



NON-STATUTORY MEETING OF THE PLACE SCRUTINY COMMITTEE

WEDNESDAY, 23 JUNE 2021

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

++Please Note this meeting will take place remotely via Teams++

MEMBERSHIP - Councillor Matthew Beaver (Chair)
Councillors Chris Collier, Alan Hay, Julia Hilton (Vice Chair), Ian Hollidge,
Stephen Holt, Eleanor Kirby-Green, Philip Lunn, Steve Murphy,
Paul Redstone and Stephen Shing

A G E N D A

- 1 Minutes of the previous meeting (*Pages 3 - 10*)
- 2 Apologies for absence
- 3 Disclosures of interests
Disclosures by all members present of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.
- 4 Urgent items
Notification of items which the Chair considers to be urgent and proposes to take at the appropriate part of the agenda. Any members who wish to raise urgent items are asked, wherever possible, to notify the Chair before the start of the meeting. In so doing, they must state the special circumstances which they consider justify the matter being considered urgent.
- 5 Scrutiny Review of Road Markings - 6 month update report (*Pages 11 - 28*)
Report of the Director of Communities, Economy and Transport.
- 6 Work programme (*Pages 29 - 70*)
- 7 Any other items previously notified under agenda item 4

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15 June 2021

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www.eastsussex.gov.uk/yourcouncil/webcasts/default.htm

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PLACE SCRUTINY COMMITTEE

MINUTES of a meeting of the Place Scrutiny Committee held Remotely via Teams or CC2, County Hall, Lewes on 17 March 2021.

PRESENT Councillors Bob Bowdler (Chair) Councillors John Barnes, Martin Clarke, Chris Dowling, Nigel Enever, Pat Rodohan, Stephen Shing, Andy Smith and Barry Taylor

LEAD MEMBERS Councillors Bill Bentley and Claire Dowling

ALSO PRESENT Phil Hall, Chief Operating Officer
Rupert Clubb, Director of Communities, Economy and Transport
James Harris, Assistant Director, Economy
Nick Skelton, Assistant Director Communities
Karl Taylor, Assistant Director Operations

18 MINUTES OF THE PREVIOUS MEETING

18.1 The Committee RESOLVED to agree the minutes of the meeting held on 25 November 2020 as a correct record.

19 APOLOGIES FOR ABSENCE

19.1 Apologies for absence were received from Councillor Godfrey Daniel and Councillor Darren Grover. Apologies were also received from Councillor Rupert Simmons, Lead Member for Economy.

20 DISCLOSURES OF INTERESTS

20.1 There were none.

21 URGENT ITEMS

21.1 There were none notified.

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

22.1 The Chair introduced the report which is the Committee's opportunity to review it's input into the RPPR budget setting process for 2021/22 and consider any areas for inclusion in the Committee's future work programme. The Committee commented that they were happy with scrutiny's involvement in the RPPR process and went on to discuss elements of the Medium Term Financial Plan (MTFP) and areas for inclusion in the work programme which are summarised below.

Trading Standards

22.2 The Committee discussed the work of the Trading Standards team, and particularly the work to protect vulnerable people from rogue traders and the vital work on scams. It was noted that further savings are planned for the service and the Committee will want to explore the impact of those savings on service provision to ensure the sustainability of the Service.

22.3 The Director of Communities, Economy and Transport (CET) commented on the fantastic work the Team does and the work to protect the vulnerable through the National Scams Team, as well as the work with the Police and other agencies. The Lead Member for Communities and Safety outlined that the Covid19 pandemic had had an impact on the Service and its ability to carry out planned work and generate income. The work of the Trading Standards Team also has a strong relationship with community safety and the Police.

22.4 The Committee agreed to include request for a report on the work of the Trading Standards team in the work programme to examine how services are currently being provided, the impact of proposed savings on the sustainability of the service, and whether it is adequately funded to continue its work to protect the vulnerable and work with partners on community safety.

Access to the Internet and Digital Inclusion

22.5 One of the areas highlighted in the Committee's comments to Cabinet was the importance of access to the internet and digital inclusion. The Committee noted the good work of the Library Service to provide Covid secure access to the internet, which had provided a vital service for people wishing to apply for jobs or make benefits applications online who do not have internet access. The Committee also noted the importance of completing the work to provide the maximum internet coverage possible through the Superfast Broadband Project and the Council's support for the Gigabit Broadband Voucher scheme.

22.6 The Lead Member for Communities and Safety assured the Committee that the Library Service would continue the work to support digital inclusion, and outlined the support Library Service staff had given to other departments during the pandemic such as the community hubs, and had ensured the home delivery of library materials for those unable to use the digital library.

22.7 The Committee agreed that it would like a report later in the year to update the Committee on the delivery of the Broadband Project and the role of the Gigabit Voucher scheme in enabling access to broadband services by hard to reach properties and communities.

Government Funding for Highways

22.8 The Committee asked for an update on the impact of central Government funding announcements for highways, including the Council's £5.9million share of the £1.7 billion pothole fund, and whether this meant that the Council had received an increase in funding. The Director of Communities, Economy and Transport clarified that the pothole fund money was for one year only and capital spending on highways will be in line with the sums agreed by Cabinet and Full Council as part of the budget setting process. Some elements of the Department for Transport (DfT) grant are lower than the previous year (2020/21) but are higher than the levels received in 2019/20. Overall, capital spending on highways will be as stated in the capital programme and the pothole fund money will be used to support this. The available funding will be applied across the County guided by the priorities in the asset management plan.

22.9 The Committee commented that it would be beneficial for the Committee to remain sighted on the levels of expenditure for highways maintenance and in particular for potholes and re-surfacing.

Highways Fault Reporting App

22.10 The Committee discussed whether there was scope to bid for money from the IT transformation programme to develop an app for reporting potholes and other highways defects to gain the benefits of utilising developments in artificial intelligence (AI) and make the process more efficient. This would improve the reporting process from the customer's perspective and make more efficient use of the Highway Stewards time. The Committee also noted that Members often had an expert knowledge of recurring potholes and other problems in their Divisions and it may be helpful for the Highways Reference Group to look at ways of capturing this information.

22.11 The Director of Communities, Economy and Transport responded that having an app for mobile phones and other devices would be good, but development costs can be expensive. The costs and benefits of developing an app would need to be assessed to ensure value for money. The Assistant Director Operations added that the timing of developing an app would need to be carefully considered to fit in with re-procurement of the highways maintenance contract and this is something that the Highways Reference Group could examine.

Support for Business

22.12 The Committee discussed the support for business that the Council is providing and the changes that have been brought about by the Covid19 pandemic. The Committee agreed that it would be helpful to have a report from the Economic Development team on their work to support businesses and the changes to economic regeneration work following the Covid19 pandemic and the impact of national lockdowns on the local economy.

Medium Term Financial Plan (MTFP)

22.13 The Committee enquired if the pandemic had affected the budget forecasts used in the MTFP plan. The Chief Operating Officer outlined that up to date forecasts had been used for the February Budget Council meeting and are continually kept under review. There had been some Government funding announcements received after the Full Council meeting which will be used to update the MTFP and will be reported through Council Monitoring reports.

22.14 The Committee RESOLVED to agree:

- 1) That there were no suggested improvements to the RPPR process from a scrutiny perspective; and
- 2) to add the items referred to in paragraphs 22.4, 22.7 and 22.12 (above) to the future work programme for consideration by the new committee at the next Place Scrutiny Committee meeting.

23 ROAD SAFETY PROGRAMME - INTERIM OUTCOMES

23.1 The Assistant Director Communities introduced the report. He outlined that the Programme had involved working with the Behavioural Insights Team (BIT), the Sussex Safer Roads Partnership (SSRP) and other partners on pilot projects to reduce the number of Killed or Seriously Injured (KSI) crashes on the County's roads. The vast majority of KSI's and collisions are due to a driver carelessness and error in which speed is also a factor. The Programme has devised a number of trial schemes to change driver behaviour using behavioural science techniques.

23.2 The report provides information on the interim outcomes of two trials aimed at reducing re-offending for speeding. One used a redesigned Notice of Intended Prosecution (NIP) letter and leaflet in which a randomised trial resulted in 23% of people less likely to re-offend. The second trial involved sending out an anniversary letter a year after the original speeding offence

reminding people to continue to drive carefully within the speed limit. This was also successful in reducing re-offending levels. A third project targeted High Risk Routes where low cost measures such as changes to signs, road markings and speed limits were made to change the way the road appears to drivers to produce a 'self-explaining' road environment. This led to a decrease in the number of collisions on the eight sites that had a least 8 months post implementation crash data. Full results for all the trials will be reported later in the year.

23.3 The Committee welcomed the report and the encouraging results of the trial schemes. The Committee noted the innovative use of behavioural science techniques to change driver behaviour which is very important in order to reduce the number of KSI collisions in the County. A number of aspects of the report were discussed in more detail which are summarised below.

Behavioural Factors

23.4 The Committee commented that there may be a popular perception that speed is the only factor in causing collisions and other factors such as drink, drugs and driver error also need to be tackled. The Assistant Director Communities outlined the ongoing work of the Sussex Safer Roads Partnership which is crucial in tackling these issues through community engagement. The increased use of technology in the future will also play a part (e.g. driver behaviour monitoring through apps and 'black boxes'). He added that most people involved in KSI collisions are travelling close to their home address.

23.5 The Lead Member for Communities and Safety outlined that the character of the roads in East Sussex is also a factor and people need to pay attention when they are driving. The emphasis of the report is on the trials to change driver behaviour, which can be challenging. The results are encouraging and there is the opportunity to apply them wider than the County.

Rural Unclassified Roads

23.6 Several members of the Committee highlighted the issue of people driving too fast on narrow and sometimes challenging unclassified rural roads, which typically have the national speed limit of 60 mph. They commented that they would support a blanket lower 40 mph limit on such roads and suggested approaching the Local Government Association (LGA) and the Department for Transport about taking this approach. Many of the neighbouring local authorities have higher speed roads and drivers need to adjust to the driving conditions when they enter East Sussex.

Trial Schemes suspended due to Covid

23.7 The Committee enquired about the trial scheme for motorcyclists and the other trial involving young drivers that had been affected by Covid19 measures. The Assistant Director Communities explained that work on these trials had been paused and is due to continue later this year. In the case of the scheme for motorcyclists a different approach is needed as the original intention was to engage with motorcyclists at events. The team is working with Sussex Police and the Behavioural Insights Team on a different approach which uses the registration process for the "In Case of Emergency" scheme that many motorcyclists participate in.

Baseline KSI Information

23.8 The Committee discussed the baseline KSI information and asked why the East Sussex figures were higher than the England average. The Assistant Director Communities explained that part of the reason is the characteristics of the road network in East Sussex where there is a low number of dual carriageways, many rural roads and roads which require more attention to drive on. The other factor is historically there have been issues with the consistency in the way collision data is recorded in different areas. This has now been standardised so consistency will improve in the future. The Assistant Director Communities agreed that it would be more helpful

to look at the KSI data for comparable shire counties. The Committee added that it might also be helpful to look at Fire Service records of collisions they attend. The Assistant Director Communities responded that the team is happy to work with the SSRP to look at this.

High Risk Routes

23.9 The Committee asked if there were issues with the road infrastructure on the High Risk Routes which have led to crashes. The Assistant Director Communities outlined that all KSI collisions are investigated by Sussex Police to identify the cause. In 90% of the cases the cause is attributed to driver error and it is not the County's roads which are causing crashes.

23.10 The High Risk Routes were identified by analysing collision data to see where there were higher levels of KSI's and by looking at their suitability for low cost traffic management interventions. The trial has looked at low cost measures to help drivers drive more safely and create 'self-explained' road environments. This is so the driver is aware of the road environment and character and is able to moderate their driving so that it is appropriate to the potential hazards present.

23.11 In total 25 High Risk Routes were identified, and 16 schemes were implemented. The report provides the results from the 8 schemes where there is at least 8 months post implementation crash data. It was clarified that the A26 Crowborough to Uckfield route was not included in the trial as there were other routes with higher crash levels. A full list of the routes can be shared with the Committee.

23.12 The Committee RESOLVED to:

- 1) Welcome the report and congratulate officers on the work that had been undertaken to reduce KSI collisions in East Sussex;
- 2) Note the positive interim outcomes of the East Sussex County Council Road Safety Programme;
- 3) Receive a final report on the outcomes of the Programme later in the year.

24 SCRUTINY REVIEW OF THE EFFECTIVENESS OF SCHOOL TRAVEL PLANS - UPDATE

24.1 The Assistant Director Economy introduced the report which is an update on the progress made in implementing the recommendations of the review. Appendix 2 of the report sets on the progress on the recommendations compared with the previous update received by the Committee in November 2019. There has been a successful implementation of all the recommendations, some of which are complete (such as the work to provide information and advice on the 'C Zone' part of the web site for schools), whilst others are ongoing in nature. The Team have been successful in securing funding to support this work and steps have been taken to ensure planning conditions are applied where it is appropriate to do so (e.g. Claverham Community College and Hailsham Community College). As part of the continuing work in this area the 'School Streets' pilots are now in place and will commence shortly.

24.2 The Committee noted the progress on implementing the recommendations and indicated that they were pleased with the progress that had been made. The Lead Member for Transport and Environment, who had been part of the review, outlined the topic for the review had arisen from Member's experience on the Planning Committee. She commented that it was pleasing to see the progress that had been made and noted that there was an opportunity to take this work forward through the 'School Streets' pilots.

24.3 It was clarified that the 'School Streets' pilots are being funded through the second tranche of the Active Travel fund. The impact and effects of the pilots will be monitored and evaluated before considering the next steps to be taken. It is difficult to say at present whether

the pilot schemes will be made permanent or expanded as this will be dependent on the outcome of the pilots and the availability of funding. However, 'School Streets' could be included as part of the work on the revised Local Transport Plan (LTP).

24.4 The Committee RESOLVED to note the updates in relation to the agreed recommendations identified through the scrutiny review of the effectiveness of School Travel Plans, as set out in Appendix 2 of the report.

25 WORK PROGRAMME

25.1 The Committee noted that the composition of the Committee may change following the County Council elections in May. However, the Committee considered that it would be worth sign posting a number of issues to the incoming Committee by including reports and suggested topics for scrutiny reviews in the work programme. The new Committee will then be able to consider them when it looks at the work programme at the next meeting in June 2021.

Highways Reference Group

25.2 The Committee agreed that it would be good to keep the membership of the Highways Reference Group as close to the current membership as possible to ensure continuity. It was agreed to delegate authority to the Chair of the Place Scrutiny Committee, in consultation with the Vice Chair, to reconvene the Highways Reference Group after the May elections and appoint members to the Group if necessary before the Committee meets in June 2021.

Future Reports

25.3 The Committee discussed the need to follow up on the work on Climate Change and the progress in changes to working practices for council staff post Covid19. It was noted that the first monitoring report for the Scrutiny Review of Becoming a Carbon Neutral Council is scheduled for the November 2021 meeting, but it would be helpful to have an earlier update on the changes in working practices.

25.4 The Chief Operating Officer commented that as most staff will not be returning to the office until September it would be difficult to give a complete picture to the Committee of the changes. Work is currently being undertaken on the Workstyles programme which is looking at changes to office space, technology and working practices such as increased working from home. The Committee agreed to have a verbal update at the June meeting on the direction of travel and work to date on Workstyles programme, followed by a written report in the Autumn on the lessons learnt from Covid and the changes to working practices.

25.5 The Committee agreed to request a report on Trading Standards as discussed under the RPPR item to examine the current work, focus and sustainability of the Service. The Committee also endorsed the earlier discussion and agreement under the RPPR item to request a report on the Council's work to support businesses and economic regeneration post Covid19.

Topics for Scrutiny Reviews

Communications

25.6 The Committee discussed the possibility of reviewing the Councils Communications function to explore the work they are currently undertaking, the use of new technologies/social media and the impact that any potential future savings would have on this function. It was agreed to add this as a potential scrutiny review topic to the work programme.

Highway Licence Fees

25.7 The Committee discussed the possibility of reviewing the scale of fees charged to Parish and Town Councils for placing items on the highway and other highways works. Such councils range in size and the budget or precept they are able to set. For some councils who wish to work with ESCC to provide facilities for their communities, the scale of highway licence fees relative to their budget can be a barrier to projects proceeding. This is an issue that has been raised by Parish Councils with several of the Committee members.

25.8 The Assistant Director Operations outlined that the scale of licence fees charged by East Sussex Highways on behalf of the Council is set by the Council. If objects are placed on the highway, they have to be licenced under the requirements of the Highways Act. The Council charges fees to cover the administration costs of issuing the licence and the cost of enforcement. Fees charged are retained by the contractor to pay for the licencing service. The level of fees and fee increases can be reviewed through the RPPR process.

25.9 The Committee agreed to add a review of highway licence fees to the potential scrutiny review topics in the Committee's work programme.

Forward Plan

25.10 Under this item the Chair asked if it would be possible for the Committee to have a briefing note on the use of Apprenticeships and details of the Kickstart programme to help young people into employment. In particular, are Apprenticeships targeted at young people or can anyone access them.

25.11 The Committee RESOLVED to amend the work programme in line with paragraph 22.14 of the minutes and paragraphs, 25.4, 25.5, 25.6 and 25.9 above.

The meeting ended at 12.00 pm.

Councillor Bob Bowdler (Chair)

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Report to: **Place Scrutiny Committee**

Date of meeting: **23 June 2021**

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

Title: **Scrutiny Review of Road Markings**

Purpose: **To provide an update on the action plan from the Scrutiny Review of Road Markings report dated March 2019**

RECOMMENDATIONS:

To note the updates to the recommendations and action plan set out in Appendix 1 of this report

1. Background

1.1 The Place Scrutiny Committee at the meeting on 18 September 2019 agreed to establish a Review Board to undertake a Scrutiny Review of Road Markings. The scope of the review included:

- The types of road markings and how frequently they are renewed;
- the specifications for road markings and how they are applied;
- whether utility company reinstatement works are replacing road markings adequately;
- the road markings the Parking Team is responsible for (e.g. double yellow lines, parking bays etc.); and
- the role of the Road Safety Team regarding road markings.

1.2 The lines of enquiry which have been explored in the review were:

- Could the current system of prioritisation for routine maintenance work to refresh/renew road markings be improved?
- Why do some road markings appear to wear out more rapidly than expected?
- How frequently are parking enforcement road markings renewed and are there additional road markings that could be paid for from the parking budget?
- What do other local authorities spend on road markings and is the ESCC level of expenditure adequate?

1.3 The recommendations of the Scrutiny Review were presented to Cabinet for comment on 10 November 2020 and were accepted at Full Council on 1 December 2020. A copy of the full scrutiny review report and Cabinet's response to the recommendations can be found on the Council's web site here: [Agenda for Cabinet on Tuesday, 10th November, 2020, 9.30 am | East Sussex County Council](#).

2. Supporting information

2.1 The Scrutiny Review of Road Markings was welcomed by the Department and the opportunity afforded by the review to explain to Members how the service is delivered.

2.2 The Department's response to the Review's recommendations and an update to the action plan are set out in Appendix 1. A copy of the Scrutiny Review of Road Markings report has been included in Appendix 2 for information.

3. Conclusion and reasons for recommendations

3.1 The Scrutiny Review highlighted several areas of focus for the department regarding the delivery and maintenance of road markings. Progress has been made against each of the recommendations as highlighted in Appendix 1.

3.2 The Place Scrutiny Committee is recommended to note the updates to the action plan.

RUPERT CLUBB

Director of Communities, Economy and Transport

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LOCAL MEMBERS

ALL

Appendix 1 – Department's Response to Review Recommendations (Road Markings)

Recommendation	Response	Update 23 rd June
The Review Board recommends that Officers continue to keep a watching brief on the development of new road marking materials and techniques and carry out trials to evaluate their effectiveness in reducing costs and increasing the durability of road markings.	<p>Noted. We take a proactive approach to keeping abreast of innovations and what is available on the market for the delivery of all our services. Following a recent audit of road markings across the County, we have undertaken workshops with two providers looking at the use of resin based materials (MMA) that can last up to three times longer than conventional materials.</p> <p>It is our intention to carry out a trial using MMA products on a number of safety critical markings on high trafficked sites to assess longevity and value for money.</p>	Our first trial using MMA product is currently underway on the South Way, Newhaven.
The Review Board recommends that the requirement to inspect road markings as part of routine inspections and the categories of road markings important for road safety are included in regular reminders to Highway Stewards and customer service staff.	Agreed. This area of work has been identified as a key part of the ongoing training for both Highway Stewards and Customer Service Advisors. We will continue to monitor this closely and ensure that the improvements recently made and noted by the Committee continue.	No further action required.
The Review Board recommends that the responsibilities of the utility companies and Highways England regarding road markings are made clear in the information provided on the East Sussex Highways web site.	Agreed. The ESH website team are currently reviewing the appropriate place to upload this information to the website.	Further information has been included on the relevant Utility Company FAQ on the website at www.eastsussexhighways.com
The Review Board recommends that when considering the allocation of resources for highway maintenance and road transport schemes, increased priority is given to funding for road markings to reflect their contribution to road safety.	Noted. As a highway authority our focus and top priority must be maintaining a safe road network for all users. Available funding and resources are allocated accordingly across the services to ensure we meet our policy requirements and maintain a safe network.	Throughout service year five (May 2019-May 2020) two gangs delivered 2332 jobs, inclusive of both safety defects and refreshing markings across the County.

	This includes increasing road marking resources where necessary to ensure we continue to meet these requirements and allocating additional funding if appropriate.	For the next service year there will be one gang, which will focus on critical road markings and safety defects.
The Review Board recommends that the parking budget is recharged for all parking enforcement road marking renewal work with immediate effect, and the money used for additional highway road marking maintenance work.	Noted. The spend on refreshing parking enforcement road markings is relatively small, but where this can be easily identified it will be re-charged to the parking account. The cost of large scale replacement of lines relating to parking enforcement following resurfacing are charged to the resurfacing (capital) scheme budget.	No significant parking work has been delivered which has required us to recharge back to the parking team.
<p>The Review Board recommends that:</p> <p>a) should any new Government funding become available for highway maintenance, consideration is given to using a portion of it to improve the condition of road markings in the County (if allowed by the conditions attached to the funding).</p> <p>b) priority is given to renewing road markings that are important for road safety, such as those listed in paragraph 19 of the report, when determining the use of the additional one-off funding in 2020/21.</p> <p>c) consideration is given to including the funding to improve and maintain road marking in the base budget for the core services in the Highways Infrastructure Maintenance contract from 2023 onwards when it is re-procured.</p>	<p>a) Noted. If any new government funding is made available, consideration will be given to using a portion for road markings. (if permitted)</p> <p>b) Noted. This is our current approach as safety critical markings are always a priority.</p> <p>c) Noted. Road marking is already included as a core service and consideration will be given as part of the reprocurement of the highways contract to the level of service that can be provided in new contract.</p>	<p>A) No government funding has been made available that would be suitable for road marking schemes, but the team continue to monitor for any available funding in the future.</p> <p>B) No further action required</p> <p>C) No further action required</p>



Appendix 2

Scrutiny Review of Road Markings

Report by the Review Board:

Councillor Godfrey Daniel (Chair)

Councillor Stephen Shing

Councillor Barry Taylor

March 2020

Place Scrutiny Committee – 23 September 2020

Cabinet – 10 November 2020

Full Council – 1 December 2020

The report of the Scrutiny Review of Road Markings

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Recommendations

Recommendation		Page
1	The Review Board recommends that Officers continue to keep a watching brief on the development of new road marking materials and techniques and carry out trials to evaluate their effectiveness in reducing costs and increasing the durability of road markings.	8
2	The Review Board recommends that the requirement to inspect road markings as part of routine inspections and the categories of road markings important for road safety are included in regular reminders to Highway Stewards and customer service staff.	8
3	The Review Board recommends that the responsibilities of the utility companies and Highways England regarding road markings are made clear in the information provided on the East Sussex Highways web site.	8
4	The Review Board recommends that when considering the allocation of resources for highway maintenance and road transport schemes, increased priority is given to funding for road markings to reflect their contribution to road safety.	9
5	The Review Board recommends that the parking budget is recharged for all parking enforcement road marking renewal work with immediate effect, and the money used for additional highway road marking maintenance work.	10
6	<p>The Review Board recommends that:</p> <p>a) should any new Government funding become available for highway maintenance, consideration is given to using a portion of it to improve the condition of road markings in the County (if allowed by the conditions attached to the funding).</p> <p>b) priority is given to renewing road markings that are important for road safety, such as those listed in paragraph 19 of the report, when determining the use of the additional one-off funding in 2020/21.</p> <p>c) consideration is given to including the funding to improve and maintain road marking in the base budget for the core services in the Highways Infrastructure Maintenance contract from 2023 onwards when it is re-procured.</p>	11

Introduction

1. The Place Scrutiny Committee has observed that road markings, and in particular those that relate to pedestrian crossings and road safety, are in some instances becoming worn out and less visible. This appears to be a consistent issue across the County and there are concerns that this will have an impact on road safety and the ability of the Council to enforce parking restrictions.
2. The Place Scrutiny Committee carried out some initial exploratory work on this issue and agreed to establish a Review Board at its meeting on 18 September 2019 to carry out a scrutiny review of road markings in the County. The Review Board identified the following lines of enquiry:
 - Could the current system for routine maintenance work to refresh/renew road markings be improved?
 - Why do some road markings appear to wear out more rapidly than expected?
 - How frequently are parking enforcement road markings renewed and are there additional road markings that could be paid for from the parking budget?
 - What do other local authorities spend on road markings and is the ESCC level of expenditure adequate?
3. The desired outcomes from the scrutiny review are to improve the maintenance of road markings, clarify the prioritisation process for renewals and reduce the number of service requests.



Bethune Way, Hastings - before remarking.



Bethune Way, Hastings – after remarking.

Background

4. The County has over 1,550 miles of road markings, or lining, across the road network. Road markings are covered by specific Highway legislation and are treated as road signs for the purposes of legislation and guidance. The legislation and accompanying guidance detail the prescribed colour, size, location and use of all road signs so there is consistency across the country.

5. There is a requirement to provide signs and road markings for prohibitions such as “No Right Turn” and “No Entry”, but there is no statutory requirement to provide other road markings, only guidance. However, the Council is expected to secure the “expeditious and safe movement of vehicles on the public highway” (Highways Act 1980).

6. Road markings provide a continual message to drivers about the use of the road and provide additional guidance (conspicuity) in poor driving conditions (e.g. in fog, heavy rain and at night time). Road markings help ensure the correct and safe use of the highway as they:

- separate opposing traffic;
- assist with road layout and traffic flow;
- ensure the best use of the road space available (e.g. by providing lane lines); and
- control where vehicles can park on the highway.

7. There are three teams within the Council who are involved in the specification, provision and maintenance of road markings. They are:

- Road Safety - The Road Safety Team are consulted on all new road schemes and they have input into all lining and road marking requirements. They specify road markings, including cats' eyes and road studs, and investigate all sites where there have been major collisions. The crash site investigation work can involve making recommendations for improvements including to the road markings.
- Highway Infrastructure Maintenance – This team is responsible for the maintenance and re-marking of all road markings and lines (excluding roads maintained by Highways England). This includes maintaining parking bays, disabled parking bays and yellow lines on behalf of the Parking Team.
- Parking – The Parking Team undertakes work to mark out all new parking bays and yellow lines in parts of the County where Civil Parking Enforcement (CPE) is in operation (Eastbourne, Hastings and Lewes - at the time of writing). In the current non-CPE areas (Rother and Wealden) the Road Safety Team deal with requests for advisory disabled parking bays and access protection markings.

8. To give an illustration of the range and quantity of road markings that require maintenance, an extract is given below from Council's inventory system:

1,332 miles of Longitudinal lines (shown in green on the aerial photograph below)

This category includes all white and yellow lines whether they are centre lines, edge of carriageway lines, broken/dashed lines (measured as the whole length of the marking, not each individual dash) or solid double lines (which are counted as a single measurement).

47 miles of Hatched lines (shown in yellow)

The length refers to length of hatched area and not the individual lines.

31,600 Special markings (show as purple dots)

Typically, these are 'Give Way' triangles, 'Give Way' dashed lines at junctions, directional arrows, text such as 'Slow' or 'No Right Turn', pedestrian crossings, parking bays and speed limit roundels.



9. The Highways Team uses two techniques to apply road markings, hand laying and machine laying thermoplastic markings. It does not use pre-formed road markings, but they are sometimes used by utility companies for reinstatement work. Most of the work is done by hand laying, which is used for safety defects and renewal work in built up areas where there are lower road speeds. Machine laying is used for programmed work on higher speed 'A' and 'B' roads for centre line and edge markings, where it is more efficient and safer to use this technique and it reduces the amount of time the road must be closed whilst the work is completed.

Review Board Findings

Highway Road Markings

Maintenance of Road Markings

10. The rate at which road markings wear out principally depends on the amount of the traffic the road receives. The durability of road markings may also be affected by the condition of the road surface when they are laid and whether wire brush type mechanical road sweeping is used (e.g. for weed control) which may damage markings. For principal 'A' roads that are heavily trafficked the road markings may need to be renewed every 1-2 years. For less heavily used roads, the road markings will need to be renewed every 5-7 years.

11. The Review Board examined the measures in place to ensure the methods and materials used for road markings meet the required specification and standards. The evidence seen by the Board provided assurance that work is being carried out correctly and is not contributing to rate of deterioration of road markings. There are some new materials and techniques being developed which may have the potential to improve the cost effectiveness or increase the life of road markings. The Board heard that there are cold plastic road marking materials, and 'peaked' extrusion techniques for centre lines and edge of carriageway markings which are currently being evaluated.

Recommendation 1

The Review Board recommends that Officers continue to keep a watching brief on the development of new road marking materials and techniques and carry out trials to evaluate their effectiveness in reducing costs and increasing the durability of road markings.

12. Highway Stewards report safety defects and advisories for road markings when carrying out regular inspections, in the same way that they do for potholes. If a road marking important for road safety is more than 50% faded, then it is reported as a safety defect. It was unclear whether the condition of road markings is being reported on in every inspection, and whether the categories of road markings important for road safety are widely understood. Consequently, Stewards have been reminded of the need to assess road markings alongside other priorities such as carriageway and pavement safety defects. Highway Stewards will also be asked to report any issues with road markings re-instated by utility companies as part of their routine inspections.

Recommendation 2

The Review Board recommends that the requirement to inspect road markings as part of routine inspections and the categories of road markings important for road safety are included in regular reminders to Highway Stewards and customer service staff.

13. Utility companies have a responsibility to replace road markings when carrying out re-instatement work. This can lead to the partial renewal of markings and the use of less durable materials. Although this is less than ideal, the Council does not have the powers to require more extensive works or the use of specific types of materials. Highways England are also responsible for the maintenance of some roads in the County and requests for road markings on these roads have to be referred to them for attention.

Recommendation 3

The Board recommends that the responsibilities of the utility companies and Highways England regarding road markings are made clear in the information provided on the East Sussex Highways web site.

14. The Review Board heard that a five-year rolling programme for renewing road markings was started at the beginning of the current Highways Maintenance contract in 2016. This was based on an estimate of the time that it would take to renew all the road markings in the County and was prioritised to tackle the worst areas first. However, there was insufficient information on the condition of road markings at that point in time to determine accurately the level of resources needed. Work is underway to better understand the condition of road markings using an analysis of the high definition video surveys of road condition.

15. The current Highways Maintenance contract uses a lump sum of £165,000 per year to pay for one road marking gang who are employed year-round to renew road markings. The work of the gang is prioritised, so it undertakes safety defect works first and then programmed work, which includes refreshing parking enforcement road markings and advisory markings such as disabled parking bays.

16. The inclusion of a sum of money in the core services part of the current Highways Infrastructure Maintenance contract for road markings is an improvement on the previous position. However, evidence provided to the Review Board indicates that in the light of experience, the current resources only provide the ability to deal with any safety defects and undertake some renewal work and is not enough to keep up with the rate of road marking renewals needed. The Review Board considers that with a better understanding of the condition of road markings and the level of resources needed, the funding allocated to road markings within the core services of the Highways Infrastructure Maintenance contract should be reviewed when contract is re-procured. The Place Scrutiny Committee will be involved in the re-procurement project for the Highways Infrastructure Maintenance contract and will be able to raise this point through the re-procurement project work.

Road Safety

17. The Review Board heard that the level of maintenance of lining and road markings has been reduced over the years and road markings are not always performing their function as they should. This has been due to the financial pressures experienced by local authorities and where decisions have had to be made on the relative priorities for expenditure within the highways budget. Over the last five to ten years maintenance issues, such as bringing lining up to standard, have been raised more frequently when the Road Safety Team undertakes crash site investigation work.

18. The Board also heard that road markings are a relatively cost-effective measure for improving road safety (e.g. when compared with highway engineering schemes), and for informing and guiding drivers. In the Road Safety Manager's opinion, better condition road markings would have an impact on the number of crash sites.

19. As road markings are one of the most cost-effective measure in terms of promoting road safety, the Board considers it is important for the Council to find ways of improving the maintenance and condition of road markings, particularly those considered to be important for road safety (e.g. stop lines and give way signs; pedestrian crossings; edge of carriageway lines and centre line markings; and regulatory or prohibition markings).

Recommendation 4

The Review Board recommends that when considering the allocation of resources for highway maintenance and road transport schemes, increased priority is given to funding for road markings to reflect their contribution to road safety.

Parking Enforcement Road Markings

20. The Civil Enforcement Officers (CEOs) inspect and assess the condition of the road markings needed for parking enforcement whilst on their daily patrols and then report any that need renewing to the Highways Team. This is done using two categories, one for lines that are not enforceable which will be done as a priority, and the other where lines are fading and need renewing.

21. The work to renew the existing road markings used for parking enforcement is paid for and undertaken by the Highways Team and the highway revenue budget. The Parking Team make around six requests per month to renew parking enforcement road markings which equates to around 15% of the road marking gang's time. In addition, the highway budget is charged for the cost of suspending parking whilst the work is undertaken. In total around £24,000 a year is spent on renewing parking enforcement road markings in the three CPE areas.

22. The Review Board considers that it is logical and not unreasonable to recharge the parking enforcement road marking renewal work to the parking budget. The cost of renewing road markings necessary for parking enforcement is a legitimate operating cost of the CPE schemes and recharging the parking budget will release money for other road marking work. The Board is aware that this may reduce the funding available for other transport schemes from the parking budget but considers the benefits of well-maintained road markings to road safety outweigh this loss.

Recommendation 5

The Board recommends that the parking budget is recharged for all parking enforcement road marking renewal work with immediate effect, and the money used for additional highway road marking maintenance work.

Finance and Funding

23. The current revenue budget spending on road markings is £165,000 per year from the Highways Infrastructure Maintenance contract core service. This is supplemented by a machine laid programme of work which is paid for on top of the core service. Since the beginning of the current Highways Maintenance contract the following sums have been spent in addition to the core service.

- £492,363 in 2016/17 (Year 1 of the contract) due to use of an additional lining gang and extensive machine laid refresh programme of A roads.
- £62,097 in 2017/18 (Year 2) due to additional marking of A259 (Pevensey junction to Saltdean) and other parts of A roads not completed in Year 1.
- £66,000* in 2019/20 (Year 4) *approximate value of a machine laid programme instructed but not yet delivered.

24. An indication of the one-off costs to replace proportions of all the road markings in the County are shown below (this includes basic traffic management only).

100% of road markings	£2,225,806
90% of road markings	£2,003,225
80% of road markings	£1,780,645
70% of road markings	£1,558,064
60% of road markings	£1,335,483

25. The Board heard that in an ideal situation it would require an initial injection of one-off funding to bring all road markings up a maintainable standard, and then two road marking gangs plus a machine laid programme of work to keep them in good condition. The Review Board recognises that in the current financial climate it may not be possible to secure this level of resource, but considers funding for an additional gang is justified by the contribution to road safety and the efficient movement of traffic that well-maintained road markings provide.

26. The Board has reviewed the level of expenditure by other local authorities on road markings and notes that it is difficult to make direct comparisons due to differences in the character and composition of the road networks in other authority areas. Although expenditure on road markings per mile of carriageway appears to be at similar levels to East Sussex County Council, it is likely that road marking funding in other local authorities has been reduced due the same budget pressures.

27. There are no sources of additional funding for road markings that the Council can bid for, and the Council cannot use the current one-off Department for Transport (DfT) pothole fund monies as this is ringfenced for pothole repairs.

28. An additional £1 million of one-off funding has been allocated for investment in highways infrastructure in 2020/21 via the Council's budget setting process. The Review Board understands that in response to the initial findings of this Review, an allocation has been made to fund an additional road marking gang for a year from this sum of money. The Board welcomes this additional funding and the recognition of the role road markings play in road safety and the efficient movement of traffic on the County's roads. This will also provide an opportunity to evaluate the impact of the addition of a second road marking gang on road marking condition.

29. It is likely that further funding for road markings will be needed in future years and the cost of an additional road marking gang is relatively modest at £165,000 per year, when compared with the cost of road safety engineering schemes. Based on the evidence examined by the Review Board it would appear reasonable to increase the resources allocated to the road marking if possible, given the benefits to road safety and improved traffic flow.

Recommendation 6

The Review Board recommends that:

- a) should any new Government funding become available for highway maintenance, consideration is given to using a portion of it to improve the condition of road markings in the County (if allowed by the conditions attached to the funding).**
- b) priority is given to renewing road markings that are important for road safety, such as those listed in paragraph 19 of the report, when determining the use of the additional one-off funding in 2020/21.**
- c) consideration is given to including the funding to improve and maintain road marking in the base budget for the core services in the Highways Infrastructure Maintenance contract from 2023 onwards when it is re-procured.**

Conclusions

30. Road markings are a very visible, relatively cheap and cost-effective way of supporting road safety and promoting traffic movement. The Review Board has examined the way in which road marking work is carried out and found that effective quality assurance systems are in place. However, based on the evidence the Review Board has seen, the current resources allocated to road marking maintenance are not enough to keep up with the rate at which road markings are wearing out and to keep them in good condition.

31. The Review Board has made a number of recommendations which it believes will improve the condition of road markings in the County, which are important for both road safety and getting the most out of the County's road network.

Appendix:

Scope and terms of reference of the review

The Review was established to consider and make recommendations on the following:

- a) Could the current system of prioritisation for routine maintenance work to refresh/renew road markings be improved?
- b) Why do some road markings appear to wear out more rapidly than expected?
- c) How frequently are parking enforcement road markings renewed and are there additional road markings that could be paid for from the parking budget?
- d) What do other local authorities spend on road markings and is the ESCC level of expenditure adequate?

The desired outcomes from the review are to improve the maintenance of road markings, clarify the prioritisation process for renewals and reduce the number of service requests.

Board Membership and project support

Review Board Members: Councillors Godfrey Daniel (Chair), Stephen Shing, and Barry Taylor.

The Project Manager was Martin Jenks, Senior Democratic Services Adviser with additional support provided by Simon Bailey, Democratic Services Officer.

Dale Poore, Contract Manager Highway Infrastructure Services, provided ongoing support to the Board throughout the review.

Review Board meeting dates

Scoping Board meeting:

4 September 2019

Review Board meetings:

6 December 2019

29 January 2020

18 February 2020

Witnesses providing evidence

The Board would like to thank all the witnesses who provided evidence in person:

ESCC Officers

Karl Taylor, Assistant Director Operations

Dale Poore, Contract Manager Highway Infrastructure Services

Brian Banks, Team Manager - Road Safety

Daniel Clarke, Parking Team Manager

ESCC Councillors

Councillor Claire Dowling, Lead Member for Transport and Environment

Evidence papers

Item	Date considered
Traffic Signs Manual Chapter 5 – Road Markings (2018). Department for Transport.	December 2019
Well-Managed Highway infrastructure – A Code of Practice (October 2016). UK Roads Liaison Group.	December 2019

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Report to:	Place Scrutiny Committee
Date of meeting:	23 June 2021
By:	Assistant Chief Executive
Title:	Place Scrutiny Committee future work programme
Purpose:	To review and agree items for the Place Scrutiny Committee's future work programme and receive updates on previous work.

RECOMMENDATIONS: The Place Scrutiny Committee is recommended to:

1) Receive a verbal update on Workstyles Programme which covers potential changes to working practices and office use, and agree the timescale for a written report on the Workstyles Programme;

2) Note the work of the Highway Services Re-Procurement Project (HSRP) Scrutiny Member Reference Group and consider whether to re-establish the Reference Group to work on the next stages of the Project;

3) Note the report of the Archives and Historic Records Reference Group in appendix 2;

4) Review and agree agenda items for the future Committee meetings, including items listed in the work programme in appendix 3;

5) Review and agree topics for Scrutiny Reviews to be included in the Committee's future work programme; and

6) Review upcoming items on East Sussex County Council's (ESCC) Forward Plan in appendix 4 to identify any issues that may require more detailed scrutiny.

1. Background

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

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

2. Verbal Update on Workstyles Programme on changes to working practices and office use

2.1 At the Committee meeting held on 17 March 2021, the Committee requested a verbal update on the Workstyles Programme which is reviewing working practices and the Council's requirements for corporate office space post the Covid19 pandemic. This links to the Committee's work on climate change and the need to reduce carbon emissions from building use and staff travel. It is also relevant to the Committee's interest in the changes that may be needed in the way the Council operates and provides services in a post Covid world.

2.2 The Committee is recommended to receive a verbal update from Officers in the Human Resources and Organisational Development (HR&OD) and the Property Services Teams in the Business Services Department (BSD).

3. Highway Service Re-Procurement Project (HSRP) – Reference Group

3.1 The current Highways and Infrastructure Services (HIS) contract comes to an end on 30 April 2023 and officers have established the Highway Services Re-procurement Project (HSRP) to carry out the work needed to specify and retender the contract. The Place Scrutiny Committee agreed to form a Reference Group to work alongside officers on the development of the new contract in keeping with the previous involvement the Committee has had in this area of work.

3.2 The work of the Reference Group to date covers the planning and preparing of the Outline Business Case (stage 1) and planning and preparing the Outline Business Case (stage 2). For Stage 1, the Reference Group was comprised of Councillors John Barnes, Bob Bowdler (Chair), Godfrey Daniel and Andy Smith. They were joined by Councillor Darren Grover for their work on Stage 2 of the Project. In total the Reference Group has met on ten occasions to undertake their work on the Project and held three briefing sessions.

3.3 The Reference Group's comments, and input have been incorporated into the Outline Business Case (OBC) which was presented to, and agreed by, Cabinet on 26 January 2021. The Interim Report of the Reference Group (contained in appendix 1) accompanied the Cabinet report. Officers have now completed the work on the draft Detailed Business Case (DBC) and the draft DBC will be considered for approval by Cabinet at the meeting to be held on 13 July 2021.

3.4 The Scrutiny Committee, through the work of the Reference Group, has had input into and helped shape the content of the draft DBC. A second report from the Reference Group outlining their work and comments on the DBC will accompany the Cabinet report.

3.5 Once the DBC has been agreed the next stage of the Project is to deliver the procurement strategy (stage 3). This is the tendering of the HIS contract which will culminate in a report going to Cabinet to approve the award of contract. This does not require extensive involvement from scrutiny during the tendering process but there may be a need for some work around the time of the award of the contract. The final stage of the Project is the implementation and monitoring of the new contract.

3.6 The Place Scrutiny Committee is recommended to note the work that has been undertaken to date by the Reference Group and consider whether it wishes to re-establish the Reference Group to comment on the next stages of the Project.

4. Archives and Historic Records Reference Group

4.1 The Reference Group was established to examine the impact of the planned savings for the Archives and Records Service as part of the Medium Term Financial Plan (MTFP) and the implementation of The Keep Sustainability Plan (KSP). The Reference Group was comprised of Councillors Andy Smith (Chair) and John Barnes. The report in appendix 2 outlines their work and conclusions on the impact of the proposed savings on the Service.

Summary of Findings

4.2 Overall, the Reference Group was assured that the changes made through the implementation of The Keep Sustainability Plan will not impact on the historic record, with the KSP and Collections Policy supported by The National Archives. The savings made will leave a sustainable service which will still be able to provide high quality services. However, in the view of the Reference Group it will not be possible to make further savings in future without damaging the Service, as all avenues for reducing costs and increasing income have been explored. The Place Scrutiny Committee should maintain some involvement with the Service as it works to develop and implement the The Keep 5 year Strategy, and regarding any future changes to the Collections Policy.

4.3 The Committee is recommended to note the report of the Archives and Historic Records reference Group and the Reference Group's conclusions regard future scrutiny involvement with this Service.

5. Work programme and future scrutiny reviews

5.1 The Committee is asked to review the items in the work programme contained in appendix 3 of the report and agree the future agenda items and other scrutiny work of the Committee.

5.2 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.

6. Forward Plan

6.1 A copy of the Council's Forward Plan of executive decisions for the period 1 June 2021 to 30 September 2021 is included in appendix 4. 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.

7. Conclusion and reasons for recommendations

7.1 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 asked to note the work of the HSRP Reference Group, and consider whether to re-establish the Reference Group and to note the report of the Archives and Historic Records Reference Group. 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

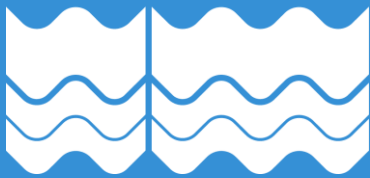
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BACKGROUND DOCUMENTS

None.

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Appendix 1

Highway Services
Re-Procurement Project

Interim Report of the Reference
Group

Councillors John Barnes
 Bob Bowdler (Chair)
 Godfrey Daniel
 Andy Smith

November 2020

The interim report of the Highways Contract Re-procurement Reference Group

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Introduction

1. The maintenance of the County's highways is one of East Sussex County Council's (ESCC) most visible services which everyone uses on a daily basis. Highways maintenance is of key importance to residents and businesses throughout East Sussex, who rely on roads and footpaths to be able to get to where they want to go, and to move goods and services around the County efficiently and safely.

2. The Place Scrutiny Committee and the former Economy, Transport and Environment (ETE) Scrutiny Committee have a long history of involvement with the Highways Maintenance Contract. Prior to the letting of the current Highways and Infrastructure Services (HIS) Contract the ETE Scrutiny Committee was closely involved in the development of the contract service delivery model and the key changes that were made to improve the service. Both Committees have also undertaken a number of scrutiny reviews on particular aspects of the service and policies in this area.

3. The current HIS Contract comes to an end on 30 April 2023 and officers have established the Highway Services Re-procurement Project (HSRP) to carry out the work needed to specify and retender the contract. The objectives of the Project are to select the next service delivery model (SDM) for the contract and the type of commercial contract that is to be used to retender the contract.

4. The Place Scrutiny Committee agreed to form a Reference Group to work alongside officers on the development of the new contract in keeping with the previous involvement the Committee has had in this work. The scope of the Reference Group's work is to:

- Act as a critical friend and provide input into the key stages of the Highway Service Re-procurement Project;
- Comment on the services to be included in the contract and the size and role of the client function;
- Provide input into the development of strategic outcomes and key performance indicators for the new contract;
- Review and comment on the contract model, Outline Business Case (OBC) and Detailed Business Case (DBC) prior to their approval by Cabinet;
- Represent wider Members' views on the key elements, delivery and performance of the contract and to advise on the ways to disseminate information about the development of the new contract to Members.

5. As part of the work of the Reference Group members will:

- Examine the arrangements and performance of the current Highways and Infrastructure Services contract to identify any areas for change and/or improvement.
- Consider the services to be included in the contract and the potential Service Delivery Models, including comparison with other local authorities.
- Review soft market research of the providers and developments/trends in the market for the provision of highway maintenance services (e.g. preferred contract type, duration, number of providers etc.).
- Review and comment on strategic objectives and key performance indicators (KPI's) for the new contract.
- Review and comment on the Outline Business Case (OBC) and Detailed Business Case (DBC) prior to their approval by Cabinet.

6. The Highway Services Re-procurement Project is comprised of a number of stages leading up to the commencement of the new contract in May 2023. This is a long-term piece of work and the purpose of this interim report is to cover the Reference Group's involvement in the first stages of the Project, which is the development of the Outline Business Case (OBC) prior to the agreement of the OBC by Cabinet in January 2021.

Background

7. Cabinet awarded the current Highways and Infrastructure Services Contract 2016-23 to Costain CH2M in December 2015. The services are delivered through an unincorporated joint venture agreement between Costain Ltd and Jacobs (formerly CH2M). This represented a change from the previous service delivery model (SDM), from a multiple provider arrangement to an Integrated Single Provider model. Separate contracts for the Highway term maintenance, maintenance of street lighting, traffic signals and fleet and special structures maintenance were replaced with an Integrated Single Provider contract for all services. This also included functions previously undertaken by the County Council's in-house highways team such as design work, dealing with insurance claims, customer services contact centre and Highway Stewards.

8. The current contract was awarded for a fixed seven-year term and has no provision for contract extensions, by design. The contract is based on the industry standard New Engineering Contract 3rd Edition (NEC3) Engineering and Construction Contract, modified as appropriate with output focused specifications to deliver our current maintenance policy and levels of service as the minimum required.

9. The contract includes 24 specific performance indicators (SPI's) which measure contract performance. It has targets linked to the contract outcomes which incentivise the contractor to deliver works for more value in order to access a potential 'gain share' reward payment, generated from any saving on target costs if a required performance level is achieved. Targets are increased each year to drive improvement.

10. The value of the work covered by the current contract arrangements is around £35 million to £40 million per year. This is broken down into the following elements:

- Highways Service Term Maintenance - £9.7 million revenue funding which covers reactive, cyclical and planned maintenance activities.
- Highways Core Capital Programme - £25 million covering structural road repairs, bridge maintenance and replacement street lighting programmes.
- Non-East Sussex Highways budgets - £5.4 million for Integrated Transport Management and Traffic Management & Safety.

11. The Highway Services Re-procurement Project uses the Council's four stage corporate Strategic Commissioning Framework and HM Treasury's Five Case Model as the basis for developing the business cases, which is considered best practice. The HSRP project is structured into the following:

Stage 1 – Planning & preparing the Outline Business Case (OBC)

Stage 2 – Planning & preparing of the full Business Case (DBC)

Stage 3 – Delivery of Procurement Strategy

Stage 4 – Implementation through Mobilisation & Training to Contract Commencement

12. The work of the Reference Group covers stages 1 to 2 of the Project. The work carried out by the reference Group to date, which is included in this report, covers stage 1, specific activities include the determination of the future contract outcomes and inputting into the options appraisal which evaluated a long list of options down to a short list of options.

Reference Group Work to Date

Strategic Case and Service Outcomes.

Development of the Strategic Case

13. The development of the Strategic Case is an assessment of why the Project is needed and the factors that will affect the procurement. The Council has a statutory duty to maintain the Highway in a safe condition and the road network must be available for people to use. The current HIS contract was let on a fixed term basis and therefore it is not possible to extend it. Consequently, the Council needs to procure a new contract to meet its statutory obligations and the policies it has in place.

14. The Reference Group noted that there are a number of future challenges arising from the new contract. They are:

- A likely increase in core costs (revenue) of the new maintenance contract;
- ESCC budget pressures are likely to continue
- There have been changes in the contractor marketplace and there are supply chain changes.

15. One of the strategic considerations when the contract was last re-tendered was the need to have cost certainty on the price of the new contract and to achieve savings required as part of the Council's Medium Term Financial Plan. This influenced the type of contract pricing used and the service delivery model selected to reflect the Council's financial position at that time.

16. The Council's financial position remains constrained, with a great deal of uncertainty about future levels of funding. Seeking price certainty would help with budget planning and mean the use of fixed price (lump sums) payment options, for the majority of core activities under the contract.

The Reference Group considers that having price certainty is important for the Council and should be included in the new contract arrangements.

Draft Service Outcomes

17. The Reference Group considered the draft service outcomes for the new contract which define the areas of focus for the new contract along with the Council's Overarching Priority Outcomes. The latter have been updated since the last contract was procured, and some of the Council's delivery outcomes have been changed to reflect the declaration of the Climate Emergency by the Council and the impact of Covid19 on services.

18. The service outcomes for the current HIS were developed to in conjunction with previous scrutiny reference group to address service delivery issues and desired improvements in the contract. They are listed below:

- To have the best network condition for the investment available and:
- Improve asset condition.
- Promote economic growth.
- Reduce the level of third-party claims.
- Provide value for money.
- Promote local engagement.
- Improve customer satisfaction and communications.

19. Since the development of the last contract, the service has delivered a number of improvements and successes, notably:

- An improvement in road condition as measured by the annual surveys
- Better understanding of ESCC's Highways assets
- Huge improvements in drainage response
- Demonstrable value for money
- £1.4million saving in the revenue budget
- Reduction in ESCC fixed costs and third-party claims.
- An improvement in customer satisfaction levels

20. Consequently, a new set of 8 service outcomes has been developed to reflect the changed circumstances and the new areas of focus in line with the requirements for the new contract. They are:

- Support initiatives that deliver carbon neutral services, schemes and incentives.
- Optimise and improve road network performance for all users and to support the local growth agenda.
- Enhance the local economy through road network expansion and improvement.
- Sustain a financially resilient service that delivers best value with the resources available.
- Engage effectively to understand and meet the needs of our citizens and communities.
- Embrace best practice, innovations and new technologies.
- Develop and sustain collaborative partnerships that deliver the objectives of all partners.
- Attract, develop, empower and retain the best people.

21. The Reference Group discussed the new service outcomes and whether they should be prioritised. Experience from other Councils showed that different service outcomes are important to different groups of residents and services users. The 8 service outcomes are consistent with the ones being used by other councils and capture the main areas of focus for the contract.

The Reference Group endorses the service outcomes for the new contract and agreed that they should be given equal weight rather than prioritise some over others.

Type of Commercial Contract

22. The Reference Group examined the type of contract that should be used. Industry best practice suggests that using the New Engineering Contract 3rd Edition (NEC3) Engineering and Construction Contract would be the best option, or a later revision (NEC4) if available at the time of procurement. NEC contracts are designed to get the best outcomes through shared objectives and a collaborative approach to service delivery. Using an NEC contract would be consistent with the current contract type which has successfully delivered services. All NEC contracts are designed around the following three principles:

- They stimulate good management of the relationships between those signing the contract and the work involved in the contract.
- They can be used in a diverse range of commercial situations, for a wide variety of work and in any location around the world.
- They are clear, simple and written in plain English, using a language and structure which is straightforward and easily understood.

The Reference Group supports the use of an NEC Contract for the procurement of the new Highways Maintenance Contract.

Outline Business Case

23. The development of the Outline Business case or OBC is where a range of future service delivery models (SDM) are appraised. The objective of the OBC is not to recommend a preferred SDM but to recommend a shortlist of potential feasible options that could best meet the Council's needs, the shortlisted options are then further developed in more detail at stage 2- the Detailed Business Case (DBC). The evaluation used three main groups of factors:

- Strategic Performance – delivering the service the Council needs
- Attractiveness; and
- Achievability in terms of having the capacity and resources to implement

24. The Reference Group were involved in a two-stage process whereby a short list of 5-6 SDM options was created through a strategic options analysis and appraisal process. This short list was then further reviewed to agree 2-3 options to be carried forward into the Detailed Business Case (DBC) stage of the procurement process.

25. The strategic options analysis was supported by Proving Services which is company based at Cranfield University formed as research group working with ADEPT (Association of Directors of Environment, Economy, Planning and Transport). Most of the members of the research group are County or Unitary authorities looking at the different options for the delivery of highways services and the highways sector.

26. Value for money and quality assurance are key areas of interest for the Project and Proving Services has been running a bench marking club for highways services with ADEPT over the last 8 years. Some of the key strategic themes for all authorities that have come out of this work are given below and are consistent with the service outcomes developed for the contract:

- Better connections with the communities they serve, including how they engage with the public and Parish & Town Councils;
- Local economy and environmental development issues;
- Democratically accountable services;
- Resilient and collaborative services; and
- Sustainable carbon neutral services.

27. The Reference Group heard from Proving Services that the value for money (VFM) assessment of the performance of the current contract is good for ESCC, and there is a lot that the Council may want to preserve.

28. The Reference Group commented that whatever service delivery model is selected, it needs to be flexible enough to deal with changes to transport that may be brought about as part of the revision of the Local Transport Plan (LTP) and climate change. The new contract also needs to be able to deal with changes that may result from the Government White Paper on Devolution.

Service Delivery Models

29. The Highway Services Re-procurement Project (HSRP) has been assisted by Proving Services in the development and assessment of the various service delivery models. Comparisons have been made with other local authorities to ensure ESCC is confident in its approach. The Reference Group considers there is strength and robustness in the approach that has been taken, which gives an increased level of confidence in the assessment and selection process used for the service delivery models.

Provider Market review

30. Proving Services have carried out a review of the market on behalf of ESCC. It has become apparent from this work that there are 24 authorities who will be coming to the market to re-procure their highways services contracts roughly within three years of each other. This may create a sellers' market with the providers in the sector. It is also worth noting that some current providers may leave this market sector.

31. The market review work has included forming a study group of around 8 local authorities to look at the market in more detail and the range of service delivery models available. The interim results of this work are that providers will be selective in what contracts they bid for. They will look for authorities with a good reputation and who are fair and reasonable to deal with.

The Reference Group considers that it is important for the Council to adopt a service delivery model which is attractive to the provider market and that meets the Council's service requirements.

Strategic Service Delivery Model options review and appraisal

32. A long list of 15 service delivery models was drawn up and assessed and scored against Performance, Attractiveness and Achievability factors. This produced a ranked list of options, the top 6 of which were shortlisted. The shortlisted options are:

- Option 2 - Single Provider Integrated Contract (Design & Works)
- Option 9 - Teckal Arms Length Company
- Option 7 - Joint Venture (Public to Private)
- Option 12 - Mixed Economy, Best Option by Function / Service
- Option 1 - Single Provider, Contractor & Design (Separate)
- Option 15 - Mixed Economy, Primary Design + Add On

33. Across the 8 authorities in the study group the 6 service delivery options shortlisted by ESCC represent the top performing options in terms of preferences. There is a good correlation between the ESCC shortlisted options, and the options identified as the preferred options by other local authorities. Appendix 008 of the Cabinet report sets out the full study findings. ESCC's top 6 options are the top 6 in terms of:

- being close to current service delivery models; and
- the top options for providers.

The Reference Group assessed and reviewed the top 6 shortlisted service delivery model options and confirmed their support to take them forward to the next stage, but recommended that the short list be reduced to 5 by dropping the 'Primary Design + Add On' option as it is very similar to the other options within the shortlist.

Service Delivery Models to be included in the Outline Business Case

34. The next stage of the analysis process was to consider the shortlist of 5 options in more detail to select 2-3 service delivery model options to take forward and include in the draft OBC for consideration by Cabinet. The key benefits and weaknesses of each model were reviewed and discussed by the Reference Group. A summary of the discussion of each option is outlined below.

Option 1 - Separate Contracts for Works and Design. This is similar to the current service delivery models but separates out maintenance works and design work into 2 separate contracts. In terms of market acceptability, the market likes this model and it reflects how the market is currently operating. The service appetite for this is mixed as the Council has had problems with this type of model in the past in terms of cost and efficiency in the handover of work. It would require a change in the structure of the Client. It scored second overall. Design is an area of focus for improvement.

Option 2 - Integrated Single Provider. There is a lot of confidence in delivering this model as it is the current service delivery model. In terms of market acceptability, the market favours this model. The range of maintenance activities provides a critical mass of work throughout the year and has the scope and scale of services including design work that is particularly attractive to the market. In respect of service appetite for this model there are no barriers to the implementation of this model, and there is some scope for improvement.

Option 9 – Teckal. This is where a Local authority Trading Company (LATC) would be formed to provide the services. There are a lot of aspects of this model that the Council has no experience of, and the Council may need to buy in additional expertise to run this service model. There is little market appetite for this model and there is a question as whether it would be profitable and will be more costly to set up. This model presents a number of potential critical barriers to implementation. There are not many examples of where this model is operating successfully.

Option 7- Joint Venture (JV). This option is very complex and has similar issues to the Teckal option. There would be a complex transition compared to the current model. There is no appetite from the market to create a Joint Venture. No one wants to do it, which is one of the critical barriers to implementation. There are merits in the model, hence the scoring, but very few JV contracts are in use at present or have been awarded recently. In terms of service appetite there are a lot on unknowns and there could be more barriers.

Option 12 - Mixed Economy. Under this model the Council would select different single providers for different aspects of the contract. This is very similar to the previous contract arrangement where there was a main contractor for works, separate contracts for lighting, traffic signals and fleet and special structures maintenance with an in-house design team plus an external top up contract. This is not something that the market favours as it is too narrow in scope and does not offer opportunities to do other work. This option is not favoured from a service perspective as there is no integration so ESCC would lose the efficiency gains it has achieved with the current contract arrangement, thereby adding to costs. The market appetite for this model is mixed to negative, and the client team would need to be larger.

35. The Reference Group commented that under the Separate Contracts for Works and Design model and the Integrated Single Provider model, the provider will sub-contract out the more specialist work leading to reputational risk for the Council if the quality of the work is not up to standard. The quality of work needs to be managed by the main contractor to prevent reputational damage. This has been an issue at times with the current contract and will need to be interrogated further at the DBC stage when looking at quality control and the provision of Highways Stewards.

36. The Reference Group noted that option 7 Teckal would be a huge change for ESCC and it scores lower. It would not be appropriate to take this option further forward in a time of such challenge in local authority funding, when cost certainty is important. It was acknowledged that JV option 7 and Mixed Economy Option 12 also have potential critical barriers to implementation and therefore the Reference Group agreed that these three options should not be taken forward.

37. The recommendation is to take the first 2 options forward into the draft Outline Business Case (OBC) namely:

- Option 2 - Integrated Single Provider model; and
- Option 1 - Separate contracts for Works and Design model.

38. The reference Group heard that the other local authorities in the Study Group who had completed their scoring of the options had equal top scores for the first 2 options, with the Integrated Single Provider option ranked first. The Reference Group commented that the scoring comparison with other local authorities gave confidence that the recommended final two options were the right options to be taken forward. Full details of the study findings are set out in appendix 008 of the Cabinet report.

The Reference Group endorses the recommendation that the final two options that should be taken forward in the draft OBC are options 1 and 2 as they represent the most favourable and sensible options.

Service Delivery and Continuous Improvement

39. As part of its work the Reference Group considered the areas of the current contract where there may be issues or opportunities for improvement. This is based on the operation of the existing contract and the scrutiny review work that the Committee has undertaken in this service area.

40. The Project Team have also sought the views of the Client Team and other Teams within the Communities, Economy and Transport department on areas where there may be scope for improvement. Further survey work has also been carried out to seek the views of the highways contract staff on ways in which the service might be improved. This work has been resulted in around 16 suggestions where staff think there is a possibility of making improvements.

41. A summary of the areas for improvement which the Reference Group suggests are taken forward through consideration of the DBC and addressed in the next stage of the project is given in appendix 1, with quality assurance and the role of Highways Stewards being one of the main areas for further work.

Summary

42. The Reference Group has completed the first stage of its work on the selection of the service delivery models and the development of the draft Outline Business Case. It supports the selection of Integrated Single Provider and the Separate contracts for Works and Design service delivery models as the recommendation of the OBC to further develop these two options at the next DBC stage

43. The Reference Group has identified some areas of interest for improvement of the contract and will continue its involvement as the project moves into the next stage to develop the Detailed Business Case.

Appendix 1:

Summary of the Areas for Improvement

Quality Control / Quality Assurance - There have been issues with the quality of sub-contracted work (supply chain management) and there is a need for more robust/greater control of this area of work and it can lead to reputational damage for the Council. The work on the DBC will explore whether the current resources in the Client Team for this work is sufficient and whether bringing the Highway Stewards in-house would provide a better service.

Member Communications - ESCC Councillors should always be included in communication on issues within their division and training could be provided on the role of Councillors and the issues that are important to them to improve the two-way dialogue with Contact Centre staff.

Highway Stewards - Consistency of stewardship (identification of all defects) and their ability to enforce issues and standards. There may need to be a greater understanding of their role and making sure they can deliver against these expectations. Their relationship with County Councillors is key and an introduction when taking over the role would be beneficial as Councillors are often aware of long-term issues within their Division. For issues which reoccur a different approach may be needed to investigate and find solutions.

Customer Communications – Timeliness of communications (all stakeholders): a response to enquiries is always given but not always in a timely way. A review of response times in the contract may be needed. Channel shift and innovation: it would be good to be able to use an app on a smartphone to report problems/log service requests (e.g. the Report It App used by Lewes DC and Eastbourne BC). The resilience of communications with the Contact Centre may need reviewing at times of peak demand.

Stakeholder Engagement – The relationship and approach to relationships with District Borough, Parish and Town Councils should to be reviewed as part of the new contract arrangements.

Grass Cutting – The timing of the grass cutting service means that at present the grass is sometimes cut before wildflowers have time to set seed. Grass cutting arrangements under the new contract should be examined to see if more flexibility on the timing of cuts can be introduced to benefit biodiversity.

Performance Management and the Incentivisation Model - Do we have the right Strategic Performance Indicators for the contract? These will be reviewed as part of the next stage of the Project together with the incentives in the contract.

Third party works - Under the current contract there is a facility for other organisations such as Parish Councils to arrange and pay for works to be delivered by the contractor. At times the response times for third party works (internal & external) have been long/slow and this may need improving if this facility is retained within the contract.

Management of Utility Company reinstatement of works. The poor quality and timeliness of utility reinstatement work has featured in a number of scrutiny reviews. Are there any measures that could be taken in the new contract to strengthen the approach to this issue?

Knowledge and Management of the Drainage Asset – Work should continue to gain a full understanding of the location and condition of the highway drainage network.

Road Markings – Consideration should be made for the provision of additional resources within the contract core services for this category of work.

Road Repairs - There is a perception that the Council is not taking the easy approach to how repairs are prioritised. The process of managing repairs of potholes, particularly in times of poor weather or backlogs of works, may need reviewing (e.g. by using a process mapping approach). The use of innovation and a flexible approach to road repairs (e.g. use of jet patching and new techniques) should be encouraged in the new contract.

Climate Change – The new contract should take into account the Council's target for achieving carbon neutrality and include measures such as reporting the carbon footprint of the contract and the use of measures to reduce carbon emissions, such as electric vehicles and alternatively powered zero emission vehicles, in the delivery of the contract.

Appendix 2:

Scope and terms of reference of the reference group

The Reference Group was established to:

- Act as a critical friend and provide input into the key stages of the Highway Service Re-procurement Project;
- Comment on the services to be included in the contract and the size and role of the client function;
- Provide input into the development of strategic outcomes and key performance indicators for the new contract;
- Review and comment on the contract model, Outline Business Case (OBC) and Detailed Business Case (DBC) prior to their approval by Cabinet;
- Represent wider Members' views on the key elements, delivery and performance of the contract and to advise on the ways to disseminate information about the development of the new contract to Members.

Reference Group Membership and project support

Reference Group Members: Councillors Bob Bowdler (Chair), John Barnes, Godfrey Daniel and Andy Smith.

The Project Manager was Martin Jenks, Senior Democratic Services Adviser.

Phil McCorry, Business Improvement Manager provided ongoing support to the Reference Group throughout the review.

Reference Group meeting dates

Reference Group meetings – 27 May 2020, 16 July 2020, 8 September 2020, 29 September 2020 and 2 November 2020

Knowledge Bite sessions – 11 June 2020, 30 June 2020, 8 July 2020.

Witnesses providing evidence

The Reference Group would like to thank all the witnesses who provided evidence in person:

ESCC officers

Karl Taylor, Assistant Director; Dale Poore, Contract Manager Highway Infrastructure Services; Phil McCorry, Business Improvement Manager; Ruby Brittle, Stakeholder & Engagement Manager.

External Advisers

Simon Wilson, Proving Services

Evidence papers

Item	Date considered
Provider Market Review & Strategic Options Review (Options Appraisal) - Interim Findings	16 July 2020

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Appendix 2

Archives and Historic Records Service

Report by the Reference Group:

Councillors John Barnes
 Andy Smith (Chair)

April 2021

Place Scrutiny Committee

The report of the Archives and Historic Records Reference Group

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Introduction

1. Through the Council's Reconciling Policy, Performance and Resources (RPPR) budget setting process, the Place Scrutiny Committee became aware of proposed savings in the Archives and Records Service based at The Keep of £210,000 over the financial years 2019/2020 to 2022/23. The Committee wanted to better understand the impact of the proposed savings on the services offered and whether they would negatively affect the Service's ability to provide a quality service and conserve the historic record. The Place Scrutiny Committee agreed to form a Reference Group at the meeting held on 18 September 2019 to examine how the savings would be implemented and whether the Service would be negatively affected.
2. Since the Place Committee agreed to examine this issue the Coronavirus pandemic and the national lockdowns have delayed the completion of the Reference Group's work.

Background

3. The Keep is a purpose-built archive in Falmer, completed in 2013 at a cost of approximately £15million. It is home to the East Sussex and Brighton and Hove Record Office (ESBHRO), the Royal Pavilion & Museums' (RPM) Local History Collections and the University of Sussex Special Collections. It provides for the permanent preservation of the current and future archival heritage and historical resources of the partners and is open to the public for people wishing to view archival material and attend talks and events.
4. The Keep operates as a partnership between East Sussex County Council (ESCC), Brighton and Hove City Council (BHCC) and the University of Sussex (UoS). The individual partners remain sovereign in terms of their own legal duties and responsibilities including the accession and storage of materials or collections. The partnership is governed by a Board comprising senior officers of the three partner organisations, and the Board is responsible for strategic decision-making for The Keep.
5. The partners have previously sought to deliver savings by reducing building-related costs and securing increased external income. In April 2019 the Keep Board endorsed the *Keep Sustainability Plan 2019/20 – 2021/22* (the KSP) which is a savings and income plan to ensure the financial sustainability of The Keep in the medium term. This is in the context of the increasing financial pressures on local government and the higher education sector. The driving principle behind the development of the KSP is to identify savings from the discretionary functions provided at The Keep by ESBHRO, ensuring that the partners can continue to discharge their statutory and legal responsibilities.

Reference Group Findings

Governance

6. The Reference Group examined the governance arrangements for The Keep to see how the partners and other stakeholders are involved with the changes being made to the service. Each of the three partners is represented on the Board which makes the strategic decisions regarding the management of The Keep. Day to day operational management of the Service is the responsibility of The Keep Management Team (KMT) which is comprised of staff from ESCC, University of Sussex and Brighton Royal Pavilion & Museums.

7. There is a Keep Collections Panel (KCP) which includes Archivists, the Conservator and a representative from The National Archives which keeps an overview of the archive collections and assesses and advises on new collections and accessions material. Each partner makes their own decisions relating to accessions but takes advice from KCP which represents all partners. The Keep Management Team also works with the Friends of The Keep Archives (FoTKA) and other partners to preserve the historic record. There is an active user group made up of FoTKA, researchers and representatives from Sussex Family History Group who provide input into the management of the Service from a lay and end user perspective.

8. The Reference Group found that there are sound and robust governance arrangements in place to manage the Service and the changes that are being made. The interests of all the partners and stakeholders have been represented in the change process.

The Keep Sustainability Plan (KSP)

9. The driving principle behind the development of the Keep Sustainability Plan (KSP) is to identify savings from the discretionary functions provided at The Keep by ESBHRO, ensuring that the partners can continue to discharge their statutory and legal responsibilities, and to provide a financially sustainable service into the future. This has been informed by a review of the partners objectives and duties.

10. All partners are committed to maintaining a high quality, professional service at The Keep. The KSP will ensure that the partners can still deliver their statutory and legal duties, maintain a good degree of public access and deliver the required savings. The KSP has three parts, namely:

- Part 1 – This reviewed the role of Archivists and services to the public and was implemented in June 2019.
- Part 2 – commenced from March 2020 onwards and has examined the operating hours of the service and involved a public consultation on revised opening hours. A consultation has been undertaken with staff and the changes will be implemented from the beginning of April 2021.
- Part 3 – involves a review of external funding and income generating opportunities, including the use of The Keep building.

11. The Reference Group heard that there had been active engagement with all stakeholders and partners, including The National Archives, in developing the Keep Sustainability Plan and implementing the changes to the Service. Representatives from The National Archives have taken a lot of interest in the KSP and have asked challenging and probing questions. They have requested details of the restructure and are comfortable with the continuing service offer.

Savings

12. The Reference Group heard that the delivery of the savings target was realistic and would be predominately made up of savings from changes to staffing and opening hours. Some of the target would be achieved through income generation, although the ability to generate more income is limited. The work on the KSP has involved looking in detail at the way the public use the site and identifying smarter ways of working. The Keep Management Team are confident that the new structure is workable and still enables the provision of a high quality service.

13. The Reference Group noted that in their view further cuts to the service should be resisted at all costs as they would be likely to damage the archive and services provided by The Keep.

Income Generation

14. The Reference Group examined the main sources of income generation, which are listed below. The main sources of income are:

- The events programme – talks, workshops, events, visiting speakers.
- Reprographic and research services.
- Room and office space rental.
- Income from Family history research and records e.g. via Ancestry.

15. The Reference Group supports the work being undertaken to expand the sources of income, including longer term income from paid for on-line services and maximising the use of the non-public space within the building. Having seen the success of paid for webinars over the last year, the Reference Group suggests that it would be worth exploring the expansion of online events such as webinars, which can reach a wider audience and reduce the need to travel to The Keep.

16. The Keep does seek external funding through various organisations including the Sussex Family History Group and FoTKA. Individual funding applications are made to acquire material that is important to the collection. The Reference Group also heard that New Burdens funding is being used to support the work to incorporate hospital and prison records into the archive collection. Members of the Reference Group are also in favour of seeking endowments or legacies to fund the work of The Keep.

17. Overall, the Reference Group considers that all possible sources of income are being explored by the Team at the Keep in order to fund the ongoing work of the Service. The Reference Group and The Keep team agree there is value in developing areas of the collection relevant to people's interests and income generation opportunities, which complements the statutory record keeping responsibilities of ESBHRO.

Accessions and Collections Policy

18. The East Sussex and Brighton & Hove Records Office (ESBHRO) focusses on the statutory functions of two of the partners. Other organisations and partners such as the University of Sussex, FoTKA and the Sussex Family History Group primarily have an interest in the preservation of other records. The Reference Group examined the possible risk to accessions and the historic record by charging for cataloguing some collections (or parts of collections) that are offered to The Keep that are not assessed as being relevant to the collection, and the possibility that the Collections Policy may not adequately reflect the material that will be important in the future.

19. The Reference Group heard that accessions and the Collections Policy is led by professional Archivists. The Collections Policy has been written by Archivists with input by The National Archives. The Collections Policy, which has been updated, was approved by the Keep Collections Panel (KCP) and The National Archives. There is a section in the Collections Policy for future acquisitions and to identify any gaps in the collection. The archive is accredited by The National Archives and the accreditation is regularly assessed through an on-site inspection process. Consequently, the approach to the collection and the Collections Policy has the full backing of The National Archives.

20. The collections work is led by professional Archivists who have a lot of experience and knowledge of the collections at The Keep. They have led and embraced new ways of working which has included different ways to prioritise work and concentrate on material that is relevant to the collections. There is now more emphasis at the beginning of the collection process where new material is assessed in more detail to prioritise what is most relevant to the collections at The Keep. Previously the approach was often to take all the material and store it and then work through it as resources and time allowed.

21. ESBHRO is still taking in documents and other archive material. However, the assessment of new material offered to ESBHRO aims to tackle the expectations of organisations offering it, and ESBHRO may ask for a financial contribution towards storing and preserving material that is not assessed as being as important to the collection. The Reference Group notes the importance of the Collections Policy in keeping the collection relevant to future needs. A broad acquisitions policy is needed to ensure relevant material is assessed and collected even if funding is not immediately available for the processes necessary to make items available to the public. Scrutiny may wish to keep a watching brief over the Collections Policy regarding changes in the future.

22. The Reference Group is assured that ESBHRO is still taking all material that is assessed as being important to the archive. Consequently, the archive is protected against losing material that would be valuable to the historic record. The Reference Group notes the difficulty that exists in accurately predicting what material will be important in the future and Collections Policy will need to reflect this.

Future Work

23. The Reference Group investigated a number of areas of future work that will be important to the Service. These include digital services, whether they are paid for services such as events or accessing the collection online, the storage of digital records as they become more common, and promoting the services that are offered.

Promoting the Service

24. The Keep Management Team is working on a 5 year Strategy on how to take the whole entity of The Keep partnership forward, which reflects the different partner's needs. This will cover promoting the Service, widening the demographic of those using the Service and keeping the Service sustainable.

25. The Reference Group believes that what the Team is doing to promote the Service is needed in order to raise the profile of the good work that is taking place. Many people may not realise the important work that The Keep undertakes. The way The Keep is operated is a good example of an innovative joint working model between a range of different partners and should be commended. Scrutiny may wish to continue to be involved with the Service as it continues to develop. Maintaining the relevance of the Service to people's current and future interests, and keeping up with new technology, will be key to promoting it further, widening the use of the Service and sustaining income. The use of social media will play an important part in promoting the Service to a wider audience and to stimulate interest in the collection (e.g. posting an interesting historic picture can generate a lot of interest compared with more conventional publicity methods).

Online Offer and Website

26. The Team have updated the web site and have been looking at ways to answer some of the more routine enquiries online. A number of help sheets have been produced to help less academic researchers. The collection has a really good online catalogue, but people need some training to get the best out of it. The partners have been doing blogs on how to use the catalogue and an introduction on how to use the catalogues and do keyword searches is available on the website. The Keep now has a new online system that allows the Team to put digitalised images online and charge for them.

27. The Reference Group views maintaining a good online offer as critically important as many people now seek to access to information this way, especially after the Covid19 restrictions. It also offers opportunities to increase income through the delivery of webinars and other online events.

Digital Records

28. The Reference Group explored the provisions that are being made for digital and online record storage and the changes in storage formats and the ability to access the information on them (e.g. floppy discs, tapes, memory sticks, cloud storage etc.). The Reference Group heard that the ESBHRO is developing a Digital Preservation Strategy and is accepting digital records. The Keep has arrangements in place to access various storage media. However, there are a lot of challenges in this area, for example where you have multiple versions of the same document. The Team is also working with the Digital Preservation Group which incorporates University of Brighton, University of Sussex, Royal Pavilion Museums and Brighton & Hove City Council.

29. The Reference Group considered that it would be beneficial to keep a watching brief on the development of digital archives as it is likely that more digital material will need to be stored in the future, together with having the technology to access or retrieve it from different media.

Conclusions

30. Overall, the Reference Group is assured that the changes made through the implementation of The Keep Sustainability Plan will not impact on the historic record, with the KSP and Collections Policy supported by The National Archives. The savings made will leave a sustainable service which will still be able to provide high quality services. However, in the future further savings will not be possible without damaging the Service, as all avenues for reducing costs and increasing income have been explored. Scrutiny should maintain some involvement with the Service as it works to develop and implement the 5 year Strategy, and regarding any future changes to the Collections Policy.

Appendix:

Scope and terms of reference of the Reference Group

The Reference Group was established to consider the following:

- a) Manually numbered list of the lines of enquiry.

Add any note re the scope of the review.

Reference Group Membership and project support

Reference Group Members: Councillors Andy Smith (Chair) and John Barnes.

The Project Manager was Martin Jenks with additional support provided by Simon Bailey

Ceris Howard provided ongoing support to the Reference Group.

Reference Group meeting dates

15 December 2020

24 March 2021

Witnesses providing evidence

The Board would like to thank all the witnesses who provided evidence in person:

ESCC officers

Nick Skelton, Assistant Director Communities

Ceris Howard, Team Manager Archive Services & The Keep

Evidence papers

Item	Date considered
The Keep Sustainability Plan 2019/20 – 2021/22 (KSP). Briefing Note.	15 December 2020
East Sussex and Brighton & Hove Records Office (ESBHRO) Collections Policy. October 2020.	24 March 2021
Archive Services Accreditation Scheme (Leaflet). The National Archives.	24 March 2021

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Place Scrutiny Committee – Work Programme

Current Scrutiny Reviews		
Title of Review	Detail	Proposed Completion Date
To be agreed.		
Initial Scoping Reviews		
Subject area for initial scoping	Detail	Proposed Dates
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.	To be agreed.
List of Suggested Potential Future Scrutiny Review Topics		
Suggested Topic	Detail	
Highway Licence Fees	To review the way in which licence fees are levied on Parish and Town Councils for items placed on the highway and explore options to reflect the different size and nature of such organisations.	
Communications	The Committee would like to review the Council's Communications function to understand the current work that is being delivered, the use of new technologies, and the potential impact of any changes that may be proposed to the service.	

Scrutiny Reference Groups		
Reference Group Title	Subject Area	Meetings Dates
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-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).	March 2021 to May 2021.
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 April 2021.
Reports for Information		
Subject	Detail	Proposed Date
Working Practices Changes	To receive an update on the changes to working practices/working methods for ESCC staff and the use of the Council's estate in light of the changes brought about by the Covid19 pandemic.	Verbal update June 2021. Report in September/November 2021 (date to be agreed)
Economic Regeneration and Support for Business	To have a report from the Economic Development team on their work to support businesses and economic regeneration following the Covid19 pandemic and the impact of national lockdowns on the local economy.	September/November 2021
Trading Standards Service.	To gain an understanding of the current work and focus of the Trading Standards Team, and to examine whether the proposed savings will still allow a sustainable service to be provided, especially in protecting vulnerable people through the work on Scams and with Community Safety partners.	September/November 2021

Broadband Project and Gigabit Voucher Scheme	To receive on update on the roll out of the Broadband Project and how ESCC's additional support for the Gigabit Voucher scheme is enabling access to broadband services by hard to reach properties/communities.	September/November 2021
Training and Development		
Title of Training/Briefing	Detail	Proposed Date
Scrutiny Committee Induction	Provision of induction training session for new and returning scrutiny committee members to cover scrutiny committee meeting arrangements; scrutiny powers; scrutiny remit and work planning.	7 and 14 June 2021
Future Committee Agenda Items		Author
22 September 2021		
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"> • Reports for future meetings • Scrutiny reviews and potential scrutiny reviews • Items from the Forward Plan 	Senior Democratic Services Adviser
17 November 2021*	*meeting date to be rescheduled.	
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"> • Reports for future meetings • Scrutiny reviews and potential scrutiny reviews • Items from the Forward Plan 	Senior Democratic Services Adviser
March 2022		
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"> • Reports for future meetings • Scrutiny reviews and potential scrutiny reviews • Items from the Forward Plan 	Senior Democratic Services Adviser
June 2022		
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"> • Reports for future meetings • Scrutiny reviews and potential scrutiny reviews • Items from the Forward Plan 	Senior Democratic Services Adviser

Work Programme updated: 15 June 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, individual Cabinet member or officer 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. Only key decisions to be taken by officers are included.

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

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- the name of the individual or body that is to make the decision and the date of the meeting or relevant time period for an officer decision
 - the title of the report and decision to be considered
 - groups that will be consulted prior to the decision being taken
 - a list of documents that will be considered when making the decision
 - 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. Key decisions taken by officers will not be taken at a meeting – documents listed can be made available on request to the contact officer, with the exception of those which contain exempt/confidential information.

For further details on the time of meetings and general information about the Plan please contact Andy Cottell at County Hall, St Anne's Crescent, Lewes, BN7 1UE, or telephone 01273 481955 or send an e-mail to andy.cottell@eastsussex.gov.uk. For further detailed information regarding specific issues to be considered by the Cabinet, individual Member or officer 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 June 2021 TO 30 September 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 and Climate Change
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 Bob Bowdler – 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
11 Jun 2021	Lead Member for Adult Social Care and Health	Supported Apprenticeships for residents in supported accommodation The decision being made is whether to approve Contain Outbreak Management Funding (COMF) for £645 000 to provide a one-off programme of work to support people who are living in supported accommodation into apprenticeships. People living in supported accommodation (as well as those in temporary accommodation and those at risk of becoming homeless) are often not in work	KD		Report, other documents may also be submitted	Darrell Gale 01273 336032

		<p>or training. They may require additional support to take up an apprentice scheme or a programme to see if they would be interested/ appropriate to take on an apprentice (Sector Based Work Academy Programme - SWAP).</p> <p>The funding would enable up to 150 SWAPs and 50 supported apprenticeships in key sectors including health, care, construction and the visitor economy.</p>				
17 Jun 2021	Lead Member for Resources and Climate Change	<p>East Sussex County Council corporate office requirement - Hastings office</p> <p>To seek approval for signing of leases for office accommodation in Hastings</p>	P		Report, other documents may also be submitted	<p>Nigel Brown</p> <p>07394 410630</p>
17 Jun 2021	Lead Member for Resources and Climate Change	<p>Modernising Back Office Systems (MBOS) - Preferred Solution Provider</p> <p>To approve the engagement of the preferred implementation and technical solution provider.</p>	<p>P</p> <p>KD</p>		Report, other documents may also be submitted	<p>Phil Hall</p> <p>078576555532</p>
21 Jun 2021	Lead Member for Transport and Environment	<p>ESCC response to Government Bus Strategy</p> <p>To decide whether ESCC will indicate to government its notice of intent to prepare an Enhanced Partnership Plan and accompanying Enhanced Partnership Scheme, as required and set out in section 138F of the Transport Act 2000.</p>	KD		Report, other documents may also be submitted	<p>Carl Valentine</p> <p>01273 336199</p>
21 Jun 2021	Lead Member for	Notice of Motion: To request the Cabinet set			Report, other	Brian Banks

	Transport and Environment	an authority-wide default 20mph limit for urban and village roads			documents may also be submitted	01424 724558
21 Jun 2021	Lead Member for Transport and Environment	Petition to improve road safety on the B2116 near Plumpton Lane To consider the petition calling on the County Council to improve road safety on the B2116		Local Members	Report, other documents may also be submitted	Michael Higgs 01273 482106
24 Jun 2021	Lead Member for Adult Social Care and Health	Extra Care Contract Awards To seek approval from the Lead Member for Adult Social Care and Health to award Extra Care contracts, prior to a competitive tender for new contract awards in January 2023.	KD		Report, other documents may also be submitted	Angela Yphantides 01273 336599
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	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	NHS White Paper - Integration and Innovation To inform Cabinet of the potential implications for the County Council in			Report, other documents may also be submitted	Mark Stainton 01273 481238

		respect of the White Paper “Integration and Innovation - working together to improve health and social care for all’, ahead of the anticipated Health and Care Bill later in the year.				
6 Jul 2021	Lead Member for Resources and Climate Change	Land transaction with Eastbourne College, Eastbourne Land at Eastbourne College, Eastbourne	P		Report, other documents may also be submitted	Nigel Brown 07394 410630
6 Jul 2021	Lead Member for Resources and Climate Change	Lease renewal at St Mary's House, Eastbourne Lease terms to renew the occupancy of St Mary's House, Eastbourne	P KD		Report, other documents may also be submitted	Peter Smith 01273 337647
6 Jul 2021	Lead Member for Resources and Climate Change	Notice of Motion: Carbon Neutrality by 2030 To consider the Notice of Motion calling for the County Council to bring forward the date at which it aims to become carbon neutral from 2050 to 2030.			Report, other documents may also be submitted	Andy Arnold 01273 481606
6 Jul 2021	Lead Member for Resources and Climate Change	Transfer of freehold of the Cuckoo Trail Transfer of that part of the Cuckoo Trail that is held freehold by East Sussex County Council to Wealden District Council subject to due diligence	KD		Report, other documents may also be submitted	Zoe Tweed 01273 336104
6 Jul 2021	Lead Member for Resources and Climate Change	Wadhurst former Household Waste Recycling Centre - disposal	P		Report, other documents may also be submitted	Peter Smith 01273 337647
13 Jul 2021	Lead Member for Strategic	Coronavirus contingency arrangements To review the temporary measures agreed			Report, other documents may	Philip Baker

	Management and Economic Development	by the Leader of the Council in April 2020 in relation to the Coronavirus pandemic			also be submitted	01273 481564
13 Jul 2021	Lead Member for Strategic Management and Economic Development	<p>Growing Places Fund round 3 Loan Funding Agreement - The Observer Building Hastings (Phase 2)</p> <p>To approve the loan funding from the South East Local Enterprise Partnership's Growing Places Fund Round 3 to The Observer Building Hastings (Phase 2) project</p>			Report, other documents may also be submitted	<p>Marwa Al-Qadi</p> <p>01273 336439</p>
13 Jul 2021 Page 66	Lead Member for Strategic Management and Economic Development	<p>LEP Funded Capital Programme Financial Statement - Confirmed Spend for 2020/21 and Forecast for 2021/22</p> <p>Agree and approve the Local Growth Fund, Growing Places fund and Getting Building Fund spend for 2020/21 and the forecast for 2021/22</p>			Report, other documents may also be submitted	<p>Marwa Al-Qadi</p> <p>01273 336439</p>
13 Jul 2021	Lead Member for Strategic Management and Economic Development	<p>UK Community Renewal Fund - Grant Agreements</p> <p>To approve East Sussex County Council (ESCC) as local lead authority, entering into a grant agreement with the Ministry of Housing, Communities and Local Government for the UK Community Renewal Fund (CRF), and to enter into back to back grant agreements with successful CRF bid applicants in East Sussex to manage and transfer the CRF monies to individual projects.</p>	KD		Report, other documents may also be submitted	<p>Marwa Al-Qadi</p> <p>01273 336439</p>

13 Jul 2021	Cabinet	Highways Contract Re-procurement Project (DBC) 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.	P KD		Report, other documents may also be submitted	Phil McCorry 01273 335993
13 Jul 2021	Cabinet	Internal Audit Annual Report and Opinion 2020/21			Report, other documents may also be submitted	Russell Banks 01273 481447
13 Jul 2021 Page 67	Cabinet	Reconciling Policy, Performance and Resources (RPPR) - State of the County 2021 To consider the State of the County report and begin the Reconciling Policy, Performance and Resources (RPPR) process for 2022/23 and beyond.	KD		Report, other documents may also be submitted	Claire Lee 07523 930526
19 Jul 2021	Lead Member for Transport and Environment	Eastbourne Town Centre Improvement Scheme Phase 2a (Terminus Road: Bankers Corner to Langney Road) To consider the final design of the Eastbourne Town Centre Improvement Scheme Phase 2a ahead of advertisement of the associated Traffic Regulation Orders and construction	KD	Local Members	Report, other documents may also be submitted	Rebecca Newby 01273 336434
22 Jul 2021	Lead Member for Education and Inclusion, Special Educational Needs and Disability	Lowering the age range at Cradle Hill Community Primary School To seek Lead Member approval to publish statutory notices in respect of a proposal to lower the age range at Cradle Hill	Open	Local Members Parents School	Report, other documents may also be submitted	Jane Spice 01323 747425

		Community Primary School to enable the governing body to provide early years provision on the school site.				
22 Jul 2021	Lead Member for Education and Inclusion, Special Educational Needs and Disability	Proposed re-designation of Special Educational Needs facility at Wallands Community Primary School. To seek Lead Member approval to publish a statutory proposal to re-designate the SEN facility at Wallands Community Primary School from 1 September 2022, to also include pupils with a primary need of Autistic Spectrum Disorder (ASD).	KD		Report, other documents may also be submitted	Gary Langford 07584 262521
30 Sep 2021 Page 68	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
30 Sep 2021	Cabinet	East Sussex, Brighton & Hove and the South Downs NPA Waste and Minerals Plan Review To recommend to Full Council that; the Proposed Submission of the Plan is published for statutory public consultation; that authorisation is given to subsequently submit the Plan to the Secretary of State for Examination, and; to provide authorisation to the Director of CET to agree to any draft modifications to the Plan in order to make it sound and for these modifications to be published for consultation.	KD		Report, other documents may also be submitted	Olu Abiwon

30 Sep 2021	Cabinet	<p>Home care and extra care contract re-tender</p> <p>To consider proposals in relation to the re-tendering of home care and extra care service provision from January 2023 when the current contracts end.</p>	<i>KD</i>	<p>Home care provision is Countywide.</p> <p>We have already consulted with a range of internal and external stakeholders including home care providers, care workers, clients and carers.</p>	Report, other documents may also be submitted	<p>Sarah Crouch</p> <p><i>01273 481110</i></p>
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