



## PLACE SCRUTINY COMMITTEE

FRIDAY, 26 NOVEMBER 2021

10.30 am COUNCIL CHAMBER, COUNTY HALL, LEWES

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 - 12*)
2. Apologies for absence
3. Disclosures of interests  
Disclosures by all members present of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.
4. Urgent items  
Notification of items which the Chair considers to be urgent and proposes to take at the appropriate part of the agenda. Any members who wish to raise urgent items are asked, wherever possible, to notify the Chair before the start of the meeting. In so doing, they must state the special circumstances which they consider justify the matter being considered urgent.
5. Reconciling Policy, Performance and Resources (RPPR) (*Pages 13 - 38*)  
Report by the Chief Executive.
6. Scrutiny Review of Becoming a Carbon Neutral Council - Progress report (*Pages 39 - 56*)  
Report by the Director of Communities, Economy and Transport and the Chief Operating Officer.
7. Workstyles Review - Update report (*Pages 57 - 70*)  
Report by the Chief Operating Officer.
8. East Sussex Road Safety Programme Outcomes (*Pages 71 - 98*)  
Report by the Director of Communities, Economy and Transport.
9. Work programme (*Pages 99 - 116*)
10. Any other items previously notified under agenda item 4

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18 November 2021

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*NOTE: As part of the County Council's drive to increase accessibility to its public meetings, this meeting will be broadcast live on its website and the record archived. The live broadcast is accessible at: [www.eastsussex.gov.uk/yourcouncil/webcasts/default.htm](http://www.eastsussex.gov.uk/yourcouncil/webcasts/default.htm)*

## PLACE SCRUTINY COMMITTEE

MINUTES of a meeting of the Place Scrutiny Committee held at Council Chamber, County Hall, Lewes on 22 September 2021.

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

ALSO PRESENT Philip Baker, Assistant Chief Executive  
Rupert Clubb, Director of Communities, Economy and Transport  
Nick Skelton, Assistant Director Communities  
Matt Scott, Chief Digital Information Officer  
Khy Perryman, Information Security & Governance Manager  
Rachel Jarvis, Head of Finance - Planning & Reporting  
Lucy Corrie, Head of Communities  
Martin Jenks, Senior Democratic Services Adviser

### 8. MINUTES AND ACTIONS FROM THE PREVIOUS MEETING

8.1 The Committee RESOLVED to agree the minutes of the meeting held on 23 June 2021 as a correct record and agree the recommendations made at the meeting.

### 9. APOLOGIES FOR ABSENCE

9.1 Apologies for absence were received from Councillor Alan Hay. Apologies were received from the Lead Members Councillors Nick Bennett, Claire Dowling and Rupert Simmons. Apologies were also received from Phil Hall, Chief Operating Officer and Ian Gutsell, Chief Finance Officer.

### 10. DISCLOSURES OF INTERESTS

10.1 There were no disclosures of interests.

## 11. URGENT ITEMS

11.1 There were no urgent items.

## 12. RECONCILING POLICY, PERFORMANCE AND RESOURCES (RPPR) 2022/23

12.1 The Assistant Chief Executive introduced the report. He outlined that this is the start of scrutiny's engagement in the budget setting process for 2022/23 and beyond. The State of the County report in July set out the context for the detailed financial planning during the rest of the year. The financial and policy position remains one of uncertainty and there have been a number of developments since July which will be covered in an RPPR Update Report which will be considered by Cabinet on 30 September 2021. There have also been a number of Government announcements which include:

- There will be a three year financial settlement following the spending review which is likely to be published on 27 October 2021.
- The Government is aiming for a balanced budget from the financial years 2023/24 through to 2025/26.
- The Government has announced plans for Health and Social Care reform which will be funded by a 1.25% levy on National Insurance contributions made by employers and employees. Details will be set out in a White paper which will be published later in the year. The impact on East Sussex could be significant in terms of the local care market and on our health partners.
- A plan for Levelling Up will be published later this year with a view to addressing inequalities between and within places and regions in the United Kingdom. It is anticipated that more details will become available around the end of October or the beginning of November to be delivered by the renamed Ministry for Levelling Up, Housing and Communities which replaces the former Ministry for Housing, Communities and Local Government.

12.2 The Committee should expect further policy changes to be made in the coming months and will be kept informed through reports to Cabinet and Full Council. The impact of any policy changes will be factored into the financial planning process.

12.3 The Committee discussed the report and a summary of the points raised is given below.

### Local Council Tax Discount Schemes

12.4 The Committee asked for more details on the potential loss of income as a result of the proposed changes to the Local Council Tax Discount Schemes by Lewes and Rother District Councils, and whether this would mean a reduction in the services East Sussex County Council (ESCC) will be able to provide.

12.5 It was clarified that a report on ESCC's response to the consultation by the two billing authorities is being considered by the Lead Member for Resources on 1 October 2021. It is estimated that if the Lewes District Council proposals are implemented it will result in a loss of income to ESCC of around £800,000. It is thought the proposals by Rother District Council will have a less significant impact, but they have not been quantified. The Lead Member report will

set out what this might mean in terms of reduced service provision, and any impact on services will be dealt with through the RPPR process.

#### Capital Programme - Street Lighting

12.6 Under the capital programme there are plans to replace the remaining sodium street lights with energy efficient LED (Light Emitting Diode) street lighting. The Committee asked if the impact of LED lighting on dark skies and bat and insect populations had been considered. The Director of Communities, Economy and Transport responded that although the Council did not have a dark skies strategy, the approach taken to street lighting is consistent with this type of policy. The department has sought to minimise the amount of time street lighting is on where this is consistent with community safety and road safety considerations. If the Committee wishes to undertake a specific piece of work on the impact of LED lighting, this is something that could be added to the Committee's future work programme.

#### Measuring and Comparing Carbon Reduction costs

12.7 When thinking about quantify savings against costs, the Committee commented that it would be helpful to develop a metric to measure the amount CO<sub>2</sub> emissions reduction for every pound spent, to help ensure the Council invests in the climate change projects that will deliver the largest CO<sub>2</sub> saving. This will enable the cost of carbon reductions to be compared across the organisation and the Council's range services and activities.

12.8 Officers commented that at the moment the Government's Green Book (which is HM Treasury guidance on how to appraise and evaluate policies, projects and programmes) is unclear on how local authorities should include carbon reduction considerations in their value for money decisions on investments. The de-carbonisation agenda will require significant investment, so how the investment appraisal process is amended to take into account carbon reductions will need to be examined. Work is being undertaken with the Council's supply chain, such as the Highways maintenance contract re-procurement, where contractors are being asked to establish a carbon emissions baseline in the first year of the contract and to outline how they will make changes to become net zero together with the associated costs.

12.9 The Committee commented that the Council may be able to identify the cost of de-carbonising in areas such as highways, but it may find that it is possible to save more carbon for the same amount of money in other areas of the Council's operation. The Director of Communities, Economy and Transport outlined that it is part of the work of the Climate Team to work across the organisation to understand where it is possible to get the most carbon reduction for the money available. Some elements are easier to tackle such as changes to vehicle fleets and the buildings estate, but there will be areas that are tougher to decarbonise such as the use of materials like concrete and tarmac. It is likely that there will be some Government announcements on de-carbonisation priorities ahead of the COP26 UN Climate Change Conference later in the year.

#### Savings Plans

12.10 The Committee discussed the planned savings and increase in fees or income contained in the Medium Term Financial Plan (MTFP).

- Household Waste Disposal. The Committee questioned whether the planned £250,000 savings in household waste disposal would have an impact on recycling rates. The Director of Communities, Economy and Transport commented that he did not anticipate that there would be an adverse impact on recycling rates as it was important for the Council to maximise recycling and income from the sale of recycled materials. The

planned savings will be achieved through further income generation opportunities such as dealing with commercial waste, the sale of electricity and the sale of recycled materials as well as increased contract efficiencies.

- **On-street Parking Charges.** The Committee enquired about the impact of fee increases and what engagement had been undertaken with residents and the District and Borough councils in East Sussex. The Director of Communities, Economy and Transport responded that the decision to increase on-street parking charges was taken 12-18 months ago after engagement with residents and District and Borough councils. Charging is a way to manage demand for parking spaces and help manage the number of people using cars to travel into town centres. There can also be a positive impact on congestion, and charges have been set to encourage people to use off-street parking for longer stays. It was clarified that the income from parking charges is used to cover the running costs of the parking scheme, and any surplus is ring-fenced for spending on local transport related projects.
- **Library Services.** The Committee noted the planned savings in Library Services and asked if it would be possible to see the revised needs assessment and accessibility analysis. It was clarified that there are no proposals to close further libraries, and the revised needs assessment and accessibility analysis can be shared with the Committee.
- **Trading Standards.** The Committee asked for a report and further information on the impact of the planned £200,000 savings and new EU exit duties.

#### Portfolio Plans

12.11 **Unsecured Debt.** The Committee commented on the increase in the level of unsecured debt over 5 months old and the performance target set out the Business Services Portfolio Plan. The Committee asked if it would be possible to provide a breakdown of the debt, the steps the Council is taking to recover the debt, and the percentage of the debt that is written off. It was clarified that the debt is often associated with Adult Social Care costs and that any write off of debt above £10,000 is submitted in a report to the Lead Member for Resources and Climate Change for approval. Officers confirmed they can provide further details to the Committee.

12.12 **New Skills for Carbon Zero Economy.** The Committee discussed the establishment of a 'carbon zero' task group within the Employability and Skill Strategy to explore current and future employment opportunities and skills needs in the local economy, for areas such as the conservation of older buildings to make them more energy efficient (Communities, Economy and Transport Portfolio Plan). The Director of Communities, Economy and Transport commented that the Careers East Sussex task group is exploring the workforce development needs of the local economy. Skills East Sussex are looking at the skills needed for a net carbon zero economy (e.g. engineers, planners, building conservation and other skills). The ESCC Property Team has undertaken work to ensure the Council's buildings are as energy efficient as possible, including older buildings such as Southover Grange in Lewes and Hastings Library.

#### Medium Term Financial Plan (MTFP)

12.13 The Committee commented that there is a significant difference in the forecast annual budget deficit between the three years of the current MTFP. The Assistant Chief Executive clarified that there are no new savings planned for the next financial year, but there remain challenges for future years funding. As more information becomes available, the forecasts for future financial years will be revised and the Committee will be kept informed of these.

12.14 The Committee discussed establishing an RPPR scrutiny review board to comment on the emerging Portfolio Plans and MTFP. The Committee agreed to establish an RPPR Board comprised of all Place Scrutiny Committee members who wished to attend, and to invite the Chair of the People Scrutiny Committee to attend the Board meeting which will be held during December 2021.

12.15 The Committee RESOLVED to:

- 1) Explore further the impact of planned savings on the Trading Standards Service and Library Service;
- 2) Request further information on the level of unsecured debt over 5 months old; and
- 3) Establish an RPPR scrutiny review board to consider the developing Portfolio Plans and Medium Term Financial Plan and to submit Scrutiny's final comments on them to Cabinet in January 2022.

### 13. PRESENTATION ON CYBER SECURITY MEASURES

13.1 The Information Security and Governance Manager gave a presentation on the Council's cyber security arrangements, including measures to counter ransomware attacks. He outlined that the National Cyber Security Centre (NCSC) had identified ransomware as the number one threat to local government organisations. He gave the example of Redcar and Cleveland Borough Council where a ransomware attack got through to their core IT infrastructure via an older, legacy system which had less protection. This resulted in Redcar and Cleveland Council being unable to access databases and machines, forcing them to close services and initiate business continuity arrangements. The estimated cost of the attack was £10.4 million including damage to IT systems, loss of income, decreases in productivity and the impact on staff.

13.2 The Council constantly monitors cyber security threats and uses a wide range of cyber security measures to protect its systems and information from ransomware. Some of the measures used include:

- Protective Domain Name Service (PDNS) which is a tool provided by the NCSC to check domains are not linked to malware or other threats when a user clicks on a link or searches for something using an URL (Uniform Resources Locator) or web address.
- Trusted Platform Module (TPM) microchips are used in new laptops to give added encryption protection and makes them less vulnerable to attack and more resilient.
- Moving to 'Always On' VPN (Virtual Private Network) to enhance security.
- Increasing the resilience of services by using things such as 'hot, hot' data servers for business critical systems to ensure there is no downtime if a back-up server has to take over.
- Increasing the use of virtualised servers and blade servers to make it easier to take servers off-line and quicker to bring them back online if there is a problem.
- Continuing to develop shared intelligence through the NCSC Cyber Security Information Sharing Partnership and work with other local authorities. This helps to identify emerging threats and the NCSC can also identify any weaknesses or issues with systems, including third party systems.
- Collaborative working with our Orbis partners Surrey County Council and Brighton and Hove City Council, sharing lessons learnt and security configurations.
- Continued development of in-house cyber security staff, including five staff who hold NCSC accreditation which is equivalent to a Masters level degree.

- Holding three back-ups in two locations with one off-line (3-2-1 rule) to protect against ransomware, which is something NCSC is promoting as best practice.

13.3 The Council is constantly working to improve and maintain its resilience in the event of an attack. It is likely that the Council will be targeted, and this may result in some system downtime. The Team is working with departments and partners to see what the impact of various scenarios would be, and how they would cope with system downtime (e.g. 24 hours downtime, 48 hours down time etc.) to help inform their resilience and business continuity plans.

13.4 The increase in remote working during the pandemic has presented some challenges and the Council has adapted its security posture to take this into account. This has included looking at new tools and systems requested by users centrally to risk assess them and strengthen security.

13.5 The Committee thanked officers for the informative presentation and were reassured and impressed by the measures being taken to protect the Council's systems and information from cyber security threats. The Committee discussed the presentation and a summary of the points raised is given below.

- The Committee asked whether all services were now on virtual infrastructure and whether exercises are conducted that rehearse the realistic effect of what would happen in the event of a ransomware attack. The Information Security and Governance Manager responded that the exercises are carried out with departments which rehearse the impact on core IT services such as email and individual departmental systems. This can be from a very minor outage to a major outage with widespread system failure. The majority of infrastructure is now virtualised due to the ease of restoring systems, but some is still provided on non-virtual infrastructure to add resilience.
- In addition to the 3-2-1 back-ups referred to earlier, there are incremental back-ups and cloud back-ups that capture smaller changes in files that allow reversion to earlier versions of files. The back-up system includes a centralised back-up group which has incremental back-ups, and the two data centres have their own separate storage for resilience as well as an off-line back-up so it is possible to restore systems in the event of the other two back-ups becoming corrupted. The data centres used are Tier 3 which is the highest level of data centre in terms of resilience and security.
- The Committee enquired whether there were sufficient trained and accredited staff for the Council's needs and whether staff and councillors working practices posed a risk. The department is seeking to train as many certified staff as needed and checks the NCSC credentials list regularly to ensure all staff have up to date training when new items are added. Digital footprint training is provided to all staff where staff are shown how their footprint affects them, and how to keep themselves and systems secure. This training is run almost every week and is targeted at individuals and their job role in order to cascade the learning through their work life and their use of IT outside work. It is likely that councillors may be targeted by malware because of their role. The Information Security and Governance Manager offered to set up some training sessions for councillors and the Committee agreed that they would be interested in attending this type of training.
- It was clarified that ESCC does use one of the systems that Cleveland and Redcar Council had when it was attacked, but our system has been maintained up to date and is not legacy, and therefore does not pose a risk. All ESCC systems are regularly updated and patched to fix any known security weaknesses, which alongside regular training, provides some of the most effective measures against cyber attacks.

- The Committee asked if the Council has warning systems in place that can warn or advise users in the event of an attack. The Information Security and Governance Manager confirmed that the Council has multiple systems for notifying users when there are issues with the systems that they are using.

13.6 The Committee RESOLVED to:

- 1) thank officers for the very detailed presentation;
- 2) note the presentation and that the Committee is satisfied with the cyber security measures that are in place; and
- 3) confirm that no further scrutiny of this topic is necessary at this point in time.

#### 14. EMERGENCY PLANNING AND BUSINESS CONTINUITY

14.1 The Assistant Director Communities introduced the report. He outlined that emergency planning services in East Sussex are provided through the East Sussex Resilience and Emergency Planning Partnership (ESREP) which is a partnership of local authorities comprised of ESCC, East Sussex Fire and Rescue Service (ESFRS) and four out of the five District and Borough councils in East Sussex. The overarching aim of the Emergency Planning Team, which is based in East Sussex, is to support all the partners in meeting the requirements of the Civil Contingencies Act 2004. All partners contribute to a central budget which funds the staff, activities and training provided by the Team.

14.2 The Team works closely with the multi-agency partners within the Sussex Resilience Forum (SRF) which provides pan Sussex emergency planning. Throughout the pandemic the Team has worked with colleagues within ESCC departments, the SRF and local and national partners via a number of working groups established by the SRF to work on the Covid-19 pandemic. This work ran alongside the normal work of the Team to deal with other emergencies and undertake planning around EU exit. Some of the Covid-19 work is still ongoing through the various working groups that were established. Lessons learnt exercises will be undertaken as part of the ongoing work.

14.3 Looking forward, the Team is looking to revise its approach to emergency planning 'business as usual' activities through work with SRF partners and ESREP. Planned work will include:

- The creation of an ESREP risk register
- Lessons learnt capture
- Consolidation of plans and exercises; and
- Exploring the use of new technological solutions.

14.4 At the beginning of the pandemic, ESCC was required to implement business continuity arrangements at speed. Most plans were able to flex to meet the organisation's requirements and most notably, the rapid move to working from home using agile technology. This enabled the Council to continue to provide services to residents whilst at the same time deal with the extra requirements of the pandemic. The corporate business continuity group will be reviewing business continuity measures and plans with all departments and ESREP partners, including any lessons learnt from the pandemic.

14.5 The Committee asked how the experience of volunteers who assisted with the work on the pandemic will be captured so that any learning and feedback can be incorporated into future plans. The Assistant Director Communities responded that volunteers played a crucial role in

supporting the response to the pandemic, and their experience as well as that of officers will be included in the lessons learnt exercise. In particular, the use and training of volunteers in response to a longer term incident or issue will be included in the review.

14.6 The Committee noted that the report also mentions climate change adaptation and resilience measures. The Committee asked how this will be embedded in future business continuity planning. The Assistant Director Communities commented that climate adaption will be an area of focus of the work being undertaken by ESCC and ESREP when reviewing business continuity plans and will ensure it is embedded in all appropriate plans. It was confirmed that the updated plans can be shared with the Committee once the review is completed.

14.7 The Committee RESOLVED to:

- 1) note the actions taken during the Covid-19 Pandemic, and
- 2) note that lessons capture planning is in progress and the intended changes to future planning.

## 15. WORK PROGRAMME

15.1 The Chair introduced the report and outlined the purpose of the agenda item. The Senior Democratic Services Adviser summarised the outcomes of the work planning Away Day held by the Committee on 13 September 2021 for agreement by the Committee. He also asked whether the Committee wished to retain the update report on the Broadband Project and gigabit voucher scheme, and the desired timescale for the report.

15.2 The Chair asked the Committee to agree the membership of the re-established Highways Services Re-Procurement Project member reference group as set out in paragraph 2.2 of the report. The Committee agreed the membership of the reference group as being Councillors Beaver, Collier, Hollidge and Kirby-Green. The Committee requested that an initial meeting be arranged as soon as possible to understand the terms of reference and review the work to date.

### Reference Groups and Scrutiny Reviews

15.3 The Chair outlined the proposed changes to the work programme, for agreement by the Committee. The changes are:

- To remove the following potential scrutiny review topics from the work programme:
  - ❖ Glover Report on the Landscapes Review (but will keep a watching brief for developments).
  - ❖ Highway Licence Fees
  - ❖ ESCC Communications and Marketing function
- To establish a Scrutiny Member Reference Group to work with officers on the revision of the Local Transport Plan (LTP4).
- To proceed to the scoping stage for a Scrutiny Review of Procurement, which will focus on the Council's approach to Social Value measurement and buying local initiatives.

15.4 The Committee agreed to remove the topics from the work programme and establish a reference group to work on the LTP and to undertake scoping for a Scrutiny Review of Procurement. A number of Committee members have already volunteered to take part in these

groups, and the Chair asked for further volunteers to put their names forward either at the meeting or afterwards via email.

#### Reports for Future Committee meetings

15.5 The Committee discussed a number of topics for reports to be presented at future committee meetings which is summarised below.

#### Trading Standards

15.6 The Committee commented that it was concerned about the impact of the proposed savings on the service and would like a report to provide some more information and assurance on the impact on the services. The Director of Communities, Economy and Transport suggested that the impact of the savings could be explored at the RPPR Board meeting in December. He noted that scams activity increased during the pandemic and therefore added to the Team's work. The impact of EU exit could be the subject of a later report, as some of the new border controls had been delayed until June/July 2022. The Committee agreed to receive further information on the impact of the savings under the RPPR item at the November 2021 meeting and include a report on the work of the Trading Standards Team in the work programme.

#### Emergency Active Travel Fund

15.7 The Committee discussed how it might be able to look at future projects and incorporate lessons learnt from tranche 1 and 2 projects. The Director of Communities, Economy and Transport commented that schemes would have been designed and implemented differently, with enhanced community engagement, but this had not been possible due to the constraints placed on the funding by central Government. The Local Cycling and Walking Implementation Plan (LCWIP), being considered by Cabinet in September, sets out the plans for walking and cycling infrastructure which aims to resolve the conflicts between different users. It is a better way to plan and implement walking and cycling schemes, as well as providing a sound basis for securing funding.

15.8 The Committee discussed the best way to include lesson learnt from the Active Travel Fund and the LCWIP in the work programme, as there were many good initiatives from the Emergency Active Travel schemes such as School Streets pilots and areas where engagement could be improved. The Committee agreed to initially include LCWIP and Active Travel as part of the LTP reference group to be explored through the scoping work. The LCWIP and Active Travel could be subject to a separate piece of work if Committee wishes to do more specific work on walking and cycling schemes.

#### Electric Vehicle (EV) Charging Points

15.9 The Director of Communities, Economy and Transport outlined that a strategic approach to EV charging needs to be taken to identify what type of chargers should be used to ensure compatibility, to determine where charge points should be provided, what route to market should be taken, and whether ESCC wishes to be a provider. This also has links to the LTP. The Committee noted that some local authorities were trialling the use channels across the pavement to allow charging cables from people's homes to be used. This and other innovations may also need to be considered. The Committee agreed to request a briefing on plans to develop and implement EV charging infrastructure in East Sussex, with a timescale of early to mid- November.

## Economic Development

15.10 The Committee agreed to request a report on the Team East Sussex post pandemic Recovery Plan to gain an understanding of the planned economic development activity, and to have a report on how economic development and regeneration projects are selected and developed to understand how the projects that will have the most benefit are selected. The reports are to be presented at either the March 2022 or June 2022 committee meeting, subject to agreement with officers.

## Broadband Project update and Gigabit Voucher Scheme

15.11 The Committee considered that it was important for the Committee to look at this topic and agreed to keep the report on the work programme and request an update report be presented to the Committee at the March 2022 committee meeting. This topic has links to transport issues and the LTP, as better broadband reduces the need to travel and also has links to mobile phone coverage.

## Other items

### Grass growing on pavements and in gullies

15.12 The Committee discussed the issue of grass growing on pavements and in gullies which presents a trip hazard and obstruction to people with buggies or who use mobility aids (such as wheelchairs and mobility scooters) as well as impeding drainage and increasing the risk of flooding. The Director of Communities, Economy and Transport outlined that there are mixed views on this. Some people want more weed control, others less or none. Weeds are treated once a year at present, but there are challenges in the use of herbicides such as glyphosate, and alternative methods may need to be sought. There have been petitions to ban the use of glyphosate and there is a Notice of Motion on this topic. The department has been undertaking work to cut verges less and to promote green verges. This would be a good topic for scrutiny to look at given the mixed views on this subject.

15.13 It was suggested that perhaps the Highways reference group could look at this and other pressing issues. The Director of Communities, Economy and Transport clarified the focus of the reference group is on the procurement of the new highways maintenance contract, but it could identify areas of policy that the Committee may wish to examine as part of a separate review.

### Scrutiny Review of Road Markings second update report

15.14 It was agreed to defer the second update report from the November 2021 meeting to the March 2022 committee meeting.

15.15 The Committee RESOLVED to amend the Committee's work programme in line with paragraphs 15.2, 15.4, 15.6, 15.8, 15.9, 15.10, 15.11 and 15.14 above.

The meeting ended at 12.11 pm.

Councillor Matthew Beaver (Chair)

**Report to:** Place Scrutiny Committee

**Date of meeting:** 26 November 2021

**By:** Chief Executive

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

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

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## **RECOMMENDATIONS:**

**The Scrutiny Committee is recommended to:**

- (1) consider the information in the attached RPPR Cabinet report of 30 September 2021 (appendix A), including the updated Medium Term Financial Plan and savings plans; and**
  - (2) identify any further work or information needed to aid the Scrutiny Committee's contribution to the RPPR process for consideration at the December RPPR Board, or as part of the Committee's ongoing work programme.**
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## **1. Background**

1.1 This report provides the committee with updates on significant developments that have occurred in relation to Reconciling Policy, Performance and Resources (RPPR) since the September meeting.

1.2 At the end of September Cabinet considered a RPPR update report. Following on from the State of the County report in July, the report set out an updated picture of how the Council will need to refresh its service and financial plans to deal with the level of financial uncertainty and the changing national policy agenda.

1.3 The report also confirmed that the financial situation for the Council in the medium term remains challenging and, at that time, the outcome of a three year Spending Review and its impact on local government funding was awaited. The Fair Funding Review and Business Rate Retention reforms continue to be delayed and we await more detail of the impact of health and social care reform also announced on 7 September. The report therefore provided Cabinet with the latest best assessment of the policy and financial context that will continue to inform ongoing planning for 2022/23 and beyond. The report (attached at Appendix A) included:

- updates on key national and local policy context developments since July;
- updates on the financial context and the Medium Term Financial Plan (MTFP) for 2022/23-2024/25, including updates to the savings plans; and
- progress on the development of proposals for one-off investments in highways, infrastructure and climate change.

1.4 For Place Scrutiny Committee the report highlights some key developments in the national and local context since State of the County for the areas within the committee's remit. These are set out in paragraph 2.1 of the attached report and include:

- information on the Levelling Up White Paper which is expected to have implications for the work of the Council including how we drive sustainable economic growth;

- climate change and how the Transport Decarbonisation Plan (published in July) will inform our plans to refresh the East Sussex Local Transport Plan; and
- new trade and border arrangements between the UK and EU, and preparations for the full implementation of border checks at Newhaven Port next summer.

1.5 The report highlights that the RPPR process, bringing together the Council's policy, business and financial planning and risk management, provides the vehicle for service and financial planning. The process of planning, through RPPR, for 2022/23 and beyond will take into consideration the ongoing impact of the COVID-19 on services and residents, alongside other trends and pressures, to form an integrated forward view of service and financial plans.

1.6 Details of the outcome of the Government's Spending Review were announced on 27 October. This included confirmation of national funding allocations for local government over the three year period 2022/23-2024/25, but the detail on allocations to individual authorities, and the methodology which will be used to calculate these for 2022/23 and the years beyond are yet to be confirmed. The impact for the County Council will not therefore be clear until detailed information in the provisional local government finance settlement is received, which is likely to be in December or early January.

## 2. Scrutiny engagement in RPPR

2.1 At the **September 2021 meetings** the Scrutiny Committees reviewed the Portfolio Plans for the services within the Committees' remits, the current savings plans and the Financial Budget Summary 2021/22 to ensure a baseline understanding of the current context and future pressures.

2.2 In September, the Committees were asked to identify any further information needed to inform scrutiny input to RPPR. At that time, Place Scrutiny Committee requested further information on the impact of planned savings in Trading Standards. The report to Cabinet in September confirmed the removal of the planned savings due to service pressures and the addition of funding in response to demands on the service arising from EU exit – further detail is contained within Appendix 1 of the attached report.

2.3 The **November 2021 Scrutiny Committees** are invited to:

- consider the information in the Cabinet RPPR update report (attached as Appendix A),
- review the updated MTFP (see Appendix 1 and Annex A of the Cabinet report) and updated savings schedules (see Appendix 1, Annex B of the Cabinet report)
- identify any further work or information needed to aid the Scrutiny Committee's contribution to the current year's RPPR process, for consideration at the December RPPR Board; and
- fine tune the future scrutiny work programme to ensure the committee is in the best position to contribute to the ongoing RPPR process.

2.4 The committee's **RPPR Board** will meet on 16 December 2021 to agree detailed comments and any recommendations on the budget proposals and emerging portfolio plans to be put to Cabinet on behalf of the committee in January 2022. The Chairs of the People and Place Scrutiny Committees are invited to attend the RPPR boards of both committees.

2.5 The **March 2022 Scrutiny Committees** will review the process and their input into the RPPR process and receive feedback on how scrutiny input has been reflected in final plans. Any issues arising can be reflected in the future committee work programme.

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

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

3.1 In order to inform the discussion at the RPPR boards in December and to help formulate comments to Cabinet, the Committee is recommended to consider the updated information provided by this report and identify any further information it requires for the RPPR board meeting. The Committee is also recommended to consider any amendments to the work programme to aid its contribution to the ongoing RPPR process.

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

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Local Member: All

Background Documents:

None

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**Report to:** Cabinet  
**Date:** 30 September 2021  
**By:** Chief Executive  
**Title of report:** Reconciling Policy, Performance and Resources (RPPR) – Update  
**Purpose of report:** To update Members on the latest policy context, financial context and progress with the development of a strategy for one-off investments.

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### **RECOMMENDATIONS:**

**Cabinet is recommended to:**

- i. note the updated policy context as set out in paragraph 2;**
  - ii. note the updated Medium Term Financial Plan as set out in paragraph 3 and appendix 1;**
  - iii. subject to Council agreeing the establishment of a reserve, agree to receive further reports in November setting out proposals for one-off investments in highways and climate change.**
  - iv. agree to continue lobbying for a sustainable funding regime to meet the needs of the residents of East Sussex.**
- 

### **1. Background**

1.1. In July, Cabinet considered the State of the County report, a key milestone in the Council's Reconciling Policy, Performance and Resources (RPPR) process, its integrated business and financial planning cycle. The report set out the updated demographic, economic and service evidence base; the national and local policy context; and updates on our medium term financial planning position and capital programme. It gave our latest understanding of how we will need to continue to respond to the wide range of policy, demographic and financial drivers which influence the outlook for the Council, both in the short and longer-term.

1.2. The report highlighted the significant uncertainty that continues to dominate the context within which we are working. The ongoing impact of Covid-19 remains hard to predict, both in relation to further waves of infection in the short term, and in terms of the scale and nature of the undoubted far-reaching implications on our residents and businesses which will influence need, and therefore demand for our services, into the future. The financial outlook remains unclear with the outcome of a three year Spending Review awaited, key national funding reforms having been subject to further delay and the detailed impact of recent announcements on funding for Adult Social Care yet to be set out. The national policy context also continues to develop rapidly with a broad range of Government policy announcements and public service reforms, the implications of which are not yet fully clear.

1.3. The RPPR process, bringing together our policy, business and financial planning and risk management, continues to provide the vehicle for navigating this uncertain environment, supporting planning for 2022/23 and beyond and maintaining focus on our four priority outcomes which were agreed by Cabinet for planning purposes as:

- Driving sustainable economic growth;
- Keeping vulnerable people safe;
- Helping people help themselves; and
- Making best use of resources, now and for the future.

The priority outcome that the Council makes the “best use of resources, now and for the future” is a test that is applied to all activities to ensure sustainability of our resources, both in terms of money and the environment. It ensures that the future impact of the choices we make about using resources is actively considered across all that we do, as well as the here and now.

1.4. As a result of managing our resources carefully over many years, and with additional Government Covid support, we have been able to maintain stability in service provision through the period of the pandemic and our current financial position is secure. However, the financial outlook in the medium term remains very challenging and uncertain. As reported in July, the impact of Covid-19 on service demand and the additional one-off funding we have received has provided the opportunity to reset the 2021/22 budget and release £8.855m as a one off reserve contribution. We have a limited window of opportunity now to consider how we could use the funding released to make any further preparations for future years, including any areas of one-off investment which would help us better manage future demand for services, and the costs of providing them.

1.5. This report provides Members with an update on the evolving policy and financial context that will continue to inform our planning for 2022/23, and includes:

- updates on key policy context developments since July;
- updates on the financial context and the Medium Term Financial Plan for 2022/23-2024/25; and
- progress on the development of proposals for one-off investments that include options for further investment in highways, infrastructure and climate change.

## **2. Policy context update**

2.1. The context the Council is operating in continues to change rapidly. Key areas in which there have been developments since the State of the County report, or in which further developments are expected this autumn are detailed below.

- Adult Social Care Reform and Funding – the Government has long committed to national reform of the adult social care system, to ensure provision is sustainable, equitably funded and affordable to those who require it. In early September, Government announced its plans for Health and Social Care reform, to be funded by a Health and Social Care Levy (a 1.25% increase in national insurance for employees and employers and 1.25% increase in dividends rates). The majority of the funding to be raised through the levy (£36bn between 2022/23 and

2024/25) is to be used to aid recovery from the pandemic in the NHS by increasing hospital capacity and creating space for more appointments and procedures. Government has committed to allocate more of the funding raised through the levy to social care beyond this period.

£5.4bn over the three years to 2024/25 has been set aside to deliver planned reforms to social care, which include:

- Reforms to care costs – introducing a £86k cap on personal care costs and equalisation of care costs between self-funding and local authority clients.
- Providing financial assistance to those without substantial assets – from October 2023, anyone with assets of less than £20k will not have to make any contribution for their care from their savings or the value of their home and those with assets between £20k and £100k will be eligible for some means-tested support.
- Wider reform of the social care system – including investing £500m in workforce development and workforce mental health and wellbeing support. There are also plans to introduce an assurance framework to ensure local authorities are delivering on their obligations to service users.
- Improving the integration of health and social care systems – producing a comprehensive national plan for supporting and enabling integration that builds on plans in the Health and Care Bill. This will identify a single set of system-based health and care outcomes that local systems will be asked to deliver.

Detail of these reforms will be set out in a White Paper for adult social care later this year. The expected impact of the planned reforms on ESCC, the local care market and our health partners is clearly significant. However, the detail, including the funding that will be provided to ESCC to deliver the reforms and new responsibilities, is uncertain. It is clear that the funding to be raised through the levy is not, particularly in the short term, intended to address existing pressures in the social care system. Government expects existing demographic and unit cost pressures to be met through Council Tax, the social care precept and long-term efficiencies and have confirmed that this funding will be determined at the Spending Review. ESCC will therefore need to continue to lobby with others in the sector for Government to address ongoing social care pressures in the Spending Review, in a sustainable way that reduces reliance on Council Tax.

- Spending Review 2021 – alongside announcements for funding health and social care reform, the Chancellor has launched the 2021 Spending Review to set UK Government departments' resource and capital budgets for 2022-23 to 2024-25. The outcome of the Spending Review will be published alongside the Autumn Budget on 27 October 2021. The launch confirmed that the Government's priorities for the review are ensuring delivery of strong and innovative public services; levelling up; leading the transition to net zero; advancing Britain's international standing and taking advantage of EU Exit; and delivering the 'Plan for Growth', Government's national strategy for economic growth and recovery.

The Office for Budget Responsibility (OBR) published an update on public sector finances earlier in September which reported that the position was better than

previously expected, with public sector net borrowing in the first five months of this financial year lower than previously forecast and tax receipts higher, reflecting the rebounding of the economy faster than expected. The Institute for Fiscal Studies has suggested that this may grant the Chancellor flexibility to make some short-term investment in public services in the Spending Review and there are strong calls for this to be made in a number of competing areas, including supporting education recovery and retention of the Universal Credit uplift implemented in the pandemic.

In the medium term, the Chancellor has set a target of a balanced national budget by 2024/25 – 2025/26, and the launch of the Spending Review confirmed Government remains committed to these plans. Delivery of this may require real-terms cuts to public spending and Government departments have been asked to identify savings and efficiencies in their day-to-day budgets to be reinvested in priorities, and to carefully prioritise bids in their submission. Therefore there remains pressure on the national finances. While the confirmation of a three year spending review is positive, and something ESCC has repeatedly lobbied for to provide greater certainty for planning, we will need to press with our partners for an adequate quantum of funding for local government that meets the needs of our residents and is not disproportionately reliant on Council Tax increases.

- Levelling Up White Paper, devolution and County Deals – in July, the Prime Minister delivered a speech on Levelling Up that confirmed that a White Paper will be published later this year to set out the Government’s plan for addressing the health, social and economic inequalities between, and within, places and regions of the UK, to improve opportunity for all, raise living standards and improve public services. The White Paper is expected to be published around the same time as this year’s Spending Review (see above) and given the breadth of policy areas covered, it is expected to have implications for the work of the Council, including in how we work to drive sustainable economic growth.

In the speech, the Prime Minister also announced that as part of delivering the Levelling Up agenda, Government plans to offer more devolution in England, particularly beyond metropolitan areas, with a ‘new deal for counties’. This devolution is intended to empower local leaders to deliver the Levelling Up outcomes outlined above. The then Secretary of State for Housing, Communities and Local Government wrote to councils in the summer confirming the Government’s commitment to extending devolution and encouraging councils to come forward with proposals for powers and flexibilities that would help deliver local priorities and could form the basis of new devolution arrangements, known as ‘County Deals’. Councils interested in being early adopters and shaping County Deal proposals were asked to submit proposals for their areas by Friday 13 August. ESCC will continue to monitor developments closely to understand the detail of the Government’s new devolution offer and any opportunities it presents.

Local government’s home department, the Ministry of Housing, Communities and Local Government, will take on a new responsibility for delivering the Levelling Up agenda and has been retitled the Department for Levelling Up, Housing and Communities. The Rt Hon Michael Gove MP has been appointed the Secretary of State for Levelling Up, Housing and Communities, has established a joint

Levelling Up Taskforce with the Prime Minister and has a remit to work across Whitehall to deliver this policy agenda. We can expect the Department's broadened focus and the appointment of a new Secretary of State to have implications for a range of policy areas impacting local government and ESCC, including potentially the detail of the Levelling Up White Paper and 'County Deal' proposals.

- Climate Change – the UK will host the UN's Climate Change Conference – Conference of Parties (COP) 26 in November and we will continue to monitor announcements of Government funding and initiatives in advance of this to identify opportunities that could support ESCC's work to reduce our carbon emissions. In July the Government published its Transport Decarbonisation Plan, a foundational document to the broader Net Zero Strategy which Government has also committed to publish ahead of COP26. The Plan prioritised place-based solutions to reducing emissions from transport, committed to further publication of guidance for local authorities on decarbonising transport and committed to making quantifiable carbon reductions a part of local authorities' future local transport planning and funding. The Transport Decarbonisation Plan will inform our plans to refresh the East Sussex Local Transport Plan in the coming year to reflect the renewed national and local policy context and commitments to decarbonisation.
- Resettlement of Afghan nationals – the Government has committed to providing protection for vulnerable people fleeing Afghanistan, including a new Afghan Citizens' Resettlement Scheme (ACRS) aimed at accommodating up to 5,000 people in the first year and up to a total of 20,000 over the coming years. The new route is separate from, and in addition to, the Afghan Relocations and Assistance Policy (ARAP), which offers any current or former locally employed staff who are assessed to be under serious threat to life priority relocation to the UK. Government has sought assistance from local authorities to source accommodation and other support for those arriving in the UK. ESCC is liaising with district and borough councils and other partners to understand the likely need for support in East Sussex which is likely to include health, social care and education. For councils who support people through the above schemes, Government has provided a standard integration package supported by a core local authority tariff, plus funding for education, English language and health provision, and a housing fund to help authorities provide suitable accommodation.
- Brexit – full implementation of the new trade and border arrangements between the UK and EU will continue this winter and we will continue to prepare for the full implementation of border checks at Newhaven Port next summer.
- Public service reforms – as set out in the State of the County report, Government is progressing a range of public service reviews and reforms that will have implications for services delivered by the County Council. These include the national review of Special Educational Needs and Disability (SEND) services, plans to improve integration of health and social care through the Health and Care Bill and implementation of the proposals for planning reform set out in the

Planning for the Future White Paper. Announcements and progress in each of these areas is expected in the coming months.

- Economic outlook – the latest assessment of the economic outlook for the UK economy by the OBR was published in March, which projected that vaccinations, easing of restrictions and increased consumer activity would drive a rapid recovery of the UK economy this year, with GDP returning to its pre-pandemic output by the middle of 2022. The percentage of East Sussex residents claiming unemployment benefits fell slightly between May and July, from 5.8% to 5.2%. For 18-24 year olds the rate fell from 10.2% to 8.6%. An updated assessment will be published in October. The end of the Coronavirus Job Retention Scheme (furlough) and grants for the self-employed, combined with the end of the £20 weekly uplift in Universal Credit at the end of September may result in increased hardship that has been prevented to some extent by these schemes during the pandemic. 15.1% of East Sussex working age residents were claiming Universal Credit in July.

2.2 We expect further detail of policy changes and the resulting implications for the County Council to become clearer in the coming months and will continue to factor these into planning for 2022/23 and beyond.

### **3. Medium Term Financial Plan**

3.1 It remains difficult to plan for 2022/23 and beyond. The level of Government funding that ESCC will receive between 2022/23 – 2024/25 is yet to be confirmed; The Spending Review (SR) 2019 and 2020 were both for a single year and therefore funding for this planning period will be announced at SR21 in the autumn. On 7 September the Chancellor published the SR21 launch letter which confirmed that it will be a multi-year spending review covering the years 2022-23 to 2024-25. The Fair Funding Review and Business Rate Retention reform continue to be delayed and we await detail of the impact of health and social care reform also announced on 7 September (see above).

3.2 The Medium Term Financial Plan (MTFP) has been updated to provide a baseline position before further refinement of pressures. This includes ongoing work with our districts and boroughs to try to get a clear picture of the reduced income from Council Tax and Business Rates. A number of scenarios based on the potential for further funding announcements are set out in section 3.6.

3.3 The baseline position provided at appendix 1 includes: (1) Normal updates for regularly calculated adjustments; (2) Proposed updates following review by CMT via the Pressures Protocol.

3.4 These movements are summarised in the table below and provide a deficit budget position by 2024/25 of £22.089m.

Medium Term Financial Plan	2022/23 £m	2023/24 £m	2024/25 £m	Total £m
<b>Cabinet 13 July 2021 DEFICIT/(SURPLUS)</b>	<b>1.734</b>	<b>9.486</b>	<b>7.195</b>	<b>18.415</b>
Normal Updates	0.932	(0.690)	2.978	3.420
Pressures added / (removed)	0.538	0.030	(0.114)	0.254
<b>Deficit / (Surplus) AFTER NORMAL UPDATES TO THE MTFP</b>	<b>3.204</b>	<b>8.826</b>	<b>10.059</b>	<b>22.089</b>

3.5 A detailed MTFP after normal updates and proposed pressures is shown at appendix 1.

3.6 As set out above, our known deficit for 2022/23 is £3.2m with an aggregate deficit of £22.1m. However, we know there is uncertainty about future funding allocations. In resetting the MTFP and presenting the budget for 2022/23 and beyond, a number of scenarios have been considered that could impact the possible level of budget deficit that will need to be addressed and these are summarised in the table below, with further detail at appendix 1.

Scenarios	Estimate (£m)			
	2022/23	2023/24	2024/25	Total
<b>DEFICIT/(SURPLUS) AFTER NORMAL UPDATES</b>	<b>3.204</b>	<b>8.826</b>	<b>10.059</b>	<b>22.089</b>
<i>Local Considerations</i>	(1.630)	1.630		
<b>DEFICIT/(SURPLUS) AFTER LOCAL CONSIDERATIONS</b>	<b>1.574</b>	<b>10.456</b>	<b>10.059</b>	<b>22.089</b>
<i>Likely Updates</i>	(3.171)	(0.709)	(0.716)	(4.596)
<b>DEFICIT/(SURPLUS) AFTER LIKELY UPDATES</b>	<b>(1.597)</b>	<b>9.747</b>	<b>9.343</b>	<b>17.493</b>
<i>Less Likely Updates</i>	0.633	0.546	0.574	1.753
<b>DEFICIT/(SURPLUS) AFTER LESS LIKELY UPDATES</b>	<b>(0.964)</b>	<b>10.293</b>	<b>9.917</b>	<b>19.246</b>

3.7 Although at this point in the RPPR process it is not possible to present a balanced MTFP due to the considerable level of national funding uncertainty, there are no plans to seek to identify further savings. We continue to benchmark our services against other local authorities to ensure these provide best value for money and to learn from others. Over the coming months, we will work to refine the budget to update for the impact of the Local Government Settlement, in whatever form that takes, whilst reflecting updated assessments of budget pressures, including Council Tax and Business Rates. If there is a deficit on the 2022/23 budget, and in line with our robust financial management policies and procedures, the plan at this point will be to bring grant funding forward and/or use reserves to mitigate this position until the medium-to-longer term funding position is clarified.

#### **4. One-off investment**

4.1 As reported at State of the County in July, and further detailed in the Quarter 1 monitoring report elsewhere on this agenda, the impact of Covid-19 has provided the opportunity to review and reset the 2021/22 budget and release additional funding to reserves. The Quarter 1 report recommends that Cabinet recommends to County Council that a reserve of £8.855m be set up within the existing Priority Outcomes and Transformation Reserve, and that the Terms of Reference for this reserve be extended to include funding “programmes that meet the Council’s priority outcomes” which will include highways and climate change. Further reports will be brought to Cabinet in November that set out proposals to spend this one off funding on highways and climate change. Alongside this the RPPR process will be used to identify any other areas for one off investment.

#### **5. Capital Programme**

5.1 At State of the County in July 2021, areas of work were outlined that are being developed in priority basic need areas, including highways, Environmental and Social Governance (ESG), school places and Special Educational Needs and Disability (SEND) provision. The programme is already supported by borrowing of £227.9m to 2029/30 which has an associated revenue impact. These will be presented for consideration as part of the RPPR process together with their impact on the revenue budget.

#### **6. Lobbying and Communications**

6.1 Our track record of running our services effectively and efficiently, coupled with the impact of Covid-19 and additional one-off Government support during the pandemic, has given us a short-term opportunity to prepare for renewed challenges ahead and invest for the future.

6.2 However, the medium term outlook remains highly challenging. We face a significant financial gap, the uncertain impact of national reforms in major service areas and await clarity on long-term funding arrangements, particularly for existing pressures in Adult Social Care, which continues to make planning difficult. Fundamentally, without further Government support or sustainable reform of local government finances we will not have the funding we need for the future.

6.3 In the context of this ongoing uncertainty, and the current Spending Review which will underpin our financial position in the medium term, our lobbying will continue to call for sustainability of future funding for local government, and funding that is appropriately reflective of local need. This will be essential to ensuring we secure adequate resource to deliver what will be required to support East Sussex residents, communities and businesses with the core services they need. We will continue to work individually, with our partners across the region and with the sector nationally to make this case.

## **7. Next Steps**

7.1. This report confirms the high level of uncertainty within which planning for 2022/23 is taking place. Much is to be determined around national spending allocations and priorities for 2022/23 onwards, the impact of national reforms, and the longer term impact of the coronavirus pandemic.

7.2. Thanks to our sound financial management and clear focus on priorities we are in a stable financial position for the current and next financial years. This provides a window of opportunity to invest now in areas that will help prepare us for challenges ahead. Further reports will be brought to Cabinet later in the autumn that set out plans for deploying one off funding on highways and climate change. Alongside this, the RPPR process will be used to identify any other areas for one off investment.

7.3. Work will continue throughout the autumn and winter to understand the detailed funding picture as it emerges and the implications of national policy developments. This analysis will feed into our ongoing business and financial planning.

7.4. Members will continue to be involved in developing plans through Cabinet, County Council, Scrutiny Committees, and specific engagement sessions throughout the 2021/22 RPPR process.

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

# 1. Medium Term Financial Plan (MTFP) Update

# Appendix 1

- 1.1 The MTFP has been updated for regularly calculated adjustments and pressures since last reported at State of the County in July 2021. These are summarised in table 1 below. The full MTFP is shown at Annex A.

Table 1 - MTFP Normal Updates	Ref	Estimate (£m)			
		2022/23	2023/24	2024/25	Total
<b>Cabinet 13 July 2021 DEFICIT/(SURPLUS)</b>		<b>1.734</b>	<b>9.486</b>	<b>7.195</b>	<b>18.415</b>
<b>Normal Updates</b>					
Collection Fund Receipts Update	A	(0.972)	1.321	(0.349)	0.000
2021/22 Local Council Tax Support and TIG Grants	B	0.000	(2.573)	2.573	0.000
General Contingency Update	C	0.010	0.020	(0.030)	0.000
Normal inflation for contracts	D	0.480	0.612	0.753	1.845
National Insurance 1.25% Increase	E	1.514	0.030	0.031	1.575
Efficiencies from Waste PFI	F	(0.100)	(0.100)		(0.200)
<b>Pressures added to / (removed from) the MTFP</b>					
Waste pressure due to housing growth	G	0.248	(0.070)	(0.114)	0.064
Treasury Management (increase for revised programme)	H	TBC	TBC	TBC	TBC
<i>Pressures Protocol:-</i>					
Remove Trading Standards savings targets	I	0.100	0.100		0.200
Bid for Trading Standards EU Exit related work		0.190			0.190
<b>DEFICIT/(SURPLUS) AFTER NORMAL UPDATES</b>		<b>3.204</b>	<b>8.826</b>	<b>10.059</b>	<b>22.089</b>

- 1.2 The assumption for Council Tax is an increase of 1.99% in all years; the current limit before referendum is triggered. The Adult Social Care Precept assumption has been maintained at 1.5% in 2022/23 as part of the approved spreading of the allowable 3% across two years as announced at Spending Review 2020 (SR20).
- 1.3 Scenario planning continues and will have a potential impact on this base position. Scenarios include items for local consideration, and 'likely' and 'less likely' updates relating to pressures and potential Government and other announcements:

Table 2 – Potential Scenarios	Ref	Estimate (£m)			
		2022/23	2023/24	2024/25	Total
<b>DEFICIT/(SURPLUS) AFTER NORMAL UPDATES</b>		<b>3.204</b>	<b>8.826</b>	<b>10.059</b>	<b>22.089</b>
<b>Local Considerations</b>					
Continuation of Business Rates Pooling 2022/23 <i>(subject to the continuation of Pool arrangements)</i>	J	(1.630)	1.630	0.000	0.000
<b>DEFICIT/(SURPLUS) AFTER LOCAL CONSIDERATIONS</b>		<b>1.574</b>	<b>10.456</b>	<b>10.059</b>	<b>22.089</b>
<b>Likely Updates</b>					
Social Care Grant	K	(2.432)			(2.432)
Revenue Support Grant – Maintained with inflation	L	(1.251)	(1.421)	(1.431)	(4.103)
Spending Review Equalisation	M	TBC	TBC	TBC	TBC
Pay Award @ 2.0% for 2021/22	N	0.476	0.023	0.024	0.523
Normal inflation for contracts – additional 0.25% sensitivity	O	0.749	0.719	0.722	2.190
Council Tax Reduction Scheme Changes (Lewes DC only)	P	0.801			0.801
Recompense for increase in National Insurance	Q	(1.514)	(0.030)	(0.031)	(1.575)
<b>DEFICIT/(SURPLUS) AFTER LIKELY UPDATES</b>		<b>(1.597)</b>	<b>9.747</b>	<b>9.343</b>	<b>17.493</b>
<b>Less Likely Updates</b>					
Pay Award @ 2.5% all years from 2022/23	R	0.633	0.664	0.687	1.984
Business Rates Growth	S	0.000	(0.118)	(0.113)	(0.231)
<b>DEFICIT/(SURPLUS) AFTER LESS LIKELY UPDATES</b>		<b>(0.964)</b>	<b>10.293</b>	<b>9.917</b>	<b>19.246</b>

## **Normal Updates:**

### **A Collection Fund**

Anticipated collection fund receipts relating to 2020/21 deficits (that will be received in 2022/23) have been updated based on District and Borough Councils' (Ds and Bs) Statement of Accounts where available (to date we have been able to review 3 of the 5). Changes largely relate to Council Tax, where increased collection in 2020/21 brings forward previously modelled post pandemic recovery from 2023/24 to 2022/23. Growth is also shown in 2024/25 as, in accordance with MHCLG guidance, the deficit spread is only allowable over the three years to 2023/24. The position will be further updated once the Q1 monitoring position of Business Rates is finalised by the Ds and Bs. Through the Autumn we will continue to work with Ds and Bs to improve certainty of receipts and, as normal, update for the latest Office of Budget Responsibility (OBR) inflation rates when published.

### **B 2021/22 Local Council Tax Support and TIG Grants**

It was confirmed as part of a Government announcement in February 2021 that both these grants are unringfenced, and can be used as considered appropriate locally, and therefore a local decision can be made on when to apply these grants.

The Local Council Tax Support Grant provided to compensate for 2020/21 reduced collection and the reduction to the Council Tax base due to increased local Council Tax support caseload was £4.734m. In 2021/22 £2.621m was applied against losses. As part of Q1 monitoring no further requirement in 2021/22 has been identified, therefore, the remaining £2.113m can be applied in future years as well as the remaining Local Tax Income Guarantee (TIG) grant of £0.459m. Modelling suggests that continued and further reductions to the Council Tax base due to increases in Council Tax support caseload will continue; therefore these have now been profiled in 2023/24, but this will be reviewed as part of the ongoing RPPR process.

### **C General Contingency Update**

This is calculated at an agreed formula of 1% of net budget less treasury management.

### **D Normal Inflation for Contracts**

The service inflation model has been updated to reflect the latest base budgets specific updates that have been made for MBOS, Highways, Home to School Transport, Foster Care, and Insurance. The review of contracts will continue and inflation will be subject to normal updates for the latest Office of Budget Responsibility (OBR) inflation rates in the Autumn.

### **E National Insurance (NI) 1.25% Increase**

On 7 September 2021 the Prime Minister announced that from April 2022 there will be a 1.25% increase in employers NI contributions (as well as on employees contributions). These contributions will fund a raft of measures intended to reform health and social care. In England, from 2022-23 receipts from the Levy will be added to the existing NHS allocation. From 2023, receipts from the Levy will go to the MHCLG, NHS England and Improvement and the Department of Health and Social Care (DHSC).

Specific funding allocations for each Local Authority will be communicated by MHCLG in the usual way through the Local Government Finance Settlement process. The document published on the 7<sup>th</sup> states "*The Government will ensure Local Authorities have access to sustainable funding for core budgets at the Spending Review. We expect demographic and unit cost pressures will be met through Council Tax, social care precept, and long-term efficiencies; the overall level of Local Government funding, including Council Tax and social care precept, will be determined in the round at the Spending Review in the normal way*". The details of any direct funding or added burdens for the Council are yet to be published.

### **F Efficiencies from Waste PFI**

Following a number of changes over the past few years, the budget requirements for the Waste Disposal Service has been reviewed. There has been a general reduction in household waste over the last few years due to external factors (i.e. public awareness of environmental impacts of waste and consumer pressure resulting in reduced packaging, plastic bags etc). There have also been a number of service improvements to reduce contract costs (e.g. recycling of mechanical street sweepings, extended planned maintenance cycle at Newhaven Energy Recovery Facility,

maximisation of electricity income). As a consequence, there is scope to reduce the Waste budget by £200k without placing undue financial pressure on the service operation.

### **G Waste Pressure due to Housing Growth**

The Waste Model has been updated for the latest inflation and housing growth estimates.

### **H Treasury Management (increase in capital funding)**

At State of the County in July 2021, areas of work were outlined that are being developed in priority basic need areas, including highways, Environmental and Social Governance (ESG), school places and Special Educational Needs and Disability (SEND) provision. The programme is already supported by borrowing of £227.9m to 2029/30 which has an associated revenue impact. Revised targets and new need are likely to add to this and any revenue impact will also be presented for consideration.

### **I Pressures Protocol – Approved Bids**

As is normal practice a number of bids were presented to CMT in line with the pressures protocol. The following proposals are now included in the MTFP:-

- Removal of Trading Standards savings target of £0.100m in both 2022/23 and 2023/24 due to service pressures.
- Additional ongoing resource of £0.190m for Trading Standards EU Exit related work, both at Newhaven and elsewhere in the county.

### **Local Considerations:**

### **J Continuation of Business Rates Pooling 2022/23**

Proceeds of pooling have been updated using published information from District and Borough Councils. It is considered possible that the Business Rates pooling arrangements will be allowable in 2022/23, however this will be a county wide decision and subject to the continuation of pools.

### **Likely Updates for Consideration:**

### **K Social Care Grant**

£300m additional grant for adult and children's social care for 2021/22 was announced at the last Spending Review (included in the 2021/22 MTFP position as £2.452m), alongside confirmation that the £1bn social care grant announced in 2020/21 would be rolled forward; (this is £14.6m included in our base budget for the life of the current parliament). It is considered likely that the Social Care Grant will be no less than that received in 2021/22, and that a multi-year settlement would see funding levels maintained at least in the short term. However this could be impacted by health and social care funding reform and the suggestion detailed above at paragraph E regarding access to sustainable funding via core budget.

### **L Revenue Support Grant (RSG) – Maintained with inflation**

The current assumption for RSG is that there will be no Business Rates or Fair Funding reform for 2022/23. Ahead of any funding reform, the government have compensated for the current mechanism where it creates negative RSG in some authorities. Therefore within the likely scenarios we have assumed the government will compensate for negative RSG in the same way it has done in the last couple of years.

### **M Spending Review Equalisation**

Due to the ongoing economic uncertainty related to Brexit and COVID-19 and the levelling up agenda it is increasingly likely that there will be some form of equalisation relating to funding. This could result in some loss of funding.

### **N Pay Award: 2.0% in 2021/22**

The provision for pay award was 1.5% in 2021/22 and 2% thereafter. An assumption has been made for a 2% award in 2021/22 and its impact in future years given that 1.5% has been rejected by the Unions. Once the pay award for 2021/22 is agreed, a final review of the pay award model will be conducted.

### **O Normal Inflation for Contracts – additional 0.25% sensitivity**

Further modelling has been carried out regarding inflation sensitivity and likely price increases as a result of Brexit and the Pandemic currently being experienced. Current inflation estimates are based on figures published by the OBR at the Budget Statement in March 2021 and will be

updated to reflect forecasts to be published as part of the Autumn Statement. It is therefore anticipated inflation will be greater than current assumptions. Increases of 0.25% to current assumptions would result in an increase of approx. £0.700m per annum.

## **P Council Tax Reduction Scheme Changes by District/Borough Councils**

Council Tax billing authorities are required to review their Local Council Tax Reduction Schemes (LCTRS) annually and to consult publicly on any proposed changes. Both Lewes and Rother District Councils are consulting on changes to their LCTRS for 2022/23. The final decision to set or change the LCTRS rests solely with each billing authority, although as a major precepting authority, the greatest financial impact will fall on ESCC.

Lewes District Council's Cabinet approved proposals for consultation at its meeting in June 2021. The estimated loss of income should the proposals be agreed is modelled to be £1.133m, of which the largest loss of income of £0.801m will fall on ESCC.

Rother District Council is also proposing to make changes to its LCTRS, although they are unable to accurately assess the number of potential claimants, but it is not expected to be significant, and the loss of income will be minor.

## **Q Recompense for National Insurance Increase**

Within the *Build Back Better: Our Plan for Health and Social Care* policy paper published by the Government on 7 September 2021, it was stated that "the Government intends to compensate departments and other public sector employers in England at the Spending Review for the increased cost of the Levy". Compensation for the additional cost of the 1.25% National Insurance increase has been included as a likely update until there is further clarity on the methodology for compensation or notification of specific funding allocations.

### **Less Likely Updates for Consideration:**

#### **R Pay Award: 2.5% in all years**

The provision for pay award was 1.5% in 2021/22 and 2% thereafter. An additional assumption has been made for a 2.5% award in all years. Once the pay award for 2021/22 is agreed, a final review of the pay award model will be conducted.

#### **S Business Rates Growth**

Business Rates Growth has been assumed at 0% in all years due to the medium-term impact of the COVID-19 pandemic. A scenario has been presented that assumes some recovery with growth of 0.7% from 2023/24 based on historical normal growth figures.

## **2. Savings**

2.1 Annex B shows the detailed savings. No new savings are proposed to be identified at this point in the RPPR process. For the period 2021/22 to 2023/24 there are savings targets of £4.361m with slipped savings from previous years of £1.014m. As detailed at paragraph I, there is an approved bid under the pressures protocol to remove the Trading Standards savings target.

## **3. Covid-19: Use of Grant Funding**

3.1 The table below summarises the grants available with expected usage.

<b>COVID-19 Grants 2021/22 (£m)</b>				
	<b>Carried forward</b>	<b>Expected in-year</b>	<b>Forecast usage</b>	<b>Forecast balance remaining</b>
COVID-19 General Funding	15.132	11.999	(13.876)	13.255
COVID-19 Specific Funding	15.784	19.985	(24.113)	11.657
<b>Total funding</b>	<b>30.917</b>	<b>31.984</b>	<b>(37.989)</b>	<b>24.912</b>

## Annex A Medium Term Financial Plan

<b>Medium Term Financial Plan</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
	<b>Approved Budget</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£million</b>	<b>£million</b>	<b>£million</b>	<b>£million</b>
<b>TAXATION &amp; GOVERNMENT FUNDING</b>		<b>(416.745)</b>	<b>(423.542)</b>	<b>(433.064)</b>
Business Rates (Inclusive of BR Pooling in 2021/22)	(81.522)	(1.588)	(1.457)	(1.745)
Revenue Support Grant	(3.568)	1.212	1.440	1.461
Council Tax	(305.914)	(8.277)	(7.046)	(8.934)
Local Tax Income Guarantee for 2020/21	(1.047)	1.047	(0.459)	0.459
Local Council Tax Support Grant 2021/22	(2.621)	2.621	(2.114)	2.114
Adult Social Care Precept	(4.486)	(4.655)	0.000	0.000
New Homes Bonus	(0.505)	0.391	0.114	0.000
Social Care Grant	(17.082)	2.452	0.000	0.000
<b>TOTAL TAXATION &amp; GOVERNMENT FUNDING</b>	<b>(416.745)</b>	<b>(423.542)</b>	<b>(433.064)</b>	<b>(439.709)</b>
<b>SERVICE PLAN</b>				
Service Expenditure	381.308	381.374	387.725	401.763
Investment of unallocated funding – Revenue	1.707	(1.707)		
<b>Inflation</b>				
Pay Award 2020/21	0.074			
Contractual inflation (contract specific)	0.539	1.199	2.379	0.774
Normal inflation for contracts	6.763	8.824	8.178	9.028
National Insurance 1.25% Increase		1.514	0.030	0.031
<b>Adult Social Care</b>				
Growth & Demography	3.413	(3.413)	3.413	3.917
Future demand modelling net of attrition (Covid-related)	1.133	(1.133)	1.133	(0.365)
Pressures approved via protocol	(0.743)			
Winter Pressures	0.000			
Improved Better Care Fund	(21.137)			
<b>Children's Services</b>				
Dedicated Schools Grant	0.000	0.422		
Growth & Demography	1.070	2.635	0.993	
Looked After Children	1.909	0.000		
Disabled Access Regulations for Buses/Coaches	0.043	0.098		
Home to School Transport	0.523	0.523		
Looked After Children Placements (Covid-related)	3.429	0.000	(0.795)	(0.789)
Pressures approved via protocol	0.184	(0.124)	(0.124)	0.124
SEND High Needs Block Additional funding	(0.814)	(2.138)		
Social Worker Pay		1.493		
<b>Communities, Environment &amp; Transport</b>				
Waste PFI efficiencies		(0.100)	(0.100)	
Waste Housing Growth	0.236	0.280	0.208	0.185
Street lighting Electricity/Re-payment of Investment	(0.655)			
Pressures approved via protocol	0.262	0.204	0.015	
<b>Business Services</b>				
IT & Digital Licences	0.025	0.000		
Pressures approved via protocol	0.110	0.004	0.005	

**Annex A Medium Term Financial Plan**

<b>Medium Term Financial Plan</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
	<b>Approved Budget</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>£million</b>	<b>£million</b>	<b>£million</b>	<b>£million</b>
Modernising Back Office Systems (MBOS)				0.386
<b>Governance Services</b>				
Additional resource to support Equalities and Diversity	0.060			
Additional capacity in Legal Services to support Children’s Social Care	0.143			
<b>Potential Investment Areas</b>				
Voluntary Sector, Community Hubs, Shielded Group	0.880			
Support to economic development	0.100	0.025	(0.055)	
<b>Savings</b>				
Savings 2020/21 - 2021/22	(2.953)			
Temporary mitigations to savings	(0.298)	(0.388)	(0.100)	
Removal of CSD Safeguarding Savings		0.854		
Removal of CET Trading Standards Savings		0.100	0.100	
Savings Slippage	4.063	(2.821)	(1.242)	
<b>NET SERVICE EXPENDITURE</b>	<b>381.374</b>	<b>387.725</b>	<b>401.763</b>	<b>415.054</b>
Corporate Expenditure		35.371	39.021	43.331
Treasury Management	18.709	1.221	1.500	0.500
General Contingency	3.980	0.060	0.080	0.060
Contingency for Potential Pay Award	2.071	2.511	2.400	2.434
Contribution to balances and reserves	0.648	0.246	0.318	0.407
Pensions	8.423	(0.400)		
Apprenticeship Levy	0.600			
Levies & Grants	0.940	0.012	0.012	0.012
<b>TOTAL CORPORATE EXPENDITURE</b>	<b>35.371</b>	<b>39.021</b>	<b>43.331</b>	<b>46.744</b>
<b>TOTAL PLANNED EXPENDITURE</b>	<b>416.745</b>	<b>426.746</b>	<b>445.094</b>	<b>461.798</b>
<b>CUMULATIVE DEFICIT/(SURPLUS)</b>	<b>0.000</b>	<b>3.204</b>	<b>12.030</b>	<b>22.089</b>
<b>ANNUAL DEFICIT/(SURPLUS)</b>	<b>0.000</b>	<b>3.204</b>	<b>8.826</b>	<b>10.059</b>

Savings 2021/22 to 2023/24

	2021/22 £'000	2022/23 £'000	2023/24 £'000	Total £'000	Slippage c/f from prior year(s) £'000	Total Savings £'000
Communities, Economy & Transport	594	1,362		1,956	1,014	2,970
Children's Services	134	893	0	1,027	0	1,027
Business Services / Orbis	136	0	1,242	1,378	0	1,378
<b>Total Departments</b>	<b>864</b>	<b>2,255</b>	<b>1,242</b>	<b>4,361</b>	<b>1,014</b>	<b>5,375</b>

## Communities, Economy &amp; Transport

East Sussex County Council - Savings 2021/22 to 2023/24		Gross budget	Net budget	Savings				Slippage c/f from prior year(s) £'000
		2018/19	2018/19	2021/22	2022/23	2023/24	Total	
Activity	Savings Proposal and impact Assessment	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Community Services</b>								
Archives and Records Service	The Keep Sustainability Plan has been agreed and is a three-part savings and income plan to ensure the financial sustainability of The Keep. It would ensure that the partners still deliver our statutory and legal duties, and maintain a good degree of public access.	1,042	1,074	104	14		118	14
Library Services	The increase in the proportion of our stock available online as eBooks means that we can reduce the stock fund as eBooks have a longer shelf life than physical stock, with no deterioration in condition. We have also reviewed our support services and ICT contracts to ensure maximum efficiency and value. Finally, we have been able to reduce premises costs for Libraries, following the merger of the Records Management and Registration functions. The warehouse in Hailsham used by both services is now jointly funded. Overall this will achieve savings of £240k. In addition, we will keep our Needs Assessment and Accessibility Analysis under review, and as a result we may in future provide a reduced library service.	4,214	3,595	240	288		528	

## Communities, Economy &amp; Transport (cont'd)

East Sussex County Council - Savings 2021/22 to 2023/24		Gross budget	Net budget	Savings				Slippage c/f from prior year(s) £'000
		2018/19	2018/19	2021/22	2022/23	2023/24	Total	
Activity	Savings Proposal and impact Assessment	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Trading Standards	Carry out food sampling and food inspection only where the risk is high; carry out reactive animal health disease control and take enforcement action where necessary. There will be a reduction in our preventative and support work, to business, to people vulnerable to scams and the reduction in routine inspection may increase public health risks.  Target of £100k in both 2022/23 and 2023/24 removed	765	657				0	
<b>Transport</b>								
Parking: Civil Parking Enforcement	Increase on-street parking charges where possible. Surpluses to be used for transport related funding.	6,134	(910)		1,000		1,000	1,000
<b>Waste Disposal</b>								
Household Waste Disposal	Ongoing review of commercial saving opportunities, with possible reductions in the number of HWRs	1,144	884	250			250	
<b>Planning and Environment</b>								
Environmental Advice Services	Income generation through traded services.	1,631	420		60		60	
<b>TOTAL Communities, Economy &amp; Transport</b>				594	1,362	0	1,956	1,014

## Children's Services

East Sussex County Council - Savings 2021/22 to 2023/24		Gross budget	Net budget	Savings				Slippage c/f from prior year(s) £'000
		2018/19	2018/19	2021/22	2022/23	2023/24	Total	
Activity	Savings Proposal and impact Assessment	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Children's Social Care</b>								
Early Help	Following Lead Member decisions and remodelling the Early Help Service, there will be a reduction in the family key work service, which has been deferred until 2021/22 and 2022/23. Savings will be generated in 2021/22 as a result of ceasing to run services from 10 children's centres and 2 nurseries.	9,592	5,652	134	893		1,027	
<b>TOTAL Children's Services</b>				134	893	0	1,027	0

## Business Services / Orbis

East Sussex County Council - Savings 2021/22 to 2023/24		Gross budget	Net budget	Savings				Slippage c/f from prior year(s) £'000
		2018/19	2018/19	2021/22	2022/23	2023/24	Total	
Activity	Savings Proposal and impact Assessment	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Business Services: Orbis and Managed on Behalf of (MOBO) services: Finance, IT&D, Procurement, Property Services, HR and OD and Business Operations	The Advisory and Change areas of support are being analysed and presented to the 3 partner Councils to determine which elements need to form part of the Core Offer as they are essential in supporting the partners deliver their priorities, and which elements will no longer be provided. The aim would be to reduce spending as set out in this table although the details of how this might be achieved is still being developed.	47,534	22,270	136		1,242	1,378	
<b>TOTAL Business Services / Orbis</b>				136	0	1,242	1,378	0

Communities, Economy & Transport

East Sussex County Council - Savings 2021/22 to 2023/24		Protected characteristics								
Activity	Savings Proposal and impact Assessment	Age	Disability	Gender / Transgender	Ethnicity	Marriage / Civil Partnership	Pregnancy /Maternity	Religion / Belief	Sexual Orientation	No significant relevance
<b>Community Services</b>										
Archives and Records Service	The Keep Sustainability Plan has been agreed and is a three-part savings and income plan to ensure the financial sustainability of The Keep. It would ensure that the partners still deliver our statutory and legal duties, and maintain a good degree of public access.	-								
Library Services	The increase in the proportion of our stock available online as eBooks means that we can reduce the stock fund as eBooks have a longer shelf life than physical stock, with no deterioration in condition. We have also reviewed our support services and ICT contracts to ensure maximum efficiency and value. Finally, we have been able to reduce premises costs for Libraries, following the merger of the Records Management and Registration functions. The warehouse in Hailsham used by both services is now jointly funded. Overall this will achieve savings of £240k. In addition, we will keep our Needs Assessment and Accessibility Analysis under review, and as a result we may in future provide a reduced library service.	-	-	-						

Communities, Economy & Transport (cont'd)

East Sussex County Council - Savings 2021/22 to 2023/24		Protected characteristics							
		Age	Disability	Gender / Transgender	Ethnicity	Marriage / Civil Partnership	Pregnancy /Maternity	Religion / Belief	Sexual Orientation
Activity	Savings Proposal and impact Assessment								
Trading Standards	Carry out food sampling and food inspection only where the risk is high; carry out reactive animal health disease control and take enforcement action where necessary. There will be a reduction in our preventative and support work, to business, to people vulnerable to scams and the reduction in routine inspection may increase public health risks.  Target of £100k in both 2022/23 and 2023/24 removed								
<b>Transport</b>									
Parking: Civil Parking Enforcement	Increase on-street parking charges where possible. Surpluses to be used for transport related funding.								y
<b>Waste Disposal</b>									
Household Waste Disposal	Ongoing review of commercial saving opportunities, with possible reductions in the number of HWRSS								y
<b>Planning and Environment</b>									
Environmental Advice Services	Income generation through traded services.								y
<b>TOTAL Communities, Economy &amp; Transport</b>									

Children's Services

East Sussex County Council - Savings 2021/22 to 2023/24		Protected characteristics							
		Age	Disability	Gender / Transgender	Ethnicity	Marriage / Civil Partnership	Pregnancy /Maternity	Religion / Belief	Sexual Orientation
Activity	Savings Proposal and impact Assessment								
<b>Children's Social Care</b>									
Early Help	Following Lead Member decisions and remodelling the Early Help Service, there will be a reduction in the family key work service, which has been deferred until 2021/22 and 2022/23. Savings will be generated in 2021/22 as a result of ceasing to run services from 10 children's centres and 2 nurseries.	-		-			-		
<b>TOTAL Children's Services</b>									

Business Services / Orbis

East Sussex County Council - Savings 2021/22 to 2023/24		Protected characteristics							
		Age	Disability	Gender / Transgender	Ethnicity	Marriage / Civil Partnership	Pregnancy /Maternity	Religion / Belief	Sexual Orientation
Activity	Savings Proposal and impact Assessment								
Business Services: Orbis and Managed on Behalf of (MOBO) services: Finance, IT&D, Procurement, Property Services, HR and OD and Business Operations	The Advisory and Change areas of support are being analysed and presented to the 3 partner Councils to determine which elements need to form part of the Core Offer as they are essential in supporting the partners deliver their priorities, and which elements will no longer be provided. The aim would be to reduce spending as set out in this table although the details of how this might be achieved is still being developed.								y
<b>TOTAL Business Services / Orbis</b>									

**Report to:** Place Scrutiny Committee

**Date of meeting:** 26 November 2021

**By:** Director of Communities, Economy and Transport & Chief Operating Officer

**Title:** Progress report on Scrutiny's recommendations following the review of becoming a carbon neutral council

**Purpose:** To consider the progress report.

---

***RECOMMENDATION:***

The Committee is recommended to:

- 1) consider the progress report.
  - 2) note the agreed additional spend on climate change of £3.867m up to 2023-24.
- 

## **1 Background**

1.1 In October 2019 the County Council declared a climate emergency, setting a target of achieving carbon neutrality from its activities as soon as possible and in any event by 2050. In June 2020 Cabinet adopted a climate emergency action plan and in November 2020 the Place Scrutiny Committee completed a review of the County Council Becoming a Carbon Neutral Council. The Committee's 37 recommendations were agreed by full Council in February 2021. This report sets out progress to date against these recommendations.

## **2 Supporting Information**

2.1 The County Council first developed a carbon reduction plan in 2009. Since then, it has reduced its operational carbon emissions by about 66%, the details of which are in appendix 1. The Climate Change Action Plan adopted in 2020 set a target to reduce corporate carbon emissions by 13% per year, which is a science-based target, and set out a delivery plan for 2020-22. In 2020-21 the County Council met this target. The Place Scrutiny Committee carried out a review in 2020, both of the County Council's progress to date in reducing its carbon emissions and its plans to reduce emissions further to get to net zero.

2.2 The County Council has a large and complex carbon footprint which is larger than that of all the East Sussex District and Borough Councils combined. The majority of carbon emissions generated by the Council's activities are from sources which it has influence over but limited direct control. These are school buildings and emissions from the procurement of goods, works and services to enable the Council to fulfil its statutory functions. This includes major services such as highways maintenance, waste disposal, and education, as well as social care provision commissioned from a myriad of relatively small independent providers. Addressing the emissions from our large and diverse supply chain is a complex and significant task which will take time.

2.3 The review which the Place Scrutiny Committee undertook in 2020/21 made a number of recommendations, which were accepted by Full Council and are being implemented alongside the agreed climate emergency action plan. Appendix 2 includes a summary of progress to date against the agreed recommendations and the Climate Emergency Action

Plan. Of the 37 actions, 5 (13%) have been completed, 28 (76%) are on-going and 4 (11%) have not yet started. Progress with some actions require additional resource and many actions, such as behavioural change work, will require long-term delivery programmes.

2.4 Proposals for significant additional resource to address the County Council's carbon footprint were agreed by Cabinet in October 2021. An additional £3.867m has been agreed to be spent up to 2023-24, to be met primarily from the £8.855m reserve that has been established for one-off investment detailed in appendix 3. Investment will include the following areas:

1. Modelling of options to get to net zero, in order to better understand the potential costs and timescales
2. Recruitment of an additional officer in Property to enable the development, delivery and monitoring of a greater number of carbon reduction projects
3. Additional match funding to enable the full value of external grants to be drawn down for carbon reduction projects
4. Installation of additional low energy lighting schemes and solar PV schemes
5. Investment in a programme to decarbonise the heating systems at sites that are already scheduled in the planned maintenance programme for boiler replacements during 2022-24

2.5 Oversight of the investment set out above will be by the Lead Member for Resources and Climate Change working closely with the Lead Member for Transport and Environment, and advised by the existing Climate Change Officer Board, which includes representatives from all departments and is co-chaired by the Chief Operating Officer and the Director of Communities, Economy and Transport. This will include developing a dashboard to make the County Council's measurable progress in cutting its carbon emissions more visible.

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

3.1 The Council has recognised the severity of the climate crisis by declaring a climate emergency and setting a clear science-based target to get to net zero from its activities. Significant work has already been undertaken to reduce emissions and good progress has been made against the actions recommended by Place Scrutiny Committee. The additional investment agreed by Cabinet in October 2021 of £3.867m will enable the scale and pace of carbon reduction activity to increase. Place Scrutiny Committee is recommended to note the progress report and additional resources now available to implement the recommendations.

**PHIL HALL**  
**Chief Operating Officer**

**RUPERT CLUBB**  
**Director of Communities, Economy and Transport**

Contact Officer: Andy Arnold. Tel. 01273 481606. Email: [Andy.arnold@eastsussex.gov.uk](mailto:Andy.arnold@eastsussex.gov.uk)

LOCAL MEMBERS:

ALL

BACKGROUND PAPERS:

None

## **Appendix 1 – What ESCC has achieved so far and next steps (October 2021)**

### **What ESCC has achieved so far**

Between 2008-09 and 2020-21 the County Council has reduced its scope 1 and 2 emissions by 66%. This has been achieved through a number of measures, including:

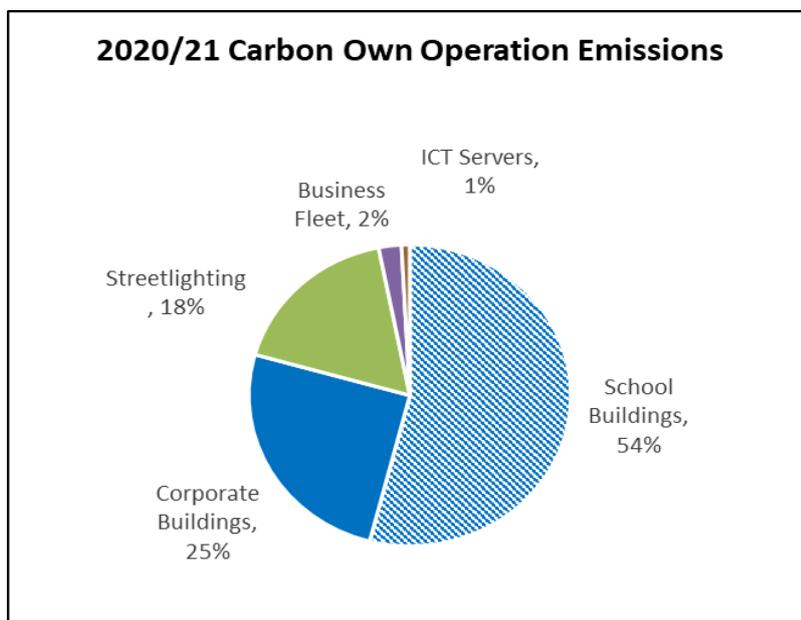
1. Changes to the way we work, for example through the Agile and SPACES (“Strategic Property Asset Collaboration in East Sussex”) programmes. The Agile programme has enabled staff to work flexibly from a range of sites, including home. This allows a reduced number, and more efficient use of, buildings and a reduction in travel through staff being able to be connected whilst working remotely. The SPACES programme is a partnership of public bodies and third sector organisations established in 2013 to seek better use of the public sector estate.
2. Improved and more energy efficient connectivity, for instance through moving to the Surrey Data Centre.
3. Encouraging behaviour change, for example by providing the ICT equipment, tools and support to enable Members and staff to work digitally and providing discounted bus travel and season-ticket loans to encourage the use of public transport.
4. Installing a number of energy efficiency measures in East Sussex County Council (ESCC) buildings and street lighting through the £1.025m Salix invest-to-save fund and County Council maintenance budgets, including replacing all the windows at County Hall. Salix has funded nearly 300 projects worth £3.8m, generating annual savings of over £850,000.
5. Installing 1.4MW of renewable energy generation on buildings, mostly on schools.
6. Requiring energy efficiency improvements in key contracts, for example including performance indicators for street lighting and business mileage within the current highways contract.
7. Changing our approach to procurement to enable more goods and services to be delivered by local businesses, which reduces the transport impact of our supply chain.
8. The Council has recently procured a new framework for the provision of electricity for corporate buildings, schools and street lighting. This allows electricity to be supplied from renewable sources, independently certified through the Renewable Energy Guarantees of Origin scheme (REGOs). This started from 1 April 2021 for an initial period of at least 12 months and is likely to continue, subject to availability and price. This applies to corporate sites and has been offered to schools. Please note that the purchase of green electricity is not counted towards ESCC’s carbon reduction target, on the basis that it is recognised good practice to work to reduce energy usage first, followed by improving energy efficiency, then investing in renewable energy, and finally to procure green electricity.
9. Case study example: Buxted Primary School, energy efficient lighting:
  - Fluorescent lamps were replaced with energy efficient LED lamps, improved controls and emergency lighting across the school estate.
  - The changes cost £15,000 and led to a 17% reduction in electricity use, which saved £1,500 and 5 tonnes of CO<sub>2</sub> per year.

- Feedback from the school: “We undertook the new lighting project throughout our school building and the results have been very good...overall we are very pleased with our new lighting.” Bursar at Buxted C of E Primary, May 2020.

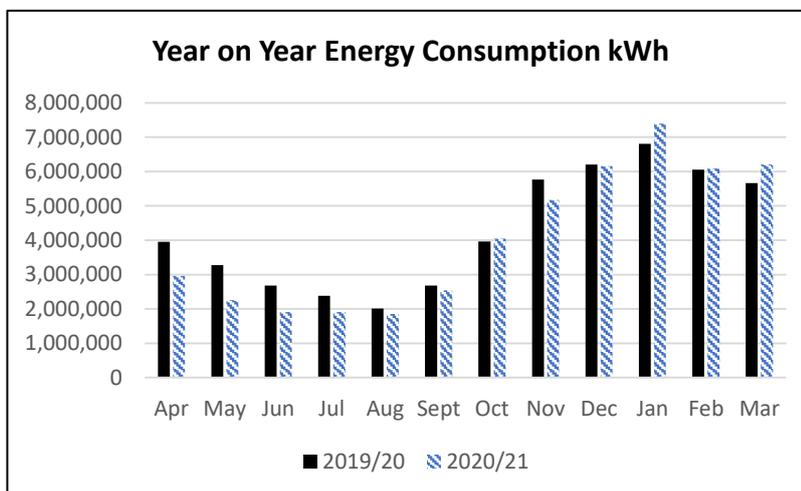
**Carbon reduction in 2020/21**

In 2020/21:

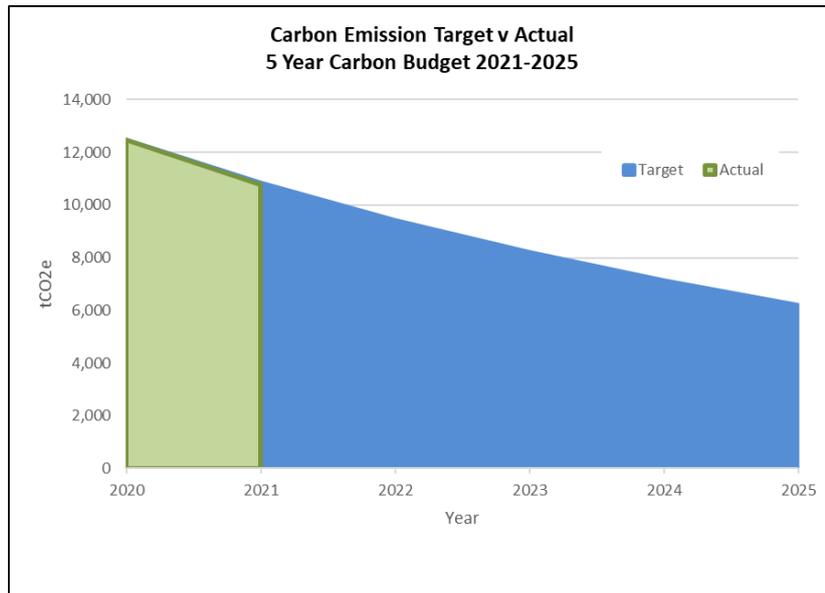
- Buildings accounted for 79% of scope 1 and 2 emissions, with schools being the largest share. Corporate buildings include all non-school buildings.
- Heating made up 60% of building emissions.
- ESCC’s fleet CO<sub>2</sub> emissions were down 19% compared with 2019-20 due to reduced mileage.



- Covid 19 impact: April to September 2020 saw a 25% reduction in energy use compared with the previous year. October 2020 to March 2021 saw energy use increase by 3%, as schools re-opened and buildings were heated but required increased ventilation, in line with central government guidance, to provide Covid secure building environments. Overall total energy use was down 6%.



- Scope 1 & 2 CO<sub>2</sub> emissions: fell 13% in 2020-21 compared with 2019-20 (by 1,672 tonnes), keeping ESCC within its carbon budget.



### Looking forward

As schools and staff gradually return to normal, we anticipate an increase in energy usage and carbon emissions compared with last year.

Projects underway in 2021-22 to reduce ESCC's carbon emissions include:

- Conversion of 14,000 streetlights to low energy LEDs.
- Completion of the delivery of the £480K of government-funded energy efficiency projects in 2022, including a whole building retrofit and pilot installation of heat pumps in a primary school.
- Installation of low energy LED lighting and solar panels in at least 6 sites.
- Implementation of the Council's Electric Vehicle Strategy.
- Continue to deliver the communications plan to Members and staff.
- Continue to embed carbon reduction into appropriate procurement contracts, for example the new highways contract.

### Monitoring and reporting of progress

The target is to reduce emissions by an average of 13% per year. Until we are able to measure and report on our scope 3 emissions more accurately, and therefore know where and how to better influence these emissions, we are measuring and reporting on our performance against a 13% p.a. reduction target for scope 1 and 2 emissions. This is monitored and reported quarterly to the Officer Climate Emergency Board, which has representatives from every department and is co-chaired by the Chief Operating Officer and the Director for Communities, Economy and Transport. Progress is also reported quarterly in the County Council's strategic risk register and annually to Full Council.

## Appendix 2 – Progress against the Action Plan and Scrutiny Review recommendations

No.	Climate Action Plan 2020-22	Scrutiny Review recommendations 2021	Status	Progress update
<b>Framework (governance, leadership, communications, data, policy &amp; partnership working):</b>				
1	Set up robust governance: Establish a senior Officer board to oversee delivery of this plan.	(no similar recommendation from the Scrutiny review)	Complete	Officer board set up in July 2020. Co-chaired by Chief Operating Officer and Director of CET, with representatives from every department.
2	Develop a communications plan: Set out clear messages and comms routes, Member and staff engagement, & integrate public engagement via the Environment Strategy	15 a) Develop an interactive communication/information platform, which includes details on what the Council itself is doing on climate change and to discuss opportunities where residents may take an active role in lowering community carbon emissions	Complete	A climate change communications plan was agreed by CMT in March 2021 and is being implemented (e.g. press releases, Yammer articles, staff newsletter, website updates, promotion of Solar Sussex Together to residents). This work is now part of business as usual.
3	Improve greenhouse gas (GHG) baseline data: a) Update ESCC's GHG data management plan and improve transparency by explaining the methods, data, processes, assumptions, estimates, changes and quality checks used. b) Obtain more accurate GHG data for staff commuting, priority suppliers and renewables already installed at schools.	(no similar recommendation from the Scrutiny review)	In progress	a) The Orbis Energy Team have developed a documented process on what detailed annual GHG data is collated, how and from where. b) Covid and the work on Future Work Styles has altered staff commuting, so data will be collated once a new 'normal' has become established. c) More accurate data is being requested from some large suppliers, notably as contracts are re-procured, and better quality data is in the process of being collected on renewable energy installations and to capture energy generation and export data.
4	Review ESCC's policies, strategies, programmes, projects and practice to align with the climate emergency: policy should provide clear and stable direction and a simple set of rules that	16a) Business case evaluation and procurement decisions should include an assessment of the carbon impact of the proposal.	In progress	Discussions have been had with other local authorities to see whether there are tried and tested examples of good practice that ESCC could learn from, including via South East 7. The outcome of this work will inform updated corporate report writing guidance to provide appropriate advice to report authors.

No.	Climate Action Plan 2020-22	Scrutiny Review recommendations 2021	Status	Progress update
5	supports corporate climate change mitigation and adaptation	16 b) Reports that go to the Executive and Council should include an assessment or statement of the carbon emissions impact of the proposals/decision in the report where relevant and material.	In progress	As above
6	Work in partnership with other organisations to share resources & good practice: continue to work with all Sussex local authorities on developing organisational and area-wide carbon plans.	15b) The Council to use its convening power to co- ordinate the actions it is taking on climate change with its partners, and in particular with the District and Borough Councils in East Sussex.	In progress	The Council hosts the East Sussex Environment Board, which is one of the sub boards to Team East Sussex and leads on delivering the East Sussex Environment Strategy. The Strategy includes a commitment to develop a road map to net zero for the county, which is being developed with a range of partners, including through regular meetings with the District and Borough Councils.
7	Work with SE7 partners on climate change.	17) The Council lobbies Government at a national level via ADEPT and the South East 7 partnership, to amend the planning system and building regulations so that the carbon performance of new buildings, including school buildings, can be taken into account in planning decisions.	In progress	The Building Regulations are a separate regulatory framework to the planning system. The planning system allows local planning authorities to require energy efficiency standards that exceeds the minimum requirements of the Building Regulations where there are Local Plan policies in place to do so. Both the planning system and Building regulations are being reviewed by government. In October 2020 the Council responded to the Planning for the Future White Paper expressing the need for the planning reforms to complement climate change targets, and we continue to work with networks such as ADEPT to lobby government for change. New school project designs now reflect increased focus on climate change priorities and how this is informing the new 10 year capital programme.
8	Produce an annual progress report: report to County Council each September on progress and identify additional resources that may be required	(no similar recommendation from the Scrutiny review)	In progress	This is the first annual report to the Council on progress against the climate emergency declaration

No.	Climate Action Plan 2020-22	Scrutiny Review recommendations 2021	Status	Progress update
	<b>Emissions from buildings:</b>			
9	Behaviour change programme – corporate: develop an engagement plan to create an energy-aware culture amongst staff and Members & develop a network of climate emergency champions to accelerate change	15 a) Develop an interactive communication/information platform, which includes details on what the Council itself is doing on climate change and to discuss opportunities where residents may take an active role in lowering community carbon emissions	In progress	A climate change communications plan was agreed by CMT in March 2021 and is being implemented (e.g. press releases, Yammer articles, staff newsletter, website updates, promotion of Solar Sussex Together to residents). This work is now part of business as usual.
10	Behaviour change programme - schools: update & disseminate the energy saving guide for schools.	4 a) The Council, in conjunction with maintained schools, should publish comparative data on energy efficiency (e.g. league tables and energy performance), set a carbon reduction target and encourage engagement with pupils in learning projects and activities to reduce carbon emissions	In progress	The Council holds the relevant energy data, however the energy performance of schools varies for a number of reasons, which means that it would not be possible to compare schools on a like-for-like basis. It would also be complex and costly to try to set school-specific carbon reduction targets, therefore it's recommended that schools should be encouraged to aim for a 13% per year carbon reduction target, in line with the Council's overall target and the target for the county. There's long been engagement with schools on energy reduction, energy efficiency and renewables, for instance through the promotion of ESCC's energy fund and working with the Youth Cabinet to develop a school energy auditing tool.
11	(no similar recommendation from the climate emergency action plan)	3) a) The Council to consider through the RPPR process opportunities for capital funding within the core capital programme to carry out carbon reduction projects in its corporate buildings, notably building fabric improvements, and lobbies Government for additional funding in this area.	In progress	The Council has invested capital in carbon reduction projects for a number of years and in October 2021 Cabinet agreed an additional £3.867m for corporate carbon reduction work up to 2023-24. The Council has also engaged with, and been encouraged to provide feedback to, BEIS and MHCLG on the need for consistent and long-term funding from government to enable local authorities to take further action. Salix are proposing to revise the changes to one of their funds in light of feedback from ESCC.
12	Planned Maintenance & Capital programmes: 1) Establish a robust process for identifying, prioritising and delivering projects.	3b) In developing energy efficiency projects, the Council should take a whole building approach, which is based on whole life costings.	In progress	Updates to the County Council's Capital Strategy in February 2021 included the emerging relevance of Environment, Social and Governance (ESG) considerations. The Strategy will now be further updated to support the County Council's climate emergency

No.	Climate Action Plan 2020-22	Scrutiny Review recommendations 2021	Status	Progress update
13	<p>2) Prepare an annual programme of energy efficiency projects linked to the maintenance and capital programmes.</p> <p>3) deliver a pipeline of whole-building energy efficiency projects.</p>	<p>6) The Council to review the payback periods used for major building refurbishment projects and adjusts the provision of capital funding for carbon reduction projects to enable more work in this area to be carried out based on whole life costings.</p>	In progress	<p>declaration. Work to tackle climate change has become a part of the Council's core business due to national legislation and is a key priority for the Council, therefore opportunities for investment will be considered as a basic need.</p>
14	<p>Install low carbon heating in buildings to replace gas and oil boilers: review boiler replacement programme and assess options for replacing with heat pumps</p>	<p>1) Priority consideration should be given to the implementation of low carbon heating systems, e.g. the use of ground source and air source heat pumps, in all newly commissioned buildings and when renewing systems in existing buildings. The most energy efficient type of heat pump currently available should be used where possible (e.g. ground source, then air source heat pumps).</p>	In progress	<p>To ensure that the costs and benefits of any potential project is balanced with the Environment, Social and Governance (ESG) implications of carbon reduction initiatives, the following will be considered as part of the Council's Capital Strategy:</p> <p>1) Energy efficiency measures at the start of any capital project and included in the whole project costs when establishing a business case. 2) Where possible, ESG schemes to be integrated within existing funded programmes, e.g. boiler replacement programme with low carbon replacements as part of the capital building maintenance programme. 3) The specific technology to be deployed (e.g. heat pumps etc) will be dependent on a range of factors including the age, type of building and its levels of insulation/heat retention. 4) A whole building approach to include whole life costings which will range from shorter to longer term pay back periods. It may be possible to use short term savings to subsidise longer term improvements. This will include building fabric improvements and also greater awareness of energy efficient use of buildings by end users.</p>
15		<p>4 b) The Council consider through the RPPR process providing capital funding for a pilot project to install heat pump technology in one of the County's maintained schools as a best practice case study.</p>	In progress	<p>Funding from the national Public Sector Decarbonisation Fund was secured in 2021 to carry out a whole-building energy retrofit to Ninfield primary school, including the installation of heat pumps, and to carry out feasibility studies to decarbonise heating in a number of other buildings. This work will be completed by summer 2022.</p>

No.	Climate Action Plan 2020-22	Scrutiny Review recommendations 2021	Status	Progress update
16		2) The Council should keep the use of hydrogen gas heating technology under review and ensure all new or replacement boilers are capable of being 'hydrogen ready'.	In progress	Currently, it is not possible to source "hydrogen ready" boilers. The government is due to publish a heat decarbonisation plan in the near future, which may help ESCC to plan for a transition to hydrogen boilers. In the meantime, ESCC is an active member of Hydrogen Sussex, which works with a range of partner organisations to understand and prepare for the emerging hydrogen economy.
17	New build: ensure the 2008 ESCC sustainable buildings policy is being implemented and report on its effectiveness.	(no similar recommendation from the Scrutiny review)	Not started	During 2020/21 there was no staff capacity to take this forward. However, given the policy and carbon incentives to decarbonise heat and, following a successful bid to the government's Low Carbon Skills fund, a consultant was appointed to produce a corporate decarbonisation of heat plan, including desktop studies for 24 sites to extrapolate and give estimated costs for our building portfolio to reach net zero.
18	(no similar recommendation from the climate emergency action plan)	5) The Council lobbies the Department for Education to provide sufficient funding for new schools to be built to a carbon neutral standard and provide funding for major improvements to retrofit energy efficiency and carbon reduction measures to all school buildings.	In progress	The Council has engaged with, and been encouraged to provide feedback to, BEIS and MHCLG on the need for consistent and long-term funding from government to enable local authorities to take further action.

No.	Climate Action Plan 2020-22	Scrutiny Review recommendations 2021	Status	Progress update
	<b>Emissions from street lighting:</b>			
19	<p>Improve energy efficiency – street lighting: a) Install energy efficient LED lights.</p> <p>b) Review dimming and switch-off policy.</p>	<p>7) The Council should: a) Explore the scope for further energy savings by reducing the amount of time street lights are on through ongoing maintenance and replacement programmes. b) Explore the use of alternative technologies such as solar and wind turbines for less essential lit signs and other street furniture. c) Keep the use of intelligent lighting systems for street lighting under review and install intelligent lighting in the car parks and campus at the County Hall campus as an example of best practice.</p>	In progress	<p>a) The Council is in an 18 month programme to replace the remaining 16,000 sodium lamps with very low energy LED lamps, which will reduce carbon emissions by a further 600 tonnes per year. We will continue to explore further reductions through part night lighting and we will work with communities to apply this where appropriate, though this needs to be balanced with public safety. b) The Council has installed a number of solar powered signs in the past but they have not proved to be reliable. However, as technology and reliability improve, we will continue to explore the use of these technologies for use across our lit network. c) A review of intelligent street lighting systems was undertaken by a consultant in summer 2020 and concluded that they would not provide carbon savings or a financial return. Savings were better achieved by programming the new lighting units to switch off at night as they are installed and where this is approved. As intelligent lighting technology matures so the costs are likely to decrease, so the use of intelligent lighting systems will be reviewed again in 2022-23. County Hall campus lighting was upgraded in 2016. The lamps have in-built daylight sensors and the main car park lights have lamps that are programmed to dim overnight between midnight and 5am. A data logger was used in November 2020 to confirm that dimming is taking place, which brings a saving of about 45%.</p>
	<b>Emissions from transport, including commuting:</b>			
20	<p>Grey fleet review: commission review by the Energy Savings Trust.</p>	<p>(no similar recommendation from the Scrutiny review)</p>	Complete	<p>A grey fleet review was completed by the Energy Savings Trust in 2020 and is being used to inform the development of the staff travel plan (see below).</p>

No.	Climate Action Plan 2020-22	Scrutiny Review recommendations 2021	Status	Progress update
21	Develop and implement a staff travel plan: to cover both business mileage and commuting.	8 a) explore more varied patterns of working to determine what is the best level of remote working from a staff perspective and for the Council to meet its business needs and reduce carbon emissions. b) Work is undertaken to support cultural change to embed changes in working practices that reduce the need to travel, or encourages less travel, such as the use of technology to hold meetings remotely and provide training using remote meeting technology. c) The Council explores the provision of more capacity for drop-in centres / hot desking and collaboration space in regional offices so staff do not always need to travel into the main office buildings, including County Hall, as part of the future workplace planning arrangements. d) The Council investigate the introduction of hybrid committee meetings where councillors can either attend remotely or in person.	In progress	The development of a staff travel plan will be commissioned from a specialist consultancy. This will be informed by the roll-out of Future Workstyles. The staff travel plan work will review the policies and incentives currently in place (e.g. existing flexible working arrangements) and put forward costed recommendations for addressing the points raised in the Scrutiny review, alongside other staff travel items (e.g. electric vehicles).
22		9 a) The Staff Travel Plan is revised to encourage, and where appropriate consideration is given to the potential for incentivising, the use of other travel modes (e.g. walking, cycling and public transport) and the uptake of Electric Vehicles to reduce carbon emissions.	In progress	
23	(no similar recommendation from the climate emergency action plan)	9 b) The Council considers lobbying the Department for Transport to make changes to season tickets for train and bus travel so they can be used flexibly by staff commuting to work	Complete	The Flexi Season ticket was introduced nationally in June 2021. It offers 8 days of travel in 28 days, any time, between two stations. However, it cannot be used in conjunction with other ESCC discount offers, such as the Easit travel card.

No.	Climate Action Plan 2020-22	Scrutiny Review recommendations 2021	Status	Progress update
24	Install EV charge points: Identify where to locate which types & number of chargers, and delivery mechanism, for staff & visitor use	10) Electric Vehicle (EV) charging points are installed at the main office buildings, or at least County Hall, with a plan agreed by the end of March 2021.	In progress	In March 2021 Cabinet agreed for the Council to explore options for procuring EV charge points on the corporate estate and the highway network. An internal team has been established to take this forward, including looking at our own fleet and the car lease scheme, and a new post of EV officer has been agreed and the recruitment has started. The Council is part of a network of transport authorities (KCC, BHCC, WSCC and SCC) that share information on their respective approaches to EVs. Partner organisations will be engaged via SPACES.
25		11a) Smaller own fleet vehicles should be replaced by EVs in the short term when the leases expire. 11b) Review the car lease scheme to encourage staff to select low emission or zero emission vehicles.	In progress	
26	(no similar recommendation from the climate emergency action plan)	12) The Council should keep the market for larger hydrogen powered vehicles under review, with a view to undertaking early pilot schemes and eventually phasing out the diesel-powered larger vehicles in its fleet in line with Government policy.	In progress	The Council is an active member of Hydrogen Sussex, which works with a range of partner organisations to understand and prepare for the emerging hydrogen economy. The Council submitted a joint bid for £12.8m to DfT's Zero Emission Bus Regional Areas Scheme to help purchase 37 hydrogen buses with BHCC and Brighton & Hove Buses but was unsuccessful.
<b>Emissions from water &amp; waste:</b>				
27	Reduce waste: consider requiring all sites to sign up to the same waste contract & set up food waste collections from all kitchen areas.	(no similar recommendation from the Scrutiny review)	In progress	These actions will deliver relatively modest carbon savings and there is currently limited staff capacity to take these forward. The Property Contracts team have made some progress, working with waste contractors to widen provision of recycling and food waste services to schools.
28	Reduce water usage: Install water efficient fittings in all appropriate toilets, urinals, taps & showers	(no similar recommendation from the Scrutiny review)	Not started	These actions will deliver relatively modest carbon savings and there is currently not the staff capacity to take these forward. Scope has been identified for awareness raising amongst Property FM managers and controllers of premises to enable low/no cost actions.

No.	Climate Action Plan 2020-22	Scrutiny Review recommendations 2021	Status	Progress update
	<b>Emissions from procurement:</b>			
29	Engage priority suppliers: a) obtain scope 1 & 2 GHG footprints of transport & construction contracts above >£1m p.a. b) embed low carbon outcomes into new contracts including low/zero emission vehicles.	11 c) The Council to consider specifying the early use of low emission vehicles in the procurement of major contracts (e.g. the Highways maintenance contract), where feasible	In progress	The Council is working with a few suppliers to gauge the ability of different markets to measure their greenhouse gas footprints and is working on requiring low carbon outcomes from high value contracts with large carbon footprints (e.g. from the new highways contract). This includes considering whether to specify the early use of low emission vehicles.
30	Offer practical support to all other suppliers: Provide energy audits and grants to local SMEs in the supply chain (e.g. via LoCASE) and eco-driver training for transport providers	(no similar recommendation from the Scrutiny review)	Complete	The Council has promoted take up of the LoCASE offer of free energy audits and access to grant funding to SMEs within its supply chain. This is targeted at those suppliers that don't have the capacity or in-house skills to take forward carbon reduction measures within their business (eg. many of the social care providers).
	<b>Renewables:</b>			
31	Identify opportunities to install PV and other renewables plus battery storage on buildings & land: commission viability assessment of renewables on buildings & land	3c) The Council should explore installing solar panels on its buildings and energy storage where this is possible. In particular, the Council should explore the feasibility of installing solar panel canopies over the car parks at County Hall and use the resultant energy in the building and to power Electric Vehicle/electric bike charge points in the car parks.	In progress	The Council secured funding in 2021 from the national Public Sector Decarbonisation Fund to install solar PV and storage batteries at 6 sites. The installation of solar panel canopies in the car parks at County Hall will be considered as part of the work on staff travel, for which consultancy support will be procured.
	<b>Off-setting:</b>			
32	Explore carbon off-setting: work with the Sussex Local Nature Partnership to explore options and costs for off-setting with natural capital benefits	13) The Council to keep opportunities for investing in natural habitats under review for inclusion in a carbon off-setting plan at the	In progress	The Council hosts the Sussex Local Nature Partnership, which has developed a Natural Capital Investment Strategy, which identifies carbon storage and sequestration as a key area for natural capital investment. The LNP has secured funding from Natural England to

No.	Climate Action Plan 2020-22	Scrutiny Review recommendations 2021	Status	Progress update
		appropriate time when the science has been developed.		map where in Rother, Wealden and Eastbourne carbon sequestration could take place, for instance through habitat management and/or tree planting. The Council is also leading a SELEP-funded project to better understand the potential scale of supply and demand in the voluntary carbon off-set market and to determine how it could encourage the development of the market.
33		14a) The Council to develop a carbon off-setting plan which includes investment in woodland creation, natural habitats and renewable energy generation.	Not started	A plan will be developed once it's clear, for example from the action above, what the local market is able to deliver and at what cost, so that the costs, benefits and risks can be assessed with greater certainty.
34		14 b) Review the Property Asset Disposal and Investment Strategy to identify land availability and opportunities for carbon off-setting habitats and investment in the development of solar farms.	Not started	The Council has a database of land holdings already used to identify key sites for investment. This can be used to complete a systematic review of sites to determine whether they might be viable for investment in off-setting, though ESCC is not a large landowner. A set of criteria will need to be developed to sieve sites in line with Council priorities. 14b) In addition to the response to 14 a), the Council's asset management plan 2020- 2025 will consider land sites availability and suitability for solar farms. A business case will need to be formulated to understand the capital investment and ongoing management/expenditure requirements.
35	(no similar recommendation from the climate emergency action plan)	18 a) ESCC to build on the existing Dutch Elm Disease Strategy to develop a Strategic Tree Policy and action plan to manage Ash Dieback, Dutch Elm Disease and other tree diseases/pests which includes a programme to replace lost trees where possible (subject to safety issues) to mitigate the impact on carbon absorption.	In progress	East Sussex Highways have a tree inspection policy which forms part of the current Highways contract. This is supported by a Tree Inspection Manual, which deals with how inspections and remedial work are prioritised on a risk-based approach. Schools and Property are creating a strategy via Orbis in conjunction with Surrey County Council. In May 2021, the Council successfully applied for £300,000 from Defra's Treescapes fund to replace highway trees lost to disease in Seaford.
36	(no similar recommendation from the climate emergency action plan)	18 b) Both County and District/Borough Planning teams should be encouraged to attend the master class training provided by	In progress	Discussions are being held with the Forestry Commission to determine what appropriate training they could deliver to planners. This will then be raised through the East Sussex Planning Liaison

No.	Climate Action Plan 2020-22	Scrutiny Review recommendations 2021	Status	Progress update
		the Forestry Commission on the retention and protection of woodlands and trees.		Group (attended by Heads of Planning), the Local Plan Managers Group and the development Management Forum.
	<b>Grid flexibility:</b>			
37	Assist integration of low carbon technologies into the national grid: Review ESCC estate for opportunities to provide Grid Flexibility services such as Demand Side Response and Battery Storage	(no similar recommendation from the Scrutiny review)	In progress	The Council secured funding in 2021 from the national Public Sector Decarbonisation Fund to install solar PV and storage batteries at 6 sites. This work will be completed in 2022.

### Appendix 3 – Funding proposals

Priority	Measure	Investment	2021/22	2022/23	Notes	On-going
1	Modelling of net zero scenarios	Commission modelling of different options to get to net zero in order to understand the potential costs, benefits, risks and timescales.	£25,000	£0	Based on estimate from Kent County Council's LASER energy team.	n/a
2	Reduce energy consumption	Recruit an additional officer to Property (LMG1)	£14,000	£56,000	Cost for LMG1 including on-costs. Assumes officer in post from Q4 2021/22.	£56,000*
		Bridging of the funding gap to allow full delivery of the Council's Public Sector Decarbonisation projects. This enables the drawdown of £262,000 of BEIS funding.	£130,000	£0	Costs based on tendered prices.	n/a
		Low energy lighting schemes in 1 additional school in 2021/22 and in 11 schools and Milton Grange in 2022/23	£35,000	£141,000	Costs are based on actual priced surveys or averages of other projects. They include contingencies but not enabling works (e.g., asbestos removal).	n/a
		Solar PV: survey of 6 corporate sites and installation on 2 sites in 2021/22. Survey and installation of a further 10 sites in 2022/23.	£88,000	£369,000	Costs include consultant fees, planning fees and contingencies and are based on Greater South East Energy Hub estimates multiplied by the relevant floor areas.	n/a
		Solar PV on The Keep	£5,000	£125,000	£5K for feasibility and £125K for install, if viable.	n/a

Priority	Measure	Investment	2021/22	2022/23	Notes	On-going
3	Reduce scope emissions	Feasibility studies to develop a pipeline of projects and maximise grant income opportunities	£130,000	£78,000	£13K per site, based on feasibility study cost for Ninfield school in 2021.	n/a
		Heat decarbonisation: £2,563,500 is requested for a planned programme to decarbonise heating in sites that are already scheduled in the planned maintenance programme for boiler replacements in 2022-24	£380,000	£2,183,500	Costs in 2022-23 = £1.0635m. Costs in 2023-24 = £1.12m.	n/a
		Deliver carbon literacy training for Members, senior managers and staff	£5,000	£21,500	Costs based on quotes from CSE (£3K for 50 Members & senior managers, £80/staff, assuming 500 staff take part per year)	n/a
		Provide the internal capacity and expertise to address by far the largest part of ESCC's carbon footprint.	£0	£56,000	Place-holder sum pending development of proposal for review by Climate Change Officer Board.	£56,000*
4	Communications external	Commission a communications agency to work on targeted campaigns with key partners	£0	£25,000	Estimate, from the corporate communications team, to deliver one reasonable-scale communications programme per year.	£25,000*
<b>Annual totals:</b>			<b>£812,000</b>	<b>£3,055,000</b>		<b>£137,000</b>
<b>Total:</b>			<b>£3,867,000</b>			

\* Note that ongoing costs for these items would be considered within the Medium Term Financial Plan after the investment period via the RPPR process

**Report to:** Place Scrutiny Committee

**Date of meeting:** 26 November 2021

**By:** Chief Operating Officer

**Title:** Workstyles Review

**Purpose:** To update Place Scrutiny on the undertakings of the Workstyles Review.

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## **RECOMMENDATIONS:**

**The Committee is recommended to note and comment on the Workstyles Review.**

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### **1 Background**

1.1 A large portion of East Sussex County Council (ESCC) workforce started working from home as of March 2020, though it is worth noting that a significant portion of the workforce have remained working in our buildings throughout the pandemic for various work or personal reasons. The feedback from staff has largely been positive with an increase in productivity and improved work life balance, and there have been significant reductions in carbon emissions due to reduced requirement for staff to travel. However, there have also been some difficulties for new starters and those with poor home work spaces.

1.2 The impact of the pandemic has created a large-scale shift in how organisations operate and has provided an unprecedented opportunity to reimagine how we work in the future. To lock in the benefits we have experienced, the Corporate Management Team (CMT) agreed a 'Workstyles review' in September 2020. This is being coordinated collaboratively between Human Resources & Organisational Development (HR&OD), Property and Information Technology & Digital (IT&D) in order to understand future ways of working for staff across ESCC.

1.3 A key part of this work has been extensive engagement with all services across the Council. This has provided a significant amount of information and insight into expected future ways of working and, in common with a number of businesses and local authorities across the Country, 'hybrid working' has emerged as the most common future approach. Hybrid working is defined as a way of structuring work, communication, hours and physical locations to enable our staff to be as productive as possible no matter where, when or who they work with.

1.4 The Covid landscape is being continually monitored to assess how we can safely enable more staff to return to the office in the short term, and teams in both Property and Public Health continue to work closely to ensure we are working in a safe way. The Workstyles review is running concurrently to understand future needs of teams once social distancing can be fully lifted from our buildings.

### **2 Supporting Information**

2.1 Engagement with management teams has been positive and all departments agree that a hybrid approach is an appropriate model for future ways of working. For many, we anticipate this to mean working from the office two or three days a week, instead of the traditional five days. Decisions around working patterns will be led by business need at their core, rather than driven by personal preference.

2.2 Whilst an increase in working from home/alternative locations will remain a feature of future working, it is also clear that the office continues to be a crucial asset for the operation of our services, with staff working in the office for a proportion of the working week for face-to-face collaboration, connection, or team working.

2.3 To enable our workforce to thrive in a hybrid environment CMT agreed the following Workstyles Principles:

<b>We will</b>	<b>We will not</b>
Be driven by business need	Be led by personal preference
Have a consistent approach on a service level	Mandate one approach across the whole organisation
See increased office space for collaboration and connection between staff	Have as much focus on desk space for individual work
Facilitate hybrid meetings (where appropriate), thus reducing business travel expenditure	Expect staff to physically attend meetings unless there is a reason to
Continue to provide staff with a contractual working base	Have home-working contracts, except in exceptional circumstances

2.4 Embracing these new ways of working will be a key part in supporting the Council's carbon reduction strategy to become carbon neutral by 2050. By adapting the way we work, we will be able to build on the carbon benefits realised over the last year through reduced travel to the office to work, or to attend face to face meetings.

2.5 There are many additional benefits to the Council supporting a hybrid working model. These include: greater staff retention and recruitment opportunities; reducing the cost of staff travel; ensuring a more resilient and adaptable working culture for future challenges; and future opportunities to rationalise our office estate and reduce occupancy costs through leasing floors.

2.6 Cabinet agreed the budget to enable hybrid working from savings made by the reduction in work-based travel since the pandemic. The budget will be used to provide resources by investing in technology and configuring different working spaces.

2.7 The Workstyles team are engaging closely with department leads and key contacts in each building to discuss and agree adaptations for each area. With Microsoft Teams now routinely used, space to join hybrid meetings or ad hoc calls will be in high demand. Meeting spaces are being adapted to optimise the effectiveness of hybrid meetings and providing configured spaces for different types of work. This includes suitable technology and specific room layouts, for example:

- Enhancing the amount of hybrid meeting spaces available. This will require adding video conferencing tools to a larger portion of our meeting rooms, and ensuring the layout is maximised for facilitating a meeting where some people are in the room and some are attending virtually (for example, laying the room out in a horseshoe arrangement).
- Creating large meeting spaces to enable teams to come together periodically for team cohesion, project work and collaboration. This will be especially beneficial to those teams who anticipate being in the office fewer days a week as it provides an opportunity to connect with colleagues.
- Creating open meeting spaces on some floors to provide space for informal meetings and discussions. These areas will be defined using existing storage, lockers, and acoustic screening as a boundary to the open office and will be equipped with video conferencing tools.
- Increased confidential meeting spaces, equipped with video conferencing tools. This is in response to staff feedback about availability of private meeting space.

- Implementing quiet desk zones by using acoustic screens, as well as the introduction of booths for staff to drop into for non-confidential video/phone calls. This will provide staff with a space to attend Teams meetings whilst not taking up valuable meeting rooms.

2.8 Physical changes to floor layouts in the Eastbourne and Hastings hub buildings will take place during the winter, with County Hall adaptations being reviewed in Spring 2022.

2.9 To support a hybrid way of working, a resources toolkit has been developed for staff to access on the Intranet, covering key information to support staff on matters relating to the spaces they work in, the technology they use, and the resources available to support them ([Workstyles review – ESCC Intranet](#)). Mandatory e-learning on how to work in a hybrid environment has been produced to help staff understand every aspect of hybrid working.

2.10 The Workstyles Policy (Appendix A), was agreed by the Governance Committee on 30 September and is a key component in supporting the hybrid way of working. It has formed a core part of the engagement and communication arrangements with managers and teams ensuring working arrangements are determined by the needs of the service.

2.11 Teams will use the Workstyles Policy to guide their discussions when agreeing hybrid working arrangements, based on the needs of the service. These discussions will form a written Team Agreement, which must be completed before returning to the office.

2.12 Hybrid working will be fully facilitated once current social distancing requirements have been relaxed.

### **3 Conclusion and Recommendations**

3.1 The impact of the pandemic has created a large-scale shift in how organisations operate and has provided an unprecedented opportunity to put in place new ways of working that support both the needs of the service and the Council's workforce.

3.2 The Workstyles review has included a significant programme of engagement across the Council regarding our future working arrangements. This engagement with Services is ongoing, with agreed changes being implemented in stages during the winter and spring/summer next year. A further review will take place in six to nine months' time to understand the effectiveness of the changes and agree whether further adaptations are required.

3.3 The Committee is recommended to note and comment on the Workstyles Review.

**PHIL HALL**  
**Chief Operating Officer**

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# Workstyles Policy

**Date: July 2021**

## Document summary

This policy sets out the key requirements and considerations that will enable both managers and staff to work from Council premises, or other suitable alternative locations (as agreed). All staff who are required or enabled to work from an alternative location, must comply with this policy.

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**About this document:**

<p><b>Enquiries:</b> Author: HR Advisory Team Telephone: 01273 481300</p>	<p><b>Version number:</b> v1.0 <b>Related information</b> Flexible working options Flexi time policy</p>
<p><b>Accessibility help</b> Zoom in or out by holding down the Control key and turning the mouse wheel. CTRL and click on the table of contents to navigate. Press CTRL and Home key to return to the top of the document Press Alt-left arrow to return to your previous location.</p>	

### Key points

- The County Council aims to provide modern, efficient, and productive ways of working to better support the needs of the Council and members of staff.
- The workstyles policy recognises that many staff can carry out their role effectively from their designated workplace or alternative sites for all, or part of the time.
- The amount of time that a member of staff can work at any location will depend on the role and needs of the service. It is the manager's responsibility to define the degree of flexibility that can be allowed for any given role and within the parameters set by the manager, the individual may work from their designated workplace or an alternative location.
- It is critical that any hybrid working arrangement put in place does not impact detrimentally on the quality and continuity of service provision or the functions and activities of the Council.
- This policy can only be at its most effective when it is built on mutual understanding and trust between the Council and its staff.
- To enable hybrid working, staff are required to engage in discussions with their manager and sign up to the actions and behaviours listed in their team agreement.
- Individuals may request changes to their work pattern or other working arrangements under the Flexible Working Policy.

#### 1. Scope

- 1.1. This policy applies to all employees in corporate departments.
- 1.2. It is not applicable to staff in schools.

#### 2. Which policy to use

- 2.1. Requests to change working arrangements (such as working hours/days) should be considered under the Flexible Working Policy.
- 2.2. Any changes to contracts of employment that are led by the Council must be managed through the Managing Change Policy.

#### 3. Definitions

- 3.1. The following definitions are referenced within this policy:

**Designated workplace:** Council premises or specific site (such as a school or country park) where the service determines the member of staff must carry out their role, all, or part of their time. This will be detailed in the contract of employment and may also be referred to as 'work base' or contractual location.

**Alternative location:** This includes all other Council premises or partner organisation's sites, in the community, at home or any combination of these where the member of staff may need to, or it is agreed that they can work from, to carry out their role for an agreed period of time.

**Contractual homeworker:** Members of staff who are appointed to a role that is carried out at, or from, home. They will be contractually required to work at, or be based at home on a permanent basis, and this will be detailed in their contract of employment on appointment. A contractual home worker does not have a dedicated Council workplace.

### 4. Overarching Principles

- 4.1. There are several overarching principles that have been agreed as part of the Council's flexible approach when determining a staff member's work location.
- 4.2. Work takes place at the most effective location and at the most appropriate time, depending on the needs of the role and the requirements of the service. The needs of the service will always be the paramount consideration.
- 4.3. Managers of the service will be responsible for determining whether roles or activities can be carried out at designated workplaces or alternative locations for some, or all of the time.
- 4.4. The Council will continue to provide staff with a designated workplace at Council premises or a specific site.
- 4.5. There are a number of benefits for staff to come into their designated workplace. These include team cohesion, staff wellbeing, or for collaborative work. As such, the service can require members of staff to attend their designated workplace for these purposes.
- 4.6. Within the needs of the service and the requirements of the role, a member of staff can discuss and agree their hybrid working arrangements with approval from their manager.
- 4.7. Hybrid working relies on a culture of mutual understanding, communication and trust between managers and staff.
- 4.8. A staff member's performance is results-focused and is measured through the achievement of performance outputs and objectives. This is determined and evaluated through the Maximising Performance Process.
- 4.9. Regular communication and staying connected is essential, particularly within teams that are working flexibly across a number of locations.
- 4.10. To enable our workforce to thrive in a flexible work environment, the Council commits to:
  - providing technology, space, and policies to support hybrid ways of working.
  - developing manager skills in remote management, supervision, and development of staff.
  - investing in tools and skills that improve competency and performance in a digital world.
  - setting clear guidance for meeting protocols, including when virtual, face to face or hybrid meetings are most suitable, with an emphasis on meeting virtually where suitable.

### 5. Benefits of hybrid working

- 5.1. There are significant benefits for staff and the Council when adopting a more flexible approach to staff workstyles and work locations. These include:
- Improved staff productivity, for example, being able to work in the best place to achieve the required outcomes and reducing time staff spend travelling to or between offices to attend meetings.
  - Improved staff health and wellbeing, for example, working at alternative locations reduces both the frequency and length of commuting time to work.
  - Better work/life balance, for example, reducing commuting time gives staff the ability to use that time for themselves.
  - Reduction in travel costs for both staff and the Council due to virtual meetings and a reduction in commuting.
  - Optimisation of the Council's investment in technology.
  - More efficient and effective use of office space.
  - Recruitment and retention of staff, through being able to offer improved ways of working that benefit staff as well as the organisation.
  - A more resilient and adaptable working culture that can respond to future challenges.
  - Contribution towards delivery of the Council's Climate Strategy by reducing business travel and employee commuting.

### 6. Roles and Responsibilities of Managers

- 6.1. To determine the work location(s) of a member of staff and consider whether the role, or work activities of the individual, should be carried out at a designated workplace or alternative location for some, or all of the time and/or a combination of both.
- 6.2. To liaise with their senior management team to ensure a consistent approach in the use of this policy across their service, aligned to both the departmental and workstyle principles.
- 6.3. To consider the technology that their team member(s) will require if a hybrid workstyle is agreed.
- 6.4. To ensure that staff are managed through outcomes and that management styles are adapted to suit teams working in alternative locations.
- 6.5. To manage the level of staff occupancy in the workplace and ensure that attendance is spread evenly across the working week.
- 6.6. To ensure that there are sufficient floor wardens in the office to comply with emergency evacuation procedures.
- 6.7. To create a team agreement that clearly identifies the practices and behaviours of the team when not working in the same location.
- 6.8. To approve, in advance, any requests for equipment or contributions to the cost of equipment as detailed in this policy.

- 6.9. To manage any request that cannot be agreed or resolved through the application of this policy in accordance with the formal application for flexible working process in the Flexible Working Policy.

### **7. Defining work locations**

- 7.1. Most staff will be required to work from their designated workplace all or part of the time to be able to carry out their role effectively.
- 7.2. For many staff, their role can, at times, be effectively carried out from an alternative location.
- 7.3. Not all roles across the Council lend themselves to working from an alternative location and as such there is less flexibility that can be applied.
- 7.4. The amount of time and how often a member of staff can work from an alternative location, other than their designated workplace, will depend on the requirements of their role and business need. This may be subject to change over time depending on the needs of service.
- 7.5. Work locations are determined by the Manager and defined by the requirements of the role. Staff should discuss their work locations with their manager and agree how this will work in practice.

### **8. Use of alternative locations**

- 8.1. Managers should talk to their team members about the most appropriate locations for them to carry out their work. For some job roles or tasks this may include the employee's home.
- 8.2. Any arrangement for working from home should be voluntary on the part of the member of staff and is subject to review in consideration of possible changing circumstances.
- 8.3. To enable home working, staff must ensure that they have access to reliable broadband and that their home is set up to enable them to work effectively. The [Home Working Self-Assessment Checklist](#) should be completed for all those who work from home.
- 8.4. When working from home, staff need to maintain an environment which is conducive to effective working whilst at home with minimal distractions. Home working is therefore not a substitute for child/dependent care or other non-work-related responsibilities.
- 8.5. Staff need to ensure that any alternative work location complies with their responsibility to respect security and uphold confidentiality.
- 8.6. Working from an alternative location can be an occasional arrangement or an agreed regular pattern of work. Employees working from other locations on specific days will still need to be available to attend their designated workplace as required by their manager e.g. to attend meetings, training or to deal with unexpected matters at work at short notice.
- 8.7. Where an employee needs to provide a service during 'normal office hours' they must be available to undertake their work within these hours, even when working from an alternative location.

- 8.8. There should be a regular review of risk assessments, job performance, standards and working practices to ensure that these remain to acceptable standards whilst the employee is working from an alternative location.
- 8.9. Employees working from home need to ensure that they comply with the provisions of the Working Time Regulations 1998 (the principles of which are embodied in the Council's Policy Statement on Working Time Regulations) regarding the maximum hours that they work each week and taking appropriate rest breaks.
- 8.10. If it is agreed that some work can be undertaken from home, staff may be entitled to make a claim directly to HMRC for tax relief towards the cost of home working. It is the member of staff's responsibility to check the requirements on the HMRC website and apply if eligible.
- 8.11. The Council has a number of drop-in centres available which can be used by staff. The drop-in centres can offer an alternative place to work and are useful for those who are travelling between meetings or provide a closer alternative to their designated workplace. Further information about the locations of the [drop-in centres](#), their use, and the facilities available can be found on the intranet.
- 8.12. There is a possibility that the organisation of an employee's work activities may have to be periodically reviewed and redefined to facilitate the use of alternative work locations. Ultimately, the needs of the service will be the key factor in determining work locations.

### 9. Contractual Homeworkers

- 9.1. In exceptional circumstances and where the role allows, an individual may be classed as a contractual homeworker. For a role to be classified as such, it will normally be the case that:
  - the person will rarely, if ever, work in Council premises (e.g. they might attend quarterly meetings and never otherwise visit); and
  - either (a) the person does all or nearly all of their work either in their own home or (b) their work is done in the field (e.g. at variable locations determined by client need) and is supplemented by work at their home (e.g. typing up notes, preparatory reading).
- 9.2. Approval to designate an individual as a contractual homeworker must be given by a Head of Service or above.
- 9.3. For all contractual home workers, the [Home Working Self-Assessment Checklist](#) must be completed as part of the induction or at the time they are classified as contractually required to work from home.
- 9.4. Contractual home workers may on occasion, be required to visit County Council premises. Staff should be flexible in terms of the needs of their department, service, or team.
- 9.5. Contractual home workers will be required to clarify that their home insurance (whether property or contents) covers them for their home being classed as their designated workplace. A template letter is in the [Flexible Working Letter Templates](#) available on the intranet.

- 9.6. Gains in the value of homes do not usually attract Capital Gains Tax (CGT) when they are sold. However, where a part of the home is set aside exclusively for work purposes, CGT could be levied on the gain in value attributable to that part of the home when it is sold. Those wishing to avoid CGT liability may choose to ensure that their home working area is not exclusively used for work. For example, if a separate room in the home is available as a work area, leaving a folding bed or storing domestic items in the space can reduce the risk of CGT liability arising. Individuals should contact their tax office if they make building alterations and devote an entire room to their employment, as they could be liable for CGT if they sell their home.
- 9.7. It is not anticipated that any employee should experience a change to the level of Council Tax they pay because of working from home as part of their role with the County Council, nor that they should start to attract Non-Domestic Business Rates. As with CGT, such a liability is more likely to occur where parts of a property are given over entirely to work and therefore effectively cease to be part of the home. Decisions about levels of Council Tax and Business Rates are made by the Valuation Office Agency.
- 9.8. Contractual home workers should write to their residents' association, mortgage lender or landlord to advise them of the change in work practices if this is required by the terms of their rental agreement, leasehold, or mortgage. A template letter is in the [Flexible Working Letter Templates](#) available on the intranet.

### 10. Team agreements

- 10.1. Where teams are working across different locations, they should form an agreement that details the behaviours and practices of staff. This may include the way in which the team will communicate with each other, how work should be delivered and collected, the setting of clear targets with measurable outcomes, the planning and scheduling of work, and the working patterns of the team.
- 10.2. If alternative working locations have been agreed, individuals should ensure their managers and colleagues are aware of where they are working and how best to contact them.
- 10.3. Managers and their staff should discuss and agree how hybrid arrangements will work but the needs of the service must be met ahead of any individual/team working preferences.
- 10.4. To enable hybrid working, staff are required to engage in discussions with their manager and sign up to the actions and behaviours listed in their team agreement.
- 10.5. There are a range of tools and resources available, including guidance and training for managers on [managing remote teams](#).

### 11. Travel expenses and other costs

- 11.1. Travelling expenses for all staff will be reimbursed in accordance with the Council's [Travelling on County Council Business Policy](#).
- 11.2. Where a member of staff has undertaken business travel from an alternative location (include their home), the HMRC requirement to deduct normal home to designated workplace mileage must be applied.
- 11.3. Members of staff should seek to avoid unnecessary travel.

- 11.4. Contractual home workers can claim business mileage from their home address if they are required to travel to attend for work, except where their home is a considerable distance from such premises (e.g., because they live outside of the County). In this instance, a maximum mileage limit may be set by their Head of Service or above as part of the arrangement.
- 11.5. East Sussex County Council is not responsible for any incidental costs that result from the member of staff working from home or other alternative location, for example, but not limited to, broadband, heating, or electricity.

### 12. Insurance, mortgage, and lease considerations

- 12.1. It is the responsibility of the member of staff to inform their insurance provider, mortgage lender, or landlord of their intention to work from home if required.
- 12.2. Any additional costs incurred in relation to home insurance, a mortgage or lease agreement is the responsibility of the member of staff.
- 12.3. Staff working from home are, in general, covered in the same way as other employees under the Council's Employers and Public Liability Insurance arrangements:
- i. **Employer's Liability:** If someone working from home suffers an injury caused by the Council's negligence the claim would be dealt with under the Council's insurance arrangements.
  - ii. **Public Liability** - If through the negligence of the home worker, whilst performing duties arising out of and in the course of their employment, a third party suffers injury, loss or damage, any claim which arises, will be dealt with under the Council's insurance arrangements. Any claim made against the Council's insurance will be investigated to see if liability attaches. There is no automatic right to compensation. If in doubt, please contact the Insurance and Risk Management Officer for specific advice.

### 13. Security of Information

- 13.1. Employees working from alternative locations to their designated workplace must ensure the confidentiality and security of any papers, files, and documents in their keeping, including all information stored electronically.
- 13.2. Employees who have access to personal data at alternative locations must ensure that printed or paper records are locked away when not in use, computers are password protected and screen locks are put in place when away from the device. Any papers that are disposed of should be done so securely.
- 13.3. Anyone working from alternative locations must ensure they comply with the Council's information governance policies including but not limited to the [Data Protection and Information Security](#) and [Data in Transit Policies](#).
- 13.4. Employees working from alternative locations must ensure that they are able to participate in voice or video calls in a confidential environment and that conversations cannot be overheard, and laptop screens cannot be seen.

### 14. Health, safety, and risk assessments

- 14.1. Members of staff who are working from alternative locations must ensure that they follow the process and associated guidance, including any training and mandated checklists, that are published on the [Health and Safety Policies](#) page on the intranet.
- 14.2. Staff working at home should complete a home working [checklist](#) and email it to their manager. Information on [workstation assessments](#) will help staff to set up their workstation at home correctly, ideally completing the self-assessment form and online training.
- 14.3. If staff have any health issues that could be exacerbated by working at home, they should also complete the [home working risk assessment](#) and send it to their manager as soon as possible.
- 14.4. If the completed checklist or assessments raise concerns about the home workstation, Posture People (our preferred supplier) can complete a virtual workstation assessment to ensure it is set up correctly and to check that staff have the appropriate equipment to work from home.
- 14.5. A referral to Posture People must be made by a line manager at [enquiries@posturepeople.co.uk](mailto:enquiries@posturepeople.co.uk) and copy in the Wellbeing Service ESCC inbox ([WellbeingServiceESCC@eastsussex.gov.uk](mailto:WellbeingServiceESCC@eastsussex.gov.uk)). Upon receipt of the referral, Posture People will endeavour to undertake the assessment within 72 hours.

### 15. Visitors to the home

- 15.1. Contractual home workers or staff with an agreement to work from home are not expected to accommodate colleagues, managers, or customers at their home for meetings or any work-related activity. Such activities should be conducted at Council, customer, or alternative premises.
- 15.2. There may be exceptional circumstances where an employee's line manager may need to visit to discuss workplace issues or carry out health and safety checks. Such visits should be planned in advance and the frequency and purpose of such visits should be discussed and agreed by the manager and employee.

### 16. Provision and ownership of equipment and technology

- 16.1. All equipment, documents and materials supplied by the Council for work remains the property of the Council and is provided solely for business use. Please refer to the [Personal Use of Council Equipment Policy](#) for more information.
- 16.2. All Council equipment used at home or when working remotely must be returned when requested to a Council office for annual Portable Appliance Testing (PAT) in line with the [Electricity at Work Policy](#). Equipment must not be used if the PAT is out of date.
- 16.3. All equipment must be returned to the department when the member of staff leaves the organisation or moves into a role that no longer supports working from an alternative location.

<b>Report to:</b>	<b>Place Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>26 November 2021</b>
<b>By:</b>	<b>Director of Communities, Economy and Transport</b>
<b>Title:</b>	<b>Road Safety Programme Outcomes</b>
<b>Purpose:</b>	<b>To provide the Place Scrutiny Committee with the outcomes of the Road Safety Programme and plans for next steps</b>

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## **RECOMMENDATIONS:**

- (1) To note the positive outcomes of the East Sussex County Council (ESCC) Road Safety Programme, which included:**
    - a. Notice of Intended Prosecution (NiP) Trial - receiving the redesigned NiP and leaflet significantly reduced speeding reoffending by 23% within 6 months. Over the 6-month trial this meant 170 fewer reoffences than business-as-usual, or 6 per week. This would translate to 560 fewer reoffences over the 6 months if everyone in the trial had received the new leaflet and new NiP.**
    - b. The Anniversary Trial - Drivers who received the Anniversary letter were 8% less likely to speed between 7 and 12 months later than those who did not. Over the 6-month trial this meant 80 fewer reoffences than business-as-usual, or 3 per week; and**
    - c. High Risk Sites Trial - results from 15 schemes have indicated a 49% reduction in the average number of crashes per annum and a 61% reduction in the average number of casualties per annum**
  
  - (2) To note the development and implementation of a further evidence based behaviour change road safety programme.**
- 

## **1 Background Information**

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

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

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

areas of the programme; initial data analysis and the development of a robust evidence base; support with the design and implementation of appropriate projects based on this analysis; and support with the creation and evaluation of robust trials.

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

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

1.5 As the evidence indicated that the vast majority of KSIs and over 90% of collisions result from driver carelessness or error, there was the need for specific measures to address these issues. These behaviour change initiatives have been developed alongside a trial to improve road safety through targeted infrastructure and speed management schemes at high risk sites. This report provides an update on the outcomes from all trials. A previous report to the Place Scrutiny Committee of 13 September 2018 provides further background to the Programme and is attached at Appendix 1.

## **2 Supporting Information**

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

2.1 A full programme of behaviour change work was developed and implemented. This work was developed with the support of BIT and partner organisations and designed to demonstrate statistically significant impact. All the trials have now concluded.

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

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

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

2.2.1 This trial involved sending an amended Notice of Intended Prosecution (NiP) letter and accompanying leaflet to a cohort of people caught speeding over a 12 month period from January 2019 (52,000 drivers), using behavioural insights techniques. The effectiveness of this revised letter and leaflet on subsequent speeding offences was assessed against unaltered versions sent to a control group of offenders to evaluate the impact of behavioural techniques on driver behaviour. The original and revised documentation are attached as Appendix 2.

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

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

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

2.2.4 Speeding re-offence was then analysed after 6 months to test which combination of letters and leaflets had the biggest impact. People receiving both the amended NIP letter and amended leaflet, were 23% less likely to reoffend within 6 months, compared to the group who received the old NIP letter and old leaflet. This meant 170 fewer reoffences within 6 months than business-as-usual, or 6 per week, and this would translate to 560 fewer reoffences in Sussex if everyone in the sample had received the new leaflet and NIP. The reduction in speeding offences persists from 6 to 12 months which is encouraging as it suggests that this reduction in speeding is sustained and not simply 'delayed'.

### 2.3 The Anniversary Trial

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

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

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

### 2.4 Operation Crackdown Trial

2.4.1 Operation Crackdown allows members of the public to report instances of dangerous or antisocial driving. Sussex Police then send a letter to inform the road user of the report. Repeat reports to Crackdown form around 10 per cent of all reports. Revised communications to those reported to Crackdown for speeding were developed using behavioural insight techniques to assess whether this reduces the likelihood of subsequent detectable offences likely to lead to risk of collisions and KSIs. Using traditional 'treatment and control' samples a full Randomised Controlled Trial was conducted.

2.4.2 The letter sent out was redrafted and tested using two approaches, testing the legitimacy of speed limits (mirroring the NIP) and the deterrence of police involvement in Operation Crackdown. The letters were simplified, personalised to improve salience and amended to highlight risk.

2.4.3 All vehicles reported to Crackdown between June 2019 and June 2020 (33,657) were randomly assigned the original, the legitimacy, or the deterrence letter to assess whether they received a second letter within 6 months of the first letter.

2.4.4 Neither the legitimacy or the deterrence letter reduced the likelihood of re-offending within 6 months. The benefit of conducting rigorous evaluations is that they inform what interventions fail as well as those which succeed. There are a number of possible reasons for this failure. Firstly, the original Crackdown letters were of better design than the NiP letters, offering less scope for improvement, (the redesigned NiP was only effective when we paired the letter together with the leaflet) and secondly, there may be issues with the overall perception of Crackdown by the public in that drivers may perceive being caught by members of the community as less legitimate than the police.

## 2.5 In Case of Emergency (ICE Stickers) Trial

2.5.1 This project focused on the re-design and re-launch of the 'In Case of Emergency' (ICE) stickers and a new registration process. The stickers which attach to a biker's helmet provide vital information in the event of a collision and on registering the stickers online, bikers are pointed to safety information and a range of safe biking courses.

2.5.2 In addition to behavioural prompts on the redesigned stickers, new distribution channels were tested – Motogusto, a biker magazine, retail outlets with the online registration process simplified and improved. These new channels of distribution were assessed against the existing route distribution by the Roads Policing Unit, when bikers are stopped by police.

2.5.3 Following analysis of data on the relative distribution and registration rates, the two most effective routes were found to be Roads Policing and the Sussex Safer Roads Partnership (SSRP) website and improved registration process. Messages to loved ones left by bikers at the point of registration suggest that the introduction of these is a powerful behavioural prompt to safer riding. A copy of the redesigned sticker is attached as Appendix 3.

2.5.4 The outcomes of this work will be used by SSRP to further shape the streamlining of the website and registration process and the ability to add personalised messages to the stickers maintained. Additional focus will be placed on the most successful distribution route, that of Roads Policing with improved links into SSRP to enable subsequent follow up.

## 2.6 Young Drivers (17-24 years) Trial

2.6.1 Young (particularly male) drivers are at significant risk of collisions and KSIs. This is also a group who tend not to engage with traditional road safety campaigns. Work was undertaken to design a campaign targeted towards young drivers which deployed a range of engagement strategies. The learning from this campaign was then used to revise and update a project in line with behavioural insights, which targets young drivers and their passengers.

2.6.2 Evaluation of the project demonstrated that over 24% of young drivers and their passengers reported positive attitudinal and behavioural changes in response to the engagement campaign designed to reduce risk of collisions/KSIs. There was a positive change in both passenger responsibility and behaviour, which is key to safe driving amongst young people.

2.6.3. As a result of the Covid-19 lockdowns, delivery of the 2020-21 project that targets young drivers and their passengers moved online. An online package was developed together with a range of learning materials for teachers and students. Analysis of this online package showed that 100% of teachers would be happy to use the package again should online delivery be necessary in future and the materials provided were rated as effective by over 80% of the participants.

## 2.7 High Risk Sites Trial

2.7.1 The high risk sites trial has made physical changes to the way roads appear to drivers at certain sites, to test how this changes their behaviour. The sites were selected based on their relative priority and their suitability for low-cost traffic management type of interventions. The aim of the interventions was to produce a consistent message along each section of road so that a driver is aware of the road environment and character, and able to moderate their driving so that it is appropriate to the potential hazards present. This type of intervention is sometimes termed as producing a 'self-explaining' road environment. To date 23 schemes have been implemented across East Sussex.

2.7.2 Analysis undertaken on those high-risk routes that have a minimum of six months of 'after' crash data indicates that there has been:

- A 49% reduction in the average number of injury crashes per annum.
- A 61% reduction in the average number of casualties per annum.
- A 46% reduction in the average number of KSI crashes per annum.
- A 56% reduction in the average number of KSI casualties per annum.

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

**2.8 Financial Analysis** – £615,000 was allocated to the Behaviour Change trials and £332,000 to the High Risk sites trial. The balance of £53,000 funded the Safer Streets Report referred to in appendix 1.

## 2.9 **Evaluation**

2.9.1 Whilst it is recognised that the evaluation of behaviour change projects is difficult, as it is long term and incremental, and measurement of impact must account for normal statistical fluctuation, the projects established clear outcome criteria. Where possible these were based on Randomised Controlled Trials (RCTs), designed with the support of BIT. Evaluation in this area is necessarily more nuanced as it requires understanding of the type of behaviours which are associated with a higher predictive risk of being involved in a KSI and assessing whether the intervention has decreased these negative behaviours. For the purposes of these trials measuring reoffences for speeding within specific timeframes were evaluated as proxy measures for reducing risk over time. Evidence has shown that this is a strong predictor for subsequent KSIs and therefore by reducing re-offences is an important signal for a reduction in the likelihood of future KSIs.

## 2.10 **Next Steps**

2.10.1 Following the conclusion of the current Road Safety Programme, and the successful outcomes of the trials, Public Health have allocated further funding which will enable a further Programme to be developed. The programme budget is £700k and this will enable a further comprehensive programme to be developed and implemented.

2.10.2 Following a competitive tendering process, BIT have been appointed again to support the programme. Initial work will focus on reviewing and refreshing the data to define the priority groups and issues for the next phase of the programme and then develop appropriate possible future trials. Where possible it is expected these will be full Randomised Controlled Trials. These trials will be developed during Summer 2022 and implementation will start later in 2022.

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

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

3.1 The analysis undertaken has shown that the vast majority of KSIs and over 90% of collisions result from driver carelessness or error, and therefore the single most significant factor in reducing KSIs in East Sussex is to target driver behaviour. The programme of work undertaken has therefore focused on the development and implementation of behaviour change initiatives alongside work on targeted and evidence-based infrastructure schemes at high risk sites.

3.2 The Committee is recommended to note the positive outcomes from the trials implemented as part of this programme, which have included a reduction in speeding reoffences, positive attitudinal and behavioural changes of young drivers and a reduction in crashes and casualties. In addition, the Committee is recommended to note that a further evidence-based behaviour change road safety programme will be developed and implemented.

#### **RUPERT CLUBB**

**Director of Communities, Economy and Transport**

Contact Officer: Nick Skelton

Email: [nick.skelton@eastsussex.gov.uk](mailto:nick.skelton@eastsussex.gov.uk)

#### LOCAL MEMBERS:

All

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

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

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

## **1 Background**

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

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

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

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

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

## **2 Supporting information**

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

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

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

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

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

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

**2.2 Progress in the development and implementation of the East Sussex Road Safety Programme -**  
As advised previously in this report, the decision was made to develop a series of behavioural insights schemes together with focused speed management to address the rate of KSIs in East Sussex.

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

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

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

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

- Notice of Intended Prosecution (NiP)

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

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

- Operation Crackdown

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

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

- 'Anniversary' Project

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RUPERT CLUBB

Director of Communities, Economy and Transport

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#### LOCAL MEMBERS

All

#### BACKGROUND DOCUMENTS

None

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# Original NIP



**Sussex Police**  
Serving Sussex

www.sussex.police.uk

Appendix 2  
**PLEASE RETURN FORM TO:**

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

General Enquiries: 01273 404079  
Mon-Fri 10am – 12pm  
[Safetycamera@sussex.pnn.police.uk](mailto:Safetycamera@sussex.pnn.police.uk)

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

Notice Number: «NOTICE\_NUMBER»

Date: «LETTER DATE»

### NOTICE OF INTENDED PROSECUTION

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

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

#### Request for information as to the driver

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

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

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

OR

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

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

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

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

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

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

The Sussex Police Public Access website is available for you to view online information about the allegation together with guidance notes about filling in this form.  
The website address is [www.sussexpas.co.uk](http://www.sussexpas.co.uk)  
Your Public Access PIN is: «PAS\_PIN\_NEW»



# Original Leaflet

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

➤ **Driver Education Courses**

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

➤ **Mitigating Circumstances?**

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

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

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

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

# Amended NIP



**Sussex Police**  
Serving Sussex

www.sussex.police.uk

If the address below is a Limited Company, this form is for the attention of the Company Secretary

Notice of Intended Prosecution  
Date: «DATE\_CURRENT»

General Enquiries: 01273 404079  
Mon-Fri 10am – 12pm  
[Safetycamera@sussex.pnn.police.uk](mailto:Safetycamera@sussex.pnn.police.uk)

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

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

Notice Number: «NOTICE\_NUMBER»

Dear «OFFENDER\_FULLNAME»

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

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

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

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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Driver Date of Birth:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

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

Signature:

Today's Date: 

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

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

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

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

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

Yours faithfully,

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

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

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

# Appendix 2 \* «NOTICE NUMB

Date: «LETTER\_DATE» «NOTICE\_NUMBER»

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

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

Signature:  Today date:

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

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

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

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

**Date Sold/Disposed**   |   |

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

**Date Bought/Acquired**   |   |

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

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

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

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

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

Title      Male  Female Date of Birth   |

Surname or Company Name

Forename(s)

Address

Postcode         Telephone Number

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

# Amended Leaflet



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



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

Roger Bamber / Alamy Stock Photo

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

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

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

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



### Important information about this notice

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

# Anniversary Letter



Jane Smith

123 Crescent Rise  
Hastings  
TN34 1AA

Date: 18/1/2019

Dear Jane,

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

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

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

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



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

Yours faithfully,

Neil Honnor, Chief Superintendent

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# We redesigned the ICE stickers, leaflets and registration process using behavioural insights

**Saliency:** To prompt riders to ride safely when they see the sticker on their helmet, we emphasised the emergency circumstances under which the ICE stickers would be used, and the potential impact of a KSI on loved ones across the sticker, leaflet and registration process.

**Address misconceptions:** We addressed the misconception that riders are not able to change their risk of involvement in KSIs by highlighting they can "Choose how you ride".

**Sticker**



**Leaflet front**



**Leaflet back**



**Registration process**

*"What message would you like a first responder to give to your next of kin in the event of an emergency?"*

**Ease:** We reduced the size of the leaflet from A6 to card-sized so it could fit in people's wallets.

**Call-to-action:** We wanted to ensure the stickers could be distributed without in-person explanation by the SSRP. We drew attention to the most important action for people (registering online) using a yellow callout and icon on the leaflet.

**Visual aid:** We encouraged riders to place the sticker at the base of their helmet to maximise the likelihood they see the sticker before they ride and are reminded to ride safely.

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<b>Report to:</b>	<b>Place Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>26 November 2021</b>
<b>By:</b>	<b>Assistant Chief Executive</b>
<b>Title:</b>	<b>Place Scrutiny Committee future work programme</b>
<b>Purpose:</b>	<b>To review and agree items for the Place Scrutiny Committee's future work programme and receive updates on previous work.</b>

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

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

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

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

---

## **1. Background**

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

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

## **2. Work programme and future scrutiny reviews**

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

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

### **3. Forward Plan**

3.1 A copy of the Council's Forward Plan of executive decisions for the period 1 November 2021 to 28 February 2022 is included in appendix 2. The Committee is requested to review the forthcoming items on the Forward Plan to identify any issues that may require scrutiny work. The Forward Plan is revised and published on a monthly basis, and Committee members should regularly review the Forward Plan.

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

4.1 The Place Scrutiny Committee is recommended to agree the agenda items and topics for scrutiny reviews to be included in the future work programme. The Committee is also recommended to review the Council's Forward Plan of decisions to identify any issues that may require more detailed scrutiny.

**PHILIP BAKER**  
**Assistant Chief Executive**

Contact Officer: Martin Jenks, Senior Democratic Service Adviser  
Tel. No. 01273 481327  
Email: [martin.jenks@eastsussex.gov.uk](mailto:martin.jenks@eastsussex.gov.uk)

### BACKGROUND DOCUMENTS

None.

## Place Scrutiny Committee – Work Programme

<b>Current Scrutiny Reviews</b>		
<b>Title of Review</b>	<b>Detail</b>	<b>Proposed Completion Date</b>
To be agreed.		
<b>Initial Scoping Reviews</b>		
<b>Subject area for initial scoping</b>	<b>Detail</b>	<b>Proposed Dates</b>
Scrutiny Review of Procurement	A scrutiny review of Procurement which will focus on the Council's approach to Social Value measurement and buying local initiatives as part of procurement activity across the Council.	To be agreed
<b>List of Suggested Potential Future Scrutiny Review or Reference Group Topics</b>		
<b>Suggested Topic</b>	<b>Detail</b>	
To be agreed.		
<b>Scrutiny Reference Groups</b>		
<b>Reference Group Title</b>	<b>Subject Area</b>	<b>Meetings Dates</b>
Highways Contract Re-procurement	The Committee has agreed to re-form the reference group to work alongside Officers on the next stages of the Highway Services Re-Procurement Project	Ongoing to May 2023

	(HSRP). The next stages include the implementation of the procurement strategy, mobilisation and monitoring of the contract.	
Local Transport Plan (LTP4) – Reference Group	The Committee has agreed to form a Reference Group to work alongside officers on the development of the revised Local Transport Plan (LTP 4) focussing on sustainable transport issues.	To be agreed
<b>Reports for Information</b>		
<b>Subject</b>	<b>Detail</b>	<b>Proposed Date</b>
Electric Vehicle (EV) Charging Points.	The Committee agreed to request a briefing on plans to develop and implement EV charging infrastructure in East Sussex.	To be agreed.
<b>Training and Development</b>		
<b>Title of Training/Briefing</b>	<b>Detail</b>	<b>Proposed Date</b>
To be agreed.		
<b>Future Committee Agenda Items</b>		<b>Author</b>
<b>23 March 2022</b>		
Reconciling Policy, Performance and Resources (RPPR)	The Committee will review its input into the RPPR budget setting process, and the impact of any recommendations or comments made by the Committee.	Chief Executive / Senior Democratic Services Adviser
Broadband Project and Gigabit Voucher Scheme	To receive an 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.	Assistant Director Economy
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

Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> <li>• Reports for future meetings</li> <li>• Scrutiny reviews and potential scrutiny reviews</li> <li>• Items from the Forward Plan</li> </ul>	Senior Democratic Services Adviser
<b>22 June 2022</b>		
Scrutiny Review of Becoming a Carbon Neutral Council	To receive the second update report on the implementation of the recommendations from the Scrutiny Review of Becoming a Carbon Neutral Council.	Director of Communities, Economy & Transport/Chief Operating Officer
Economic Regeneration and Support for Business	To have a report on the Team East Sussex Recovery Plan team on the work to support businesses and economic regeneration following the Covid19 pandemic and the impact of national lockdowns on the local economy.	Assistant Director Economy
Economic Development.	To receive a report from the Economic Development Teams on how projects are developed and selected for the available funding streams.	Assistant Director, Economy
Trading Standards Service.	To gain an understanding of the current work and focus of the Trading Standards Team, including the additional work required due to EU exit and the work to protect vulnerable people through the work on Scams and with Community Safety partners.	Assistant Director, Communities
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> <li>• Reports for future meetings</li> <li>• Scrutiny reviews and potential scrutiny reviews</li> <li>• Items from the Forward Plan</li> </ul>	Senior Democratic Services Adviser
<b>21 September 2022</b>		
Reconciling Policy, Performance and Resources (RPPR)	To start the Committee's work on the RPPR process for 2022/23, by reviewing Portfolio Plans and service based information.	Chief Executive / Senior Democratic Services Adviser
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> <li>• Reports for future meetings</li> <li>• Scrutiny reviews and potential scrutiny reviews</li> <li>• Items from the Forward Plan</li> </ul>	Senior Democratic Services Adviser

<b>24 November 2022</b>		
Reconciling Policy, Performance and Resources (RPPR)	The Committee will examine any additional information requested at the September meeting and consider any updated RPPR information for 2022/23.	Chief Executive / Senior Democratic Services Adviser
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> <li>• Reports for future meetings</li> <li>• Scrutiny reviews and potential scrutiny reviews</li> <li>• Items from the Forward Plan</li> </ul>	Senior Democratic Services Adviser

## 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:

- 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](mailto: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.

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

**FORWARD PLAN – EXECUTIVE DECISIONS (including Key Decisions) –1 November 2021 TO 28 February 2022**

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

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Date for Decision	Decision Taker	Decision/Key Issue	Decision to be taken wholly or partly in private (P) or Key Decision (KD)	Consultation	List of Documents to be submitted to decision maker	Contact Officer
9 Nov 2021	Cabinet	Climate Change investment To consider a proposal for additional investment to support ESCC's climate emergency work.	<b>KD</b>		Report, other documents may also be submitted	Andy Arnold <i>01273 481606</i>
9 Nov 2021	Cabinet	Highways investment To consider a proposal for additional investment in highways.	<b>KD</b>		Report, other documents may also be submitted	Karl Taylor <i>01273 482207</i>
9 Nov 2021	Cabinet	Appointment of external auditors The Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person)			Report, other documents may also be submitted	Ian Gutsell <i>01273 481399</i>

		Regulations 2015; Regulation 19 requires the decision to opt-in to the PSAA auditor appointment process to be taken by Full Council. The closing date for the notice of acceptance is Friday 11 March 2022.				
9 Nov 2021	Lead Member for Adult Social Care and Health	Household Support Fund - Voluntary, Community Social Enterprise (VCSE) and place-based options Decision as to the scheme the Council will implement to distribute the Household Support Grant with regard to families and other types of households, including individuals at risk of food and fuel poverty.	<b>KD</b>		Report, other documents may also be submitted	Tom Hook 07895 331141
12 Nov 2021	Lead Member for Economy	Sussex Tourism and Culture Recovery Group Progress report and recommendations for next steps To present a vision and high level priorities to support the medium and long term recovery of the visitor economy across East Sussex, West Sussex and Brighton & Hove	<b>KD</b>		Report, other documents may also be submitted	Sally Staples 01273 481871
15 Nov 2021	Lead Member for Education and Inclusion, Special Educational Needs and Disability	East Sussex School Organisation Plan 2021-2025 To seek Lead Member approval to publish the East Sussex School Organisation Plan, covering the period 2021 to 2025.  The purpose of the School Organisation Plan is to understand the projected demand for school places in the future and to set out where we think we will need to commission additional places or re-organise existing			Report, other documents may also be submitted	Gary Langford 01273 481758

		provision to meet that demand.				
15 Nov 2021	Lead Member for Education and Inclusion, Special Educational Needs and Disability	Household Support Fund Approval to use some of the Household Support Fund to provide food vouchers over the Christmas, February and Easter school holidays to eligible free school meal pupils between December 2021 – March 2022.	<b><i>KD</i></b>	Local Members	Report, other documents may also be submitted	Jessica Stubbings  <i>07827 084705</i>
16 Nov 2021	Lead Member for Resources and Climate Change	Lease extension - Tilling Green Community Centre, Rye Proposal to grant a long lease to facilitate capital investment	<b><i>P</i></b>		Report, other documents may also be submitted	Zoe Tweed  <i>01273 336104</i>
22 Nov 2021	Lead Member for Transport and Environment	East Sussex County Council's use of Glyphosate based herbicide to control weeds on the Public Highway To consider the response to the Motion 'to eliminate use of glyphosate herbicide formulation in ESCC/Highways' weed control' and to provide an update on East Sussex County Council's approach to weed management.	<b><i>KD</i></b>		Report, other documents may also be submitted	Dale Poore  <i>01273 481847</i>
22 Nov 2021	Lead Member for Transport and Environment	Petition to extend the 40mph speed limit on the A2100 London Road, Battle To consider the petition calling on the County Council to extend the 40mph speed limit beyond that being proposed for the new Lillybank development to a suitable location north of Canadia Road. The limit is being extended as part of a Section 106 Agreement for the Millwood Homes			Report, other documents may also be submitted	Helen Pain  <i>0345 6080193</i>

		development (Lillybank Farm), and an extension north of Canadia Road will help protect vulnerable residents from the excessive speeding frequently endangering lives				
22 Nov 2021	Lead Member for Transport and Environment	<p>Redundant assets of the Library and Information Service</p> <p>The Library and Information Service has a collection of redundant assets following the service changes in 2018 (which Cabinet approved).</p> <p>The decision required is to approve the disposal method, which would enables local organisations to expand their collections and make best use of the assets.</p>			Report, other documents may also be submitted	<p>Alice Henderson</p> <p>01273 481804</p>
7 Dec 2021	Lead Member for Economy	<p>University of Brighton @ Eastbourne consultation</p> <p>To consider the formal response to the University of Brighton @ Eastbourne consultation on its proposal to move its current provision from its campus at Eastbourne and LEAF hospital (in Eastbourne) to its Falmer campus by start of 2024-25 academic year</p>	<b><i>KD</i></b>		Report, other documents may also be submitted	<p>Richard Dawson</p> <p>07917 210721</p>
8 Dec 2021	Lead Member for Adult Social Care and Health	<p>Procurement of the Integrated Community Equipment Service</p> <p>Approval to commence procurement of the Integrated Community Equipment Service and of the preferred procurement approach. The new contract for the provision of the</p>	<b><i>KD</i></b>		Report, other documents may also be submitted	<p>Sally Reed</p> <p>01273 481912</p>

		<p>East Sussex Integrated Community Equipment Service will commence on 1st April 2023, replacing the existing contract which started in September 2016.</p> <p>The service provider is responsible for the procurement, delivery, collection, repair, maintenance, decontamination and disposal of community equipment including pressure relief mattresses, beds and hoists, walking aids, chair and bed raisers, commodes and toilet aids and support rails as prescribed by health and social care staff for residents of East Sussex.</p>				
13 Dec 2021	Lead Member for Transport and Environment	<p>Petition for increased safety measures – Robertson’s Hill, Hastings</p> <p>Petition for increased safety measures – Robertson’s Hill, Hastings. A petition was submitted to the County Council on 23 July 2021 and needs to be considered by Lead Member for Transport &amp; Environment</p>			Report, other documents may also be submitted	<p>Victoria Bartholomew</p> <p><i>01424 724284</i></p>
13 Dec 2021	Lead Member for Transport and Environment	<p>Petition to address speeding and overtaking along Whatlington Road in Battle from Caldbec Hill to Punchbowl Corner</p> <p>To consider the petition calling on the County Council to address speeding and overtaking along Whatlington Road from Caldbec Hill to Punchbowl Corner in Battle.</p>		Local Member	Report, other documents may also be submitted	<p>Helen Pain</p> <p><i>0345 6080193</i></p>
13 Dec 2021	Lead Member for Transport and Environment	<p>To consider a request to introduce a speed restriction in Milton Street, Long Man</p> <p>Petition to consider a request to introduce a speed restriction in Milton Street, Long Man.</p>		Local Member	Report, other documents may also be submitted	<p>Jo Reed</p> <p><i>0345 60 80 193</i></p>

		A petition was submitted to the County Council on 23 July 2021 and needs to be considered by the Lead Member for Transport and Environment				
13 Dec 2021	Lead Member for Transport and Environment	Approval of the updated Library and Information Service Strategic Commissioning Strategy 2022/23 to 2027/28 The Lead Member is requested to agree the Updated Libraries Strategic Commissioning Strategy 2022/23 to 2027/2028 and implementation to ensure the Library and Information Service continues to support residents' needs	<b>KD</b>		Report, other documents may also be submitted	Rhona Drever <i>07876 036901</i>
13 Dec 2021	Lead Member for Education and Inclusion, Special Educational Needs and Disability	Final decision on the proposal to lower the age range at Cradle Hill Community Primary School To take the final decision on the proposal to lower the age range at Cradle Hill Community Primary School			Report, other documents may also be submitted	Jane Spice <i>01323 747425</i>
14 Dec 2021	Cabinet	Annual Accounts for Lewes Charitable Trust Annual position statement of accounts for onward submission to Charity Commission			Report, other documents may also be submitted	Samantha McManus <i>07919 298416</i>
14 Dec 2021	Cabinet	Council Monitoring: Quarter 2 2021/22 To consider the Council Monitoring report for the second quarter of the financial year 2021/22 as part of the Council's Reconciling Policy, Performance and Resources (RPPR) budget monitoring process.			Report, other documents may also be submitted	Victoria Beard <i>07894 708914</i>

14 Dec 2021	Cabinet	The LAC Annual Report 2020-2021 Cabinet are asked to receive and consider the Annual Report for the LAC service in their role as Corporate Parents. This will be presented on behalf of the Corporate Parenting Panel which is chaired by a member of the panel who has been elected by the panel to act as chair.		The report has previously been considered by the elected members who form the Corporate Parenting Panel.	Report, other documents may also be submitted	Liz Rugg <i>01273 481274</i>
14 Dec 2021	Cabinet	Treasury Management Annual Report 2020/21 and mid-year report 2021/22 To consider a report on the review of Treasury Management performance for 2020/21 and the outturn for the first six months of 2021/22, including the economic factors affecting performance, the Prudential Indicators and compliance with the limits set within the Treasury Management Strategy.			Report, other documents may also be submitted	Ian Gutsell <i>01273 481399</i>
December 2021	Chief Operating Officer	Award of contracts for supply of mobile phones To approve the award of contract to the recommended supplier for the supply of replacement mobile required to refresh the existing corporate estate.	<b>P</b> <b>KD</b>		Report, other documents may also be submitted	Matt Scott <i>07552 286752</i>
14 Dec 2021	Lead Member for Resources and Climate Change	Approval of a Lease for Business Space Accommodation. Approval of a lease for business space accommodation to meet the operational requirements of the Communities, Economy and Transport Department. The decision required is to agree that the	<b>P</b> <b>KD</b>	Local Member	Report, other documents may also be submitted	Peter Smith <i>01273 337647</i>

		Council will take a commercial lease and to delegate authority to the Chief Operating Officer to sign the final lease agreements.				
14 Dec 2021	Lead Member for Resources and Climate Change	Land at Woollards Field To declare surplus ESCC freehold land at Woollards Field, Brighton with disposal to BHCC.			Report, other documents may also be submitted	Zoe Tweed <i>01273 336104</i>
14 Dec 2021	Lead Member for Resources and Climate Change	Orbis Partnership Governance To agree amended governance arrangements for the Orbis Partnership			Report, other documents may also be submitted	Phil Hall <i>07857 655532</i>
14 Dec 2021	Lead Member for Resources and Climate Change	Firstfields Resource Centre – disposal of freehold Disposal of the freehold of Firstfields Resource Centre	<b>P</b>		Report, other documents may also be submitted	Zoe Tweed <i>01273 336104</i>
14 Dec 2021	Lead Member for Resources and Climate Change	Former Forest Row Household Waste Recycling Centre - disposal To agree the disposal of the former Forest Row Household Waste Recycling Centre to the preferred purchaser following the marketing of the site, including declaring the land comprising Station Road, Forest Row surplus to the Council's requirements and agreeing its disposal to the preferred purchaser.	<b>P</b>		Report, other documents may also be submitted	Nigel Brown <i>07394 410630</i>
14 Dec 2021	Lead Member for Resources and Climate Change	Supplementary lease of land at Swan Barn Household Waste Recycling Site Approval to take a supplementary lease to the year 2080. The existing lease for the			Report, other documents may also be submitted	Zoe Tweed <i>01273 336104</i>

		Swan Barn Household Waste Recycling Site ends 2080. The supplementary lease is required to accommodate the expansion of the operational Household Waste Recycling Site for the same period. The land leased in will be subsequently leased out to the waste contractor.				
14 Jan 2022	Lead Member for Education and Inclusion, Special Educational Needs and Disability	East Sussex Childcare Sufficiency Assessment 2022-2023 To approve the publication of the East Sussex Childcare Sufficiency Assessment for 2022 to 2023.			Report, other documents may also be submitted	Jane Spice  01323 747425
20 Jan 2022	Lead Member for Resources and Climate Change	Ringmer Swimming Pool To consider the outcome of the market testing exercise to ascertain expressions of interest in the future management of the Ringmer Swimming Pool.		Local Member	Report, other documents may also be submitted	Pauline Young  01273 481180
20 Jan 2022	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	<b>KD</b>		Report, other documents may also be submitted	Zoe Tweed  01273 336104
25 Jan 2022	Cabinet	Conservators of Ashdown Forest Budget 2022/23 To approve the draft Conservators of Ashdown Forest budget for the financial year 2022/23 and to consider the contribution from the Trust Fund.	<b>KD</b>		Report, other documents may also be submitted	Ian Gutsell  01273 481399

25 Jan 2022	Cabinet	Reconciling Policy, Performance and Resources (RPPR) 2022/23: Draft Council Plan To ask Cabinet to approve the draft Council Plan, Council Tax levels, Revenue Budget, and Capital Programme for 2022/23 for recommendation to the County Council (including Savings Proposals, Equality Impact Assessment, Engagement and Scrutiny feedback).	<b>KD</b>		Report, other documents may also be submitted	Claire Lee 07523 930526
25 Jan 2022	Cabinet	Treasury Management Strategy 2022/23 To approve the Treasury Management Policy and Strategy for 2022/23. This includes setting the Prudential Indicators as set out in the Prudential Code and approving the Minimum Revenue Provision policy statement and the Annual Investment Strategy for 2022/23.	<b>KD</b>		Report, other documents may also be submitted	Ian Gutsell 01273 481399
22 Feb 2022	Lead Member for Education and Inclusion, Special Educational Needs and Disability	Determine Admission Arrangements for 2023-24 To determine the admission arrangements for Community and Voluntary Controlled schools in East Sussex for the 2023-24 academic year (and the co-ordinated schemes of admission for the same year), as required by the School Admissions Code 2021.	<b>KD</b>		Report, other documents may also be submitted	Jo Miles 01273 481911

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