



Cabinet

Members are invited to a **Meeting of the Cabinet** to be held in the Deben Conference Room, East Suffolk House, Melton, on **Tuesday, 3 October 2023** at **6.30pm**.

This meeting will be broadcast to the public via the East Suffolk YouTube Channel at <https://youtube.com/live/OErahIx7CMw?feature=share>.

Members:

Councillor Caroline Topping (Leader of the Council), Councillor David Beavan (Deputy Leader and Housing), Councillor Paul Ashton (Corporate Services – Digital, Customer Services, HR and Assets), Councillor Tom Daly (Energy and Climate Change), Councillor Katie Graham (Communities, Leisure and Tourism), Councillor Toby Hammond (Economic Development and Transport), Councillor Vince Langdon-Morris (Resources and Value for Money), Councillor Mike Ninnmey (Community Health), Councillor Rachel Smith-Lyte (The Environment), Councillor Kay Yule (Planning and Coastal Management)

An Agenda is set out below.

Part One – Open to the Public

Pages

1 Apologies for Absence

To receive apologies for absence, if any.

2 Declarations of Interest

Members and Officers are invited to make any declarations of interests, and the nature of that interest, 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.

3 Announcements

To receive any announcements.

4 Minutes

To confirm as a correct record the minutes of the meeting held on 5 September 2023.

1 - 7

KEY DECISIONS

5 Public Space Protection Order - Harbour Ward, Lowestoft ES/1686

Report of the Cabinet Member with responsibility for Community Health.

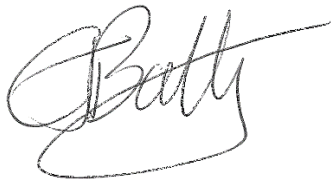
8 - 46

Part One – Open to the Public		Pages
6	Building Capacity within the Private Sector Housing and Housing Needs Services ES/1674 Report of the Deputy Leader and Cabinet Member with responsibility for Housing.	47 - 57
NON-KEY DECISIONS		
7	Housing Regulation - Quarterly Update ES/1675 Report of the Deputy Leader and Cabinet Member with responsibility for Housing.	58 - 80
8	Southwold Harbour Management Committee – Draft Budget Monitoring Report Quarter 4 2022/23 and Mid-Year Budget Monitoring Report 2023/24 ES/1676 Report of the Cabinet Member with responsibility for Resources and Value for Money.	81 - 112
9	Recreational disturbance Avoidance and Mitigation Strategy – Collaboration Agreement - Heads of Terms ES/1678 Report of the Cabinet Member with responsibility for Planning and Coastal Management.	113 - 132
10	To transfer land on a concessionary basis to Bucklesham Parish council for continued use as allotments ES/1679 Report of the Cabinet Member with responsibility for Corporate Services - Digital, Customer Services, HR, and Assets.	133 - 140
11	Exempt/Confidential Items It is recommended that under Section 100A(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.	

Part Two – Exempt/Confidential		Pages
12	Exempt Minutes <ul style="list-style-type: none"> • Information relating to any individual. • Information that is likely to reveal the identity of an individual. • 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. 	
KEY DECISIONS		
13	Asset Review – St Peters Court, Lowestoft <ul style="list-style-type: none"> • 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. 	

- 14 **10-22 Avenue Mansions, Royal Avenue, Lowestoft**
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 15 **To agree to a five-year lease to house the Port Health staff at Felixstowe docks**
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 16 **Leasing and management arrangements for Gunton Warren, Lowestoft**
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 17 **Match funding for the restoration and redevelopment of the former Lowestoft Town Hall**
- 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.

Close



Chris Bally, Chief Executive

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Unconfirmed



Minutes of a Meeting of the **Cabinet** held in the Conference Room, Riverside, Lowestoft, on **Tuesday, 5 September 2023 at 6.30pm.**

Members of the Cabinet present:

Councillor Paul Ashton, Councillor David Beavan, Councillor Tom Daly, Councillor Katie Graham, Councillor Toby Hammond, Councillor Vince Langdon-Morris, Councillor Mike Ninnmey, Councillor Rachel Smith-Lyte, Councillor Caroline Topping, Councillor Kay Yule

Other Members present:

Councillor Paul Ashdown, Councillor Dan Clery, Councillor Deborah Dean, Councillor Julia Ewart, Councillor Louise Gooch, Councillor Craig Rivett, Councillor Myles Scrancher

Officers present:

Chris Bally (Chief Executive), Chris Bing (Head of Legal and Democratic Services), Kate Blakemore (Strategic Director), Madeline Fallon (Senior Coastal Advisor), Lorraine Fitch (Democratic Services Manager), Laura Hack (Public Realm Contracts Manager), Mark Harvey (Building Control Partnership Manager), Andy Jarvis (Strategic Director), Nick Khan (Strategic Director), Bridget Law (Strategic Lead - Housing Investment), Matt Makin (Democratic Services Officer (Regulatory)), Andrea McMillan (Planning Manager (Policy, Delivery and Specialist Services)), Adam Nicholls (Principal Planner (Policy and Delivery)), Hannah Panting (Port Health Operations Manager), Nicola Parrish (Infrastructure Delivery Manager), Ben Porter (Funding Manager), Fiona Quinn (Head of Environmental Services and Port Health), Isabel Rolfe (GLI Political Group Support Officer), Alli Stone (Democratic Services Officer (Governance)), Anthony Taylor (Senior Planner (Policy and Delivery)), Ben Woolnough (Planning Manager (Development Management, Major Sites and Infrastructure))

1 Apologies for Absence

Apologies for absence were received from Councillor Sarah Whitelock, Assistant Member for Energy and Climate Change.

2 Declarations of Interest

No declarations of interest were made.

3 Announcements

Leader of the Council

Councillor Topping announced that, using her delegated authority, she had made the following changes to outside bodies appointments relating to executive functions:

- Councillor Tom Daly had been appointed to the Local Government Association, Special Interest Group Nuclear Legacy Advisory Forum (NuLeAF) with effect from 1 August 2023, replacing Councillor Toby Hammond.
- Councillor Dan Clery had been appointed to the A47 Alliance, East West Rail and the Greater Anglia Integrated Transport Forum with effect from 20 August 2023, replacing Councillor Toby Hammond.
- Councillor Jan Candy had been appointed to the Landguard and Felixstowe Conservation Trust, with effect from 29 August 2023, replacing Councillor Toby Hammond.
- Councillor Seamus Bennett had been appointed to the Everyone Active Partnership Board and Places Leisure Partnership Board with effect from 29 August 2023, replacing Councillor Paul Ashton.

Councillor Topping announced that at the Cabinet meeting on 6 June 2023, East Suffolk Services Limited (ESSL) was included, in error, within the list of outside bodies to which councillors were to be appointed; she advised that, therefore, the nomination of Councillor Paul Ashton to the Board of ESSL would not be implemented. The Cabinet was advised that the Board of ESSL comprises the Council's Strategic Directors – Andy Jarvis and Nick Khan, the Managing Director of ESSL, Casandra Clements, and Tim Sadler as a Non-Executive Director.

Cabinet Members

Councillor Ashton announced that officers had completed a desktop survey of all property and non-property assets regarding reinforced autoclaved aerated concrete (RAAC) and it appeared there was none within the Council's estate. Councillor Ashton advised that further investigations, including site visits, would be taking place to fully confirm this over the next few weeks.

4 Minutes

On the proposition of Councillor Hammond, seconded by Councillor Ashton, it was by a unanimous vote

RESOLVED

That the minutes of the meeting held on 11 July 2023 be agreed as a correct record and signed by the Chair.

5 Roman Coin Hoard and Pot Disposal

The Cabinet received report **ES/1630** of the Cabinet Member with responsibility for Corporate Services - Digital, Customer Services, HR and Assets, which sought approval to donate a Roman Coin Hoard and Pot to the Wickham Market Archive Centre.

Councillor Ashton introduced the report and explained that the hoard had been discovered in Wickham Market during development in 1984 and was the property of the Council, valued at £3,400. The Cabinet was advised that the Council did not have the expertise or facilities to display the hoard and there was a cost to revalue the hoard every three years.

Councillor Ashton noted that the hoard was currently held and displayed by the Suffolk County Council Archaeology Service, who had expressed interest in taking possession of the collection; he added that the Wickham Market Archive Centre had recently been formed and having consulted Wickham Market Parish Council it had expressed a wish that the hoard was given to the new centre.

The Leader thanked officers for arranging for the hoard to be on display at the meeting.

Councillor Ashton moved the recommendations in the report, which were seconded by Councillor Graham.

There being no questions or comments from Cabinet Members, the Leader invited questions and comments from other Members present. Councillor Rivett considered the proposals the right thing to do and was pleased to hear that the hoard had been on display; he queried how the proposed caveat would be secured, should the Wickham Market Archive Centre cease to exist.

Councillor Ashton invited the Public Realm Contracts Manager to answer Councillor Rivett's question; she advised that the same conversation had been had with the Suffolk County Council Archaeological Service and she had provided them with a copy of the report. The Public Realm Contracts Manager suggested that Wickham Market Parish Council be tasked to ensure the hoard is passed to the service should the Wickham Market Archive Centre cease to exist. The Head of Legal and Democratic Services added that underwriting the commitment via legal agreement could be explored and the Leader asked for this, and communication to Wickham Market Parish Council, be undertaken.

There being no debate on the proposals, the Leader proceeded to the vote and it was unanimously

RESOLVED

That the Hoard be donated to the Wickham Market Archive Centre, which will ensure that it is kept in the district, with a caveat that if the organisation ceases, it is then donated to the County Archaeological Service.

6 Report of CIL Spending and the Infrastructure Funding Statement 2022-23

The Cabinet received report **ES/1637** of the Cabinet Member with responsibility for Planning and Coastal Management, which sought approval of the Infrastructure Funding Statement 2022-23, the allocation of District CIL funding towards the infrastructure projects and the changes to the CIL Spending Strategy.

Councillor Yule introduced the report and noted she would be adding an additional recommendation that the report be passed to the Full Council for information, in order to facilitate increased knowledge on the rolling out of CIL to all councillors and that additional training to be given. Councillor Yule advised that Member training would be rolled out in the autumn to enable councillors to better interpret the CIL funding available in their ward and to propagate the knowledge of CIL across the Council.

Councillor Yule stated the importance of CIL in delivering much-needed infrastructure and gave thanks to the CIL Spending Working Group for its intense work following the May 2023 elections, as well as thanking the officers for their support to the group.

The Leader invited questions from the Cabinet. Councillor Yule confirmed to Councillor Langdon-Morris that potential clawback of CIL, where it had not been spent, would be discussed by the CIL Working Group during the next round of funding; Councillor Yule confirmed she would be discussing the issue with officers to see how it could be addressed.

The Leader invited questions and comments from other Members present. Councillor Ashdown queried if the proposed training could be incorporated into training for town and parish councils; Councillor Yule confirmed that further CIL training would be made available for these councils.

Councillor Gooch highlighted the Lowestoft Waste Transfer Station and Recycling Centre improvements and asked how the district CIL allocation fitted with the approval granted by Suffolk County Council. The Infrastructure Delivery Manager, at the invitation of Councillor Yule, replied that when planning permission was granted Suffolk County Council would have provided an estimate of the district CIL needed, which was then revised when the calculation for the CIL application was completed, given the time lapse between planning permission being granted and development commencing. The Cabinet was assured that officers undertook due diligence when district CIL was applied for, to ensure that infrastructure projects were not premature and being delivered too far in advance of permitted development.

Councillor Gooch asked if there were any plans for a "reuse" shop as part of the improvements; the Infrastructure Delivery Manager noted the recent changes in legislation and understood that Suffolk County Council was waiting for further information before finalising the project.

There being no further questions, Councillor Yule moved the recommendations in the report, along with an additional recommendation that the report be passed to the Full Council for information, in order to facilitate increased knowledge on the rolling out of CIL to all councillors and that additional training to be given, which were seconded by Councillor Ashton.

The Leader invited the Cabinet to debate the proposals. Councillor Ashton commended Councillor Yule and the officers for bringing forward such a large piece of work and considered it important for all councillors to have this information to better support their towns and parishes.

There being no further debate the Leader proceeded to the vote and it was unanimously

RESOLVED

1. That the Infrastructure Funding Statement 2022-23 at Appendix A to the report be approved, for publication by 31 December 2023, subject to further minor financial, typographical, and presentational amendments confirmed through the Cabinet Member with responsibility for Planning and Coastal Management.
2. That the allocation of District CIL funding towards the infrastructure projects, as outlined in Appendix B to the report, be approved, and those Local CIL Fund projects approved by the CIL Spending Working Group in June 2023 be noted.
3. That the changes to the CIL Spending Strategy, as outlined in Appendix C to the report, be approved.
4. That the report be passed to the Full Council for information, in order to facilitate increased knowledge on the rolling out of CIL to all councillors and that additional training to be given.

7 Coastal Adaptation Supplementary Planning Document

The Cabinet received report **ES/1633** of the Cabinet Member with responsibility for Planning and Coastal Management, which sought the adoption of the Coastal Adaptation Supplementary Planning Document (SPD).

Councillor Yule introduced the report and summarised the purpose of the SPD.

The Leader invited questions to Councillor Yule. Councillor Ninnmey asked how coastal protection could be related to rivers, noting the significant number of river breaches that occurred during the 1953 floods. Councillor Yule invited officers to address the query and the Principal Planner (Policy and Delivery) explained that whilst flood risk in coastal areas does affect estuaries and rivers, the SPD specifically dealt with adaptation to coastal erosion rather than directly addressing flood risk. The Cabinet was advised that a number of estuary management plans were in place and that the Council worked with partners on flood issues, closely monitoring the situation in relation to rivers and estuaries.

Councillor Langdon-Morris asked if the Council would liaise with Suffolk County Council on coastal resilience, particularly to educate town and parish councils on their role in emergency responses to coastal incidents, and if it would explore coastal resilience through biological mechanisms. Councillor Yule responded that it would be important to involve Coastal Partnership East in briefing the Cabinet on coastal resilience, referring to the briefing the previous Council had received on work in Hemsby, Norfolk, at its meeting in March 2023.

Councillor Daly asked if the SPD took into account Nationally Significant Infrastructure Projects (NSIPs) such as the Sizewell C Nuclear Power Station and the impact of offshore energy coming onshore. The Principal Planner, at the invitation of Councillor

Yule, explained how NSIPs were approved by the Secretary of State as opposed to the Council as the local planning authority and highlighted that the Local Plan and accompanying SPDs would be taken into account as part of that process.

The Cabinet was informed that SPDs were not planning policies but were documents providing support and guidance to the policies of the Council's local plans. The Principal Planner advised that the SPD did not directly address NSIPs. The Principal Planner also outlined the shoreline management plans in place to dictate strategy, which would cover the areas of coastline impacted by projects such as Sizewell C and offshore energy solutions.

Councillor Yule moved the recommendations in the report, which were seconded by Councillor Hammond.

There being no questions or debate, the Leader proceeded to the vote and it was unanimously

RESOLVED

1. That the Coastal Adaptation Supplementary Planning Document be adopted.
2. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, be authorised to make any presentational or typographical amendments to the Coastal Adaptation Supplementary Planning Document prior to it being published.

8 Exempt/Confidential Items

On the proposition of Councillor Ashton, seconded by Councillor Smith-Lyte, it was by a unanimous vote

RESOLVED

That under Section 100A(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, 2, 3 and 4 of Part 1 of Schedule 12A of the Act.

9 Exempt Minutes

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

10 Withdrawal of East Suffolk Council from the Building Control Partnership with Ipswich Borough Council

- Information relating to any individual.
- Information that is likely to reveal the identity of an individual.

- 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.

11 Kirkley Waterfront

- 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.

12 Letting of 5-6 Newcombe Road, Lowestoft

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

13 Port Health and Implementation of Border Target Operating Model Requirements

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

The meeting concluded at 8.02pm.

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Chair



CABINET
Tuesday, 03 October 2023

Subject	Public Space Protection Order - Harbour Ward, Lowestoft
Cabinet Member	Councillor Mike Ninnmey Cabinet Member with responsibility for Community Health
Report Author(s)	Rachel Tucker Communities Officer/ASB Lead Officer rachel.tucker@eastsoffolk.gov.uk
Head of Service	Nicole Rickard Head of Communities nicole.rickard@eastsoffolk.gov.uk
Director	Nick Khan Strategic Director nick.khan@eastsoffolk.gov.uk

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable.
Wards Affected:	Harbour & Normanston

Purpose and high-level overview

Purpose of Report:

The purpose of this report is to provide contextual information to Cabinet about Public Space Protection Orders (PSPO) and to seek extension of the existing Harbour and Normanston Ward PSPO for a further three years.

The Anti Social Behaviour, Crime and Policing Act 2014 replaced Alcohol Consumption in Designated Public Place Orders (DPPOs) with PSPOs in 2017. The current Harbour Ward PSPO was agreed in 2017 and extended for a further three years in October 2020. It expires on 23rd October this year.

If Cabinet agree to extend the PSPO, the start date would be 23rd October 2023 and the end date would be 22nd October 2026.

In summary, the PSPO:

Prohibits people from having alcohol in their possession, care, or control in any public place within the Harbour Ward (called the “Restricted Area” – the area within the grey line on the map) where they are or have been consuming alcohol, or intend to consume alcohol, within that restricted area.

As currently, it would not in itself be an offence to drink alcohol in this area. However, it would be an offence to fail to comply with a request by an Authorised Officer (e.g. a Police officer) to cease drinking or to surrender alcohol.

Options:

PSPO to be reviewed/continued/varied/discharged

During the 3-year term of a PSPO it can be extended, varied, or discharged if circumstances changed.

PSPO to be extended

A public spaces protection order may be extended by the local authority that made it.

Other ASB (Anti Social Behaviour) Legislation to be utilised:

There are several alternative forms of legislation that could be used as a more appropriate alternative to a PSPO, some of these are outlined below:

Community Protection Notice

An authorised person may issue a community protection notice to an individual aged 16 or over, or a

body, if satisfied on reasonable grounds that—

- (a) the conduct of the individual or body is having a detrimental effect, of a persistent or continuing nature, on the quality of life of those in the locality, and
- (b) the conduct is unreasonable.

A Community Protection Notice (CPN) could therefore instead be issued against a perpetrator of persistent antisocial behaviour. Failure to comply can lead to a fixed penalty notice, remedial action, or a court order.

Dispersal Powers

Authorisations to use dispersal powers under Section 35.

(1) A police officer of at least the rank of inspector may authorise the use in a specified locality, during a specified period of not more than 48 hours, of the powers given by section 35. "Specified" means specified in the authorisation.

(2) An officer may give such an authorisation only if satisfied on reasonable grounds that the use of those powers in the locality during that period may be necessary for the purpose of removing or reducing the likelihood of—

- (a) members of the public in the locality being harassed, alarmed, or distressed, or
- (b) the occurrence in the locality of crime or disorder.

(3) In deciding whether to give such an authorisation an officer must have regard to the rights of freedom of expression and freedom of assembly set out in articles 10 and 11 of the Convention. "Convention" has the meaning given by section 21(1) of the Human Rights Act 1998.

4) An authorisation under this section—

- (a) must be in writing,
- (b) must be signed by the officer giving it, and
- (c) must specify the grounds on which it is given

Recommendation/s:

That the extension of the Public Space Protection Order (PSPO) for the Harbour Ward for a further three years be agreed.

Corporate Impact Assessment

Governance:

Police and East Suffolk Council to continue to work in partnership regarding ongoing monitoring of crime/non crime within the Harbour ward, concerning increase or decrease of alcohol related issues.

ESC (East Suffolk Council) policies and strategies that directly apply to the proposal:

East Suffolk Council Anti Social Behaviour Policy 7th June 2022, review date 4th April 2025

Environmental:

No specific environmental implications.

Equalities and Diversity:

Equality Impact Analysis (EqIA) - EQIA537800101 completed, and no negative impacts identified. It is notable that, at the ESC Scrutiny Committee meeting on 29th August 2023, the police fed back information that the majority of ASB resulting from street drinking in the Harbour ward, was by adults in the 30s/40s/50s age range and not by young people.

Financial:

The only identified additional cost is £500 for clearer, larger signage in Lowestoft Town Centre. An application for funding to cover this cost has been made to the East Suffolk Community Safety Partnership.

If the PSPO is not extended, some metal signs would need to be removed from the existing locations which would incur some cost.

Human Resources:

None

ICT:

If the PSPO extension is agreed, the ESC web pages will need to be updated.

Legal:

Under Section 60(2) of the Anti Social Behaviour, Crime and Policing Act 2014, the Council can extend the period for which the PSPO has effect for a period of up to 3 years if satisfied on reasonable grounds that doing so is necessary to prevent an occurrence or recurrence after the expiry of the initial PSPO of the activities identified in the order, or an increase in the frequency or seriousness of those activities after that time

Under Section 72 of the Anti Social Behaviour, Crime and Policing Act 2014, the Council must carry out the necessary consultation, the necessary publicity, and the necessary notification (if any), before extending a PSPO.

The necessary consultation means consulting with the Chief Officer of Police, and the local policing body, whatever community representatives the Council thinks it appropriate to consult and the owner or occupier of any land within the area to be the subject of the PSPO - the requirement to consult with the owner or occupier applies only if, or to the extent that, it is reasonably practicable to consult the owner or occupier of the land.

There are no statutory requirements about the length of the consultation process. However, it should be ensured that its duration allows sufficient time to meaningfully engage with all those who may be impacted by the PSPO, the guidance envisages that this may take several weeks.

The necessary publicity means publicising the proposal.

The necessary notification means, notifying the Town/Parish Council and County Council for the area to be the subject of the PSPO.

Under the statutory guidance, consideration should also be given to how the use of the PSPO power may impact on vulnerable members of society and the displacement effects of any order

If a PSPO is made, then it would need to be published in accordance with the Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations - this requires the PSPO to be published on the Council website and for the Council to cause to be erected on or adjacent to the public place to which the order

relates such notice (or notices) as it considers sufficient to draw the attention of any member of the public using that place to the fact that the order has been made, extended or varied (as the case may be); and the effect of that order being made, extended or varied (as the case may be).

When deciding whether or not to extend this PSPO section 72(1) of the Anti-social Behaviour, Crime and Policing Act 2014 the Council must have particular regard to the rights of freedom of expression and freedom of assembly set out in articles 10 and 11 of the European Convention of Human Rights, these rights can be may be subject to such formalities, conditions, restrictions or penalties (restrictions only in relation to Article 11) as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others.

Under Clause 66 of the Anti Social Behaviour, Crime and Policing Act 2014 a failure to comply with the statutory requirements for making of a PSPO will not automatically invalidate a PSPO, however an individual who lives in the restricted area or who regularly works in or visits that are can challenge the PSPO provided they make an application within 6 weeks of the making of the PSPO.

Risk:

There are other tools and powers that the Police could utilise to deal with alcohol related anti social behaviours. However, there is a risk that if the PSPO is not extended and the Council allows it to be discharged, there could be an increase in alcohol related anti social behaviour in the Harbour Ward, in particular the town centre of Lowestoft.

External Consultees:	Police, Ward Councillors, Lowestoft Town Council, Town centre businesses.
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T02	Enabling our Communities		
P06	Community Partnerships	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P08	Maximising health, well-being, and safety in our District	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input checked="" type="checkbox"/>

T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education, and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>
How does this proposal support the priorities selected?			
<p>This proposal clearly supports the Strategic Plan priority around ‘maximising health, wellbeing and safety in our District. ASB is a priority for the East Suffolk Community Safety Partnership. The consultation undertaken in support of this report clearly shows that the vast majority of the public who responded to the survey supported the continuation of the PSPO in this specific area of Lowestoft. The PSPO does and would contribute to the safety of businesses, residents and visitors using Lowestoft Town Centre.</p>			

Background and Justification for Recommendation

1 Background facts	
1.1	<p>Provisions in the Anti Social Behaviour Crime and Policing Act 2014 enable District Councils to make, continue, or discharge Public Space Protections Orders (PSPOs). The Home Office has issued clear guidance in which it is stated that PSPOs are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community’s quality of life, by imposing conditions on the use of the area which apply to everyone (See PSPO Guidance in Background Papers at the end of this report).</p> <p>The existing PSPO under consideration for extension prohibits the consumption or possession of alcohol in a public place, if the behaviour of the person possessing or consuming the alcohol is having a detrimental impact on residents, visitors, and businesses within the Harbour Ward. This report recommends to Cabinet that the PSPO should be extended.</p>

1.2	<p>WHAT THE LEGISLATION REQUIRES</p> <p>Section 59 of the 2014 Act states that a PSPO may be made if two conditions are satisfied.</p> <ul style="list-style-type: none"> • The first condition is that activities carried on in a public place within the authority’s area have had or are likely to have a detrimental effect on the quality of life of those in the locality • The second condition is that the effect or likely effect of those activities is or is likely to be of a persistent or continuing nature, is or is likely to be unreasonable, and justifies the restrictions to be imposed.
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2 Current position

2.1	The current PSPO for Harbour Ward expires on 23 rd October 2023.
2.2	<p>This PSPO has been in place for 6 years (previously in the form of a DDPO). Enforcement of a PSPO is a matter for the council in partnership with the local police. It prohibits people from having alcohol in their possession, care, or control in any public place within the Harbour Ward (called the “Restricted Area” – the area within the red line on the map) where they are or have been consuming alcohol, or intend to consume alcohol, within that restricted area.</p> <p>As currently, it would not in itself be an offence to drink alcohol in this area. However, it would be an offence to fail to comply with a request by an Authorised Officer (e.g. a Police officer) to cease drinking or surrender alcohol.</p>

3 How to address current situation

3.1	It is proposed that the Public Space Protection Order (PSPO) for the Harbour Ward be extended for a further 3 years on the basis that the Police have provided evidence of the need to continue the PSPO as a tool to tackle alcohol-related anti social behaviour in the Harbour ward.
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4 Reason/s for recommendation

4.1	<p>A police review of Harbour Ward took place over a 12-month period from March 2022 to March 2023 – see the report by Alison Hogg from Norfolk & Suffolk Constabulary in Appendix B.</p> <p>A review was commissioned to establish if there is a requirement for the continuation of the PSPO granted in 2020 in respect of alcohol use, and whether there is additional demand that may warrant additional PSPO conditions being imposed.</p> <p>Data to support the continuation of the PSPO in respect of prohibiting alcohol use, and other problems to consider, includes:</p> <p>CADs (Computer Aided Dispatch) with a youth or alcohol tag over the last twelve months were analysed by the Police. There were 182 of these, 64% were alcohol related and 36% youth related.</p>
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	<p>Violence against the person is the highest crime type in this area, of which more than quarter (27%) occur in streets/open public spaces or licenced premises. One third of all public order and drug offence crimes also occur in these public locations.</p> <p>However following consideration of the evidence, the Human Rights Act 1998, and following consultation with the Police and other interested bodies it is not considered necessary to add additional conditions to the PSPO.</p>
4.2	<p>Consultation has been undertaken with the Police, Environment Protection, ESC Legal Team, Lowestoft Rising, Lowestoft Vision, Lowestoft Town Council and ward councillors.</p>
4.3	<p>Public Consultation</p> <p>Two public (face to face) consultations were carried out in Lowestoft Town Centre by the Communities Officers and advertised on all ESC platforms, Lowestoft Town Council, Police Website and Lowestoft Journal Newspaper. In addition a short (eight question) survey was developed to capture views.</p> <p>197 people responded, of these; 137 said they were local and lived in Lowestoft. The two largest age groups who answered were 55-64 years of age and 65 -74 years of age. 83 people (43.2%) heard about this consultation via Facebook.</p> <p>92.39% of respondent said the PSPO should be extended by three years, with only 6.9% saying it should not be extended. However, there were a couple of residents at the consultation who ticked 'no to extension' by mistake.</p> <p>115 respondents stated that alcohol related anti social behaviour in Lowestoft was a big problem, whilst only 7 people answered that it wasn't really a problem. Asked if they had either been affected by anti social behaviour or witnessed any negative behaviours; 165 people stated that they had been affected by alcohol, followed by 162 people who had seen rowdy/inconsiderate behaviour, 144 were affected by litter, 130 affected by drugs and 24 people by 'other.' The subsequent following question was 'How did this impact you?' to which the highest response (143 people) was 'being afraid and unsafe'.</p> <p>The last question asked for additional comments which can be seen in Appendix C.</p>

Appendices

Appendices:	
Appendix A	Harbour Ward Street addresses and map of PSPO
Appendix B	A Hogg Harbour Area Demand report May 2023
Appendix C	PSPO Harbour Consultation 2023
Appendix D	PSPO Sign

Background reference papers:		
Date	Type	Available From
September 2023	Local Government Association - Public Spaces Protection Orders: Guidance for Local Councils	Public Spaces Protection Orders – Guidance for Councils

APPENDIX A

Harbour Ward area and map

The Anti Social Behaviour, Crime and Policing Act 2014**Harbour Ward PSPO****SCHEDULE**

This Designated Area covers the roads listed below, either in whole or in part and all areas of public open space, play areas, car parks, and cycle paths within the area edged grey on the plan: -

Harbour - Central Ward

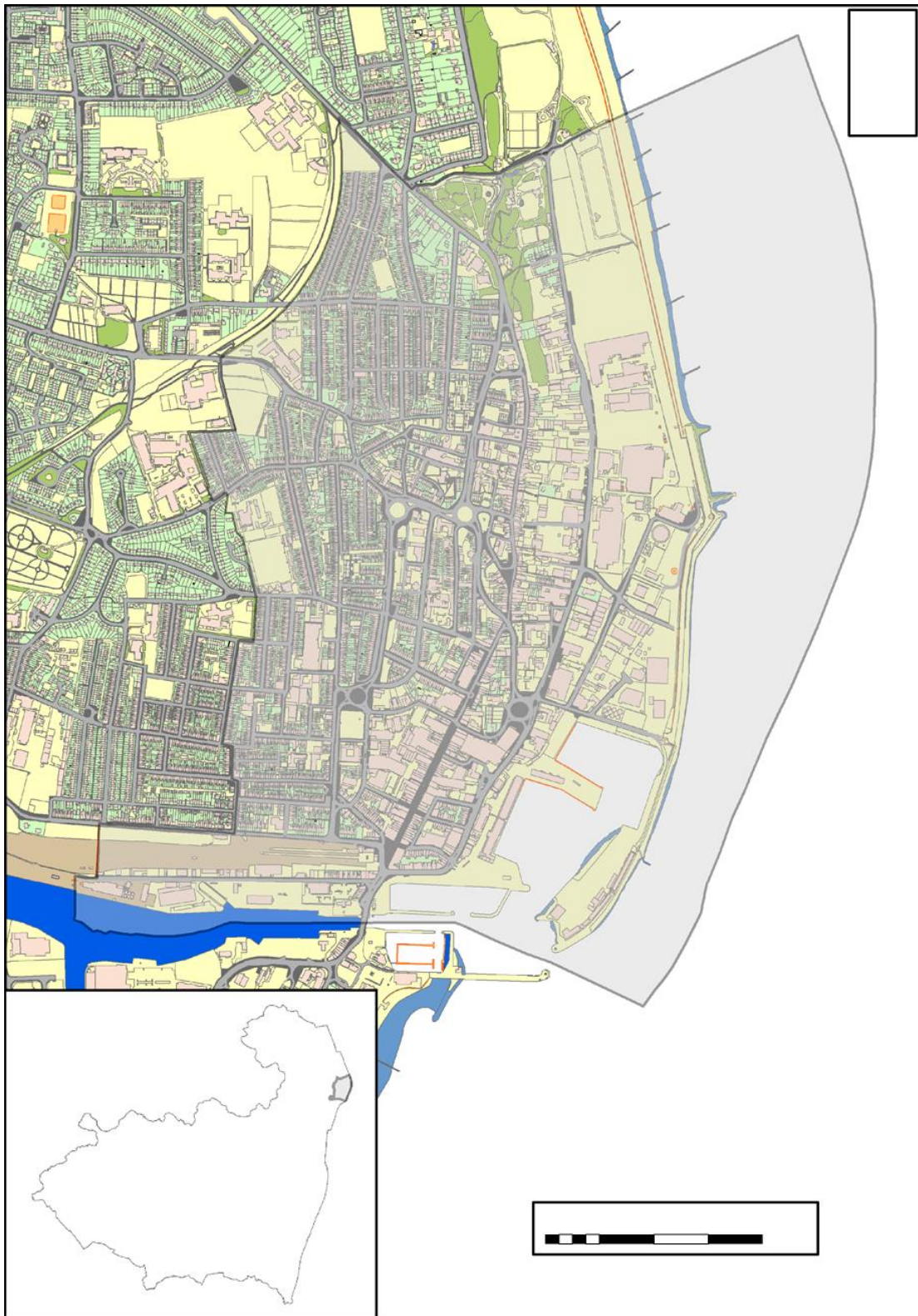
Adrian Court, Adrian Road, Alexandra Road, Arnold Street, Beresford Road, Boston Road, Britten Centre (including Market Area), Burton Street, Cathcart Street, Chapel Court, Chapel Street, Church Road, Christ Church Square, Clapham Road North, Compass Street, Crown Score, Crown Street East, Crown Street West, Cumberland Place, Dove Street, Dukes Head Street, Factory Street, Gas Works Road, Godfreys Court, Gun Lane, Herring Fishery Score, High Street, Jacobs Court, Jacobs Street, Leiston Road, London Road North, Love Road, Old Market Street, Old Market Plain, Martins Score, Milton Road East, Milton Road West, Newcombe Road, Princes Road, Raglan Street, Rant Score, Reeve Street, Spurgeon Score, St Peter's Court, St Peter's Street, Tennyson Road, Thurston Road, Triangle Market, Triangle Yard, Water Lane, Wesley Street, Whapload Road, Wilde Street, Winnipeg Road

Harbour – North Ward

Albany Road, Arnolds Bequest, Belle Vue Park, Cambridge Road, Cart Score, Church Road, Clarence Road, Edinburgh Road, Great Eastern Linear Park, High Street, Ipswich Road, Lighthouse Score, Mariners Score, Mariners Street, Melbourne Road, North Denes – including beach area and sea wall, Osborne Street, Oxford Road, Park Road, Queens Road, Royal Avenue, Sparrows Nest Gardens, St Margaret's Plain, St Margaret's Road, Sussex Road, The Hemplands, The Ravine, Whapload Road, Worthing Road, Yarmouth Road

Harbour - South Ward

Alexandra Road, Alma Road, Alma Street, Battery Green Road, Beach Road, Bevan Street East, Bevan Street West, Bon Marche, Camp Road, Clapham Road Central, Clapham Road South, Commercial Road, Denmark Road, Ethel Road, Flensburgh Street, Gordon Road, Granville Road, Grove Road, Hamilton Road, Haward Street, Knights Court, London Road North, Love Road, Marina, Milton Road East, Milton Road West, Newcombe Road, Norwich Road, Old Nelson Street, Police Station Road, Raglan Road, Raglan Street, Regent Road, Rishton Road, Roman Road, Seago Street, Stanley Street, Station Square, Suffolk Road, Summer Road, Surrey Street, Till Road, Tonning Street, Trafalgar Street, Trinity Road, Walton Road, Waveney Road, Wollaston Road



Strategic, Business & Operational Services

Review of demand in Harbour Ward, Lowestoft, during a 12 month
period

27/03/2022 – 26/03/2023

Name: Alison Hogg

Date: 18/04/2023

Version: 0.1



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Objective

This review was commissioned to establish if there is a requirement for the continuation of a PSPO granted in 2020 in respect of alcohol use, and whether there is additional demand that may warrant additional PSPO considerations.

Methodology

Lists of crimes and CADs were gathered from 27/03/2022 – 26/03/2023 as follows, all specific to the Harbour Ward only:

All ASB CADs

All alcohol and youth tagged CADs of any type (not ASB specific)

All crimes (crime and non-crime) -

Violence against the person crime type was subject to a keyword search in the Investigation Summary text for any words relating to alcohol (“alcohol”, “intox”, “drink”, “drunk”, “inebriate”) and a separate search for any relating to youths, with the search for “youth”.

All alcohol tagged CADs from 01/10/2019 – 31/09/2020 were gathered to provide a comparison of demand before the PSPO was introduced in October 2020

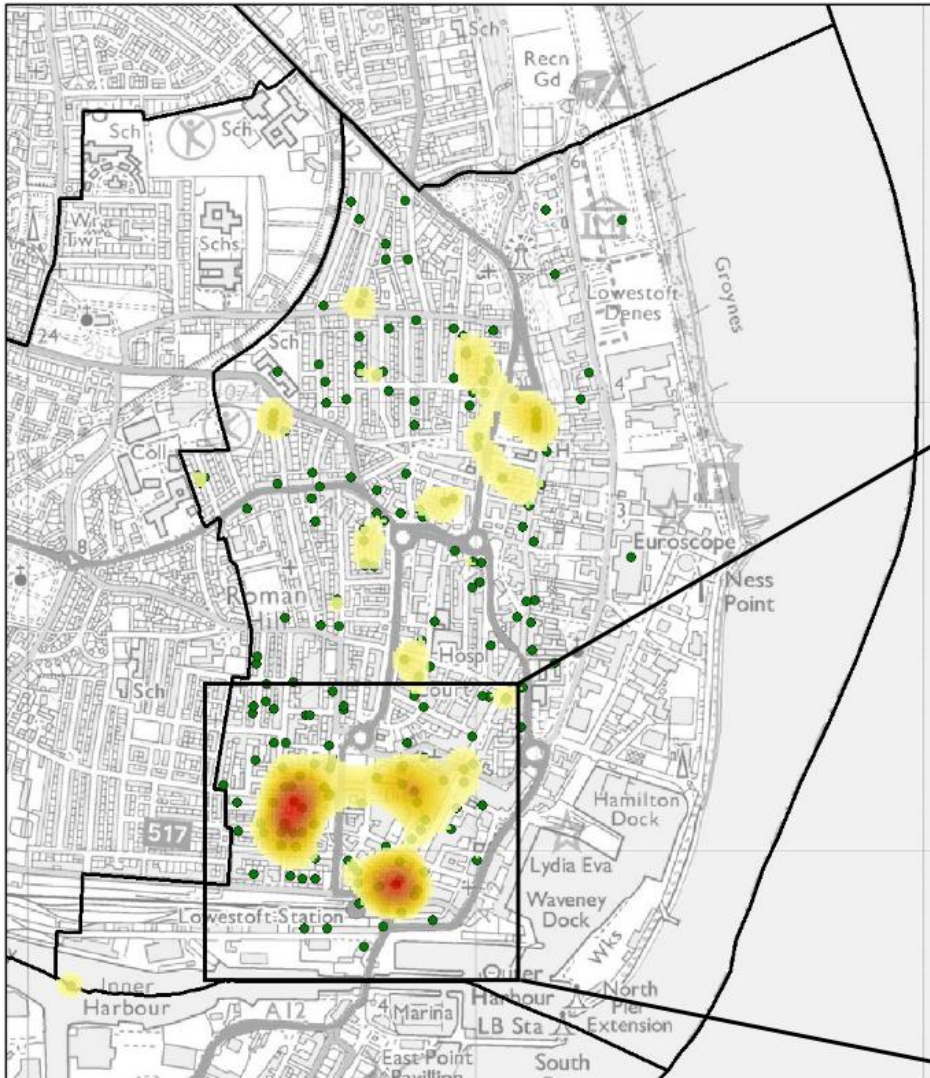
Summary of Findings

Data supports the continuation of a PSPO in respect of prohibiting alcohol use, and other problems to consider include:

Violence against the person is the highest crime type in this area, of which more than a quarter (27%) occur in streets/open public spaces or licenced premises.

One third of all public order and drug offence crimes also occur in these public locations

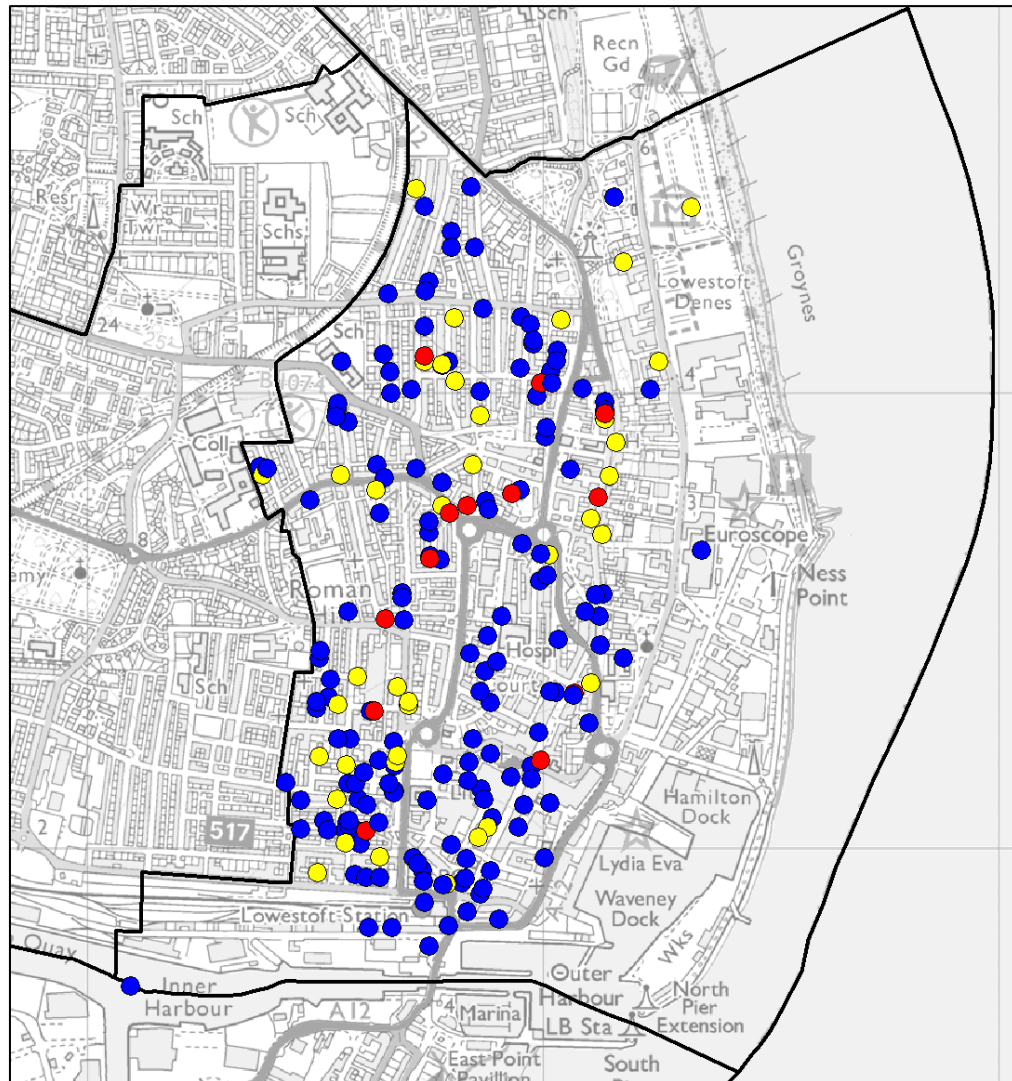
All ASB CADs: Where is it occurring?



- There were 346 ASB CADs logged for the Harbour Ward in twelve months (27.03.2022 – 26.03.2023). This is on average just under one CAD per day.
- The largest hotspot for ASB was around Bevan Street West/Stanley Street/Alma Road which appears to be a residential area.
- Second hotspot around Station Square/London Road North area which is pedestrianised shopping area, and close to a McDonald's.
- Smaller hotspot around the Library area of Lowestoft.



All ASB CADs: What type is occurring?






This map shows the disposal type of the ASB CADs raised in Harbour during this time period. They are categorised according to whether the ASB type was 'Nuisance', 'Personal', or 'Environmental', as shown in the key below.

This can be quantified as:

- ASB Nuisance accounts for 73% (252)
- ASB Personal accounts for 19% (66)
- ASB Environmental accounts for 8% (28)

Key:

	ASB - Nuisance	(252)
	ASB - Personal	(66)
	ASB - Environmental	(28)

All ASB CADs: What type is occurring?

ASB CAD type	Secondary ASB CAD type	Number of CADs
ASB - Nuisance	#N/A	186
	Groups congregating in public areas	18
	Drunken Behaviour	12
	Neighbours - Nuisance/Noisy	10
	Groups or individuals making threats	8
	Vehicle - Nuisance/inappropriate use	3
	Communications - Nuisance/Obscene/Malicious	3
	Climbing Building/Throwing missiles	2
	Trespassing	2
	Begging	2
	Parking - Inconvenient/illegal	2
	Shouting & swearing	2
	Urinating in public	1
	Ball Games	1
	Total	252
ASB - Personal	#N/A	56
	Communications - Nuisance/Obscene/Malicious	4
	Neighbours - Nuisance/Noisy	3
	Shouting & swearing	1
	Climbing Building/Throwing missiles	1
	Groups or individuals making threats	1
Total	66	
ASB - Environmental	#N/A	18
	Begging	2
	Climbing Building/Throwing missiles	2
	Fireworks Sale/Possession/inappropriate use	2
	Drug dealing	1
	Neighbours - Nuisance/Noisy	1
	Groups congregating in public areas	1
	Littering Rubbish	1
	Total	28
Grand Total	346	

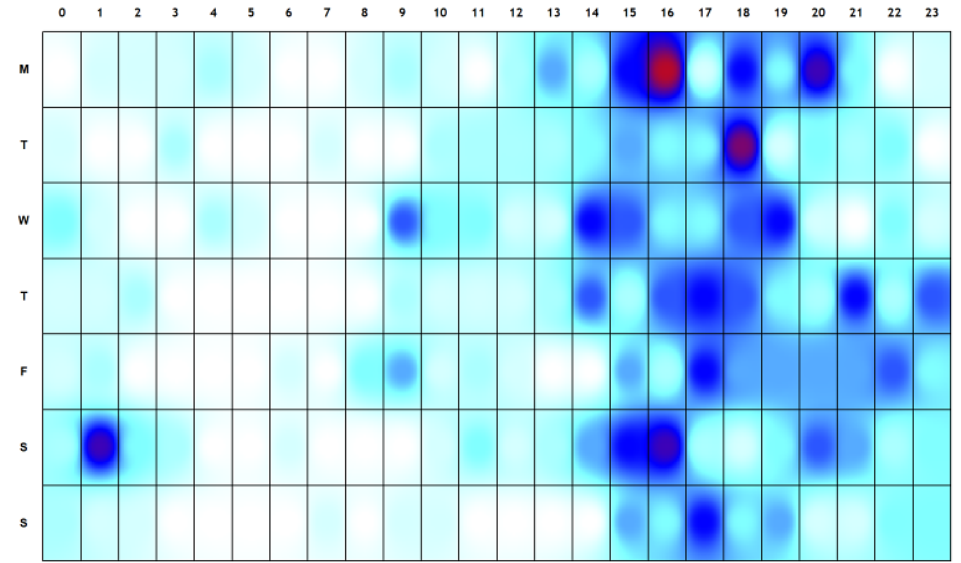
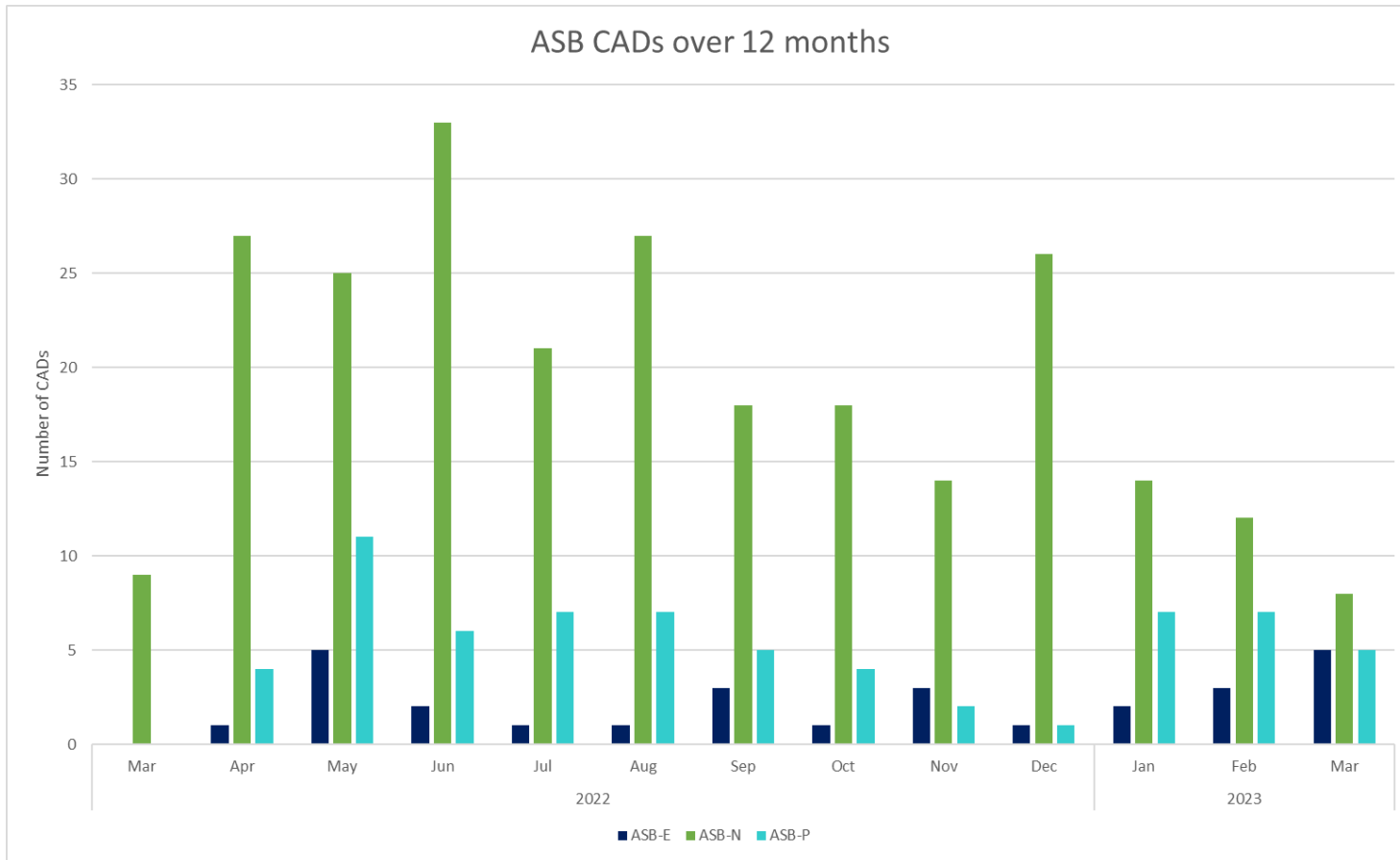
ASB type was investigated in further detail by reviewing the secondary closure codes for the ASB CADs. The proportion of CADs with this secondary code recorded are low: 75% of CADs did not record this level of detail. #N/A refers to the CADs without the secondary closure code. It is therefore difficult to fully understand the type of ASB occurring. Where the data was available, the CAD detail is presented in this table.

Of these 346 CADs:

- 2 x ASB-E and 15 x ASB-N are alcohol related (5% of ASB CADs)
- 3 x ASBE and 24 x ASBN are youth related (8% of ASB CADs)
- In terms of location type, only two CADs were marked as being in licenced premises

All ASB CADs: When is it occurring?

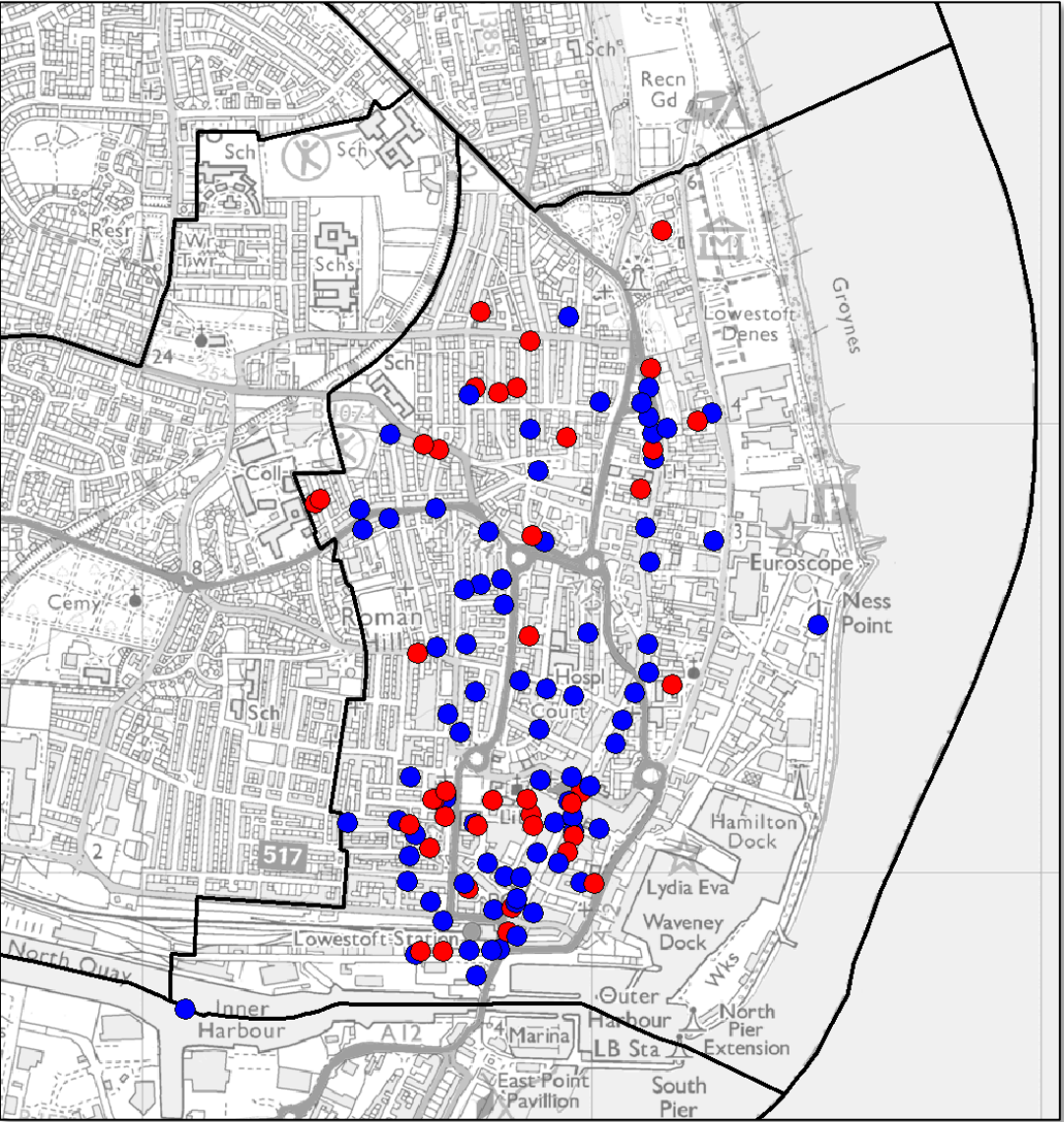
	2022											2023		
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
ASB-E	0	1	5	2	1	1	3	1	3	1	2	3	5	
ASB-N	9	27	25	33	21	27	18	18	14	26	14	12	8	
ASB-P	0	4	11	6	7	7	5	4	2	1	7	7	5	
Grand Total	9	32	41	41	29	35	26	23	19	28	23	22	18	



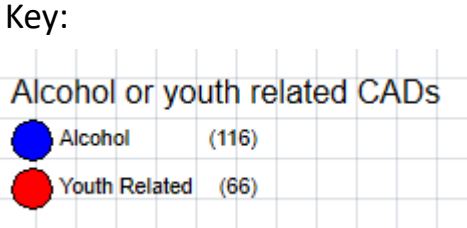
Numbers of each ASB type are displayed in the table top left and plotted on the graph to show changes across the year. ASB is higher over the summer months and also peaked in December, particularly for ASB - Nuisance. This is likely due to the expected fluctuations in demand as a result of better weather, school holidays and the festive period.

Time of day analysis top right shows the times at which ASB CADs are reported. The more intense colours represent busier reporting times. ASB occurs most frequently between the hours of 2 pm and midnight, less so on a Sunday and more often on a Monday afternoon/evening.

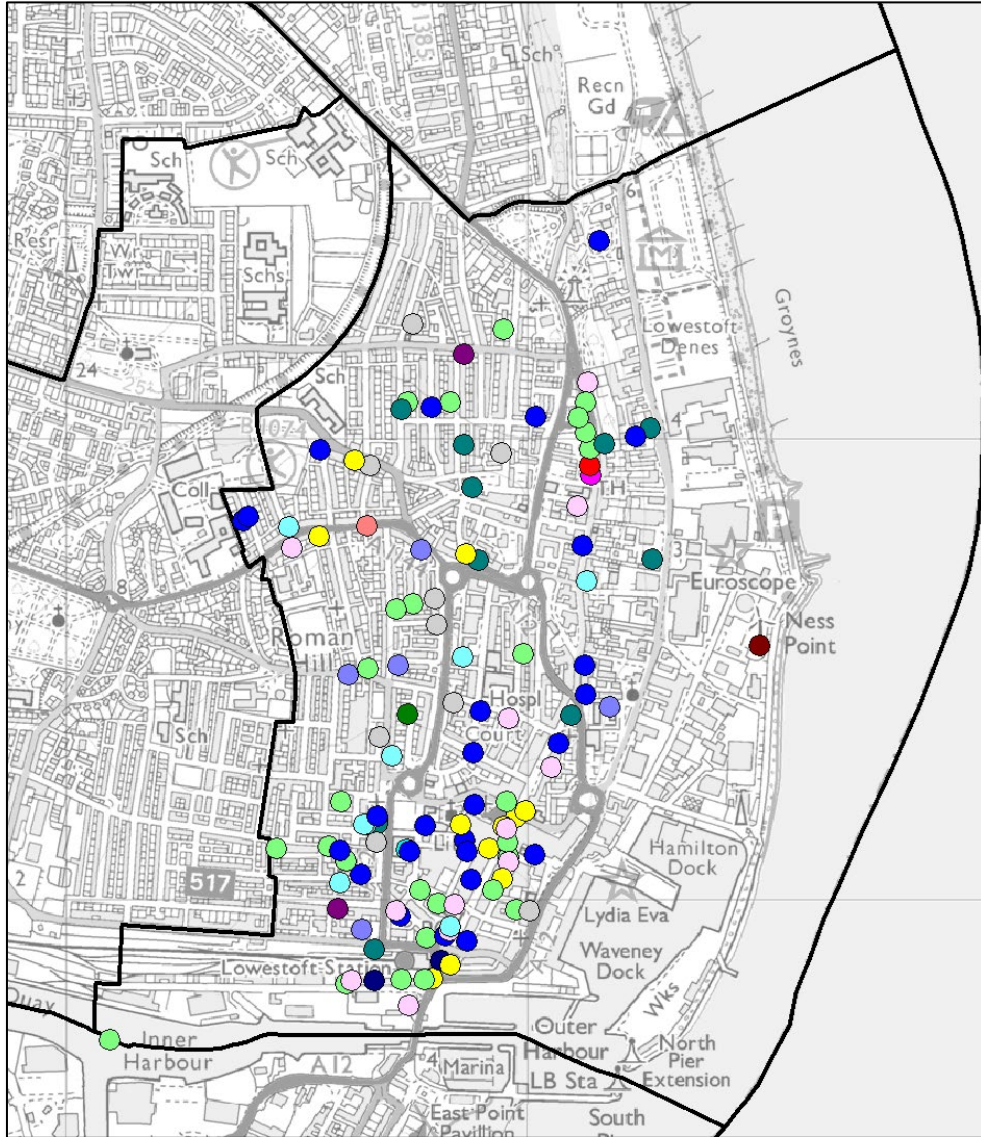
All CAD types: Alcohol and Youth tagged CADs



CADs with a youth or alcohol tag were gathered for the last 12 months, there were 182 of these, 64% were alcohol related and 36% youth related.





















All CAD types: Alcohol and Youth tagged CADs



The 182 CADs with alcohol or youth tagged have also been mapped by CAD type. One fifth of these were safe/collapse/ill/injury/trap (19%) and one fifth were ASB – Nuisance (19%). Crime – other covered 9% of the alcohol and youth tagged CADs.

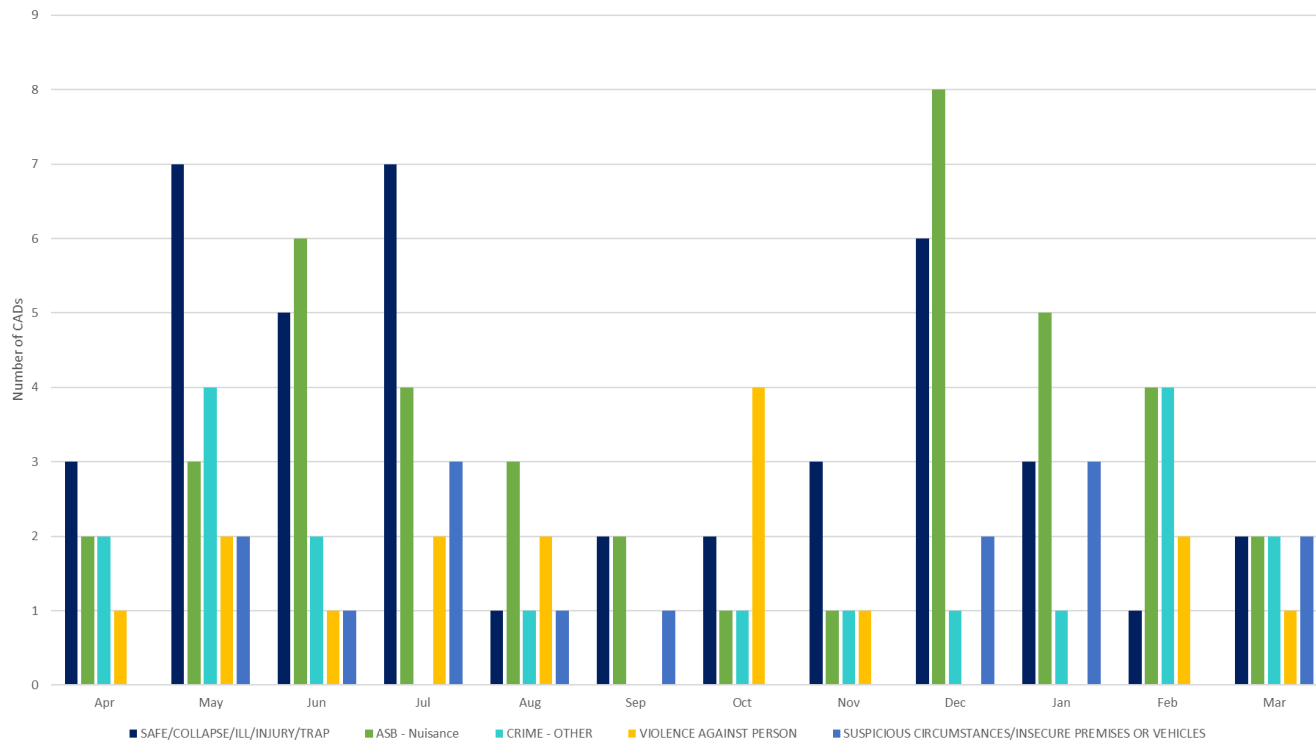
Key:

CAD disposal type	
	SAFE/COLLAPSE/ILL/INJURY/TRAP (42)
	ASB - Nuisance (41)
	CRIME - OTHER (19)
	VIOLENCE AGAINST PERSON (15)
	SUSPICIOUS CIRCUMSTANCES/INSECURE PREMISES OR VEHICLES (15)
	ROAD RELATED OFFENCE (12)
	CRIMINAL DAMAGE (10)
	SEXUAL OFFENCE (6)
	ASB - Environmental (5)
	HOAX CALL (4)
	MISSING PERSON (4)
	ABSCND/WANTED/AWOL/ORDER/BAIL (2)
	CIVIL DISPUTES (2)
	DRUG OFFENCES (1)
	HIGHWAY DISRUPTION (1)
	POLICE GENERATED RESOURCE ACTIVITY (1)
	RTC - DAMAGE ONLY (1)
	THEFT (1)

Alcohol and Youth tagged CADs: Top five CAD types

CAD type	Month/Year	2022					2023						
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
SAFE/COLLAPSE/ILL/INJURY/TRAP		3	7	5	7	1	2	2	3	6	3	1	2
ASB - Nuisance		2	3	6	4	3	2	1	1	8	5	4	2
CRIME - OTHER		2	4	2	0	1	0	1	1	1	1	4	2
VIOLENCE AGAINST PERSON		1	2	1	2	2	0	4	1	0	0	2	1
SUSPICIOUS CIRCUMSTANCES/INSECURE PREMISES OR VEHICLES		0	2	1	3	1	1	0	0	2	3	0	2
Monthly total		8	18	15	16	8	5	8	6	17	12	11	9

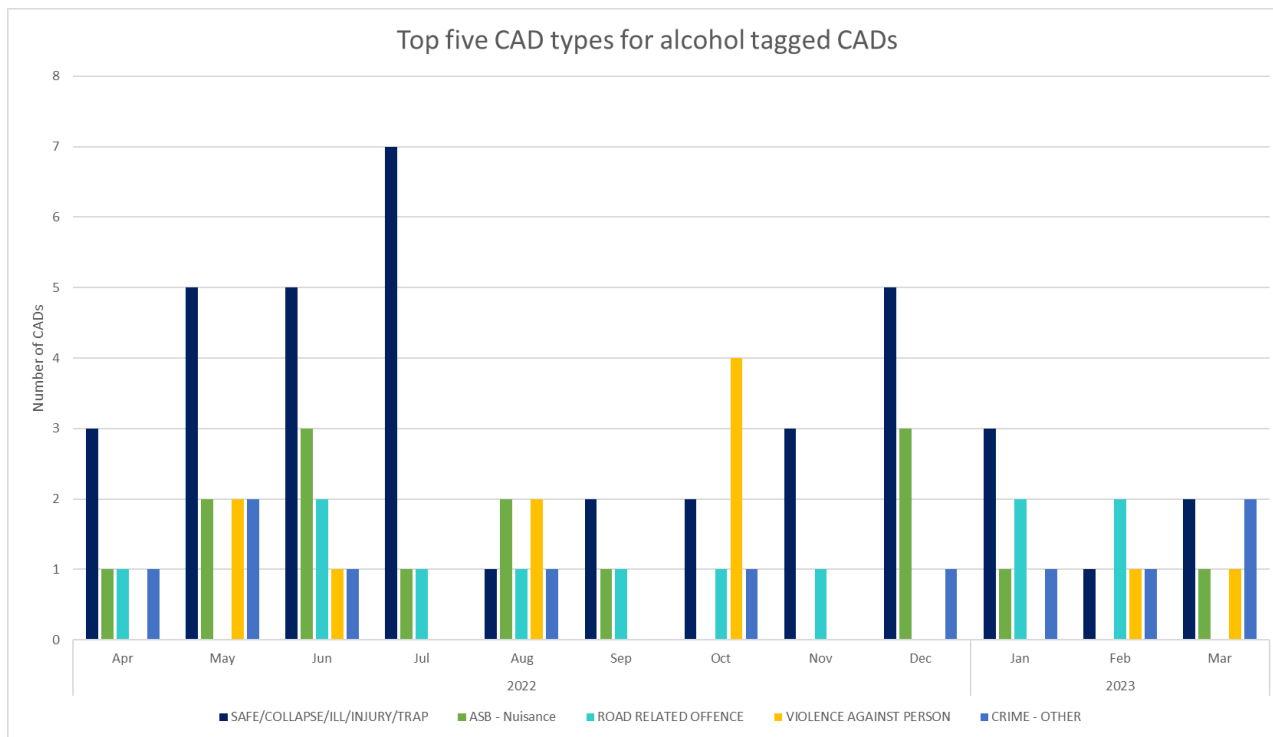
Top 5 CAD types for alcohol and youth tagged CADs



- The top five CAD types with alcohol and/or youth tags have been plotted over time.
- These follow a similar summer and December increase to the ASB CADs, but peaks are earlier in the summer months.
- The following slides (10 – 12) display alcohol tagged CADs separately.
- Slides 13 and 14 display youth tagged CADs separately.

Alcohol Tagged CADs: Top five CAD types

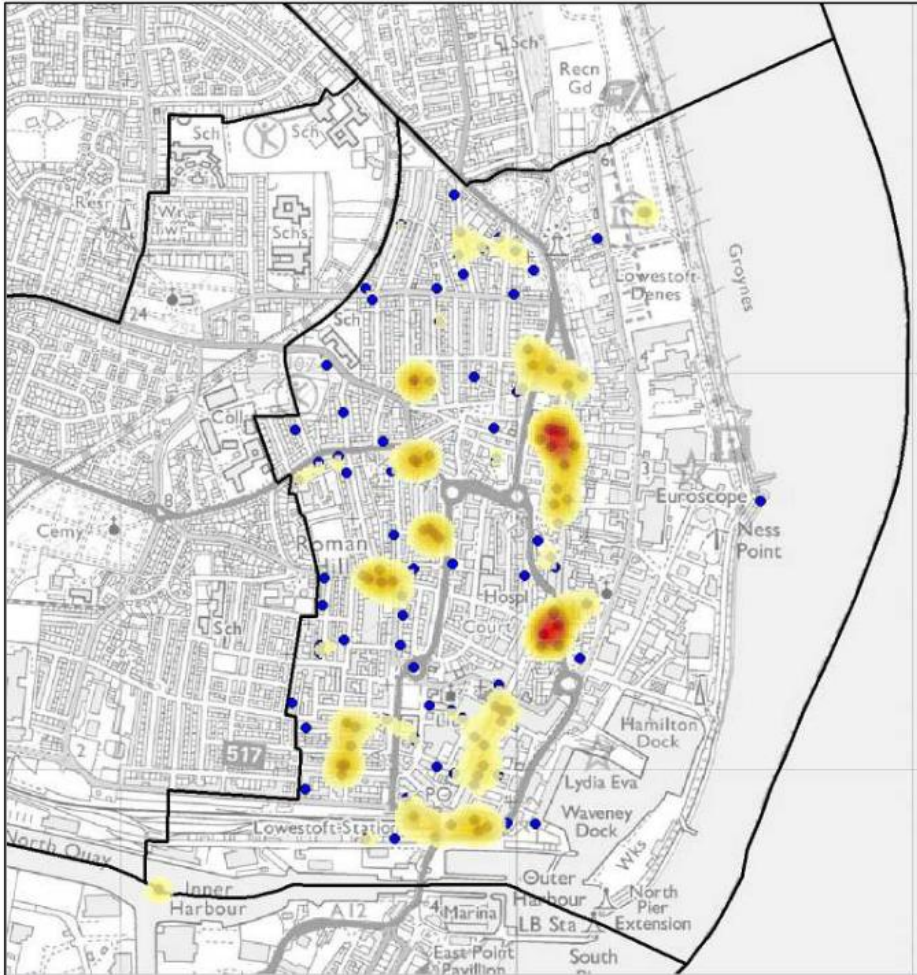
Month/Year	2022										2023		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
SAFE/COLLAPSE/ILL/INJURY/TRAP	3	5	5	7	1	2	2	3	5	3	1	2	
ASB - Nuisance	1	2	3	1	2	1	0	0	3	1	0	1	
ROAD RELATED OFFENCE	1	0	2	1	1	1	1	1	0	2	2	0	
VIOLENCE AGAINST PERSON	0	2	1	0	2	0	4	0	0	0	1	1	
CRIME - OTHER	1	2	1	0	1	0	1	0	1	1	1	2	
Monthly total	6	11	12	9	7	4	8	4	9	7	5	6	



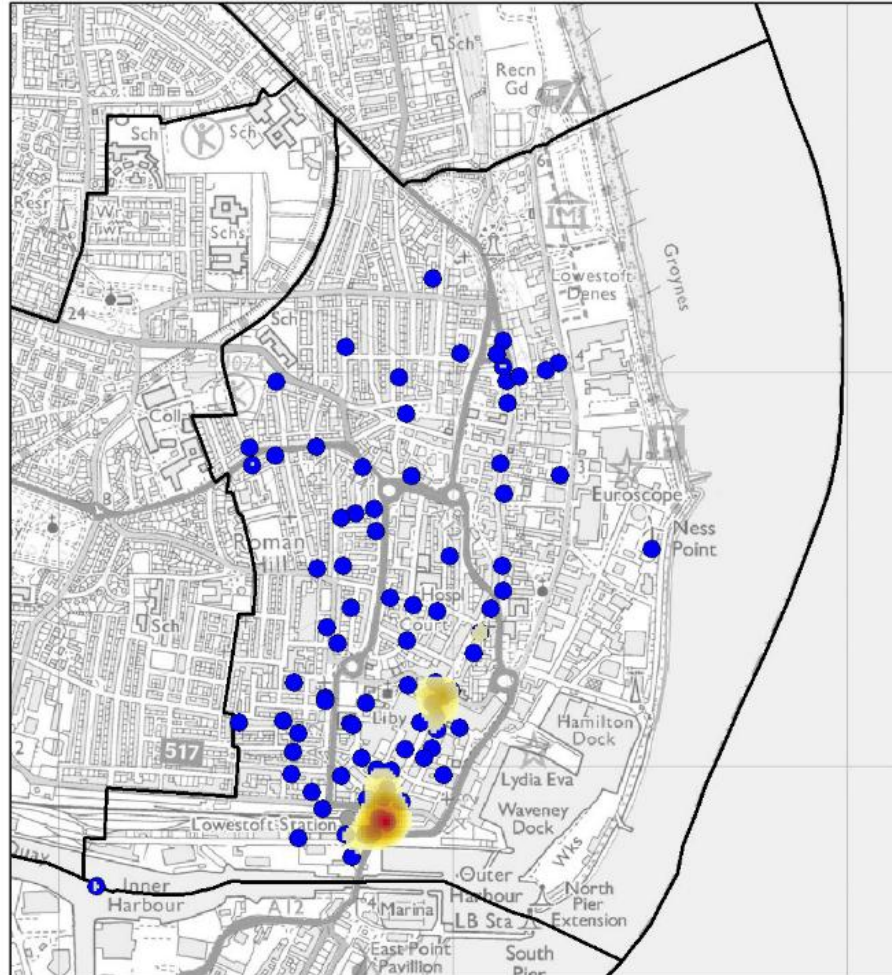
- Safe/collapse/ill/injury/trap is the top CAD type for alcohol only tagged crimes.
- The top five CAD types with an alcohol tag have been plotted over time.
- There is a late spring/early summer peak in the top CAD type, plus a peak in December.

Alcohol CAD Hotspots: Before and after introduction of PSPO

BEFORE: 2019-2020



AFTER: 27/03/2022 – 26/03/2023

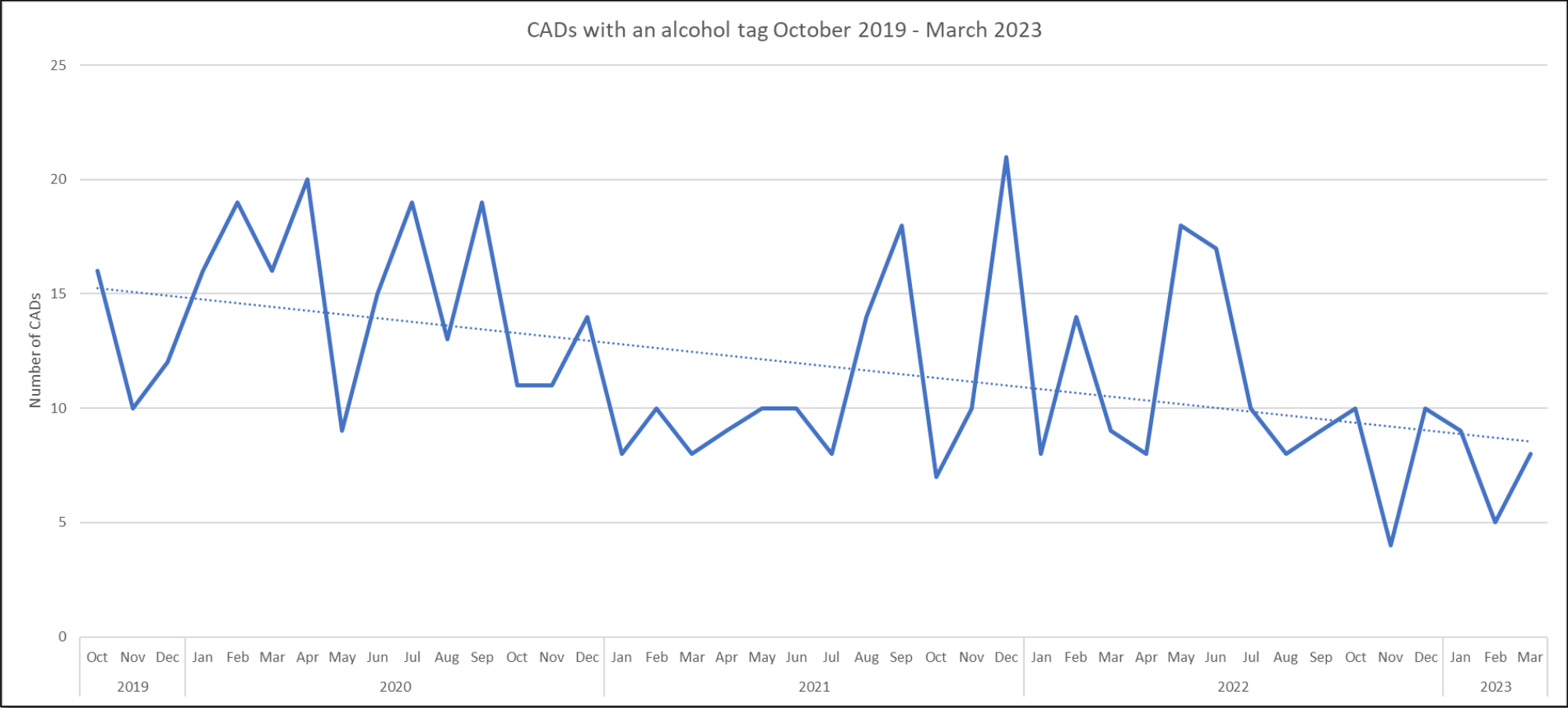


- Following introduction of the PSPO, the alcohol related CADs hotspots have reduced in number and are more limited to the Station Square and the London Road North pedestrianised areas

Alcohol CAD Trend: Before and after introduction of PSPO



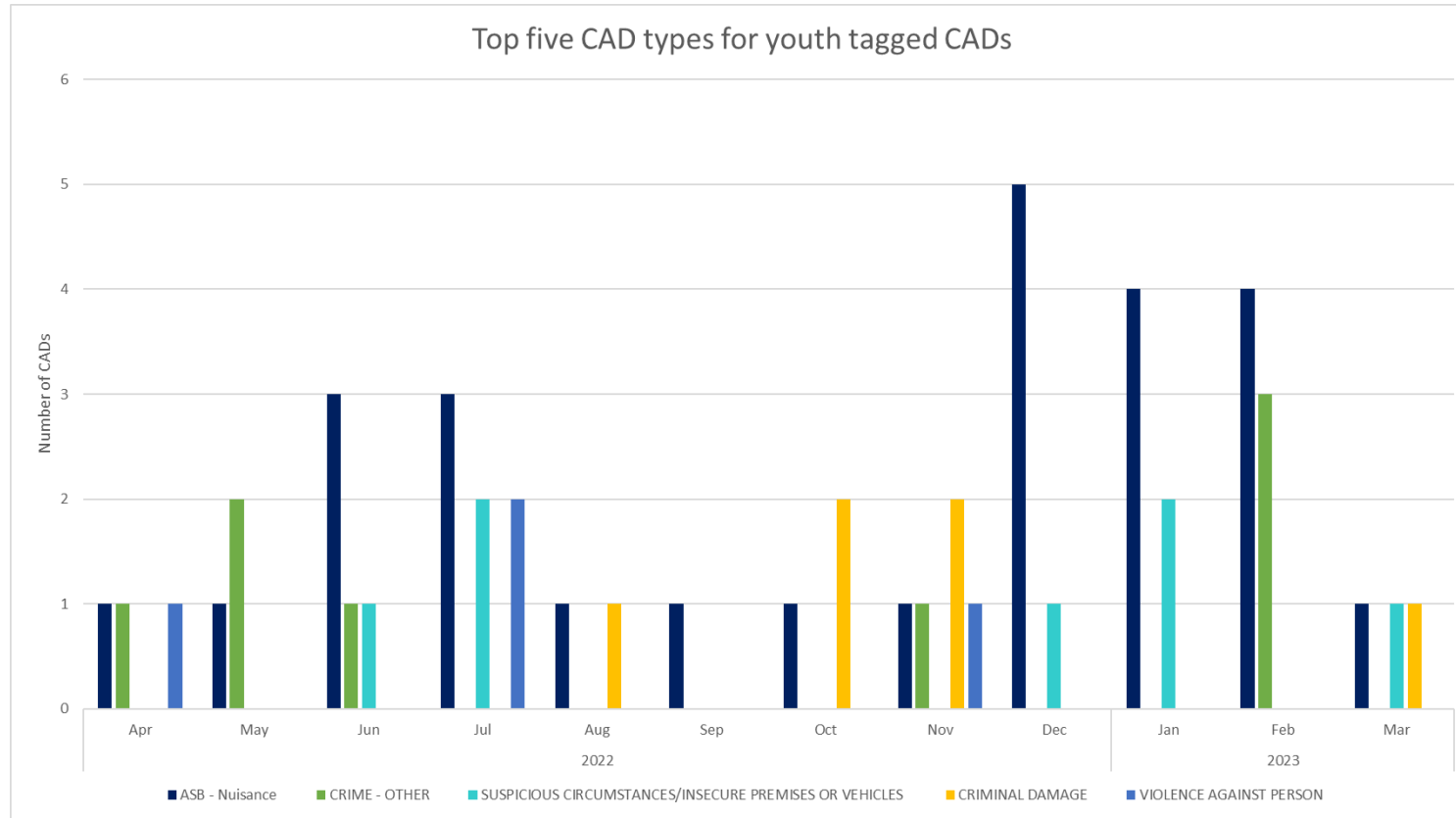
PSPO came into effect 20th October 2020, for three years. Following the introduction of the PSPO, there has been a downward trend of alcohol related CADs within the Harbour area



For info: Covid-19 social restrictions: 16th March 2020 full national lockdown came into force; 4th July 2020 pubs and restaurants re-opened; 22nd September 2020 10pm curfew for hospitality; 5th November 2020 2nd national lockdown came into force until 2nd December 2020; 6th January 3rd National lockdown 29th March 2021 outdoor gatherings of 6 or more/two households allowed; 12th April 2021 pubs open, 17th May 2021 30 can meet outside; 19th July 2021 most legal limits on social contact removed (nightclubs re-opened)

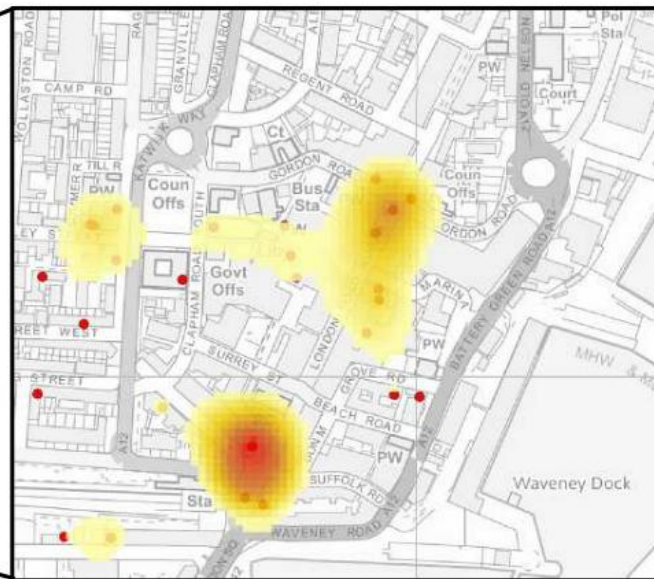
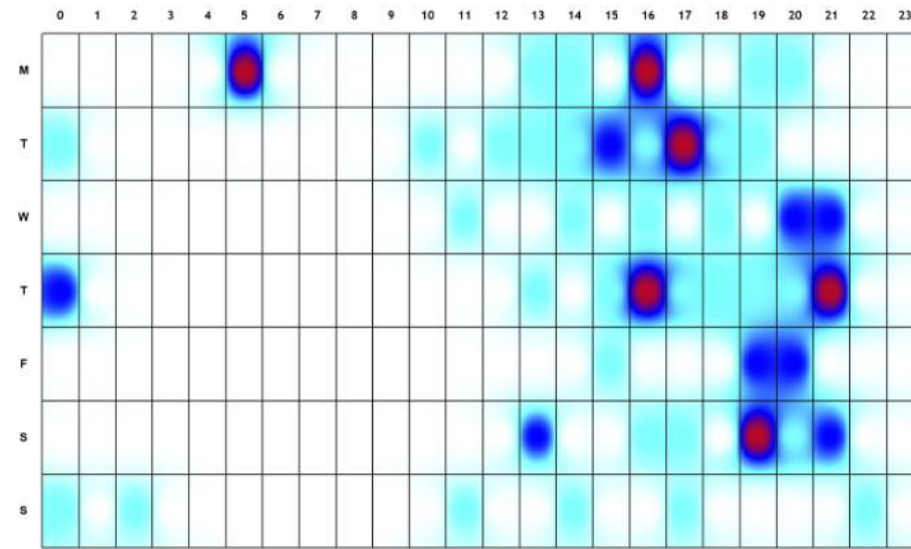
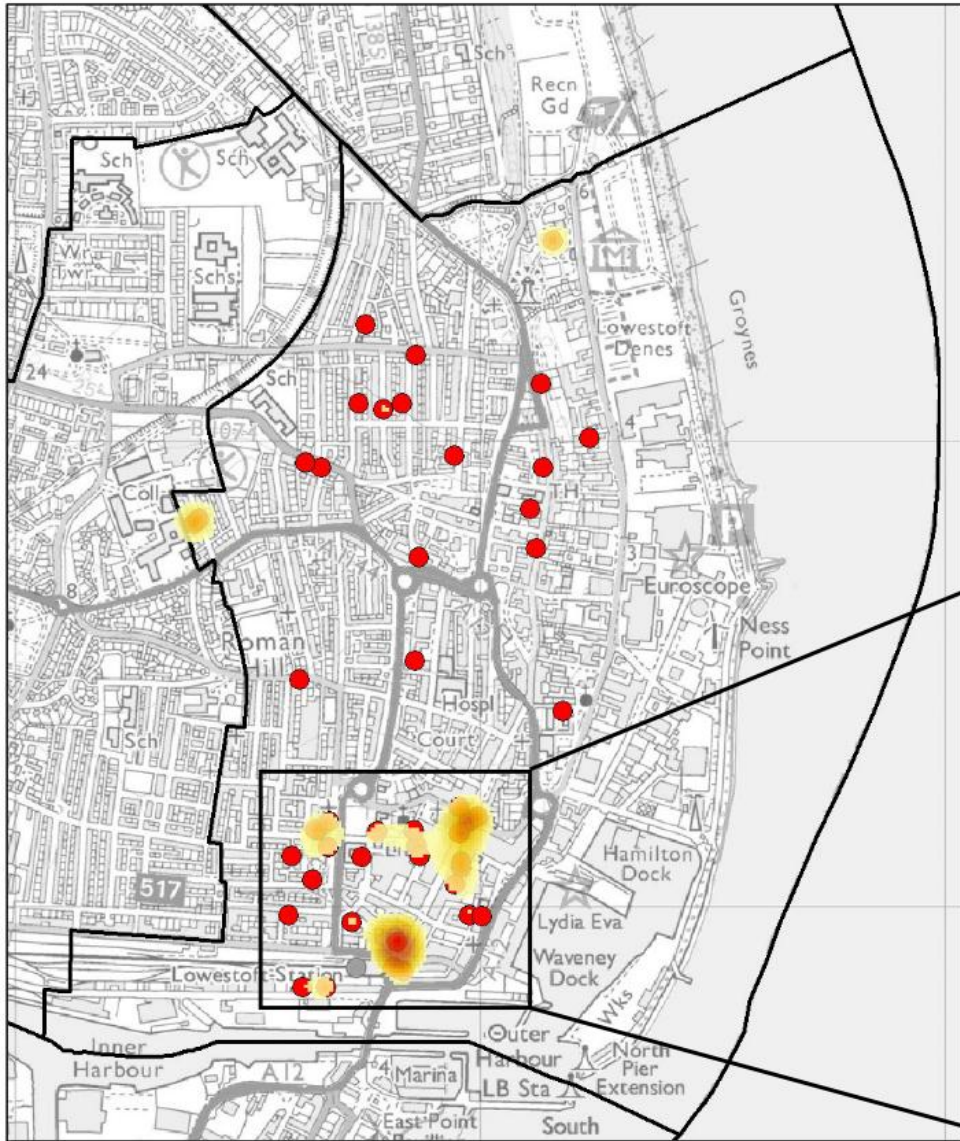
Youth Tagged CADs: Top five CAD types

Month/Year	2022										2023		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
ASB - Nuisance	1	1	3	3	1	1	1	1	5	4	4	1	
CRIME - OTHER	1	2	1	0	0	0	0	1	0	0	3	0	
SUSPICIOUS CIRCUMSTANCES/INSECURE PREMISES OR VEHICLES	0	0	1	2	0	0	0	0	1	2	0	1	
CRIMINAL DAMAGE	0	0	0	0	1	0	2	2	0	0	0	1	
VIOLENCE AGAINST PERSON	1	0	0	2	0	0	0	1	0	0	0	0	
Monthly total	3	3	5	7	2	1	3	5	6	6	7	3	



- ASB – nuisance is the top CAD type for youth only tagged crimes.
- The top five CAD types with a youth tag have been plotted over time.
- There is a mid summer peak in the top CAD type (ASB-N), plus a peak in December, January and February.

Youth CADs: where and when are they occurring?

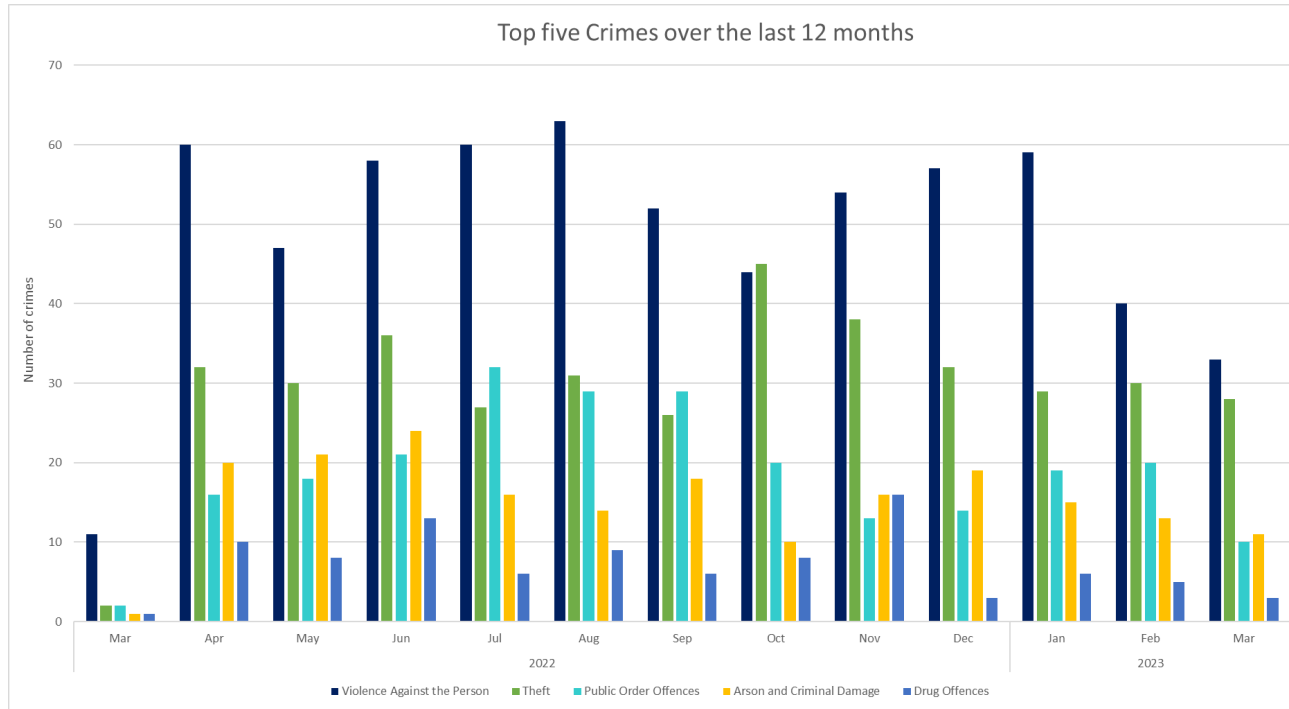


- Youth related CAD main hotspot is also around the Station Square area and a general spread around the London Road North area.
- Time of day analysis top right shows the times at which ASB CADs are reported. The more intense colours represent busier reporting times.
- ASB occurs most frequently between the hours of 3 pm and 10pm Monday to Saturday.

All Crime Investigations

	2022						2023						
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Violence Against the Person	11	60	47	58	60	63	52	44	54	57	59	40	33
Theft	2	32	30	36	27	31	26	45	38	32	29	30	28
Public Order Offences	2	16	18	21	32	29	29	20	13	14	19	20	10
Arson and Criminal Damage	1	20	21	24	16	14	18	10	16	19	15	13	11
Drug Offences	1	10	8	13	6	9	6	8	16	3	6	5	3
Burglary	1	10	8	7	6	7	9	6	7	2	11	6	7
Sexual Offences	1	4	5	6	5	5	6	5	4	1	5	24	5
Vehicle Offences	0	3	2	1	1	10	2	1	2	6	5	2	1
Miscellaneous Crimes Against Society	0	1	3	2	3	2	0	5	2	1	2	5	5
Possession Of Weapons	0	2	1	5	4	0	2	2	2	4	2	4	1
Non-Crime	1	3	0	3	0	2	1	4	2	1	3	0	2
Non-Notifiable	0	1	0	4	1	2	1	2	2	1	1	2	1
Robbery	0	1	1	0	3	6	1	0	0	2	0	0	0
Total	20	163	144	180	164	180	153	152	158	143	157	151	107

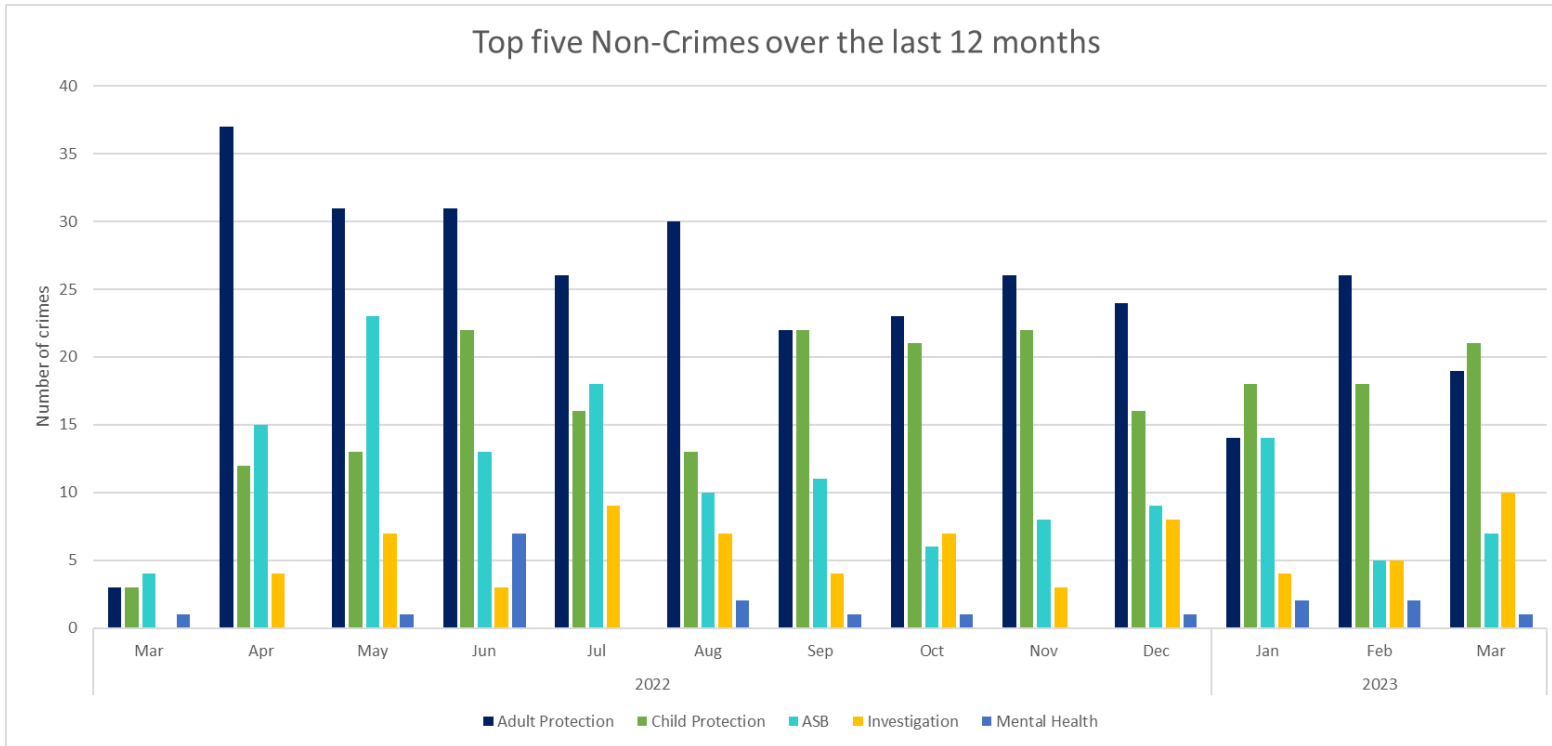
Top five Crimes over the last 12 months



- This table shows the number of Crimes created in the Harbour area over one year. These are listed in order with the crimes most frequently recorded at the top of the table.
- Violence against the person is the highest crime type – the impact this is having on demand should be considered and whether a PSPO order would be appropriate for this, or is this business as usual?
- Public order offences are also in the top five crime types.
- Other crime types are fluctuating over the year and in keeping with expected levels
- Violence against the person crime type was investigated for numbers of these that relate to alcohol or to youths:
 - 42 records relating to alcohol (7%)
 - 33 relating to youths (5%)

All Non-Crime Investigations

		2022										2023		
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Non-Crime	Adult Protection	3	37	31	31	26	30	22	23	26	24	14	26	19
	Child Protection	3	12	13	22	16	13	22	21	22	16	18	18	21
	ASB	4	15	23	13	18	10	11	6	8	9	14	5	7
	Investigation	0	4	7	3	9	7	4	7	3	8	4	5	10
	Mental Health	1	0	1	7	0	2	1	1	0	1	2	2	1
	Modern Slavery	1	0	0	0	0	0	0	0	0	0	0	0	0
	Hate Incident	0	0	0	0	0	0	0	0	0	0	1	0	0
Non-Notifiable	Non-Notifiable	0	1	2	3	5	0	0	0	0	0	0	0	0
Totals		12	69	77	79	74	62	60	58	59	58	53	56	58



- This table shows the number of Non-Crime investigations created in the Harbour area over one year, by month. These are listed in order with the crimes most frequently recorded at the top of the table.
- ASB is the third highest cause of non-crime investigations. It is highest during the early summer months

Top 5 crimes in street/open spaces or in licenced premises

	Crime location type	2022												2023		Year Total
		Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Violence Against the Person	Street / Road	1	14	6	13	18	14	8	11	11	17	13	8	7	141	
	Public House / Bar / Night Club	1	0	0	1	0	3	1	0	1	0	5	0	2	14	
	Alleyway	0	5	0	0	0	1	1	0	2	1	0	1	0	11	
	Harbour / Marina / Port / Dock	0	0	1	0	0	0	0	0	0	0	0	0	0	1	
	Playground	0	0	0	0	0	0	0	0	0	0	0	2	1	3	
	Beach	0	0	1	0	0	0	0	0	0	0	0	0	0	1	
	Parks / Gardens	0	1	0	0	1	0	0	0	0	0	0	0	0	2	
	Open Space / Common Land	0	0	0	0	0	0	0	0	0	0	0	1	0	1	
	Total	2	20	8	14	19	18	10	11	14	18	18	12	10	174	
Public Order Offences	Street / Road	1	4	4	5	12	7	5	5	1	1	6	7	4	62	
	Alleyway	0	1	0	2	0	0	2	0	0	1	1	0	0	7	
	Public House / Bar / Night Club	0	0	0	1	1	0	1	0	0	0	2	1	0	6	
	Parks / Gardens	0	0	0	0	1	0	0	0	0	0	0	0	0	1	
	Bus Stop / Shelter	0	0	0	0	0	0	0	0	0	0	1	0	1	2	
	Church / Place of worship	0	0	0	0	0	0	0	0	0	0	2	0	0	2	
	Open Space / Common Land	0	0	0	0	0	0	0	0	0	1	0	0	0	1	
	Total	1	5	4	8	14	7	8	5	1	3	12	8	5	81	
Arson and Criminal Damage	Alleyway	1	1	0	0	0	1	1	1	0	0	1	1	0	7	
	Public House / Bar / Night Club	0	0	0	0	0	0	0	0	0	0	1	0	0	1	
	Street / Road	0	2	5	2	3	3	0	1	1	4	1	2	3	27	
	Playground	0	0	0	0	0	0	0	0	0	0	0	1	0	1	
	Total	1	3	5	2	3	4	1	2	1	4	3	4	3	36	
Drug Offences	Street / Road	3	3	3	3	3	1	2	3	1	22	1	2	3	50	
	Public House / Bar / Night Club	0	0	0	0	0	0	0	1	0	1	0	0	0	2	
	Alleyway	1	2	0	0	0	0	0	1	0	4	0	0	0	8	
	Bus Stop / Shelter	0	0	0	0	0	0	0	0	0	0	1	0	1	2	
	Total	4	5	3	3	3	1	2	5	1	27	2	4	3	62	
Theft	Street / Road	1	1	2	2	3	1	3	3	2	2	3	0	2	25	
	Bus Stop / Shelter	0	0	0	0	0	0	1	0	0	0	0	0	0	1	
	Public House / Bar / Night Club	0	0	0	0	0	0	0	1	2	0	0	0	0	3	
	Alleyway	0	1	1	0	0	0	0	0	0	0	0	0	0	2	
	Playground	0	0	0	0	0	1	0	0	0	0	0	0	0	1	
	Monthly total	1	2	3	2	3	2	4	4	4	2	3	0	2	32	
	Grand Total	5	34	25	29	42	34	24	24	25	28	36	26	22	354	

Crime type	Percentage of crimes occurring in street/opens spaces/licenced premises
Violence against the person	27%
Public Order Offences	33%
Arson and Criminal Damage	18%
Drug Offences	33%
Theft	8%

- The large table shows the number of each crime type (of the top 5 crimes for the Harbour area) occurring in street or similar locations, and licenced premises, over the last 12 months.
- Violence against the person has the highest number of crimes in these locations. Of all the violence against the person crime types, 27% occur in these locations (with the rest occurring elsewhere such as in domestic properties or businesses).
- As shown in the small table above a third of all public order and drug offence crimes occur in these street/outdoor/licenced premises locations.
- These are high proportions of crimes occurring in the public eye.

PSPO Harbour Consultation 2023 – Survey Results

All survey results, including those taken during the two public consultations within the Harbour Ward area of Lowestoft have been transferred to our online consultation survey, and are included in the breakdown below.

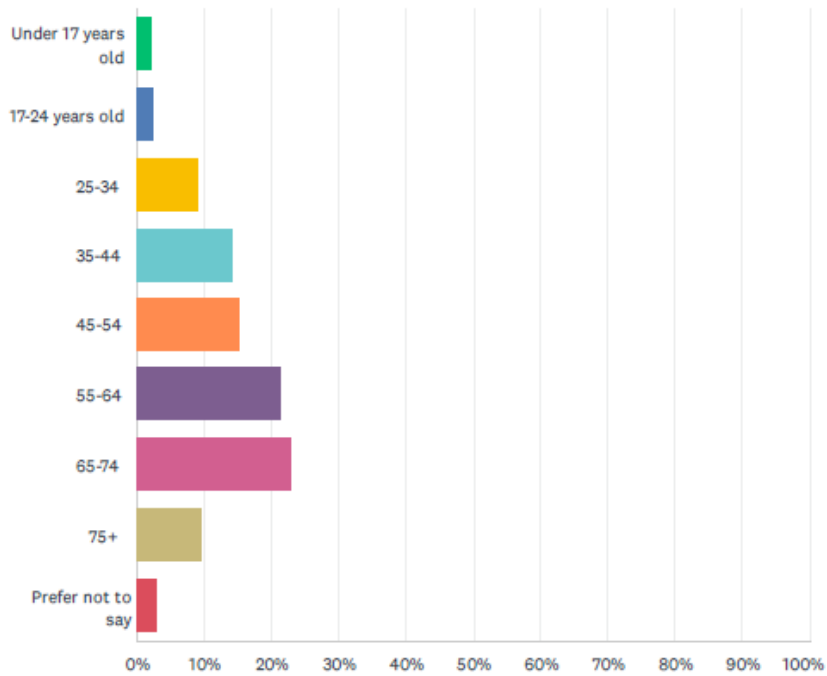
Table of contents

How old are you?	2
When the term of the existing PSPO expires in October 2023, it can be extended up to a further three years. Do you consider that:	3
How much of a problem do you think alcohol related anti-social behaviour is in Lowestoft?	4
In what capacity are you responding to this consultation? (please select all that apply)	5
Which of the followin have you been directly affected by or witnessed?	6
What impact do these behaviours have on you?.....	7
How did you hear about this consultation?	8
Additional comments	9

How old are you?

Q1 How old are you?

Answered: 197 Skipped: 0

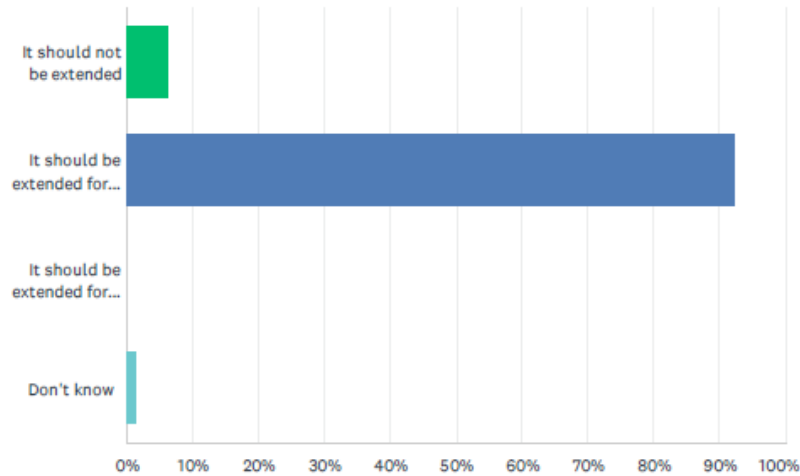


ANSWER CHOICES	RESPONSES
Under 17 years old	2.03% 4
17-24 years old	2.54% 5
25-34	9.14% 18
35-44	14.21% 28
45-54	15.23% 30
55-64	21.32% 42
65-74	22.84% 45
75+	9.64% 19
Prefer not to say	3.05% 6
TOTAL	197

When the term of the existing PSPO expires in October 2023, it can be extended up to a further three years. Do you consider that:

Q2 When the term of the existing PSPO expires in October 2023, it can be extended up to a further three years. Do you consider that:

Answered: 197 Skipped: 0

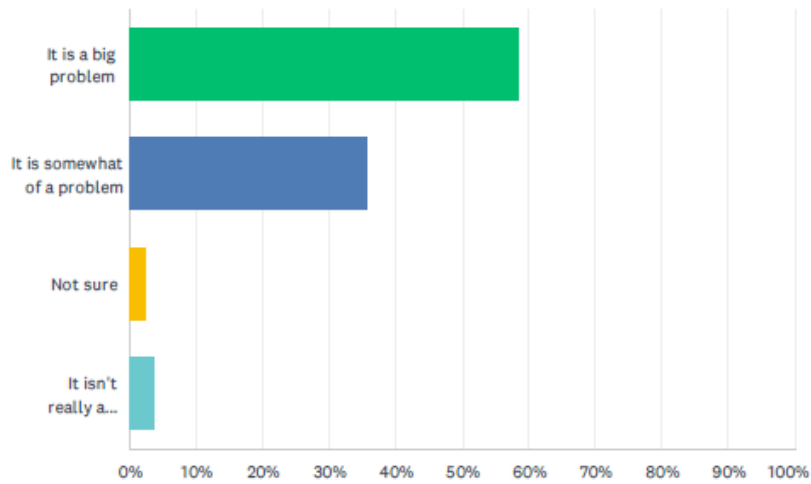


ANSWER CHOICES	RESPONSES	
It should not be extended	6.09%	12
It should be extended for a further three years	92.39%	182
It should be extended for a shorter period than three years (please specify below)	0.00%	0
Don't know	1.52%	3
TOTAL		197

How much of a problem do you think alcohol related anti-social behaviour is in Lowestoft?

Q3 How much of a problem do you think alcohol related anti-social behaviour is in Lowestoft?

Answered: 197 Skipped: 0

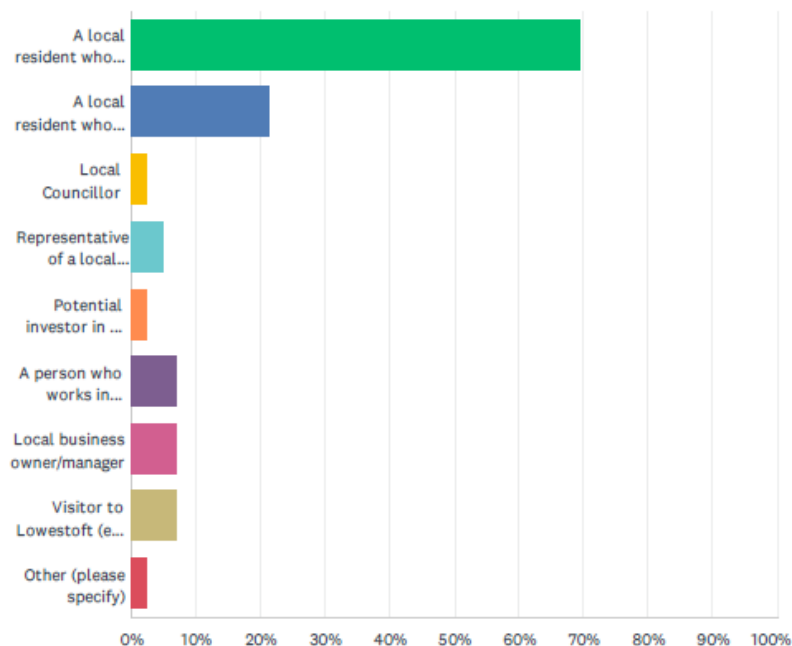


ANSWER CHOICES	RESPONSES	
It is a big problem	58.38%	115
It is somewhat of a problem	35.53%	70
Not sure	2.54%	5
It isn't really a problem	3.55%	7
TOTAL		197

In what capacity are you responding to this consultation? (please select all that apply)

Q4 In what capacity are you responding to this consultation? (please select all that apply)

Answered: 197 Skipped: 0

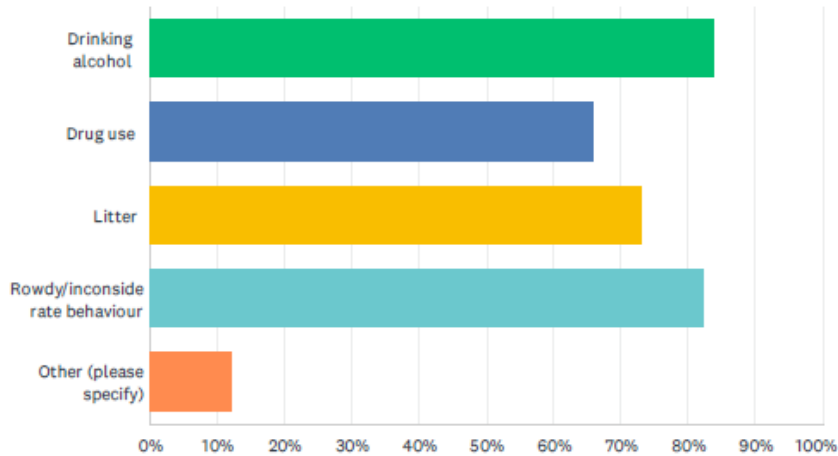


ANSWER CHOICES	RESPONSES	
A local resident who lives in Lowestoft	69.54%	137
A local resident who lives and works in Lowestoft	21.32%	42
Local Councillor	2.54%	5
Representative of a local community group or organisation	5.08%	10
Potential investor in the town centre	2.54%	5
A person who works in Lowestoft	7.11%	14
Local business owner/manager	7.11%	14
Visitor to Lowestoft (eg. shopper, on business, tourist)	7.11%	14
Other (please specify)	2.54%	5
Total Respondents: 197		

Which of the following have you been directly affected by or witnessed?

Q5 Which of the following have you been directly affected by or witnessed?

Answered: 197 Skipped: 0

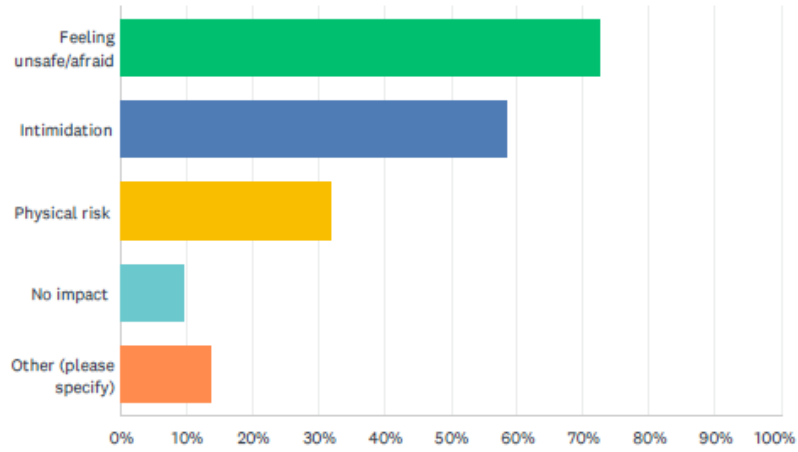


ANSWER CHOICES	RESPONSES	
Drinking alcohol	83.76%	165
Drug use	65.99%	130
Litter	73.10%	144
Rowdy/inconsiderate behaviour	82.23%	162
Other (please specify)	12.18%	24
Total Respondents: 197		

What impact do these behaviours have on you?

Q6 What impact do these behaviours have on you?

Answered: 197 Skipped: 0

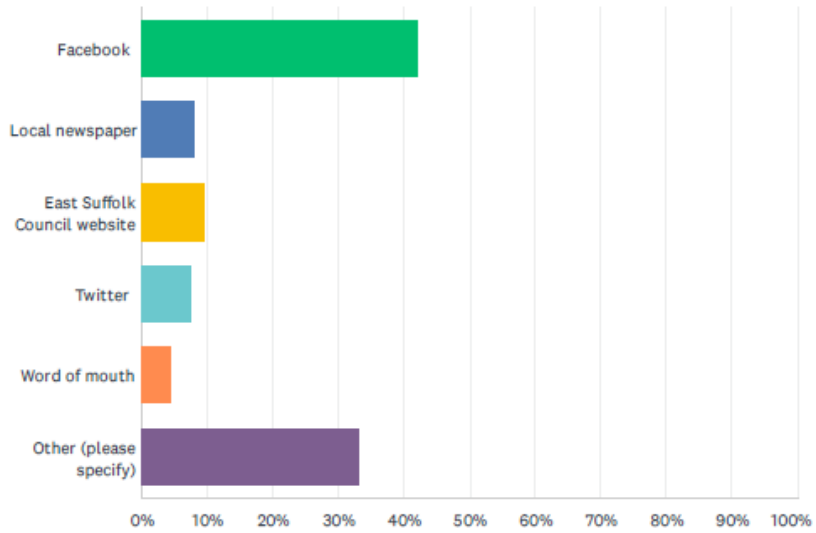


ANSWER CHOICES	RESPONSES	
Feeling unsafe/afraid	72.59%	143
Intimidation	58.38%	115
Physical risk	31.98%	63
No impact	9.64%	19
Other (please specify)	13.71%	27
Total Respondents: 197		

How did you hear about this consultation?

Q7 How did you hear about this consultation?

Answered: 197 Skipped: 0



ANSWER CHOICES	RESPONSES	
Facebook	42.13%	83
Local newspaper	8.12%	16
East Suffolk Council website	9.64%	19
Twitter	7.61%	15
Word of mouth	4.57%	9
Other (please specify)	32.99%	65
Total Respondents: 197		

Additional comments

Below are some of the additional comments from “Question 8: Are there any additional comments you wish to make?”

Please extend this to Kirkley and Pakefield

Yes ,,however is on charge shouldn't have easier licensing hours in the first place ,,such a narrow minded thing to do ,,now you've made your bed etc etc ,,mind you this is one of many decisions made by our so called leaders which have lead to society's downfall ,,now no one has the guts to change it ,,as all about appeasement in this day and age

It would be good to see more resources on the ground enforcing.

Alcohol drinking in the street is not necessary and the behaviour of loudness and less self awareness is scary for me as an autistic person as people under influence are unpredictable and having the order renewed will make me feel safer and more inclined to go out

The DPPO is crucial in protecting our town centre from ASB. 10 years ago it was an unsafe environment now it needs a helping hand to enable redevelopment. Without the DPPO there is likely to be a return of unacceptable behaviours in the town centre.

I think that it is a fantastic piece of legislation and should be utilised in the Kirkley ward also as street drinking is also a big issue in the London Road South area of Lowestoft.

Also ban the consumption of take away food and the consequent litter problem

As there are never enough police on foot (they are sat in their cars doing nothing that really matters to us) to control this you are never going to resolve it. Deprivation is the problem which as we are the back end of beyond where Suffolk CC cares not what hope is there. | Housing etc needs to be upgraded the street need to be cleaner the verge etc need cutting and all overhanging trees etc need cutting back, Once we can start to see a change maybe just maybe we will take pride in the town AND its surrounds but whilst it is a dump then no hope.

Makes customers feel intimidated, turns holiday-makers away. Town security needs to be more present, shops should have more security available to them and direct line to help.

Good to keep order in place

More help needed for them

Public Space Protection Order (PSPO)



This area is covered by a Public Space Protection Order

You are in an area of a Public Space Protection Order (PSPO). This order covers all public places within the highlighted area as shown below. To continue to consume alcohol when asked not to by a Police Officer or authorised person, or failure to surrender alcohol to a Police Officer or authorised person is an offence and can result in a fixed penalty notice of £80 or a maximum fine of £1000 on conviction.



Further info can be found here:
eastsuffolk.gov.uk/home/pspo-harbour



CABINET
Tuesday, 03 October 2023

Subject	Building Capacity within the Private Sector Housing and Housing Needs Services
Cabinet Member	Councillor David Beavan Deputy Leader and Cabinet Member with responsibility for Housing
Report Author(s)	Teresa Howarth Strategic Lead – Private Sector Housing teresa.howarth@eastsoffolk.gov.uk 01394 444206 / 07990848926
Head of Service	Heather Fisk Head of Housing heather.fisk@eastsoffolk.gov.uk
Director	Andrew Jarvis Strategic Director andrew.jarvis@eastsoffolk.gov.uk

Is the report Open or Exempt?	Open
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	None

Purpose and high-level overview

Purpose of Report:

To seek the approval for recruitment to three key new posts within the Private Sector Housing (PSH) (2) and Housing Needs (1) teams to enable the efficient delivery of key services to continue.

Options:

1. Members approve the increased budget and enable the recruitment to the three proposed posts.
2. Members approve a smaller increased budget and recruitment to some of the three proposed posts and acknowledge that this will impact on service delivery.
3. Members decline to increase the budget or recruit to the new proposed posts and acknowledge that this will impact on service delivery.

Recommendation/s:

That an increased budget within the General Fund be approved to enable the permanent recruitment of staff for the new roles of:

1. Business Support Administrator – Private Sector Housing
2. Licensing Officer- Private Sector Housing
3. Housing Enabling Officer- Housing Needs

Corporate Impact Assessment

Governance:

The Council is the Strategic Housing Authority for East Suffolk. As part of this strategic leadership and place shaping activity, local authorities address the housing needs of all residents across all housing tenures. The local authority strategic housing role can support effective place shaping and ensure delivery of sustainable communities.

The Housing Enabling Officer role includes:

- Assessing and planning for the current and future housing needs of the local population across all tenures,
- Making the best use of the existing housing stock,
- Planning and facilitating new supply,
- Planning and commissioning housing support services, which link homes and support services,
- Working in partnership to secure effective housing and neighbourhood management on an on-going basis.

ESC policies and strategies that directly apply to the proposal:

[We are East Suffolk Strategic Plan 2020-24](#) [East Suffolk Housing Strategy 2017-23](#)

Working together to enable our communities through effective licensing regime and through the development of strong and effective housing enabling role.

[Housing Enabling Strategy 2020-2025](#)

The proposed Housing Enabling Officer role is critical to support the delivery of:

Developing new sustainable homes in the district to deliver the housing needed, including new affordable housing to be delivered by both Registered Providers (RPs) and the Council itself. The Housing Strategy identifies certain priorities relevant to this Housing Enabling Strategy.

These are:

- Increasing the supply of new housing to meet a range of needs, with a more proactive role for the Council supporting the development of affordable homes.
- Working in partnership – supporting successful communities, regeneration and economic development.
- Delivering on ambitions to ensure development across the district is increasingly sustainable, including through minimising carbon emissions, and ensuring that development is undertaken in a way which protects and enhances the environment.

[Private Sector Housing Strategy 2019-2023](#)

This strategy is due for renewal this year. The updated strategy will align with the Council's new themes and priorities. Whilst these are being developed, there is an ongoing need to meet our statutory housing obligations which have increased, along with awareness about issues such as energy efficiency and climate change, damp and mould and fire safety.

A strategic service review has been completed which looks at successes and obstacles to achieving the ambitions set out in that document. The outcomes of that review have led to the identification of new posts detailed in this report.

Environmental:

The work carried out by the Housing team has a focus on environmentally aware solutions for solving housing issues in line with the Council's commitment to reduce carbon emissions to net zero by 2030.

Equalities and Diversity:

ESC has declared Deprivation and Disadvantage as a 10th 'characteristic' for the purpose of assuring Equality in our District. Many of the housing initiatives supported by these roles seek to assist those on low incomes who are suffering from poverty.

Financial:

The Landlord Service within the Housing Department is primarily funded through the Housing Revenue Account.

Private Sector Housing (PSH) and Housing Needs (HN) are funded from the General Fund.

These teams receive significant income from external sources, much of which is via a competitive bidding processes. Receiving this funding allows the teams to deliver enhanced support for residents, above and beyond the basic statutory services.

The PSH team also lead on a significant number of Countywide Suffolk services including Warm Homes Healthy People, Stepping Home, Safe Suffolk Renters and Centres for Warmth.

The tables below show how this income is apportioned based on figures from 2022/2023.

	Housing Needs		Private Sector Housing	
	£	%	£	%
General Fund	£1,085,400	30.50%	£609,100	10.50%
Income	£417,000	12%	£207,800	3.50%
In Year Grant Funding	£2,029,200	57%	£4,160,100*	73%
Reserves	£10,400	0.50%	£733,900	13%
Total Expenditure Budget	£3,542,000	100%	£5,710,900	100%

*includes £2.7M DFG funding which can only be used for this purpose

	Total GF Housing Budget	Total Funded by 'Taxpayer'	% Funded by 'Taxpayer'
GF Housing Services Total	£9,252,900	£1,694,500	18%

The additional financial costs of the three proposed posts are set out below:

Job Title	Band	Year 1	Year 2	Year 3	Year 4
Business Support Admin	Band 3 SCP 8 (inc. oncosts)	£34,059	£35,375	£36,740	£38,158
Housing Licencing Officer	Band 5 SCP 18 (inc. oncosts)	£39,868	£42,166	£43,806	£45,510
Housing Enabling Officer	Band 5/6 SCP 18 (inc. oncosts)	£39,868	£42,166	£43,806	£45,510
	Total	£113,795	£119,707	£124,352	£129,178
Grand Total over Medium Term Financial Strategy (MTFS)					£487,032

Any growth to the budget must be considered over the MTFS. The total growth over this period is £487,032. As per the financial procedure rules, Cabinet can approve additional budget during the year up to £750,000.

Of the £750,000 approval limit for Cabinet during 2023-24, £604,000 is available. Therefore, the financial growth to budget requiring Cabinet approval in this report is within the remaining threshold available.

Human Resources:

New roles will be created within existing teams.

Recruitment and the 'onboarding' stage takes approximately 8 months for each new recruit, with HR input throughout that timeframe.

ICT:

The new employees will require standard ICT equipment.

Legal:

No significant implications have been identified as the issuing of licences is a largely administrative process managed within the private sector housing team using standard processes and forms already agreed with the legal team. Prosecutions, which would require legal support, are rare and not anticipated to be significantly greater as a result of the development of this specialist role.

Risk:

Risk	Mitigation
<p>If the roles within Private Sector Housing (PSH) are not created, there is a significant risk that the workload on the PSH team will become unmanageable leading to unacceptable pressure on staff, staff leaving and challenges recruiting particularly to Environmental Health Practitioner posts which are very difficult to recruit to in the current market but vital to deliver full and comprehensive support to residents living in poor housing conditions.</p>	<p>Recruit to the additional posts created, which will ensure sufficient capacity to meet our statutory responsibilities and reduce the pressure on officers.</p>
<p>Failure to work with Registered Providers and Community Groups to bring forward new homes, could result in less Affordable Homes being delivered. ESC Enabling Strategy 2020-2025 sets out our ambitions to deliver affordable housing both by the Council and Register Providers (RPs) in the district. The strategy identifies certain priorities with a more proactive role for the Council supporting the development of affordable homes, partnership working and ensuring that development is undertaken in a way which protects and enhances the environment. The enabling role will link several teams within the Council (Housing Needs, Planning, Asset Management, Communities and Economic Development and Regeneration) as well as closely work with RPs and community groups to explore housing needs and future development opportunities. Community led housing provides a route for</p>	<p>Recruit to the newly created Housing Enabling Officer role, which will support the delivery of much needed Affordable Homes in East Suffolk.</p>

delivery of affordable homes to meet the needs of the community and this role will be key in ensuring we actively engage.	
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External Consultees:	None
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T02	Enabling our Communities		
P06	Community Partnerships	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>

How does this proposal support the priorities selected?

Neighbourhood Plans, Community led planning and good data from Housing Needs assessment is critical to ensuring housing is built in the right place to the right specification and to meet needs. (P01, P06, P07 P17).

Ensuring there are sufficient homes for our residents and these homes are safe, secure and suitable is a key priority that sits within the priority for maximising well-being and health. Business support is a key element of this work to ensure efficient use of resources. (P08) Providing effective and efficient licensing service meets the need for lean efficient services (P16)

Background and Justification for Recommendation

1 Background facts											
1.1	<p>This report proposes additional resources in two key service areas, and these will be explained separately.</p> <p>Firstly, the Private Sector Housing (PSH) team has expanded significantly since 2019. It has grown from a team of 15 staff providing services across 2 areas, to a team of 51 staff providing services across 5 areas, largely due to opportunities taken by the Team to lead on Suffolk-wide initiatives impacting health and well-being, poverty, and housing standards. The synergies between these different projects, means they work best co-located and hosted by one Local Authority.</p> <p>The success of these schemes is recognised, which has enabled East Suffolk to lead on the Pathfinder, Safe Suffolk Renters programme. This is an incredibly opportunity and testament to the great reputation the PSH have developed since 2019.</p> <p>All of the Countywide programmes are externally funded including an element of recharges for administration but whilst the finances are in place, they haven't warranted employing additional people, so this growth and enhanced service profile has resulted in additional pressure on the core team.</p>										
1.2	<p>The PSH team has a high workload and this has not shown any sign of diminishing despite implementing a self- help system on the website and a triage system. Since the start of FY 2020 there have been a total of 3473 service requests and 485 grant enquiries (non-disabled adaptations) shared between 6 professional staff. The majority of these are about housing standards and renovation grants both of which can be complex and prolonged to resolve.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Financial Year</th> <th>20/21</th> <th>21/22</th> <th>22/23</th> <th>23/24 1/4/23 to 18 /9/23</th> </tr> </thead> <tbody> <tr> <td>No. of service requests</td> <td>971</td> <td>935</td> <td>1161</td> <td>406</td> </tr> </tbody> </table>	Financial Year	20/21	21/22	22/23	23/24 1/4/23 to 18 /9/23	No. of service requests	971	935	1161	406
Financial Year	20/21	21/22	22/23	23/24 1/4/23 to 18 /9/23							
No. of service requests	971	935	1161	406							

		No of grant enquiries (not DFG or Warm Homes related)	158	141	135	50	
	<p>A review of staffing has resulted in a number of changes including the proposal to add these 2 posts to the establishment. Costs of streamlining other areas of the team have been funded from income generated from Civil Penalties, charges for enforcement action, HMO licence fees and other miscellaneous income generated by the team and held in reserves.</p>						
1.3	<p>The Housing Enabling Officer role has been created to support, assist, and facilitate the delivery of Affordable Housing with Registered Providers, Neighbourhood Plans and other community-led planning initiatives in East Suffolk Council in order to enable growth in line with policy. The postholder will also supervise the commissioning of a comprehensive Housing Needs Survey and assess the results of the Survey to inform a new Housing Strategy for the district.</p>						

2 Current position	
2.1	<p>In June 2023 a temporary role was created for a business support assistant funded from reserves, as it was required urgently to support the professional team.</p> <p>This was not an additional resource, but retention of an apprentice who had completed their qualification. This report requests the additional budget to make this post permanent.</p> <p>The team will struggle to maintain a satisfactory service to the public if this post is lost from the establishment. It is critical in triaging and providing self-help support to reduce the pressure on the professional staff.</p>
2.2	<p>The PSH team have faced significant challenges to absorb the additional requirements of legislative changes (Houses in Multiple Occupation licensing changes, Minimum Energy Efficiency Standards, Electrical Safety standards) and there are more changes proposed with revisions to the Decent Homes Standard and the Housing, Health and Safety Rating system. These changes will need to be evaluated once they can be quantified.</p>
2.3	<p>There is a national shortage of qualified Environmental Health Professionals (EHP) such that of the 6-field staff employed in the team there is only 1 qualified and 1 nearly qualified EHP. The team have far-reaching responsibilities for all aspects of private sector housing and the Technical Officers who work alongside the EHPs, are not as qualified or experienced to deal with the more complex work.</p> <p>It therefore becomes efficient to utilise specialist skills for some areas of the work and train one person to deliver this including the responsibility for licensing caravan sites and camping sites and HMO licensing revisits.</p> <p>These are both significant work areas (20/21 43 HMO cases and 22/23 65 and an average of 50 caravan site cases per annum – new and existing) requiring specialist knowledge but not necessarily specialist Environmental Health Practitioner skills.</p>

	<p>The existing team will then be able to concentrate on Housing Standards and key Public Health works, according to their knowledge set and will be more efficient in dealing with the most urgent cases – pushing for better, faster outcomes for the most significant hazards found.</p>
2.4	<p>In January 2023, the Head of Housing carried out a strategic review of the Housing Service that resulted in the creation of 6 Strategic Leads. These replaced existing management roles and resulted in the deletion of the Housing Strategy and Enabling Manager Role, which was a senior role without a team of people to manage.</p>
2.5	<p>The proposed Housing Enabling role will ensure better community engagement to deliver appropriate and suitable housing growth and develop a better understanding of Housing Needs across our area.</p> <p>This role will focus on strengthening relationships with stakeholders, partners and communities and improve service outcomes alongside evidence based used for determining the appropriate forms of affordable housing.</p> <p>The workload currently being absorbed by the Housing Needs and Housing Investment teams has added significant pressure. Officers are currently supporting the work required as part of the planning process and community lead housing.</p> <p>This has proven difficult to manage given the detail and expertise required to ensure the right information is provided and that we are having meaningful conversations with key partners, developers and Town Councils, something that cannot be absorbed unless other areas of the service area affected.</p> <p>This role will offer support to several service areas within the organisation focusing on potential development opportunities, engaging in public consultations and work alongside partners such as Community Action Suffolk to deliver more affordable homes across the district.</p>

3 How to address current situation

3.1	<p>The review considered three years' worth of data - service requests and grant enquiries- into the PSH team. It looked at who had been allocated the work and if that represented best use of resources. It considered the end-to-end processes involved in various types of service request, looked at what could be triaged and where a self-help element could be introduced.</p> <p>The aim was to reduce the number of low-level complaints being actioned by skilled and experienced professionals, when the solutions are primarily the offering of advice.</p> <p>The conclusion was that there were a number of process steps, involving less complex tasks, which could be carried out by a fulltime business support administrator.</p>
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	<p>This role provides a comprehensive triaging system and works with customers using scales of severity to assess categories of complaint such as rubbish, hoarding and damp and mould to determine most appropriate next steps.</p> <p>The role also registers service requests, sources background supporting documents relevant to the enquiry (e.g. Energy Performance Certificates, Land registry documents, Tenants Deposit data, etc), deals with payment vouchers and invoices and other general administrative support. Officers are then provided with a comprehensive information and are free to deal with the most serious cases, using their skills appropriately.</p>
3.2	<p>In addition to the business support role, the appointment of a licensing officer to cover all camping and caravan sites and support the HMO licensing regime, across East Suffolk, would also ease the pressure on the professional field staff in PSH, allowing them to concentrate their skills and experience on the core service.</p> <p>The licensing officer would provide a more efficient and effective service for owners, operators and users of sites through having specialist knowledge to support them.</p>
3.3	<p>An alternative would be to recruit two additional EHPs which would be extremely challenging in the current market and significantly more costly.</p> <p>Recent adverts for replacement staff on the team received no applications from EHPs and the roles have been filled with inexperienced staff who have great potential but need long term mentoring and training.</p>
3.4	<p>The appointment of a Housing Enabling Officer will allow for the key tasks to inform and support the work of both the Housing Development Team and Housing Needs team to be completed effectively. It will also work closely with the planning service, to support the delivery of Affordable Homes, through Registered Providers.</p>

4 Reason/s for recommendation	
4.1	To relieve the growing pressure on the Private Sector Housing Team particularly the professional staff, to ensure effective delivery of statutory services and meet residents and business owner's needs.
4.2	To work collaboratively with developers, Registered Providers and planning colleagues to support the development of more affordable homes in East Suffolk.
4.3	To alleviate resource pressure from Housing Investment, Housing Needs and Planning Teams who are currently coordinating replies to Housing Enabling queries. This work is in addition to their regular workload and whilst cover has been provided this is not sustainable in the long term and specific posts are required.

Appendices

Appendices:
None.

Background reference papers:
None.



CABINET
Tuesday, 03 October 2023

Subject	Housing Regulation – Quarterly Update
Cabinet Member	Councillor David Beavan Deputy Leader and Cabinet Member with responsibility for Housing
Report Author(s)	Heather Fisk Head of Housing
Head of Service	heather.fisk@eastsoffolk.gov.uk
Director	Andrew Jarvis Strategic Director andrew.jarvis@eastsoffolk.gov.uk

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable.
Wards Affected:	All Wards

Purpose and high-level overview

Purpose of Report:

To provide an update to Members on Housing Regulation Matters, which led to a Regulatory Notice being issued to East Suffolk Council (ESC) by the Regulator of Social Housing (RSH) for a breach of the Home and Rent Standards.

This report follows [ES/1582](#), the previous quarterly update, which was provided to Cabinet on 11th July 2023.

These quarterly updates are required, as set out in paper [ES/1432](#), which was presented to Full Council on 25th January 2023. At the meeting recommendation 6 stated: “Members note that quarterly updates will be presented to Cabinet, detailing the progress against the Compliance and Rent Improvement Plans.”

Options:

1. This report is provided for information purposes only. There is no requirement for Cabinet to make a decision.

Recommendation/s:

1. That the information contained within the report be noted and the actions set out to ensure the Council is compliant with the Regulator of Social Housing Consumer ‘Home Standard’ be endorsed.
2. That it be noted that the next quarterly update will be presented to January 2024’s Cabinet Meeting.

Corporate Impact Assessment

Governance:

The Council commissioned an external, independent review of the governance of the housing service, to ensure that the right governance arrangements are in place, which will prevent any such breaches of the social housing regulatory standards from occurring in the future. This report was completed in early 2023 and a final report issued in June 2023. This report, [ES/1593](#), was discussed at Audit and Governance Committee on 10th July 2023 and the recommendations in the report were accepted by the Committee.

To ensure the effective monitoring of Compliance of the Housing Assets, the Housing, Health and Safety Board continues to meet monthly.

The Rents Development Group continues to meet weekly to review the progress of the forensic audit of historic rent accounts.

ESC policies and strategies that directly apply to the proposal:

The [Housing Strategy 2017-2023](#) sets out the Council’s commitment to investing and improving its housing stock.

The [HRA Business Plan](#) sets out the proposed investment in the Housing Stock over a 30-year period.

The [Rent and Service Charge Policy](#) 2023 sets out the Council’s approach to Rent and Service Charge setting.

Environmental:

There are no environmental factors affected by this issue.

Equalities and Diversity:

An EQIA was completed to accompany the report to Full Council in January 2023, where certain policy decisions were made. The reference for this EQIA was ‘EQIA477820335’. As this report is an update on progress made and no decisions are required, a further EQIA is not required.

An EQIA is currently being undertaken for the process of refunding current and former tenants. The process for former tenants is particularly complex because of the steps required to verify the identities and bank accounts of former tenants (to prevent fraud).

Financial:

The Council can charge two types of rent: Social Rent and Affordable Rent.

A Social Rent (SR) should not be higher than ‘formula rent’, which is calculated based on the relative value of the property, relative low-income levels, and the size of the property. An aim of this formula-based approach is to ensure that similar rents are charged for similar socially rented homes, throughout the country taking account of regional factors.

For an Affordable Rent (AR), the initial rent should not be set higher than 80% of market rent (inclusive of service charges), as well as at any future relet.

There are 145 properties within the East Suffolk HRA stock that are legitimately being charged an affordable rent and indeed are required to be charged such a rent as the properties were either a new build or an acquisition with the use of Right to Buy (RTB) receipts to fund the purchase. These properties are therefore outside of the rent repayment matters being updated on in this report.

It was agreed at Full Council in January 2023, that properties previously converted from Social to Affordable Rent would have their rent re-set back to Formula Rent plus flexibility. This was completed at the start of the new Financial Year, in April 2023.

ESC had been charging additional charges in relation to heating servicing. ESC received specialist legal advice that these charges should not have been levied and therefore, a full refund must be administered to all affected current and former tenants. These charges were removed from all Rent Accounts at the start of the new Financial Year, in April 2023.

The Forensic Audit for 2010/11 – 2021/22 was completed in February, and a ‘mini audit’ for FY 2022/23 was completed in June. The final figures for over-payments made by tenants for the 13 years during the period FY 2010/11 to FY 2022/23 are as follows:

Service Charges	Rent	Total
£4,487,008	£4,133,286	£8,620,294

Human Resources:

Since the issues were first identified, significant officer time has been spent working intensively to resolve them. In addition to this, interim support was employed to support the work programme. This included external specialists to deliver the forensic audit, and compliance experts to support the work related to stock compliance.

To enable the refund process to happen at pace, we have recruited additional staff on a fixed term basis to support this work.

We have created a new team to manage the compliance of our housing assets, who will lead on contractual management of the external specialist contractors for Fire, Legionella, Asbestos, Heating and Lift Safety. A Senior Contracts Manager was recruited in early 2023 but resigned from their post in July 2023. We are currently recruiting again but have had limited interest to date.

We will shortly be requesting permission to recruit to an additional role, which will focus on Electrical Safety and ensure the effective management of EICR's, so they are treated separately to the day-to-day work scheduling.

We have recruited an additional Housing Information Officer to boost capacity for the effective management of Housing information and data and additional recruitment of another Information Officer is currently being considered.

ICT:

As part of this programme of work, ESC has identified that significant work is required to improve the quality of data held electronically in relation to the effective management of the housing stock. Therefore, system updates are being planned and implemented as required. This includes implementation of a new module for our Asset Management system to manage the cyclical servicing of essential components and equipment in properties e.g., heating systems, alarm systems.

Legal:

The Housing and Regeneration Act 2008 sets out that Local Authorities with social housing stock are "registered providers of social housing". Registered Providers are governed by the [Regulator of Social Housing](#).

There are a multitude of legislative and regulatory responsibilities that Registered Providers of Social Housing must ensure they adhere to including the Regulator of Social Housing Standards as well as Policy Statements issued by the Department for Levelling Up Housing and Communities.

The regulation of Social Housing is increasing significantly and there are many changes, which it is essential that ESC complies with.

Since our last update, on 20 July 2023, the [Social Housing Regulation Act](#) received Royal Assent and will now be enacted in April 2024. This introduces a stronger regulatory regime for Registered Providers and delivers the measures set out in the [Social Housing White Paper](#). There is a significant programme of work now being developed to ensure the Housing Service is able to meet the new proposed [Consumer Standards](#).

The [Smoke and Carbon Monoxide Alarm \(Amendment\) Regulations 2022](#), which effectively amend the Smoke and Carbon Monoxide Regulations 2015 to remove the exemption of social landlords, so that from 1 October 2022 housing associations and local authorities were subject to the 2015 Regs. This means that from this date ESC must ensure:

- At least one smoke alarm is equipped on each storey of their homes where there is a room used as living accommodation: and

- A carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers)

In addition to this, there is new legislation either planned or recently approved, which will shortly be enacted. These include:

There are two key pieces of Legislation, which have received Royal Assent, following the review of the Grenfell Tragedy in 2017.

The new duties set out in the Building Safety Act 2022 and Fire Safety Order (England) 2022, will require the Council to carry out new programmes of work, to ensure they meet the duties.

[Building Safety Act 2022](#)

The Building Safety Act makes significant reforms to give residents and homeowners more rights, powers, and protections, which will ensure that homes across the country are safer.

It delivers protections for qualifying leaseholders from the costs associated with remediating historical building safety defects and includes an ambitious toolkit of measures that will allow those responsible for building safety defects to be held to account.

It overhauls existing regulations, creating lasting change and makes clear how residential buildings should be constructed, maintained and made safe.

The Act creates three new bodies to provide effective oversight of the new regime: the Building Safety Regulator, the National Regulator of Construction Products and the New Homes Ombudsman.

Together these changes mean owners will manage their buildings better, and the home-building industry has the clear, proportionate framework it needs to deliver more, and better, high-quality homes.

Many of the detailed provisions in the Act will be implemented over the next two years through a programme of secondary legislation.

[The Fire Safety \(England\) Regulations 2022](#)

The requirements set out in the Fire Safety Regulations 2022 came into force 23rd January 2023.

These regulations will make it a requirement in law for responsible persons of high-rise blocks of flats to provide information to Fire and Rescue Services to assist them to plan and, if needed, provide an effective operational response.

Also, the regulations will require responsible persons in multi-occupied residential buildings which are high-rise buildings, as well as those above 11 metres in height, to provide additional safety measures.

In all multi-occupied residential buildings, the regulations require responsible persons to provide residents with fire safety instructions and information on the importance of fire doors. The regulations apply to existing buildings, and requirements for new buildings may be different.

In high-rise residential buildings, responsible persons will be required to:

Building Plans: provide their local Fire and Rescue Service with up-to-date electronic building floor plans and to place a hard copy of these plans, alongside a single page building plan which identifies key firefighting equipment, in a secure information box on site.

External Wall Systems: provide to their local Fire and Rescue Service information about the design and materials of a high-rise building's external wall system and to inform the Fire and Rescue Service of any material changes to these walls. Also, they will be required to provide information in relation to the level of risk that the design and materials of the external wall structure gives rise to and any mitigating steps taken.

Lifts and other Key Fire-Fighting Equipment: undertake monthly checks on the operation of lifts intended for use by firefighters, and evacuation lifts in their building and check the functionality of other key pieces of firefighting equipment. They will also be required to report any defective lifts or equipment to their local Fire and Rescue Service as soon as possible after detection if the fault cannot be fixed within 24 hours, and to record the outcome of checks and make them available to residents.

Information Boxes: install and maintain a secure information box in their building. This box must contain the name and contact details of the Responsible Person and hard copies of the building floor plans.

Wayfinding Signage: to install signage visible in low light or smoky conditions that identifies flat and floor numbers in the stairwells of relevant buildings.

In residential buildings with storeys over 11 metres in height, responsible persons will be required to:

Fire Doors: undertake annual checks of flat entrance doors and quarterly checks of all fire doors in the common parts.

In all multi-occupied residential buildings with two or more sets of domestic premises, responsible persons will be required to:

Fire Safety Instructions: provide relevant fire safety instructions to their residents, which will include instructions on how to report a fire and any other instruction which sets out what a resident must do once a fire has occurred, based on the evacuation strategy for the building.

Fire Door Information: provide residents with information relating to the importance of fire doors in fire safety.

Specialist Legal Advice

As part of the review into these regulatory matters, ESC has sought specialist external opinion from Trower's and Hamlin Law Firm. They have advised on a number of aspects specifically in relation to the Rent Standard and historical decisions made, which were at odds with guidance and / or legislation.

Risk:

This area of work has been added to the Corporate Risk Register.

Risk Description:

ESC has been found to not be compliant with the Rent Standard and 'Home' Consumer Standard following self-referral to Regulator for Social Housing. Rental charges dating

back to ESC's predecessor authority Waveney District Council (WDC) did not meet requirements set out in 'Rent Standard'. Tenants who moved in after 2014 were potentially charged higher rents. Review also included aspects of health and safety of properties, inc. fire risk assessments, asbestos management, water safety, gas and electrical safety, etc.

Current Controls:

- Council self-referred to Regulator of Social Housing (RSH) in February 2022.
- In-depth review of the Housing Service conducted in line with the Regulatory (Rent) and Consumer Standards.
- Independent consultants appointed to review historic approach to rent conversions and to assess whether there are/were any other areas of non-compliance against the rent standard.
- Legal opinion sought on other service charges.
- Thorough audit of all aspects of compliance and development of action plan.
- ESC commissioned an independent inquiry into the governance/decision making issues raised in respect of the Rent Standard issues. The inquiry report was completed in May 2023.
- ESC has recruited a new Strategic Director position, focussed on governance, bringing leadership, direction and organisational resilience.

Mitigations:

- Forensic audit of potential overpayments of rent, has been conducted looking at every rent account, line by line. The audit is 100% complete, and definitive figures for overpayments made by tenants are determined. A proportion of these overpayments will be refunded to DWP/Housing Benefit, but this data must be calculated by ARP and is not available yet. The data is being used to improve financial projections of potential tenant overpayments.
- Compliance consultant employed to ensure the right policies, processes and mechanisms for monitoring are in place to provide assurance that the housing stock is compliant with the Homes Standard. Ongoing work is delivering remedial safety works to buildings.
- Regular meetings are scheduled with Regulator for Social Housing, and reports are provided between meetings.
- A permanent Housing Health & Safety Board has been created and provides senior level monitoring, control and direction.
- A substantial Improvement Programme is being developed for the Landlord's Service, supported by external Consultants.
- A full Asset Review of the high-rise building, St Peter's Court, is underway. This will inform decisions about financial investment in the building, including safety works to improve ESC safety standards.

Current Risk Score:

C2 (Amber)

External Consultees:	N/A
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T02	Enabling our Communities		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>
How does this proposal support the priorities selected?			
ESC is a social landlord who wants to be a landlord of choice and provide high-quality, affordable homes in communities where residents are proud to live.			

Background and Justification for Recommendation

1 Background facts	
1.1	East Suffolk Council (ESC) owns and is the social landlord for approximately 4,500 properties, which are managed through the Housing Revenue Account (HRA).
1.2	The stock consists of a mixture of bungalows, flats and houses and includes 13 Retired Living Schemes, one block over 18m tall and a number of properties used as Temporary Accommodation for homelessness under s188 and s193(2) of the Housing Act 1996.
1.3	There are also some commercial units and some units, which are leased to other providers.
1.4	Prior to East Suffolk Council being created, only Waveney District Council had retained its housing stock. Suffolk Coastal District Council had transferred its properties to a Registered Provider a number of years before. Therefore, the stock is predominantly located in the North of East Suffolk.
1.5	Local authorities with social housing stock became "registered providers of social housing" pursuant to the Housing and Regeneration Act 2008. However, local authority registered providers were not subject to any of the economic standards set by the RSH until they became subject to the Rent Standard with effect from 1 April 2020.
1.6	Registered Providers of social housing, which includes both Councils and Housing Associations, are governed by the Regulator of Social Housing (RSH).
1.7	The Housing and Regeneration Act 2008, sets out the role of the RSH.
1.8	The RSH has a set of standards, which Registered Provider (RP) landlords, must comply with. These include 3 economic and 4 consumer standards. The consumer standards are applicable to all RP's, including Councils. Not all the economic standards apply to Councils, because the RSH does not have the power to impose them on Local Authorities. The only economic standard, for which Councils must comply with, is the Rent Standard.
1.9	The RSH has a 'co-regulatory' approach to supporting the regulation of social housing. There is an expectation that RPs are open and transparent and will make a self-referral to the RSH if there is reason to believe that there may be a breach of one or more of the Regulatory Standards.
1.10	<p>The Current Consumer Standards are:</p> <p>The Tenant Involvement and Empowerment Strategy – Customer Service, Choice, Complaints, Involvement and Empowerment and ensuring there is an understanding of the diverse needs of tenants</p> <p>The Home Standard – Quality of accommodation, repairs and maintenance. This includes compliance with the 'Big 6' areas: Fire, Gas Safety, Electrical Safety, Water Safety (Legionella), Asbestos and Lifting Equipment (Lifts and Stairlifts). (<i>Appendix B</i>)</p> <p>The Tenancy Standard – Allocations, Mutual Exchanges and Tenancy Management</p> <p>The Neighbourhood and Community Standard – Management of neighbourhoods and anti-social behaviour.</p> <p>The RSH is currently consulting on new proposed Consumer Standards, to align with the requirements of the Social Housing Regulation Act, which will be enacted in April 2024.</p>

1.11	<p>The key outcomes of the Home Standard are summarised below:</p> <ul style="list-style-type: none"> • Ensure council homes meet the Decent Home Standard and are maintained to this standard, • Provide a cost-effective repairs and maintenance service to homes and communal areas that responds to the needs of, and offers choice to tenants, and has the objective of completing repairs and improvements right first time, • Meet all applicable statutory requirements that provide for the health and safety of occupants in their homes.
1.12	<p>The Rent Standard applies, (subject to certain exceptions) to 'low cost rental' accommodation, as defined by section 69 of the Housing and Regeneration Act 2008 with some limited exceptions (not relevant to this paper). This includes some types of Temporary Accommodation, which is used for those owed a duty under homelessness.</p>
1.13	<p>Registered providers must comply in full, with all the requirements and expectations set out in the Rent Standard. They must additionally comply with all the requirements and expectations of the Rent Policy Statement on the setting, increase and decrease of rents and service charges.</p>
1.14	<p>An initial high-level review of the Council's landlord service was conducted by the newly appointed Head of Housing at the end of 2021. This identified some areas, which may have constituted a breach of the Regulatory Standards.</p>
1.15	<p>On 9th February 2022, an initial letter was sent to the RSH setting out the reasons why the Council felt it was not compliant with the Home and Rent Standard.</p>
1.16	<p>A letter was sent to all tenants to advise them of the self-referral to the RSH and set out the reasons why.</p>
1.17	<p>On 10th March 2022, a further letter was sent to the RSH providing further details of the potential breaches of the Home Standard and to advise them of the work ESC was undertaking to try and remedy potential breaches of both the Home and Rent Standard.</p>
1.18	<p>On 25th May 2022, the RSH issued a Regulatory Notice, which stated that:</p>
1.19	<p><i>"a) East Suffolk Council had breached part 1.2 of the Home Standard; and as a consequence of this breach, there was the potential for serious detriment to the council's tenants."</i></p>
1.20	<p><i>"b) East Suffolk Council was not compliant with the legislative requirements of the Welfare Reform and Work Act 2016 (the Act). Since 2016, it charged inaccurate rents as a result of incorrectly applying additional service/de-pooled rent charges to the majority of its stock, which should have been included in the rent. It then subsequently did not apply the 1% rent reduction to these additional rental charges, also in contravention of the Act."</i></p>
1.21	<p><i>"c) East Suffolk converted more than 1,000 properties to Affordable Rent without the requisite permissions, in contravention of one or other of the Act and the Rent Standard (dependent upon the date of the conversion)."</i></p>
1.22	<p>The Notice also stated that <i>'Complying with statutory health and safety requirements is a fundamental responsibility of all registered providers because of the potential for serious harm to tenants. Taking into account the seriousness and breadth of the issues, the durations for which tenants were potentially exposed to risk, and the number of tenants potentially affected, the regulator has concluded that it is proportionate to find that East Suffolk Council has breached the Home Standard and that there was a risk of serious detriment to tenants during this</i></p>

	<i>period. East Suffolk Council has demonstrated to the regulator that it understands the work it needs to undertake to ensure that it completes the required statutory checks and relevant safety actions, and the regulator will work with the council as it delivers this programme.'</i>
1.23	Following their investigation and the issuing of the Regulatory Notice, the RSH also said in the notice: <i>'East Suffolk Council is putting in place a programme to rectify these failures and the regulator will therefore not take statutory action at this stage, as it has assurance that the breach of the standards is being remedied. The regulator will work with East Suffolk Council as it continues to address the issues which have led to this situation, including ongoing monitoring of how it delivers its programme.'</i>
1.24	Since the Regulatory Notice was issued, a significant programme of improvement has been undertaken, as set out, in detail in the Report , which was presented to Council in January 2023.

2 Current position

Asset Compliance

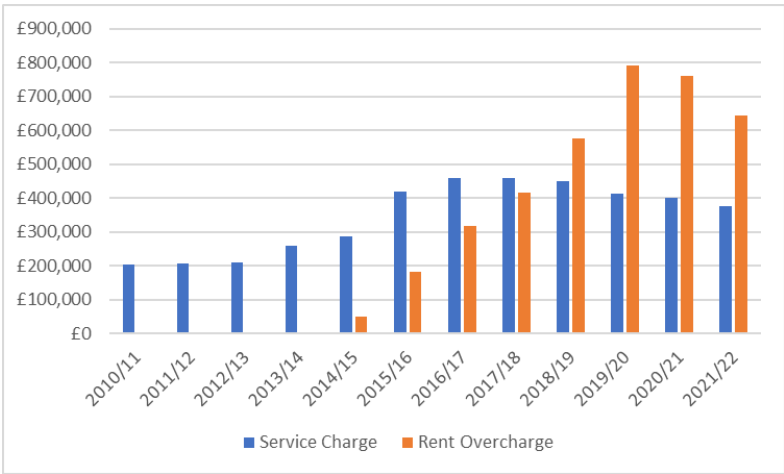
2.1	<p>At, 31st August 2023, the compliance levels were:</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="background-color: #ADD8E6;">Aspect of Compliance</th> <th style="background-color: #ADD8E6;">Level of Compliance</th> </tr> </thead> <tbody> <tr> <td>Asbestos Safety</td> <td>100%</td> </tr> <tr> <td>Electrical Safety</td> <td>99.8%</td> </tr> <tr> <td>Fire Safety</td> <td>96.47%</td> </tr> <tr> <td>Gas Safety</td> <td>99.12%</td> </tr> <tr> <td>Lift Safety</td> <td>100%</td> </tr> <tr> <td>Water Safety</td> <td>100%</td> </tr> </tbody> </table> <p style="margin-left: 20px;">This data is reviewed monthly by the Housing Health & Safety Board.</p>	Aspect of Compliance	Level of Compliance	Asbestos Safety	100%	Electrical Safety	99.8%	Fire Safety	96.47%	Gas Safety	99.12%	Lift Safety	100%	Water Safety	100%
Aspect of Compliance	Level of Compliance														
Asbestos Safety	100%														
Electrical Safety	99.8%														
Fire Safety	96.47%														
Gas Safety	99.12%														
Lift Safety	100%														
Water Safety	100%														

2.2	<p>Asbestos Safety – (1st-31st August)</p> <ul style="list-style-type: none"> • Following the appointment of an Asbestos and Water Contract Manager, an in-depth review of our work programmes has been completed, which has resulted in some changes, to our approach, as we now have a better understanding of our data. • Management Surveys to all communal block areas have now been completed. • From the 213 completed communal block surveys 170 blocks have been identified as containing 421 asbestos containing materials (ACMs) and will have to be reinspected on an annual basis. Of these ACMs, one will require remedial action. • Management Surveys to all 54 garage blocks were completed by 12th September 2023. Due to the laboratory analysis of samples, we are expecting the results by the end of September 2023. • Management surveys to 431 residential dwellings within Beccles are expected to commence on 20th September. Beccles has been selected as the first cluster, which won't overlap with Stock Condition Surveys which will minimise disruption to the residents.
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	<ul style="list-style-type: none"> • Further Licensed asbestos removals (ASB5) will shortly start at one of our Retired Living Schemes, to prepare for the Fire Stopping Works to be completed.
2.3	<p>Electrical Safety</p> <p>Legislation for Social Housing providers, currently states that inspections should be carried out every 10 years. However, in the Private Rented Sector, it is every 5 years. It is an anomaly, which will be rectified shortly under new legislation being passed. Therefore, we are currently moving towards ensuring these are carried out every 5 years or on a change of tenancy.</p> <p>On 31st August, there were 47 properties, where the EICR was completed more than 5 years ago of which only 9 are 10 years. Therefore, if we still had this number outstanding when the regulations change, we would be 99.8% compliant.</p> <p>Despite several attempts, we have been unable to gain access to these homes to complete the EICR's. The current legislation only allows us to use 'reasonable endeavors' to gain access, which means we cannot apply to the court for an injunction to obtain access to complete the inspections. This may change with future legislation, but at this time, ESC is making all reasonable endeavours to conduct these inspections. This includes making a reference on their tenancy record, so if they contact us about a repair, we can schedule the EICR in at the same time.</p> <p>Carbon monoxide detectors are installed in 3,416 domestic properties. We have not been able to access 241 properties to install a detector and have an increased level of tenant liaison work underway to overcome this.</p>
2.4	<p>Fire Safety</p> <p>We have identified three additional general needs blocks of housing, which require a Fire Risk Assessment.</p> <p>These have now been scheduled, but at the end of August, as they had not been completed, our compliance had dropped from 100% to 96.47%.</p> <p>We are continuing to roll out our programme of Fire Safety Improvements. This has included a significant programme of Fire Door Replacements, Fire Stopping and new Fire Detection Systems at Amy Court and Wesley House. We currently have contractors working on Harry Chamberlain Court.</p> <p>We have had Communal Fire Doors replaced and Fire Stopping Works being carried out at St Peters Court, which is due to complete at the end of September.</p> <p>Following a visit from Suffolk Fire and Rescue Service earlier in the month, the Notice of Deficiencies at Amy Court and Wesley House have been removed, based on the Fire Safety Improvements carried out.</p>

2.5	<p>Gas Safety –</p> <p>We have 3625 domestic gas appliances that require a Landlord Gas Safety Record (LGSR) and we only have 1 out of date, due to the tenant refusing entry for the inspection to be completed. We are now following our legal process, to either gain entry or cap the supply until entry can be gained.</p> <p>We have 18 commercial gas appliances that require an LGSR, and all are in date.</p> <p>A specialist building services engineering practice has been commissioned to carryout condition surveys on all commercial boilers and plant rooms. As part of the condition survey on each scheme they will be providing planned maintenance costs over the next 5 years and decarbonisation recommendations for inclusion in the capital programme.</p> <p>We are in the process of procuring and mobilising a new gas servicing contract with Eastern Procurement and Gasway. This is progressing well and will commence in January 2024.</p>
2.6	<p>Lift Safety – Within ESC blocks there are 12 passenger lifts, and these are serviced monthly and have an inspection carried out to the LOLER (Lifting Operations and Lifting Equipment Regulations 1998) specification twice a year.</p> <p>In individual dwellings, there are 69 stair lifts, which are serviced once a year and the inspections carried out to LOLER specifications are carried out twice a year.</p> <p>All servicing and inspections are up to date, at 31st August 2023.</p>
2.7	<p>Water Safety – There is a requirement within our blocks where there are communal water supplies, such as our Retired Living Schemes, to have ‘Water Risk Assessments’ completed.</p> <p>We are currently required to complete 15 Water Risk Assessments on a two-year cycle. All sites have been surveyed and we are due to start carrying out new risk assessments from March 2024.</p> <p>Following these water risk assessments our new Asbestos and Water Contracts Manager is reviewing our approach to the management of water systems, including ensuring that all management tasks are being completed, carried out in the right manner and that they have been recorded and records are stored in the correct system.</p> <p>These tasks would include:</p> <ul style="list-style-type: none"> • Flushing of taps, • Temperature monitoring, • Descaling of showers, • Quarterly Thermostatic Mixer Valve (TMV) servicing, • 6 monthly tank inspections and temperature checks, • Annual ‘blow down’ of calorifiers. <p><u>Legionella Report (1st to 31st August 2023)</u></p>

	<ul style="list-style-type: none"> • Cold/Hot water supply within 20 decanted flats at St Peters Court to be disinfected and re-commissioned in preparation for compliance work to be carried out. • Dead legs to some pipework within the flats have been discovered, and as such all 20 flats will be surveyed with further remedial works to remove these at a later date. <p>St Peters Court portable water tank had a bacterial sample taken on 6th September, as part of the cleaning regime, which happens 6 monthly.</p> <p>The specimen taken identified a very low level of bacteria. As a precaution, whilst a second specimen was taken and a full clean of the system completed, all residents were provided with bottled water and advised to boil the water in their flat, prior to using it.</p> <p>Once this issue is resolved, the next bacterial sample is booked in for March 2024 and the upper water storage tank will be cleaned in December 2023.</p>
	Rents
2.8	<p>Following the initial 'High Level Rents Audit' in early 2022, the 'Forensic Audit of Rents' was commissioned and commenced in May 2022, to review all historic rent and heating charges from 2010.</p> <p>The Forensic Audit included:</p> <ul style="list-style-type: none"> • Review of any advice and guidance relating to rent setting and service charges, which East Suffolk has acquired following the initial review and taking this into account in the forensic exercise. • Review of any additional data sources available to East Suffolk which did not form part of the initial review. • heating services on an individual tenancy basis to identify over charging.
	<ul style="list-style-type: none"> • Assessment of the financial impact of service charges incorrectly levied for • Affordable Rents – identifying those properties which have been incorrectly converted to Affordable Rents and resetting those rents as • Social Housing Formula Rents, including a review of any tenancy changes and legal action and identifying any over or under charging and recommending any remedial rent and tenancy management activity. • For each tenancy the audit will set out any refund owed to each tenant and/ or the DWP/Housing Benefit department setting out where this relates to rent and / or service charges. • Identifying any other related issues and escalating them for attention
2.9	The forensic audit reviewed 9,025 tenancies during the period from April 2010 – March 2022. This and the following statistics only relate of the main forensic audit and not the 'mini audit' completed for 2022/23.
2.10	The audit has confirmed that 13% of tenancies are not affected by this issue.
2.11	The audit has confirmed that 22% of all tenancies were impacted by incorrect rents being levied. Of these, 13% are current tenants and 9% are former tenants.
2.12	The incorrect rents being levied relate of 2% of Social Rents and 20% of Affordable Rents.

2.13	The audit has confirmed that 84% of all tenancies were impacted by incorrect service (heating) charges being levied. Of these, 38% are current tenants and 46% are former tenants. All of these errors affect Social Rented properties only, there are no incorrect charges levied against Affordable Rented properties. This was expected, as you cannot charge service charges on Affordable Rented properties.																																							
2.14	The confirmed refund level for the heating charges totals £4,133,721. This is calculated based on the charges mistakenly levied between 2010/11 and 2021/22.																																							
2.15	The refunds owed in relation to the incorrect charging of rent is £3,745,511. This is calculated based on the incorrect rental charges levied between 2010/11 and 2021/22.																																							
2.16	This means that overall, for the period 2010/11 to 2021/22 the confirmed level of refunds is £7,879,232.																																							
2.17	<p>This graph sets out the level of refunds due in each financial year. It shows that the incorrect rent levels get higher each year, as more properties were incorrectly converted, then started to reduce as tenancies were converted back to Social Rent upon relet.</p>  <table border="1" data-bbox="459 792 1246 1263"> <caption>Refund Levels by Financial Year</caption> <thead> <tr> <th>Financial Year</th> <th>Service Charge (£)</th> <th>Rent Overcharge (£)</th> </tr> </thead> <tbody> <tr><td>2010/11</td><td>200,000</td><td>0</td></tr> <tr><td>2011/12</td><td>200,000</td><td>0</td></tr> <tr><td>2012/13</td><td>200,000</td><td>0</td></tr> <tr><td>2013/14</td><td>250,000</td><td>0</td></tr> <tr><td>2014/15</td><td>280,000</td><td>20,000</td></tr> <tr><td>2015/16</td><td>420,000</td><td>180,000</td></tr> <tr><td>2016/17</td><td>450,000</td><td>320,000</td></tr> <tr><td>2017/18</td><td>450,000</td><td>410,000</td></tr> <tr><td>2018/19</td><td>450,000</td><td>570,000</td></tr> <tr><td>2019/20</td><td>410,000</td><td>780,000</td></tr> <tr><td>2020/21</td><td>400,000</td><td>750,000</td></tr> <tr><td>2021/22</td><td>370,000</td><td>640,000</td></tr> </tbody> </table>	Financial Year	Service Charge (£)	Rent Overcharge (£)	2010/11	200,000	0	2011/12	200,000	0	2012/13	200,000	0	2013/14	250,000	0	2014/15	280,000	20,000	2015/16	420,000	180,000	2016/17	450,000	320,000	2017/18	450,000	410,000	2018/19	450,000	570,000	2019/20	410,000	780,000	2020/21	400,000	750,000	2021/22	370,000	640,000
Financial Year	Service Charge (£)	Rent Overcharge (£)																																						
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2021/22	370,000	640,000																																						

2.18	As part of the audit, accounts have been reviewed to identify where there is either current or historical housing benefit claims, associated with the account. The audit has identified 74% of tenancies has a record of being in receipt of housing benefit, at some point during the tenancy.																
2.19	<p>We are aware that 3,602 people have had multiple tenancies during this time. The remaining people have only had 1 tenancy. This means we will need to do a manual 'case management' process, so when we write to each tenant, we include a breakdown of all tenancies held and the amount of refund owed for each one.</p> <table border="1"> <thead> <tr> <th>Tenants</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Tenants with 2 tenancies</td> <td>2708</td> </tr> <tr> <td>Tenants with 3 tenancies</td> <td>656</td> </tr> <tr> <td>Tenants with 4 tenancies</td> <td>164</td> </tr> <tr> <td>Tenants with 5 tenancies</td> <td>60</td> </tr> <tr> <td>Tenants with 6 tenancies</td> <td>6</td> </tr> <tr> <td>Tenants with 7 tenancies</td> <td>0</td> </tr> <tr> <td>Tenants with 8 tenancies</td> <td>8</td> </tr> </tbody> </table>	Tenants	Count	Tenants with 2 tenancies	2708	Tenants with 3 tenancies	656	Tenants with 4 tenancies	164	Tenants with 5 tenancies	60	Tenants with 6 tenancies	6	Tenants with 7 tenancies	0	Tenants with 8 tenancies	8
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2.20	<p>A 'mini audit' for Financial Year 2022/23 was completed in June 2023 and 4,474 tenancies were reviewed for this year.</p> <p>79% (3,521) of tenancies overpaid the heating service charge</p> <p>20% (902) of tenants overpaid their rent charge</p> <p>The vast majority of affected tenancies were current tenants</p>																
2.21	The value of the overpayments for FY 2022/23 was £354,897 (previously estimated as £353,287) for the heating charges and £394,254 (previously estimated as £387,775) for the incorrect rent charges.																
2.22	This means that in total due to be repaid for incorrect heating charges for the affected period of 2010/11 – 2022/23 is £4,487,008 and the total due to repaid for incorrect rental charges for the same period is £4,133,286. This is an overall refund level of £8,620,294 .																
2.23	In addition to the initial refunds of £8,620,294, there will also be an effect on the HRA Business Plan, due to a reduction in income. Income has been reduced in each future financial year as part of our business plan modelling and including the initial refund levels, the impact on the HRA Business Plan over the rest of its 30-year term is over £28.2M.																
2.24	An extensive piece of work has been developed, to ensure the refunds can be administered correctly and as quick as practicably possible.																
2.25	We anticipate that a significant proportion of the over-payments made by tenants will be refunded to DWP/Housing Benefit. It will be necessary to re-calculate every single housing benefit claim between April 2013 and March 2023 and this requires significant work on data and IT systems, which is ongoing.																
2.26	<p>During the course of checking and preparing data for the Housing Benefit refund an error was found in a formula in the dataset provided by the forensic Auditors, that was linked to dates. This has been corrected, but it is necessary to repeat a lot of the data work done for the Housing Benefit update, to assure absolute data integrity.</p> <p>In addition, errors have been found with individual rent charge transaction for 575 records and been corrected. A further 246 records of rent charges are still being checked.</p>																

2.27	ESC has recruited 3 additional full time Rents Officers to support the increased workload of refunding monies to Tenants. Refunds to tenants will start after the refund to DWP/Housing Benefit has been completed.
2.28	In March 2023, Cabinet approved ESC's first ever Rent and Service Charges Policy . This was a significant milestone in our approach to being compliant with the Rent Standard, as it sets out clearly our approach to rent and service charge setting.
Governance	
2.29	<p>Within the self-referral letter to the RSH, the Council committed to, amongst other things, an independent governance review, with the following Terms of Reference:</p> <ol style="list-style-type: none"> 1. Establish why there was a delay in ESC identifying and acting upon compliance breaches. 2. Consider the scope and sufficiency of changes made to ESC's Housing management arrangements to address the concerns identified by David Tolson Partnership (DTP) consultancy in February 2022 and the Social Housing Regulator in May 2022. 3. Recommend any structural and/or cultural changes which could be made to ESC's governance arrangements moving forward so that regulatory and statutory contraventions are, as far as reasonably possible, prevented from occurring and if/when they do occur, that they are identified and addressed at the earliest opportunity.
2.30	In August 2022, VWV LLP Solicitors were commissioned by the Head of Legal and Democratic Services and Monitoring Officer to carry out the independent governance review mentioned above.
2.31	The Report produced by VWV LLP has been considered by the Corporate Leadership Team. The report has made the following findings, in relation to the terms of reference set out as part of the review.
2.32	<p>Question 1: Why there was a delay in ESC identifying and acting upon compliance breaches?</p> <p><i>"It is clear is that human error was the fundamental reason for the Council's failings in respect of its Housing Services. We note that the Covid-19 pandemic played some part in respect of the timeframe for responding to the breach. We can find no deliberate malice in any documentary evidence seen but we do see omission. Whether this was pure naivety as to the seriousness of the issues or hope that these problems would resolve themselves/be swept under the carpet and go away – serious errors of judgment were made. The recommendations in this report seek to minimise the possibility of this being able to happen again – accepting you can never fully eradicate risk when it comes to human error."</i></p>
2.33	<p>Question 2: The scope and sufficiency of changes made to the Council's Housing management arrangements to address the concerns identified by DTP consultancy in February 2022 and the Social Housing Regulator in May 2022.</p> <p><i>"All steps taken to identify and address Housing management issues, as endorsed by Full Council, are considered to be sufficient. This includes the extensive steps and work undertaken to fully identify each and every issue. The recommendations in this report aim to support and enhance ongoing work."</i></p>

2.34	<p>Question 3: Recommending any structural and/or cultural changes which could be made to ESC’s governance arrangements moving forward so that regulatory and statutory contraventions are, as far as reasonably possible, prevented from occurring and if/when they do occur, that they are identified and addressed at the earliest opportunity.</p> <p>The independent report contains ten recommendations that apply to the whole of the Council.</p>
2.35	The Corporate Leadership Team has accepted the ten recommendations made and a full response to the recommendations can be found in the report , which was presented to Audit and Governance Committee on 10 th July 2023.

3 How to address current situation

3.1	Cabinet is asked to note the updates related to actions completed and planned, which are provided within report.
3.2	Cabinet will continue to be updated on a quarterly basis, until the Regulatory Notice has been withdrawn.

4 Reason/s for recommendation

4.1	Cabinet is provided with reassurance that officers are taking appropriate action to remedy the non-compliance with the Regulatory Standards.
4.2	Cabinet will continue to be provided with quarterly updates until the Regulatory Notice is withdrawn.

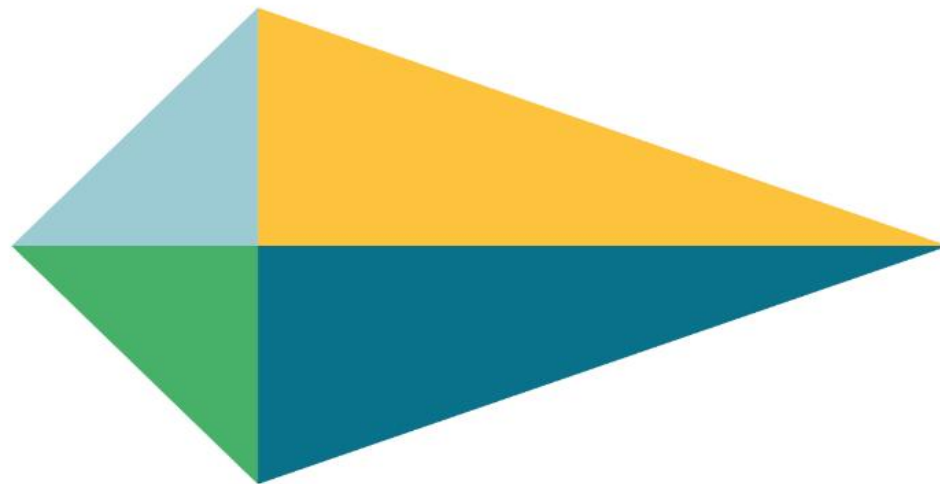
Appendices

Appendices:

Appendix A	Updated Housing, Health and Safety Board Terms of Reference
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Background reference papers:

Date	Type	Available From
January 2023	Full Council Report on Housing Regulation. Appendices include the self-referral to the RSH.	Decision Details: Housing Regulation (cmis.uk.com)
July 2023	Audit and Governance Report on Housing Governance	Decision Details: Housing Governance Review (cmis.uk.com)



EASTSUFFOLK

C O U N C I L

Housing Health and Safety Board – Terms of Reference

Version 2 – March 2023

For Implementation – March 2023

Review Due – April 2024

Owner – Heather Fisk, Head of Housing

Purpose of the Housing Health and Safety Board (HHASB)

The HHASB is a strategic leadership forum representing the housing service at East Suffolk Council (ESC). The purpose of the HHASB is to ensure the efficient and effective planning, organisation, implementation, monitoring, audit and review of protective and preventative measures for health, safety and welfare for its Residents and Housing Staff and all those affected by the undertakings of the Council. This includes the strategic monitoring of compliance and ensuring properties meet all the required standards set out in Legislation and / or Guidance.

The aim of the HHASB is to continuously support, develop and monitor a culture of collaboration where concerns, ideas and solutions are freely shared and acted upon, and where the whole workforce is engaged in promoting a healthy and safe environment. This in turn helps the Council to fulfil their legal duties and continuously improve their approach to successful Health, Safety and Compliance management.

The HHASB is a key element supporting the Council's approach to H&S Management by regularly checking that the Council's approach to health and safety is in line with their H&S Policy and to act on the findings to continue to improve performance and raise standards.

The HHASB will actively and robustly monitor the compliance across all its c.4,500 housing stock, to ensure it meets and exceeds expected standards.

Where final decisions or approval are required on H&S matters, these will be taken through the appropriate channels for ESC.

Role of the HHASB

The role of the HHASB is to:

- Robustly monitor and where appropriate instigate change, to ensure all of the Council's Housing Stock is compliant with the relevant legislation, regulations, standards and guidance.

- Ensure the Council's legal obligations under the Health and Safety at Work etc. Act 1974 and associated regulations or other legislation pertinent to H&S are adequately resourced and fulfilled.
- Set the strategic direction within Housing in relation to health and safety.
- Consider new or updated legislation, guidance or best practice as part of the successful H&S management within the Housing Service.
- Assess risks to the Housing Service and implement proportionate mitigation and risk management practices.
- Ensure competent personnel, irrespective of grade or role, are in the right roles at the right time, and that their skills and knowledge are kept up to date.
- Set and monitor HHASB objectives so that effective H&S protective and preventative arrangements are in place at the right time for those to whom the Council owes a duty of care.
- Hold each other and their peers to account, challenging performance, celebrating success and sharing lessons learned for the benefit of the Council and their working partners.
- Demonstrate visible and genuine commitment to the leadership and communication of H&S matters in their respective roles, leading by example and acting as role models.
- Ensure appropriate financial and other resources are in place to successfully manage H&S within the Housing Service, including the provision of a H&S budget and suitable H&S training.
- Review and where appropriate, approve proposed new H&S policies, procedures or associated safe systems of work, or revisions to existing arrangements within the Housing Service.
- Consider the role of emergency planning for H&S in the context of business continuity, as required.
- Consider and act upon relevant H&S reports, information and legislation from the Health and Safety Executive, industry bodies and local enforcement officers.
- Promote co-operation, information sharing and learning across the Housing Service on all matters related to health, safety or welfare at work;
- Monitor and review the Council's H&S performance management and any emerging trends.

Membership of the HHASB

The Membership of the HHASB will include:

- Head of Housing (Chair)
- Strategic Director with responsibility for Housing
- Health and Safety Lead for ESC
- Health and Safety Officer for Housing Maintenance
- Strategic Lead - Housing Maintenance
- Commercial Manager – Capital Projects
- Operations Manager – Housing Maintenance
- Strategic Lead – Housing Services
- Strategic Lead - Housing Information and Governance (Reserve Chair)
- Senior Contracts Manager
- ESO (PA) to the Head of Housing, who will provide administrative support
- Building Control Partnership Manager
- Communications Manager (or a delegate)

Responsibilities of the HHASB

The Head of Housing will act as ‘Chair’ in the meetings, but if they are unable to attend, the Strategic Lead for Housing Information and Governance will Chair the meeting.

Any member of the HHASB who is unable to attend a meeting, will be expected to send a suitable colleague to substitute on their behalf, who they will need to brief ahead of the meeting, if they have not attended in the last 6 months.

The PA to the Head of Housing will provide assistance with the effective operation of the H&S Board. This includes:

- Circulation of the date, time, venue, agenda and any relevant papers to the HHASB at least five working days before each meeting. It is the responsibility of **all** Colleagues to support the PA to achieve this timeline.
- Producing minutes of all meetings and ensuring they are recorded on the HHASB TEAMS Site

The HHASB, or their nominated substitutes, are expected to:

- Complete their monthly update reports **in advance** of the agenda being issued
- Forward any agenda items or papers to the person providing admin support by their nominated deadline, i.e., **in advance** of the agenda being issued
- Attend all HHASB meetings unless there is a significant reason for absence
- Adequately prepare for each meeting
- Ensure any allocated actions are completed within target time set
- Communicate meeting outcomes

Frequency of Meetings

Meetings will be held every month, in person, where the previous months compliance performance will be reviewed.

Review of Terms of Reference

The Terms of Reference (TOR) will be reviewed annually to ensure they accurately reflect the role and purpose of the Board.



CABINET
Tuesday, 03 October 2023

Subject	Southwold Harbour Management Committee – Draft Budget Monitoring Report Quarter 4 2022/23 and Mid-Year Budget Monitoring Report 2023/24
Cabinet Member	Councillor Vince Langdon-Morris Cabinet Member with responsibility for Resources and Value for Money
Report Author(s)	Lorraine Rogers Acting Chief Finance Officer and Section 151 Officer Lorraine.rogers@eastsoffolk.gov.uk Sandie Palmer Finance Business Partner sandie.palmer@eastsoffolk.gov.uk
Head of Service	Kerry Blair Head of Operations Kerry.blair@eastsoffolk.gov.uk
Director	Andrew Jarvis Strategic Director Andrew.jarvis@eastsoffolk.gov.uk

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	Southwold

Purpose and high-level overview

Purpose of Report:

The purpose of this report is for the Southwold Harbour Management Committee (SHMC) to report to Cabinet;

- 1) the draft outturn position for the year ending 31 March 2023, and
- 2) the mid-year budget monitoring position for 2023/24

Options:

Reporting on performance against budget is a requirement under the Southwold Harbour Management Committee's Terms of Reference.

Recommendation:

That the Budget Monitoring Quarter 4 Report for 2022/23 and the mid-year budget monitoring position for 2023/24 as reviewed by the Southwold Harbour Management Committee be noted.

Corporate Impact Assessment

Governance:

None arising directly from this report.

ESC policies and strategies that directly apply to the proposal:

East Suffolk Strategic Plan

Environmental:

The SHMC must act in the best interests of the Port, which includes ensuring its long term sustainability and success. Environmental factors are taken into account in the decisions which the SHMC makes.

Equalities and Diversity:

An Equalities Impact Assessment (EqIA) is not required.

Financial:

This is detailed in **Appendix A and B.**

Human Resources:

None arising directly from this report.

ICT:

None arising directly from this report.

Legal:

None arising directly from this report.

Risk:

None arising directly from this report.

External Consultees:	The 2022/23 year end and the 2023/24 mid-year budget monitoring reports were presented to the Southwold Harbour Management Committee for review at its meetings on 24 July and 14 September respectively.
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	X
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	X
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	X
T02	Enabling our Communities		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	X
T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	X
P12	Being commercially astute	<input type="checkbox"/>	X
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	X
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	X	<input type="checkbox"/>

How does this proposal support the priorities selected?

The wider representational base of the SHMC and the Advisory Group provides greater opportunities for engagement within our Communities and enables them to contribute to the running of an important local asset. The Governance arrangements support plans to develop or renovate the built environment of the Southwold Harbour Lands, to attract inward investment, maximise its economic development and support the delivery of infrastructure.

Background and Justification for Recommendation

1 Background facts

- | | |
|-----|---|
| 1.1 | The Terms of Reference of the Southwold Harbour Management Committee (SHMC) state that the Committee will monitor performance against approved budgets and take appropriate action where this is required, and that the Committee will make a six monthly and annual report to the Cabinet reporting on performance against budget. |
|-----|---|

2 Current position

- | | |
|-----|--|
| 2.1 | The Budget Monitoring Report for the year ending 31 March 2023 and considered by the SHMC at its meeting on 24 July 2023, is attached as Appendix A . |
| 2.2 | <p>The confirmed minutes for this item from the Southwold Harbour Committee meeting on 24 July is provided below.</p> <p>The Committee received report ES/1604 which provided the Committee with an overview of the draft outturn position for the year ending 31 March 2023 and financial performance to the end of Q1 2023/24.</p> <p>The Strategic Director commented that the finance team had done a great deal of work based on feedback from stakeholders to improve the reports. There was now a lot more detail provided which ensured the Harbour Management Committee and the public had a much clearer understanding of the harbour finances.</p> <p>By a unanimous vote it was</p> <p>RESOLVED</p> <p>That having reviewed the Draft Budget Monitoring Report for 2022/23 Outturn and Q1 2023/24 the Harbour Management Committee report this to Cabinet</p> |
| 2.3 | The mid-year monitoring report for 2023/24 is provided in Appendix B and includes a year-end forecast position for the current year – a £21k favourable variance to budget. This is based on the mid-year position, known commitments for the remainder of the year and prior year trends. |

3 How to address current situation

3.1	For Cabinet to note the following reports as reviewed by the Southwold Harbour Management Committee; 1) the Budget Monitoring Report Quarter 4 2022/23, and 2) the mid-year budget monitoring report for 2022/23
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4 Reason/s for recommendation

4.1	To fulfil both the Cabinet’s and the Southwold Harbour Management Committee’s responsibilities in respect of budget monitoring.
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Appendices

Appendices:	
Appendix A	Southwold Harbour Management Committee – Draft Outturn Report 2022/23
Appendix B	Southwold Harbour Management Committee Mid-Year Budget Monitoring Report 2023/24

Background reference papers: None



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Monday, 24 July 2023

Subject	Southwold Harbour Management Committee – Draft Outturn report for Budget 2022/23 & Monitoring Report Quarter 1 2023/24
Supporting Officer	<p>Martin Hone Interim Deputy Chief Finance Officer martinhone@eastsoffolk.gov.uk</p> <p>Chris Bally Chief Executive Chris.bally@eastsoffolk.gov.uk</p>

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	Southwold

Purpose and high-level overview

Purpose of Report:

This report provides the Committee with an overview of the draft outturn position for the year ending 31 March 2023 and financial performance to the end of Q1 2023/24.

Recommendation:

That having reviewed the Draft Budget Monitoring Report for 2022/23 Outturn and Q1 2023/24 the Harbour Management Committee report this to Cabinet.

Impact Assessment

Governance:

None directly arising from this report.

Environmental:

None directly arising from this report.

Equalities and Diversity:

None directly arising from this report.

Financial:

Details on the financial performance of the Harbour and the Caravan and Camping Sites for the year 2022/23 is provided in Section 2 below and supported by **Appendix A**.

Details of the financial performance of the Harbour and the Caravan and Camping Sites for the first Quarter of 2023/24 is provided in Section 3 below and supported by **Appendix B**.

Legal:

None directly arising from this report.

Risk:

None directly arising from this report.

Harbour Business Plan Priorities

To be added when the plan is in place.

East Suffolk Council Strategic Plan Priorities

Select the themes of the Strategic Plan which are supported by this proposal:		
T01	Growing our Economy	<input checked="" type="checkbox"/>
T02	Enabling our Communities	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation	<input type="checkbox"/>



Background and Justification for Recommendation

1 Background facts

1.1 The Terms of Reference of the Harbour Management Committee state that the Committee will monitor performance against approved budgets and take appropriate action where this is required, and that the Committee will make a six monthly and annual report to the Cabinet reporting on performance against budget. This report presents a draft outturn position as at Quarter 4 for the year ending 31 March 2022.

This report also includes budget monitoring information for the first Quarter of financial year 2023/24.

2 Current position

2.1 The Draft Budget Monitoring report for Quarter 4, up to 31 March 2023, is attached as **Appendix A**. This provides summary information and detailed account code information for the Harbour, and the Caravan and Camping Sites. The provisional outturn position for the Harbour is a surplus of £30k and for the Caravan/Campsite is an overspend of £4k.

The sum of £145k has been transferred to reserves.

The Budget Monitoring report for Quarter 1 2023/24, up to 30 June 2023, is attached as **Appendix B**.

2.2 Southwold Harbour

2023/24 Outturn:

Total income to the Harbour for the year exceeded the annual budget by £46k. This is mainly from additional fees and charges from the sale of electricity and diesel (£10k) and income for the lease of land to Caravan Park Pay & Display Car Park (£34k).

Income received in respect of 2022/23 has been adjusted for in the actual income figures.

Premises costs are underspent by £13k for the year compared to the budget, with the underspend largely against repairs and maintenance.

Supplies & services for the year are overspent by £22k; the major areas of overspend were: MMO – Harbour Revision Order application fee (£12k); Repairs & Maintenance (£4k); Materials for Resale -Red Diesel (£6k); Health & Safety (£2k).

The draft net position on the Harbour's direct income and expenditure is a surplus of £48k for the year, a surplus variance of £30k compared to the 2022/23 budget of £18k.

	<p>2023/24 Q1: The net position at the end of Q1 shows a small surplus of £4k. The variances shown under income (surplus £34k), premises (underspend £23k) and supplies & services are mainly due to timing differences.</p>
2.3	<p>Southwold Caravan and Camping Sites</p> <p>2022/23 Outturn: Income from the static Caravan Site was over budget for the year by £58k. Income from static caravans increased by £73k compared to 2021/22 while income from touring pitches fell by £28k compared to last year.</p> <p>Premises expenses were overspent by £55k due to the refurbishment to the shower block and the toilet block (£20k) and the increased cost of electricity (£23k).</p> <p>Overall, the draft net position on the Caravan and Camping Sites direct income and expenditure is an overspend of £4k for the year (£96k surplus outturn against a budgeted surplus of £100k).</p> <p>2023/24 Q1: The net position at the end of Q1 shows an overspend of £33k. Some of the variance is explained by timing differences, but performance to the end of Q1 suggests that the cost of electricity will continue to be a significant budget pressure, while outturn income from static caravans and touring fees for 2023/24 is likely to be above budget.</p>
2.4	<p>Indirect Costs (2022/23 Outturn and 2023/24 Q1): Indirect costs relate to Support Recharges. This is the cost of Council support services to Southwold Harbour and the Caravan and Camp Site. The costs are recharged on a basis that is considered reasonable to reflect the use of those services and is the same methodology applied across the Council.</p>
2.5	<p>The 2022/23 year end position is subject to change until the completion of the external audit review of the Council's Statement of Accounts; hence the figures being presented as draft.</p>

3 How to address current situation

3.1	For the Committee to review the Draft Budget Monitoring Report for 2022/23 Outturn and Quarter 1 2023/24 and report this to Cabinet.
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4 Reason/s for recommendation

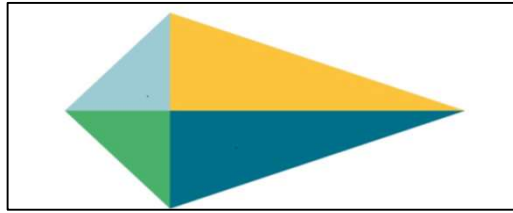
4.1	To fulfil the Committee's responsibilities in respect of monitoring performance against approved budgets.
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Appendices

Appendices:	
Appendix A	Southwold Harbour Management Committee Draft Budget Monitoring Report Outturn 2022/23.
Appendix B	Southwold Harbour Management Committee Draft Budget Monitoring Report Quarter 1 2023/24.

Background reference papers:	
None	

APPENDIX A



Southwold Harbour Income & Expenditure for year to 31st March 2023

April 2022 - March 2023	Actuals + Commitments	Budget	Variance
Mooring Fees/Harbour Dues	£(95,630.00)	£(94,000.00)	£(1,630.00)
Property Lettings	£(66,069.00)	£(66,000.00)	£(69.00)
Other Fees & Charges	£(148,731.00)	£(104,200.00)	£(44,531.00)
Total Income	£(310,430.00)	£(264,200.00)	£(46,230.00)
Employee Expenses	£102,986.00	£96,600.00	£6,386.00
Transport Expenses	£2,042.00	£1,500.00	£542.00
Premises Expenses	£27,463.00	£40,900.00	£(13,437.00)
Supplies & Services	£94,011.00	£71,700.00	£22,311.00
Total Cost	£226,502.00	£210,700.00	£15,802.00
Total Direct Income/Expenditure	£(83,928.00)	£(53,500.00)	£(30,428.00)
Support Recharges (Year End Charge)	£35,500.00	£35,500.00	£0.00
Total Indirect Income/Expenditure	£35,500.00	£35,500.00	£0.00
TOTAL INCOME STATEMENT	£(48,428.00)	£(18,000.00)	£(30,428.00)

Southwold Caravan/Campsite Income & Expenditure for year to 31st March 2023

April 2022 - March 2023	Actuals + Commitments	Budget	Variance
Static Caravan Fees	£(290,345.89)	£(297,000.00)	£6,654.11
Touring Fees	£(361,235.95)	£(295,000.00)	£(66,235.95)
Other Fees & Charges	£(10,512.00)	£(12,200.00)	£1,688.00
Total Income	£(662,093.84)	£(604,200.00)	£(57,893.84)
Employee Expenses	£219,276.00	£210,100.00	£9,176.00
Transport Expenses	£2,004.00	£1,300.00	£704.00
Premises Expenses	£190,399.00	£135,500.00	£54,899.00
Supplies & Services	£84,258.00	£87,200.00	£(2,942.00)
Total Cost	£495,937.00	£434,100.00	£61,837.00
Total Direct Income/Expenditure	£(166,156.84)	£(170,100.00)	£3,943.16

APPENDIX A

Support Recharges (Year End Charge)	£70,100.00	£70,100.00	£0.00
Total Indirect Income/Expenditure	£70,100.00	£70,100.00	£0.00
TOTAL INCOME STATEMENT	£(96,056.84)	£(100,000.00)	£3,943.16

Southwold Harbour and Caravan/Campsite Income & Expenditure for year to 31st March 2023

April 2022 - March 2023	Actuals + Commitments	Budget	Variance
Mooring Fees	£(95,630.00)	£(94,000.00)	£(1,630.00)
Property Lettings	£(66,069.00)	£(66,000.00)	£(69.00)
Static Caravan Fees	£(290,345.89)	£(297,000.00)	£6,654.11
Touring Fees	£(361,235.95)	£(295,000.00)	£(66,235.95)
Other Fees & Charges	£(159,243.00)	£(116,400.00)	£(42,843.00)
Total Income	£(972,523.84)	£(868,400.00)	£(104,123.84)
Employee Expenses	£322,262.00	£306,700.00	£15,562.00
Transport Expenses	£4,046.00	£2,800.00	£1,246.00
Premises Expenses	£217,862.00	£176,400.00	£41,462.00
Supplies & Services	£178,269.00	£158,900.00	£19,369.00
Total Cost	£722,439.00	£644,800.00	£77,639.00
Total Direct Income/Expenditure	£(250,084.84)	£(223,600.00)	£(26,484.84)
Support Recharges (Year End Charge)	£105,600.00	£105,600.00	£0.00
Total Indirect Income/Expenditure	£105,600.00	£105,600.00	£0.00
TOTAL INCOME STATEMENT	£(144,484.84)	£(118,000.00)	£(26,484.84)

Net Surplus transferred to reserves	£144,484.84
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APPENDIX B

Monthly Finance Report - June 23

Department 23707 - Southwold Caravan and Camping Site
 Service Caravan and Camping Sites
 Committee Communities, Leisure and Tourism



2022/23 Outturn		2023/24 Original 2324B	2023/24 Current 2324R	2023/24 Actuals	2023/24 Commitments	2023/24 Budget 2324R	2023/24 Variance	2023/24 Variance	Notes
£		£	£	£	£	£	£	%	
Direct Income & Expenditure									
Income									
No.	Name								
£(84)	67191 General Vatable Sales 20%	£0.00	£0.00	£(4.00)	£0.00	£0.00	£(4.00)	0%	Vatable rated shop sales
£(6,789)	67194 General Vatable Sales 5%	£(9,000.00)	£(9,000.00)	£(1,824.00)	£0.00	£(2,250.00)	£426.00	(19)%	Gas sales
£(778)	67292 General Zero Rated Sales	£0.00	£0.00	£(59.00)	£0.00	£0.00	£(59.00)	0%	Zero rated shop sales
£0	67393 General Exempt Sales	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	67444 Vatable Leisure Activity Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(2,861)	67491 General Vatable Fees & Charges	£(3,200.00)	£(3,200.00)	£(352.00)	£0.00	£(800.00)	£448.00	(56)%	Battery charging
£0	67691 Exempt General Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	67751 Cash Over/Short	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	67791 General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(651,582)	67811 Vatable Land Rents	£(592,000.00)	£(592,000.00)	£(536,701.61)	£0.00	£(530,050.00)	£(6,651.61)	1%	Touring Pitch Income in advance £207,529.51
£0	67813 Vatable Land Rents 5%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	Static Caravan Income £272,751, budget £297,000
£(662,094)	Total Cust & Client Receipts	£(604,200.00)	£(604,200.00)	£(538,940.61)	£0.00	£(533,100.00)	£(5,840.61)	1%	Touring Pitch income £472,923, budget £295,000 - Income in advance!!!
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	Actual 2023-24 Budget -272,751 Static OR0004 -297,000
£0	Total Grants & Contributions	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	-265,393 Touring OR0003 -295,000 61,950 Income in advance 207,530
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	1,443
£0	Total Recharges/Other Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	Actual 2022-23 Budget -290,346 Static OR0004 -297,000 -361,037 Touring OR0003 -295,000 -199
£(662,094)	TOTAL INCOME	£(604,200.00)	£(604,200.00)	£(538,940.61)	£0.00	£(533,100.00)	£(5,840.61)	1%	Actual 2021-22 -217,663 Static OR0004 -332,992 Touring OR0003 -538,941 -538,941 0
Expenditure									
£121,050	71111 Basic Pay	£142,000.00	£142,000.00	£38,908.00	£0.00	£35,500.00	£3,408.00	10%	
£0	71121 Overtime	£0.00	£0.00	£2,051.00	£0.00	£0.00	£2,051.00	0%	
£11,529	71151 Employers National Insurance	£13,300.00	£13,300.00	£4,116.00	£0.00	£3,325.00	£791.00	24%	
£38,745	71161 Employers Superannuation	£35,500.00	£35,500.00	£10,280.00	£0.00	£8,875.00	£1,405.00	16%	
£46,996	71171 Contract Staff	£43,000.00	£43,000.00	£12,773.00	£2,036.00	£10,750.00	£4,059.00	38%	Seasonal Staff: Cleaners and Receptionist
£218,320	Total Direct Employee Expenses	£233,800.00	£233,800.00	£68,128.00	£2,036.00	£58,450.00	£11,714.00	20%	
£956	71331 Employee Insurances	£1,100.00	£1,100.00	£0.00	£0.00	£0.00	£0.00	0%	
£956	Total Other Employee Expenses	£1,100.00	£1,100.00	£0.00	£0.00	£0.00	£0.00	0%	
£21,999	72111 Building Services - Planned Maintenance	£400.00	£400.00	£(2,829.00)	£6,244.00	£100.00	£3,315.00	3,315%	Ramp for toilet block, shower block refurbishment
£34,279	72114 Building Services - Responsive Maintenance	£25,000.00	£25,000.00	£16,684.00	£2,245.00	£6,250.00	£12,679.00	203%	Toilets/showers/painting - repairs
£65	72131 Vandalism	£1,000.00	£1,000.00	£0.00	£0.00	£250.00	£(250.00)	(100)%	
£1,789	72136 Legionella	£0.00	£0.00	£213.00	£2,340.00	£0.00	£2,553.00	0%	Compliance testing
£63,510	72211 Electricity	£32,200.00	£32,200.00	£28,437.00	£0.00	£8,050.00	£20,387.00	253%	
£5,400	72214 Gas	£9,100.00	£9,100.00	£(338.00)	£5,669.00	£2,275.00	£3,056.00	134%	
£40,192	72317 Business Rates	£46,200.00	£46,200.00	£0.00	£0.00	£46,200.00	£(46,200.00)	(100)%	
£6,927	72411 Water	£11,000.00	£11,000.00	£425.00	£0.00	£3,425.00	£(3,000.00)	(88)%	
£0	72414 Sewerage Charge	£100.00	£100.00	£0.00	£0.00	£25.00	£(25.00)	(100)%	
£6,921	72511 Cleaning Materials	£5,000.00	£5,000.00	£985.00	£1,192.00	£1,250.00	£927.00	74%	
£1,544	72521 Refuse Collection	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	72527 Other Cleaning Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£454	72612 Grounds Maintenance - Variations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£6,557	72617 Grounds Maintenance - Other	£3,000.00	£3,000.00	£2,590.00	£270.00	£750.00	£2,110.00	281%	Shrubs/Plants/Baskets
£498	72711 Fire Insurance	£700.00	£700.00	£0.00	£0.00	£0.00	£0.00	0%	
£264	72712 Engineering Insurance	£300.00	£300.00	£0.00	£0.00	£0.00	£0.00	0%	

Monthly Finance Report - June 23



Department 23707 - Southwold Caravan and Camping Site
 Service Caravan and Camping Sites
 Committee Communities, Leisure and Tourism

2022/23 Outturn		2023/24 Original 2324B	2023/24 Current 2324R	2023/24 Actuals	2023/24 Commitments	2023/24 Budget 2324R	2023/24 Variance	2023/24 Variance	Notes
£		£	£	£	£	£	£	%	
£190,399	Total Premises Expenses	£134,000.00	£134,000.00	£46,167.00	£17,960.00	£68,575.00	£(4,448.00)	(6)%	
£91 73111	Fuel	£100.00	£100.00	£13.00	£0.00	£25.00	£(12.00)	(48)%	Fuel for grass cutter, and other petrol tools like strimmers
£0 73114	Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£300.00	£(300.00)	0%	
£1,913 73222	Car Allowances - Lump Sum	£0.00	£0.00	£1,275.00	£0.00	£0.00	£1,275.00	0%	
£2,004	Total Transport Expenses	£1,300.00	£1,300.00	£1,288.00	£0.00	£325.00	£963.00	296%	
£15,325 74111	Health and Safety	£15,000.00	£15,000.00	£3,785.00	£0.00	£3,750.00	£35.00	1%	Emergency Lights/signs
£4,631 74114	Furniture and Equipment	£3,200.00	£3,200.00	£808.00	£241.00	£800.00	£249.00	31%	Shower curtains, door mats, Lawnmower, strimmer
£3,180 74117	Machine Repair & Maintenance	£2,000.00	£2,000.00	£3,650.00	£2,756.00	£500.00	£5,906.00	1,181%	Fire Bells and Buckets/Bollard Service & Safety Upgrade
£7,445 74121	Materials For Resale	£17,000.00	£17,000.00	£851.00	£18,758.00	£4,250.00	£15,359.00	361%	Shop/gas sales
£0 74127	General Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£4,796 74131	Equipment Hire	£2,200.00	£2,200.00	£481.00	£444.00	£550.00	£375.00	68%	Laundry machines
£427 74213	Clothing & Uniforms	£600.00	£600.00	£74.00	£143.00	£150.00	£67.00	45%	
£338 74335	Internal Printing	£0.00	£0.00	£105.00	£0.00	£0.00	£105.00	0%	
£0 74346	External Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£912 74357	Stationery	£2,000.00	£2,000.00	£1,637.00	£0.00	£250.00	£1,387.00	555%	5,000 Yellow Tent Tags
£0 74391	Other Office Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£94 74414	Consultants	£0.00	£0.00	£4,118.00	£2,745.00	£0.00	£6,863.00	0%	Vole Survey/Static Site Survey
£623 74425	Legal Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£2,260 74491	Bank Fees	£0.00	£0.00	£609.00	£0.00	£250.00	£359.00	0%	
£302 74492	Other Ext Provided Services	£1,500.00	£1,500.00	£0.00	£0.00	£375.00	£(375.00)	(100)%	
£34 74515	Postages	£500.00	£500.00	£0.00	£0.00	£125.00	£(125.00)	(100)%	
£719 74526	Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£331.00	£0.00	£300.00	£31.00	10%	
£157 74537	Hardware Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0 74548	Hardware Maintenance	£0.00	£0.00	£399.00	£0.00	£0.00	£399.00	0%	Upgrade of Booking System
£240 74559	Software Purchases	£0.00	£0.00	£350.00	£0.00	£0.00	£350.00	0%	Upgrade of Booking System
£775 74923	Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£42,258	Total Supplies & Services	£45,200.00	£45,200.00	£17,198.00	£25,087.00	£11,300.00	£30,985.00	274%	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	Total Third Party Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0 76131	Settlement Of Complaints	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	Total Transfer Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£42,000 78611	Internal Recharges	£42,000.00	£42,000.00	£0.00	£0.00	£0.00	£0.00	0%	Recharge from the Southwold Harbour Department for lease of land
£42,000	Total Recharges/Other expenditure	£42,000.00	£42,000.00	£0.00	£0.00	£0.00	£0.00	0%	
£495,937	TOTAL DIRECT EXPENDITURE	£457,400.00	£457,400.00	£132,781.00	£45,083.00	£138,650.00	£39,214.00	28%	
£(166,157)	TOTAL DIRECT INCOME AND EXPENDITURE	£(146,800.00)	£(146,800.00)	£(406,159.61)	£45,083.00	£(394,450.00)	£33,373.39	(8)%	
£70,100 77407	Support Charges	£73,000.00	£73,000.00	£0.00	£0.00	£0.00	£0.00	0%	
£70,100	Total Support Services	£73,000.00	£73,000.00	£0.00	£0.00	£0.00	£0.00	0%	
£15,658.00 78112	Depreciation Charge	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£167,767.00 78128	Revaluation Losses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£183,425.00	Total Capital/Other Adjustments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0.00 71221	Supn - Reverse Cash Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0.00 71231	Supn - Current Service (Pension)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0.00	Total Pension Fund Adjustments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	

Monthly Finance Report - June 23



Department 23707 - Southwold Caravan and Camping Site
 Service Caravan and Camping Sites
 Committee Communities, Leisure and Tourism

2022/23 Outturn		2023/24 Original 2324B	2023/24 Current 2324R	2023/24 Actuals	2023/24 Commitments	2023/24 Budget 2324R	2023/24 Variance	2023/24 Variance	Notes
£		£	£	£	£	£	£	%	
£253,525.00	TOTAL INDIRECT EXPENDITURE	£73,000.00	£73,000.00	£0.00	£0.00	£0.00	£0.00	0%	
£87,368.16	TOTAL INCOME STATEMENT	£(73,800.00)	£(73,800.00)	£(406,159.61)	£45,083.00	£(394,450.00)	£33,373.39	(8)%	



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 14 September 2023

Subject	SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE – MID-YEAR BUDGET MONITORING REPORT 2023/24
Supporting Officer	<p>Kerry Blair Head of Operations kerry.blair@eastsoffolk.gov.uk</p> <p>Sandie Palmer Finance Business Partner Sandie.palmer@eastsoffolk.gov.uk</p>

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	N/A
Wards Affected:	Southwold

Purpose and high-level overview

Purpose of Report:

This report provides the Committee with a mid-year overview of financial performance against approved budgets for 2023/24.

Recommendation/s:

The Committee is recommended to:

1. Review the Mid-Year Budget Monitoring Report 2023/24 and report this to Cabinet.

Impact Assessment

Governance: None directly arising from this report.
Environmental: None directly arising from this report.
Equalities and Diversity: None directly arising from this report.
Financial: The financial monitoring and reporting information is provided in Section 2 and 3.
Legal: None directly arising from this report.
Risk: None directly arising from this report.

Harbour Business Plan Priorities

To be added when the plan is in place.

East Suffolk Council Strategic Plan Priorities

Select the themes of the Strategic Plan which are supported by this proposal:		
T01	Growing our Economy	<input checked="" type="checkbox"/>
T02	Enabling our Communities	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation	<input type="checkbox"/>
T05	Caring for our Environment	<input checked="" type="checkbox"/>

Background and Justification for Recommendation

1 Background facts	
1.1	<p>The Terms of Reference of the Harbour Management Committee state that the Committee will;</p> <ul style="list-style-type: none"> • monitor performance against approved budgets and take appropriate action where this is required, and • make a six monthly and annual report to the Cabinet reporting on performance against budget.

2 Current position																									
2.1	<p>A mid-year budget monitoring summary for Southwold Harbour, the Caravan and Camping Site, and a combined position, is provide in Appendix A. Further supporting detail is provided in Appendix B. Sections 2.2 to 2.8 below, provide commentary on the mid-year position.</p>																								
2.2	<p>Southwold Harbour Income</p> <table border="1"> <thead> <tr> <th>1 April 2023 – 23 August 2023</th> <th>Actuals + Commitments</th> <th>Budget</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Mooring Fees/Harbour Dues</td> <td>£(87,404.00)</td> <td>£(82,200.00)</td> <td>£(5,204.00)</td> </tr> <tr> <td>Property Lettings</td> <td>£(53,222.00)</td> <td>£(27,480.00)</td> <td>£(25,742.00)</td> </tr> <tr> <td>Other Fees & Charges</td> <td>£(21,105.00)</td> <td>£(15,400.00)</td> <td>£(5,705.00)</td> </tr> <tr> <td>Total Income</td> <td>£(161,731.00)</td> <td>£(125,080.00)</td> <td>£(36,651.00)</td> </tr> </tbody> </table> <p>The mid-year income position for the Harbour shows a surplus of £37k. This includes £25k of income received in advance of the second half of the year, for property rent and storage charges. Income from Mooring Fees and Harbour Dues are £5k above budget. Income from the sale of electric use and diesel is also £5k above budget.</p>	1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance	Mooring Fees/Harbour Dues	£(87,404.00)	£(82,200.00)	£(5,204.00)	Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)	Other Fees & Charges	£(21,105.00)	£(15,400.00)	£(5,705.00)	Total Income	£(161,731.00)	£(125,080.00)	£(36,651.00)				
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	<p>Premises Costs – there is a budget provision of £22k for planned and responsive repairs and maintenance during the first half of the year. To date there has been no spend on planned maintenance, although the work on the French Drain on Harbour Road has yet to commence. There is a variance of £8k on responsive maintenance to date due to spending on Health & Safety work at SO5E, the survey of the Washout Zone, and CCTV costs.</p> <p>Supplies and Services – there is £43k overspend in this area at the end of Quarter 2. Contributing variances are: North Quay ground radar survey/hydrographic survey (£22k); New engine for the harbour launch (£9k); Diesel for sale (£7k); and Health & Safety Fishing Compound (£4k).</p>																																												
2.4	<p>Southwold Harbour Net Position</p> <p>The below table brings together the direct income and expenditure in Sections 2.2 and 2.3, to present the overall net summary position for the Harbour, a surplus of £3k against the budget to the end of Quarter 2, which indicates the account is performing in line with the budget. The forecast to year-end (31 March 2024) is that the harbour's outturn net expenditure will be at break-even.</p> <table border="1" data-bbox="292 927 1331 1563"> <thead> <tr> <th>1 April 2023 – 23 August 2023</th> <th>Actuals + Commitments</th> <th>Budget</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Mooring Fees/Harbour Dues</td> <td>£(87,404.00)</td> <td>£(82,200.00)</td> <td>£(5,204.00)</td> </tr> <tr> <td>Property Lettings</td> <td>£(53,222.00)</td> <td>£(27,480.00)</td> <td>£(25,742.00)</td> </tr> <tr> <td>Other Fees & Charges</td> <td>£(21,105.00)</td> <td>£(15,400.00)</td> <td>£(5,705.00)</td> </tr> <tr> <td>Total Income</td> <td>£(161,731.00)</td> <td>£(125,080.00)</td> <td>£(36,651.00)</td> </tr> <tr> <td>Employee Expenses</td> <td>£40,771.00</td> <td>£39,975.00</td> <td>£796.00</td> </tr> <tr> <td>Transport Expenses</td> <td>£0.00</td> <td>£492.00</td> <td>£(492.00)</td> </tr> <tr> <td>Premises Expenses</td> <td>£15,014.00</td> <td>£34,078.00</td> <td>£(19,064.00)</td> </tr> <tr> <td>Supplies & Services</td> <td>£74,230.00</td> <td>£21,730.00</td> <td>£52,500.00</td> </tr> <tr> <td>Total Cost</td> <td>£130,015.00</td> <td>£96,275.00</td> <td>£33,740.00</td> </tr> <tr> <td>Total Direct Income/Expenditure</td> <td>£(31,716.00)</td> <td>£(28,805.00)</td> <td>£(2,911.00)</td> </tr> </tbody> </table>	1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance	Mooring Fees/Harbour Dues	£(87,404.00)	£(82,200.00)	£(5,204.00)	Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)	Other Fees & Charges	£(21,105.00)	£(15,400.00)	£(5,705.00)	Total Income	£(161,731.00)	£(125,080.00)	£(36,651.00)	Employee Expenses	£40,771.00	£39,975.00	£796.00	Transport Expenses	£0.00	£492.00	£(492.00)	Premises Expenses	£15,014.00	£34,078.00	£(19,064.00)	Supplies & Services	£74,230.00	£21,730.00	£52,500.00	Total Cost	£130,015.00	£96,275.00	£33,740.00	Total Direct Income/Expenditure	£(31,716.00)	£(28,805.00)	£(2,911.00)
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	<p>The mid-year income position for the Caravan and Campsite shows income is over budget for the year to date by £75k. The budget includes an allowance for empty static sites, and it is likely that the shortfall of £29k to date will be the same at outturn. It is expected that the income will still be £46k over budget at year end, although this is dependent on weather related cancellations in the touring pitch area.</p>																																		
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	Total Cost	£293,204.00	£196,711.00	£96,493.00
	Total Direct Income/Expenditure	£(372,583.49)	£(394,391.00)	£21,807.51
2.8	Combined Net Position			
	<p>This table brings together the mid-year position for both the Harbour and the Caravan and Camping Site. This shows an overall deficit position on direct income and expenditure of £19k. As referenced in Section 2.7, the income at the Caravan and Campsite is underperforming against the budget for the year to date by £22k.</p>			
	1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance
	Mooring Fees	£(87,404.00)	£(82,200.00)	£(5,204.00)
	Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)
	Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50
	Touring Fees	£(390,845.99)	£(289,100.00)	£(101,745.99)
	Other Fees & Charges	£(27,852.00)	£(20,402.00)	£(7,450.00)
	Total Income	£(827,518.49)	£(716,182.00)	£(111,336.49)
	Employee Expenses	£152,837.00	£135,833.00	£17,004.00
	Transport Expenses	£1,515.00	£1,025.00	£490.00
	Premises Expenses	£146,976.00	£115,866.00	£31,110.00
	Supplies & Services	£121,891.00	£40,262.00	£81,629.00
	Total Cost	£423,219.00	£292,986.00	£130,233.00
	Total Direct Income/Expenditure	£(404,299.49)	£(423,196.00)	£18,896.51
	Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
	Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
	TOTAL INCOME STATEMENT	£(404,299.49)	£(423,196.00)	£18,896.51

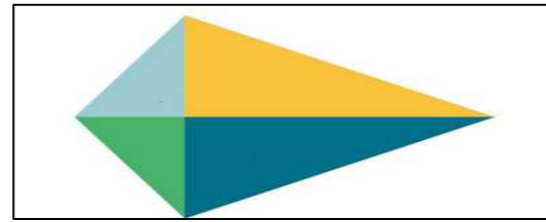
3 How to address current situation																																																																			
3.1	Appendix C includes a year-end forecast position as at the end of Quarter 2 for Southwold Harbour and the Caravan and Camping Site.																																																																		
3.2	<p>The table below provides a year-end forecast combined position for the Southwold Harbour and the Caravan and Campsite. This is based on the mid-year position, known commitments for the remainder of the year and prior year trends.</p> <p>Southwold Caravan and Campsite Forecast Position 2023/24</p> <table border="1"> <thead> <tr> <th></th> <th>Forecast for year</th> <th>Budget for Year</th> <th>Forecast Variance for the Year</th> </tr> </thead> <tbody> <tr> <td>Mooring Fees</td> <td>£(110,000.00)</td> <td>£(94,000.00)</td> <td>£(16,000.00)</td> </tr> <tr> <td>Property Lettings</td> <td>£(64,000.00)</td> <td>£(66,000.00)</td> <td>£2,000.00</td> </tr> <tr> <td>Static Caravan Fees</td> <td>£(268,194.50)</td> <td>£(297,000.00)</td> <td>£28,805.50</td> </tr> <tr> <td>Touring Fees</td> <td>£(372,000.00)</td> <td>£(295,000.00)</td> <td>£(77,000.00)</td> </tr> <tr> <td>Other Fees & Charges</td> <td>£(75,000.00)</td> <td>£(74,400.00)</td> <td>£(600.00)</td> </tr> <tr> <td>Total Income</td> <td>£(889,194.50)</td> <td>£(826,400.00)</td> <td>£(62,794.50)</td> </tr> <tr> <td>Employee Expenses</td> <td>£327,050.00</td> <td>£332,900.00</td> <td>£(5,850.00)</td> </tr> <tr> <td>Transport Expenses</td> <td>£3,200.00</td> <td>£2,800.00</td> <td>£400.00</td> </tr> <tr> <td>Premises Expenses</td> <td>£228,000.00</td> <td>£208,100.00</td> <td>£19,900.00</td> </tr> <tr> <td>Supplies & Services</td> <td>£135,200.00</td> <td>£107,700.00</td> <td>£27,500.00</td> </tr> <tr> <td>Total Cost</td> <td>£693,450.00</td> <td>£651,500.00</td> <td>£41,950.00</td> </tr> <tr> <td>Total Direct Income/Expenditure</td> <td>£(195,744.50)</td> <td>£(174,900.00)</td> <td>£(20,844.50)</td> </tr> <tr> <td>Support Recharges (Year End Charge)</td> <td>£109,800.00</td> <td>£109,800.00</td> <td>£0.00</td> </tr> <tr> <td>Total Indirect Income/Expenditure</td> <td>£109,800.00</td> <td>£109,800.00</td> <td>£0.00</td> </tr> <tr> <td>TOTAL INCOME STATEMENT</td> <td>£(85,944.50)</td> <td>£(65,100.00)</td> <td>£(20,844.50)</td> </tr> </tbody> </table>				Forecast for year	Budget for Year	Forecast Variance for the Year	Mooring Fees	£(110,000.00)	£(94,000.00)	£(16,000.00)	Property Lettings	£(64,000.00)	£(66,000.00)	£2,000.00	Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50	Touring Fees	£(372,000.00)	£(295,000.00)	£(77,000.00)	Other Fees & Charges	£(75,000.00)	£(74,400.00)	£(600.00)	Total Income	£(889,194.50)	£(826,400.00)	£(62,794.50)	Employee Expenses	£327,050.00	£332,900.00	£(5,850.00)	Transport Expenses	£3,200.00	£2,800.00	£400.00	Premises Expenses	£228,000.00	£208,100.00	£19,900.00	Supplies & Services	£135,200.00	£107,700.00	£27,500.00	Total Cost	£693,450.00	£651,500.00	£41,950.00	Total Direct Income/Expenditure	£(195,744.50)	£(174,900.00)	£(20,844.50)	Support Recharges (Year End Charge)	£109,800.00	£109,800.00	£0.00	Total Indirect Income/Expenditure	£109,800.00	£109,800.00	£0.00	TOTAL INCOME STATEMENT	£(85,944.50)	£(65,100.00)	£(20,844.50)
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TOTAL INCOME STATEMENT	£(85,944.50)	£(65,100.00)	£(20,844.50)																																																																
3.3	Income is forecast to be above budget for the year due to income being down against the budget for static caravans but up against budget for mooring fees and touring fees. The overall improving position in income is partially offset by additional expenditure on responsive repairs and the rising costs of some supplies and services.																																																																		
3.4	The overall net position is expected to be a £21k favourable variance against budget.																																																																		
3.5	The Committee will receive the Quarter 3 Budget Monitoring Report at its January meeting, along with the Draft Budget for 2024-25. The proposed schedule of fees and charges for next year will be presented at the November meeting.																																																																		

4 Reason/s for recommendation	
4.1	To fulfil the Committee's responsibilities in respect of budget monitoring, and for reporting to the Cabinet on performance against approved budgets.

Appendices

Appendices:	
Appendix A	2023-24 Mid-Year Budget Monitoring Summary
Appendix B	2023-24 Mid-Year Budget Monitoring Detailed Schedules
Appendix C	2023-24 Year End Forecast as at end of Quarter 2

Background reference papers:		
Date	Type	Available From
	N/A	



Southwold Harbour Income & Expenditure for year to 23rd August 2023

April 2023 - June 2023	Actuals + Commitments	Budget	Variance
Mooring Fees/Harbour Dues	£(87,404.00)	£(82,200.00)	£(5,204.00)
Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)
Other Fees & Charges	£(21,105.00)	£(15,400.00)	£(5,705.00)
Total Income	£(161,731.00)	£(125,080.00)	£(36,651.00)
Employee Expenses	£40,771.00	£39,975.00	£796.00
Transport Expenses	£0.00	£492.00	£(492.00)
Premises Expenses	£15,014.00	£34,078.00	£(19,064.00)
Supplies & Services	£74,230.00	£21,730.00	£52,500.00
Total Cost	£130,015.00	£96,275.00	£33,740.00
Total Direct Income/Expenditure	£(31,716.00)	£(28,805.00)	£(2,911.00)
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
TOTAL INCOME STATEMENT	£(31,716.00)	£(28,805.00)	£(2,911.00)

Southwold Caravan/Campsite Income & Expenditure for year to 23rd August 2023

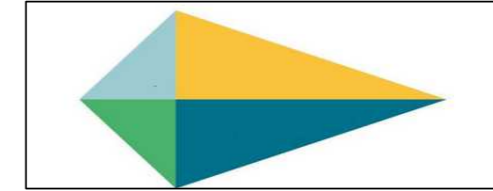
April 2023 - June 2023	Actuals + Commitments	Budget	Variance
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50
Touring Fees	£(390,845.99)	£(289,100.00)	£(101,745.99)
Other Fees & Charges	£(6,747.00)	£(5,002.00)	£(1,745.00)
Total Income	£(665,787.49)	£(591,102.00)	£(74,685.49)
Employee Expenses	£112,066.00	£95,858.00	£16,208.00
Transport Expenses	£1,515.00	£533.00	£982.00
Premises Expenses	£131,962.00	£81,788.00	£50,174.00
Supplies & Services	£47,661.00	£18,532.00	£29,129.00
Total Cost	£293,204.00	£196,711.00	£96,493.00
Total Direct Income/Expenditure	£(372,583.49)	£(394,391.00)	£21,807.51
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
TOTAL INCOME STATEMENT	£(372,583.49)	£(394,391.00)	£21,807.51

Southwold Harbour and Caravan/Campsite Income & Expenditure for year to 23rd August 2023

April 2023 - June 2023	Actuals + Commitments	Budget	Variance
Mooring Fees	£(87,404.00)	£(82,200.00)	£(5,204.00)
Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50
Touring Fees	£(390,845.99)	£(289,100.00)	£(101,745.99)
Other Fees & Charges	£(27,852.00)	£(20,402.00)	£(7,450.00)
Total Income	£(827,518.49)	£(716,182.00)	£(111,336.49)
Employee Expenses	£152,837.00	£135,833.00	£17,004.00
Transport Expenses	£1,515.00	£1,025.00	£490.00
Premises Expenses	£146,976.00	£115,866.00	£31,110.00
Supplies & Services	£121,891.00	£40,262.00	£81,629.00
Total Cost	£423,219.00	£292,986.00	£130,233.00
Total Direct Income/Expenditure	£(404,299.49)	£(423,196.00)	£18,896.51
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
TOTAL INCOME STATEMENT	£(404,299.49)	£(423,196.00)	£18,896.51

Monthly Finance Report - 23rd August 2023

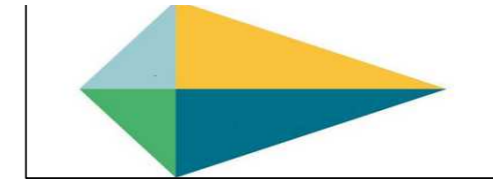
Department 23514 - Southwold Harbour
 Service Harbours and Yacht Stations
 Committee Communities, Leisure and Tourism



2022/23 Outturn	Account Code & Description	2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
Direct Income & Expenditure								
Income								
Name								
£0	Surplus Eqpt/Plant/Materials	0	0	0	0	0	0	
£(22,772)	General Vatable Sales 20%	£(20,000.00)	£(20,000.00)	£(9,636.00)	£0.00	£(8,200.00)	£(1,436.00)	Mooring fees
£(72,858)	Vatable Leisure Activity Fees	£(74,000.00)	£(74,000.00)	£(77,768.00)	£0.00	£(74,000.00)	£(3,768.00)	Harbour dues
£(800)	Vatable Staff Costs Recovered	£(800.00)	£(800.00)	£(100.00)	£0.00	£(328.00)	£228.00	
£0	Vatable Energy Costs Recovered 20%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(41,254)	Vatable Energy Costs Recovered 5%	£(31,400.00)	£(31,400.00)	£(19,709.00)	£0.00	£(15,072.00)	£(4,637.00)	Electricity/diesel sales
£(542)	General Vatable Fees & Charges	£0.00	£0.00	£(1,297.00)	£0.00	£0.00	£(1,297.00)	
£(1,000)	Exempt Leisure Activity Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£24	Cash Over/Short	£0.00	£0.00	£1.00	£0.00	£0.00	£1.00	
£0	General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(8,578)	Vatable Property Lettings	£(6,000.00)	£(6,000.00)	£(4,115.00)	£0.00	£(2,880.00)	£(1,235.00)	Storage income
£(56,491)	Exempt Property Lettings	£(60,000.00)	£(60,000.00)	£(49,107.00)	£0.00	£(24,600.00)	£(24,507.00)	Rent Fisherman's huts etc. - Quarterly In Advance
£0	Exempt Wayleaves & Easements	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(204,271)	Total Cust & Client Receipts	£(192,200.00)	£(192,200.00)	£(161,731.00)	£0.00	£(125,080.00)	£(36,651.00)	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Grants & Contributions	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(106,159)	Internal Recharges Income	£(72,000.00)	£(72,000.00)	£0.00	£0.00	£0.00	£0.00	
£(106,159)	Total Recharges/Other Income	£(72,000.00)	£(72,000.00)	£0.00	£0.00	£0.00	£0.00	
£(310,430)	TOTAL INCOME	£(264,200.00)	£(264,200.00)	£(161,731.00)	£0.00	£(125,080.00)	£(36,651.00)	
Expenditure								
£60,222	Basic Pay	£62,100.00	£62,100.00	£25,101.00	£0.00	£25,461.00	£(360.00)	
£10,243	Overtime	£10,000.00	£10,000.00	£4,951.00	£0.00	£4,100.00	£851.00	Harbour staffing additional hours during peak season
£7,546	Employers National Insurance	£7,400.00	£7,400.00	£3,101.00	£0.00	£3,034.00	£67.00	
£22,558	Employers Superannuation	£18,000.00	£18,000.00	£7,636.00	£0.00	£7,380.00	£256.00	
£100,569	Total Direct Employee Expenses	£97,500.00	£97,500.00	£40,789.00	£0.00	£39,975.00	£814.00	

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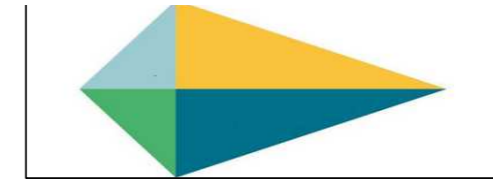
Department 23514 - Southwold Harbour
 Service Harbours and Yacht Stations
 Committee Communities, Leisure and Tourism



2022/23 Outturn	Account Code & Description	2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
£1,268.00	Recruitment Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£668.00	Technical Training	£0.00	£0.00	£(18.00)	£0.00	£0.00	£(18.00)	
£481.00	Employee Insurances	£500.00	£500.00	£0.00	£0.00	£0.00	£0.00	
£2,417	Total Other Employee Expenses	£500.00	£500.00	£(18.00)	£0.00	£0.00	£(18.00)	
£0	Building Services - Planned Maintenance	£43,600.00	£43,600.00	£0.00	£1,950.00	£17,876.00	£(15,926.00)	French Drain to Harbour Road
£7,097	Building Services - Responsive Maintenance	£10,000.00	£10,000.00	£5,484.00	£6,699.00	£4,100.00	£8,083.00	H&S Work to SO5E, and survey of washout Zone, cabinet for CCTV
£1,083	Vandalism	£1,000.00	£1,000.00	£0.00	£0.00	£410.00	£(410.00)	
£722	Legionella	£0.00	£0.00	£284.00	£567.00	£0.00	£851.00	Compliance Testing
£9,545	Electricity	£9,700.00	£9,700.00	£1,940.00	£0.00	£3,977.00	£(2,037.00)	Utilities are two month in arrears.
£0	Gas	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Oil	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Rents Payable	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£6,784	Business Rates	£7,100.00	£7,100.00	£7,241.00	£0.00	£7,100.00	£141.00	
£217	Water	£300.00	£300.00	£65.00	£0.00	£123.00	£(58.00)	
£0	Sewerage Charge	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Cleaning Materials	£1,200.00	£1,200.00	£0.00	£0.00	£492.00	£(492.00)	
£854	Minor Improvements	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£941	Fire Insurance	£1,200.00	£1,200.00	£0.00	£0.00	£0.00	£0.00	
£220	Other General Premises Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£27,463	Total Premises Expenses	£74,100.00	£74,100.00	£15,014.00	£9,216.00	£34,078.00	£(9,848.00)	
£927	Fuel	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£492.00	£(492.00)	
£95	Rail Travel	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£270	Insurance	£300.00	£300.00	£0.00	£0.00	£0.00	£0.00	
£750	Car Park Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£2,042	Total Transport Expenses	£1,500.00	£1,500.00	£0.00	£0.00	£492.00	£(492.00)	
£15,222	Health and Safety	£13,500.00	£13,500.00	£7,037.00	£2,490.00	£5,535.00	£3,992.00	Fishing Compound EICR testing & remedials/Parking signs/bollards
£882	Furniture and Equipment	£3,200.00	£3,200.00	£523.00	£0.00	£1,312.00	£(789.00)	
£6,437	Machine Repair & Maintenance	£2,000.00	£2,000.00	£7,387.00	£2,160.00	£820.00	£8,727.00	New Engine for Harbour Launch
£35,925	Materials For Resale	£30,000.00	£30,000.00	£17,707.00	£1,201.00	£12,300.00	£6,608.00	Red diesel stock for resale
£153	Clothing & Uniforms	£400.00	£400.00	£96.00	£0.00	£164.00	£(68.00)	
£0	Internal Printing	£0.00	£0.00	£9.00	£0.00	£0.00	£9.00	

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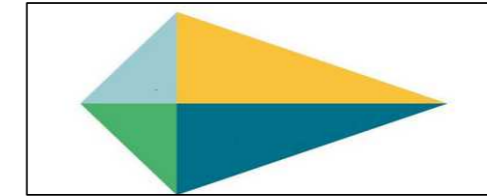
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2022/23 Outturn	Account Code & Description	2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
£(120)	External Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£62	Stationery	£300.00	£300.00	£20.00	£0.00	£123.00	£(103.00)	
£504	Insurance Premiums	£0.00	£0.00	£510.00	£0.00	£0.00	£510.00	
£5,200	Consultants	£0.00	£0.00	£1,316.00	£404.00	£0.00	£1,720.00	Duty Holder training
£16,186	Legal Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£1,368	Bank Fees	£0.00	£0.00	£673.00	£0.00	£0.00	£673.00	
£548	Other Ext Provided Services	£1,800.00	£1,800.00	£0.00	£22,300.00	£738.00	£21,562.00	North Quay ground radar Survey/Hydrographic Survey
£24	Postages	£600.00	£600.00	£25.00	£0.00	£246.00	£(221.00)	
£324	Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£181.00	£0.00	£492.00	£(311.00)	
£514	Hardware Maintenance	£0.00	£0.00	£621.00	£0.00	£0.00	£621.00	
£1,024	Software Maintenance	£0.00	£0.00	£214.00	£0.00	£0.00	£214.00	CCTV maintenance & Broadband charges
£258	Subsistence	£0.00	£0.00	£0.00	£60.00	£0.00	£60.00	
£0	Grants & Contributions Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Miscellaneous Other Services	£0.00	£0.00	£80.00	£0.00	£0.00	£80.00	
£84,511	Total Supplies & Services	£53,000.00	£53,000.00	£36,399.00	£28,615.00	£21,730.00	£43,284.00	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Third Party Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Transfer Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£9,500	Internal Recharges	£9,500.00	£9,500.00	£0.00	£0.00	£0.00	£0.00	Cleaning of the Harbour Public Conveniences
£9,500	Total Recharges/Other expenditure	£9,500.00	£9,500.00	£0.00	£0.00	£0.00	£0.00	
£226,502	TOTAL DIRECT EXPENDITURE	£236,100.00	£236,100.00	£92,184.00	£37,831.00	£96,275.00	£33,740.00	
£(83,928)	TOTAL DIRECT INCOME AND EXPENDITURE	£(28,100.00)	£(28,100.00)	£(69,547.00)	£37,831.00	£(28,805.00)	£(2,911.00)	
£35,500	Support Charges	£36,800.00	£36,800.00	£0.00	£0.00	£0.00	£0.00	
£35,500	Total Support Services	£36,800.00	£36,800.00	£0.00	£0.00	£0.00	£0.00	
£198,068	TOTAL INDIRECT EXPENDITURE	£36,800.00	£36,800.00	£0.00	£0.00	£0.00	£0.00	
£114,140	TOTAL INCOME STATEMENT	£8,700.00	£8,700.00	£(69,547.00)	£37,831.00	£(28,805.00)	£(2,911.00)	

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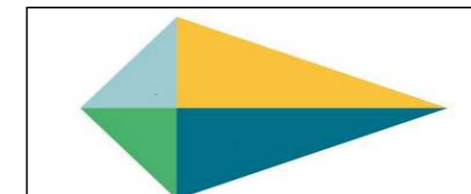
Department	23707 - Southwold Caravan and Camping Site
Service	Caravan and Camping Sites
Committee	Communities, Leisure and Tourism



2022/23 Outturn		2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
Direct Income & Expenditure								
Income								
	No. Name							
£(84)	67191 General Vatable Sales 20%	£0.00	£0.00	£(24.00)	£0.00	£0.00	£(24.00)	Vatable rated shop sales
£(6,789)	67194 General Vatable Sales 5%	£(9,000.00)	£(9,000.00)	£(4,584.00)	£0.00	£(3,690.00)	£(894.00)	Gas sales
£(778)	67292 General Zero Rated Sales	£0.00	£0.00	£(591.00)	£0.00	£0.00	£(591.00)	Zero rated shop sales
£0	67393 General Exempt Sales	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	67444 Vatable Leisure Activity Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(2,861)	67491 General Vatable Fees & Charges	£(3,200.00)	£(3,200.00)	£(1,548.00)	£0.00	£(1,312.00)	£(236.00)	Battery charging
£0	67691 Exempt General Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	67751 Cash Over/Short	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	67791 General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(651,582)	67811 Vatable Land Rents	£(592,000.00)	£(592,000.00)	£(659,040.49)	£0.00	£(586,100.00)	£(72,940.49)	Touring Pitch Income in advance £207,529.51
£0	67813 Vatable Land Rents 5%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Static Caravan Income £272,751, budget £297,000
								Touring Pitch income £472,923, budget £295,000
£(662,094)	Total Cust & Client Receipts	£(604,200.00)	£(604,200.00)	£(665,787.49)	£0.00	£(591,102.00)	£(74,685.49)	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Grants & Contributions	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	68611 Internal Recharges Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Recharges/Other Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(662,094)	TOTAL INCOME	£(604,200.00)	£(604,200.00)	£(665,787.49)	£0.00	£(591,102.00)	£(74,685.49)	
Expenditure								
£121,050	71111 Basic Pay	£142,000.00	£142,000.00	£54,082.00	£0.00	£58,220.00	£(4,138.00)	
£0	71121 Overtime	£0.00	£0.00	£3,449.00	£0.00	£0.00	£3,449.00	
£11,529	71151 Employers National Insurance	£13,300.00	£13,300.00	£5,567.00	£0.00	£5,453.00	£114.00	
£38,745	71161 Employers Superannuation	£35,500.00	£35,500.00	£14,423.00	£0.00	£14,555.00	£(132.00)	
£46,996	71171 Contract Staff	£43,000.00	£43,000.00	£28,534.00	£6,011.00	£17,630.00	£16,915.00	Seasonal Staff: Cleaners and Receptionist
£218,320	Total Direct Employee Expenses	£233,800.00	£233,800.00	£106,055.00	£6,011.00	£95,858.00	£16,208.00	

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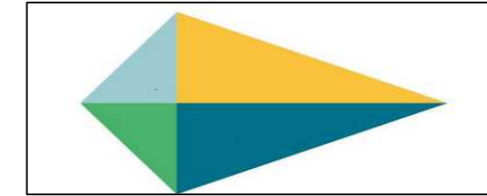
Department	23707 - Southwold Caravan and Camping Site
Service	Caravan and Camping Sites
Committee	Communities, Leisure and Tourism



2022/23 Outturn		2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
£956 71331	Employee Insurances	£1,100.00	£1,100.00	£0.00	£0.00	£0.00	£0.00	
£956	Total Other Employee Expenses	£1,100.00	£1,100.00	£0.00	£0.00	£0.00	£0.00	
£21,999 72111	Building Services - Planned Maintenance	£400.00	£400.00	£(2,829.00)	£6,244.00	£164.00	£3,251.00	Ramp for toilet block, shower block refurbishment
£34,279 72114	Building Services - Responsive Maintenance	£25,000.00	£25,000.00	£21,116.00	£398.00	£10,250.00	£11,264.00	Toilets/showers/painting - repairs/ paint brushes/paint/consumables
£65 72131	Vandalism	£1,000.00	£1,000.00	£0.00	£0.00	£410.00	£(410.00)	
£1,789 72136	Legionella	£0.00	£0.00	£851.00	£1,702.00	£0.00	£2,553.00	Compliance testing
£63,510 72211	Electricity	£32,200.00	£32,200.00	£42,054.00	£0.00	£13,202.00	£28,852.00	New shower block, increase in ppkwh - permanent change
£5,400 72214	Gas	£9,100.00	£9,100.00	£2,415.00	£3,582.00	£3,731.00	£2,266.00	
£40,192 72317	Business Rates	£46,200.00	£46,200.00	£46,347.00	£0.00	£46,200.00	£147.00	
£6,927 72411	Water	£11,000.00	£11,000.00	£1,780.00	£0.00	£4,510.00	£(2,730.00)	
£0 72414	Sewerage Charge	£100.00	£100.00	£0.00	£0.00	£41.00	£(41.00)	
£6,921 72511	Cleaning Materials	£5,000.00	£5,000.00	£5,401.00	£25.00	£2,050.00	£3,376.00	Additional costs for new shower block - permanent change
£1,544 72521	Refuse Collection	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0 72527	Other Cleaning Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£454 72612	Grounds Maintenance - Variations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£6,557 72617	Grounds Maintenance - Other	£3,000.00	£3,000.00	£2,606.00	£270.00	£1,230.00	£1,646.00	Shrubs/Plants/Baskets
£498 72711	Fire Insurance	£700.00	£700.00	£0.00	£0.00	£0.00	£0.00	
£264 72712	Engineering Insurance	£300.00	£300.00	£0.00	£0.00	£0.00	£0.00	
£190,399	Total Premises Expenses	£134,000.00	£134,000.00	£119,741.00	£12,221.00	£81,788.00	£50,174.00	
£91 73111	Fuel	£100.00	£100.00	£37.00	£0.00	£41.00	£(4.00)	Fuel for grass cutter, and other petrol tools like strimmers
£0 73114	Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£492.00	£(492.00)	
£1,913 73222	Car Allowances - Lump Sum	£0.00	£0.00	£1,478.00	£0.00	£0.00	£1,478.00	
£2,004	Total Transport Expenses	£1,300.00	£1,300.00	£1,515.00	£0.00	£533.00	£982.00	
£15,325 74111	Health and Safety	£15,000.00	£15,000.00	£4,392.00	£65.00	£6,150.00	£(1,693.00)	Emergency Lights/signs
£4,631 74114	Furniture and Equipment	£3,200.00	£3,200.00	£1,392.00	£172.00	£1,312.00	£252.00	Showers curtains, door mats, Lawnmower, strimmer
£3,180 74117	Machine Repair & Maintenance	£2,000.00	£2,000.00	£5,850.00	£805.00	£820.00	£5,835.00	Fire Bells and Buckets/Bollard Service & Safety Upgrade
£7,445 74121	Materials For Resale	£17,000.00	£17,000.00	£2,292.00	£17,741.00	£6,970.00	£13,063.00	Shop/gas sales
£0 74127	General Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£4,796 74131	Equipment Hire	£2,200.00	£2,200.00	£1,097.00	£444.00	£902.00	£639.00	Laundry machines
£427 74213	Clothing & Uniforms	£600.00	£600.00	£310.00	£18.00	£246.00	£82.00	
£338 74335	Internal Printing	£0.00	£0.00	£105.00	£0.00	£0.00	£105.00	
£0 74346	External Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£912 74357	Stationery	£2,000.00	£2,000.00	£1,699.00	£0.00	£410.00	£1,289.00	5,000 Yellow Tent Tags
£0 74391	Other Office Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£94 74414	Consultants	£0.00	£0.00	£5,416.00	£2,745.00	£0.00	£8,161.00	Vole Survey/Static Site Survey
£623 74425	Legal Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	

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Department 23707 - Southwold Caravan and Camping Site
 Service Caravan and Camping Sites
 Committee Communities, Leisure and Tourism



2022/23 Outturn		2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
£2,260	74491 Bank Fees	£0.00	£0.00	£1,765.00	£0.00	£410.00	£1,355.00	
£302	74492 Other Ext Provided Services	£1,500.00	£1,500.00	£0.00	£0.00	£615.00	£(615.00)	
£34	74515 Postages	£500.00	£500.00	£0.00	£0.00	£205.00	£(205.00)	
£719	74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£604.00	£0.00	£492.00	£112.00	
£157	74537 Hardware Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	74548 Hardware Maintenance	£0.00	£0.00	£399.00	£0.00	£0.00	£399.00	Upgrade of Booking System
£240	74559 Software Purchases	£0.00	£0.00	£350.00	£0.00	£0.00	£350.00	Upgrade of Booking System
£775	74923 Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£42,258	Total Supplies & Services	£45,200.00	£45,200.00	£25,671.00	£21,990.00	£18,532.00	£29,129.00	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Third Party Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	76131 Settlement Of Complaints	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Transfer Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£42,000	78611 Internal Recharges	£42,000.00	£42,000.00	£0.00	£0.00	£0.00	£0.00	Recharge from the Southwold Harbour Department for lease of land
£42,000	Total Recharges/Other expenditure	£42,000.00	£42,000.00	£0.00	£0.00	£0.00	£0.00	
£495,937	TOTAL DIRECT EXPENDITURE	£457,400.00	£457,400.00	£252,982.00	£40,222.00	£196,711.00	£96,493.00	
£(166,157)	TOTAL DIRECT INCOME AND EXPENDITURE	£(146,800.00)	£(146,800.00)	£(412,805.49)	£40,222.00	£(394,391.00)	£21,807.51	
£70,100	77407 Support Charges	£73,000.00	£73,000.00	£0.00	£0.00	£0.00	£0.00	
£70,100	Total Support Services	£73,000.00	£73,000.00	£0.00	£0.00	£0.00	£0.00	



Southwold Harbour - Forecast Income & Expenditure for 2023/24

April 2023 to March 2024	Forecast for year	Budget for Year	Forecast Variance for the Year	Commentary
Mooring Fees/Harbour Dues	£(110,000.00)	£(94,000.00)	£(16,000.00)	Peak season is over, relatively small increase on actual to September. Easter 2024 falls into this Financial Year, additional revenue very much weather driven.
Property Lettings	£(64,000.00)	£(66,000.00)	£2,000.00	No material changes from 2022/23 regarding lease agreements.
Other Fees & Charges	£(107,000.00)	£(104,200.00)	£(2,800.00)	The forecast includes an additional £30k of car park income which is not budgeted for.
Total Income	£(281,000.00)	£(264,200.00)	£(16,800.00)	
Employee Expenses	£98,000.00	£98,000.00	£0.00	
Transport Expenses	£1,500.00	£1,500.00	£0.00	
Premises Expenses	£64,000.00	£74,100.00	£(10,100.00)	Forecasting an underspend on repairs and maintenance budgets.
Supplies & Services	£90,000.00	£62,500.00	£27,500.00	The forecast includes additional costs associated with Hydrgraphic Surveys and Health & Safety Spend
Total Cost	£253,500.00	£236,100.00	£17,400.00	
Total Direct Income/Expenditure	£(27,500.00)	£(28,100.00)	£600.00	
Support Recharges	£36,800.00	£36,800.00	£0.00	
Total Indirect Income/Expenditure	£36,800.00	£36,800.00	£0.00	
TOTAL INCOME STATEMENT	£9,300.00	£8,700.00	£600.00	

Southwold Caravan/Campsite - Forecast Income & Expenditure for 2023/24

	Forecast for year	Budget for Year	Forecast Variance for the Year	Commentary
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50	Further sites vacated during the year.
Touring Fees	£(372,000.00)	£(295,000.00)	£(77,000.00)	
Other Fees & Charges	£(10,000.00)	£(12,200.00)	£2,200.00	
Total Income	£(650,194.50)	£(604,200.00)	£(45,994.50)	
Employee Expenses	£229,050.00	£234,900.00	£(5,850.00)	Vacant post during the first half of the year. This offsets the pending pay award.
Transport Expenses	£1,700.00	£1,300.00	£400.00	
Premises Expenses	£164,000.00	£134,000.00	£30,000.00	This includes an estimate for the additional utility costs for the new shower block.
Supplies & Services	£87,200.00	£87,200.00	£0.00	
Total Cost	£481,950.00	£457,400.00	£24,550.00	
Total Direct Income/Expenditure	£(168,244.50)	£(146,800.00)	£(21,444.50)	
Support Recharges	£73,000.00	£73,000.00	£0.00	
Total Indirect Income/Expenditure	£73,000.00	£73,000.00	£0.00	
TOTAL INCOME STATEMENT	£(95,244.50)	£(73,800.00)	£(21,444.50)	

Southwold Harbour and Southwold Caravan/Campsite - Forecast Income & Expenditure for 2023/24

	Forecast for year	Budget for Year	Forecast Variance for the Year
Mooring Fees	£(110,000.00)	£(94,000.00)	£(16,000.00)
Property Lettings	£(64,000.00)	£(66,000.00)	£2,000.00
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50
Touring Fees	£(372,000.00)	£(295,000.00)	£(77,000.00)
Other Fees & Charges	£(75,000.00)	£(74,400.00)	£(600.00)
Total Income	£(889,194.50)	£(826,400.00)	£(62,794.50)
Employee Expenses	£327,050.00	£332,900.00	£(5,850.00)
Transport Expenses	£3,200.00	£2,800.00	£400.00
Premises Expenses	£228,000.00	£208,100.00	£19,900.00
Supplies & Services	£135,200.00	£107,700.00	£27,500.00
Total Cost	£693,450.00	£651,500.00	£41,950.00
Total Direct Income/Expenditure	£(195,744.50)	£(174,900.00)	£(20,844.50)
Support Recharges (Year End Charge)	£109,800.00	£109,800.00	£0.00
Total Indirect Income/Expenditure	£109,800.00	£109,800.00	£0.00
TOTAL INCOME STATEMENT	£(85,944.50)	£(65,100.00)	£(20,844.50)



CABINET

Tuesday, 03 October 2023

Subject	Recreational disturbance Avoidance and Mitigation Strategy – Collaboration Agreement - Heads of Terms
Cabinet Member	Councillor Kay Yule Cabinet Member with responsibility for Planning and Coastal Management
Report Author(s)	<p>Ben Woolnough Planning Manager (Development Management, Major Sites and Infrastructure) ben.woolnough@eastsuffolk.gov.uk 07833 406681</p> <p>Andrea McMillan Planning Manager (Policy, Delivery and Specialist Services) andrea.mcmillan@eastsuffolk.gov.uk 01394 444 567</p> <p>Laura Mundy Principal Planner (Policy and Delivery) laura.mundy@eastsuffolk.gov.uk 01394 444 556</p>
Head of Service	Philip Ridley Head of Planning and Coastal Management philip.ridley@eastsuffolk.gov.uk
Director	Nick Khan Strategic Director nick.khan@eastsuffolk.gov.uk

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable.
Wards Affected:	All Wards

Purpose and high-level overview

Purpose of Report:

The purpose of this report is to seek authorisation to enter into a Collaboration Agreement with Babergh District Council, Mid Suffolk District Council and Ipswich Brough Council, to take forward existing and long-standing joint working to manage the implementation of mitigation required under the 'Recreational Disturbance Avoidance and Mitigation Strategy', hereafter referred to as 'the Suffolk Coast RAMS'. It is essential that this stage is agreed in order to enable the Council to proceed to deliver the necessary mitigation of recreational pressure on protected habitat sites as a result of cumulative population growth associated with housing development. This is 100% funded through developer contributions which we are legally required to spend on this mitigation. Delivering mitigation in this collaborative way ensures that it is done in the most effective and efficient way.

The Heads of Terms for the Collaboration Agreement are appended to this report (Appendix A)

Options:

This report seeks approval for East Suffolk Council to enter into a Collaboration Agreement with, Babergh District Council, Mid Suffolk District Council and Ipswich Borough Council to facilitate the delivery of the Suffolk Coast RAMS and to give the Head of Planning and Coastal Management delegated authority to agree the Collaboration Agreement.

An alternative option would be to not give approval to enter into a Collaboration Agreement with Ipswich Brough Council, Babergh District Council and Mid Suffolk District Council to facilitate the delivery of the Suffolk Coast RAMS and not give the Head of Planning and Coastal Management delegated authority for financial and project decision making with respect to the delivery of the Suffolk Coast RAMS and the agreement of the collaboration agreement. However, it is essential that potential adverse effects as the result of recreational disturbance on habitat sites are appropriately mitigated and this approach would not allow the Council to deliver the required mitigation collaboratively in making it very difficult and slow for the Council to fulfil its duties as 'competent authority' under the Habitats Regulations. There would be considerable delay in taking this route, which would effectively leave East Suffolk to deliver this alone. Such an approach could cause Natural England to object to the approval of any housing planning applications, including those consented that require conditions to be discharged. This effectively halts all housing development in the district until Natural England are confident that East Suffolk can continue responsibility as a 'competent authority' to deliver mitigation (which should be in collaboration with other authorities). This would severely impact on much needed housing delivery, including affordable housing, it would delay and add uncertainty to infrastructure delivery and it would pause a number of East Suffolk housing development projects.

Recommendation/s:

1. That it be approved for the Council to enter into a Collaboration Agreement with Babergh District Council, Mid Suffolk District Council and Ipswich Borough Council to facilitate the delivery of the Suffolk Coast RAMS.

2. That authority be delegated to the Head of Planning and Coastal Management to agree the Collaboration Agreement.

Corporate Impact Assessment

Governance:

No impacts.

ESC policies and strategies that directly apply to the proposal:

The Suffolk Coast Recreational Avoidance and Mitigation Strategy (Suffolk Coast RAMS) has been developed in partnership with Ipswich Borough Council, Babergh District Council and Mid Suffolk District Council since 2017. The Suffolk Coast RAMS set out a tariff based approach to funding measures to mitigate the impact of increased recreational disturbance arising from housing growth. A per-house tariff is collected on relevant developments at the planning application stage. These funds are then consolidated and used to deliver a suite of mitigation measures as set out in the Strategy when development comes forward.

Policy WLP8.34 of the Waveney Local Plan and Policy SCLP10.1 of the Suffolk Coastal Local Plan set the strategic framework for the collection of the RAMS tariff on relevant developments and commits the Council to working with neighbouring authorities to mitigate impacts on habitat sites. Both Local Plans are underpinned by the RAM Strategy evidence base and the commitment to mitigate in accordance with it.

These policies are supported by the Council's RAMS Supplementary Planning Document, adopted in May 2021, that provides further guidance regarding the Suffolk Coast RAMS and what is required from developers to mitigate any potential recreational impacts arising from proposed new development.

As at the end of the 2022/23 financial year East Suffolk has collected £942,933. in mitigation funding and £553,642 of this is now available to spend on mitigation in the form of a long term, staffed mitigation project working with partners and stakeholders along the whole Suffolk coast.

Environmental:

As competent authorities under the Conservation of Habitats and Species Regulations (2017) (as amended), local planning authorities need to ensure that plans and projects under their jurisdiction do not lead to adverse effects on the integrity of Habitat sites.

Equalities and Diversity:

No Impacts.

An Equality Impact Analysis (ref: EQIA547146106) has been carried out and concluded no differential negative impacts on those with protected characteristics.

Financial:

It is proposed within the Heads of Terms that East Suffolk act as the host authority, which includes taking responsibility for the holding of the collected RAMS funds. East Suffolk are equal partners in the agreement but are substantially the largest geographic area covering the RAMS protected sites, we have collected and will continue to collect the majority of funding and therefore our location is most appropriate to take this

responsibility. Individual partner authorities will remain as the 'competent authority' for their area and continue to be responsible for the collection of the tariff on relevant planning applications. All partner authorities will continue to work together in managing the project through an established Executive Group of senior officers. The cost of employing the RAMS Delivery Officer will be covered by the pooled RAMS tariff receipts.

Human Resources:

As the host authority, East Suffolk will have responsibility for employing and managing the day-to-day activities of a RAMS Delivery Officer, however the salary of the RAMS Delivery Officer (and associated costs) will be entirely paid for from the pooled tariff funds. There will be no financial impact on East Suffolk beyond the current staff resource to progress and oversee the establishment and management of the project.

ICT:

No impacts.

Legal:

Legal officers in the Council have been involved in preparing the Heads of Terms for the Collaboration Agreement and in advising on the approach to entering into the agreement. Legal advice is that a Collaboration Agreement is the most appropriate mechanism as the authorities progress the project delivery programme and seek to combine resources. The agreement will provide the Council the appropriate legal and financial protections.

The Suffolk Coast RAMS Strategy was drafted over a period of years, during which time the authorities worked together under a memorandum of understanding (MoU). An MoU is an agreement between legally competent parties which is non-binding.

Risk:

The risks associated with this recommendation almost entirely lie in not moving forward with it. The risks of agreeing to progress with the implementation of Suffolk Coast RAMS are only related to officer time and resource overseeing the project. This would increase if the Collaboration Agreement failed in the future, however, the collection of contributions will continue as we are required to do, and we are legally obliged by those contributions to only spend on RAMS mitigation.

In the event of not giving approval to enter into a Collaboration Agreement with Babergh District Council and Mid Suffolk District Council and Ipswich Brough Council the risks are significant. This would not allow to the Council to deliver the required mitigation collaboratively in accordance the Suffolk Coast RAMS making it very difficult and slow for the Council to fulfil its duties as 'competent authority' under the Habitats Regulations. There would be considerable delay in taking this route, which would effectively leave East Suffolk to deliver this alone. Such an approach could cause Natural England to object to the approval of any housing planning permissions, including those consented and that require conditions to be discharged. This effectively halt all housing development in the district until Natural England are confident that East Suffolk can continue responsibility as a 'competent authority' to deliver mitigation (which should be in collaboration with other authorities). This would severely impact on much needed housing delivery, including affordable housing, it would delay and add uncertainty to infrastructure delivery and it would pause a number of East Suffolk housing development projects.

External Consultees:	The Suffolk Coast RAMS has been developed in partnership with Babergh District Council, Mid Suffolk District Council and Ipswich Borough Council since 2017. The other partner authorities are also anticipated to be agreeing the Heads of Terms during October. The approach in the Suffolk Coast RAMS Strategy is supported by Natural England as the government's statutory advisor on nature conservation.
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T02	Enabling our Communities		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>
How does this proposal support the priorities selected?			

By entering into a Collaboration Agreement with Babergh District Council, Mid Suffolk District Council and Ipswich Brough Council, East Suffolk will be progressing existing joint working to manage the implementation of mitigation required under the Suffolk Coast RAMS and ensure compliance with the Conservation of Habitats and Species Regulations (2017) (as amended). The Suffolk Coast RAMS includes measures to protect some of the most important natural environments, recognised internationally for their ecological value. This directly supports the delivery of Strategic Plan priorities P03 and P23 which seek to protect and enhance the unique natural environment of East Suffolk.

The approach set out in the strategy also supports the delivery of priority P08 as the continued protection of the natural environment brings with it health and well-being benefits by ensuring residents have access to high quality natural open space. Maintaining the special characteristics of these unique habitat sites ensures a rich array of biodiversity across the East Suffolk area which supports Strategic Plan priority P20.

Background and Justification for Recommendation

1 Background facts	
1.1	The Conservation of Habitats and Species Regulations (2017) (as amended) provide protection for sites that are of exceptional importance in respect of rare, endangered or vulnerable natural habitats and species. The network consists of Special Areas of Conservation (SACs) and Special Protection Areas (SPAs). The National Planning Policy Framework (NPPF) states that Ramsar sites should be afforded the same level of protection and refers to SACs, SPAs and Ramsar sites as 'Habitat Sites'.
1.2	As competent authorities under the Conservation of Habitats and Species Regulations (2017) (as amended), local planning authorities need to ensure that plans and projects under their jurisdiction do not lead to adverse effects on the integrity of Habitat sites.
1.3	Both Local Plans for East Suffolk include residential site allocations and support the delivery of new housing, to deliver the housing requirements identified in the Local Plans. The Habitat Regulation Assessments produced as part of the Local Plan process both identified a risk of increased recreational disturbance at Habitat Sites as a result of planned housing growth and recommended a collaborative approach, working with neighbouring authorities to mitigate these impacts as they arise from cumulative housing growth across these authority areas. Working collaboratively to address habitat impacts is an established approach used in other mitigation schemes such as the Solent Recreation Mitigation Strategy.
1.4	To address this, East Suffolk Council, Ipswich Borough Council, Mid Suffolk District Council and Babergh District Council have worked in partnership to produce the Suffolk Coast Recreational Disturbance Avoidance and Mitigation Strategy. The strategy set out a tariff based approach to funding measures to mitigate the impact of increased recreational disturbance arising from housing growth. A per-house tariff is collected on relevant developments at the planning application stage. These funds are then consolidated and used to deliver a suite of mitigation measures as set out in the Strategy. The approach in the Suffolk Coast RAMS

	Strategy is supported by Natural England as the government's statutory advisor on nature conservation.
1.5	The Suffolk Coast RAMS Strategy was finalised in 2019 and a Supplementary Planning Document was produced and adopted by East Suffolk Council in May 2021 to support the implementation of the Strategy. The RAMS tariff has been being collected on relevant applications across the partnership area since early 2019. The collected funds are currently held separately by each partner authority. Now, in order to spend the funds collectively in accordance with the Suffolk Coast RAMS, a Collaboration Agreement is required to govern the pooling and transfer of funds between the partner authorities. The other partner authorities are also anticipated to be agreeing the Heads of Terms during October. The Heads of Terms for this agreement are set out in Appendix A of this report.
1.6	Getting the collaboration agreement in place promptly will facilitate spending the contributions collected. Decisions on mitigation spend will be agreed by the RAMS Executive Group which is made up of senior officers from all partner authorities
1.7	As set out in the Heads of Terms, it is proposed that East Suffolk act as the host authority, which includes managing the day-to-day activities of a RAMS Delivery Officer and taking responsibility for the holding of the collected RAMS funds. East Suffolk are equal partners in the agreement but are substantially the largest geographic area covering the RAMS protected sites, we have collected and will continue to collect the majority of funding and our location is most appropriate to take this responsibility. Individual partner authorities will remain as the 'competent authority' for their area and continue to be responsible for the collection of the tariff on relevant planning applications.
1.8	Although hosted by East Suffolk, the salary of the RAMS Delivery Officer (and associated cost) is paid for from the pooled tariff funds.

2 Current position

2.1	The Suffolk Coast RAMS Strategy was finalised in 2019. The RAMS tariff has been being collected on relevant applications across the partnership area since early 2019. The collected funds are currently held separately by each partner authority.
2.2	A Collaboration Agreement is needed to govern the 'pooling' of the collected RAMS tariffs to allow for spend on mitigation measures in accordance with the Suffolk Coast RAMS Strategy and Conservation of Habitats and Species Regulations (2017) (as amended).

3 How to address current situation

3.1	It is recommended that Cabinet give approval for the Council to enter into a Collaboration Agreement with Babergh District Council, Mid Suffolk District Council and Ipswich Borough Council to facilitate the delivery of the mitigation measures within the Suffolk Coast RAMS and give the Head of Planning and Coastal Management delegated authority to agree the Collaboration Agreement.
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4 Reason/s for recommendation

4.1	To ensure compliance with the Conservation of Habitats and Species Regulations (2017) (as amended) and deliver against the requirements set out in the Local
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	Plans by ensuring the delivery of appropriate mitigation to address the impact of increased recreational pressure on protected Habitat Sites.
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Appendices

Appendices:

Appendix A	Draft Heads of Terms for Collaboration Agreement in respect of the Suffolk Coast RAMS Project
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Background reference papers:

Date	Type	Available From
May 2019	Suffolk Coast Recreational Disturbance, Avoidance and Mitigation Strategy	https://www.eastsuffolk.gov.uk/planning/development-contributions/rams/
March 2019	East Suffolk Council-Waveney Local Plan	https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/local-plans/
September 2020	East Suffolk Council-Suffolk Coastal Local Plan	https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/local-plans/
May 2021	Recreational Disturbance Avoidance and Mitigation Strategy Supplementary Planning Document (SPD)	https://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Recreational-Disturbance-Avoidance/Suffolk-Coast-RAMS-SPD-final-May-2021.pdf
September 2023	Equality Impact Analysis (EQIA547146106)	Available on Request

Heads of Terms for Collaboration Agreement in Respect of the Suffolk Coast RAMS Project

Dated 15 September 2023

Items	Position	Ipswich	B&MS	East Suffolk.
Parties	Ipswich Borough Council East Suffolk Council Babergh District Council Mid Suffolk District Council	Agree.	Agree.	Agree.
Commencement Date	Date of the Agreement	Agree.	Agree.	Agree.
Duration	Unless terminated	Agree.	Agree.	Agree.
Termination of the RAMS project	At any time by unanimous written agreement of the parties	Agree.	Agree.	Agree.
Purpose	Parties to work collaboratively to undertake projects in accordance with the Strategy using RAMS payments collected in by each party, to mitigate the impact of recreational pressure arising from housing and tourism developments on Suffolk's coastal, estuarine and heathland European Wildlife sites.	Agree.	Agree.	Agree.
Host Authority	East Suffolk Council to act as host authority to include the employment of the Delivery Officer. Delivery officer salary (and associated costs) to be	Agree.	Agree.	Agree.

	<p>paid from shared Strategy specific budget.</p> <p>Role and responsibilities of Host Authority:</p> <p>To employ the Delivery Officer.</p> <p>To hold the Strategy specific budget.</p> <p>To provide administration of the Partnership including arrangement of meetings and minute taking</p>			
Mitigation payment methods	<p>RAMS money (and any interested accrued) should be held by each LPA in a ring-fenced account under a specific budget code.</p> <p>RAMS money (and all interest accrued) to be transferred to a shared Strategy specific budget on an annual basis.</p> <p>The Strategy specific budget will be held by East Suffolk Council.</p>	Agree.	Agree.	Agree.

Executive Group – make up	<p>To form an Executive Group of Senior Officers, comprising:</p> <ul style="list-style-type: none"> • James Mann, Head of Planning and Development (Ipswich Borough Council); • Sally Minns, Planning Policy Team Leader (Ipswich Borough Council); • Andrea McMillan, Planning Manager (Policy, Delivery and Specialist Services) (East Suffolk Council); • Ben Woolnough, Planning Manager (Development Management, Major Sites and Infrastructure) (East Suffolk Council); • Robert Hobbs, Corporate Manager - Strategic Planning (Babergh and Mid Suffolk District Councils); and • Christine Thurlow, Professional Lead - Key Sites and Infrastructure (Babergh and Mid Suffolk District Councils). 	Agree.	Agree.	Agree.
Executive Group – working arrangements	<p>Meetings to occur quarterly or as required to make specific urgent decisions virtually and/or in person.</p> <p>Quorum – 3 on condition 1 from each partner authority is in attendance.</p>	Agree.	Agree.	Agree.

	Agenda and minutes to be provided by Delivery Officer			
Executive Group – decision making powers:- finance	<p>The Executive Group will oversee the financial management.</p> <p>To make decisions to commit expenditure on projects, such expenditure being only RAMS payments already acquired. To release funds to a shared Strategy specific budget.</p> <p>N.B. The costs of administering the Executive Group and Steering Group functions of RAMS should be absorbed through each LPAs service budget and not through RAMS funds.</p>	Agree.	Agree	Agree.
Executive group – decision making powers: - projects	<p>Parties to agree on projects and priorities. The detail of projects to be supplied to the Executive group by the Delivery Officer based upon the avoidance and mitigation measures proposed through the Strategy having regard to where development has commenced.</p> <p>Have regard to the advice of Natural England as the</p>	Agree.	Agree.	Agree.

	statutory nature conservation body.			
Executive group – performance monitoring	<p>Parties to monitor performance of the projects and mitigation – detail of performance monitoring to be set out here:</p> <p>Performance to be monitored by the Executive Group.</p> <p>The Delivery Officer will produce annual and quarterly monitoring reports. The findings from the report will be shared with members as appropriate to each authority.</p> <p>Each authority will maintain a rolling record of housing delivery and will produce annual reports on housing consents, commencements and completions and quarterly monitoring reports on RAMS funds secured, collected and available to spend, to be reported to the Executive Group.</p> <p>Template monitoring reports will be prepared by the Delivery Officer.</p>	Agree.	Agree	Agree.

<p>Executive Group – exit arrangements</p>	<p>Party may exit the arrangement on giving [6] months' notice to exit the collaboration agreement.</p> <p>Liability of party will cease from date of notice expires.</p> <p>Monies owed/outstanding will be reconciled and agreed by the partnership.</p>	<p>Agree.</p>	<p>Agree.</p>	<p>Agree.</p>
<p>Steering group –purpose</p>	<p>Be the key contact within each local planning authority. To facilitate information sharing between the Partners.</p> <p>Attend Executive Group meetings in an advisory capacity.</p> <p>To support the Executive Group and Delivery Officer.</p> <p>Monitor and update (as appropriate) the Technical Strategy.</p> <p>The Steering Group to meet quarterly or as requested.</p> <p>A full list of the Steering Groups functions and procedures is provided within</p>	<p>Agree.</p>	<p>Agree.</p>	<p>Agree.</p>

	the Steering Group Terms of Reference to be appended to the Partnership Agreement.			
Steering group – make up	Consists of officers from: Ipswich Borough Council East Suffolk Council Babergh District Council Mid Suffolk District Council	Agree.	Agree.	Agree.
Steering group – decision making powers	None	Agree.	Agree.	Agree.
Delivery Officer - purpose	To identify and recommend to the Executive Group the mitigation measures required for each habitat site. To project manage the delivery of the projects. To report back to the Executive Group on performance monitoring of the projects. To line manage wardens/ patrol officers To attend Steering Group meetings. Establish good working relationships with a wide range of local and national	Agree.	Agree.	Agree.

	<p>stakeholders. Relevant local authority service providers and be the primary point of contact, including in public communications.</p> <p>Seek other opportunities for additional funding.</p> <p>Oversee the creation of a project website and other publicity opportunities.</p> <p>Overtime the duties of the Delivery Officer will change.</p> <p><i>Source – Paragraph 8.7 of the Suffolk HRA RAMS Strategy</i></p>			
AONB Unit	<p>3rd party provision of service, hosted by Suffolk County Council (SCC)</p> <p>Agreement required between the parties and SCC for provision of some/all projects by the AONB. Terms of this arrangement are required.</p> <p>Wardens to be hosted by AONB for HR purposes the Wardens would be the employees of Suffolk County Council.</p>	Agree.	Agree.	Agree.

Insurance	Each party to ensure each has own adequate insurance. Host authority to ensure it has sufficient employer's liability, professional indemnity and public liability insurance.	Agree.	Agree.	Agree.
FOI / EIR	<p>Each party subject to the Act. To work with each other in responding to requests.</p> <p>Each party to take responsibility for FOI and EIR requests which come through to them.</p> <p>A party in receipt of a request for information shall inform the other Partners of the request.</p> <p>Delivery officer authority to lead on FOI and EIR requests.</p>	Agree.	Agree	Agree.
Data Protection	Each party subject to the relevant legislation and to undertake own DPIAs to assess impact and have sharing agreement as necessary.	Agree.	Agree.	Agree.
General provisions	N.A	Agree.	Agree.	Agree.

Habitat Regulations	The Partnership is accountable for collaborative delivery of mitigations for Habitats Regulations purposes. Each LPA is individually responsible for ensuring that projects within their area are mitigated in accordance with project level Appropriate Assessments and that through the partnership the strategic RAMS area wide mitigation is meeting HRA expectations of the LPA.	Agree.	Agree	Agree.
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FENVAAL



CABINET
Tuesday, 03 October 2023

Subject	To transfer land on a concessionary basis to Bucklesham Parish council for continued use as allotments.
Cabinet Member	Councillor Paul Ashton Cabinet Member with responsibility for Corporate Services - Digital, Customer Services, HR, and Assets
Report Author(s)	Chris Phillips Property Management Lead chris.phillips@eastsoffolk.gov.uk
Head of Service	Kerry Blair Head of Operations kerry.blair@eastsoffolk.gov.uk
Director	Andrew Jarvis Strategic Director andrew.jarvis@eastsoffolk.gov.uk

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	Orwell & Villages

Purpose and high-level overview

Purpose of Report:

The purpose of this report is to outline the Freehold disposal of the allotment site off Green Crescent Bucklesham to Bucklesham Parish Council. The Parish Council intend to continue the use as allotments

Options:

There are two options for consideration by Cabinet:

Option 1 – For East Suffolk Council (ESC) to continue to own and manage the allotments.

The allotments are current managed by asset management with minimal intervention other than the transfer of licences.

Option 2 – To dispose of ESCs freehold interest in the allotment site to Bucklesham Parish Council.

The Parish council wish to take over management will secure use and enable a more hands on approach.

Recommendation/s:

1. That it be agreed to transfer the Council's freehold interest in the allotment site to Bucklesham Parish Council.
2. That authority be delegated to the Strategic Director, in consultation with the Cabinet Member with responsibility for Corporate Services - Digital, Customer Services, HR, and Assets to complete the disposal.

Corporate Impact Assessment

Governance:

The management of this asset is currently overseen by the Council's Asset Management Team. Any disposal of the asset would be via dedicated surveyors within the team with assistance from Legal Services.

ESC policies and strategies that directly apply to the proposal:

East Suffolk Local plan Policy SCP 8.1

Environmental:

The continued use as allotments preserves the natural barrier of the village edge.

Equalities and Diversity:

The change of ownership and management is not deemed to affect the diversity or equality of use of the allotments.

Financial:

There will be a small loss of income to the Council (Cira £450 Pa) from the transfer. Asset management will realise a small management saving offsetting the legal costs of the transfer.

Human Resources:

Not applicable.

ICT:

Not applicable.

Legal:

The asset is held freehold by ESC under Title Number SK285467 (part).

Asset Management will instruct Legal Services in the disposal of the Freehold. Conditions will be added into the transfer documentation to ensure the assets continued use as an allotment site.

Risk:

The primary risk is if Parish Council does not have the money or resource to manage the site long term. In this event alternative arrangements will need to be found to ensure continued use as allotments.

External Consultees:	Bucklesham Parish Council
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T02	Enabling our communities		
P06	Community Partnerships	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being, and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education, and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>
How does this proposal support the priorities selected?			
The passing of the allotments to the Parish supports local control of local assets and gives them the opportunity work with holders for the best future use of the site.			

Background and Justification for Recommendation

1 Background facts	
1.1	The allotments at Bucklesham are the only remaining allotments that East Suffolk Council still have direct responsibility for. All other allotment sites across the district have been transferred to various town and parish councils at differing times.
1.2	Bucklesham Parish is a very small Council, with a very low precept and therefore previously was reluctant to take on the responsibility for the allotments when demand for them was limited.
1.3	Previously attempts to set up a voluntary group to run the site directly have not been successful with only limited interest from the occupiers, many being of retirement age and not wishing for the additional commitment.
1.4	The site forms part of a larger asset owned by the Council; the remainder will remain in the council's ownership. The remainder of the site is currently leased for horse grazing . Because of this the entrance to the site will be retained whilst providing full access to the allotments.
1.5	The site is shown in Appendix A and comprises twenty large allotments. The income received from the allotments is low totalling circa £450 per annum. Any new licences for an allotment are offered on a fixed rate of £40 per annum, giving a potential future income for the site of up to £800 per annum. The site does not have a mains water connection.

2 Current position	
2.1	ESC was recently approached by Bucklesham Parish Council with a request to transfer the freehold ownership of the allotments to them to manage on behalf of the local community.
2.2	Historically, these allotments, apart from the licencing and transfers of sites, have largely been self-managed with intervention from ESC only when local issues have arisen. The allotments are protected by legislation under the Allotment Act 1925 Section 8 requiring Ministerial consent for any loss of facilities . There is no proposed loss of allotments which will continue in their current use.

3 How to address current situation	
3.1	To address the current situation, it is considered there are two options: Option 1 – For ESC to continue to own and manage the allotments.

	<p>Asset Management are not set up to manage allotments on a day-to-day basis and passing them to the Parish is in line with planning objectives (SCLP8.3) to protect and support allotments where demand remains.</p>
3.2	<p>Option 2 – To dispose of ESCs freehold interest in the allotment site to Bucklesham Parish Council.</p> <p>All other allotment sites across the district have been previously disposed to various Town and Parish Councils.</p> <p>Following Bucklesham Parish Councils approach to ESC, Asset Management has worked with them to structure a suitable disposal offer.</p> <p>Following discussions with the Parish the following terms for a disposal of the asset have been agreed:</p> <ul style="list-style-type: none"> ➤ Freehold – To pass to Parish council for continued use as allotments. ➤ Consideration - Nil ➤ Costs –ESC will cover both parties’ legal costs. ➤ Future income and expenditure - All future income and expenditure will become the responsibility of the Parish. ➤ Access. – The access to the site and the adjacent paddock will be retained by East Suffolk Council but full rights of passage to and from the allotments will be included. See appendix A ➤ Restrictions – the site will be restricted under planning and contract for the continued use as allotments. <p>Concessionary transfers of land to local communities are sometimes passed to Parishes with a financial settlement, however since there is an income from the allotments it is not deemed necessary in this instance. Due to the small nature of the Parish with its low precept, meeting their reasonable legal costs was deemed appropriate.</p>

4 Reason/s for recommendation

4.1	<p>It is therefore the recommendation of Asset Management, to transfer the allotments to the Parish Council, in line with similar previous transfers, with the view to protecting their best use as allotments.</p> <p>And that Cabinet delegates authority to the Strategic Director with the Cabinet member for corporate Resources to complete a transfer of the freehold on terms as outlined.</p>
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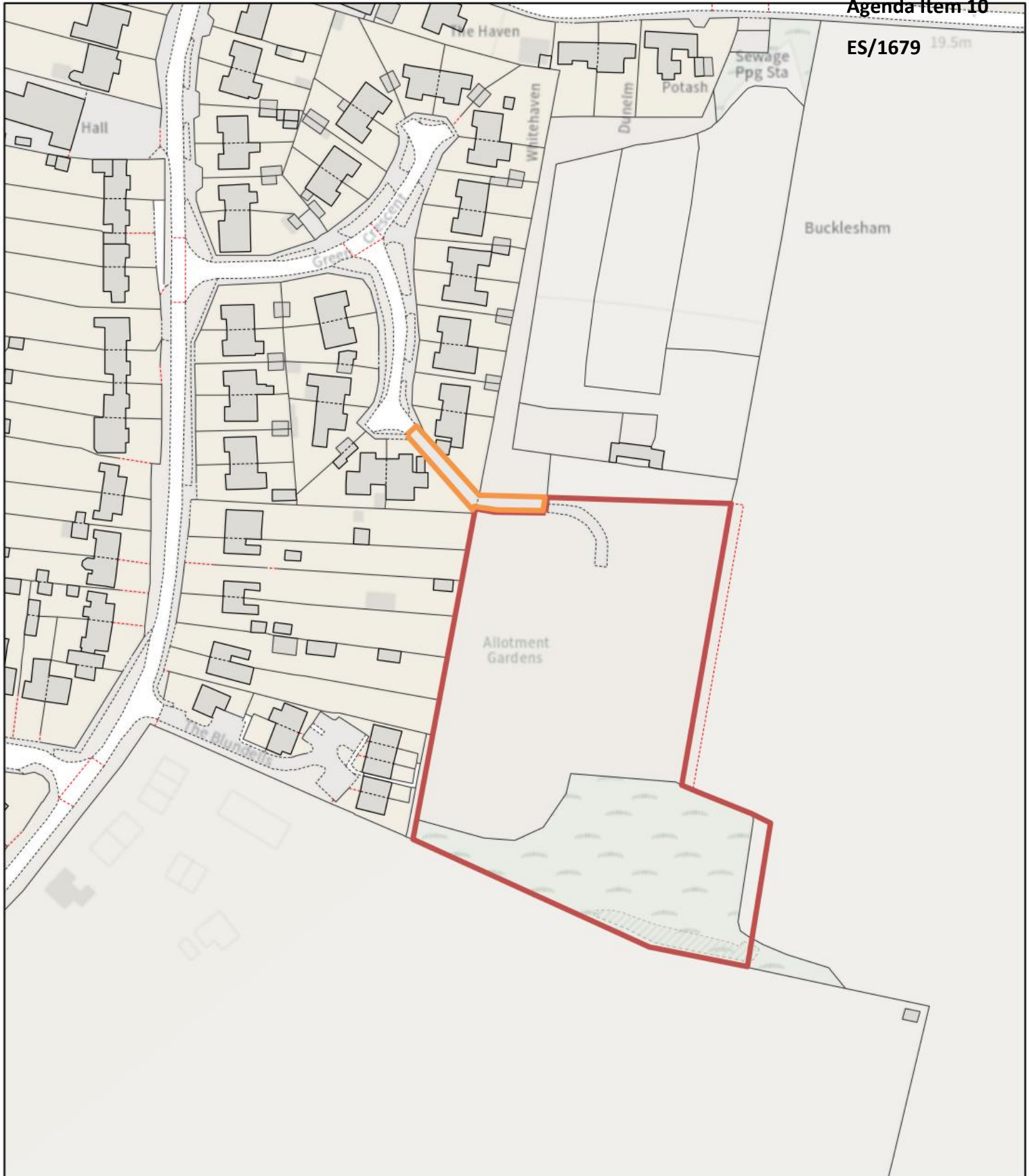
Appendices

Appendices:	
Appendix A	Site map and access

Background reference papers:	
Local Plan SCLP8.3 - Allotments (page 143)	

Bucklesham Allotments - Area for community asset transfer

Agenda Item 10



Scale: 1:1,654

Date Printed: 17/08/2023



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