more safely in future. Whilst the other half of this group who did not receive this letter were used to enable effective analysis of what, if any, impact the letter had.

2.3.2 The letter included a photo of the person's vehicle breaking the speed limit, a message reminding them of the offence and the related consequences of speeding, and a request not to speed in the coming year. Its design used several ideas from behavioural science, including the 'fresh start' effect, using the New Year as a timely opportunity for people to commit to changing their driving habits, as well as personalisation, by showing people a picture of their own car caught on camera as a surprising and powerful reminder of their previous offence. A copy of the letter is attached as Appendix 2

2.3.3 The results show that the positive effects of the trial in reducing subsequent speeding offences persists at 12 months, which is extremely encouraging suggesting lasting impact and more sustained behaviour change. Drivers who received this amended letter were 8% less likely to speed within 12 months compared to those who did not receive it. Over a 6-month period, this equated to 80 fewer reoffences. If applied to all offenders across England and Wales, this may lead to around 2,500 fewer reoffences over six months. Those reductions would be in addition to the effect of any speed awareness courses taken by this group.

### 2.4 The Crackdown Trial

2.4.1 Over the next few months, we will receive the full analysis and results of the Operation Crackdown Trial.

## 2.5 High Risk Sites Trial

2.5.1 The high risk sites trial has made physical changes to the way roads appear to drivers at certain sites, to test how this changes their behaviour. The sites were selected based on their relative priority and their suitability for low cost traffic management type of interventions. The aim of the interventions was to produce a consistent message along each section of road so that a driver is aware of the road environment and character, and able to moderate their driving so that it is appropriate to the potential hazards present. This type of intervention is sometimes termed as producing a 'self-explaining' road environment. To date 16 schemes have been implemented across East Sussex.

2.5.2 The initial analysis undertaken has been on those high risk routes that had a minimum of eight months of 'after' crash data prior to the introduction of the national lockdown, however the length of monitoring period prior to the introduction of the national lockdown ranged from 8 months to 28 months. These routes are:

1. A275 – Cooksbridge
2. B2087 - Ticehurst to Flimwell
3. A264 - Blackham bends
4. A2100 - The Mount to Battle Road
5. B2110 - A22 to Blacklands Crescent, Forest Row
6. A267 - Cross in Hand to Boship
7. A22 - Forest Row to Nutley
8. A295 - Hailsham

2.5.3 Across these eight routes the preliminary results have indicated:

- over a 50% reduction in the average number of crashes per annum
- over a 60% reduction in the average number of casualties per annum

2.5.4 Further monitoring will be carried out as additional 'after' data becomes available, and further tests will be carried out to determine the statistical significance of these reductions.

2.6 **Financial Analysis** – £615,000 was allocated to the Behaviour Change trials and £332,000 to the High Risk sites trial. The balance of £53,000 funded the Safer Streets Report.

## 2.7 **Next Steps**

2.7.1 A full communications programme will be developed to disseminate the results of this work. There has already been significant interest in this work at national and local level within road safety and public health communities and beyond, and it is expected that this will increase when full outcomes are available.

2.7.2 Work is continuing on the delivery of both aspects of the programme, including completing analysis and preparation and development of detailed plans for future potential trials. A final report on the outcomes of both aspects of this programme will be completed later this year and this will inform the future direction of our Road Safety programme.

## 3. **Conclusion and Reasons for Recommendations**

3.1 Analysis has shown that the single most significant factor in reducing KSIs in East Sussex is to target driver behaviour which includes speeding and reckless driving. The programme of work undertaken has therefore focused on the development and implementation of behaviour change schemes alongside work on targeted and evidence-based infrastructure schemes at high risk sites.

3.2 The committee is recommended to note the positive interim outcomes from three of the trials which have shown a reduction in speeding re-offences and a reduction in crashes.

**RUPERT CLUBB**

**Director of Communities, Economy and Transport**

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<b>Report to:</b>	<b>Place Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>13 September 2018</b>
<b>By:</b>	<b>Director of Communities, Economy and Transport</b>
<b>Title:</b>	<b>East Sussex Road Safety Programme – Update</b>
<b>Purpose:</b>	<b>To provide an update on the East Sussex Road Safety Programme to reduce the high rates of Killed and Seriously Injured people on roads in East Sussex.</b>

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**RECOMMENDATIONS:** The Committee is recommended to:

- 1) note that between 90% and 95% of road traffic collisions resulting in killed and seriously injured people are caused by driver error and therefore the programme of work undertaken will be varied and targeted to address different high risk groups and roads;
  - 2) to endorse the progress made on the development and implementation of the East Sussex Road Safety Programme which is designed to target the high risk groups and issues to reduce the rate of those killed and seriously injured on roads in East Sussex.
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## 1 Background

1.1 This section is a summary of information provided in previous reports in March 2016, September 2016 and June 2017. The previous report to the Economy, Transport and Environment Scrutiny Committee which provides this information in detail is attached in Appendix 1 to this report.

1.2 East Sussex County Council (ESCC) agreed to allocate one-off funding available through the Public Health grant to areas where East Sussex was an outlier against indicators in the national Public Health Outcomes Framework (PHOF). The rate of Killed and Seriously Injured (KSI) was identified as an area for £1million of funding because rates in East Sussex have been higher than the England average for many years.

1.3 Whilst the rates of KSIs have reduced, the data indicates that they have not reduced as quickly in East Sussex as the national average. East Sussex, in common with the majority of County Councils in England (19 out of 27) has a KSI rate higher than the England average. The average rate of KSIs in County Council areas for the three year period 2012-2014 was 46.5 per 100,000 population, compared to a rate of 39.3 per 100,000 population for England overall. The East Sussex rate however for the same period was 64.5 per 100,000 population.

1.4 A report commissioned by ESCC (*Safer Streets*) previously presented in full to Committee, concluded that a more targeted approach to improving road safety was required. Wider measures to address KSIs, including behaviour change and education, were indicated as areas that would have the most impact in reducing the KSI rates in East Sussex as analysis has shown that approximately 90% of all crashes involving personal injury have a human error/action as the main or as a contributory factor (as recorded by the Police as part of data collection through the Department for Transport (DfT) approved STATS 19 reporting system). The decision was therefore made by the East Sussex Road Safety Programme Board, chaired by the Assistant Director of Communities, to use part of the allocation to develop and pilot behaviour change interventions to determine their effectiveness in this context.

1.5 The work undertaken on behaviour change interventions complements work also being developed by the ESCC Road Safety Team. This work which is designed to focus on road infrastructure and speed management work is targeted specifically at high risk locations in East Sussex. Thirty-six sections of road that could benefit from further investigation for an appropriate intervention to be introduced were identified and following further work a priority plan for the work was developed (15 schemes in year one 2018/19). The Road Safety Team is now moving to the next set of schemes identified for phase two of this work. Further details on these schemes are attached in Appendix 2 to this report.

## 2 Supporting information

2.1 East Sussex Road Safety Programme Targets – One way in which we can better assess the success of our road safety work is through the success/outcome criteria set for both aspects of the Road Safety Programme,

the behaviour change work and the speed management /road infrastructure element. Each of the projects within this programme will have their own outcome criteria set and will be assessed for interim outcomes during Summer 2019 and final outcomes by Spring 2020.

Whilst we cannot measure actual KSI reductions resulting from these projects we can measure elements such as diversion from courts for offences towards speed management courses, reductions in offences such as speeding as indicators of likely future more serious traffic offences, and reductions in rates of re-offending following any initial offence. All of these types of indicators are known to be strong predictors of safer driving behaviours which over time are likely to lead to less KSI collisions.

We will, therefore, measure reductions in rates of re-offending and diversion from court as these have been statistically evidenced as reducing the risk of a subsequent collision. In addition, we know that whilst the application of behavioural insights to other policy areas is likely to be incremental in terms of behaviour change, it is however sustainable and, therefore, over the longer term we can expect to see reduced collisions and reduced KSIs as a result of this work, together with other road safety initiatives.

Targets have been established for key elements of the Road Safety Programme which have been included in the Council Plan. Whilst the evidence base for both the behaviour change work and the selected road infrastructure projects is sound, there are, of course, other factors influencing KSIs, for example economic factors or weather conditions. Behaviour change is, by its very nature, long term and incremental (though sustainable).

For the behaviour change work a target has been set within the Council Plan of reducing detected speeding reoffending rates by between 10 and 20%. Targets have also been established for the social media work which is being delivered by the ESCC Communications Team. This work, which targets the high risk group of young drivers (17-24), aims to engage 15% of the approximate 22,000 people who fit within this category. The evaluation will measure both extent and persistence of engagement leading to a sustained and measurable shift in attitude to reckless driving and risky behaviour. Similarly the road infrastructure work led by the ESCC Road Safety Team will, through the targeted improvements to the physical road layout, deliver evidence based schemes designed to encourage better driver behaviour, increased compliance and correct alignment, reducing risk for all road users. The targets are detailed in Appendix 3 to this report.

## **2.2 Progress in the development and implementation of the East Sussex Road Safety Programme -**

As advised previously in this report, the decision was made to develop a series of behavioural insights schemes together with focused speed management to address the rate of KSIs in East Sussex.

**2.2.1 Behaviour Change and Education** This is an important area as evidence tells us that approximately 90% to 95% of KSIs are due to human error. The Behaviour Insights Team (BIT), formerly part of the Cabinet Office (where they were termed the 'nudge unit') were the world's first government institution dedicated to the application of behavioural sciences (<http://www.behaviouralinsights.co.uk>), were commissioned by ESCC to conduct in depth data analysis to confirm the target groups and priority issues to identify any treatable trends. This work was conducted over a three month period with the support of and data provided by the Sussex Safer Roads Partnership (SSRP) and Sussex Police and enabled a far more detailed analysis than had been previously carried out. This identified three key target groups and suggested that these be prioritised as there was strong empirical evidence for focusing attention in these areas. These are young drivers (17-25), motorcyclists, and drivers in relation to vulnerable road users (cyclists /pedestrians). Issues at particularly high risk of contributing to a KSI included reckless driving and inappropriate levels of speed. These target groups and issues are therefore particularly prioritised within the ESCC Road Safety Programme.

**2.2.2** A series of suitable behaviour change pilots to be taken forward under this programme of work were proposed, and were agreed based on both the evidence of successful behaviour change schemes elsewhere and the particular high risk factors for East Sussex. Each project was assessed to ensure that it met the following criteria, prior to approval by the Programme Board:

- Evidence based and focused on the identified priority groups and underlying issues
- Amenable to behaviour change interventions
- Affordable within the budget allocated to this aspect of the programme and deliverable with the support of project partners within the timeframe of the programme of work
- Clear outcomes and success criteria, and be able to be evaluated for effectiveness and value for money at project end to enable next steps in this work to be determined.

**2.2.3** Following Board approval, it was agreed with the BIT that support will be provided to the following key behaviour change projects which are currently in the implementation stage.

- Notice of Intended Prosecution (NiP)

A traffic offence is a key touch point for influencing a road users subsequent behaviour. This has the potential to be a powerful teachable moment that may prompt the individual to adopt risk-reducing behaviours and may be the last direct point of contact that the authorities have with the road user before they are involved in a collision. This was supported by local data analysis which showed that a significant proportion of collisions were caused by vehicles with at least one prior speeding offence. This project which is being implemented with Sussex Police and partners will test whether targeting drivers following speeding offences improves future driving behaviour and, therefore, reduces the risk of a KSI incident.

A new speeding leaflet (designed using behavioural insights) against the original and a new simplified NiP will be tested in a full Randomised Control Trial (RCT). The trial which aims to reduce speeding re-offending (as a proxy for reduced risk of collisions) and increasing compliance with the penalty (a measure of efficiency) has been carefully designed to maximise the chances of detecting a statistically significant effect on these outcomes. This project will launch in early Autumn 2018 and will run for 6-12 months (exact timeframes to be dependent on sample size for the RCT based on detected number of speeding offences) with a review period at four months.

- Operation Crackdown

Operation Crackdown allows members of the public to report instances of dangerous or anti-social driving, with Sussex Police sending a letter to inform the road user of the report. Repeat reports to Crackdown are currently above 10 percent. In a previous project BIT worked with DVLA to amend letters to those caught driving without road tax and found use of the vehicle image increased payment rates by 20 percent.

Data reported to Operation Crackdown has been analysed and merged with relevant speeding data to determine the relationship between these offences reported to Crackdown and subsequent offending. The letter which is sent out as a result of speeding reports to Crackdown has been amended by BIT based on behavioural insights and is being tested to assess whether this reduces the likelihood of subsequent detectable offences likely to lead to risk of collisions and KSIs. Using traditional 'treatment and control' samples a full Randomised Controlled Trial will be conducted for this project. The project is expected to launch in late Autumn 2018 and will run for 12 months

- 'Anniversary' Project

It is likely that some drivers will have an aspiration to change their behaviour following a speeding offence or minor collision, but this does not always persist. Currently re-detected rates for speeding are around 8 percent within 12 months with the majority (7.7%) occurring at the 9-12 month mark. This is longest to a re-offence for those who have attended a speed awareness course and shortest for those who have been prosecuted. This trial, currently in development and expected to launch in late Autumn 2018 will test whether there is a positive effect (reduction in detected re-offending) when people are reminded of their offence and commitment to drive more safely at the 6 month anniversary of their initial offence. The trial will also determine which methods and messages reminding them of this commitment are most effective, i.e. text message, letter, email, telephone call etc.

- ESCC Communications and Road Safety Teams are leading on the social media project which aims to promote safer driving among young drivers; in particular young males aged 17-24 who are three times more likely to be involved in a KSI than other age groups. This includes online campaigns and the development of materials designed to specifically engage with this group, particularly young males who are resistant to road safety information. This work is being delivered with the support of an external creative agency who are testing the effectiveness of different styles, tones, approaches and channels for the initial phase of work which is currently taking place. A second phase of campaigning will be implemented based on this evidence, designed to encourage young male drivers to reflect upon and self-monitor their driving behaviours, as studies suggest this is one of the most effective techniques for prompting behaviour change, specifically to reduce reckless driving and risk of serious collision. Early designs are shown in Appendix 4 to encourage young male drivers to sign up to our social media messages.

2.2.4 In addition to the above projects, BIT will also provide advice to a further piece of work with ESCC and Sussex Police. Annually Sussex Police and partners attend a series of 'biker' events across the county which provide a range of potential opportunities for engaging with this key target group. However this work has not to date been informed by behavioural insights techniques. BIT have attended examples of these events and observed interactions between bikers and Sussex Police, and have developed a list of suggested changes for

the police and partners which will be tested and evaluated over events which have yet to take place. The aim of this work is to promote sustained behaviour change and reduce risk amongst this key high risk group who are disproportionately represented in the number of collisions and KSIs.

2.2.5 All of the above projects will be evaluated within the same timeframes enabling an understanding of the success of each element of the programme and the combined impact of delivering these simultaneously. It is anticipated this will not only make a positive contribution to the overall programme of work, but inform the wider work of ESCC and improve the effectiveness of future corporate communications.

2.2.6 Development of speed management schemes - In addition to the behavioural insights projects, which are to be taken forward within this overall programme, work is also taking place to review the high risk locations for collisions and KSIs in East Sussex by the ESCC Road Safety Team. Work has taken place to conduct a range of analysis including speed and road surveys to determine the most effective locations and schemes to improve road safety. A final schedule of works has been developed and will be implemented over the next 2 years. A list of the priority schemes for year one (current year) is attached in Appendix 2 to this report.

It is intended that by delivering evidence based road infrastructure improvements in tandem with the range of behaviour change schemes outlined above will maximise the effectiveness and outcomes from each element of the work.

2.2.7 East Sussex Road Safety Programme delivery. The Programme Board, chaired by the Assistant Director of Communities with Senior Officer representation from the County Council, East Sussex Fire and Rescue Service, Sussex Police and Highways England, meets bi monthly to monitor project delivery. This representation is essential to ensure the programme has links with all partners involved in this area of work.

2.2.8 Financial Analysis – Currently £615,000 has been allocated to the Behaviour Change and Education projects and £332,000 to the Speed Management Schemes. The balance of £53,000 funded the Safer Streets Report.

2.2.9 Project Evaluation and Reporting – It is expected that the programme of work will conclude with a final evaluation during Spring 2020. Initial findings and emerging outcomes will be available from approximately Summer 2019. A final report on the outcomes of both strands of the work, the speed management schemes implemented and the behaviour change work undertaken with the support of project partners will be produced. This anticipated end date is approximate. The exact length of each trial will differ as both start dates and scope of trials will vary to enable a staggered implementation plan and be dependent on the number of offences committed to enable full Randomised Controlled Trials where appropriate. The final evaluation will be supported by expert analysis from the BIT and outcomes will be shared with all project partners pan Sussex.

2.3.10 Whilst it is recognised that the evaluation of behaviour change projects is difficult as behaviour change is incremental and, therefore, requires analysis over a far longer time frame to account for normal statistical fluctuations, the projects have clear means of assessing their impact. Evaluation in this area is necessarily more nuanced as it requires understanding the type of behaviours which are associated with a higher predictive risk of being involved in a KSI, and assessing whether the intervention has decreased these negative behaviours. Seeing a reduction of these behaviours would suggest that, over the longer term, reductions in KSIs will be seen. The BIT will support this aspect of the work. Evidence suggests that positive changes made as a result of similar initiatives are sustained over the long term.

2.3.11 There is growing interest nationally in the opportunities offered by behavioural insights to tackle road safety issues and ESCC is considered a pioneer in this area. Following the end of this project, opportunities will be sought to communicate this work more widely via national meetings and conferences as there is expected to be a great deal of interest from the wider road safety community. We will work with communications leads within ESCC and partner organisations on this aspect to maximise effectiveness and increase the reach of this work.

2.3.12 In addition to the benefits of delivering sustainable long term improvements to road safety and the reduction of risk of subsequent collisions and KSIs, it is expected that this work will inform the long term direction of future ESCC road safety activity. In addition it is likely that this work will inform wider areas of ESCC work and enable more effective use of ESCC social media work in the future.

### **3. Conclusion and reasons for recommendations**

3.1 This report evidences that the single most significant factor in reducing KSIs in East Sussex is to target driver behaviour. The programme of work being undertaken is therefore focused on the development and implementation of behaviour change schemes alongside work on targeted and evidence based speed management interventions.

3.2 The Committee is recommended to endorse the progress made since the last report in June 2017 on the development and implementation of the East Sussex Road Safety Programme which is designed to target the high risk groups and issues to reduce the rate of those killed and seriously injured on roads in East Sussex. The Committee is requested to take account, in particular, the targeting of action at those groups and underlying issues which detailed data analysis has indicated pose the highest risks for KSI.

RUPERT CLUBB

Director of Communities, Economy and Transport

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LOCAL MEMBERS

All

BACKGROUND DOCUMENTS

None

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# Original NIP



**Sussex Police**  
Serving Sussex

www.sussex.police.uk

**PLEASE RETURN FORM TO:**

Sussex Safer Roads Unit  
PO BOX 2106  
Shoreham-by-Sea  
BN43 6WW

General Enquiries: 01273 404079

Mon-Fri 10am – 12pm

[Safetycamera@sussex.pnn.police.uk](mailto:Safetycamera@sussex.pnn.police.uk)

«OFFENDER\_TITLE» «OFFENDER\_FORENAMES» «OFFENDER\_SURNAME»  
«OFFENDER\_ADDRESS\_LINE1»  
«OFFENDER\_ADDRESS\_LINE2»  
«OFFENDER\_ADDRESS\_LINE3»  
«OFFENDER\_ADDRESS\_LINE4»  
«OFFENDER\_ADDRESS\_LINE5»

Notice Number: «NOTICE\_NUMBER»

Date: «LETTER DATE»

**NOTICE OF INTENDED PROSECUTION**

In accordance with Section 1 of the Road Traffic Offenders Act 1988, I hereby give you notice that it is intended to take proceedings against the driver of the motor vehicle «VEHICLE\_REG\_NO» for the alleged offence of «OFFENCE\_DESCRIPTION» travelling at «VEHICLE\_SPEED»mph at «OFFENCE\_TIME» on «OFFENCE\_DATE» at «OFFENCE\_LOCATION».

If you have received this notice on behalf of a limited company, this form is for the attention of the Company Secretary. For companies who do not have a Company Secretary this form is for the attention of any other responsible person.

**Request for information as to the driver**

On behalf of the Chief Constable of Sussex Police under Section 172 of the Road Traffic Act 1988 you are required to supply any information requested below within 28 days of the date of this notice.

**WARNING: DO NOT IGNORE THIS NOTICE. FAILING TO PROVIDE THE NECESSARY INFORMATION WILL RENDER YOU LIABLE TO PROSECUTION. SUPPLYING FALSE INFORMATION IS A FAR MORE SERIOUS OFFENCE AND WILL BE PROSECUTED IN EVERY CASE.**

**If you are the keeper of the above vehicle at the time of the alleged offence, you are required to provide the full name and address of the driver at the time of the alleged offence.**

OR

**If you are not the keeper of the vehicle at the time of the alleged offence, you are required to give any information in your power which may lead to the driver's identification.**

The form **MUST BE COMPLETED AND SIGNED BY THE ADDRESSEE** or in the case of a company, by a responsible person who has completed this form.

**IF YOU WERE THE DRIVER** at the time of the alleged offence you are required to complete section A in all cases. If your details are not correct then fill in section C as well.

**IF YOU WERE NOT THE DRIVER** at the time of the alleged offence you are required to tick the appropriate boxes in sections A & B and supply, at section C, the name and address of the driver of the vehicle.

If you are unable to identify the driver, use a separate piece of paper to explain why and ensure this is returned with the Section 172 form.

Mrs M Short, Manager, CTSU Operations Department  
On behalf of the Chief Constable of Sussex Police

The Sussex Police Public Access website is available for you to view online information about the allegation together with guidance notes about filling in this form.

The website address is [www.sussexpas.co.uk](http://www.sussexpas.co.uk)

Your Public Access PIN is: «PAS\_PIN\_NEW»



# Original Leaflet

The Fixed Penalty system is designed as a fast track system where the offender does not dispute that an offence has taken place and we will therefore NOT enter into correspondence that raises issues that would be more appropriately dealt with in Court. Please see mitigating circumstances below.

➤ **Why have I received a Notice of Intended Prosecution (NIP) for a Camera detected offence?**

When a vehicle is detected exceeding the speed limit or contravening a red traffic light, the Law requires that where practically possible, the registered keeper is notified of the allegation and informed that they may be prosecuted. This is the reason you have received an NIP. The form that you have received warns you that you may be prosecuted and also includes a requirement to identify who was driving the vehicle. If you have been nominated as the driver at the time of the offence you will also receive this notice.

➤ **I was the driver of the vehicle, what must I do now?**

If you were the driver of the vehicle at the time of the alleged offence AND you are the person to whom the correspondence is addressed to:

Complete Section A. If the details on the front of the notice are incorrect also complete Section C with the correct information. **You must sign the form before returning it.**

➤ **I was not the driver of the vehicle, what must I do now?**

If you were not the driver you must complete Section C **and sign the form before returning it.** DO NOT pass the form to the person you are nominating to complete.

➤ **I don't know what my driver number is, where do I find it?**

Your driver number is located on either your paper licence counterpart or photo-card and begins with the first 5 letters of your surname.

➤ **I don't know who was driving what should I do?**

If you are the keeper of the vehicle you are required to give sufficient information to identify the driver. If you are not the keeper of the vehicle you are required to give any information which it is in your power to give that may lead to the driver being identified. If for any reason you are unable to identify the driver you must still reply to the notice. You should give a full account of the circumstances that prevent you from providing the necessary information and you may need to attach additional documents to your response in support of your explanation.

➤ **What happens if I fail to provide the identity of the driver?**

The request for information to identify the driver is made under Section 172 of the Road Traffic Act 1988. If you fail to respond to the request or fail to provide the necessary information without giving an acceptable explanation, it is likely that you will be prosecuted for failing to provide driver details. The penalty upon conviction for this offence is a fine and penalty points.

➤ **How do I know that the speed recorded is correct?**

All devices used by the Partnership are Home Office Type Approved, which the law presumes to be accurate. In addition, each device has a secondary method of corroborating the speed detected.

➤ **Driver Education Courses**

An education course may be offered if the following criteria are met:

- You have not completed a similar course within the last 3 years or been offered a similar course for a separate offence which you are yet to book or attend
- You have provided your driving licence number and date of birth on the returned Notice
- You were the driver of the vehicle and returned the completed Notice in sufficient time for a course to be completed within 4 and a half months of the date of offence\*

\*Due to timescales, no offers of a course will be issued after this time.

➤ **Can I have a copy of the photograph?**

The Sussex Police Public Access website is available for you to view online information about the allegation together with guidance notes about filling in this form. To view the photographic image please visit [www.sussempas.co.uk](http://www.sussempas.co.uk)

➤ **Can I have a copy of the calibration certificate?**

We are not required to provide a copy of the calibration certificate as it is not a condition of Type Approval.

➤ **Why are there no 30mph speed limit signs in the area?**

All roads with a system of regular street lighting have a limit of 30mph unless signed otherwise. Repeater signs on these roads are only required if the speed limit is not 30mph.

➤ **I don't know what the speed limit is for my class of vehicle**

	Built up areas*	Single carriageway	Dual carriageway	Motorway
	30	60	70	70
	30	50	60	60
	30	50	60	70
	30	50	60	70
	30	50	60	60

The 30mph limit applies to all traffic on all roads with street lighting unless signs show otherwise.



The National Speed Limit sign means 60mph on a single carriageway and 70mph on a dual carriageway or motorway for cars and motorcycles unless signs show otherwise.

➤ **The Notice of Intended Prosecution (NIP) arrived more than 14 days after the alleged offence. Is it still valid?**

Please be aware that the first NIP will be sent to the person who is recorded at the DVLA as being the owner/keeper of the vehicle at the time of the offence. If your name and address have been obtained by other means or if you have been nominated as the driver, the NIP that you receive may well be delivered outside the 14 day limit but a prosecution is still be lawful.

➤ **Mitigating Circumstances?**

You can request to contest the matter at Court but the following **will not** be accepted as mitigation. In certain circumstances e.g. high speed offences, you may be referred directly to Court. You may also incur additional Court costs.

- I did not know the road
- I did not see the signs
- I was not aware of camera enforcement in the area
- I was late or needed the toilet
- The road was clear/it was late night/early morning
- I have a clean driving licence
- I was following my Sat Nav
- It is my first offence
- The camera was faulty

➤ **Returned Notice Check list – Did you?**

- Tick the relevant boxes
- Provide your licence number and date of birth or provide the full name & address for the nominated driver
- Sign, date and print your name
- Provide a contact number
- Use full postage

# Amended NIP



TO: «OFFENDER\_TITLE» «OFFENDER\_FORENAMES» «OFFENDER\_SURNAME»  
«OFFENDER\_ADDRESS\_LINE1»  
«OFFENDER\_ADDRESS\_LINE2»  
«OFFENDER\_ADDRESS\_LINE3»  
«OFFENDER\_ADDRESS\_LINE4»  
«OFFENDER\_ADDRESS\_LINE5»

**WERE YOU THE DRIVER OF THE «VEHICLE\_MAKE» «VEHICLE\_MODEL» «VEHICLE\_REG\_NO» RECORDED SPEEDING?**

Notice Number: «NOTICE\_NUMBER»

Dear «OFFENDER\_FULLNAME»

We have photographic evidence that shows a «VEHICLE\_COLOUR» «VEHICLE\_MAKE» «VEHICLE\_MODEL» «VEHICLE\_REG\_NO» being driven at «VEHICLE\_SPEED»mph on «OFFENCE\_LOCATION» at «OFFENCE\_TIME» on the «OFFENCE\_DATE», committing the offence of: «OFFENCE\_DESCRIPTION». This is an offence under «OFFENCE\_SECTION» and in accordance with Section 1 of the Road Traffic Offenders Act 1988 this letter gives notice that we intend to take action against the driver of the vehicle. We believe you were the driver of the vehicle.

**WHAT TO DO IF YOU WERE THE DRIVER AT THE TIME OF THE OFFENCE:**

- Fill in the boxes below and send this form back to us **within 28 days of this notice.**
  - If you provide this information on time, you may be able to take an educational course instead of paying a fine and having penalty points on your licence.<sup>1</sup>
  - Failure to provide this information **within 28 days** could result in an **additional fine of up to £1000 plus endorsement of six penalty points on your driving licence.**

Driving Licence Number (e.g. XXXXX 705117 XXXXX):

Driver Date of Birth:

Grid for Driving Licence Number: 11 boxes

Grid for Driver Date of Birth: DD MM YYYY

Licence issued by: DVLA  NI/EU  Other: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: DD MM 20YY

- If your contact details are incorrect, please write your correct details in the last section on the back of this page.
- Please send the signed and completed form to:

**Sussex Safer Roads Unit, PO BOX 2106, Shoreham-by-Sea, BN43 6WW**

After we receive your response, we will write to you again letting you know what to do next.

**IF YOU WERE NOT THE DRIVER** at the time of the alleged incident, please turn over and provide all required information before sending this notice back to us.

Yours faithfully,

Mrs M Short, Manager, CTSU Operations Department  
On behalf of the Chief Constable of Sussex Police

The Sussex Police Public Access website is available for you to view online information about the allegation together with guidance notes about filling in this form. The website address is [www.sussexpas.co.uk](http://www.sussexpas.co.uk) Your **Public Access PIN is: «PAS\_PIN\_NEW»** If you do not have a PIN number you will not be able to access the website.

<sup>1</sup> Data Protection Act 1998 Personal data supplied on this form will be held on a computer system

# \* «NOTICE NUMB

Date: «LETTER\_DATE» «NOTICE\_NUMBER»

IF YOU WERE NOT THE DRIVER please sign and provide the information requested below.

I «OFFENDER\_FULLNAME» declare that the information I have entered below is TRUE.

Signature:  Today date:

You are required by law to provide any information which may lead to the identification of the driver at the time of the alleged offence. If you provide false information, you may face additional penalties of up to a £1,000 fine and 6 penalty points (in addition to any penalties for the initial offence).

If you were not the driver, please tick the relevant box below to confirm why, AND provide details of the person who you believe was the driver.

I was not the driver at the time of the alleged offence and believe the driver was the person I have identified below.

I was not the driver of the vehicle at the time of the alleged offence because I sold/disposed of it to the person I have identified below.

Date Sold/Disposed   |   |

I was not the driver of the vehicle at the time of the alleged offence because I bought/acquired it from the person I have identified below.

Date Bought/Acquired   |   |

VEHICLE HIRE FIRM STATEMENT - At the time of the alleged offence the vehicle was on hire to the person identified below.

Date Hired   |   |     Time Hired      
(00:00 – 23:59)

Return Date   |   |     Return Time      
(00:00 – 23:59)

•If you were the driver and your contact details are incorrect, please provide correct details below.

•If you were NOT the driver, please provide full details of the person you believe to be the driver or keeper of the vehicle at the time of the offence below. Please complete in CAPITAL LETTERS:

Title      Male  Female Date of Birth   |   |

Surname or Company Name

Forename(s)

Address

Postcode       Telephone Number

The information supplied in this notice may be used by other enforcement agencies for the detection of other offences.

# Amended Leaflet



**Sussex Police**  
Serving Sussex

[www.sussex.police.uk](http://www.sussex.police.uk)

## No driver means to kill They were just going too fast



The scene of a fatal three car collision on the A272 in Sussex

Roger Bamber / Alamy Stock Photo

Your vehicle has been caught speeding. Speeding is dangerous because it reduces your chance to react, even if you're an experienced driver. Whether it's a short journey, you're late to work or the roads are empty, there are some things you can't anticipate.

We know that many people who speed aren't doing so deliberately. But whether on purpose or not, speeding increases the risk you are involved in a collision. In Sussex alone, these collisions kill or seriously injure at least two people a day, one of the highest amounts in Britain.

A lot of thought has gone into setting speed limits in Sussex, they take into account the history of accidents in this area – that's why they're here, because we don't want to see history repeat itself.

The reason you're getting this letter is to make sure the next time we're called to investigate a serious collision, you're not involved.



### Important information about this notice

- If you were the driver, failure to provide your full driving licence information will result in you not being able to be considered for an educational course.
- Failing to provide information about the driver of the vehicle is an **offence**. This offence has a penalty of up to £1,000 and an additional six penalty points. Companies will receive a larger fine.
- Providing false information to the police is also a **criminal offence**. This offence has a penalty of between 6 and 24 months imprisonment and/or an additional fine.
- Do not complete and return the notice if you are not the named recipient.
- To view online information about the allegation together with guidance notes about filling in this form visit the Sussex Police Public Access website: **[www.sussempas.co.uk](http://www.sussempas.co.uk)**.
- You must not pass the notice on to another person to complete or sign on your behalf.

# Anniversary Letter



**Sussex Police**  
Serving Sussex

www.sussex.police.uk

Jane Smith

123 Crescent Rise  
Hastings  
TN34 1AA

Date: 18/1/2019

Dear Jane,

On behalf of the Sussex Police, I'd like to encourage you to start as you mean to go on – keep to the speed limit this New Year.

The picture below was taken just over a year ago, on 18 October 2017, when you were caught speeding on Gatwick Road in Crawley. As a result, you paid a fine and received three points on your licence.

In Sussex, two people are killed or seriously injured on our roads every day, one of the highest rates in the UK. A lot of thought goes into speed limits. They take into account the history of accidents in the areas. That's why we enforce them, we want to keep the roads of Sussex safe.

Since the New Year is time for aspirations and resolutions, I wanted to send you this reminder to encourage you to stick to the limit this year.



Please help us to keep the roads safe and ensure you do not break the speed limit in 2019.

Yours faithfully,

Neil Honnor, Chief Superintendent

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<b>Report to:</b>	<b>Place Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>17 March 2021</b>
<b>By:</b>	<b>Director of Communities, Economy &amp; Transport</b>
<b>Title:</b>	<b>Update - Scrutiny Review of the effectiveness of School Travel Plans</b>
<b>Purpose:</b>	<b>To provide the committee with an update on the recommendations identified through the review of the effectiveness of School Travel Plans.</b>

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**RECOMMENDATIONS: Scrutiny Committee is recommended to:**

- (1) Note the updates in relation to the agreed recommendations identified through the review of the effectiveness of School Travel Plans, as set out in Appendix 2.**
- 

## **1. Background**

1.1 The Place Scrutiny Committee, at a meeting on 19 March 2019, outlined a series of seven recommendations, which were developed by a Review Board and Communities, Economy and Transport (CET) officers to scrutinise the effectiveness of School Travel Plans. The Review encompassed the monitoring of School Travel Plans secured through the planning process, and the existing information available in relation to school travel initiatives and school travel guidance for schools, parents and carers. They are as outlined in Appendix 1. The seven recommendations were agreed, alongside a commitment to provide updates on progress in relation to these.

1.2 The Review Board was comprised of three members of the Place Scrutiny Committee: Councillors Claire Dowling, Nigel Enever and Godfrey Daniel, alongside officers across the teams of Strategic Economic Infrastructure (SEI), Transport Development Control (TDC) and Planning Policy & Development Management.

1.3 An update was presented to Scrutiny Committee on 20 November 2019 and the Committee noted that overall it was happy with the progress being made on the implementation of the recommendations from the review. The updates are also included in Appendix 1.

## **2. Supporting information**

2.1 The agreed recommendations with an update on each are as outlined in Appendix 2.

2.2 In addition to the seven recommendations, we consulted on our draft Local Cycling & Walking Infrastructure Plan (LCWIP). This set out proposed cycling and walking networks and measures within specific areas of the County. It focussed on areas of the County where there are the greatest opportunities to increase levels of cycling and walking, with an emphasis on delivering infrastructure improvements which will support those people who currently do not cycle or walk. Some of the proposals will benefit schools and capitalise on the existing work which is being undertaken. The LCWIP will be used to support future applications for government funding.

### **3. Conclusion**

3.1 The committee is asked to note the updates to the recommendations and to acknowledge that future opportunities for school travel initiatives to support cycling and walking will be managed through the County Council's LCWIP.

#### **RUPERT CLUBB**

**Director of Communities, Economy and Transport**

Contact Officer: James Harris  
Telephone Number: 01273 482158  
Email: james.harris@eastsussex.gov.uk

#### LOCAL MEMBERS

ALL

#### BACKGROUND DOCUMENTS

None

## Appendix 1

PLACE SCRUTINY REVIEW OF THE EFFECTIVENESS OF SCHOOL TRAVEL PLANS – ACTION PLAN			
SCRUTINY RECOMMENDATION		DIRECTOR'S RESPONSE AND ACTION PLAN	TIMESCALE
R1	The Board recommends that schools continue to return data on pupils' modes of travel through the annual school census, to enable schools which have travel plans to monitor these with a consistent set of data.	The Research and Information Team will continue to encourage schools to complete this question and can analyse the data and present it in a GIS format, on request.	Ongoing
R2	The Board recommends that Communities, Economy and Transport Officers encourage schools to nominate a senior post-holder to have responsibility for the review of the School Travel Plan, and for this to be included in the School's Development Plan.	This will be included in the updated guidance for school travel planning, which will be published on Czone.	May 2019
R3	The Board recommends further promotion of the active travel initiatives offered by the Active Access for Growth Programme 2017-2020 to educational establishments.	This is part of the existing ESCC Active Access for Growth Programme. The next event schools can participate in is Sustrans 'The Big Pedal', which will be launched on 25 <sup>th</sup> March 2019.	Ongoing
R4	The Board recommends that future external funding be sought to support active travel with schools and other organisations, alongside signposting to schools of other funding streams which they can apply for, to support these types of measures.	A new programme is being developed during 2019, which will be scalable according to the external funding that ESCC and other key partners, including schools, can secure in the future.	July 2019
R5	The Board recommends the Planning Team include a Condition requiring a new or revised (as appropriate) School Travel Plan, including a stipulated review period. Consideration should also be given to including an Informative, encouraging schools to nominate a senior post-holder to undertake responsibility for its review, and for this to be included in the School Development Plan.	Where considered necessary and appropriate, a condition requiring the revision/submission of a School Travel Plan will be imposed on planning permissions for new schools or expansions to existing schools which result in an increase in pupil/staffing numbers. The Planning Team will, through the imposition of Informatives, encourage schools to identify a nominated person to regularly review its Travel Plan.	Ongoing

**PLACE SCRUTINY REVIEW OF THE EFFECTIVENESS OF SCHOOL TRAVEL PLANS – ACTION PLAN**

<b>PLACE SCRUTINY REVIEW OF THE EFFECTIVENESS OF SCHOOL TRAVEL PLANS – ACTION PLAN</b>			
<b>SCRUTINY RECOMMENDATION</b>	<b>DIRECTOR'S RESPONSE AND ACTION PLAN</b>	<b>TIMESCALE</b>	
R6	The Board recommends that the Communities, Economy and Transport department ensure that advice and guidance to develop School Travel Plans and Walking Buses is available electronically, on CZone (the Intranet for schools) and the East Sussex County Council website.	This is currently being updated and will be published via ESCC website and Czone.	May 2019
R7	The Board encourages staff to continue to co-ordinate work in relation to active travel, to support the delivery of key departmental objectives relating to the economy, planning, the environment and health.	This is undertaken through numerous programmes of work including:- <ul style="list-style-type: none"> <li>• Delivery of cycling and walking infrastructure schemes included in ESCC local Transport Capital Programme.</li> <li>• Delivery of ESCC current travel behaviour change programme - 'Active Access for Growth'.</li> <li>• Supporting district and boroughs in the development of their Local Plans, and ensuring policies will enable active travel will be a key element of future development.</li> <li>• Input into other key departmental strategies relating to the economy, environment and health.</li> </ul>	Ongoing

## Appendix 2

Recommendation	Update Oct 2019	Update March 2021
<b>R1 Schools are to be strongly encouraged to return data on pupils' modes of travel through the annual school census, to enable schools which have travel plans, to monitor these with a consistent set of data.</b>	Currently promoted via ESCC 'Active Access for Growth' Access Fund Programme, through the work undertaken by Sustrans and Living Streets officers.	Schools are encouraged to complete this, but this will be strengthened in September 2021. A letter will be sent to all schools requesting this information to help inform future planning for both school transport and future transport policy and infrastructure planning.
<b>R2 Schools are to be encouraged to nominate a member of staff or post to have responsibility for the review of the School Travel Plan, and for this to be included in the School's Development Plan.</b>	Initial discussions have taken place with Children's Services to introduce dedicated area on Czone to provide advice related to the development and monitoring of School Travel Plans. This should be available towards the end of 2019, and will include advice on what roles/posts are best placed to have the 'responsibility' for the School Travel Plan.	See attached link to the C-Zone page where this information is presented.  <a href="http://eastsussex.gov.uk/school-travel-plans-czone">School travel plans - Czone (eastsussex.gov.uk)</a>
<b>R3 The Board encourages further promotion of the active travel initiatives offered by the "Active Access for Growth" Programme 2017-2020 to educational establishments.</b>	Active Travel initiatives are offered to schools through ESCC 'Active Access for Growth' Access Fund Programme. This is further supported by ESCC 'Bikeability' Programme. The Access Fund Programme was due to end in March 2020, but the Department for Transport has advised that they are recommending approval of continued funding for 2020/21 for Local Authorities with existing programmes. This is subject to ministerial sign off.	ESCC received £400k of funding from the Department for transport (DfT) to continue the operation of this programme for 2020/21. The details of the offer to schools is as outlined on the link below. Despite the Covid 19 Pandemic, this programme has continued to provide initiatives to school, in the form of resources and online contact.  <a href="#">Active Access for Growth - Programme – East Sussex Active Access for Growth – East Sussex County Council</a>

Page 48	<p><b>R4 The Board recommends that future external funding be sought to support active travel with schools and other organisations, alongside signposting to schools of other funding streams which they can apply for, to support these types of measures</b></p>	<p>ESCC anticipates extended external funding being available from Department for Transport in 2020/21 to enable the continuation of a number of the Active Access for Growth initiatives with schools and other organisations. Work to signpost schools to other funding streams is in progress and should be available by end of March 2020.</p>	<p><b>DfT Access Funding</b></p> <p>The DfT Access fund ceases in March 2021, but the DfT has advised us that there is likely to be continued funding for all local authorities. We are awaiting an announcement in relation to this, but are in the process of developing a new programme.</p> <p><b>Other Funding streams</b></p> <p><b><u>DfT - Emergency Active Travel Fund Tranche 2</u></b></p> <p>ESCC has secured <b>£1,820,200</b> of Emergency Active Travel Funding, to deliver a programme of both capital and revenue measures to support walking and cycling by June 2022.</p> <p>For schools this will specifically include the following: -</p> <p><b>School Streets Trial Project</b> – this will involve temporarily closing the road outside of the school during drop off and pick up time for up to an hour, to support social distancing and to enable safer walking and cycling to school. We are currently working with the following schools: -</p> <ol style="list-style-type: none"> <li>1. Southover C of E Primary – Lewes</li> <li>2. Harbour Primary – Newhaven</li> <li>3. Langney Primary – Eastbourne</li> <li>4. Stafford Junior – Eastbourne (TBC)</li> <li>5. All Saints Primary – Bexhill</li> <li>6. All Saints Junior - Hastings</li> <li>7. Ark Blacklands Primary – Hastings</li> </ol> <p>This project was due to commence on 18<sup>th</sup> January 2021, but due to the current lock down, we are currently reviewing the options to deliver this later in the year.</p> <p>Further details can be found on the link below:-</p>
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			<p><a href="#">School Streets Trial Project – Emergency Active Travel Fund – East Sussex County Council</a></p> <p>Funding has also been secured to undertaken engagement with a specified number of secondary schools in the county to promote active travel through the delivery of a number of walking and cycling initiatives.</p> <p><b><u>DfT Travel Demand Management Fund</u></b></p> <p>To support schools and employees in relation to travel and transport, with the return to school and work following the first lockdown. See update under recommendation 7 below.</p>
<p>R5</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 49</p>	<p><b>The Board encourages the Planning Team to include a condition requiring a new or revised (as appropriate) School Travel Plan, including a stipulated review period. Consideration should also be given to including an Informative, encouraging schools to nominate a member of staff or post to undertake responsibility for its review, and for this to be included in the School Development Plan.</b></p>	<p>Approvals of relevant planning applications have included conditions relating to School Travel Plans. Where necessary this has included reference to monitoring, reviewing and a named post as a Travel Plan Coordinator.</p> <p>An example of where such a condition has been used relates to a site in Hailsham, where planning permission for a new school was granted in September 2019. The following condition was attached to the planning permission: “The approved Travel Plan, which stipulates an annual review and a named post as the Travel Plan Co-Ordinator, shall be implemented and thereafter reviewed in accordance with the approved details.”</p> <p>Separately, the Local Validation List (which is a list of documents that should be submitted with a planning application) is currently being updated/reviewed and this will include details of when a planning application for a school should be accompanied by a School Travel Plan.</p>	<p>Approvals of relevant planning applications have continued to include conditions relating to School Travel Plans. Where necessary this has included reference to monitoring, reviewing and a named post as a Travel Plan Coordinator.</p> <p>Examples of where such conditions have been used are in respect of Claverham Community College, Battle (October 2020) and Hailsham Community College, Hailsham (November 2020).</p> <p>The Local Validation List was reviewed and updated in April 2020 and includes details of when a planning application for a school should be accompanied by a School Travel Plan.</p>

R6	<p><b>The Board recommended that the Communities, Economy and Transport department ensure that material supportive of efforts to develop School Travel Plans and Walking Buses is available electronically, on Czone and the ESCC website</b></p>	<p>This is in progress and should be available towards the end of 2019.</p>	<p>Information in relation to school travel planning is available at the below link. Developing information in relation to walking buses has not been prioritised due to the pandemic, and it might not be appropriate in the short term to be promoting this type of initiative.</p> <p><a href="http://eastsussex.gov.uk">School travel plans - Czone (eastsussex.gov.uk)</a></p> <p>There are plenty of other schemes that schools and their staff can be involved in at this time, as outlined on the Active Access for Growth webpages, as above.</p>
R7	<p><b>The Board encourages staff in Communities, Economy and Transport and in Public Health to continue to co-ordinate work, in relation to active travel to support the delivery of key departmental objectives in relation to the economy, planning, the environment and health.</b></p>	<p>This is ongoing, as Public Health currently provides officer time to CET's Access Fund Programme. A new group has also been established between Public Health, the Environment Team and the Strategic Economic Infrastructure Team to seek and secure future funding, which is complimentary to existing work streams, supporting key outcomes in relation to the economy, health and the environment.</p> <p>These departments are also supporting the Strategic Economic Infrastructure Team in the development of the County's first Local Cycling &amp; Walking Infrastructure Plan (LCWIP). ESCC 'Active Access for Growth' Access Fund Programme, which will include future initiatives for schools.</p>	<p>Public Health continue to provide officer time to the East Sussex Active Access for Growth Programme.</p> <p>These teams have also provided input into the recent draft of the County's first Local Cycling &amp; Walking Infrastructure Plan (LCWIP). We will be seeking cabinet approval of this plan in June 2021.</p> <p>As a result of the Covid 19 Pandemic, ESCC were allocated funding to develop a Travel Demand Management Plan to support schools and employees in relation to travel and transport, with the return to school and work following the first lockdown. This work has now been extended until October 2021. A School Travel Steering Group was established in August 2020. This group is comprised of officers from across CET, Public Health and Education. They meet twice a month to manage any issues schools are experiencing and provide input into projects associated with school travel during the Covid 19 Pandemic.</p>

<b>Report to:</b>	<b>Place Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>17 March 2021</b>
<b>By:</b>	<b>Assistant Chief Executive</b>
<b>Title:</b>	<b>Place Scrutiny Committee future work programme</b>
<b>Purpose:</b>	<b>To review and agree items for the Place Scrutiny Committee's future work programme.</b>

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**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.**

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## **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 The Committee is asked to consider whether there are any potential topics for future scrutiny reviews, or agenda items for future meetings, that should be included in the work programme. This can include any topics or issues identified through the Committee's work on the Reconciling Policy, Performance and Resources (RPPR) process.

Highways Contract Re-Procurement Reference Group

2.3 The Highways Contract Re-Procurement Reference Group has produced an interim report outlining the work undertaken by the Reference Group and commented on the draft Outline Business Case (OBC) prior to it being agreed by Cabinet in January 2021. The Reference Group will continue its work commenting on and contributing to the development of the Detailed Business Case (DBC) for the new Highways Maintenance Services contract which is the next stage of the project.

2.4 The Reference Group has considered the impact of the 6 May 2021 local elections on its work. It agreed that in order to have some continuity it would be preferable to keep the membership of the Reference Group the same after the elections as far as is possible. It may also be necessary for the Chair of the Scrutiny Committee to reconvene the Reference Group and seek to appoint or co-opt new or existing members of the Reference Group (e.g. should they be serving on other scrutiny committees or not re-appointed to the Place Scrutiny Committee) prior to the Place Scrutiny Committee meeting on 23 June 2021.

2.5 The Committee is therefore asked to agree to delegate authority to the Chair of the Place Scrutiny Committee, in consultation with the Vice Chair, to reconvene the Reference Group and appoint the membership of the Reference Group should this be necessary.

### **3 Forward Plan**

3.1 A copy of the Council's Forward Plan of executive decisions for the period 1 March 2021 to 30 June 2021 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 scrutiny work. 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 The Place Scrutiny Committee is recommended to agree the agenda items and topics for scrutiny reviews to be included in the future work programme. 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, Senior Democratic Service Adviser

Tel. No. 01273 481327

Email: [martin.jenks@eastsussex.gov.uk](mailto:martin.jenks@eastsussex.gov.uk)

### **BACKGROUND DOCUMENTS**

None.

# Appendix 1

## Place Scrutiny Committee – Work Programme

<b>Current Scrutiny Reviews</b>		
<b>Title of Review</b>	<b>Detail</b>	<b>Proposed Completion Date</b>
To be agreed.		
<b>Initial Scoping Reviews</b>		
<b>Subject area for initial scoping</b>	<b>Detail</b>	<b>Proposed Dates</b>
Glover Report on the Landscapes Review.	The Committee will hold an initial scoping meeting to examine the Landscapes Review: National Parks and Areas of Outstanding Natural Beauty (AONB's) led by Julian Glover and what the implications might be for East Sussex. This is an independent review considering the next steps for National Parks and AONBs in England. A Government response to the independent review is expected in the New Year.	Early 2021.
<b>List of Suggested Potential Future Scrutiny Review Topics</b>		
<b>Suggested Topic</b>	<b>Detail</b>	
To be agreed.		
<b>Scrutiny Reference Groups</b>		
<b>Reference Group Title</b>	<b>Subject Area</b>	<b>Meetings Dates</b>
Highways Contract Re-procurement	A reference group has been established by the Committee to work alongside Officers to examine and contribute to the development of the service delivery model and comment on the Outline and Detailed Business Cases for re-	March 2021 to May 2021.

	procurement of the Highway Services Maintenance contract. The reference group has produced an interim report outlining its work on the Outline Business Case and will now continue its work to contribute to the development of the Detailed Business Case (DBC).	
Archives and Records Service	The Committee has established a reference group to examine the service changes being undertaken as part of The Keep Sustainability Plan (KSP), which aims to deliver the savings for the partners and those identified in the Council's Medium Term Financial Plan (MTFP).	January to March 2021.
<b>Reports for Information</b>		
<b>Subject</b>	<b>Detail</b>	<b>Proposed Date</b>
To be agreed.		
<b>Training and Development</b>		
<b>Title of Training/Briefing</b>	<b>Detail</b>	<b>Proposed Date</b>
To be agreed.		
<b>Future Committee Agenda Items</b>		<b>Author</b>
<b>23 June 2021</b>		
Scrutiny Review of Road Markings	An update report on the implementation of the recommendations from the Scrutiny Review of Road Markings	Assistant Director, Operations
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> <li>• Reports for future meetings</li> <li>• Scrutiny reviews and potential scrutiny reviews</li> <li>• Items from the Forward Plan</li> </ul>	Senior Democratic Services Adviser

<b>22 September 2021</b>		
Reconciling Policy, Performance and Resources (RPPR)	To start the Committee's work on the RPPR process for 2022/23, by reviewing Portfolio Plans and service based information.	Chief Executive / Senior Democratic Services Adviser
Business Continuity and Emergency Planning	A report from the Emergency Planning Team on the lessons learnt and the way business continuity plans have changed in response to the Covid19 pandemic. The report is to include the work undertaken with the Sussex Resilience Forum (SRF) and any changes in working practices that are needed as well as changes to business continuity plans and risk registers.	Assistant Director, Communities
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> <li>• Reports for future meetings</li> <li>• Scrutiny reviews and potential scrutiny reviews</li> <li>• Items from the Forward Plan</li> </ul>	Senior Democratic Services Adviser
<b>17 November 2021</b>		
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 2022/23.	Chief Executive / Senior Democratic Services Adviser
East Sussex Road Safety Programme	To receive a final report on the outcomes of the East Sussex Road Safety Programme including the Behavioural Change and Speed Management projects.	Assistant Director, Communities
Scrutiny Review of Road Markings	To receive the second update report on the implementation of the recommendations from the Scrutiny Review of Road Markings.	Assistant Director, Operations
Scrutiny Review of Becoming a Carbon Neutral Council	To receive an update report on the implementation of the recommendations from the Scrutiny Review of Becoming a Carbon Neutral Council.	Director of Communities, Economy & Transport/Chief Operating Officer
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> <li>• Reports for future meetings</li> <li>• Scrutiny reviews and potential scrutiny reviews</li> <li>• Items from the Forward Plan</li> </ul>	Senior Democratic Services Adviser

<b>March 2022</b>		
Reconciling Policy, Performance and Resources (RPPR)	The Committee will review its input into the RPPR budget setting process, and the impact of any recommendations or comments made by the Committee.	Chief Executive / Senior Democratic Services Adviser
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> <li>• Reports for future meetings</li> <li>• Scrutiny reviews and potential scrutiny reviews</li> <li>• Items from the Forward Plan</li> </ul>	Senior Democratic Services Adviser
<b>June 2022</b>		
Scrutiny Review of Becoming a Carbon Neutral Council	To receive the second update report on the implementation of the recommendations from the Scrutiny Review of Becoming a Carbon Neutral Council.	Director of Communities, Economy & Transport/Chief Operating Officer
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> <li>• Reports for future meetings</li> <li>• Scrutiny reviews and potential scrutiny reviews</li> <li>• Items from the Forward Plan</li> </ul>	Senior Democratic Services Adviser

Work Programme updated: 8 March 2021

## EAST SUSSEX COUNTY COUNCIL'S FORWARD PLAN

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

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

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

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

- Page 57
- 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](mailto:andy.cottell@eastsussex.gov.uk).

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

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

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

**FORWARD PLAN – EXECUTIVE DECISIONS (including Key Decisions) –1 March 2021 TO 30 June 2021**

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 Nick Bennett – Lead Member for Resources

Councillor Bill Bentley – Lead Member for Communities and Safety

Councillor Rupert Simmons – Lead Member for Economy

Councillor Claire Dowling – Lead Member for Transport and Environment

Councillor Carl Maynard – Lead Member for Adult Social Care and Health

Councillor Sylvia Tidy – Lead Member for Children and Families

Councillor Bob Standley – Lead Member for Education and Inclusion, Special Educational Needs and Disability

Date for Decision	Decision Taker	Decision/Key Issue	Decision to be taken wholly or partly in private (P) or Key Decision (KD)	Consultation	List of Documents to be submitted to decision maker	Contact Officer
2 Mar 2021	Cabinet	Conservators of Ashdown Forest Budget 2021/22 To approve the draft Conservators of Ashdown Forest budget for the financial year 2021/22 and to consider the contribution from the Trust Fund.	<b>KD</b>		Report, other documents may also be submitted	Ian Gutsell 01273 481399
2 Mar 2021	Cabinet	Council Monitoring: Quarter 3 2020/21 To consider the Council Monitoring report for the third quarter of the financial year 2020/21 as part of the Council's Reconciling			Report, other documents may also be submitted	Victoria Beard 07894 708914

		Policy, Performance and Resources (RPPR) budget monitoring process.				
4 Mar 2021	Leader and Lead Member for Strategic Management and Economic Development	Local Growth Fund Covid Response Fund - updated grant agreements with Plumpton College; skills and business support for rural businesses post Brexit and Eastbourne Fisherman's Quay and infrastructure development phases 2 and 3 To approve East Sussex County Council (ESCC) entering into updated grant agreements to transfer additional Local Growth Fund (LGF) monies to 2 projects in East Sussex as allocated by the South East Local Enterprise Partnership (SELEP Ltd).			Report, other documents may also be submitted	Marwa Al-Qadi 01273 336439
15 Mar 2021	Lead Member for Transport and Environment	Capital Programme for Transport Improvements 2021/22 To approve the list of transport schemes and associated expenditure in 2021/22 to be included in the programme	<b>KD</b>		Report, other documents may also be submitted	Andrew Keer, Chris Tree  01273 336682, 01273 482247
25 Mar 2021	Lead Member for Communities and Safety	Petition to reduce road traffic accidents on the B2100 Church Road/Rotherfield Road  To consider the petition's requests; 1. To reduce the 60mph speed limit to 40mph on the B2100 between Milk Lodge Farm, Rotherfield and Palesgate Lane, Jarvis Brook. 2. Plan safety improvements to enforce the proposed limit, either by speed camera, speed notification		<b>Local Members</b>	Report, other documents may also be submitted	Michael Higgs  01273 482106

		device or westbound restriction carriageway fence. 3. Removal of the solid obstructions from the fatal bend and reinstatement of reflectors.				
30 Mar 2021	Deputy Leader and Lead Member for Resources	Annual write off of debts 2020/21 Annual report to request formal approval to write-off debts over a certain value, as set out in the Council's financial procedures.	<i>P</i>		Report, other documents may also be submitted	Janyce Danielczyk 01273 481893
30 Mar 2021	Deputy Leader and Lead Member for Resources	Human Resources & Organisational Development (HR&OD) Shared Service Review To present the Lead Member for Resources with the outcome of the recent review of the East Sussex County Council Human Resources & Organisational Development Shared Service	<i>KD</i>		Report, other documents may also be submitted	Sarah Mainwaring 01273 482060
14 Apr 2021	Lead Member for Resources	Modernising Back Office Systems (MBOS) - Preferred Solution Provider To approve the engagement of the preferred implementation and technical solution provider.	<i>P</i> <i>KD</i>		Report, other documents may also be submitted	Richard Lundie-Sadd 07922 387668
20 Apr 2021	Cabinet	Annual Audit Letter 2019/20			Report, other documents may also be submitted	Ian Gutsell 01273 481399
20 Apr 2021	Cabinet	External Audit Plan 2020/21 This report sets out in detail the work to be carried out by the Council's External			Report, other documents may also be submitted	Ian Gutsell 01273 481399

		Auditors on the Council's accounts for financial year 2020/21.				
20 Apr 2021	Cabinet	Internal Audit Strategy and Plan for 2021/22 This report sets out the Council's Internal Audit Strategy and Annual Plan of internal audit work to be carried out during the financial year 2021/22 for approval by Cabinet.			Report, other documents may also be submitted	Russell Banks 01273 481447
8 Jun 2021	Cabinet	Council Monitoring: Quarter 4 2020/21 - Year End To consider the Council Monitoring report for the fourth quarter of the financial year 2020/21 as part of the Council's Reconciling Policy, Performance and Resources (RPPR) budget monitoring process.			Report, other documents may also be submitted	Victoria Beard 07894 708914
29 Jun 2021	Cabinet	Ashdown Forest Trust Fund 2020/21 To consider the Ashdown Forest Trust Income and Expenditure Account and Balance sheet for 2020/21.			Report, other documents may also be submitted	Jill Fisher 01273 482542
29 Jun 2021	Cabinet	East Sussex – Local Cycling & Walking Infrastructure Plan Endorsement of the plan to enable ESCC & their partners to utilise the document to secure funding.			Report, other documents may also be submitted	Lisa Simmonds 01273 336515
29 Jun 2021	Cabinet	Highways Contract Re-procurement Project (DBC)	<b>P</b>		Report, other documents may	Phil McCorry

		To present the outcomes and recommendations from the Detailed Business Case for the Highway Contract Re-procurement Project (HCRP) for review and approval by Cabinet.	<b><i>KD</i></b>		also be submitted	01273 335993
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