



**Riverside, 4 Canning Road, Lowestoft, Suffolk,  
NR33 0EQ**

# Cabinet

## **Members:**

Councillor Steve Gallant (Leader)

Councillor Craig Rivett (Deputy Leader and  
Economic Development)

Councillor Norman Brooks (Transport)

Councillor Stephen Burroughes (Customer  
Services and Operational Partnerships)

Councillor Richard Kerry (Housing)

Councillor James Mallinder (The Environment)

Councillor David Ritchie (Planning & Coastal  
Management)

Councillor Mary Rudd (Community Health)

Councillor Letitia Smith (Communities, Leisure  
and Tourism)

Members are invited to a **Meeting of the Cabinet**  
to be held in the Conference Room, Riverside, Lowestoft,  
on **Tuesday, 5 November 2019 at 6:30 pm**

An Agenda is set out below.

## **Part One – Open to the Public**

## **Pages**

### **1 Apologies for Absence**

To receive apologies for absence, if any.

<b>2</b>	<b>Declarations of Interest</b> Members and Officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.	
<b>3a</b>	<b>Minutes - 3 September 2019</b> To confirm as a correct record	<b>1 - 12</b>
<b>3b</b>	<b>Minutes - 1 October 2019</b> To confirm as a correct record	<b>13 - 22</b>
<b>4</b>	<b>Announcements</b> To receive any announcements.	

## KEY DECISIONS

<b>5</b>	<b>Wellington Esplanade Lawn Lowestoft ES/0184</b> Report of the Deputy Leader and Cabinet Member with responsibility for Economic Development	<b>23 - 36</b>
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## NON-KEY DECISIONS

<b>6</b>	<b>East Suffolk Performance Report - Quarterly Performance Quarter 2 (2019-20) ES/0185</b> Report of the Leader of the Council	<b>37 - 63</b>
<b>7</b>	<b>Exempt/Confidential Items</b> It is recommended that under Section 100(a)(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 & 3 of Part 1 of Schedule 12A of the Act.	

## Part Two – Exempt/Confidential

## KEY DECISIONS

<b>8</b>	<b>Minor Disposals - Land Adjacent to 28 Haughley Drive, Rushmere St Andrew and Land Adjacent 41 Wacker Field Road, Rendlesham</b>  <ul style="list-style-type: none"> <li>Information relating to any individual.</li> <li>Information relating to the financial or business affairs of any particular person (including the authority holding that information).</li> </ul>	
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**9 Contract for the Provision of Waste Skips, Bags and Waste Disposal Facilities**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**10a Exempt Minutes - 3 September 2019**

- Information relating to any individual.
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**10b Exempt Minutes - 1 October 2019**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

**Close**

A handwritten signature in dark ink, appearing to read 'Stephen Baker', with a long horizontal flourish extending to the right.

Stephen Baker, Chief Executive

### **Filming, Videoing, Photography and Audio Recording at Council Meetings**

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Minutes of a Meeting of the **Cabinet** held in the Conference Room, Riverside, on **Tuesday 3 September 2019 at 6:30 pm.**

**Members of the Committee present:**

Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Steve Gallant, Councillor James Mallinder, Councillor David Ritchie, Councillor Craig Rivett, Councillor Letitia Smith

**Other Members present:**

Councillor David Beavan, Councillor Peter Byatt, Councillor Alison Cackett, Councillor Maurice Cook, Councillor Linda Coulam, Councillor Graham Elliott, Councillor John Fisher, Councillor Mark Jepson

**Officers present:**

Stephen Baker (Chief Executive), Kerry Blair (Head of Operations), Julia Catterwell (Communities Officer), Karen Cook (Democratic Services Manager), Phil Gore (Head of Environmental Services and Port Health), Rupert Grass (Asset Management Consultant), Nick Khan (Strategic Director), Nicole Rickard (Head of Communities), Lorraine Rogers (Finance Manager), Tim Snook (Commercial Contracts Manager (Leisure)), Paul Wood (Head of Economic Development and Regeneration), Ben Woolnough (Major Sites and Infrastructure Manager)

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**1 Apologies for Absence**

Apologies for absence were received from Councillor Kerry and Councillor Rudd.

**2 Declarations of Interest**

Councillor Smith declared a Disclosable Pecuniary Interest, as an employee of the Property Estate Agency in Oulton Broad, which was owned by Stephen George, who was also the owner of Badger Builders. Councillor Smith left the meeting for this item.

Councillor Brooks declared a Disclosable Pecuniary Interest, as a Trustee of Worlingham Community Facility, and left the meeting for this item.

**3 Announcements**

The Leader announced the recent passing of two former District Councillors; Simon Woods, a former Waveney District Councillor, and Jim Bidwell, a former Suffolk Coastal

District Councillor. The Leader stated that both were highly respected and active Members. Councillor Gallant, on behalf of Cabinet, sent best wishes to the respective families.

Cabinet stood in silence in memory of Simon Woods and Jim Bidwell.

The Cabinet Member with responsibility for Customer Services and Operational Partnerships announced that Emma Bloom, Head of Customer Services, Communications and Marketing, had commenced employment with East Suffolk Council on 2 September 2019. He wished her well in her new role.

#### **4 Corporate Health & Safety Resource**

Cabinet received report **ES/0127** by the Cabinet Member with responsibility for Community Health which, in her absence, was introduced by the Assistant Cabinet Member with responsibility for Community Health.

Cabinet was advised that the Council had a statutory obligation to comply with health and safety requirements and this extended to the monitoring of services being delivered on behalf of the Council by its contractors and service delivery partners. At present there were capacity issues within the Corporate Health and Safety Team and the Contracts Management Team in Operations to fully satisfy these requirements.

The Corporate Health and Safety Team delivered an essential role for the Council. With an evolving Council, such as East Suffolk, there were challenges to ensure that health and safety was considered when changes were made and departments diversified to meet the needs of the Council. The Health and Safety Advisor's role involved the monitoring and review of essential policies, auditing practices and collating and reviewing incident data to learn from any incidents that occurred, and ensure that the Council could meet its statutory requirements.

There remained a significant area of risk for the Council in the way in which it managed the health and safety compliance of its key service providers and its leisure providers as well as gaps in its approach to event management and some health and safety aspects of estate management.

Existing resource within the Corporate Health and Safety Team was very limited and the new post proposed would be dedicated to duties within the Operations Service Area including the landlord's duties in relation to events and activities on Council owned land. The post holder would be part of the Corporate Health and Safety Team. The additional cost of this post was £38,118 to £41,673, including on-costs.

The Chief Executive advised Cabinet that Health and Safety was his responsibility; he very much supported the proposed post and he appreciated the Member support for it.

#### **RESOLVED**

That the establishment of an additional Band 6 Health and Safety Advisor post within the Corporate Health and Safety Team be approved.

## 5 Grass Cutting - A Conservation Approach

Cabinet received report **ES/0126** by the Cabinet Member with responsibility for the Environment, who firstly highlighted that the Environment was one of the Council's top priorities and, as such, the Council needed to identify where meaningful responses could be made to the Climate Emergency, the Council's Environment Policy and general public opinion.

Cabinet was advised that grounds maintenance services for the Council were provided by the Council's partner, Norse. The remainder was managed by a combination of Parish Councils, Town Councils, Suffolk County Council, Coastal Management and private landowners.

Public opinion, the recent declaration of the Climate Emergency, the Business Plan and the Council's Environment Policy all suggested reviewing in greater detail the grounds maintenance programme. Specifically, concerns had been raised in some localities regarding the environmental impact of a regular cutting regime, for example, in terms of carbon emissions, and dialogue had commenced between the District and some parish councils to explore alternatives to the current regime.

A number of trials were therefore proposed for 2020, identifying where it may be possible to reduce the need to spray herbicides, promote wildlife diversity, and support insect populations. Reducing the carbon footprint, increasing bio-diversity and promoting a greener environment were the key outputs of a revised grounds maintenance programme if successfully delivered.

The Cabinet Member with responsibility for the Environment highlighted that he was seeking Cabinet's approval for a small number of pilots, where alternatives to the current cut / strim / spray programme could be evaluated, in conjunction with Norse, expert bodies, residents, and parish and town councils to promote a greener and more environmentally friendly grounds maintenance programme. This would initially be trialled over the course of a year to 18 months in a few test locations, the results of which would determine the overall District wide strategy that would be employed.

The Cabinet Member with responsibility for the Environment stated that a pilot would begin through the 2020 growing season in Saxmundham and Southwold, where the Council would ask locals to feed back which areas of Council-owned land they would like the grass cut less. There would be fewer cuts, and the use of herbicides and other chemicals reduced. Key areas where growing would be inappropriate, such as roadside verges, would continue to be maintained as normal. Councillor Mallinder emphasised that if the grass was cut less it did not mean that there would be no maintenance; he reiterated that he wished to do this because it would increase biodiversity, that would increase insects and, visually, it would look amazing. Councillor Mallinder went on to state that this was a really good step for the Council; East Suffolk Council was a Council that walked the walk and talked the talk. He added that this was not a cost cutting exercise and it would be important to explain the proposal to residents. In conclusion, Councillor Mallinder stated that it was hoped that a group of volunteers in each of the two towns would monitor the areas where wildlife was being encouraged to

flourish. Councillor Mallinder gave his thanks to the ward Members, Councillor Beavan and Councillor Fisher, for their support.

During debate Cabinet gave its full support for the proposal, but emphasised the need for full engagement with the public / local residents. Cabinet emphasised the need for safety maintenance to be undertaken, as appropriate. Cabinet also suggested that it would be appropriate to approach Suffolk County Council in respect of working together to ensure a consistent approach to environmental initiatives.

Councillor Beavan commended Councillor Mallinder for his approach and he gave thanks for the opportunity in Southwold.

Councillor Byatt endorsed the proposals and reiterated the need for good communications to ensure understanding by the the public / residents. Councillor Byatt made a plea for the weeds in gutters to be dealt with.

Councillor Fisher advised Cabinet that the initiative had already been applauded by the residents of Saxmundham.

## **RESOLVED**

1. That East Suffolk Council runs pilot schemes through the 2020 growing season in Southwold and Saxmundham, where a less intensive cutting approach is trialled, and results monitored by the ecology team.
2. That consultation is carried out with Town and Parish Councils to identify areas where local residents may support a less intensive cutting schedule.
3. That these pilots are cost neutral – with neither an increase or decrease in the grounds maintenance budget.
4. That the ecology team at East Suffolk is engaged in these pilots to monitor and report on any positive effect of reduced cutting on wildlife populations.
5. That East Suffolk explores how to move towards a “no spraying” policy as standard across the District, and further identifies ways in which this change can be made cost neutral
6. That work is carried out through the Green Print Forum to identify volunteer groups that may be prepared to take on the work of monitoring and maintaining areas of natural space on behalf of their local community.

## **6 First Light Festival**

Cabinet received report **ES/0124** by the Deputy Leader and Cabinet Member with responsibility for Economic Development which set out a review of the impact of the First Light Festival, which was held at the midsummer solstice in 2019 on Lowestoft's South Beach. The festival, called First Light, originated as part of a strategy set out in the Seafront Vision. That Strategy aimed to double the number of tourists visiting Lowestoft by developing an exciting and contemporary offer around arts, events, entertainment and places to eat, drink, shop and stay.

Cabinet was reminded that, in January 2019, it approved the festival and ring-fenced £120k to support the festival over three years. This money came via the Business Rates

Retention Pilot. Approval was granted subject to a business case, which set out several projected outcomes for the festival and the report before Cabinet reviewed the extent to which those aspirations were achieved.

Cabinet was advised that amongst other outcomes the data showed that the festival was successful in terms of generating income for local businesses. Specifically, an investment of £90,000 of business rates retained by East Suffolk Council was converted into between £700-£900k of direct spend at the festival. This was in addition to wider benefits to the local economy.

The report sought approval for the Council to support the delivery of a second festival, in June 2020, funded by the 2019/20 Business Rates Retention programme.

The Deputy Leader highlighted the financial implications contained within the report, referring to the proposal that the Council supported the 'gap', to a maximum of £200k. This would, he stated, enable organisers to start planning the event.

The Deputy Leader, in conclusion, highlighted the many reasons for supporting the festival for 2020: potentially 40-50,000 visitors, with a focus on people from outside Lowestoft's traditional visitor base; brand Lowestoft as a desirable and attractive tourist destination; extend the area from which people travel to Lowestoft to include the growing populations of Norwich and Ipswich; contribute directly to the local economy during the course of the festival including increased hotel stays; position Lowestoft as a venue for contemporary arts and events, with the potential for significant financial support from the Arts Council; identify Lowestoft as, uniquely in the UK, the first place to see the sunrise, allowing the town to trade on its geographical position.

The Cabinet Member with responsibility for Planning and Coastal Management stated that the Festival that had recently taken place had been a wonderful event.

Councillor Byatt stated that he had participated, as a volunteer, in the event; he said it had been tremendously exciting. Going forward, Councillor Byatt stated, and he hoped that this would become an annual event, he suggested that park and ride should be utilised.

## **RESOLVED**

1. That the impact of the First Light Festival to the local economy be noted.
2. That support for the Festival to a maximum of £200k in 2020 be agreed.
3. That the impact of the Festival be reviewed by the Cabinet.
4. That this funding comes from the 2019/20 Business Rates Retention Scheme; and the relevant allowances have been made.

## **7 Public Space Protection Orders**

Cabinet received report **ES/0119** by the Cabinet Member and Assistant Cabinet Member with responsibility for Community Health, which was introduced by the Assistant Cabinet Member. The report was presented to Cabinet to provide

information relating to Public Space Protection Orders (PSPOs). The Anti-Social Behaviour, Crime and Policing Act 2014 replaced Alcohol Consumption in Designated Public Place Orders (DPPOs) on 20 October 2017.

DPPOs (now PSPOs) were introduced in Suffolk Coastal between 2007 and 2008 following extensive research and consultation which supported these orders in Woodbridge, Martlesham, Rushmere, Kesgrave, Leiston, Saxmundham, Kelsale, Felixstowe, Wickham Market and Framlingham.

Following consultation with the Council's Legal Team and Police and parish / town councils, there was not enough evidence to support the continuation of the PSPOs. Partners supported discontinuation of the PSPOs and making use of the new legislative powers such as community protection notice and dispersal powers.

Alongside the new ASB legislation there were other pieces of legislation that could be used to deal with issues covered by the PSPOs, including the Confiscation of Alcohol (Young Persons) Act 1997. Communities would not be disadvantaged by the removal of PSPOs.

The Assistant Cabinet Member drew Cabinet's attention to paragraphs 1.5 and 1.6 of the report, which he said outlined the powers that could be used.

In debating the report Cabinet acknowledged the legislation that was in place that could be used by the Police.

## **RESOLVED**

That all of the 10 Public Space Protection Orders, as detailed in Appendix A to report ES/0119, be discharged and that all 155 signs be removed.

## **8 Felixstowe Leisure Centre Redevelopment Options**

Cabinet received report **ES/0120** by the Cabinet Members with responsibility for Communities, Leisure and Tourism and Customer Services and Operational Partnerships, respectively, which outlined the options appraisal undertaken by The Sports Consultancy (TSC) for the redevelopment of Felixstowe's leisure centres. This was the fourth project of the overarching programme of works to redevelop the former Suffolk Coastal District Council's six ageing leisure facilities. There were two facilities in Felixstowe, Felixstowe Leisure Centre and Brackenbury Leisure Centre.

Cabinet was asked to endorse the option to pursue and explore a new destination Felixstowe Leisure Centre in North Felixstowe to replace the existing two facilities.

Pulse Design and Build (Rock Merchanting Limited), were procured in 2014 as the Council's development partner for the leisure centre redevelopment programme. Cabinet was requested to authorise officers to provide a New Project Notice to Pulse Design and Build for a new Felixstowe Leisure Centre to replace the two ageing facilities.

Cabinet was requested to ask officers to complete a business plan for a new 'destination' Felixstowe Leisure Centre, including a full build programme and a 20 year business case to support the project.

The Cabinet Member with responsibility for the Environment requested that consideration be given to facilities that would have the least negative impact on the environment.

Cabinet stressed that it wished to see the best facilities possible for the residents of East Suffolk.

In conclusion, and following debate, it was concluded that the recommendations should be amended to reflect that appropriate consultation should take place with the relevant Cabinet Members.

## **RESOLVED**

1. That the option to pursue and explore a new destination Felixstowe Leisure Centre in North Felixstowe to replace the existing two facilities be endorsed.
2. That delegated authority be given to the Strategic Director to provide a New Project Notice to Pulse Design and Build to provide designs and costs to RIBA Stage 2 for a new Felixstowe Leisure Centre to replace the two ageing facilities.
3. That a budget of up to £250,000 for production of the design and planning of the new Centre through to RIBA Stage 2 be allocated.
4. That Officers complete a business plan for a new "destination" Felixstowe Leisure Centre, including a full build programme and 20- year business case to support the project and aim to present to Cabinet in March 2020.
5. That the amount of £25,000 for Officers to procure the updating of the Built Facility and Playing Pitch Strategies and production of an overall East Suffolk Strategy for each to be agreed.
6. That officers liaise with relevant Cabinet Members, as appropriate, throughout the process.

## **9 East Suffolk Environment Task Group**

Cabinet received report **ES/0129** by the Cabinet Member with responsibility for the Environment, which sought approval to establish an East Suffolk Environment Task Group, with cross party representation, on agreed terms of reference, which would report to Cabinet.

It was proposed that the Task Group be comprised of nine elected members, being seven from the Conservative Group, one from the GLI Group and one Labour member. The Task Group would meet at least every quarter but potentially more frequently than that in the early stages of its work. The meetings of the Task Group would be internal to the Council, would be chaired by the Cabinet Member for the Environment and, at the Chairman's discretion, some of the meetings would be open to all members of the Council to attend, particularly those to which outside speakers had been invited, to ensure wide engagement across the organisation. The meetings would be an opportunity to hear from external experts on a wide range of

environmental matters including climate change, to allow discussion and debate around the Council's response. From this information, research and review, the Task Group would formulate recommendations which would be presented to Cabinet for consideration. The Cabinet Member with responsibility for the Environment drew Cabinet's attention to the proposed terms of reference for the Task Group, set out in Appendix A and, in conclusion, he stated that he had big ambitions for the Task Group.

Councillor Elliott stated that he fully supported the setting up of the Task Group; he referred to the need to ensure genuine cross party working and he stated the need to inform the public of this.

Councillor Byatt stated that he very much welcomed the setting up of the Task Group.

## **RESOLVED**

1. That the establishment of a cross party East Suffolk Environment Task Group of nine members, being seven from the Conservative Group, one from the Green, Liberal Democrat and Independent (GLI) Group and one from the Labour Group, be approved.
2. That the Terms of Reference for the East Suffolk Environment Task Group, as set out in Appendix A to report ES/0129, be approved.

## **10 East Suffolk Food and Health and Safety Service Plan 2019/20**

Cabinet received report **ES/0130** by the Cabinet Member with responsibility for Community Health, which was introduced by the Assistant Cabinet Member with responsibility for Community Health.

Cabinet was advised that the Council was required to produce a Food and Health and Safety Service Plan in the format prescribed by the Food Standards Agency (FSA) in its Framework Agreement on Local Authority Law Enforcement and as required by the Health and Safety Executive (HSE), as set out in the National Local Authority Enforcement Code- Health and Safety at Work England, Scotland and Wales. The Service Plan must be submitted for Member approval and must be reviewed to identify the Council's performance against the Service Plan, any variance from the Plan and areas for improvement in the service. This year's Service Plan included information on the Council's performance in meeting targets, set out in the Service Plan for 2018/19, and recommended to Council the approval of a Food and Health and Safety Service Plan for 2019/20.

The Leader commented on the excellent results within the report and stated that they were an indication of the work and commitment of staff. Their work was, he stated, exceptional in its quality and he gave thanks to the Head of Environmental Services and Port Health and his team.

In response to a question regarding food sampling, the Head of Environmental Services and Port Health responded that this was the only area where performance

had dropped a little; members of the team had been lost and it had been difficult to recruit. However, at this point, the team was almost up to full strength again. There was, he added, a plan in place to address this.

## **RESOLVED**

1. That the Food and Health and Safety performance against the Service Plan for 2018/19 be noted.
2. That the Service Plan for 2019/20 be recommended to Full Council.

## **11 Establishment of Community Partnerships**

Cabinet received report **ES/0123** by the Leader of the Council and the Cabinet Member with responsibility for Communities, Leisure and Tourism, the purpose of which was to explain what Community Partnerships (CPs) were, and to outline their purpose, structure, governance and funding.

The Leader explained that during the consultation process regarding the creation of the Council, concerns were expressed regarding the larger wards which were proposed, and the increased populations in each, averaging 3,670 residents per councillor. There was also concern regarding the size of the geographical areas of each ward to be covered by the 55 newly elected councillors of the East Suffolk Council. It was anticipated that it might be a challenge for councillors to develop and maintain good working relationships with the town and parish councils in their wards, as some would have more than 40 parish councils and meetings to attend. Therefore, the Constitution and Governance Working Group of the Shadow Authority for the East Suffolk Council, at its meeting on 22 October 2019, endorsed the concept of Community Partnerships, as a means to address these concerns.

The Leader explained that it was proposed to create eight Community Partnerships, based on logical, geographical groupings of communities, using the Council's ward boundaries as the building blocks. Each of the Community Partnerships would include between two and six wards and the proposed CPs were shown on the map be Appendix A to the report.

It was explained that the CPs would provide a positive way for councillors to reach into their communities and bring them together, with other stakeholders, at regular meetings, workshops and events; discuss, analyse and understand local needs based on facts, figures and local insight provided by the Suffolk Observatory and the Suffolk Office of Data Analytics, and develop collaborative solutions to meet those needs; facilitate partnership working and collaboration at a much more local level; enable the Council to pool and devolve funding, and involvement in decision making, to its communities; be innovative, informal and develop to suit the needs of each CP area.

In conclusion, the Leader stated that he wanted the CPs to be responsive to the needs of the communities; he felt that this was a huge opportunity to really make a difference. The Leader thanked the Head of Communities and her team for all of the

work that had been undertaken; he stated that the final outcome was a credit to the team.

Councillor Byatt stated that not everybody was able to access social media and he stated the importance of councillors reaching out and connecting with those people / communities too.

The Cabinet Member with responsibility for the Environment stated that East Suffolk Council was dynamic and forward thinking; this, he stated, presented an opportunity to bring stakeholders together.

## **RESOLVED**

That Cabinet recommends to Full Council:

1. The establishment of eight Community Partnerships, one for each of the areas shown on the map at Appendix A to the report;
2. The proposed purpose, remit, governance, structure and funding for Community Partnerships in East Suffolk, as set out in report ES/0123;
3. The proposed budget for the Community Partnerships, as set at in the table at paragraph 6.7 of report ES/0123;
4. To use its best endeavours to ensure that the East Suffolk Community Partnerships are a success; and
5. To review the establishment, workings and success of the Community Partnership in three years.

## **12 Worlingham Community Facility - CIL Funding Updated Bid**

At this point, having declared Disclosable Pecuniary Interests, Councillor Brooks and Councillor Smith left the meeting.

Cabinet received report **ES/0118** by the Cabinet Member with responsibility for Planning and Coastal Management, who reported that in September 2018 Waveney District Council Cabinet authorised the award of Community Infrastructure Levy (CIL) funding for six projects within the former Waveney District Council area. This included £70,000 toward the Worlingham Community Facility Project, a partial award of funding from an original £346,000 bid for funding made by the charitable community organisation also known as Worlingham Community Facility. The project had now progressed further towards establishing a clear way forward for the delivery of this facility alongside an enabling housing development led by a regional housebuilder. As a result of up to date information the costs of the facility and the ability to deliver it had been established.

A shortfall in funding was recognised by the Council and under current circumstances this essential community infrastructure could only be completed if increased CIL funding was made available. Worlingham Community Facility and their selected developer, Badger Building, required certainty of fully funded delivery before concluding on arrangements with the County Council and pursuing a new planning application. Reliance on other sources of funding was therefore very limited. The original CIL funding award was provided to cover consultancy costs incurred by the Worlingham Community Facility Trust.

The additional funding of £149,478 now sought and recommended to be approved would contribute directly to the capital cost of delivering the facility. It would supplement the commitment the developer could make to build the majority of the facility at a cost to them alongside the housing development. This extraordinary consideration of CIL funding was being made separate from wider CIL funding considerations as a result of this being an update to an existing award of funding and due to the urgency of this long standing commitment to redevelop this former primary school site.

The Cabinet Member with responsibility for Planning and Coastal Management congratulated Councillor Brooks and members of the Team for bringing the project to this stage.

Councillor Elliott stated that he fully supported this facility, which was within his ward; he congratulated Councillor Brooks who, he said, had been a driving force behind the project. Councillor Elliott, however, expressed concern regarding the method of CIL allocation; he referred to both former councils having agreed, through their Full Council Meetings, that decisions on what to spend CIL on should be made through an annual programming process. Councillor Elliott stated that he had been advised that CIL monies were not being distributed at the moment and he highlighted apparent inconsistencies. Councillor Elliott highlighted Beccles Lido who had worked exceptionally hard and he stated that they needed the Council's support. The Cabinet Member with responsibility for Planning and Coastal Management stated that he would look at this.

## **RESOLVED**

1. That this exceptional case for an increased award of Community Infrastructure Levy funding of £149,478 for the construction of the Worlingham Community Facility be agreed.
2. That the Community Infrastructure Levy funding be released to Worlingham Community Facility at a later stage in its build to ensure that its construction is predominantly led by the developer's own direct delivery (consistent with the planning expectations and County Council landowner expectations).
3. That the existing award of Community Infrastructure Levy funds (£70,000) be maintained and paid in accordance with the current deed.

At this point Councillor Brooks and Councillor Smith returned to the meeting.

## **13 East Suffolk Performance Report - Quarterly Performance Quarter 1 (2019-20)**

Cabinet received report **ES/0122** by the Leader of the Council which provided a summarised overview of the performance of the Council and was aligned to the strategic deliverables within the East Suffolk Business Plan. This Quarterly Report covered Quarter 1, the period from 1 April to 30 June 2019.

It was highlighted that where there were any instances where performance was not adequately meeting targets, these were highlighted in the report detailing the actions being taken.

The Leader stated that he was pleased with the results within the report; he commented on a significant number of targets being set and met. He also commented on the vast improvement to the report structure and he gave thanks for this.

**RESOLVED**

That the East Suffolk Performance Report for Quarter 1 be received.

**14 Exempt/Confidential Items**

**RESOLVED**

That, under Section 100(a)(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act.

**15 Proposals relating to the clearance and development of Land at Barnards Way, Lowestoft**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**16 Land Transactions East Suffolk**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The meeting concluded at 8.00 pm.

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Chairman

Minutes of a Meeting of the **Cabinet** held in the Deben Conference Room, East Suffolk House, on **Tuesday, 01 October 2019 at 6:30 pm**

**Members of the Committee present:**

Councillor Stephen Burroughes, Councillor Steve Gallant, Councillor Richard Kerry, Councillor James Mallinder, Councillor David Ritchie, Councillor Craig Rivett, Councillor Mary Rudd, Councillor Letitia Smith

**Other Members present:**

Councillor Alison Cackett, Councillor Maurice Cook, Councillor Mike Deacon, Councillor Graham Elliott, Councillor John Fisher

**Officers present:**

Stephen Baker (Chief Executive), Jason Berry (Economic Development Manager), Kerry Blair (Head of Operations), Karen Cook (Democratic Services Manager), Cairistine Foster-Cannan (Head of Housing), Sean Hays (Interim Housing Development Programme Manager), David Howson (Housing Strategy Manager), Andrew Jarvis (Strategic Director), Nick Khan (Strategic Director), Nicole Rickard (Head of Communities), Tim Snook (Commercial Contracts Manager - Leisure), Poppy Wragg (Senior Housing Needs Officer), David Wyatt (Commercial Lawyer)

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**1 Apologies for Absence**

Apologies for absence were received from Councillor Brooks.

**2 Declarations of Interest**

There were no declarations of interest.

**3 Minutes**

**RESOLVED**

That the Minutes of the Meeting held on 8 July 2019 be confirmed as a correct record and signed by the Chairman.

**4a Minutes of the East Suffolk Shadow Authority Shadow Cabinet Meeting held on 18 February 2019**

**RESOLVED**

That the Minutes of the East Suffolk Shadow Authority Shadow Cabinet Meeting held on 18 February 2019 be confirmed as a correct record and signed by the Chairman.

**4b Minutes of the Suffolk Coastal District Council Cabinet Meeting held on 5 March 2019**

**RESOLVED**

That the Minutes of the Suffolk Coastal District Council Cabinet Meeting held on 5 March 2019 be confirmed as a correct record and signed by the Chairman.

**4c Minutes of the Suffolk Coastal District Council Cabinet Meeting held on 11 March 2019**

**RESOLVED**

That the Minutes of the Suffolk Coastal District Council Cabinet Meeting held on 11 March 2019 be confirmed as a correct record and signed by the Chairman.

**4d Minutes of the Waveney District Council Cabinet Meeting held on 13 March 2019**

**RESOLVED**

That the Minutes of the Waveney District Council Cabinet Meeting held on 13 March 2019 be confirmed as a correct record and signed by the Chairman.

**5 Announcements**

There were no announcements.

**6 Lowestoft Cultural Strategy**

Cabinet received report **ES/0161** by the Deputy Leader and Cabinet Member with responsibility for Economic Development who reported that the cultural sector in Lowestoft was a key driver for economic growth, also meeting community pride and health and wellbeing, however good quality work, exemplar projects and partnerships were being delivered in the absence of a cultural strategy. The last time the Council (Waveney District Council) went through a process of setting cultural objectives was in 2006. A cultural strategy would unify the cultural sector under a shared vision, develop the sector, achieve more for people, place and the economy and be instrumental in attracting external investment.

The Deputy Leader stated that a cultural strategy for Lowestoft was required in order to keep pace with the shifting national and regional changing cultural priorities. It would provide a place-based approach that would link in with national and regional strategies, but which could also provide tangible outcomes at a local level. It had been amply demonstrated that the cultural sector contributed significantly to economic and community wellbeing. In recent years Lowestoft had experienced a significant uplift in cultural activity and in order to maintain this momentum and continue to attract investment in the town's cultural sector a cultural strategy was

required. This would ensure an effective approach was put in place to developing and enhancing the cultural offer and creating more creative opportunities for the town, people and visitors.

The Deputy Leader reported that an equality impact assessment had been undertaken; it showed no negative impact in relation to any of the protected characteristic groups; on the contrary the delivery of the Lowestoft Cultural Strategy would provide all residents in Lowestoft and the surrounding areas with greater economic opportunities as well more to engage in a broad range of cultural activity.

The Leader stated how refreshing it was to receive the draft Strategy; he highlighted the exceptional work of the Great Places Project and Cultural Capacity Coordinator, in particular referring to her enthusiasm.

Councillor Deacon stated that he very much welcomed the Strategy; he asked for an assurance that all efforts would be made not to duplicate activities with others. This assurance was given.

Councillor Deacon referred to the membership of the Cultural Board; he asked why it did not include an East Suffolk Opposition Member. The Deputy Leader drew Councillor Deacon's attention to paragraph 4.2 of his report and said that a wide range of stakeholders sat on the Board. The Leader added that it was not the Council's Board.

Councillor Deacon, finally, suggested that perhaps the Deputy Leader should be the Council's Cultural Champion.

Councillor Elliott stated that, after enjoying an evening out in Lowestoft, it was impossible to return home by public transport. He felt the Council should be applying pressure as required. The Leader responded stating that this was already happening, and would continue to happen, both at county and national level.

## **RESOLVED**

1. That the draft Lowestoft Cultural Strategy including its vision, aims and objectives and that it is the definitive cultural strategy for Lowestoft and the surrounding area for the next 5 years, be endorsed.
2. That delegated authority be provided to the Head of Economic Development & Regeneration in consultation with the Cabinet Member with responsibility for Economic Development to agree any minor changes to the draft strategy ahead of it being finalised by the Lowestoft Cultural Leadership Group.

## **7 Homelessness and Rough Sleeping Strategy 2019-2024**

Cabinet received report **ES/0162** by the Cabinet Member with responsibility for Housing who reported that every Council was legally required to have a Homelessness and Rough Sleeping Strategy setting out its priorities for addressing homelessness. The current Homelessness Strategy expired in 2018 and approval was given by the MHCLG to delay a new strategy because of the changes in 2018 to the homeless legislation, as well as the new council coming into existence.

The document had been written following a long consultative process with other Suffolk councils, registered providers and the voluntary sector, as well as previous users of the Council's homelessness service.

An Equality Impact Assessment had been undertaken and it had been ascertained that the Strategy would have a positive impact in addressing potential inequalities by the service being accessible to everyone and certain written 'pathways' bringing help and clarity for particular groups such as Care Leavers and clients with mental illness.

The Council's aim was for the Strategy to be in a clear and logical format. It considered national and local trends and pressures, reviewed the work and achievements of the two former councils, and outlined what East Suffolk Council would work towards in the next five years.

The Strategy clearly stated 17 new actions that the Housing Needs Team would work to achieve, and which would be monitored by the East Suffolk Homelessness Forum and the Cabinet Member with responsibility for Housing annually. The Strategy would be reviewed from time to time to account for changes in legislation or environmental factors impacting on the operation.

The Leader referred to the ease of read and understanding of the Strategy; he thanked officers for this.

The Cabinet Member with responsibility for Community Health referred to the excellent work undertaken within Lowestoft to support the homeless; she stated the importance of this continuing, including supporting those who did not necessarily wish to be supported. At this point the Cabinet Member with responsibility for Housing praised the work undertaken by officers and he gave thanks for this.

Following Councillor Deacon asking how Notting Hill Genesis fitted into the emergency hub provision for rough sleepers, the Head of Housing advised that the Council had bid earlier in the year for funding from the Government and some of that was for the rapid re-housing pathway initiative; the bulk of the funding had been used to set up two emergency hubs for rough sleepers. One had eight beds, was in Lowestoft, and was provided through Access Community Trust, and the other had one bed, was in Felixstowe, and was provided through Notting Hill Genesis.

Councillor Deacon stated that there were now two private groups operating to support rough sleepers; he asked what progress had been made in trying to ensure that they worked closely with the official support from the Access Community Trust to deal with any duplication in resources. The Head of Housing responded, stating that there was quite a lot of work going on with both of those groups and also through the Council's own Rough Sleeping Coordinator and through colleagues of Lowestoft Rising there was a lot of dialogue to try to ensure a coordinated approach was being taken. The Head of Housing acknowledged that it could be challenging at times.

Councillor Elliott stated that he welcomed the Strategy. He added that rough sleeping was not just happening in Lowestoft and Felixstowe; he was trying to provide help for two people at the moment. There were, he stated, some major obstacles to getting

difficult to house people housed, particularly those who were trying to deal with mental health issues, and drug and alcohol problems. Often, Councillor Elliott stated, they did not want the interim emergency accommodation that was offered because it was too close to the sorts of things they were trying to escape from. Councillor Elliott referred to one particular section of the Strategy, which he said stood out for him, and this was "improving access to the private rented sector"; he referred to the words "We recognise that we also need to include the private rented sector. This tenure is the most realistic way that we will be able to help accommodate those who approach us for help. Typically this will be through a mixture of loans or grants to help with upfront payments and fees, deposit bonds and guarantees to landlords. We will always ensure that accommodation offered is suitable and affordable." Councillor Elliott advised Cabinet that, often, people had the funds available to access the private rental sector, but they could not because they did not have references, identification, etc; their pasts were often chequered. Councillor Elliott asked if this approach was new, and how it would operate.

The Head of Housing, in responding, stated that this approach was not entirely new, it had been part of the previous Strategy. However, it had been made much clearer in the new Strategy. There was, the Head of Housing stated, already funding available. Referring to the references comment made by Councillor Elliott, the Head of Housing stated that officers worked hard, with landlords, to try and find creative ways around this issue. It was, she acknowledged, more difficult when managing agents were involved, but the officers worked hard to build relationships with them. Referring to Councillor Elliott's point regarding emergency accommodation sometimes being too close to the issues that people were dealing with, the Head of Housing stated that officers were developing a more diverse portfolio of accommodation to assist and have a range of options available.

## **RESOLVED**

That the Homelessness and Rough Sleeping Strategy 2019-2024 be adopted by the Council and published on the Council's website.

## **8 Norfolk and Suffolk Local Industrial Strategy**

Cabinet received report **ES/0164** by the Deputy Leader and Cabinet Member with responsibility for Economic Development who reported that in November 2017 central government published the National Industrial Strategy and had now asked all parts of England to develop local industrial strategies. Over recent months local authorities, businesses, universities and colleges had been working together with New Anglia Local Enterprise Partnership (LEP) to develop a Local Industrial Strategy for Norfolk and Suffolk.

The strategies were led by LEPs and, where they existed, mayoral combined authorities, and were being developed with and signed off by central government. The Norfolk and Suffolk Local Industrial Strategy was in the second wave of strategies and was expected to be signed off by central government and be published in October 2019.

In order to show the collective commitment and buy in of the Local Industrial Strategy all local authorities and partners such as business groups and colleges and universities were being invited to endorse the Local Industrial Strategy.

The Deputy Leader stated that the Local Industrial Strategy focussed on three opportunity areas - clean energy, agri-food and ICT/digital creative. The Strategy also recognised a number of other underpinning sectors, such as ports and logistics and culture and the visitor economy. The East Suffolk economy displayed key strengths in each of these opportunity areas and underpinning sectors and, as such, was well placed to benefit from any future investment linked to the Local Industrial Strategy.

The Cabinet Member with responsibility for Planning and Coastal Management stated that, in his view, the New Anglia LEP was the best in the best in the country; it did a tremendous job.

## **RESOLVED**

1. That the draft Norfolk and Suffolk Local Industrial Strategy be endorsed prior to its submission to central government.
2. That delegated authority be given to the Head of Economic Development and Regeneration in consultation with the Cabinet Member with responsibility for Economic Development to agree any changes to the draft Norfolk and Suffolk Local Industrial Strategy prior to its submission to central government.

## **9 Renaissance of East Anglia Fishing (REAF) Strategy**

Cabinet received report **ES/0157** by the Deputy Leader and Cabinet Member with responsibility for Economic Development who reported that in June 2018 the then Waveney District Council, on behalf of the Renaissance of East Anglian Fisheries (REAF) group successfully applied for funding from the European Maritime Fisheries Fund (EMFF) with 25% matched funding to commission a feasibility study into the future opportunities for the local fishing industry following the UK's anticipated withdrawal from the EU in March 2019. The UK's withdrawal from the EU's Common Fisheries Policy as part of the BREXIT process could provide a major opportunity for the local, regional and national fishing industry to grow the domestic fishing sector. The draft strategy set out the state of the current industry and made a series of recommendations required for Lowestoft to take advantage of this potential opportunity and re-establish itself as a significant regional fishing hub.

The Deputy Leader stated that he was very pleased to present this Strategy to Cabinet; it was, he said, a very good news story. The key headline which emerged from the draft Strategy was that upon leaving the EU Common Fisheries Policy up to 11,500 additional tonnes per year of allowed catch would become available to UK-registered vessels in the southern north sea, potentially being landed and processed in the UK. In monetary terms the Strategy stated that this was an increase of circa £32m in landed fish value to East Anglia.

The Deputy Leader added that the REAF Group had met DEFRA officials three times and in these recent meetings DEFRA had been receptive to using elements of the

Strategy as a potential trial along the East Anglian coast post BREXIT. Peter Aldous MP had also been consistently lobbying George Eustice in support of the EMFF funding bid as well as trialling elements of the Strategy's recommendations in East Anglia. The Minister had responded to Peter Aldous acknowledging his work and indicating that he would like to visit Lowestoft.

The Deputy Leader drew Cabinet's attention to section 3.12 of his report, where it stated that the Strategy, or at least parts of it, could provide government with a blueprint for fisheries policy post BREXIT and was due to be launched in Westminster on 14 October. The Deputy Leader advised that launch date had been moved to 17 October.

In conclusion, the Deputy Leader stated that an equality impact assessment had been completed, which showed no negative impact in relation to any of the protected characteristic groups; there may be positive benefits in terms of employment arising from the Strategy.

The Leader thanked the Economic Development Manager for driving this work forward.

Cabinet gave its thanks to Peter Aldous MP and all of the stakeholders for the way that they had given their support in such a realistic way.

Councillor Deacon stated that he recalled, during the EU Election campaign, one of the members of REAF being disparaging about the whole process; Councillor Deacon asked for reassurance that REAF was really in support of the Strategy. The Deputy Leader referred to the Strategy being evidence-based and, as such, he gave a reassurance.

Councillor Elliott stated that it was the national government that outlined the country's fishing quota and, until a government was in place that was prepared to challenge the status quo, nothing would change. He was of the view that the coastal communities could not be rejuvenated without this. In response, the Deputy Leader acknowledged that there were some challenges that needed to be presented to government; he said that government would need to review how it went forward. He referred members to the detail within the Action Plan. The Leader added that what was important was that this was a very robust Strategy; what was heartening for him, he added, was that it had been well received by DEFRA.

## **RESOLVED**

1. That the draft REAF strategy be endorsed.
2. That responsibility for any subsequent minor changes to the strategy be delegated to the Head of Economic Development and Regeneration in consultation with the Cabinet Member with responsibility for Economic Development.
3. That Cabinet, subject to DEFRA's agreement to work in partnership with REAF to progress the Strategy's recommendations, supports the creation of the new REAF group in line with the Strategy and also supports the Group's efforts to secure external funding to progress implementation of the strategy.

## **10 Proposed extension of the Leiston Together Initiative**

Cabinet received report **ES/0158** by the Deputy Leader and Cabinet Member with responsibility for Economic Development and the Cabinet Member with responsibility for Communities, Leisure and Tourism, respectively.

Cabinet was advised that Leiston Together was established as a place based enabling initiative in January 2017 by two funding partners, the then Suffolk Coastal District Council and Leiston-cum-Sizewell Town Council. The original three year funding agreement was due to expire in December 2019. The initiative had made significant progress against its objectives since its inception and was highly regarded by all partners and the local community.

Leiston Together had made significant progress in achieving its objectives as a Coastal Community Town and addressed both community and economic development issues and opportunities. Furthermore, it had been a positive example of the potential of place based initiatives to increase community capacity, regeneration and create change and improvement for local residents and visitors to the town.

In order to build on these achievements and to address further community and economic priorities, it was proposed that East Suffolk Council and Leiston cum Sizewell Town Council fund an extension to the current funding term. The priorities identified for a new programme would include the development of additional capacity to support economic growth and community development which will be sustainable beyond the life of the partnership which would be key in the context of the proposed Sizewell C new nuclear development.

The Leader stated that Leiston Together had made a significant difference to the town and the surrounding area; he also referred to Sizewell C and stated that, if it went ahead, it would have an impact on the community; Leiston Together could, he said, assist with this.

The Deputy Leader stated that, earlier that day, he had been with Leiston cum Sizewell Town Council and it very much welcomed this.

### **RESOLVED**

That an extension of the Leiston Together partnership for a further two years from January 2020 be approved and that funding of up to £80,000 (£40,000 per annum) towards a new funding agreement be provided.

## **11 Exempt/Confidential Items**

### **RESOLVED**

That under Section 100(a)(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act.

**12 Supply Contract for PVCU windows, doors, fascia, soffit boards and double glazed sealed units**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

**13 Cleveland Road Properties, Lowestoft**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**14 Contract Review**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

**15 Exempt Minutes**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**16a Exempt Minutes of the Suffolk Coastal District Council Cabinet Meeting held on 5 March 2019**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**16b Exempt Minutes of the Waveney District Council Cabinet Meeting held on 13 March 2019**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The meeting concluded at 7:45 pm

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## CABINET

Tuesday 5 November 2019

### WELLINGTON ESPLANADE LAWN LOWESTOFT

#### EXECUTIVE SUMMARY

1. East Suffolk Council is the tenant of the Wellington Esplanade Lawn on Lowestoft south seafront. The Lawn is managed as a public garden. The lease expires in 2021.
2. The landlord has asked if the Council would be prepared to enter a lease for a further 21 year period. This is in support of a bid for funding to allow a re-modelling of the Lawn.
3. The terms of the proposed new lease would largely be as the existing lease. As the details of the proposed re-modelling are not yet known the new lease would provide the Council with some control over any re-modelling works.

Is the report Open or Exempt?	Open
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<b>Wards Affected:</b>	Kirkley and Pakefield
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<b>Cabinet Member:</b>	Councillor Craig Rivett Deputy Leader and Cabinet Member for Economic Development
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<b>Supporting Officer:</b>	Name Tony Rudd Job Title Valuer Telephone Number 01502 523356 Email address <a href="mailto:tony.rudd@eastssuffolk.gov.uk">tony.rudd@eastssuffolk.gov.uk</a>
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## **1 INTRODUCTION**

- 1.1 Wellington Esplanade Lawn is a well known and popular public garden on Lowestoft south seafront. It has been managed for many years by the Council as a tenant under a lease from the owners
- 1.2 In support of an anticipated application for external funding by the owners the Council has been requested to enter into a further lease period.

## **2 BACKGROUND**

- 2.1 The Lawn is an area owned by the freeholders of the properties forming 1 -24 Wellington Esplanade which lay to the west of the Lawn. Records indicate that the Lawn has been leased to the Council or its predecessors for use as a public garden possibly since 1919 and certainly since 1988.
- 2.2 The ownership detail of the Lawn is rather complex. The beneficial interest in the Lawn is owned in undivided shares by the freeholders of 1 - 24 Wellington Esplanade. The legal title to the Lawn is held by 4 trustees, who hold the land in trust for the 24 freeholders. The trustees are appointed by a management committee elected by the freeholders of 1 - 24 Wellington Esplanade. The management committee manages the freehold interests in the Lawn and looks after its management. The trustees do not play an active role in its management. The next management committee election is due in late 2020. It is conceivable that any resultant changes in the committee may have a delaying impact upon actions taken in respect of the current lease expiry in 2021. It therefore seems sensible to try to address the issue of lease renewal now.
- 2.3 The current lease is for a term of 21 years expiring 16 September 2021. The initial rent paid by the Council was £50 pa, subject to five yearly inflationary adjustments. The current rent being invoiced is still approximately £50 pa. The extent of the lease demise is shown by red outline on the Plan at Appendix A. The extent of the landlord's freehold title is shown by blue outline on the Plan at Appendix A.
- 2.4 In approximately 2006 the Council arranged for the preparation of drawings for a project to re-model the Lawn into a format similar to that when established during the Victorian/Edwardian period – see Appendix C. This project was not progressed at that time. The management committee is now in the process of seeking external funding to enable a similar project to be progressed. Funding is likely to be sought through the Heritage Lottery Fund and the trustees have engaged with the Council's Coastal Communities Team. Discussions with the Council's Economic Regeneration team have suggested it is likely to be a funding requirement that the lease is renewed. The trustees have therefore requested that the Council enter a new lease for a term of 21 years from expiry of the current lease in 2021.
- 2.5 The Council's Funding Manager has suggested that any potential external funding is likely to require a minimum of a 20 year lease term remaining after the completion of any works. It is therefore foreseeable that the 21 year term proposed may need to be extended to a limited extent.
- 2.6 Some initial discussions between the management committee and the Council have taken place and arrived at the attached Heads of Terms (Appendix B). These are yet to be formally agreed but discussion suggest they should generally be acceptable. The intention is, as far as possible, to reflect the existing lease terms subject to reasonable legal updating.

- 2.7 Proposed changes from the current arrangements include a change to annual payment of rent, limitation that any events or exhibitions should be of no more than 2 days duration, and the Council making reasonable endeavours to address issues of unauthorised camping or the like on the property in a timely fashion
- 2.8 The freehold title is registered with the Land Registry as SK272895. The Council's leasehold title is registered with the Land Registry as SK264463. It will be seen from the plans at Appendix that the extent of SK272895 (blue outline) is slightly larger than SK264463 (red outline). There are small areas to the north west, south west and south east corners not included within SK264463. It is proposed that the opportunity of the lease renewal if approved will be taken to match the leasehold extent with the freehold extent if appropriate.
- 2.9 The plans for the re-modelling are at a very early stage and initial funding is being sought for scoping/feasibility work and the like. It is likely that any funding bid will need to be supported by a new lease being in place. Although the Council may be supportive of a new lease, the new lease would only allow the re-modelling to take place with the Council's approval as the tenant.

### **3 HOW DOES THIS RELATE TO THE EAST SUFFOLK BUSINESS PLAN?**

- 3.1 The proposed new lease will help to ensure the continuing provision of Wellington Lawn as a garden area accessible to the public, and the proposed re-modelling should enhance visitor experience of the garden. It is therefore directly in line with the Leisure Critical Success Factor of "Increased access to quality leisure, cultural facilities and activities that support and promote healthier lifestyles". In respect of Planned Actions for the whole of East Suffolk it should also assist to "Increase physical activity, participation in sport and recreation across all age groups." as well as helping to "Increase visitor numbers to East Suffolk outside of the main tourist seasons" by maintaining and improving the appearance and facilities of Lowestoft south seafront.
- 3.2 The continuing provision of a public garden and opportunity for informal exercise should help to improve mental and physical health and wellbeing in the community.

### **4 FINANCIAL AND GOVERNANCE IMPLICATIONS**

- 4.1 The financial implications in respect of the rent payment are very limited given the small annual amount involved. Norse manage the site for the Council in respect of grounds maintenance etc. They have indicated that the current combined Grounds Maintenance and Refuse costs, including provision of bedding plants and litter picking, is in the region of £20,000 per annum. This does not include any repair costs which are difficult to anticipate and estimate. It therefore seems likely that the cost to the Council over the proposed 21 year lease term may be in the order of £400,000.
- 4.2 It is not clear at this stage if the proposed re-modelling of the gardens would significantly impact upon the Council's future costs in managing the gardens. The outline proposals include new boundary railings, decorative stone urns, and benches in addition to improved planting. It seems likely that some of these elements may require ongoing maintenance and could be more susceptible to vandalism etc. It is therefore proposed that the new lease would only allow the re-modelling to take place with the Council's approval as the tenant
- 4.3 The main risk in not renewing the lease would seem to be that Wellington Lawn could cease to be a garden available to the public.

- 4.4 As noted in section 2 above the ownership and governance of the Lawn is a complex arrangement involving all of the owners of 1 – 24 Wellington Esplanade acting through their management committee and the trustees. The situation for the Council however is relatively simple in that any lease would be completed between the Council as tenant and the registered owners of the freehold title at that time.
- 4.5 The change in legal implications of the proposed new lease should be limited in that the new lease should largely reflect the existing lease. The new lease would be drafted by the Council's legal team who would be fully consulted in the matter if approved.

## **5 OTHER KEY ISSUES**

- 5.1 As the proposed new lease would in effect be a continuation of the current arrangements no Equality Impact Assessment has been undertaken in respect of the matter.

## **6 CONSULTATION**

- 6.1 The Lawn management committee has been consulted with in respect of the proposed terms of the new lease.

## **7 OTHER OPTIONS CONSIDERED**

- 7.1 The main alternative option would seem to be not renewing the lease after expiry in 2021. This may mean that Wellington Lawn would cease to be a garden available to the public after that date.

## **8 REASON FOR RECOMMENDATION**

- 8.1 The proposed renewal represents a continuation of current arrangements and would be in line with the East Suffolk Business Plan
- 8.2 The exact detail of the lease may need to change during drafting as details of the proposed re-modelling project become clearer. Factors including the success or otherwise of any external funding bids and any time-related aspects of these would need to be taken in to account.

### **RECOMMENDATIONS**

1. That the proposal to renew the lease of the Wellington Lawn Lowestoft made by the landlord is accepted
2. That delegated authority is given to the relevant Strategic Director, in consultation with the Deputy Leader and Cabinet Member with responsibility for Economic Development, to agree the final terms for the lease and timeframe for completion of the lease that best protect the interests of the Council together with the provision of any confirmation of the decision

### **APPENDICES (List the title of each separate Appendix below)**

<b>Appendix A</b>	Plan
<b>Appendix B</b>	Proposed Heads of Terms for new lease
<b>Appendix C</b>	Remodelling Plan c 2006

<b>BACKGROUND PAPERS</b> None
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Map produced on 03 October 2019 at 11:37

Scale 1:1250





WITHOUT PREJUDICE AND SUBJECT TO CONTRACT

## HEADS OF TERMS SCHEDULE LEASE RENEWAL

You should be aware that The Code for Leasing Business Premises in England and Wales 2007 strongly recommends you seek professional advice from a qualified surveyor, solicitor or licensed conveyancer before agreeing or signing a Business Tenancy Agreement. The code is available through professional institutions and trade associations or through the web site [www.leasebusinesspremises.co.uk](http://www.leasebusinesspremises.co.uk).

In accordance with the recommendation of the Code East Suffolk Council is willing to consider alternative lease terms to those proposed below. If you wish to suggest different terms, please set these out clearly in your reply.

Please bear in mind that variations may affect the level of rent proposed.

### Property:

- |            |                          |  |
|------------|--------------------------|--|
| <b>1.1</b> | <b>Parish:</b>           | Lowestoft                                      |
| <b>1.2</b> | <b>Address:</b>          | Wellington Esplanade Lawns                     |
| <b>1.3</b> | <b>Description:</b>      | Lawns/Gardens currently used as public gardens |
| <b>1.4</b> | <b>Area and Plan No:</b> | See attached                                   |
| <b>1.5</b> | <b>Rights Granted:</b>   | Generally as existing lease                    |
| <b>1.6</b> | <b>Rights Reserved:</b>  | Generally as existing lease                    |

### Parties

- |            |                   |  |
|------------|-------------------|--|
| <b>2.1</b> | <b>Landlord:</b>  | Trustees of Wellington Esplanade Lawns |
| <b>2.2</b> | <b>Solicitor:</b> | To be advised (if any)                 |
| <b>2.3</b> | <b>Agent:</b>     | To be advised (if any)                 |
| <b>2.4</b> | <b>Tenant:</b>    | East Suffolk Council                   |
| <b>2.5</b> | <b>Solicitor:</b> | East Suffolk Council                   |
| <b>2.6</b> | <b>Agent:</b>     | East Suffolk Council                   |

**2.7 Guarantor:** None

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**Agreement for Lease:** No

**3.1 Conditions:**

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**Term and Breaks:**

**4.1 Duration:** 21 years

**4.2 Commencing on:** Legal completion of the Lease (or 16 September 2021 if later).

**4.3 Outside 1954 Act:** No

**4.4 Break Clause:** No

**4.5 Exercisable By:** Not applicable

**4.6 Notice Period:** Not applicable

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**Permitted Use:**

**5.1** As an ornamental garden for the enjoyment and recreation of the visitors and inhabitants of the town of Lowestoft. The existing lease restrictions as to events/exhibitions, nuisance/annoyance, and yielding up as clauses 2(vi), 2 (vii) and 2 (viii) shall apply, events/exhibitions not to be over 2 days duration.

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**Rent:**

**6.1 Rent:** £75 per annum, exclusive of VAT.  
Rent will be payable annually in advance on the anniversary of commencement of the term.

**6.2 Commencing on:** Commencement of term

**6.3 Rent Payable:** In advance

**6.4 Payment Period:** Annual

**6.5 VAT Payable on Rent** To be advised

<b>6.6</b>	<b>Rent-free Period:</b>	None
<b>6.7</b>	<b>Review Dates:</b>	Fifth anniversary of term commencement and every 5 years thereafter
<b>6.8</b>	<b>Review Basis:</b>	Retail Price Index
<b>6.9</b>	<b>Dispute:</b>	Arbitration
<b>6.10</b>	<b>Fees:</b>	Equally between parties
<b>6.11</b>	<b>Time of Essence:</b>	No

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**Interest:**

<b>7.1</b>	<b>Late Rent Payment :</b>	No
<b>7.2</b>	<b>Post Rent Review:</b>	No

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**Outgoings:**

<b>8.1</b>	Landlord responsible for business rates, utility services and all other outgoings.
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**Repair:**

<b>9.1</b>	<b>Building External/Structure:</b>	Not applicable	
<b>9.2</b>	<b>Building Internal:</b>	Not applicable	
<b>9.3</b>	<b>Decoration External:</b>	Tenant	Frequency = As reasonably required by Landlord to ensure neat clean and tidy condition.
<b>9.4</b>	<b>Decoration Internal:</b>	Not applicable	Frequency = As reasonably required by Landlord to ensure neat clean and tidy condition
<b>9.5</b>	<b>Boundaries/Other:</b>	Tenant	
<b>9.6</b>	<b>Grounds Maintenance:</b>	Tenant including reasonable maintenance as an ornamental garden for the enjoyment and recreation of the visitors and inhabitants of the town of Lowestoft	

**9.7 Schedule of Condition:** By photograph if required

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**Testing:**

- 10.1** Tenant to carry out testing of all/any fixed electrical installations, gas installations, gas appliances and portable electrical equipment all in accordance with the then current British Standards and to repair any defects or deficiencies noted. The testing will also be required at the termination of the tenancy. Copies of inspection certificates are to be provided to the Landlord on request.
- 

**Alterations/Improvements:**

- |             |                                |  |
|-------------|--------------------------------|--|
| <b>11.1</b> | <b>Structural/External</b>     | Prohibited   |
| <b>11.2</b> | <b>Non-Structural/Internal</b> | Prohibited.  |
| <b>11.3</b> | <b>Electrical Wiring</b>       | If the tenant requires to extend or alter the electrical wiring apparatus this shall be undertaken only by an appropriately qualified electrician who shall issue a current Completion Inspection Certificate for the wiring in accordance with the current Edition of the IEE Wiring Regulations which certificate shall be made available to the Landlord. |
| <b>11.4</b> | <b>Signage:</b>                | Landlord's consent not to be unreasonably withheld if related Permitted Use otherwise prohibited. Landlord's consent shall be deemed not to be unreasonably withheld if any proposals conflict with any legal restrictions in respect to the property including limitations upon height of structures.   |
| <b>11.5</b> | <b>Aerials:</b>                | Prohibited   |
| <b>11.6</b> | <b>xx:</b>                     | Clause not used  |
- 

**Assignment:**

- 12.1** Whole: Prohibited
- 12.2** Part: Prohibited
- 

**Subletting:**

- 13.1** Whole: Prohibited except for events exhibitions or the like not exceeding 2 days in duration approved in writing by the Landlord such consent not to be unreasonably withheld although refusal due to negative impact upon residents of 1 – 24 Wellington Esplanade shall be deemed reasonable.
- 13.2** Part: Prohibited except for events exhibitions or the like not exceeding 2 days in duration approved in writing by the Landlord such consent not to be unreasonably withheld although refusal due to negative impact upon residents of 1 – 24 Wellington Esplanade shall be deemed reasonable.
- 

**Planning:**

- 14.1** Tenant to observe and comply with the Planning Acts and make no application under the Planning Acts without Landlord's prior written consent.
- 

**Landlords Rights:**

- 15.1** Tenant to permit Landlord to inspect premises to ensure lease covenant compliance and on receipt of notice to carry out repairs as required. If not undertaken within 3 months of notice, Tenant to permit Landlord to carry out works and will pay all Landlord's costs arising due as a debt.
- 15.2** The Landlord shall not cause any alteration to be made to the layout of the gardens at commencement save with the prior written consent of the Tenant
- 

**Costs:**

- 16.1 Of Lease:** Each party to bear own costs
- 16.2 Of Consents:** Tenant unless agreed otherwise
- 

**Indemnity:**

- 17.1** Tenant is to indemnify the Landlord in respect of any loss damage or injury howsoever incurred to any person or persons in its employment or any of its sub-contractors or by or to in any other person or persons or member of the public at large using the demised premises
- 

**Service Charge:**

<b>18.1</b>	<b>Service Charge:</b>	No
<b>18.2</b>	<b>Subject to Cap:</b>	Not applicable

---

**Insurance:**

<b>19.1</b>	<b>Building:</b>	Not applicable
<b>19.2</b>	<b>Plate Glass:</b>	Not applicable
<b>19.3</b>	<b>Contents:</b>	Not applicable
<b>19.4</b>	<b>Public Liability:</b>	Tenant to provide usual public liability cover
<b>19.5</b>	<b>Date Cover to Commence:</b>	Term commencement

---

**Other Terms: (Delete or expand as appropriate)**

<b>20.1</b>	<b>Installation of Services:</b>	Landlord's consent not to be unreasonably withheld to new/replacement service media being laid to premises through Landlord's retained property.
<b>20.2</b>	<b>Statutory Consents:</b>	Tenant is to be responsible for obtaining any necessary statutory consents relating to the Tenant's occupation of the premises.
<b>20.3</b>	<b>AGA:</b>	Tenant is to enter into an Authorised Guarantee Agreement on any assignment of the lease, if permitted in whole.
<b>20.4</b>	<b>General:</b>	The tenancy shall contain any other terms and conditions as the Tenant's solicitor considers necessary for a letting of this nature subject to agreement of the landlord
<b>20.5</b>	<b>Unauthorised Occupation:</b>	The Tenant shall make reasonable endeavours to address issues of unauthorised camping or the like on the property in a timely fashion
<b>20.6</b>	<b>Re-entry:</b>	The Landlord shall have a right of re-entry in the event of non-payment of rent or other breach as existing lease clause 4(i)

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I/We hereby indicate my/our agreement to the proposed heads of terms for the lease renewal as set out above.

Signed: .....

Name:.....

Date: .....

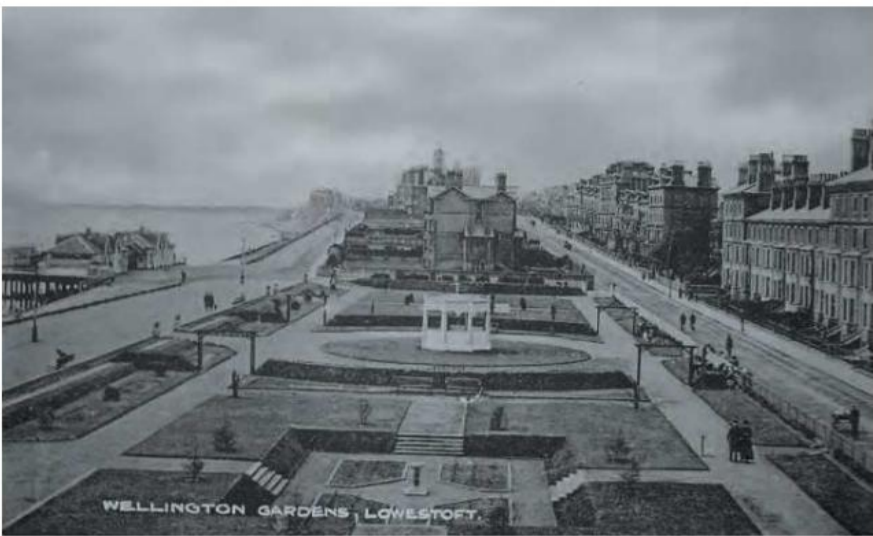
[ \* Delete those items that are not applicable]

DRAFT

# WELLINGTON GARDENS



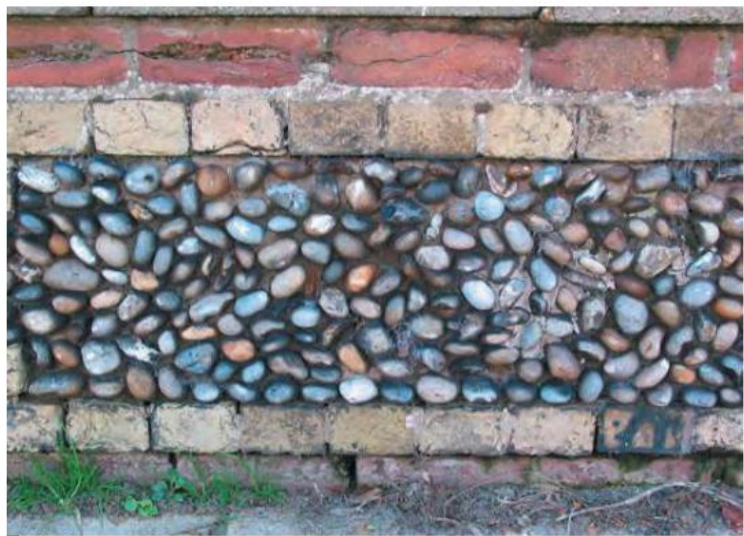
Historic photographs show railings, specimen plants and urns



Current displays are well presented but lack height and seasonal interest



Existing floral clock display to be retained



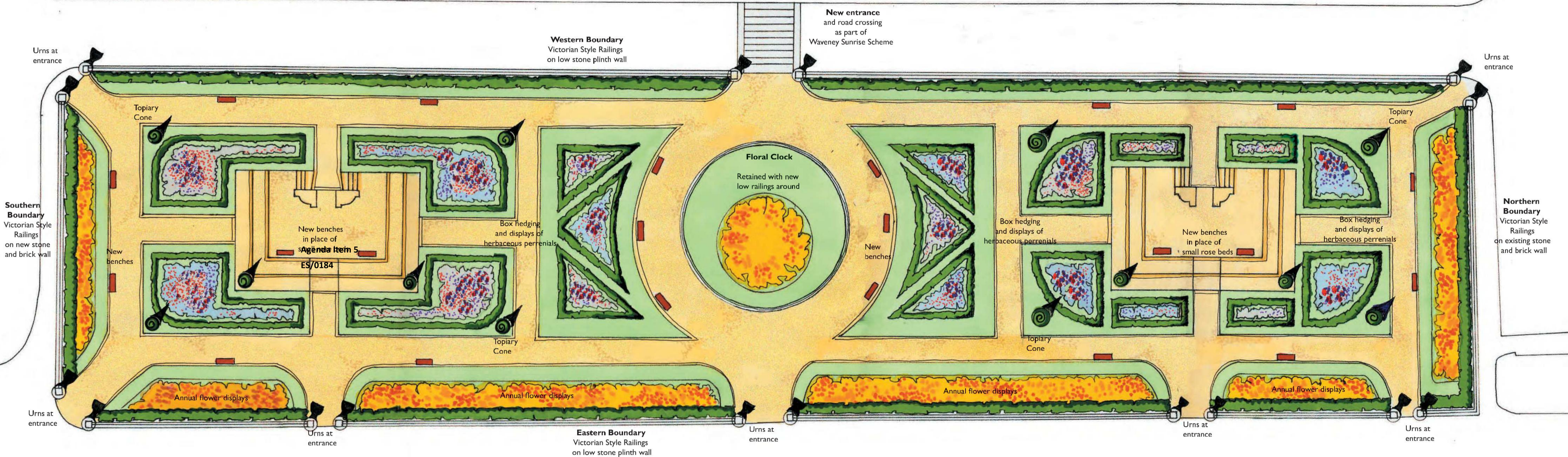
Existing northern wall to be retained



Artists Impression of Gardens used at Stage 1

## THE GARDENS 1900's

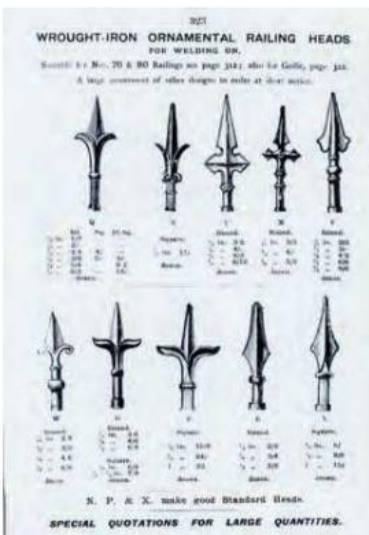
## THE GARDENS TODAY



## THE PROPOSALS



New High Quality Railings are proposed around all boundaries



New High Quality Wooden Benches - Memorial Plaques can be relocated.



New Urns at entrances



Box hedging and herbaceous perennials to give all round year display and structure



Topiary specimen plants



Box hedging and herbaceous perennials





## CABINET

Tuesday 5 November 2019

### EAST SUFFOLK PERFORMANCE REPORT – QUARTERLY PERFORMANCE QUARTER 2 (2019-20)

#### EXECUTIVE SUMMARY

1. The East Suffolk Performance Report provides a summarised overview of the performance of the Council and is aligned to the strategic deliverables within the East Suffolk Business Plan. This Quarterly Performance Report covers Quarter 2, the period from 1 July to 30 September 2019.
2. If there are any instances where performance is not adequately meeting targets, these are highlighted in the report detailing the actions being taken.
3. The performance report is under review and will continue to ensure it delivers outcomes and changes to the East Suffolk Business Plan.

Is the report Open or Exempt?	Open
-------------------------------	------

<b>Wards Affected:</b>	All wards in the District
------------------------	---------------------------

<b>Cabinet Member:</b>	Councillor Steve Gallant <a href="mailto:Steve.gallant@eastsoffolk.gov.uk">Steve.gallant@eastsoffolk.gov.uk</a> / Tel: 01394 276336
------------------------	--

<b>Supporting Officer:</b>	<p>Simon Taylor Chief Finance Officer and Section 151 Officer Tel: 01394 444570 <a href="mailto:simon.taylor@eastsoffolk.gov.uk">simon.taylor@eastsoffolk.gov.uk</a></p> <p>Lorraine Rogers Finance Manager (Financial Planning) and Deputy S151 Officer Tel: 01502 523667 <a href="mailto:lorraine.rogers@eastsoffolk.gov.uk">lorraine.rogers@eastsoffolk.gov.uk</a></p>
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## **1. INTRODUCTION**

- 1.1 This Quarterly Performance Report has been produced to summarise the Council's performance for the second quarter of 2019/20 (1 July to 30 September 2019). It captures how the Council performed and reports against deliverables within the East Suffolk Business Plan. The report contains information provided by all individual services and key strategic partner organisations.

## **2. REPORT**

- 2.1 The report highlights activities and key achievements under each of the strategic deliverables (Economic Growth, Enabling Communities and Financial Self-Sufficiency) and Key Performance Indicators (KPIs) monitor performance.
- 2.2 Performance has been captured in each service area which includes an analysis of performance indicators (incorporated KPIs) and measures. This includes key indicators which reflect the direction of travel in terms of the Council's performance. Performance of partners is included within KPIs and other performance updates. Progress and targets relating to corporate risks are also summarised.
- 2.3 This report is managed on a continued improvement and development approach which may result in further changes to the existing format.

## **3. OTHER OPTIONS CONSIDERED**

- 3.1 Quarterly Performance Reports enable the Cabinet, other Members of the Council and the public to scrutinise the performance of the Council against strategic deliverables and key indicators in accordance with the approved Business Plan.

## **RECOMMENDATION**

That the East Suffolk Performance Report for Quarter 2 be received.
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<b>APPENDICES</b>	
Appendix A	National Performance Indicators and LG Inform Pls

<b>BACKGROUND PAPERS</b>
None

# **East Suffolk Performance Report**

## **Quarter 2 (2019/20)**

### Content Page

	Page No.
Highlights for Quarter	2
1. Performance Criteria	3
2. KPI Overview	3
3. Economic Growth	4 - 5
4. Enabling Communities	6 - 11
5. Financial Self-Sufficiency	12 - 15
6. Business Rates, Council Tax and Housing Benefit	16 - 19
7. Corporate Risks	20
Appendix A: National and LG Inform Performance Indicator	21 - 24

# East Suffolk Performance Report Q2

## Highlights Quarter 2 (2019/20) - 1 July to 30 September 2019

### Economic Growth



#### Key Performance Indicators (KPIs)

Red	Amber	Green	Yearly KPI
2	0	2	1

#### Highlights

- 351 businesses engaged with (target: 422), 204 businesses received direct support
- £1,104,448 income generated (target: £5k), yearly target of £644,004 successfully exceeded
- 98% food hygiene rating (target: 95%)
- Minor planning applications – 80% (127 of 159) determined in 8 weeks (target: 65%)
- Major planning applications – 78% (18 of 23) determined in 13 weeks (target: 60%)
- Other planning applications - 90% (350 of 387) (target: 80%)

### Enabling Communities



#### Key Performance Indicators (KPIs)

Red	Amber	Green	Yearly KPI
3	3	3	4

#### Highlights

- 137 net dwellings completed (annual target: 916), 931 units currently under construction
- 115.93 kg residual waste collected per household (target: 111.85kg)
- 47.06% household waste sent for recycling and composting (target: 46.72%)
- 363 fly tipping incidents reports
- 137 fly tipping enforcement actions
- 222,001 Places for People - leisure participation levels across all sites (target: 225,900)
- 137,035 Sentinel Leisure Trust (target 172,126)
- 66 applicants in temporary accommodation at end of Q2 (snapshot)

### Financial Self-Sufficiency



#### Key Performance Indicators (KPIs)




Red	Amber	Green	Yearly KPI
4	0	8	0

#### Highlights

- 102,488 visitors to East Suffolk website (increase of 3.4%)
- 99.5% ICT network availability (target: 98%)
- 8.52 days taken to process Housing Benefit new claims (target: 12 days)
- Local Authority Overpayments – 0.26% (target 0.35%)
- 7 Local Government Ombudsman complaints received only 1 partially upheld (target nil)
- 7.3% of abandoned calls (target: below 10%)
- 49.17% of complaints upheld/partially upheld (target: 30%)
- Learning from complaints 44.22% (target: min 30%)
- Savings achieved – At end of Q2 savings targets included in the 2019/20 budget expected to be achieved

## 1. Performance Criteria

The East Suffolk Performance Report summarises the Council's performance for each quarter. This report is in relation to Quarter 2 (1 July to 30 September 2019) for 2019/20. Information is reported on how the Council is performing against the strategic deliverables within the East Suffolk Business Plan, which includes detailed monitoring of KPIs. Appendix A captures progress on Performance Indicators (PIs) that are reported nationally or within LG Inform (*LGA website publishes information allowing comparisons, transparency and benchmarking against other authorities*). The table below explains symbols and criteria used to monitor and record performance within the Council.

<b>Strategic Deliverables</b>	<b>Green</b>	Target met	Identifies current RAG status for performance
	<b>Amber</b>	Within Tolerance / On track to be achieved	
	<b>Red</b>	Target not met / significantly below	
	n/a	Not applicable for quarter (e.g. yearly only)	
<b>Key Performance Indicators (KPIs)*</b>	 <b>Green</b>	Target met or exceeded	KPIs are defined nationally or by councils
	 <b>Amber</b>	Performance slightly below target (within 5%)	
	 <b>Red</b>	Performance significantly below target (more than 5%)	
	n/a	Not applicable for quarter (e.g. yearly only)	

\* Where these are used to show trends, performance is compared to the previous quarter.

Appropriate measures are in place to ensure that KPIs are monitored and improved in the future.

## 2. Key Performance Indicators Overview

Below is a summary of the Council's performance recorded against the strategic deliverables during Quarter 2 (2019/20):

Strategic Deliverables	Total	Quarterly KPI Status			Yearly KPI
		Red	Amber	Green	
Enabling Communities	13	3	3	3	4
Economic Growth	5	2	0	2	1
Financial Self-Sufficiency	12	4	0	8	0
<b>Total</b>	<b>30</b>	<b>9</b>	<b>3</b>	<b>13</b>	<b>5</b>

## 3. Economic Growth

Of the five KPIs for Economic Growth one was not applicable as it is a yearly target.



### High-level Summary of the Current Status for each KPI

Key Performance Indicator	Performance Indicator detail	Current Status Q2
<b>Economic Growth</b>		
Income Generation	Income generated through project work (e.g. EZ's) or external funding attracted	😊 Green
Business Engagement	Total number of businesses engaged with	😞 Red
Land Regenerated	Total amount of land regenerated in m <sup>2</sup>	😞 Red
Net dwellings completed	Net number of new homes completed	n/a
Food Hygiene Rating (% at 3-5)	Percentage at 3-5 food hygiene rating i.e. rated 'generally satisfactory' or better	😊 Green

### Full Performance Details for each KPI

KPI	KPI Detail	Current status for Q2	Q1 2019/20 Target	Q1 2019/20 Actual	Q2 2019/20 Target	Q2 2019/20 Actual	Q3 2019/20 Target	Q3 2019/20 Actual	Q4 2019/20 Target	Q4 2019/20 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards end of year actual)
Income Generation	Income generated through project work (e.g. EZ's) or external funding attracted	😊 Green	£130,000	£136,000	£5,000	£1,104,448	£0		£509,004		£644,004	£1,240,448	Above target
			Income generation expectations were exceeded in Quarter 2, primarily due to successful applications to the Heritage Coast LEADER fund for Southwold Millennium trust (£104,778). The Coastal Communities Fund for Southwold Town Council, (£995,000) and funding from Magnox Socio Economic Fund toward the "Developing East Suffolk's Food and Drink Sector Project".										
Business Engagement	Total number of businesses engaged with	😞 Red	407	529	422	351	407		402		1638	880	On target
			Business engagement was below target for Quarter 2 due to a slight reduction in staff resource. Of the 351 engagements, 204 businesses received direct support. Taking the total amount of businesses supported, to date, to 451. Performance is likely to increase in Quarter 3 due to the Business Festival which will see an influx of new engagements. The overall yearly target is still on schedule to be met.										

## East Suffolk Performance Report Q2

KPI	KPI Detail	Current status for Q2	Q1 2019/20 Target	Q1 2019/20 Actual	Q2 2019/20 Target	Q2 2019/20 Actual	Q3 2019/20 Target	Q3 2019/20 Actual	Q4 2019/20 Target	Q4 2019/20 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards end of year actual)
Land Regenerated	Total amount of land regenerated in m <sup>2</sup>	 Red	500m <sup>2</sup>	500m <sup>2</sup>	3,900m <sup>2</sup>	0	0		123,300m <sup>2</sup>		127,700m <sup>2</sup>	500m <sup>2</sup>	Below target
			Land Regenerated missed its Quarter 2 target, however, units at Hornbill, Ellough Enterprise Zone are nearing completion (8,702m <sup>2</sup> ). It is anticipated that by Quarter 3 we will be ahead of our profiling. By its nature, employment development can often shift depending on demand which makes it difficult to predict regeneration when we do not directly control the land.										
Net dwellings completed	Net number of new homes completed	n/a	n/a	211	n/a	137 <i>(provisional figure only)</i>	n/a		n/a		916	348	On target
			<p><i>Provisional figure:</i> The annual target of 916 is based on the addition of the adopted Local Plan housing figure (374) for the former Waveney area and most up to date figure (542) for the former Suffolk Coastal area using the Government's new methodology for calculating housing need. Quarterly targets are not set as they can be volatile and almost impossible to influence over such a short time period.</p> <p>Provisional figures for Quarter 2 delivery for both parts of the District show a slight downturn. However, delivery usually increases later in the year and with a total of 931 units currently under construction, slightly up on Quarter 1, it is anticipated the annual target will be met. The recent adoption of the Local Plan for the former Waveney area and the advanced stage of the Local Plan for the former Suffolk Coastal area, increase certainty for developers and should assist in increasing delivery.</p>										
Food Hygiene Rating (% at 3-5)	Percentage at 3-5 food hygiene rating i.e. rated 'generally satisfactory' or better.	 Green	95%	98%	95%	98%	95%		95%		95%	98%	Above target
			A risk-based approach will continue to be applied to poor complying businesses.										

## 4. Enabling Communities

Of the 13 KPIs for Enabling Communities, four were not applicable due to targets currently being under review/information to follow.

### High-level Summary of the Current Status for each KPI

Key Performance Indicator	Performance Indicator detail	Current Status Q2
<b>Increase participation (Places for People)</b>	Increase participation for all activities (PforP)- combined throughput (footfall) figures for all sites	☺ Amber
<b>Increase participation (Sentinel Leisure Trust)</b>	Increase participation for all activities (SLT) combined throughput (footfall) figures for all sites	☹ Red
<b>Number of homeless preventions under the Prevention Duty</b>	Number of homeless preventions under the Prevention Duty	n/a
<b>Number of homeless preventions under the Relief Duty</b>	Number of homeless preventions under the Relief Duty	n/a
<b>Percentage of applicants housed from the register who are in reasonable preference group</b>	Percentage of applicants housed from the register	n/a
<b>Affordable Homes Completed</b>	Net number of new affordable homes completed	n/a
<b>Disabled Facilities and Renovation Grants spent</b>	Percentage of grant budget spent for Disabled Facilities and Renovation Grants	☺ Amber
<b>Disabled Facilities and Renovation Grants budget committed</b>	Percentage of the grant budget committed (grants approved) for Disabled Facilities and Renovation Grants	☹ Red
<b>Residential properties where category 1 hazards and significant cat 2 hazards have been remedied</b>	Number of residential properties where category 1 and significant cat 2 hazards have been remedied: <i>(a) by service of Notices; and (b) other action.</i>	☺ Green
<b>Debt owed as rent to the Council</b>	Amount of debt owed as rent to Council as a percentage of the rental debit raised for the period.	☺ Green
<b>Void property</b>	No. of calendar days a property is unlet for a routine 'void' (one that is not undergoing major works or defined as hard-to-let)	☹ Red
<b>Household waste sent for reuse, recycling and composting</b>	Percentage of household waste sent for reuse, recycling and composting	☺ Green
<b>Residual waste per household</b>	Kg of waste per household	☺ Amber

## East Suffolk Performance Report Q2





### Full Performance Details for each KPI

KPI	KPI Details	Current status for Q2	Q1 2019/20 Target	Q1 2019/20 Actual	Q2 2019/20 Target	Q2 2019/20 Actual	Q3 2019/20 Target	Q3 2019/20 Actual	Q4 2019/20 Target	Q4 2019/20 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards End of Year Actual)
Increase participation (Places for People)	Increase participation for all activities combined throughput (footfall) figures for all sites	☹️ Amber	146,739	187,840	225,900	222,001	212,493		227,028		812,160	409,841	On target
<p>In Quarter 2, participation (1.8% below target) related specifically to the delay and phased opening at Leiston Leisure Centre (LLC), significantly the year to date position shows 37,000 visits increase against target (approximately 10%).</p> <p>There was a slight reduction at Deben in Quarter 2, which was clearly the impact of LLC opening with an average higher than would be expected in normal circumstances. Despite this new member sales had continued to be very strong at the site.</p> <p>Leisure card usage had dropped approximately 66% in like for like period, and although some of this will be attributed to LLC it is evident that the new membership model is impacting on sales where the membership is viewed as the VFM option.</p>													
Increase participation (Sentinel Leisure Trust)	Increase participation for all activities combined throughput (footfall) figures for all sites	☹️ Red	140,539	138,163	172,126	137,035	107,809		123,929		544,403	275,198	Slightly below target
<p>The targets for the footfalls are set as last year's actuals with a 1% increase. Quarter 2 performance was exceeded at Waterlane, slightly behind at the yacht station and 36,000 behind at Bungay due to the site closing halfway through September and a large reduction in usage due to the imminent closure. Bungay has not been adjusted for the reduction that would have been expected leading up to closure but is further down on what this would have been due to earlier closures in the year. Overall the other sites were up on target.</p>													
Number of homeless preventions achieved under the Prevention Duty	Number of homeless preventions achieved under the Prevention Duty	n/a	n/a	42	n/a	69	tbc		tbc		n/a	111	n/a
<p>We have recently transferred data from one system to another and the data is not considered to be reliable. An exercise is being conducted so that data through H-CLIC will be fully accurate however this is not due for submission yet, so this figure is subject to change. Targets are also under review in line with Housing legislation</p>													

## East Suffolk Performance Report Q2

KPI	KPI Details	Current status for Q2	Q1 2019/20 Target	Q1 2019/20 Actual	Q2 2019/20 Target	Q2 2019/20 Actual	Q3 2019/20 Target	Q3 2019/20 Actual	Q4 2019/20 Target	Q4 2019/20 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards End of Year Actual)
Number of homeless preventions under the Relief Duty	Number of homeless preventions under the Relief Duty	n/a	n/a	13	n/a	51	tbc		tbc		n/a	64	n/a
			We have recently transferred data from one system to another and the data is not considered to be reliable. An exercise is being conducted so that data through H-CLIC will be fully accurate, however this is not due for submission, so this figure is subject to change. Targets are also under review in-line with Housing legislation.										
Percentage of applicants housed from register who are in reasonable preference group	Percentage of applicants housed from the register	n/a	n/a	76%	n/a	77%	n/a		n/a		n/a	77%	n/a
			From April to September 2019 the total number of households housed was 509 of which 392 were in reasonable preference bands (77%). Targets are under review.										
Affordable Homes Completed	Net number of new affordable homes completed	n/a	n/a	99	n/a	6 (provisional figure only)	n/a		n/a		250	105	On target
			<b>Provisional figure:</b> The yearly target of 250 is identified in the East Suffolk Housing Strategy based on 100 dwellings for the former Suffolk Coastal area and 150 for the former Waveney area. Quarterly targets are not set as they can be volatile and almost impossible to influence over such a short time period. Provisional Quarter 2 delivery of 6 units shows a significant downturn compared with Quarter 1. However, the number of units under construction (164) at the end of Quarter 2 is up on the Quarter 1 figure (129) and so the annual target is likely to be met. The recent adoption of the Local Plan for the former Waveney area and the advanced stage of the Local Plan for the former Suffolk Coastal area, increase certainty for developers and should assist in increasing delivery.										
Disabled Facilities and Renovation Grants spent	Percentage of grant budget spent for Disabled Facilities and Renovation Grants	☹️ Amber	25% (DFG) 25% (RG)	DFG = 12.7% RG = 9.6%	25%	DFG = 16.6% RG = 20.8%	25%		25%		100%	DFG = 39.3% RG = 30.77%	Below target
			The percentage of disabled facilities and renovation grants spent for Quarter 2 was below the 25% target (disabled facilities grant was 16.6% and renovation grant was 20.8%). Orbit Housing Association have an issue with a technical officer on long term sick which is impacting performance and concerns have been raised as to how they are covering this absence. Applications for Renovation Grants are beginning to come in as expected in line with the new policy.										

## East Suffolk Performance Report Q2

KPI	KPI Details	Current status for Q2	Q1 2019/20 Target	Q1 2019/20 Actual	Q2 2019/20 Target	Q2 2019/20 Actual	Q3 2019/20 Target	Q3 2019/20 Actual	Q4 2019/20 Target	Q4 2019/20 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards End of Year Actual)
<b>Disabled Facilities and Renovation Grants budget committed</b>	Percentage of the grant budget committed (grants approved) for Disabled Facilities and Renovation Grants	 Red	25% (DFG) 25% (RG)	DFG = 18.7% RG = 15.13%	25%	DFG = 7.8% RG = 13.74%	25%		25%		100%	DFG = 26.5% RG = 28.87%	Slightly below target
Performance in Quarter 2 for disabled facilities is significantly below target (DFG 7.8%). This concerning drop-off in delivery coincides with a full review of Agency performance in the light of contract end in 2020 which is a piece of work that will take several months to conclude. Orbit has undertaken to increase throughput in Quarter 3.													
<b>Residential properties where category 1 hazards and significant cat 2 hazards have been remedied</b>	Number of residential properties where category 1 and significant cat 2 hazards have been remedied: (a) by service of Notices; (b) other action.	 Green	(a) 20 (b) 10	(a) 2 (b) 39	(a) 20 (b) 10	(a) 6 (b) 18	(a) 20 (b) 10		(a) 20 (b) 10		(a) 20 (b) 100	(a) 8 (b) 57	On target
More informal action to resolve issues than formal enforcement action which is a positive indication of working with landlords in a cooperative.													
<b>Debt owed as rent to the Council</b>	Amount of debt owed as rent to the Council as a percentage of the rental debit raised for the period.	 Green	4.38%	4.34%	5.14%	4.69%	4.84%		3.90%		4.57%	4.5%	On target
We are really pleased that once again we have been able to reduce the arrears profile from the same period last year. The decrease is more significant than in Quarter 1 which demonstrates our continued progress with reducing tenant arrears. The predictive analytical software continues to be successful in reducing the caseload for Rent Officers and has picked up cases that were not being recommended for action by our Housing Management system'.													
<b>Void property</b>	No. of calendar days a property is unlet for a routine 'void' (one that is not undergoing major works or defined as hard-to-let)	 Red	25 days	35.6 days	25 days	33.3 days	25 days		25 days		25 days	34.5 days	Below target
Performance in Quarter 2 relating to the number of days a property is unlet for a routine 'void' property was 33.3 days which did not meet its target of 25 days, however, was a slight improvement compared to Quarter 1. It is recognised that the void loss is not acceptable and is costing the Council money with the properties sitting empty with no rent being charged. A second process review for voids is being conducted to identify where we can make further improvements and reduce void periods by several days by prioritising them within workloads. A Housing Officer patch review will also address workload capacity which is currently unbalanced and can impact on void times.													

## East Suffolk Performance Report Q2

KPI	KPI Details	Current status for Q2	Q1 2019/20 Target	Q1 2019/20 Actual	Q2 2019/20 Target	Q2 2019/20 Actual	Q3 2019/20 Target	Q3 2019/20 Actual	Q4 2019/20 Target	Q4 2019/20 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards End of Year Actual)
Household waste sent for reuse, recycling and composting (NI 192)	Percentage of household waste sent for reuse, recycling and composting	😊 Green	46.62%	48.37%	46.72%	47.06%	45.15%		39.72%		44.62%	47.72%	On target
Performance for Quarter 2 continues to be above target due to the higher levels of garden waste being collected.													
Residual waste per household	Kg of waste per household	😐 Amber	122.17Kg	115.12kg	111.85kg	115.93kg	111.85kg		114.83kg		460.29kg	231.05g	On target
The amount of residual waste collected in Quarter 2 was slightly higher (95 tonnes) to Quarter 1. Year on year residual increased by 375 tonnes.													

## Waste Information

Suffolk Coastal and Waveney Norse delivers the waste collection service on behalf of the Council, below is a high-level overview of progress for Quarter 2:

### Waste

- Compostable waste collected in Quarter 2 was significantly higher (1170 tonnes more) than the same quarter last year and is a consequence of the wetter weather during the summer this year compared to last year. This is despite the introduction of the chargeable Garden Waste Scheme.
- Compared to tonnes of compostable waste collected in 2015/16 (prior to either garden waste schemes) ESC is collected 80% of the tonnes. The figures for the old SCDC area show that 98% of the compost waste collected in 2015/16 for the year to date, is still being collected in 2019. The figure for the old WDC area is lower, 62%.
- The amount of residual waste collected in Quarter 2 increased slightly compared to Quarter 1, by 95 tonnes. Year on year residual increased by 375 tonnes due to garden waste take-up.
- Despite the above, 'household waste sent for reuse, recycling and composting' was 47.06% in Quarter 2, better than profiled quarterly target of 46.72%.
- One load of 15 tonnes of transferred dry recycling waste was rejected by the Crayford MRF to due levels of contamination. This originated from Lowestoft and teams have been issued reminders to check for contamination.

### Fly Tipping

- 363 fly tipping incidents were reported in Quarter 2, 80 incidents were investigated and the rest had no evidence and were cleared. Work will continue with Suffolk Waste Partnership (SWP) on actions/campaigns to address fly tipping.
- 20 Fixed Penalties Notices (FPNs) were served for offences of littering, 1 FPN was served for offences of fly tipping. 57 other related complaints were investigated to other waste related complaints.
- In Quarter 2, 152 abandoned vehicles were reported, all were investigated by Strategic Waste and Environmental Enforcement Team resulting in 8 vehicles removed and stored, 7 vehicles destroyed.

### Initiatives













Other initiatives supported in Quarter 2 included:

- Norse tidy up completed in Lowestoft with Norse Office staff litter-picking 28 bags of litter waste, this was also completed by Saxon Packaging and Lowestoft Community Church in South Lowestoft to coincide with World Clean Up Day.
- 26 litter picks in district, carried out by various organisations, charities, parish councils, businesses, helping to keep district free and clean of litter.
- Joint working with Environmental Health Team on two fly-tipping cases by the same perpetrator. Regular joint working with Private Sector Housing Team regarding accumulations of household waste in private rented properties and on private land, as well as joint working/investigation with people living in reported abandoned caravans.
- “Bin the Butt” campaign supporting East Suffolk Council on an initiative to reduce cigarette litter in London Road North, Lowestoft.
- Regular area walkabouts in Kirkley with a town/district councillor and a local resident/activist to highlight the issues around littering and fly-tipping in a deprived ward of south Lowestoft.
- Visit to local school to discuss re-cycling and waste management, pupil involvement and kitchen waste reduction.
- Supporting businesses in Lowestoft High Street actively wanting to keep High Street clean and clear for customers through working closely to identify perpetrators of fly tipping and littering.
- Regular fortnightly seafront patrols in Lowestoft and Southwold (not in peak tourist season) as well as regular patrolling of Normanston Park and Carlton.

## 5. Financial Self-Sufficiency




Of the 12 KPIs for Financial Self-Sufficiency in Quarter 2, eight KPIs were green and four were red.

### High-level Summary of the Current Status for each KPI





Key Performance Indicator	Performance Indicator detail	Current Status Q2
<b>Financial Self-Sufficiency</b>		
Complaints	Percentage of complaints upheld/partially upheld	 Red
Learning from complaints	% complaints where learning has been implemented to prevent a recurrence	 Green
Local Ombudsman Complaints with maladministration and/or service failure	% of cases where the Ombudsman (LGSCO/HOS) find a service failure and/or administration	 Red
Abandon Call Rate	Percentage of calls abandoned	 Green
Days taken to process Housing Benefit new claims and changes	Days taken to process Housing Benefit new claims and changes	 Green
Local Authority Error Overpayments	Number of overpayments raised as a result of Local Authority error	 Green
Net Business Rates Receipts payable to the Collection Fund	Net Business Rates Receipts payable to the Collection Fund	 Red
Net Council Tax Receipts payable to the Collection Fund	Net Council Tax Receipts payable to the Collection Fund	 Green
Percentage of Corporate Sundry Debtors outstanding > 90 days	Percentage of Corporate Sundry Debtors outstanding > 90 days	 Red
Strong balances (General Fund balance)	The Council maintains the level of General Fund balance at around 3%-5% (£3.6m-£6m) of its budgeted gross expenditure (in the region of £120m for East Suffolk).	 Green
Savings Achieved	Savings included in the budget for the year.	 Green
Income Generation – fees and charges	Income generated for the General Fund from fees and charges	 Green

## East Suffolk Performance Report Q2

### Full Performance Details for each KPI

KPI	KPI Details	Current status for Q2	Q1 2019/20 Target	Q1 2019/20 Actual	Q2 2019/20 Target	Q2 2019/20 Actual	Q3 2019/20 Target	Q3 2019/20 Actual	Q4 2019/20 Target	Q4 2019/20 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards End of Year Actual)
Complaints	Percentage of complaints upheld / partially upheld	 Red	Max 30%	49.83%	Max 30%	49.17%	Max 30%		Max 30%		Max 30%	49.49%	Below Target
<p>Performance relating to upheld/ partially upheld complaints remains below target. Of 303 complaints closed in this period, 42 were garden waste related (59% upheld), and a further 107 were related to Norse issues, (62% upheld). 48 complaints related to revenues &amp; benefits issues, 35% of these were upheld. 22 complaints related to planning, of which only 18% were upheld. 38 complaints (12.5% of closed complaints) were stage 2 complaints.</p> <p>The number of complaints remain high and will continue to be monitored. With the new Head of Customer Services in post targets for 2019/20 will be fully reviewed.</p>													
Learning from complaints	% complaints where learning has been implemented to prevent a recurrence	 Green	Min 15%	43.25%	Min 15%	44.22%	Min 15%		Min 15%		Min 15%	43.75%	Above target
<p>Learning from complaints to be reviewed. The percentage of complaints where learning is specified remains above target but repeat issues (across multiple customers) also remained high. Now that Customer Services has a Head of Service in place, a review can be scheduled.</p>													
Local Ombudsman Complaints with maladministration and/or service failure	% of cases where the Ombudsman (LGSCO/HOS) find a service failure and/ or administration	 Red	0	18.18%	0	14.29%	0		0		0	16.67%	Below Target
<p>In Quarter 2 there were 7 cases decided, 1 of these was partially upheld by the Local Government and Social Care Ombudsman (LGSCO). This related to delays in resolution of a planning matter, and £250 compensation was awarded to the complainants.</p>													

## East Suffolk Performance Report Q2

KPI	KPI Details	Current status for Q2	Q1 2019/20 Target	Q1 2019/20 Actual	Q2 2019/20 Target	Q2 2019/20 Actual	Q3 2019/20 Target	Q3 2019/20 Actual	Q4 2019/20 Target	Q4 2019/20 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards End of Year Actual)
<b>Abandon Call Rate</b>	Percentage of calls abandoned	 Green	10%	26%	10%	7.3%	10%		10%		10%	7.3%	On target
<p>Performance was exceeded in Quarter 2 this was due to call volumes reducing to manageable levels within the quarter resulting in the target being successfully achieved.</p> <p>The volume of incoming calls dropped in Quarter 2 by 27, 000 calls which had a positive impact on the handling times and was manageable with the staffing resources available.</p> <p>Garden Waste renewals and Council Tax annual billing enquiries reduced in Quarter 2, as the main call volumes were received in Quarter 1.</p> <p>Staff availability also increased in Quarter 2, as staff returned from long term sickness absence, and additional staff were available to handled additional call types, following completion of their training programmes.</p>													
<b>Days taken to process Housing Benefit new claims and changes</b>	Days taken to process Housing Benefit new claims and changes	 Green	12 days	11.36 days	12 days	8.52 days	10 days		8 days		12 days	8.52 days	On target
Benefits performance is exceeding targets and is on track to achieve outturn for the year.													
<b>Local Authority Error Overpayments</b>	Number of overpayments raised as a result of Local Authority error	 Green	0.35%	0.10%	0.35%	0.26%	0.35%		0.35%		0.35%	0.26%	On target
Local Authority Error is above target which is aided by the processing days exceeding their targets.													
<b>Net Business Rates Receipts payable to the Collection Fund</b>	Net Business Rates Receipts payable to the Collection Fund	 Red	£26,069,598	£24,147,964	£51,535,547	£51,103,221	£74,791,849		£92,792,211		£92,792,211	£51,103,221	Below Target
The Collection Fund is below target which is down to refunds in respect of backdated RV changes made by the Valuation Office Agency. Refunds of £3.4m had been paid up to Quarter 2. These are accounted for in the Appeals Provision within the Financial Statements. As the appeals are accounted for within the provision it has been decided that the targets will not be amended.													

## East Suffolk Performance Report Q2

KPI	KPI Details	Current status for Q2	Q1 2019/20 Target	Q1 2019/20 Actual	Q2 2019/20 Target	Q2 2019/20 Actual	Q3 2019/20 Target	Q3 2019/20 Actual	Q4 2019/20 Target	Q4 2019/20 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards End of Year Actual)
<b>Net Council Tax Receipts payable to the Collection Fund</b>	Net Council Tax Receipts payable to the Collection Fund	😊 Green	£43,341,163	£43,402,134	£84,797,656	£85,413,139	£126,320,823		£151,052,401		£151,052,401	£85,413,139	Above target
As the tax base grows the net debit increases which should result in additional revenues being paid into the collection fund providing additional resources into the council's budget.													
<b>Percentage of Corporate Sundry Debtors outstanding &gt; 90 days</b>	Percentage of Corporate Sundry Debtors outstanding > 90 days	☹️ Red	<30%	35.25%	<30%	68.24%	<30%		<30%		<30%	68.24%	Below Target
<p>The percentage of corporate sundry debtors outstanding for more than 90 days in Quarter 2 is 68.24%, significantly exceeding the target of &lt;30%. Performance continues to be affected by CIL invoices, recovery of which is handled outside of the normal debt management process following set CIL regulations. Adjusting for CIL, underlying invoicing performance is 37.57%. Further review of the data reveals the level of debt greater than 92 days is in consistent with recent period reporting, however the current due debt at £250k (forming part of the denominator in the calculation) is at an all-time low in the past two years. This would suggest a delay/backlog in invoicing, but this is not the case as all expected invoicing has been completed on a timely basis. The only other possible explanation is that an exceptionally high proportion of current debt has been paid on time.</p> <p>The team can confirm that all old, undisputed debt, has been through the reminder process and is currently with debt enforcement. The Receivables team continues to work closely with all service teams to ensure the council has an effective debt management process. This indicator will be closely monitored over the coming periods.</p>													
<b>Strong balances (General Fund balance)</b>	The Council maintains the level of General Fund balance at around 3%-5% (£3.6m-£6m) of its budgeted gross expenditure (in the region of £120m for East Suffolk).	😊 Green	£3.6m - £6m	£6,000,000	£3.6m -£6m	£6,000,000	£3.6m-£6m		£3.6m-£6m		£3.6m-£6m	£6,000,000	On target
As at the end of Quarter 2, the year-end forecast on the General Fund balance is £6m as set out in the 2019/20 Budget Report. There has been no unexpected use of the balance during Quarter 2.													

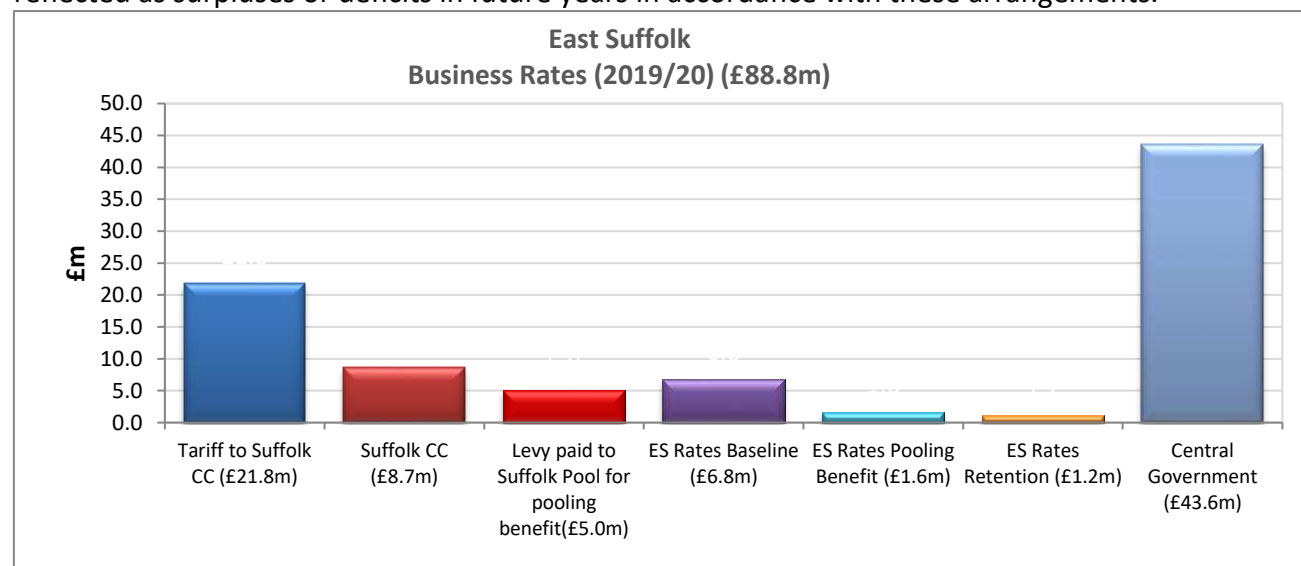
## East Suffolk Performance Report Q2

KPI	KPI Details	Current status for Q2	Q1 2019/20 Target	Q1 2019/20 Actual	Q2 2019/20 Target	Q2 2019/20 Actual	Q3 2019/20 Target	Q3 2019/20 Actual	Q4 2019/20 Target	Q4 2019/20 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards End of Year Actual)
<b>Savings achieved</b>	Savings included in the budget for the year.	😊 Green	£798,600	£798,600	£798,600	£798,600	£798,600		£798,600		£798,600	£798,600	On target
As at the end of Quarter 2, the savings target included in the budget for 2019/20 is expected to be achieved.													
<b>Income Generation – fees and charges</b> (excludes HRA and Port Health)	Income generated from the General Fund from fees and charges	😊 Green	£5,241,313	£5,857,285	£8,453,809	£9,106,332	£11,112,628		£14,531,900		£14,531,900	£5,857,285	On target
As at Quarter 2, fees & charges income is £653k above the budgeted profile for the year. The key variances are: £636k of this income relates to planning application (16 applications have generated £467k of income as at quarter 2). Dover has now joined the PHILIS system which is additional income of £44k for the year.													

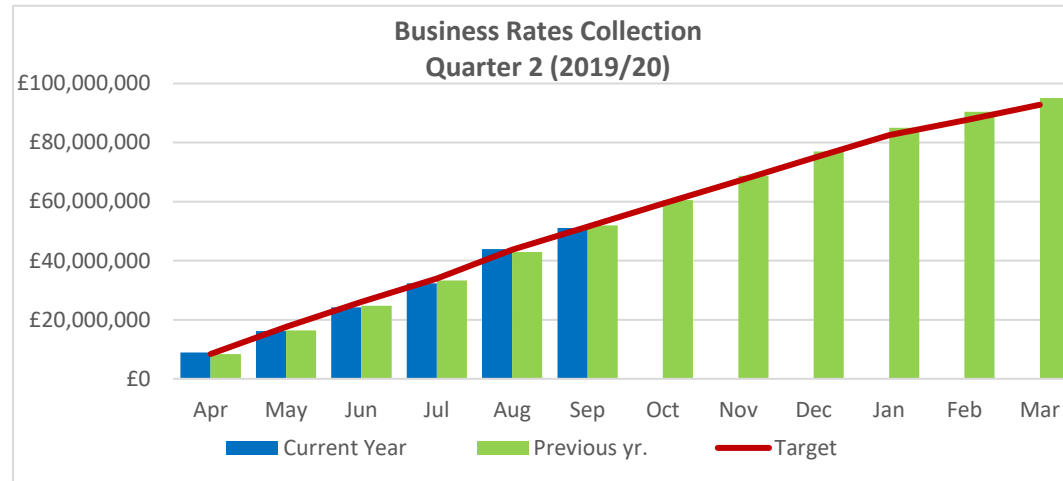
## 6. Business Rates, Council Tax and Housing Benefit

### Business Rates

For illustrative purposes, the chart below shows the distribution of Non-Domestic Rates. The actual accounting entries for 2019/20 will differ from these figures primarily as a result of time lags in the national accounting arrangements for business rates. Increases or decreases in income are reflected as surpluses or deficits in future years in accordance with these arrangements.



## Business Rates Collection:



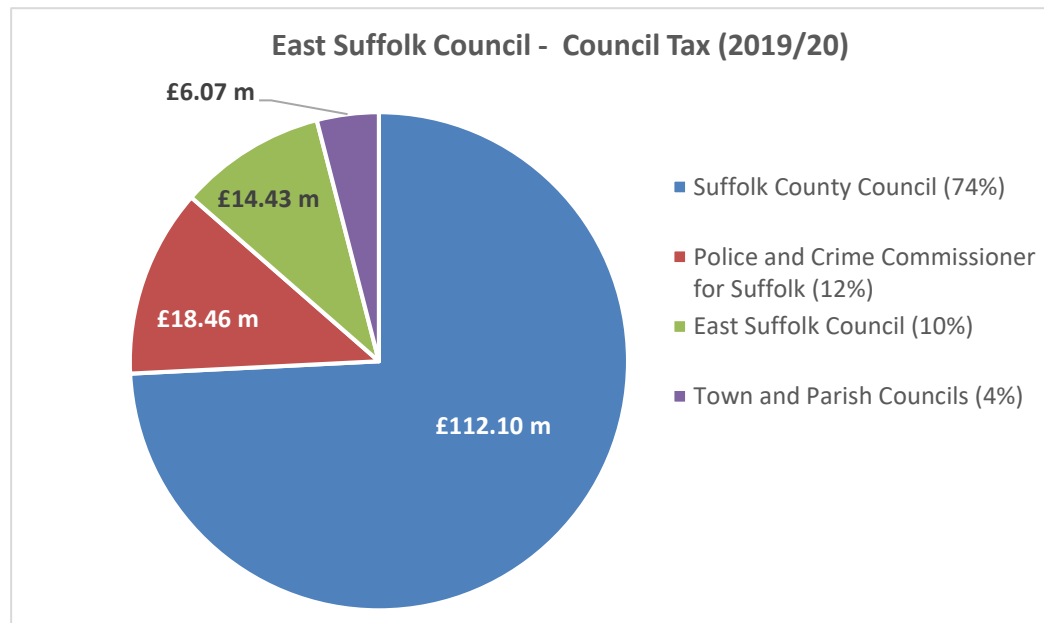
## Quarter 2 Update:

Collection is behind target for the current financial year by £1,549,191. There have been £3m of backdated refunds as a result of reductions in Rateable Value, most notably Felixstowe Dock for which a refund of £2m was made. These are accounted for in the Appeals Provision within the Financial Statements. As the appeals are accounted for within the provision it has been decided that the targets will not be amended.

Further recovery action in 2019/20 has resulted in collection of £6,552. Enforcement action in 2019/20 has resulted in collection of £26,071.

The chart shows amount of money required to be collected within the financial year, payable to the NNDR Collection Fund against the actual collection.

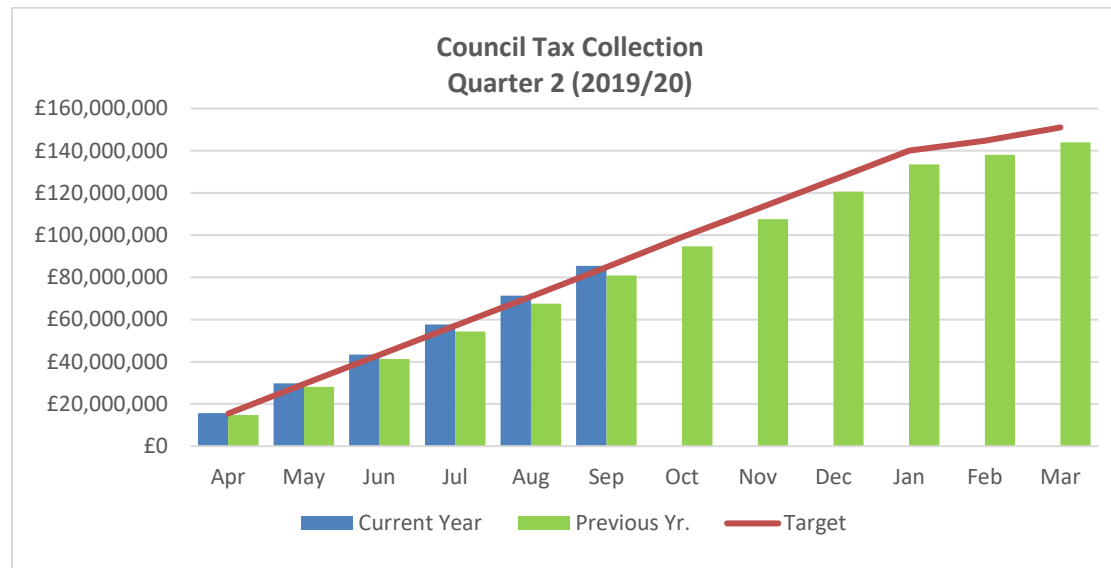
## Council Tax



For illustrative purposes, this chart shows distribution of Council tax income. Actual increases or decreases in income compared to estimates will be reflected as surpluses or deficits in future years.

## East Suffolk Performance Report Q2

### Council Tax Collection:



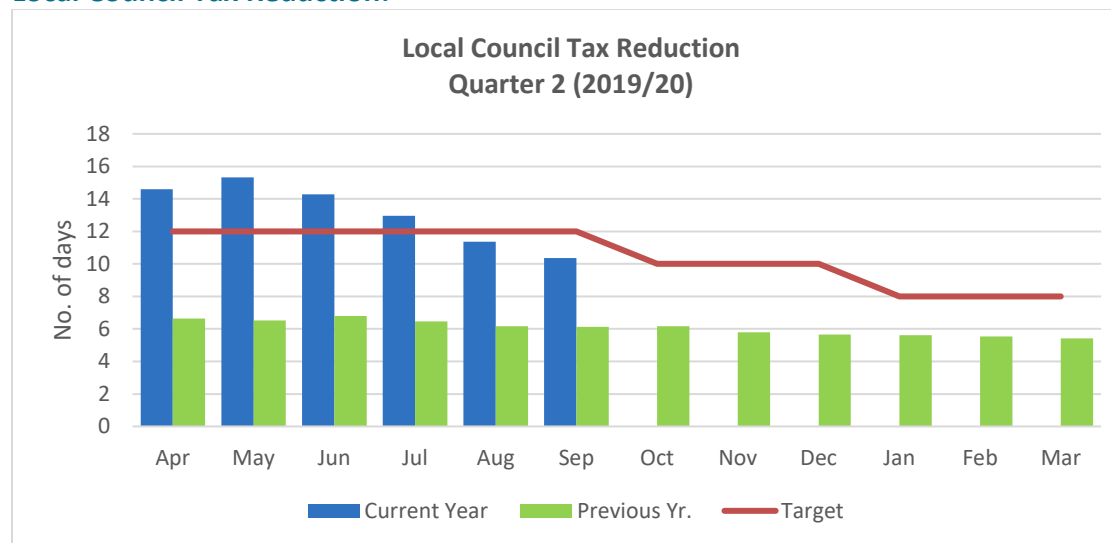
Above shows the amount of money required to be collected within the financial year for Council Tax.

### Quarter 2 Update:

Collection is on target for the current financial year. Further recovery action in 2019/20 has resulted in collection of £61,035. Enforcement action in 2019/20 has resulted in collection of £319,613.

Charging Orders have been obtained to secure £490,117 debt.

### Local Council Tax Reduction:

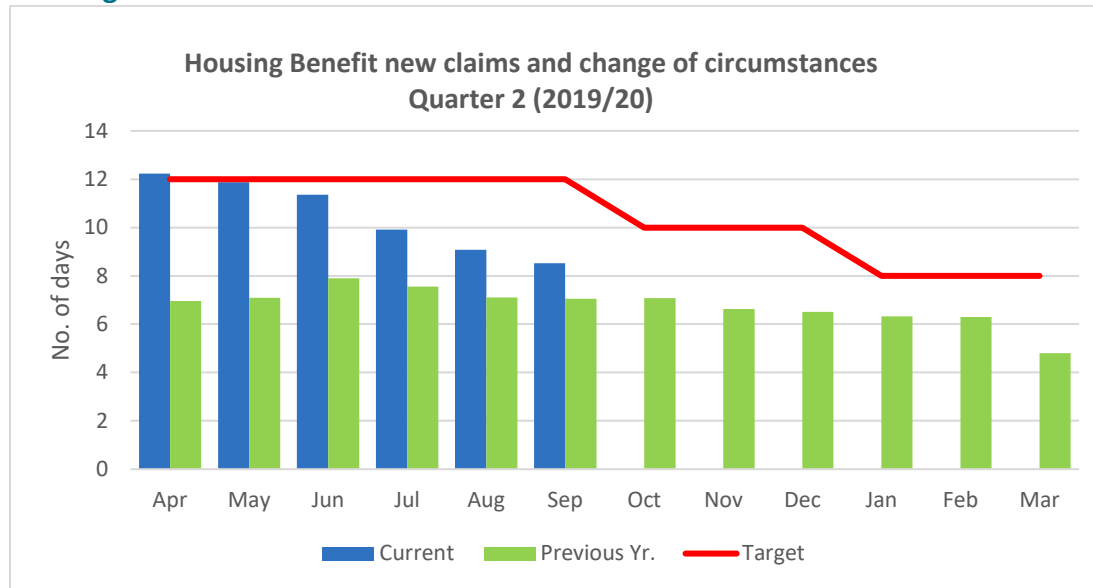


Above indicator measures the average number of days to process Council Tax reduction new claims and change of circumstances.

### Quarter 2 Update:

Performance for Quarter 2, relating to the average number of days to process Council Tax reduction new claims and change of circumstances, had improved and was above target.

## Housing Benefit:



## Quarter 2 Update:

Despite the downtime associated with the merger of the East Suffolk systems the target continues to be exceeded in Quarter 2. The direction of travel indicates that end of year performance is expected to be achieved.

Above indicator measures the average number of days to process Housing Benefit new claims and change of circumstances.

## 7. Corporate Risks

A detailed review of the corporate risks is undertaken quarterly by Corporate Management Team at Corporate Governance Days, and Corporate Risk Management Group is held every six months to manage, monitor and consider risks including the management of the risk process. All Corporate Risks, significant for the Council, are reported to Audit and Governance Committee, high level details are:

Corporate Risk	Current rating	Target rating	Trend	Update
Medium Term Overview	Amber	Green	➔	Continues to reflect uncertainty around national Government initiatives and potential impact. Medium Term Financial Strategy in place.
Asset Management Strategy	Amber	Green	⬆	Asset management review completed. All assets inspected, electronically recorded and uploaded to Uniform system in May 2019, this forms single database for Council's assets.
ICT (including Disaster Recovery for ICT)	Amber	Amber	➔	Action plans in place to continue to improve mitigation for cyber threats/risks. Risk at target rate.
Programme and Project Delivery	Amber	Green	⬆	Corporate project management framework in place.
Digital Transformational Services	Amber	Green	⬆	Digital Services Strategy monitored. Projects reviewed to ensure compliance with Digital Strategy.
Welfare Reform (Universal Credit) Impact	Amber	Green	➔	UC rollout complete (i.e. full digital service). At present no date for managed migration for East Suffolk. Current controls and mitigating actions in place to manage impact.
Housing Development Programme	Amber	Green	⬆	Policies/protocols in place, updated/reviewed regularly. Housing Programme Board held to monitor developments and manage impacts.
Safeguarding	Amber	Green	➔	Safeguarding Policy in place. Training for councillors and staff on safeguarding adults and children, established reporting process.
General Data Protection Regulation	Amber	Green	➔	Implications if legislation breached. Controls in place include compliance with DPA 1998, GDPR project, Data Protection Officer member of local and national GDPR working groups.
Brexit	Amber	Green	➔	A countywide Brexit group has been set-up where the council is represented. Brexit concerns/issues being captured within service areas.
East Suffolk Commercial Strategy	Amber	Green	➔	Failure to implement East Suffolk Commercial Strategy. Risks to be reviewed and monitored. Initial business case presented to Cabinet.
Service Delivery Contracts / Partnerships (large/significant)	Amber	Green	⬆	Regular review of Contract Procedure Rules ensuring alignment with business priorities and legislation. Partnership performance included within Internal Audit programme.
Service Delivery Contracts / Partnerships ('other')	Green	Green	⬆	Contract management guidance reviewed/ updated, which will then be communicated to officers.
Ethical Standards (maintain and promote)	Green	Green	➔	Protocols and Codes of Conduct kept under constant review.
East Suffolk Business Plan	Green	Green	⬆	Business Plan Hot Housing event successfully held at BT in October 2019.
Capital Programme	Green	Green	⬆	Capital programme in place. East Suffolk Asset Management Strategy approved July 2019.

### National and LG Inform Performance Indicators

National & LG Inform Performance Indicators	Performance Indicator detail	Current status (for Q2)	Q1 2019/20 Target	Q1 2019/20 Actual	Q2 2019/20 Target	Q2 2019/20 Actual	Q3 2019/20 Target	Q3 19/20 Actual	Q4 2019/20 Target	Q4 19/20 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards End of Year Actual)	Update/comment on quarters performance
<b>Planning</b>														
<b>Major planning applications determined</b>	Percentage of major planning applications determined in 13 weeks	😊 Green	Target: 60.00% (Stretched Target: 65.00%)	100% 13/13	Target: 60.00% (Stretched Target: 65.00%)	78% 18/23	Target: 60.00% (Stretched Target: 65.00%)		Target: 60.00% (Stretched Target: 65.00%)		Target: 60.00% (Stretched Target: 65.00%)	86% 31/36	Above target	Performance for the determination of major planning applications had successfully exceeded its Quarter 2 target although it is noted that there has been a slight dip in performance.
<b>Minor planning applications determined</b>	Number of minor planning applications determined in 8 weeks	😊 Green	Target: 65.00% (Stretched Target: 75.00%)	67% 104/154	Target: 65.00% (Stretched Target: 75.00%)	80% 127/159	Target: 65.00% (Stretched Target: 75.00%)		Target: 65.00% (Stretched Target: 75.00%)		Target: 65.00% (Stretched Target: 75.00%)	73.8% 231/313	Above Target	The Q2 stats show an increase in performance in minor applications which is exceeding both the targets and stretched targets. This follows internal procedures in place to improve delivery of decisions.
<b>Other planning applications determined</b>	Percentage of other planning applications determined in 8 weeks	😊 Green	Target: 80.00% (Stretched Target: 90.00%)	85% 437/516	Target: 80.00% (Stretched Target: 90.00%)	90% 350/387	Target: 80.00% (Stretched Target: 90.00%)		Target: 80.00% (Stretched Target: 90.00%)		Target: 80.00% (Stretched Target: 90.00%)	87.2% 787/903	On target	There has been a slight increase in performance on 'other' applications and are now meeting the stretched targets for determination timescales.

## East Suffolk Performance Report Q2

National & LG Inform Performance Indicators	Performance Indicator detail	Current status (for Q2)	Q1 2019/20 Target	Q1 2019/20 Actual	Q2 2019/20 Target	Q2 2019/20 Actual	Q3 2019/20 Target	Q3 2019/20 Actual	Q4 2019/20 Target	Q4 2019/20 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards End of Year Actual)	Update/comment on quarters performance
<b>Housing</b>														
<b>Number of applicants in temporary accommodation</b>	The number of applicants in TA at the end of each quarter. <i>(Snapshot at end of each of quarter)</i>	n/a	tbc	57	tbc	66	tbc		tbc		tbc	57	tbc	Temporary accommodation has shown signs of stabilisation, as with the introduction of the HRA came a spike in the numbers being placed into temporary accommodation. There are external factors that impact this such as unemployment, welfare changes etc which makes it hard to predict future demand.
<b>Customers</b>														
<b>Complaints</b>	Complaints upheld / partially upheld (per 10,000 population)	n/a	n/a	14.01	n/a	10.49	n/a		n/a		n/a	24.50	On target	Training delivered to managers/team leaders on identifying complaints which will assist with improving customer satisfaction in future.
<b>Green Environment</b>														
<b>Household waste sent for reuse, recycling and composting (NI 192)</b>	Percentage of household waste sent for reuse, recycling and composting	 Green	46.62%	48.37%	46.72%	47.06%	45.15%		39.72%		44.62%	47.72%	On target	Performance for Quarter 2 was above target due to the higher levels of garden waste.

## East Suffolk Performance Report Q2

National & LG Inform Performance Indicators	Performance Indicator detail	Current status (for Q2)	Q1 2019/20 Target	Q1 2019/20 Actual	Q2 2019/20 Target	Q2 2019/20 Actual	Q3 2019/20 Target	Q3 2019/20 Actual	Q4 2019/20 Target	Q4 2019/20 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards End of Year Actual)	Update/comment on quarters performance
<b>Residual waste per household</b>	Kg of waste per household	☹️ Amber	122.17kg	115.12kg	111.85kg	115.93kg	111.85kg		114.83kg		460.29Kg	231.05kg	On target	Amount of residual waste collected in Quarter 2 was slightly higher (95 tonnes) compared to Quarter 1. Year on year residual increased by 375 tonnes.
<b>Flytips reported</b>	Number of reported fly tipping incidents per quarter	n/a	n/a	380	tbc	363	tbc		tbc		tbc	743	tbc	The number of fly tipping incidents was lower than Q2 of 2018/19 (combined figure - 418). Further investigation into these figures is continuing. Targets figures to be reviewed.
<b>Fly tipping enforcement notices</b>	Number of fly tipping enforcement actions	n/a	n/a	141	tbc	137	tbc		tbc		tbc	278	tbc	The actual is lower than same period of the previous year (combined figure of 327). Further investigation into these figures is continuing. Targets to be reviewed.
<b>Resources</b>														
<b>Website visitors</b>	Number of unique website visitors	n/a	n/a	133,332	n/a	102,488	n/a		n/a		n/a	235,820	On target	Number of unique website users.
<b>ICT Network Availability</b>	Percentage of ICT network availability	😊 Green	98%	99.7%	98%	99.5%	98%		98%		98%	99.6%	On target	ICT network availability exceeded its target, particularly excellent performance due to the many changes that took place with the introduction of ESC.

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<b>Sickness absence</b>	Number of days/shifts lost due to sickness absence per FTE	😊 Green	1.7 days	2.01 days	1.7 days	1.65 days	1.7 days		1.7 days		6.8 days	3.66 days	Slightly below target	Revised figures for Quarter 1 show an increase in absence levels from the previous year. Cumulative figures for 2019/20 show 3.66 days per fte lost, an increase of 1.29 days per fte in Q2 2018/19. Long term absences (those over 7-days) have contributed to this increase. In all cases, HR are working closely with Managers with an appropriate action plan.