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CHIEF EXECUTIVE'S OFFICE
CHIEF EXECUTIVE
Fiona Marshall

06 June 2016

Dear Councillor

You are summoned to attend the meeting of the;

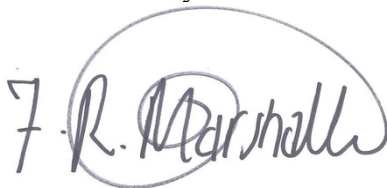
FINANCE AND CORPORATE SERVICES COMMITTEE

on **TUESDAY 14 JUNE 2016** at 7.30 pm.

in the Council Chamber. Maldon District Council Offices, Princes Road, Maldon.

A copy of the agenda is attached.

Yours faithfully

A handwritten signature in black ink, appearing to read 'F. R. Marshall'. The signature is written in a cursive style and is enclosed within a hand-drawn oval.

Chief Executive

COMMITTEE MEMBERSHIP

CHAIRMAN

Councillor D M Sismey

VICE-CHAIRMAN

Councillor I E Dobson

COUNCILLORS

Mrs B F Acevedo
J P F Archer
Mrs H E Elliott
A S Fluker
B E Harker
M R Pearlman
Rev. A E J Shrimpton

Ex-officio non-voting Members:

*Councillor B S Beale MBE
Councillor M F L Durham
Councillor Miss M R Lewis*

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AGENDA
FINANCE AND CORPORATE SERVICES COMMITTEE
TUESDAY 14 JUNE 2016

1. Chairman's notices (please see page 3)
2. Apologies for Absence
3. **Minutes of the last meeting** (Pages 7 - 12)

To confirm the Minutes of the meeting of the Finance and Corporate Services Committee held on 19 April 2016 (copy enclosed).

4. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6-8 inclusive of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

5. **Public Participation**

To receive the views of members of the public on items of business to be considered by the Committee (please see below):

1. A period of ten minutes will be set aside.
2. An individual may speak for no more than two minutes and will not be allowed to distribute or display papers, plans, photographs or other materials.
3. Anyone wishing to speak must notify the Committee Clerk between 7.00pm and 7.20pm prior to the start of the meeting.

6. **Chairman's Good News Announcements**

7. **Safeguarding**

To receive a presentation from Catch 22 and the Director of Customers and Community.

8. **Resources Directorate**

To receive a presentation from the Director of Resources.

9. **Promenade Park, Maldon - Arrangements for Maldon Mud Race 2016** (Pages 13 - 28)
To consider the report of the Director of Customers and Community (copy enclosed).
10. **Replacement Van for the Waste and Street Scene Team** (Pages 29 - 32)
To consider the report of the Director of Customers and Community (copy enclosed).
11. **Appointment of Representatives on Liaison Committees / Panels** (Pages 33 - 34)
To consider the report of the Chief Executive, (copy enclosed).
12. **Setting Fees for the Maldon District Design Review Panel** (Pages 35 - 42)
To consider the report of the Director of Planning and Regulatory Services (copy enclosed).
13. **2015 / 16 Review of Performance** (Pages 43 - 64)
To receive and note the report of the Chief Executive (copy enclosed).
14. **Human Resources Statistics (1 January - 31 March 2016)** (Pages 65 - 72)
To receive and note the report of the Director of Resources (copy enclosed).
15. **Use of Sound Recording Equipment at Meetings Protocol** (Pages 73 - 76)
To consider the report of the Director of Resources (copy enclosed).
16. **Staff Pay Awards 2016 / 17 and 2017 / 18** (Pages 77 - 86)
To receive and note the report of the Director of Resources (copy enclosed).
17. **Annual Report on the Whistleblowing Policy** (Pages 87 - 88)
To consider the report of the Director of Resources (copy enclosed).
18. **Annual Treasury Outturn Report 2015 / 16** (Pages 89 - 96)
To consider the report of the Director of Resources (copy enclosed).
19. **Financial Regulations** (Pages 97 - 98)
To consider the report of the Director of Resources (copy enclosed).
20. **Project 180 - St. Cedds House Update** (Pages 99 - 100)
To receive and note the report of the Director of Resources (copy enclosed).

21. Any other items of business that the Chairman of the Committee decides are urgent

22. **Exclusion of the Public and Press**

To resolve that under Section 100A (4) of the Local Government Act 1972 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 Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

23. **Options for the Future of Building Control Service** (Pages 101 - 108)

To consider the report of the Director of Resources (copy enclosed).

24. **Insurance Tender Update** (Pages 109 - 116)

To consider the report of the Director of Resources (copy enclosed).

NOTICES

Sound Recording of Meeting

Please note that the Council will be recording any part of this meeting held in open session for subsequent publication on the Council's website. At the start of the meeting an announcement will be made about the sound recording. Members of the public attending the meeting with a view to speaking are deemed to be giving permission to be included in the recording.

Fire

In event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

Health and Safety

Please be advised of the different levels of flooring within the Council Chamber. There are steps behind the main horseshoe as well as to the side of the room.

Closed-Circuit Television (CCTV)

This meeting is being monitored and recorded by CCTV.

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**MINUTES of
FINANCE AND CORPORATE SERVICES COMMITTEE
19 APRIL 2016**

PRESENT

Chairman	Councillor D M Sismey
Vice-Chairman	Councillor Mrs H E Elliott
Councillors	Mrs B F Acevedo, J P F Archer, A S Fluker and B E Harker
Substitute Members	Councillors I E Dobson, M F L Durham and Mrs M E Thompson
In Attendance	Councillors R G Boyce MBE, CC

IN THE CHAIR: COUNCILLOR MRS H E ELLIOTT, VICE-CHAIRMAN

1170. CHAIRMAN'S NOTICES

The Chairman drew attention to the list of notices published on the agenda.

1171. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Miss M R Lewis, C A R MacKenzie, M R Pearlman and Rev. A E J Shrimpton. In accordance with notice duly given Councillor I E Dobson was attending as a substitute for Councillor Shrimpton and Councillor M F L Durham as a substitute for Councillor MacKenzie and Mrs M E Thompson as a substitute for Councillor Pearlman.

1172. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 8 March 2016 be approved and confirmed.

1173. ADJOURNMENT OF THE MEETING

The meeting adjourned at 7:33pm upon arrival of the Chairman of the Committee.

1174. RESUMPTION OF BUSINESS

The meeting resumed in open session at 7:34pm.

1175. DISCLOSURE OF INTEREST

There were none.

1176. PUBLIC PARTICIPATION

There was none.

1177. COMMITTEE CHAIRMAN'S GOOD NEWS ANNOUNCEMENTS

The Chairman highlighted a number of good news items which included:

- Filming in the District – Filming had recently taken place for ITV's "Tales of the Coast" and the production team were extremely impressed and appreciative of the "can-do" attitude of Maldon District Council.
- Her Majesty's 90th Birthday – A plaque would be unveiled at Hythe Quay and a Sunset Parade and Beacon Lighting ceremony would take place on 21 April to celebrate.
- Housing Benefit and Council Tax support – Despite an overall increase in the volume of work, performance targets had been exceeded and were significantly better than national targets.
- Collection of Council Tax and Business Rates – The collection rate for Council Tax had been sustained and the collection rate for Non-Domestic rates had increased.
- Apprenticeships – A second apprentice has been appointed and recruitment for a third apprentice was about to commence.
- European Union (EU) Referendum – Numbers of postal vote applications had increased due to the interest in the EU Referendum.

1178. CORPORATE HEALTH AND SAFETY

The Committee considered the report of the Director of Resources providing an update on corporate health and safety activity from 1 January to 31 March 2016 (Quarter Four (Q4)) (attached as Appendix 1 to the report) and seeking agreement of a health and safety action plan for 2016/17 (attached as Appendix 2 to the report).

RESOLVED

- (i) that accident and incident statistics for quarter four to be noted;
- (ii) that progress with the health and safety action plan for 2015 / 16 be noted;
- (iii) that the health and safety action plan for 2016 / 17, be agreed.

1179. INTERNAL HUMAN RESOURCES (HR) INVESTIGATIONS AND PROPOSED CHANGES TO HR APPEALS PROCEDURES

The Committee considered the report of the Director of Resources seeking Members' approval of new arrangements for dealing with staff disciplinary / grievance investigations including the hearing of appeals, and for consequential arrangements to the Council's Constitution to be made including the discontinuance of the Appeals Sub-Committee.

The report provided background information on Workplace Investigations, Appeals and the need to adhere to the Advisory, Conciliation and Arbitration Services (ACAS) guidance particularly in the case of dismissal. In order to comply with ACAS best practice the report suggested that the Appeals Sub-Committee be disbanded and a new process involving an Appeals Hearing Panel be agreed.

RECOMMENDED

- (i) that the need for the Members' Appeals Sub-Committee is replaced by new singular arrangements involving an Appeals Hearing Panel for the handling of appeals arising from HR Policies with the exception of those matters dealt with by the Investigating and Disciplinary Committee as set out and referred to in **APPENDICES 1, 2 and 3** to these minutes.
- (ii) that the relevant procedures referred to at **APPENDIX 2** and included in **APPENDIX 3** to these Minutes be updated accordingly.
- (iii) that the appeals processes for non-statutory roles of Director be incorporated into the existing Investigating and Disciplinary Committee procedures;
- (iv) that the Legal and Democratic Services Manager be authorised to make the necessary consequential amendments to the Council's Constitution to reflect these changes.

1180. BUSINESS PLAN 2016 / 17 - DIRECTORATE OF RESOURCES

The Committee considered the report of the Director of Resources seeking Members' approval of the Level 1 Business Plan 2016 / 17 for the Directorate of Resources (attached as Appendix 1 to the report).

The report reminded Members that the existing Corporate Plan for the period 2015 – 2019 was agreed in February 2015. The Plan was a strategic document that set out the vision and corporate goals that the Council had agreed to focus on over the four year period along with a suite of high level outcomes associated with each goal.

The Level 1 Business Plan contained information regarding all Directorates of the Council to avoid duplication which had occurred in previous years when reporting business plans. Members' particular attention was drawn to pages 40 – 51 which provided the priorities and targets within the Resources Directorate for the next 12 months.

In response to a question regarding the corporate risk ‘Committee structure not fit for purpose’, the Director of Resources provided the Committee with information regarding a planned internal audit review of Committee structures due to take place as part of the 2016 / 17 Internal Audit plan. Members were advised that the terms of reference of this review has not been confirmed and that views will be sought from relevant members in due course.

RESOLVED that the part of the Business Plan for the Directorate of Resources for 2016 / 17 (Appendix 1 to the report pages 40 – 51) be agreed.

1181. STAFF PAY AWARD 2016 / 17

The Committee received the report of the Director of Resources seeking approval to award a 1% pay increase to all staff with effect from April 2016. It was noted that discussions were still on-going at national level in relation to pay agreements; however it was acknowledged that the Local Government Employers representatives have offered 1%. Members were advised that should the national pay award be higher than 1%, adjustments would be made to the pay line to bring it in line with National Joint Council (NJC) proposals.

Appendix 1 to the report detailed the final settlement on Chief Executive pay for 2016 and a copy of the Local Government Association press release summarising the Employers pay offer for all other Officers was attached at Appendix 2.

RESOLVED that a 1% pay increase from April 2016, as budgeted, be agreed.

1182. STRATEGIC AND FINANCIAL PLANNING PROCESS

The Committee received the report of the Director of Resources seeking agreement to the annual Strategic and Financial Planning Process (S&FPP) for 2017 / 18 as set out in Appendix 1 to the report.

It was noted that the Strategic and Financial Planning Process aimed to ensure available resources were effectively directed towards achievement of the Council’s agreed corporate goals.

RESOLVED that the Strategic and Financial Planning Process for 2017 / 18 as set out at Appendix 1 to the report be approved.

1183. REVISED 2016 / 17 BUDGET

The Committee considered the report of the Director of Resources, seeking Members’ approval to revise the 2016 / 17 budget approved by the Council on 4 February 2016 to include additional income from parking and grant figures announced in the Final Local Government Finance Settlement. It was noted that best practice in financial management suggested that it was essential for the budget to reflect the latest position faced by the Council; this would also enable meaningful budgetary control reports to be produced throughout the year.

RESOLVED

- i) that the revised medium term financial position as detailed below, be noted.

	2017 / 18	2018 / 19	2019 / 20
	£000	£000	£000
Gap per Medium Term Financial Strategy (MTFS) Feb. 2016 Council	620	1,073	1,378
Additional car parking income	(124)	(124)	(124)
<i>Final Settlement</i>			
Transitional Grant	(40)		
Additional Rural Services Delivery Grant	(11)		
Removal of the tariff adjustment		(68)	
Revised gap	445	881	1,254
Increasing Council Tax by £5 per annum from 2017/18*	(53)	(106)	(158)
Revised gap	392	775	1,096

* The Secretary of State has indicated the Council Tax Referendum limit for District Councils would be set at the higher of 2% or £5 until the end of the decade. The decision on the level of council tax increase will be subject to Council's approval every year. The figures shown in the above table are the additional income over and above the 1.5% council tax increase assumed in the MTFS approved in February.

RECOMMENDED

- ii) that the revised 2016 / 17 budget as attached at **APPENDIX 4** to these Minutes, be approved.

1184. EXCLUSION OF THE PUBLIC AND PRESS

The exclusion of the public and press was proposed by Councillor B D Harker and was duly seconded.

Councillor R G Boyce MBE, CC joined the meeting at this point in the meeting.

Councillor A S Fluker referred to some guidance he had received from the Monitoring Officer in respect of the private and confidential nature of this report. He expressed concern about considering this item of business in private session, particularly in relation to the monies being requested and felt the public should be aware of this.

The Chairman then put the proposal to exclude the public and press which was agreed.

RESOLVED that under Section 100A(4) of the Local Government Act 1972, 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 Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

1185. SUPERFAST BROADBAND IN THE MALDON DISTRICT

The Committee received the report of the Director of Planning and Regulatory Services, the purpose of which was to update Members regarding the next phase of the Superfast Essex Broadband Programme following the recommendation of the Finance and Corporate Services Committee on 22 September 2015, and the final decision of the Council on 29 October 2015.

Councillor A S Fluker proposed that an amendment to the recommendations to specify that approval was subject to Essex County Council providing 24 Megabytes per second. This proposal was not seconded.

Following a lengthy debate, the Chairman proposed that the Committee receive a report back in one year's time detailing connectivity in relation to the areas set out in the report and whether they were receiving the speeds promised. This was duly seconded and agreed.

RESOLVED

- (i) that the updated information (as set out in the report) and the amended contribution proposal required for funding Phase 2a of the Essex Superfast Broadband Programme (now confirmed as £45,000 paid over three years of the duration of phase 2a (i.e. Phase 2a for the whole of the Essex wide programme) be noted;
- (ii) that the Finance and Corporate Services Committee receive an annual report detailing connectivity in relation to the areas set out in the report and whether they were receiving the speeds promised.

RECOMMENDED

- (iii) that a capital contribution of £45,000 (paid over three years of the duration of phase 2a (i.e. Phase 2a for the whole of the Essex wide programme) that is required for funding Phase 2a of the Essex Superfast Broadband Programme, be agreed.

There being no further items of business the Chairman closed the meeting at 8.30 pm

D M SISMEY
CHAIRMAN



**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

to
**COMMUNITY SERVICES COMMITTEE
24 MAY 2016**

AND

**FINANCE AND CORPORATE SERVICES COMMITTEE
16 JUNE 2016**

**PROMENADE PARK, MALDON - ARRANGEMENTS FOR MALDON MUD RACE
2016**

1. PURPOSE OF THE REPORT

- 1.1 To consider options for the control of parking and the income share for parking charges for Promenade Park, Maldon during the Maldon Mud Race 2016.

2. RECOMMENDATIONS

To the Community Services Committee

- (i) that Members note that control of the vehicular access to Promenade Park, Maldon was given to the Maldon Mud Race Ltd for the duration of the Maldon Mud Race 2016;

To the Finance and Corporate Services Committee

- (ii) that car parking income received on the day of the Maldon Mud Race 2016 between the times of 10:00am and 2:00pm be shared on a 50:50 basis with the Maldon Mud Race Ltd;
- (iii) that subject to (i) above, the car parking income received two hours before and after the start of the Maldon Mud Race in 2017 and 2018, is shared on a 50:50 basis with the Maldon Mud Race Ltd.

3. SUMMARY OF KEY ISSUES

- 3.1 The Maldon Mud Race Ltd held the Maldon Mud Race 2016 in Promenade Park on 1 May 2016.
- 3.2 In 2014 and 2015 Members agreed to limit the donation from car parking income to coincide with the times of the event and that income be shared on a 50:50 split of the

car park fees taken (Minute Nos. 882, 851 and 873 refer). Maldon Mud Race Ltd undertook to steward the parking areas and Council staff were available for enforcement and to help to deal with any problems on the day. Car park machines operated as normal throughout the day.

- 3.3 Members are invited to consider whether this arrangement remains appropriate and whether the donation from car parking income should continue to coincide with the times of the event.
- 3.4 Based on this information Members may consider a donation from car parking income around four hours of the race (2 hours before and 2 after). These times would take into consideration visitors arriving slightly before the event begins and those arriving just after the start of the race itself.
- 3.5 The actual income taken by the machines between these times can easily be calculated based on the data collected by each parking machine. The income share for the 2016 would mean a donation of £1,725.23 would be made to the Maldon Mud Race Ltd.
- 3.6 **APPENDIX 1** is a copy of the latest Maldon Mud Race annual accounts.

4. CONCLUSIONS

- 4.1 The Maldon Mud Race continues to grow in popularity and there is a need to properly manage access and parking. By working with the Maldon Mud Race Ltd any negative impact on the local area and Promenade Park will be minimised.
- 4.2 Officers would not wish to see a precedent set resulting in income being donated to those organising events on Council land. However, the Mud Race is a significant Charity Event and in this particular instance Members may wish to agree the request made for a 50:50 donation to be paid and to limit the donation to the income taken between 10:00am and 2:00pm.
- 4.3 The agreement to share the Car Park income between the Council and Maldon Mud Race Limited has been in place for a number of years now. The Committee may wish to consider having this arrangement in place for the next three years.

5. IMPACT ON CORPORATE GOALS

- 5.1 This activity supports the corporate goals of enabling, supporting and empowering communities to be active, safe and healthy and to be an authority that delivers good quality, cost effective and valued services in a transparent way.

6. IMPLICATIONS

- (i) **Impact on Customers** – There is a significant beneficial impact on the town of Maldon during the mud race and with proper control any negative impact on Promenade Park, its visitors and on local residents will be kept to a minimum.

- (ii) **Impact on Equalities** – The Maldon Mud Race seeks to attract all visitors and does not seek to disadvantage any visitor to the event. The charitable giving enabled by the event supports a wide range of local charities.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – The Council could make significantly more income if the Promenade Park was very busy on the day of the Mud Race but would lose part of the total car parking income if a 50:50 donation was made. The following donations have been made to Maldon Mud Race Ltd:
 - 2015£585.24
 - 2014£1,282.06

The donation for the 2016 Maldon Mud Race would be £1,725.23.
- (v) **Impact on Resources (human)** - Officer time in dealing with such a major event on Council land both in pre-planning work and on the day of the event.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to:

Richard Heard, Leisure, Leisure and Community Services Manager, (Tel 01621 875838).

ADDENDUM:

The Community Services Committee considered this report at its meeting on 24 May 2016 and made the following recommendations to this Committee, which amend original recommendation (iii) removing reference to 2018 allowing for an annual review to be undertaken.

- (ii) that the Finance and Corporate Services Committee are recommended to agree that car parking income received on the day of the Maldon Mud Race 2016 between the times of 10:00am and 2:00pm be shared on a 50:50 basis with the Maldon Mud Race Ltd ;
- (iii) that the Finance and Corporate Services Committee are recommended to agree that the car parking income received two hours before and after the start of the Maldon Mud Race in 2017, is shared on a 50:50 basis with the Maldon Mud Race Ltd.

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THE MALDON MUD RACE LTD
(A company limited by guarantee)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2015

CHARITY REGISTRATION NUMBER: 1135532
COMPANY REGISTRATION NUMBER: 07102189

THE MALDON MUD RACE LIMITED



CONTENTS

	Page
Legal and Administrative Details	1
Trustees' Annual Report	2-4
Independent Examiners Report to the Members	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8-10

THE MALDON MUD RACE LIMITED



LEGAL AND ADMINISTRATIVE DETAILS

30 SEPTEMBER 2015

Charity registration number: 1135532

Company registration number: 07102189

Principal address: 4 St Helena Road
Colchester
Essex CO3 3BA

Registered office address: 4 St Helena Road
Colchester
Essex CO3 3BA

Trustees: Brian Farrington
Ian Weller
Alan Smith (Resigned 9 June 2014)
Colin McIntosh
Simon Pinion (resigned 10 November 2014)
Roy Hemsworth
David Rayner
David Stephenson (Resigned 31 August 2015)
Emma Harris (Appointed 11 November 2013)
Sarah Weller (Appointed 11 November 2013)
Lee Taylor (Appointed 10 November 2014)
Tony Clifford (Appointed 10 November 2014 & Resigned 25 February 2015)

Directors: Brian Farrington
Ian Weller
Alan Smith (Resigned 9 June 2014)
Colin McIntosh
Simon Pinion (resigned 10 November 2014)
Roy Hemsworth
David Rayner
David Stephenson (Resigned 31 August 2015)
Emma Harris (Appointed 11 November 2013)
Sarah Weller (Appointed 11 November 2013)
Lee Taylor (Appointed 10 November 2014)
Tony Clifford (Appointed 10 November 2014 & Resigned 25 February 2015)

The charity's professional advisers are as follows:

Accountants:	Bankers:
APH Accountancy 8 Borman Close Leigh On Sea SS9 5UJ	Barclays Bank plc 9 High Street Colchester CO1 1DA

THE MALDON MUD RACE LIMITED**REPORT OF THE TRUSTEES****FOR THE YEAR ENDED 30 SEPTEMBER 2015**

The trustees submit their annual report and the unaudited financial statements for the year ended 30 September 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the charity.

The charity is a charitable company limited by guarantee and was set up 11 December 2009. It is governed by a memorandum and articles of association. Its objects are to further such charitable purposes as the Trustees may determine, in particular by the provision of grants to other Charities.

Structure, governance and management

The Maldon Mud Race Limited is an incorporated charity and a company limited by guarantee. The policy of the charitable company is directed by the Trustees themselves. There are nine honorary officers who are regarded as trustees of The Maldon Mud Race Limited as they are responsible for the management of the charitable company.

The Trustees are also regarded as the directors of the charitable company ("the charity") for the purposes of company law and also its trustees for purposes of charity law. The trustees' report clarifies that it is a directors' report required by Section 417 of the Companies Act 2006 and that all trustees are directors.

The trustees are elected annually at the Annual General Meeting and those who served during the financial period ended 30 September 2015 are listed on the attached schedule of Legal and Administrative Information. Each trustee's role on the Board would be reviewed at least every 3 years.

The board of trustees meet monthly in order to meet their responsibilities, and administer the charity. There is a management team with two members, who monitor the day to day activities, administration and finance of the

Objectives and activities

The objects for which the company is established is to further such charitable purposes as the Trustees may determine, in particular by the provision of grants to other charities.

To achieve the objectives of the charity a yearly race across the river Blackwater is held when it is at its lowest tide during Spring each year. This takes place from the quay at Maldon Promenade. Competitors who enter raise sponsorship for the nominated charities of the Maldon Mud Race and can have 50% of their sponsorship raised donated to a registered charity of their choice. Other events are being considered.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

The charity has complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Achievements and performance

The state of the company's affairs and the results for the period are shown in the attached accounts.

THE MALDON MUD RACE LIMITED



TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2015

Investment policy and returns

The charitable company has the power to invest money not immediately required for its objectives in or upon such investments, securities or property as the association may think fit, subject to such conditions imposed by law.

Financial review

The trustees monitor the progress of activities at each monthly meeting and a comprehensive review is carried out annually. Unrestricted funds are needed:

- to provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice

- to cover administration and support costs without which the charity could not function

The trustees consider it prudent that unrestricted reserves should be sufficient:

- to avoid the necessity of realising fixed assets held for the charity's use

- to cover one year's administration and support costs

- to provide financial flexibility over the course of forthcoming challenges

Reserves policy

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be sufficient to fund the initial pre-race expenditure. The present level of reserves is considered sufficient for this purpose.

The Trustees have established a designated special project fund separate from the general fund. The purpose of this fund is to provide funding for future one off special projects that may be identified from time to time that the trustees feel are worthy of a significant separate donation. It is the intention of the Trustees to build this fund and to maintain it to a level of £30,000. Funds will be added each year as the Trustees see fit to reach the desired level, without prejudicing current levels of annual donations to charities.

The trustees carry out an annual review of the risks which the charitable company may face and set out the procedures to minimise any potential impact on the charitable company should any of the risks materialise.

THE MALDON MUD RACE LIMITED



TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2015

Charitable Donations	£		£
Headway	3,000.00	Orchid Male cancer	60.00
Maldon CAB	3,000.00	Essex Air Ambulance	59.38
Rotary	3,000.00	St Helena Hospice	51.25
Cancer Research UK	2,195.10	Coram Children's Legal Centre	50.31
Tim Reeve Charitable Trust	2,000.00	Farleigh Hospice	49.38
Brainwave	1,500.00	MNDA Motor Neurone Disease Assoc.	43.75
David Randall Foundation	1,000.00	Papworth Hospital Charity	41.25
Great Sampford village hall	598.77	NATIONAL ECZEMA SOCIETY	40.63
Kids Inspire	561.25	Great Berry PTA	37.50
Cavernoma alliance uk	555.00	Cancer Reaserch UK	31.25
Cinnamon Trust	500.00	Medical Detection Dogs	31.25
Little Havens	500.00	Mesothelioma UK	31.25
Rob George Foundation	500.00	Mid Essex Charitable Fund	30.00
Breast Cancer UK	479.32	FARLEIGHS HOSPICE	25.00
The British Heart Foundation	423.76	Help for Heroes	25.00
The Jimmy Mizen Foundation	407.63	Orchid Male cancer charity	25.00
British Heart Foundation	383.13	St Martins Housing Trust	18.75
The Daughters of Charity of St Vincent de Paul	361.69	Diabetes UK	15.63
St Francis Hospice	354.38	Action for family carers	-250.00
Wateraid	330.64	East of England Orthodox Church	-250.00
Isabel Hospice	275.08	Fire Fighters Charity	-250.00
Teenage Cancer Trust	253.75	Amy & Friends	-273.13
Hull and East Yorkshire Hospitals NHS	203.75	Motorbility	-500.00
New Life Ghana	196.88	Viking Community Transport	-500.00
Helen Rollason Cancer Charity	185.00		
Macmillan Cancer Support	120.00		
Great Ormond Street Hospital Charity	108.75		
Clic Sargent	99.38		
UCL Amyloidosis Research Fund	97.50		
First Touch (Premature Baby Charity)	93.75		
The J's Hospice	93.13		
Alzheimer's Society	81.25		
Great Ormond Street Hospital	78.13		
The Magdalene Group	72.50		
Cancer Research	67.50		
1st Heybridge Scout Group	65.63		

22,386

Signed on behalf of the trustees

Brian Farrington

.....Date



INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE MALDON MUD RACE LIMITED

We report on the accounts for the year ended 30 September 2015 set out on pages 6 to 9

Respective responsibilities of directors and reporting accountants

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this period under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied ourselves that the charity is not subject to an audit under company law and is eligible for independent examination, it is our responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); and
- state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

which gives us reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

to which, in our opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

APH Accountancy
8 Borman Close
Leigh On Sea
SS9 5UJ

.....Date

THE MALDON MUD RACE LIMITED



STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
30 SEPTEMBER 2015

	Designated Funds	Unrestricted Funds	Year 2015	Year 2014
	£	£	£	£
Incoming Resources				
Incoming resources from generated funds:				
Activities for generating funds:				
Corporate Sponsorship	2,000	10,875	12,875	14,350
Competitors Donations	5	27,021	27,026	15,194
Gift Aid Received	-	5,241	5,241	2,896
Race Entry Fees	9,969	13,550	23,519	11,285
Events Income	-	1,897	1,897	4,871
Photographs	-	-	-	95
Merchandise and concessions	-	273	273	469
Trailer Hire	-	515	515	500
Stalls	-	1,125	1,125	2,405
Total incoming resources	11,974	60,497	72,471	52,065
Resources expended				
Cost of generating funds:				
Direct charity expenditure:				
Sound and vision costs	865	13,715	14,580	11,545
Events security costs	2,074	4,876	6,950	3,565
Competitors race pack	3,651	2,477	6,128	4,471
Motor expenses	-	-	-	401
Merchandise	-	1,171	1,171	820
Prizes	-	528	528	817
Signage and equipment hire costs	-	882	882	2,377
Events sundry costs	2,677	2,806	5,483	1,993
Insurance	-	1,868	1,868	1,857
Presentation	450	450	900	900
Games & golf day	-	1,218	1,218	100
Xmas Fayre	-	-	-	2,617
MyDonate charges	-	252	252	129
Paypal charges	-	272	272	176
Stripe charges	102	43	145	-
Depreciation	-	2,396	2,396	2,693
Governance costs:				
Website expenses	392	1,602	1,994	828
Advertising	-	-	-	1,481
Printing, postage and stationery	1,197	-	1,197	30
Sundry expenses	94	323	417	173
Director's insurance	-	239	239	239
	11,502	35,118	46,620	37,212
Charitable activities				
Donations to institutions	-	22,386	22,386	19,883
Total resources expended	11,502	57,504	69,006	57,095
Net movement on funds	472	2,993	3,465	(5,030)
Transfers between funds	-	-	-	-
Net incoming resources (resources expended)	472	2,993	3,465	(5,030)
Funds at 01 October 2014	16,080	6,324	22,404	27,435
Funds at 30 September 2015	16,552	9,317	25,869	22,405

Unrestricted funds represents the free funds of the charity which are not designated for particular purposes.

The Special Projects Fund has been designated by the trustees to provide funding for special projects that may arise in the future. The Xmas Fayre fund has been designated by the trustees to provide funding to support the holding of the annual Maldon Christmas Fayre for the benefit of the local community and to raise awareness of the charity. In addition the half marathon fund is designated for the Maldon Half marathon taking place in September 2015.

THE MALDON MUD RACE LIMITED



BALANCE SHEET

AS AT 30 SEPTEMBER 2015

	Notes	2015 £	2014 £
Tangible fixed assets	3	2,696	3,128
Current assets			
Stock	4	3,040	3,295
Trade debtors, prepaid expenses and accrued income		1,580	1,199
Cash at bank and in hand		53,368	18,385
		57,988	22,879
Current liabilities			
Accrued expenses and prepaid income		(34,815)	(3,602)
Total assets less current liabilities		25,869	22,405
Funds			
Unrestricted funds - General		9,317	6,325
Designated funds - Xmas Fayre		80	80
Designated funds - Half Marathon		472	-
Designated funds - Special Projects		16,000	16,000
Total funds		25,869	22,405

For the financial year ended 30 September 2015 the company was entitled to exemption from audit under the provisions of sections 475 and 477 of the Companies Act 2006.

No member or members eligible has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- complying with the requirements of the Companies Act 2006 with respect to accounting records; and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its surplus or deficit for the period in accordance with the requirements of section 394 and 395 of the Companies Act 2006 and which otherwise comply with the requirements of that Act relating to financial statements so far as they are applicable to the company.

Approved by the Board of Trustees and signed on its behalf by:

Lee Taylor
Trustee

.....Date

Company registration number : 07102189
Charity registration number: 1135532

THE MALDON MUD RACE LIMITED



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2015

1 Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the charity's financial statements.

1.1 Basis of accounting

The financial statements have been prepared under the historical cost convention and are in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Company Act 2006 and in accordance with the Statement of Recommended Practice (SORP), Accounting and Reporting by Charities published in 2005 and applicable accounting standards.

1.2 Company status

The Charity is a company limited by guarantee. The members of the company are the trustees named in page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

1.3 Incoming resources***Incoming resources from operating activities***

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Income is deferred only when the charity has to fulfil conditions before becoming entitled to it.

Donations

Income from donations are included in incoming resources when it is received.

Investment income

Investment income is recognised in the accounts when it is received.

1.4 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, including VAT. Certain expenditures are directly attributable to charitable activities and have been included in Direct Charitable expenditure.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

1.5 Stock

value. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

1.6 Taxation

The company is a charity within the meaning of the Charities Act 2011 and as such is a charity within the meaning of part 11, Corporation Tax Act 2010. According the company is potentially exempt from taxation in respect of income or gains received with categories covered by Part11, Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied exclusively to its charitable purpose.

THE MALDON MUD RACE LIMITED



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2015

1.7 Tangible fixed assets and depreciation

Tangible fixed assets costing more than £1,000 are capitalised at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Motor vehicles	over 4 years
Equipment	over 3 years

Impairment reviews are carried out as and when evidence comes to light that the recoverable amount of a functional fixed asset is below its net book value due to damage, obsolescence or other relevant factors.

1.8 Fund accounting

Funds held by the charity are either:

Unrestricted general funds - these are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds - these are funds that comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Investment income and gains are allocated to the appropriate fund.

2 Trustee directors and employees

The trustees neither received nor waived any emoluments during the year, and were not paid or reimbursed for expenses during the current year.

3 Tangible fixed assets

	Vehicles & Equipment £
Cost	
At 01 October 2014	11,634
Additions	1,964
At 30 September 2015	13,598
Depreciation	
At 01 October 2014	8,506
Charge for the year	2,396
At 30 September 2015	10,902
Net book value	
At 30 September 2015	2,696
At 30 September 2014	3,128

THE MALDON MUD RACE LIMITED



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2015

4 Stock

	2015	2014
	£	£
Goods and other assets purchased for resale	2,418	2,504
Consumable stores	622	791
	<u>3,040</u>	<u>3,295</u>

5 Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1. For this purpose 'members' includes persons who ceased to be members within one year of such winding up.

	2015	2014
Members at the financial year end.	<u>8</u>	<u>8</u>



**REPORT of
DIRECTOR OF CUSTOMERS AND COMMUNITY**

to
**COMMUNITY SERVICES COMMITTEE
24 MAY 2016**

AND

**FINANCE AND CORPORATE SERVICES COMMITTEE
14 JUNE 2016**

REPLACEMENT VAN FOR THE WASTE AND STREET SCENE TEAM

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to bring forward the capital programme scheduled for 2017 / 18 to purchase a replacement van for the Waste and Street Scene Team.

2. RECOMMENDATIONS

- (i) that Members agree to bring forward the capital programme to 2016 / 17 to replace the panel van currently used by the Waste and Street Scene team.

To the Council (via the Finance and Corporate Services Committee):

- (ii) that subject to (i), that a capital programme of £12,000 is established for 2016 / 17, which will be funded by the underspend in the capital programme established for the waste contract.

3. SUMMARY OF KEY ISSUES

- 3.1 On the 1 April 2016 the Waste Away panel van was being driven by a council officer when smoke started to come from the engine. The van was eventually examined by a local commercial garage and it was confirmed that the van has a mechanical fault (the engine is damaged beyond repair). The van was 14 years old and was before the mechanical failure coming to the end of its useful economic life. Since the fault the waste team have had to hire a van at a cost of £535 a month.
- 3.2 The replacement van was due to be considered by Members as part of the 2017 / 18 capital programme (£12,000). However, given the current circumstances, it would be more cost effective to bring forward the capital programme now rather than spending any more money to hire a van.

- 3.3 The Waste team use the van on a daily basis throughout the year to complete their work, the loss of the van has resulted in the team having to hire a replacement vehicle. The panel van is used regularly for driving to events and promoting recycling and waste reduction such as road shows, school activities, parish council meetings, presentations at various community meetings. These happen every year throughout the year but are intensified this year due to the necessary education of the new service. A short wheeled based 'Transit' type van is the best size vehicle to transport the many items required; gazebo, free standing banners, wheeled bins, bags, promotional models, compost bins etc.
- 3.4 Several times a week there are instances when the Waste and Street Scene team will have to go out to rectify a situation where a customer has a valid complaint, this can be to deliver wheeled bins, or pick them up which is not possible in any other vehicle. The waste team have to investigate flytips and therefore need a vehicle to bring back dumped waste and black sacks which they cannot put in their own vehicles.
- 3.5 The van is the only vehicle of its size in the Council's fleet which is why a replacement is required by the waste team and other departments within the council. Facilities frequently borrow it if they have large items to pick up and drop off e.g. polling booths, DIY materials for office repairs and taking rubbish to the Household Waste and Recycling Centre. Environmental Health use it if they need to transport equipment. It is often used by Leisure for transporting fencing etc. at events. Due to the frequency of demand by other council services a van booking system has been established on the intranet.
- 3.6 Without promotion and awareness raising of the need to recycle the amount recycled in this district will go down, although it is not possible to put a figure on this. As Members will be aware Maldon District Council receives a payment from Essex County Council for every tonne it recycles which contributes towards offsetting the cost of the refuse contract. This sum is not inconsiderable, but it would reduce if recycling is not continually promoted.
- 3.7 Through careful and prudent spending the capital costs for the mobilisation of the new waste fund have come in under budget, the final underspend will not be confirmed until the end of 2016 / 17. However, it is envisaged that there would be sufficient underspend available to fund the new replacement van. The purchase of a second hand van has been considered however, the saving on a suitable one are little and the warrantee on a new vehicle is a benefit.

4. CONCLUSION

- 4.1 The Council requires a replacement van as there are no other vehicles of this capacity. The requirement is not only for use by the waste team but also available for use by other service areas within the council. It is more cost effective to replace the vehicle than to spend money on hiring charges.

5. IMPACT ON CORPORATE GOALS

- 5.1 The use of the van has a direct impact on ‘Reducing Waste and Increasing Recycling’ which is a high level outcome of the Council’s corporate goal of ‘Protecting and Shaping the District’.

6. IMPLICATIONS

- (i) **Impact on Customers** – Without a van the quality of service which the waste team are able to supply to customer would be reduced; unable to respond to complaints promptly and deal with issues of non-collected waste, also there would be reduced ability to undertake presentations and attend events.
- (ii) **Impact on Equalities** – There no particular equalities impacts.
- (iii) **Impact on Risk** – A reduction in recycling performance could have an impact on the Councils commitment to meet the requirements of the Essex Waste Inter Authority Agreement in relation to food waste and recycling. This raises a risk in relation the Council’s commitment to the waste partnership.
- (iv) **Impact on Resources (financial)** – The van is primarily used by the waste service to promote recycling and deal with reported problems. If the van is not replaced, this could impact on the recycling rates over time which would have an impact on the Recycling Credit income levels. The van is scheduled for replacement on the 2017 / 18 capital programme. It is not cost effective to hire the van in the long term and the most cost effective way to replace the vehicle as there is a business need for it. The expenditure will be fully funded by underspend on the capital budget established as part of the new waste contract.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – Without a van the beneficial environmental impacts of recycling would be reduced and the ability of the Street Scene team to keep the district environment clean may be reduced.

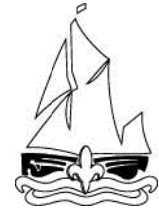
Background Papers: None.

Enquiries to: Karen Bomford, Group Manager Community and Living (Tel: 01621 875827).

ADDENDUM:

The Community Services Committee considered this report at its meeting on 24 May 2016 and agreed the recommendations as set out at Section 2 above.

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**REPORT of
CHIEF EXECUTIVE**

to
FINANCE AND CORPORATE SERVICES COMMITTEE
14 JUNE 2016

APPOINTMENT OF REPRESENTATIVES ON LIAISON COMMITTEES / PANELS

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to remind Members of the existing representatives on Liaison Committees / Panels and for new appointments to be made for 2016 /17.

2. RECOMMENDATION

That the Committee appoints representatives to the bodies detailed below, for the ensuing municipal year.

3. SUMMARY OF KEY ISSUES

- 3.1 Members are asked to nominate representatives to serve on the following Liaison Committees / Panels for the ensuing municipal year.

Body	2015 / 16 Representative(s)
Building Control Task and Finish Working Group	Chairman and Vice Chairman of the Finance and Corporate Services Committee <i>(plus representatives from the Planning & Licensing Committee)</i>
Council Chamber Member Task and Finish Working Group	Leader and Deputy Leader of the Council, Chairman of the Council (Vice-Chairman as Substitute), Chairmen of the Community Services and Planning and Licensing Committees (Vice-Chairmen as substitutes) <u>From the Finance and Corporate Services Committee:</u> Councillors Mrs B F Acevedo, B S Beale MBE and A S Fluker (Councillor Mrs H E Elliott as Substitute)

Body	2015 / 16 Representative(s)
Economic Prosperity and Tourism Working Group (Minute1002 – 15/04/14)	Councillors Mrs H E Elliott and Rev. A E J Shrimpton
Leisure Contract Task and Finish Working Group	Councillors A S Fluker and D M Sismey
Strengthening Community Member Task and Finish Working Group (Minute 710 -17/12/15)	Councillors Mrs B F Acevedo and A S Fluker <i>(plus representatives from the Community Services and Planning & Licensing Committees)</i>
Waste Contract Member Task and Finish Working Group	Chairman and Vice-Chairman of the Finance and Corporate Services Committee Councillors A S Fluker and M R Pearlman <i>(plus representatives from the Community Services Committee)</i>

Background Papers: None.

Enquiries to: Tara Bird, Committee Services Officer, (Tel. 01621 875791).



**REPORT of
DIRECTOR OF PLANNING AND REGULATORY SERVICES**

to
PLANNING AND LICENSING COMMITTEE
2 JUNE 2016

AND

FINANCE AND CORPORATE SERVICES COMMITTEE
14 JUNE 2016

SETTING FEES FOR THE MALDON DISTRICT DESIGN REVIEW PANEL

1. PURPOSE OF THE REPORT

- 1.1 This report seeks agreement for an appropriate fee to be charged to developers / applicants for a design review of development proposals to be undertaken by the Maldon District Design Review Panel. This report also seeks agreement for the Director of Planning and Regulatory Services and the Director of Resources to authorise an appropriate fee for additional specific requests for advice from the Maldon District Design Review Panel on development proposals.

2. RECOMMENDATIONS

- (i) that the following approach to charging developers / applicants for a design review of development proposals to be undertaken by the Maldon District Design Review Panel, be considered:
- A fee of £2,225 is charged to developers / applicants for a full design review of a development proposal by the Maldon District Design Review Panel.
 - An appropriate fee is calculated by the relevant case officer and agreed with the Director of Planning and Regulatory Services and the Director of Resources for additional specific requests for advice from the Maldon District Design Review Panel on development proposals.

To the Council (via recommendation from the Finance and Corporate Services Committee):

- (ii) that charge for developers / applicants for a design review of development proposals to be undertaken by the Maldon District Design Review Panel as set out above, be agreed;
- (iii) that subject to (ii) above the Council's Fees and Charges for 2016 / 17 be amended.

3. SUMMARY OF KEY ISSUES

3.1 To agree an appropriate fee to be charged to developers / applicants for the use of the Maldon District Design Review Panel. To authorise the Director of Planning and Regulatory Services and the Director of Resources to set an appropriate fee for additional specific requests for advice from the Maldon District Design Review Panel on development proposals.

3.2 Background

3.2.1 The design of new development is vital to ensuring the future beauty of Maldon District, and that people can continue to enjoy the environment of District while also allowing new development to come forward. A significant amount of development is expected to take place in Maldon District over the next 15 years, and, if the character and quality of the towns and villages is to be maintained and enhanced, it is vital that new development is designed to a high standard. Through the submitted Local Development Plan the Council has therefore put good quality design at the centre of its drive towards sustainable development, promoting high quality design throughout the District.

3.2.2 The Council has recently appointed BDP to produce a Maldon District Design Guide Supplementary Planning Document, Planning and Licensing Committee has recently endorsed the South Maldon Garden Suburb Design Codes (Minute No. 975 refers), and LDA Design is currently in the process of finalising the North Heybridge Garden Suburb Design Codes.

3.2.3 In November 2013 the Planning and Licensing Committee approved the establishment of a Maldon District Design Review Panel (Minute No. 567 refers). In December 2015 the Council sought tenders for the management of a Maldon District Design Review Panel to undertaken the following tasks:

(i) Setting up the Panel

Including the following tasks:

- Meeting with Maldon District Council (MDC) Officers to agree a strategy for recruiting suitable members for the Panel;
- Production of terms and conditions for panel members;
- Compilation of selection criteria and a list of experts to approach for inclusion in the Panel;
- Contacting potential panel members;
- Production of contracts for panel members; and
- Arranging an induction session with the Panel.

(ii) Setting up the design review process:

Including the following tasks:

- Drafting a methodology for the process for referral of schemes to the Panel, and what level of information will be provided to Panel members;

- Outlining appropriate charges to developers / applicants based on estimated costs of running the Panel;
- Drafting protocols and terms of reference to set out the aims and aspirations of the Panel;
- Production and agreement of a provisional programme of design review meetings to be scheduled for 2016, and circulated to Panel members;
- Drafting content for a Design Review Panel page on the Council's website, and a press release promoting of the role and function of the Panel.

(iii) **Ongoing management of the Panel**

Including the following tasks:

- Production of an agenda and summary of development proposals being assessed prior to each meeting of the Panel;
- Production of meeting notes following Design Review Panel meetings;
- Production of a report summarising the views of the Design Review Panel, which will form the final report and recommendations of the Panel.

3.3 **The Maldon District Design Review Panel**

- 3.3.1 Following the procurement process, Design South East was appointed to manage the Maldon District Design Review Panel. The Design Review Panel will provide a design review service to assess proposals for development across the District, including pre-application proposals and submitted applications of all sizes. The Design Review Panel is a service which applicants can chose to use to assess, and where required improve, the quality of a development proposal prior to the submission of an application, or during the application process. Although this is an additional chargeable service to applicants, it is expected that this will be a popular service, particularly for large scale development projects where design aspects are critical to the successful determination of the application.
- 3.3.2 Design South East have identified a pool of around 15 specialists with a range of design related skills and experience, including a number of panel members with links to Maldon. The pool of panel members includes Ben van Bruggen (Panel Chair), Hana Loftus, Robert Barker, Jane Wernick, Roger Estop, Geoff Noble, Claire Bennie, Eddie Murphy, Scott Adams, Marcus Wilshere, Stephen Proctor, Paul Appleby, Noel Farrer, Cany Ash, and Richard Hawkes. The Panel was introduced to the Council and other invited guests at a launch event on 4 April 2016.
- 3.3.3 It is anticipated that meetings of the Design Review Panel will take place on a quarterly basis. A design review will include around six of the panel members undertaking site visits, receiving presentations from developers and the relevant case officers as necessary, undertaking an open discussion on the proposals, and finally producing a report to provide recommendations on how the design of a scheme could be improved. At the pre-application stage this information can be used by the developer to amend the scheme prior to the submission of a planning application. The advice of the Panel will therefore remain confidential until an application is

submitted. If the advice of the panel is requested during the submission of an application to address design concerns raised by consultees or the Council, the advice of the Panel will be publically available and can be considered by the Council to assist in the determination of the planning application.

3.4 Setting an appropriate fee for the services of the Maldon District Design Review Panel

- 3.4.1 Setting up the Panel and the design review process (as outlined in paragraph 3.2.3 above) incurred costs to the Council of £3,600 (£1,850 for the Panel and £1,750 for the Design Review Process). A days meeting of the Design Review Panel to undertake a design review of development proposals will cost £4,450. The costs for the Panel meetings will be paid by the developers / applicants who have requested the design review service.
- 3.4.2 Depending on the size, complexity, and location of the development proposals being reviewed, the Panel will be able to review around a maximum of four development proposals in a day's meeting. It is estimated that there will be an average of two development proposals being reviewed by the Panel at each quarterly meeting.
- 3.4.3 It is therefore recommended that a fee of £2,225 is charged to developers / applicants for a full review of a development proposal by the Panel. This will ensure that where two proposals are being reviewed, the running costs of the Panel will be covered by payments from developers / applicants. Where more than two proposals are being reviewed, the additional payments will be used to cover the running costs of panel meetings where only one scheme has been reviewed, or to recoup the costs incurred by the Council to set up panel. The Council will review the fee for the design review service on an annual basis to ensure that the costs of running the panel are sufficiently being covered within the fees.
- 3.4.4 For small schemes, or for amendments to schemes which have already been reviewed by the Panel, a full meeting of the Panel may not be necessary and instead only the Design South East facilitator, Panel Chair, and one other panel member may be required to review a scheme. The cost for this service will be dependent on the size and complexity of the development scheme and the scale of amendments which have been made since the last review. In this instance, it is recommended that an appropriate fee is calculated by the relevant case officer and agreed with the Director of Planning and Regulatory Services and the Director of Resources.

4. CONCLUSION

- 4.1 It is recommended that a fee of £2,225 is charged to developers / applicants for a full design review of a development proposal by the Maldon District Design Review Panel.
- 4.2 For additional specific requests for advice from the Maldon District Design Review Panel on development proposals for smaller schemes or for amendments to schemes already reviewed by the Panel, it is recommended that an appropriate fee is calculated by the relevant case officer and agreed with the Director of Planning and Regulatory Services and the Director of Resources.

5. IMPACT ON CORPORATE GOALS

- 5.1 The Design Review Panel supports corporate goals which underpin the Council's vision for the District, and in particular protecting and shaping the District.

6. IMPLICATIONS

- (i) **Impact on Customers** – Customer will use the design review service to seek to improve the design of development proposals. An appropriate fee for this service should be set which encourages the use of this service while also ensuring that the running costs are covered within the fees.
- (ii) **Impact on Equalities** – Not applicable.
- (iii) **Impact on Risk** – The fee for the design review service will affect the level of use. Greater use of the design review service will have a positive impact on the design quality of applications being submitted to the Council.
- (iv) **Impact on Resources (financial and human)** – The fee for the design review service will ensure that the costs of running the Design Review Panel are covered by the Council. At the proposed fee level, where more than two proposals are reviewed in a day, fee income will be generated above running costs. If the fee was to be set incorrectly, this could result in running costs not being met.
- (v) **Impact on the Environment** – Greater use of the design review process will improve the design quality of new development in the District.

Background Papers: None.

Enquiries to: Tim Parton, Spatial Planning Team Leader (Tel: 01621 876278).

ADDENDUM:

Members' attention is drawn to the addendum attached to this report which details a number of changes to the recommendations set out in Section 2 above.

The Planning and Licensing Committee considered this report and addendum at its meeting on 2 June 2016 and following a lengthy debate the recommendation for an approach to charging was not accepted but instead the Council creates a suite of documents to be made available to applicants, and that applicants be signposted to the Design Review Panel should the Council wish to recommend advice to a developer, without the Panels advice being binding.

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**CIRCULATED AT
THE MEETING**



**REPORT of
DIRECTOR OF PLANNING AND LICENSING COMMITTEE**

**to
PLANNING AND LICENSING COMMITTEE
2 JUNE 2016**

AND

**FINANCE AND CORPORATE SERVICES COMMITTEE
14 JUNE 2016**

ADDENDUM

**AGENDA ITEM NO. 11 SETTING FEES FOR THE MALDON DISTRICT
DESIGN PANEL**

Following further consultation with the Director of Resources, amendments to the recommendations (set out in the report) are proposed to allow an individual fee to be set for a design review of each development proposal. This will allow the charge to be flexible and allow consideration of:

- a) the complexity of a development scheme;
- b) the level of required input from both Design South East and Maldon District Council officers; and
- c) the number of schemes to be included within a single meeting of the Design Review Panel.

The fee to be charged to a developer for a design review will therefore be a maximum of £4,450 (the cost of a day's meeting of the Design Review Panel) plus the cost of Maldon District Council officer time to prepare for and attend the design review meeting, however this would be assessed on an individual basis for each scheme taking into account the three factors listed above.

The fee for the design review of a development scheme will therefore be determined by the relevant case officer and agreed with the Director of Planning and Regulatory Services and Director of Resources in consultation with the Chairmen of Planning and Licensing Committee and Finance and Corporate Services Committee respectively.

The following amendments to the recommendations are therefore proposed:

RECOMMENDATIONS

(i) that the following approach to charging developers / applicants for a design review of development proposals to be undertaken by the Maldon District Design Review Panel, be considered:

- ~~A fee of £2,225 is charged to developers / applicants for a full design review of a development proposal by the Maldon District Design Review Panel. Taking into account the costs associated with undertaking a design review for both Design South East and Maldon District Council, an appropriate fee is calculated by the relevant case officers and agreed with the Directors of Planning and Regulatory Services and Resources, in consultation with the Chairs of Planning and Licensing Committee and Finance and Corporate Services Committee, for the review of a development proposal by the Maldon District Design Review Panel.~~
- ~~An appropriate fee is calculated by the relevant case officer and agreed with the Director of Planning and Regulatory Services and the Director of Resources in consultation with the Chairs of Planning and Licensing Committee and Finance and Corporate Services Committee for additional specific requests for advice from the Maldon District Design Review Panel on development proposals.~~

To the Council (via recommendation from the Finance and Corporate Services Committee):

- (ii) that charge for developers / applicants for a design review of development proposals to be undertaken by the Maldon District Design Review Panel as set out above, be agreed;
- (iii) that subject to (ii) above the Council's Fees and Charges for 2016 / 17 be amended.



REPORT of CHIEF EXECUTIVE

to
FINANCE AND CORPORATE SERVICES COMMITTEE
14 JUNE 2016

2015 / 16 REVIEW OF PERFORMANCE

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to supply Members with details of performance against targets set for 2015 / 16 and to ensure that progress is being achieved towards the corporate goals and the outcomes detailed in the Corporate Plan 2015 - 19 adopted by Council in February 2015 (Minute No. 828 refers).
- 1.2 Members should challenge performance or allocation of resources where the Committee feels that the Council's corporate goals have not or may not be achieved.
- 1.3 Where performance or progress is behind schedule or at risk, the reasons why need to be fully understood and decisions taken on what, if any, action is required to bring performance back on track.
- 1.4 Quarterly reviews of performance are undertaken by the Overview and Scrutiny Committee and the position as at the year-end was reviewed at the meeting on 8 June 2016. An annual performance report will also be submitted to the Council on 14 July 2016.
- 1.5 All of the performance information contained within this report is recorded on the Council's Performance and Risk Management system (TEN) to which all Members have access.

2. RECOMMENDATION

Members' views, comments and questions on the information as set out in this report and **APPENDIX 1** are sought.

3. SUMMARY OF KEY ISSUES

- 3.1 Consistent with the performance reports submitted to the Overview and Scrutiny Committee, the format of the performance reports to this Committee are on an "exception" basis i.e. only those activities and indicators that are behind schedule, at risk or not on target will be included. This will ensure the focus is on those areas requiring attention and assisting Members to challenge performance or allocation of resources where the Council's corporate goals may not be achieved.

3.2 **APPENDIX 1** to this report details for each of the corporate goals:

- The key corporate activities which are assessed as being “behind schedule” or “at risk of not being achieved”
- Indicators which have not achieved the end of year target.

The activities/indicators aligned with this Committee have been marked  to provide easy identification by Members.

3.3 Members are aware from the Committee Chairman’s “Good news announcements” at previous meetings, successes and achievements during the year include:

- **Two Factor Authentication** - Following a successful pilot earlier this year, the Council is now hosting a new and innovative “2 factor authentication” solution on behalf of the Essex Online Partnership. Three authorities including Maldon District Council (MDC) are live on this solution at the moment, with more joining over the next year. This will replace our aging Cryptocard solution at zero cost to the authority, and provides a shared service across the whole of Essex.
- **Office accommodation** - Of the previous St Cedds tenants, Homestart, Viking Community Transport, the Citizens Advice Bureau (CAB) and Talking Newspapers have all been relocated within the Princes Road office complex. An agreement to store Maldon Museum artefacts as the museum building was agreed and the last of the artefacts was moved to the museum during December. Building work to the Council offices has been completed. Work on the demolition of St Cedds is scheduled to be completed by July.
- **Modern.Gov** – This new Committee Management System was implemented successfully by the Community Services Committee. It was also well received by the Finance and Corporate Services and Audit Committees in January 2016 and the Council in February. The project is progressing well, with some Members now using the Modern.Gov software for all Council business.
- **Housing Benefit and Council Tax Support Performance** - Prompt calculation and payment of housing benefit and council tax support claims can help to prevent rent arrears and homelessness, but also other financial pressures on already vulnerable households. We are pleased to report that despite the overall volumes of work increasing we have been able to exceed our performance targets. Our target for dealing with new benefit claims during 2015/16 was 16 days, and we achieved 14.55 days which is significantly better than the latest national average performance of 23 days. For benefit changes of circumstances the target was 11 days, and we achieved 7.6 days, which again is significantly higher than the latest national average performance of ten days.

We continue to have a sustained focus on preventing and detecting fraudulent claims and discounts, and have been successful in securing additional funding from the Department of Work and Pensions to help us achieve this.

- **Collection of Council Tax and Business Rates** - We continue to have a sustained and robust focus on the collection of both Council tax and Business Rates, resulting in the collection rate for Council Tax being sustained for 2015/16 at 98.3%, and the collection rate for Non Domestic rates increasing to

98.7%, the highest performance since 2007. There has also been a £276, 000 increase in the total rateable values on which business rates are charged from the start of the year together with a decrease in the number of empty properties in the District (10% business premises and 5% council tax).

- **Apprenticeships** – the People, Performance and Policy Team have been working to increase the visibility and take up of the Council’s apprenticeship programme by attending the Plume School Careers Fair and contributing to a Personal Development Programme at Ormiston Rivers Academy in 2015. Engaging directly with young people allows the benefits of taking up an apprenticeship to be highlighted. The actual number of apprentices within the Council has increased with two currently employed within the Revenues and Benefits team (to date a total of seven apprentices have secured permanent full time roles within the Council) and one being recruited into both Customer Services and the Human Resources teams as at April 2016. Work is also underway to develop further horticultural apprenticeships within the Parks team. Other opportunities will be explored as they arise.
- **SelectHR** - the core system has been implemented and is operational in Human Resources. There are some outstanding areas requiring assistance from our suppliers, but these will be resolved soon. The benefits of the system to date include:
 - Reports can now be generated once configured at a click of a button, whereas usual timescales would be 1 - 2 days.
 - The accuracy of data is improved using real time data and one source.
 - Providing information to staff is far quicker.
 - Absence monitoring improved and more effective.
 - The ability to allocate post numbers and ensure effective establishment control (which link to budget codes) and to report at all organisational levels for a number of different dimensions such as headcount, Full Time Equivalent (FTE), turnover etc.
 - The ability to be able to easily report on equality related dimensions e.g. race, sex, ethnicity, religion etc.
- **Filming in the District** - Filming recently took part in Maldon for ITV’s ‘Tales of the Coast’ a new programme presented by Robson Green and involved him taking part in smaller version of the Maldon Mud Race. The production team and Robson Green were extremely impressed and appreciative of the way in which their many requests had been met and commended the Council for being so film friendly.

3.4 **Complaints and Compliments Received**

- 3.3.1 22 complaints and one compliment about services that report to this Committee were received by the Council between 1 April 2015 and 31 March 2016:

Service Area	Total no. of compliments for service	Total no. of complaints for service	No. per specific complaint	Subject of complaint/compliment
Legal and Democratic Services		8	4	Elections
			1	Unhelpful staff when calling regarding a query
			2	Dissatisfaction with administration process
			1	Late response to FOI request
Facilities	1			Thanks for help in providing room for Lace Circle
Revenues and Benefits	5	14	1	Lack of facilities to pay by cash at front desk
			1	Staff attitude and not sent correspondence advising of higher payment
			1	Lack of call back
			3	Lack of response to letters / emails
			1	Unhappy with arrangements for reclaiming council tax
			1	Payment taken in error & delay in refund
			1	Difficulty setting up direct debit
			5	Details not available

3.3.2 All complaints received are investigated and action taken to improve service delivery where learnings are identified.

4. CONCLUSION

4.1 Good progress has been made on a number of activities and successes achieved which will contribute to some of the Council's corporate goals and desired outcomes. However, there are areas where a number of key corporate activities are considered as being at risk or behind schedule and some performance indicators which failed to achieve the end of year target.

5. IMPACT ON CORPORATE GOALS

5.1 The Council stated its corporate goals and desired outcomes in the Corporate Plan for 2015 - 19.

5.2 In turn, the services agreed actions (Key Corporate Activities) that they will take forward in 2015 / 16 to contribute to the achievement of these outcomes. Performance indicators and measures have been established to monitor the impact of these actions and to provide evidence of achievements.

- 5.3 To ensure that MDC progresses towards or achieves the goals and outcomes stated in the Corporate Plan, it is important that performance is monitored and managed against targets and milestones.
- 5.4 It is also important as the Council is accountable to the community that it is able to demonstrate it is monitoring and managing performance effectively.

6. IMPLICATIONS

- (i) **Impact on Customers** – Performance Management is about agreeing and achieving objectives and priorities, monitoring our performance against agreed targets and timescales, identifying opportunities for improvement, making necessary changes and ultimately delivering quality public services.
- (ii) **Impact on Equalities** – For the Council “Equalities” means understanding our staff and customers and making sure that our policies and services are designed to meet their needs and implemented appropriately.

MDC is committed to providing equal opportunity of access to services, and level of service provided, and developing communities that are free from discrimination.

- (iii) **Impact on Risk** – If performance is not managed effectively by the Council at both Committee and management level, there is a risk that the Council will not achieve its stated priorities and outcomes.
- (iv) **Impact on Resources (financial and human)** – If action is needed to bring key activities or indicators back on track to meet the targets set, a reallocation of resources may be required to ensure that objectives and priorities are achieved.
- (v) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Fiona Marshall, Chief Executive, (Tel: 01621 875711) or Julia Bawden, Performance and Risk Officer, (Tel: 01621 876223).

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Review of Performance 2015-16



FINANCE & CORPORATE SERVICES COMMITTEE

REVIEW OF PERFORMANCE *

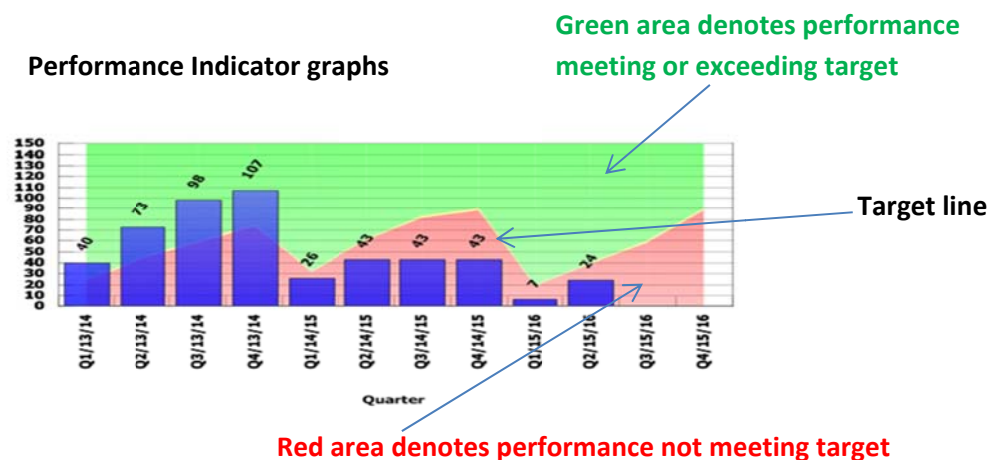
2015-16

*The quarterly performance reports are produced on an “exception” basis; full details will only be included for those activities and indicators which are behind schedule, at risk or not on target.

Status Definitions for Key Corporate Activities

At Risk	There are issues which could impact the completion/ achievement of the Key Corporate Activity in the future
Behind Schedule	Target date for completion of the Key Corporate Activity , or milestones upon which activity depends, have not been met
On Track	Work progressing satisfactorily, milestones upon which the activity depends are being met and overall target for completion should be achieved
Completed	Key Corporate Activity completed – no further work required

Performance Indicator graphs



Review of Performance 2015-16

Corporate Goal - Helping communities to be safe, active and healthy

Key Corporate Activities contributing to this goal - 3			
At Risk	Behind Schedule	On Track	Completed
		2	1

Key Corporate Activities designated as "At Risk" or "Behind Schedule"	Target Date	Status	Comments
None			

Review of Performance 2015-16

Indicators which have not achieved end of year target

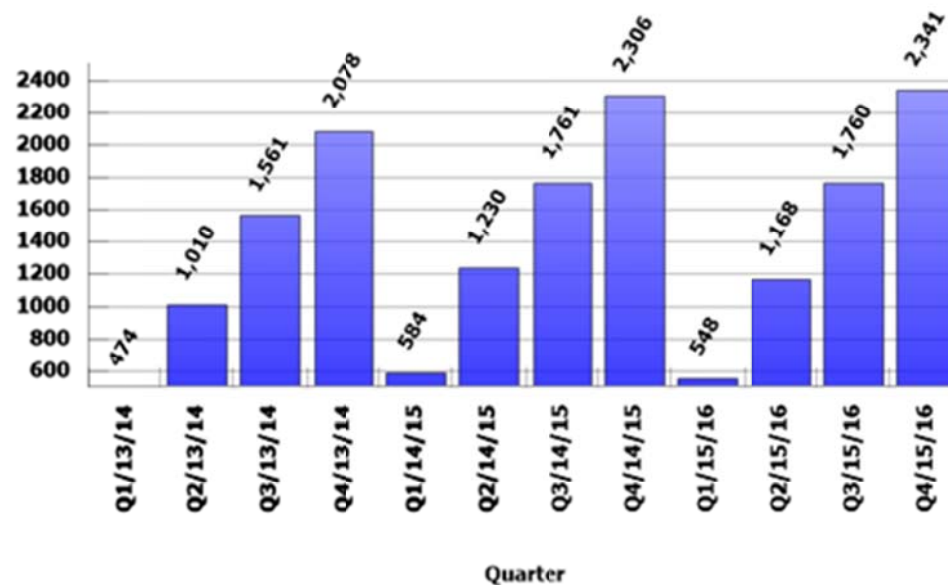
Indicator	14/15 Actual	15/16 Target	Previous Quarter	Current Quarter	Cumulative For the Year	Annual target achieved
Level of reported crime	2,306 Incidents of all crime	Essex Police target is to have fewer reported incidents than in previous year.	592 Incidents of all crime	581 Incidents of all crime	2,341 Incidents of all crime	No
	1,113 Anti-Social Behaviour (ASB) incidents		231 ASB incidents	229 ASB incidents	1,087 ASB incidents	Yes
	Sanctioned detection rate 16.3%				Sanctioned detection rate 11.7%	

Comment on current performance

2,341 offences have been recorded in the Maldon District from April 2015 - March 2016. This is an increase of 35 crimes on 2014-15(1.5%).

The number of ASB incidents for the year is = 1,087. This is 26 less than the previous year (2.3% reduction) and the second consecutive year where the number of ASB incidents has decreased.

Essex has suffered an increase of 11.5% for all crime at a force level. Whilst any increase is a concern keeping crime on a reasonably level platform (within the District) should be seen as a success. With such a low starting base a small spike in crime or a crime series can have an adverse impact on the overall crime figures. On a positive note, the introduction of community policing teams in April 2016 will allow the partnership to focus on local priorities which matter to the residents of the district such as irresponsible driving and tackling anti-social behaviour.



Review of Performance 2015-16

Corporate Goal - Protecting and shaping the District

Key Corporate Activities contributing to this goal – 8			
At Risk	Behind Schedule	On Track	Completed
3		3	2

Key Corporate Activities designated as “At Risk” or “Behind Schedule”	Target Date	Status	Comments
Monitor delivery of infrastructure associated with strategic developments as per Local Development Plan	Ongoing	At risk	There are a number of key infrastructure projects that are subject to on-going discussions which are complex such as highway provision and flood alleviation involving developers and third parties/agencies.
Adopt the Local Development Plan for the District	March 2017	At risk	A formal response was received from the Department of Communities and Local Government (DCLG) in March 2016 confirming that the Secretary of State proposes to continue with the plan. A subsequent letter from DCLG confirmed that Simon Berkeley has been appointed as the new Planning Inspector and an independent programme officer appointed. The new Inspector has written to all participants of the LDP now that the LDP Examination has been resumed. The Council has advised the Inspector of the likely timescales for the provision of the necessary information and clarification he requested.
Work with housing associations and developers to provide extra care housing	Ongoing	At risk	Despite the Council putting in place policies and making links with providers to promote the need for homes that meet the needs of an ageing population, recent announcements concerning the reduction and limits of rent for supported housing and challenges to the financial viability of complying with the Council's policies are creating uncertainty with some local services already being reduced. Proposals in the Housing Bill if enacted will also have an impact in relation to the potential to develop more affordable housing for this group as a result in the change to national planning policy. Officers continue to work supporting partners such as ECC, encouraging and hopefully enabling new development and will also look at opportunities for innovation and new partnership working.

Review of Performance 2015-16

Indicators which have not achieved end of year target

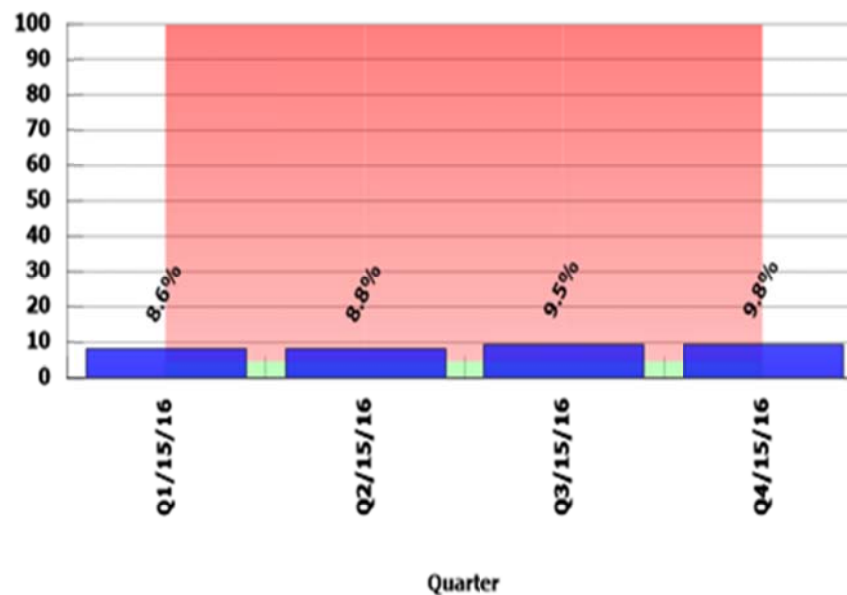
Indicator	14/15 Actual	15/16 Target	Previous Quarter	Current Quarter	Cumulative For the Year	Annual target achieved
Percentage of planning appeals allowed	10.34% *(for the 2 year minus 9 months period as per DCLG assessment re quality of decisions)	Majors: 5%	Majors: 9.47%* *(for the 2 year minus 9 months period as per DCLG assessment re quality of decisions)	Majors: 9.8%* *(for the 2 year minus 9 months period as per DCLG assessment re quality of decisions)	N/A	No

Comment on current performance

During the period of assessment, of 102 major applications decided, 30 of them went to appeal and 10 of them were allowed on appeal - 9.80% (2 delegated refusals allowed on appeal, 6 Committee refusals where Members overturned officers' recommendation to approve and 2 Committee refusals where Members accepted officer recommendation to refuse).

The risk of being designated an underperforming authority has increased due to a revised threshold proposed by the Government relating to the quality of decisions of all major planning applications overturned on appeal. It was announced in the Autumn Statement 2015 that this will change from 20% to 10%.

The Council's current position has improved over the past 12 months. However, as at the end of March there were 4 appeals still in progress which if all allowed would increase the figure to 13.73% (i.e. over the proposed new threshold).



Review of Performance 2015-16

Indicator	14/15 Actual	14/15 Target	Previous Quarter	Current Quarter	Cumulative For the Year	Annual target achieved
Validation of planning applications	The definition and targets for a validation indicator were discussed at Overview & Scrutiny Committee in February. The proposed indicator will be submitted to the Planning & Licensing Committee for approval in June.					

Review of Performance 2015-16

The following is a tracking measure reported half yearly using the CLG Needs Assessment Model to monitor whether the number of affordable homes being delivered is actually meeting the current need. As this is a tracking measure, no target is set, but it is included to provide details of the current assessment of affordable housing needs.

Indicator	14/15 Actual	14/15 Target	Previous quarter	Current Quarter	Cumulative For the Year	Comments
Affordable housing assessment needs	New measure 15/16	Tracking measure	Monitored Half yearly	218	N/A	<p>The net annual requirement for affordable homes identified in the SHMA (2014) is 130.</p> <p>The previous review (undertaken in September 2015) indicated this requirement has increased to 167 due, in part, to the supply of new affordable homes including re-lets being below the target of the SHMA and LDP.</p> <p>The most recent review (April 16) shows the annual requirement has increased to 218. The following factors are relevant:</p> <ul style="list-style-type: none"> - An increase in the number of families placed in B&B and other temporary accommodation; - The rising cost of rent compared with local earnings, reducing the number of newly forming households able to buy or rent in the District - Rural South remains the least expensive, but the cost of buying and renting from open market has risen at a higher rate than other areas of the District; - The average number of new affordable homes being provided and re-lets has increased to nearly three times the level when the SHMA was completed (from 28 to 78 per annum), but remains below the target of 130.

Review of Performance 2015-16

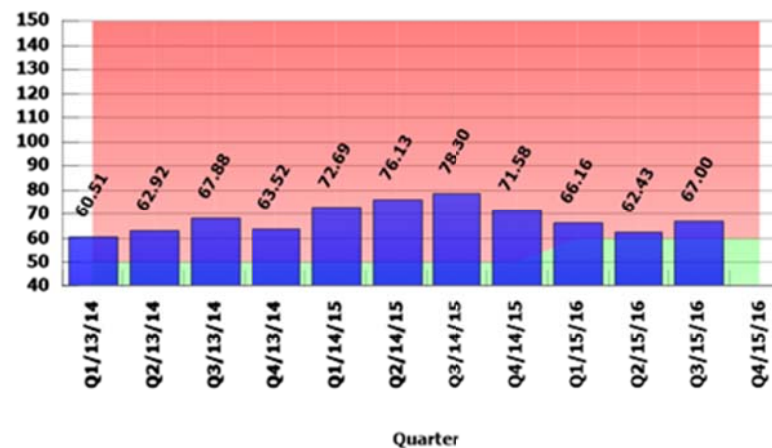
Indicator	14/15 Actual	14/15 Target	Previous Quarter	Current Quarter	Cumulative For the Year	Annual target achieved
Number of missed collections per 100,000 collections	71.58/100,000 3,046 actual missed collections for the year	60/100,000	76.14/100,000 885 actual missed collections in quarter	See comments	67/100,000* 2,337 actual missed Collections* *As at end of December 2015	No

Comment on current performance

The previous waste collection contract was in operation in January with the new contract commencing in February.

We have been working with the new contractor, Suez, to develop their data system CORE, but reliable data on missed collections is not available for February and March. However, officers have been collating evidence of missed bin collections from public feedback (via our Customers Team and correspondence etc.) and proactive work has been ongoing with the management of Suez to address the issues raised.

The Council is insisting that from June 6 all data is collected via Core and is shared with the Council as the new collection system commences and as required within the Contract.



Review of Performance 2015-16

The following is a tracking measure to monitor air quality from 15 key sites within the district specifically for nitrogen dioxide. Nitrogen dioxide is selected as it provides a good indication of air quality and pollution from road traffic and industrial sources. The sites have been identified because of the intensity of the road networks or from industrial pollution and the closeness to receptors i.e. residential properties. To ensure the Council prepares for the annual reporting of this indicator the quarterly reports will trigger early preparation of an action plan where exceedances are likely.

Indicator	14/15 Actual	14/15 Target	Previous Quarter	Current Quarter	Cumulative For the Year	Annual target achieved																										
No. of sites in District (out of 15) where NO2 levels exceed 90th percentile of National Air Quality annual mean objective	N/A	Tracking measure	7	8	N/A	Tracking measure, but see comments below.																										
<p><u>Comment on current performance</u></p> <p>In Q4, 8 of the 15 sites have consistently exceeded the 90th percentile of the national target of 40µg/m³.</p> <p>Using the agreed methodology for calculating the annual mean, results show that the average for the District (33.05 µ/m³) is below the national standard. However, the monthly monitoring shows that there are a number of sites throughout the year that consistently have levels that exceed the national target with the worst case being 53 µ/m³ (i.e. 13 µ/m³ above the national target).</p> <p>Officers continue to work with the planning service to ensure that where development is proposed in areas where sites persistently reach or exceed the 90th percentile, early discussions are being held with developers to explore whether mitigation measures as part of the development is appropriate.</p>			<table border="1"> <caption>Quarterly Data for NO2 Exceedances</caption> <thead> <tr> <th>Quarter</th> <th>Number of Sites Exceeding Target</th> </tr> </thead> <tbody> <tr><td>Q1/13/14</td><td>2</td></tr> <tr><td>Q2/13/14</td><td>4</td></tr> <tr><td>Q3/13/14</td><td>9</td></tr> <tr><td>Q4/13/14</td><td>8</td></tr> <tr><td>Q1/14/15</td><td>7</td></tr> <tr><td>Q2/14/15</td><td>2</td></tr> <tr><td>Q3/14/15</td><td>10</td></tr> <tr><td>Q4/14/15</td><td>11</td></tr> <tr><td>Q1/15/16</td><td>7</td></tr> <tr><td>Q2/15/16</td><td>6</td></tr> <tr><td>Q3/15/16</td><td>7</td></tr> <tr><td>Q4/15/16</td><td>8</td></tr> </tbody> </table>				Quarter	Number of Sites Exceeding Target	Q1/13/14	2	Q2/13/14	4	Q3/13/14	9	Q4/13/14	8	Q1/14/15	7	Q2/14/15	2	Q3/14/15	10	Q4/14/15	11	Q1/15/16	7	Q2/15/16	6	Q3/15/16	7	Q4/15/16	8
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Q3/15/16	7																															
Q4/15/16	8																															

Review of Performance 2015-16

Corporate Goal - CREATING OPPORTUNITIES FOR ECONOMIC GROWTH AND PROSPERITY

Key Corporate Activities contributing to this goal – 12				
At Risk	Not started	Behind Schedule	On Track	Completed
	1	3	8	

Key Corporate Activities designated as “At Risk” or “Behind Schedule”	Target Date	Status	Comments
Review and improve business engagement	Ongoing	Behind schedule	Work is ongoing to establish the best mechanism to positively engage with businesses across the District.
Analyse current skills deficit in the District	October 2016	Behind schedule	Officers are taking the opportunity to review local business needs at networking events and other organised business meetings. Work is currently being undertaken by the County Employment and Skills Board to understand the skills profile of the District. A key area of activity relates to the care sector which officers are actively engaged with and contributing to.
Undertake feasibility study to identify possible solutions to address skills deficit	March 2017	Not started	Awaiting the outcome of the skills analysis of the District
Promote/support improved Broadband connectivity with Superfast Essex Steering Group (BDUK Project)	March 2016	Behind schedule	A report was submitted to the Planning & Licensing and Finance & Corporate Services Committees in April. This recommended that based on new information provided by Essex Superfast Broadband, capital funding is provided to support an additional 900 (approx.) premises to be connected to super-fast broadband. A decision is to be made by Council in May.

Review of Performance 2015-16

Indicators which have not achieved end of year target

Indicator	14/15 Actual	15/16 Target	Previous Quarter	Current Quarter	Cumulative for the Year	Annual target achieved
None						

Review of Performance 2015-16

Corporate Goal - Delivering good quality, cost effective and valued services

Key Corporate Activities contributing to this goal - 5			
At Risk	Behind Schedule	On Track	Completed
		3	2

Key Corporate Activities designated as “At Risk” or “Behind Schedule”	Target Date	Status	Comments
None			

Review of Performance 2015-16

→ Indicators which have not achieved end of year target

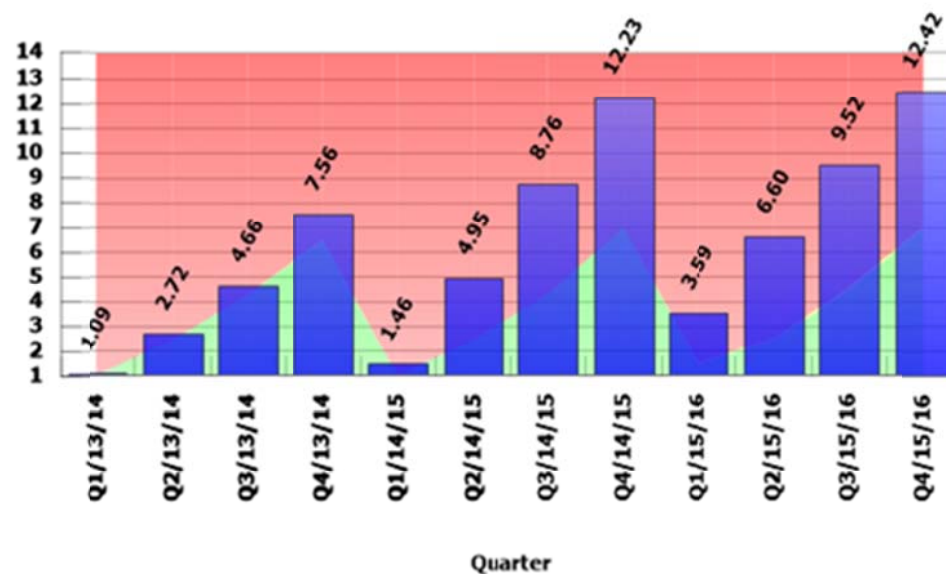
Indicator	14/15 Actual	14/15 Target	Previous Quarter	Current Quarter	Cumulative For the Year	Annual target achieved
Average number of days lost per (Full Time Equivalent) FTE due to sickness	12.23 days per FTE	7 days per FTE	2.92 days per FTE <ul style="list-style-type: none"> 1.65 days short term absence 1.27 days long term absence 	2.9 days per FTE <ul style="list-style-type: none"> 1.31 days short term absence 1.59 days long term absence 	12.42 days per FTE <ul style="list-style-type: none"> 4.54 days short term absence 7.88 days long term absence 	No

Comment on current performance

The total number of FTE days lost in Q4 was 651.19 (287.7 days due to short term sickness, 363.49 days long term). This equates to 2.9 days per FTE.

The cumulative figure for the year to date per FTE days lost to sickness = 12.42 days. The public sector average number of days off sick for 2015 was 8.7 (Source: Chartered Institute of Personnel and Development).

The long term sickness levels for Q4 have increased very slightly to 1.59 compared to 1.27 in Q3. Six staff on long term sick returned to work within Q4, one has retired and only one member of staff remains on long term sick leave. Five out of the eight cases for long term sickness within the quarter were due to stress / depression / anxiety, four of which were due to work related stress. The Human Resources Team continues to work with employees, line management and occupational health where appropriate, in reaching a suitable conclusion on long term sickness cases.



Review of Performance 2015-16

<p>A number of interventions have been introduced to reduce sickness absence including raising awareness of the importance of return to work interviews to managers and monitoring the completion of these; feeding back trigger information to directors and managers on a regular basis; ensuring the implementation of the formal absence management process when applicable and the provision of a new and highly responsive occupational health provision.</p> <p>The new MDC Absence Management Policy will be finalised in the first quarter of 2016, this will incorporate a number of specific interventions focused on reducing absence levels and managers will be trained in the new policy when launched. It is hoped that this will facilitate a reduction in average sickness absence levels closer to the 7 days MDC target figure.</p>	
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Review of Performance 2015-16

Corporate Goal - FOCUSING ON KEY PROJECTS

Key Projects contributing to this goal – 5			
At Risk	Behind Schedule	On Track	Completed
	1	4	

Key Corporate Activities designated as “At Risk” or “Behind Schedule”	Target Date	Status	Comments
Help to deliver new healthcare facilities for Maldon	March 2017	Behind schedule	<p>The Chief Executive recently received an update from Arcadis, the specialist health estates planner who has commenced work to assess the required scale of a new community hospital to meet the service needs set out in the Clinical Commissioning Strategy. The work is expected to be completed in May.</p> <p>The CCG are currently compiling a Primary Care Estates Strategy for the area which is due to be finalised in May and will take into account positive discussions with GPs regarding the potential relocation of some primary care services to the new facility. Primary care is a key component of the proposed new hospital, which is intended to be a health and well-being hub. Subject to the outcomes of the Strategy, the CCG will organise more detailed work to develop a supporting business case for relocation of primary care facilities.</p> <p>In the meantime, estates planning work for the new community hospital/health and well-being hub will be modelled on two different scenarios both with and without primary care provision.</p> <p>The work will include development of estimated capital and revenue cost of delivering and running the new building. Costings will assume the build is delivered to BREAM standards as required by the NHS. The consultants have been asked to ensure that the size and cost of</p>

Review of Performance 2015-16

			<p>the building is scalable so that, where possible, plans can be adjusted to bring the delivery of the hospital within an affordable cash envelope. This will also allow consideration of the viability of locating voluntary sector and potentially some commercial establishments to be accommodated within the building.</p> <p>At the current time the CCG and District Council are having difficulty in gathering important information from MEHT, the owners of St Peters Hospital regarding running costs of the building and backlog maintenance costs. Enquiries regarding the Trust's future intentions for the site have also gone unanswered. The Chief Executive will be writing to the MEHT Board to question why this information is not forthcoming.</p> <p>Stage 1 will be followed by the second piece of work commissioned from Arcadis, consideration of the options regarding development, ownership and leasing arrangements of any new asset. This work is expected to be completed by the end of May.</p>
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**REPORT of
DIRECTOR OF RESOURCES**

to
FINANCE AND CORPORATE SERVICES COMMITTEE
14 JUNE 2016

HUMAN RESOURCES STATISTICS (1 JANUARY - 31 MARCH 2016)

1. PURPOSE OF THE REPORT

1.1 To present the Council’s human resource statistics for the period 1 January to 31 March 2016. The main purpose of the report is to provide an update on the levels over the past quarter of vacancies, sickness absence, staff numbers and staff data to meet equality standards.

2. RECOMMENDATION

That the contents of this report are noted.

3. SUMMARY OF KEY ISSUES

3.1 This report is for Members’ information only.

3.2 Staff Turnover

3.2.1 **Quarter Four (Q4):** The staff turnover was based on an average 223 staff employed in post between 1 January to 31 March 2016.

3.2.2 Service level turnover for Q4 2015 / 16 is as follows:

SERVICE	Leavers	Reasons for Leaving	Q4 Average Headcount	Average Full Time Equivalent (FTE) per Service	% of Service Staffing that was a Leaver per Service
Corporate Core	0	Not applicable	8	7.7	0%
Resources	2	resignations	50.3	39.3	3.9%
Planning and Regulatory	2	resignations	71.3	64.5	2.8%
Customers and Community	8	7 resignations 1 early retirement	93.7	82.1	8.5%
Total	12		223.3	193.6	5.4%

3.3 Job Vacancies

3.3.1 Full details of individual positions being advertised continue to be reported on a monthly basis via the Members' Bulletin. These are shown below in a summarised table of that reported via the Members' Bulletin. There has been a significant amount of recruitment during Q4, with 41 vacancies being advertised, including 30 alone within the Customers and Community Directorate – a third of which are due to seasonal variations and the new waste contract. A total of 99 vacancies (including internal and external) have been advertised in the 2015 / 16 financial year.

3.3.2 Vacancies for Q4 2015 / 16 are as follows:

Service Area	Number of Posts Advertised	Positions
Customers and Community Directorate	Customers Services Advisor Fixed Term Contract (FTC) x 1	1
	Senior Leisure x 2 and Leisure Attendants x 6	8
	Customer Services (Waste) x 3 FTC	3
	Gardener/Grounds Keeper x 2	2
	Processing Officer x 2	2
	Technical Officer	1
	Revenues Assistant x 2	2
	Customer Services Advisor FTC 6 Months	1
	Customer Services Advisor FTC 6 Months	1
	Community Protection Officer	1
	Assistant Waste and Recycling Advisor x 2	2
	Revenues Assistant FTC x 2	2
	Highways Ranger	1
	Leisure and Sports Development Officer	1
	Leisure, Countryside and Tourism Group Assistant	1
Waste and Recycling Advisor	1	
Resources Directorate	Cleaner	1
	Facilities Officer	1
	Facilities and Contracts Admin Officer	1
	PA to the Director of Resources	1
	Public Relations Officer	1
	Senior Solicitor	1
Planning and Regulatory Services Directorate	Principal Planner	1
	Planning Policy Officer	1
	Principal Planner FTC 18 Months	1
	Programme and Stakeholder Liaison Manager	1
	Building Control Manager	1
	Building Control Officer	1
	TOTAL	42

3.4 Staff Sickness Levels

3.4.1 Please find below the sickness for each quarter for 2014 / 15 and 2015 / 16

2015 / 16	Quarter One		Quarter Two		Quarter Three		Quarter Four		Cumulative Figures	
	Total Number of FTE Days Lost	Total Days Lost per FTE	Total Number of FTE Days Lost	Total Days Lost per FTE	Total Number of FTE Days Lost	Total Days Lost per FTE	Total Number of FTE Days Lost	Total Days Lost per FTE	Total Number of FTE Days Lost	Total Days Lost per FTE
Short Term Absence	155.09	0.76	178	0.82	325.66	1.65	287.7	1.31	946.45	4.54
Long Term Absence	574.00	2.83	445	2.19	281	1.27	363.49	1.59	1663.49	7.88
Total	729.09	3.59	623	3.01	606.67	2.92	651.19	2.9	2609.95	12.42

2014 / 15	Quarter One		Quarter Two		Quarter Three		Quarter Four		Cumulative Figures	
	Total Number of FTE Days Lost	Total Days Lost per FTE	Total Number of FTE Days Lost	Total Days Lost per FTE	Total Number of FTE Days Lost	Total Days Lost per FTE	Total Number of FTE Days Lost	Total Days Lost per FTE	Total Number of FTE Days Lost	Total Days Lost per FTE
Short Term Absence	164.55	0.86	120.97	0.63	166.77	0.87	235.96	1.16	688.25	3.52
Long Term Absence	115.38	0.60	550.75	2.86	560.30	2.94	472.38	2.31	1968.81	8.71
Total	279.93	1.46	671.72	3.46	727.07	3.81	708.34	3.47	2387.06	12.23

3.4.2 The figures for Q4 with regards to sickness remain the same as Quarter Three (Q3) at 2.9 days lost per FTE. This is inclusive of short term and long term sickness.

3.4.3 The short term sickness figures for Q4 have decreased to 1.31 days lost per FTE from 1.65 days lost per FTE in Q3.

3.4.4 The short term cumulative sickness figures for the 2015 / 16 financial year have increased to 4.54 days lost per FTE compared to 3.52 for the 2014 / 15 financial year. The long term absence figures however for the 2015 / 16 financial year however have decreased to 7.88 compared to 8.71 for the 2014 / 15 financial year.

- 3.4.5 The long term sickness levels for Q4 have increased very slightly to 1.59 compared to 1.27 in Q3. At the time of writing, six staff on long term sick have returned to work within Q4 and one has retired. Five out of the eight cases for long term sickness within the quarter were due to stress / depression / anxiety, four of which were due to work related stress.
- 3.4.6 Currently, we have only one member of staff off on long term sick. Human Resources have continued to support both staff and managers in facilitating the return to work of staff, ensuring that interventions such as Occupational Health support and the Employee Assistance Programme are used where appropriate. In addition, the longest long term absence case has now been resolved.
- 3.4.7 A number of interventions have been introduced to reduce sickness absence, including raising awareness of the importance of return to work interviews to managers and monitoring the completion of these; feeding back trigger information to directors and managers on a regular basis; ensuring the implementation of the formal absence management process when applicable and the provision of a new and highly responsive occupational health provision.
- 3.4.8 The new Maldon District Council (MDC) Absence Management Policy will be finalised in the first quarter of 2016, this will incorporate a number of specific mechanisms focused on reducing absence levels and managers will be trained in the new policy when launched. This policy will have a separate approach to the management of long term sickness from short term absence. Long term absence requires a different approach and generally the Council will be presented with different issues to manage in such circumstances.
- 3.4.9 We will also review our current Occupation Health (OH) provision with a view to ensuring that we have a comprehensive OH programme, which is a cost effective solution to ensure the on-going health and productivity of our employees. We are also planning to develop and implement a procedure for “managing the causes of work related stress” and issue for consultation, to provide managers and staff guidance on managing stress related issues. It is hoped that the above measures will facilitate a reduction in average sickness absence levels closer to the seven days MDC target figure.
- 3.4.10 Mental health awareness training took place in May and was offered to all MDC managers – it is recognised that knowing the signs and issues relating to stress is vitally important for those managing others, as well as how to provide support to staff suffering from mental health issues.
- 3.4.11 Overall performance levels regarding days lost due to sickness absence are shown below per FTE reflective of the total of long and short term absence. Please note, these figures are totals of all four quarters for each of the years:

2015 / 16	12.42 days FTE
2014 / 15	12.23 days FTE
2013 / 14	7.56 days FTE
2012 / 13	5.64 days FTE
2011 / 12	5.2 days FTE
2010 / 11	12.6 days FTE

2009 / 10	8.5 days FTE
2008 / 09	8.1 days FTE
2007 / 08	12.9 days FTE
2006 / 07	14 days FTE

3.4.12 The total days lost per FTE (short and long term absence combined) for the 2015/16 financial year have increased marginally to 12.42 compared to 12.23 for 2014/15. As a comparison, the public sector average number of days off sick for 2015 was 8.7. Public sector absence levels have risen by almost a day in the last 12 months (7.9 for 2014), while there has been minimal change across the private sector (*Chartered Institute of Personnel and Development*). The average days lost per FTE for 2015 / 16, is 8.5 days for District / Borough authorities in the Eastern Region.

3.5 Key Staffing Statistics

3.5.1 Please see **APPENDIX 1** attached to this report for the key statistics relating to staff including headcount, gender, sex and ethnic origin across the workforce.

4. CONCLUSION

4.1 The long term sickness levels for MDC have seen a steady decline from each Q1 to Q3, with a minor increase in Q4. Long term sickness however continues to be managed effectively, with HR working closely with management to reach appropriate conclusions – evidenced at the time of writing, with only one recent long term sickness case outstanding. Work is in progress, as part of the Workforce Development plan, to put measures in place to improve MDC sickness absence rates.

5. IMPACT ON CORPORATE GOALS

5.1 Dedicated and motivated staff that are developed on a professional and personal basis are key for the Council to achieve its Corporate Objectives. Employees that are engaged at work average 2.61 sick days per year as opposed to disengaged people averaging six sick days per year.

6. IMPLICATIONS

6.1 Dedicated and motivated staff that are developed on a professional and personal basis are key for the Council to achieve its Corporate Objectives. Employees that are engaged at work average 2.61 sick days per year as opposed to disengaged people averaging six sick days per year.

7. IMPLICATIONS

- (i) **Impact on Customers** – No direct impact on customers from this report, although the wider staff context concerning recruitment, vacancies and sickness has an impact on the ability to deliver services to customers.

- (ii) **Impact on Equalities** – More detailed information on the protected characteristics of the Council’s workforce, will shortly be available on the new Human Resources system, which will allow the team to consider the needs of those groups when writing new Policies and Procedures and when carrying out its functions.
- (iii) **Impact on Risk** – Effective and proactive management of staff sickness and recruitment helps mitigate risk.
- (iv) **Impact on Resources (financial)** – The cost of advertisements and other necessary costs related to recruitment are included within current approved budgets.
- (v) **Impact on Resources (human)** – HR continues to regularly provide advice and guidance to both employees and managers on how best to manage absence using the good practice steps outlined within the Managing Attendance Policy and Procedure. Staff absences do affect direct colleagues and this is addressed by the use of the Managing Attendance Policy with individuals.
- (vi) **Impact on the Environment** – None.

Enquiries to: Dawn Moyse, Group Manager, People, Performance and Policy or Helena Beattie, HR Business Partner, (Tel: 01621 876281).

Workforce Statistics: Quarter 4*By Gender:-*

		Q1	Q2	Q3	Q4
Female	Headcount	153	156	150	149
	FTE	125.98	129.07	126.57	124.22
	% Workforce	65.38%	65.82%	67.57%	66.82%
Male	Headcount	81	81	72	74
	FTE	74.60	74.60	69.70	70.22
	% Workforce	34.62%	34.18%	32.43%	33.18%
Total	Headcount	234	237	222	223
	FTE	200.58	203.67	196.27	194.44

MALE	Q1	Q2	Q3	Q4
Full Time	69	69	67	65
Part Time	12	12	9	9
Total	81	81	76	74

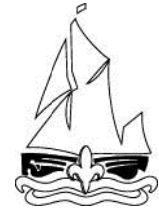
FEMALE	Q1	Q2	Q3	Q4
Full Time	84	85	83	88
Part Time	69	71	63	61
Total	153	156	146	149

Headcount by Directorate

Section	Number of staff in QTR 1 (Average)	Number of staff in QTR 2 (Average)	Number of staff in QTR 3 (Average)	Number of staff in QTR 4 (Average)
Corporate Core	7	7	8	8
Resources	55	56	53	50
Customers & Community	111	109	95	94
Planning & Regulatory	61	65	66	71
Total	234	237	222	223

By Ethnic Group

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
A White British	160	163	151	154
A White English	47	47	46	45
A White Irish	1	1	1	1
A White Scottish	1	1	2	2
A White Welsh	1	1	1	1
B Mixed White & Asian	1	1	1	1
B Mixed White & Black African				
B Mixed White & Black Bangladeshi				
C Asian, Asian British Bangladeshi	1	1	3	3
C Asian, Asian British Indian				
C Asian, Asian British Pakistani				
D Black, Black British African				
D Black, Black British Carribean				
E Chinese, Chinese British / other ethnic Chinese	3	4	3	3
F Other	3	3	2	3
G Prefer not to say	16	15	12	12
TOTAL	234	237	222	223



REPORT of DIRECTOR OF RESOURCES

to
FINANCE AND CORPORATE SERVICES COMMITTEE
14 JUNE 2016

USE OF SOUND RECORDING EQUIPMENT AT MEETINGS PROTOCOL

1. PURPOSE OF THE REPORT

- 1.1 To agree a protocol for the use of sound recording equipment at Council and Committee meetings.

2. RECOMMENDATION

To the Council:

That for the revised draft Protocol (**APPENDIX 1**) be agreed.

3. SUMMARY OF KEY ISSUES

3.1 Brief background

- 3.1.1 This matter was considered by the Committee on 11 March 2014 following the purchase of the sound recording equipment. A draft protocol was agreed to accompany the trialling of the equipment.
- 3.1.2 When the Council agreed to make the use of the sound recordings permanent on 11 September 2014 (Minute No. 400 refers) it was resolved to review the protocol and Members were asked to feed back their comments to the Committee Services Manager. No further comments were received. The protocol has been updated with tracked changes to deal with comments made by Members at the September 2014 meeting and this is attached at **APPENDIX 1**.
- 3.1.3 Matters have progressed since that time and Officers are currently undertaking a review of the current sound recording system and any further or proposed changes will be reported to the Council through this Committee. In the meantime, and following consideration of the matter by the Overview and Scrutiny Committee on 13 April 2016 the updated operating protocol for the existing sound recording system is submitted for approval in the light of comments received which have also been included in the version at **APPENDIX 1**.
- 3.1.4 As part of its review work, the Overview and Scrutiny has called for a report from the Monitoring Officer on the recording of private and confidential sessions of meetings

and any outcome from this requiring further revision of the Protocol will be reported separately.

4. IMPACT ON CORPORATE GOALS

- 4.1 This facility contributes, through desired high level outcomes, to the corporate goal of being an organisation that delivers good quality, cost effective and valued services in a transparent way.

5. IMPLICATIONS

- (i) **Impact on Customers** – The availability of sound recordings is a positive step in terms of public engagement with and accessibility to Council business.
- (ii) **Impact on Equalities** – This is a positive step in terms of accessibility to Council business.
- (iii) **Impact on Risk** – No specific corporate risks relate to this report.
- (iv) **Impact on Resources (financial)** – None identified.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None.

Background Papers: None

Enquiries to: Stuart Jennings, Committee Services Manager, (Tel 01621 875735).

Draft Protocol for the use of sound recording equipment at Council meetings

The Council will decide which of its meeting and those of its Committees will be recorded by sound only.

This protocol has been produced to assist the conduct of the recording of meetings and to ensure that the Council is compliant with its legal obligations.

1. The agenda will indicate that the meeting will be recorded (from the time it is opened to when it is closed) and the recording will be published ~~with the Minutes~~ on the Council's website.
2. Notices will be displayed advising that proceedings may be recorded, and the Chairman will include an announcement on the recording of the meeting as part of the opening of the meeting announcements.
3. Letters / emails to applicants, supporters or objectors on planning and licensing applications on when an application will be heard will state that the meeting will be recorded and the recording will be published on the Council's website.
4. A press representative, member of the public, Officer or elected Councillor (~~not part of the meeting~~) wishing to make their own audio recording of the meeting may do so.
5. Any such persons making their own full or partial recordings must respect the law including Human Rights and Data Protection legislation and intellectual property rights. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the meeting room on the basis that they accept this responsibility.
6. The Council takes no responsibility for any recording made by a third party of its subsequent use. Any third party making a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, demands, liabilities, losses and expenses whatsoever relating to the making of that recording.
7. The Chairman has the discretion to request that recording is paused if continuing to record would prejudice the proceedings of the meeting. An example of circumstances when this might be done is public disturbance or any other suspension of the meeting.
8. Recording will stop once a motion to exclude the press and public to deal with exempt or confidential items has been passed.
9. The Council will not provide transcripts of the recordings or any extracts from them. The minutes of the meeting are the official record of proceedings.
10. Recordings or parts thereof can be removed from the Council's website at any time by the Monitoring Officer if he/she considers that because all or part of the content is or is likely to be in breach of any statutory provision or common law doctrine, and if this did occur the Chairman of the Committee should be informed. Examples are data protection and human rights legislation or provisions relating to confidential or exempt information.
11. Recordings will be available on the website for one year but will continue to be available on request.

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REPORT of DIRECTOR OF RESOURCES

to
FINANCE AND CORPORATE SERVICES COMMITTEE
14 JUNE 2016

STAFF PAY AWARDS 2016 / 17 AND 2017 / 18

1. PURPOSE OF THE REPORT

- 1.1 This Committee approved at the last meeting the implementation of a 1% pay increase to all staff from April 2016, pending the final outcome of the national pay award. The final agreements on the 2016 and 2017 have now been reached and the purpose of this report is to inform members the final outcome.

2. RECOMMENDATION

That the increases to pay in line with the National Joint Council pay agreement as shown in **APPENDIX 2** be noted.

3. SUMMARY OF KEY ISSUES

- 3.1 The Council is not formally part of the national pay negotiations conducted by the Local Government Employers representatives and the combined Trade Unions representing local government staff through the National Joint Council (NJC). In November 2010, the Council resolved to adopt the national pay award for staff from 2011/12 onwards (Minute Nos. 401 and 476 refer).
- 3.2 The Council approved a 1% pay award as part of the 2016 / 17 budget setting process; applicable from 1 April 2016. This was awarded on the basis that should the national pay award be higher than 1%, adjustments would be made to the pay line to bring it in line with NJC proposals.
- 3.3 **NJC Pay Agreement**
- 3.3.1 The NJC pay agreement for the 2016 and 2017 was announced on 16 May 2016; details of the agreement are attached as **APPENDIX 1**. The agreement sets out NJC rates of pay applicable from 1 April 2016.
- 3.3.2 It should be noted that the Councils pay line was approved as part of job evaluation and does not reflect the NJC pay line.

3.3.3 The national pay agreement sets out the following uplift to 1 April 2016 and 1 April 2017 pay rates:

NJC - Spinal Column Points	Pay uplift (1st April 2016)	Pay uplift (1st April 2017)
6	6.61%	3.44%
7	6.56%	3.42%
8	6.49%	3.22%
9	6.39%	2.67%
10	6.28%	2.46%
11	1.97%	1.93%
12	1.93%	1.90%
13	1.57%	1.85%
14	1.54%	1.82%
15	1.21%	1.79%
16	1.18%	1.46%
17	1.01%	1.28%
18 - 49	1.00%	1.00%

3.4 Implications for Maldon's Pay Line

3.4.1 Since Maldon's pay line does not reflect the NJC pay line, an exercise has been undertaken to compare NJC levels of pay to Maldon's pay scales. This was then used to inform the percentage uplifts applied to the Council's pay line.

3.4.2 The following table sets out the overall percentage uplift (excluding Living Wage Supplement) applied to 2016 and 2017 pay levels following the NJC pay agreement.

Maldon payline Spinal Column Points	Pay uplift (1st April 2016) %	Pay uplift (1st April 2017) %
1	6.61%	3.44%
2	6.61%	3.45%
3	6.61%	3.44%
4	6.49%	3.45%
5	6.39%	3.45%
6	6.28%	1.93%
7	1.94%	1.94%
8	1.54%	1.85%

Maldon payline Spinal Column Points	Pay uplift (1st April 2016) %	Pay uplift (1st April 2017) %
9	1.21%	1.82%
10	1.00%	1.46%
11 - 56	1.00%	1.00%

- 3.4.3 The Council has agreed to pay the living wage (set by the Living Wage Foundation); the current rate is £8.25 per hour and is calculated according to the basic cost of living in the UK. A supplement is paid to those employees whose salary falls below the level of living wage. It should be noted that those employees that are on spinal column points 1 – 6 will receive a Living Wage supplement. The pay line for all officer grades are outlined in **APPENDIX 2**.
- 3.4.4 Since the Council has already budgeted for a 1% pay increase and that the commitment to deliver the living wage has already been included in the budget setting process, the final implication of the pay award will be funded from existing 2016/17 budget.
- 3.4.5 The Director posts have terms and conditions of employment that fall within the NJC arrangements; therefore the post holder is legally entitled to receive the same pay award as other Council staff. This has been reflected in **APPENDIX 2**, which has applied the NJC pay award to Director salaries.
- 3.5 As reported to the last Committee meeting, the pay award was settled at 1% for 1 April 2016 and another 1% uplift for 1 April 2017. This is reflected in the pay line shown in **APPENDIX 2**.

4. CONCLUSION

- 4.1 The NJC pay agreement set out a headline increase of 1% pay award to the majority of our staff in 2016 and 2017. The staff at the lower grades is benefited from the Council's commitment to pay the Living Wage. The final NJC pay awards is funded within the existing 2016/17 budget.

5. IMPACT ON CORPORATE GOALS

- 5.1 The Staff of the authority are essential to the delivery of all the corporate goals and a pay increase paid from April will help to ensure that recruitment, retention and morale are supported.

6. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.

- (iii) **Impact on Risk** – None
- (iv) **Impact on Resources (financial)** – The cost to deliver the pay award outlined by the NJC will be funded from existing 2016 / 17 budget.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Ka Ng, Director of Resources (Tel: 01621 875762).

National Joint Council for Local Government Services

Employers' Secretary:
Sarah Messenger

Trade Union Secretaries
Justin Bowden, GMB
Fiona Farmer, Unite
Heather Wakefield, UNISON

Address for correspondence:
Local Government House
Smith Square
London SW1P 3HZ
Tel: 020 7187 7373
info@local.gov.uk

Address for correspondence:
UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3550845
localgovernment@unison.co.uk

**To: Chief Executives in England, Wales and N Ireland
(copies for the Finance Director and HR Director)
Members of the National Joint Council**

16 May 2016

Dear Chief Executive,

2016 and 2017 PAYSCALES & ALLOWANCES

The rates of pay applicable from **1 April 2016** and **1 April 2017** are attached at **Annex 1**.

The new rates for allowances up-rated in line with the headline pay increase of one per cent in each year are set out at **Annex 2**.

Agreement has been reached with the NJC Trade Union Side on these rates, (with UNISON and GMB voting to accept).

Joint Reviews of Term-Time Working and the National Pay Spine:

The NJC will shortly agree and publish Terms of Reference and timetables for these reviews.

Yours sincerely

Sarah Messenger
Justin Bowden
Fiona Farmer
Heather Wakefield

Joint Secretaries

ANNEX 1

SCP	1 April 2016		1 April 2017	
	per annum	per hour*	per annum	per hour*
6	£14,514	£7.52	£15,014	£7.78
7	£14,615	£7.58	£15,115	£7.83
8	£14,771	£7.66	£15,246	£7.90
9	£14,975	£7.76	£15,375	£7.97
10	£15,238	£7.90	£15,613	£8.09
11	£15,507	£8.04	£15,807	£8.19
12	£15,823	£8.20	£16,123	£8.36
13	£16,191	£8.39	£16,491	£8.55
14	£16,481	£8.54	£16,781	£8.70
15	£16,772	£8.69	£17,072	£8.85
16	£17,169	£8.90	£17,419	£9.03
17	£17,547	£9.10	£17,772	£9.21
18	£17,891	£9.27	£18,070	£9.37
19	£18,560	£9.62	£18,746	£9.72
20	£19,238	£9.97	£19,430	£10.07
21	£19,939	£10.34	£20,138	£10.44
22	£20,456	£10.60	£20,661	£10.71
23	£21,057	£10.91	£21,268	£11.02
24	£21,745	£11.27	£21,962	£11.38
25	£22,434	£11.63	£22,658	£11.74
26	£23,166	£12.01	£23,398	£12.13
27	£23,935	£12.41	£24,174	£12.53
28	£24,717	£12.81	£24,964	£12.94
29	£25,694	£13.32	£25,951	£13.45
30	£26,556	£13.76	£26,822	£13.90
31	£27,394	£14.20	£27,668	£14.34
32	£28,203	£14.62	£28,485	£14.76
33	£29,033	£15.05	£29,323	£15.20
34	£29,854	£15.47	£30,153	£15.63
35	£30,480	£15.80	£30,785	£15.96
36	£31,288	£16.22	£31,601	£16.38
37	£32,164	£16.67	£32,486	£16.84
38	£33,106	£17.16	£33,437	£17.33
39	£34,196	£17.72	£34,538	£17.90
40	£35,093	£18.19	£35,444	£18.37
41	£36,019	£18.67	£36,379	£18.86
42	£36,937	£19.15	£37,306	£19.34
43	£37,858	£19.62	£38,237	£19.82
44	£38,789	£20.11	£39,177	£20.31
45	£39,660	£20.56	£40,057	£20.76
46	£40,619	£21.05	£41,025	£21.26
47	£41,551	£21.54	£41,967	£21.75
48	£42,474	£22.02	£42,899	£22.24
49	£43,387	£22.49	£43,821	£22.71

*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement 'Green Book')

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2016	1 April 2017
£34.34	£34.68

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2016 and 1 APRIL 2017
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2016	1 April 2017
£1,227	£1,239

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2016	1 April 2017
£199	£201

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2016	1 April 2017
£145	£146

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2016	1 April 2017
£832	£840

Outer Fringe Area:

1 April 2016	1 April 2017
£579	£585

Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2016	1 April 2017
£27.62	£27.90

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)**Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

1 April 2016
£832**1 April 2017**
£840

Outer Fringe Area:

1 April 2016
£579**1 April 2017**
£585

Appendix 2 - Maldon District Council Pay

SCP	MDC payline excluding Living wage	MDC payline excluding Living wage
	01/04/16	01/04/2017
1	13,560	14,027
2	14,300	14,793
3	14,427	14,924
4	14,890	15,403
5	15,063	15,582
6	15,832	16,138
7	15,958	16,267
8	16,665	16,974
9	16,924	17,232
10	17,757	18,017
11	18,626	18,813
12	19,496	19,691
13	19,808	20,006
14	20,538	20,744
15	21,268	21,480
16	21,998	22,217
17	22,311	22,534
18	22,865	23,093
19	23,422	23,657
20	23,978	24,218
21	24,500	24,745
22	25,334	25,587
23	26,168	26,430
24	27,001	27,271
25	27,106	27,378
26	28,495	28,780
27	29,886	30,185
28	31,277	31,590
29	32,319	32,642
30	33,882	34,222
31	35,446	35,800
32	37,010	37,381
33	37,532	37,907
34	39,095	39,486
35	40,660	41,066
36	42,223	42,646
37	42,744	43,173
38	44,482	44,928
39	46,220	46,682
40	47,957	48,437
41	48,478	48,963
42	50,389	50,893
43	52,301	52,824
44	54,212	54,754

SCP	MDC payline excluding Living wage	MDC payline excluding Living wage
	01/04/16	01/04/2017
45	54,734	55,281
46	56,297	56,860
47	57,861	58,440
48	59,425	60,019
49	60,468	61,073
50	61,856	62,475
51	63,247	63,879
52	64,638	65,284
53	71,727	72,444
54	73,708	74,445
55	75,688	76,445
56	77,669	78,446
57	96,230	97,192
58	99,184	100,176
59	102,137	103,158
60	105,091	106,142



**REPORT of
DIRECTOR OF RESOURCES**

to
**FINANCE AND CORPORATE SERVICES COMMITTEE
14 JUNE 2016**

ANNUAL REPORT ON THE WHISTLEBLOWING POLICY

1. PURPOSE OF THE REPORT

- 1.1 To report to the Committee on the Whistleblowing Policy and Procedure and on any complaints made under the Policy for 2015 / 16.

2. RECOMMENDATIONS

That the content of this report be noted.

3. SUMMARY OF KEY ISSUES

- 3.1 The Council's revised Whistle-Blowing Policy was adopted by Council on 9 May 2013. This policy was made under the provisions of the Public Interest Disclosure Act 1998, and makes provisions for internal confidential disclosure of allegations of malpractice. The legislation provides protection for workers who raise legitimate concerns in good faith where the worker has a reasonable belief that any of the following is being, has been, or is likely to be committed:

- A criminal offence;
- A miscarriage of justice;
- An act creating risk to health and safety;
- An act causing damage to the environment;
- A breach of any other legal obligation; or
- Concealment of any of the above

- 3.2 The Legal and Democratic Services Manager (as the Council's Monitoring Officer) is designated the "Whistleblowing Officer" to whom complaints may be made on a confidential basis.

- 3.3 The Committee should note that no complaints were made under the Whistleblowing Policy for the year 2015 / 16.

- 3.4 The Monitoring Officer is satisfied the Policy remains robust; however a full review and update to the current iteration will be undertaken during the 2016/17 municipal year to ensure that it remains current and live to emerging matters.

4. CONCLUSION

- 4.1 The whistleblowing policy and procedure needs to be kept up to date on a periodic basis to reflect the Council's structure and any other necessary legislative amendments.

5. IMPACT ON CORPORATE GOALS

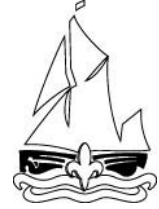
- 5.1 The maintenance of proper systems of internal control contributes to our Corporate Goal "Delivering good quality, cost effective and valuable services".

6. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on resources (financial)** – None.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – None.

Background Papers: Whistleblowing Policy.

Enquiries to: Ka Ng, Director of Resources, Tel: (01621 875762) OR
Melissa Kelly, Legal and Democratic Services Manager, (Tel: 01621 875713).



**REPORT of
DIRECTOR OF RESOURCES**

to
FINANCE AND CORPORATE SERVICES COMMITTEE
14 JUNE 2016

ANNUAL TREASURY OUTTURN REPORT 2015 / 16

1. PURPOSE OF THE REPORT

- 1.1 To consider an annual report in accordance with the code of practice on Treasury Management.

2. RECOMMENDATION

To the Council:

That the annual Treasury Management report for 2015 / 16 (**APPENDIX A**) be approved.

3. SUMMARY OF KEY ISSUES

- 3.1 This report covers treasury activity and the associated monitoring and control of risk.
3.2 The full report for consideration is attached as **APPENDIX A**.

4. CONCLUSION

- 4.1 There are no issues with Treasury Management activity during the year and investment returns are higher than revised budget estimates.

5. IMPACT ON CORPORATE GOALS

- 5.1 This report links to the outcome of maximising resources.

6. IMPLICATIONS

- (i) **Impact on Customers** – None.
(ii) **Impact on Equalities** – None.

- (iii) **Impact on Risk** – Risks have been managed with the parameters set out in the Treasury Management Policies and Practices.
- (iv) **Impact on Resources (financial)** – Investment interest earned in 2015 / 16 was £188,317 which was £22,317 more than the revised budget estimate.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Ann Nagy, Senior Accountant (Resources), (Tel: 01621 875727).

ANNUAL TREASURY REPORT 2015 / 16

1. Background

The Chartered Institute of Public Finance and Accountancy's Treasury Management Code (CIPFA's TM Code) requires that authorities report on the performance of the treasury management function at least twice a year (mid-year and at year end).

The Council's Treasury Management Strategy for 2015/16 was approved by full Council on 26 March 2015 (Minute 824 refers).

The Council has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. This report covers treasury activity and the associated monitoring and control of risk.

2. Economic Background provided by Arlingclose

Growth, Inflation, Employment: The UK economy slowed in 2015 with GDP growth falling to 2.3% from a robust 3.0% the year before. CPI inflation hovered around 0.0% through 2015 with deflationary spells in April, September and October. The prolonged spell of low inflation was attributed to the continued collapse in the price of oil from \$67 a barrel in May 2015 to just under \$28 a barrel in January 2016, the appreciation of sterling since 2013 pushing down import prices and weaker than anticipated wage growth resulting in subdued unit labour costs. CPI picked up to 0.3% year/year in February, but this was still well below the Bank of England's 2% inflation target. The labour market continued to improve through 2015 and in Q1 2016, the latest figures (Jan 2016) showing the employment rate at 74.1% (the highest rate since comparable records began in 1971) and the unemployment rate at a 12 year low of 5.1%. Wage growth has however remained modest at around 2.2% excluding bonuses, but after a long period of negative real wage growth (i.e. after inflation) real earnings were positive and growing at their fastest rate in eight years, boosting consumers' spending power.

Global influences: The slowdown in the Chinese economy became the largest threat to the South East Asian region, particularly on economies with a large trade dependency on China and also to prospects for global growth as a whole. The effect of the Chinese authorities' intervention in their currency and equity markets was temporary and led to high market volatility as a consequence. There were falls in prices of equities and risky assets and a widening in corporate credit spreads. As the global economy entered 2016 there was high uncertainty about growth, the outcome of the US presidential election and the consequences of June's referendum on whether the UK is to remain in the EU. Between February and March 2016 sterling had depreciated by around 3%, a significant proportion of the decline reflecting the uncertainty surrounding the referendum result.

UK Monetary Policy: The Bank of England's MPC (Monetary Policy Committee) made no change to policy, maintaining the Bank Rate at 0.5% (in March it entered its eighth year at 0.5%) and asset purchases (Quantitative Easing) at £375bn. In its *Inflation Reports* and monthly monetary policy meeting minutes, the Bank was at pains to stress and reiterate that when interest rates do begin to rise they were expected to do so more gradually and to a lower level than in recent cycles.

Improvement in household spending, business fixed investment, a strong housing sector and solid employment gains in the US allowed the Federal Reserve to raise rates in December 2015 for the first time in nine years to take the new Federal funds range to 0.25%-0.50%. Despite signalling

Annual Treasury Outturn Report 2015/16

four further rate hikes in 2016, the Fed chose not to increase rates further in Q1 and markets pared back expectations to no more than two further hikes this year.

However central bankers in the Eurozone, Switzerland, Sweden and Japan were forced to take policy rates into negative territory. The European Central Bank also announced a range of measures to inject sustained economic recovery and boost domestic inflation which included an increase in asset purchases (Quantitative Easing).

Market reaction: From June 2015 gilt yields were driven lower by the weakening in Chinese growth, the knock-on effects of the fall in its stock market, the continuing fall in the price of oil and commodities and acceptance of diminishing effectiveness of central bankers' unconventional policy actions. Added to this was the heightened uncertainty surrounding the outcome of the UK referendum on its continued membership of the EU as well as the US presidential elections which culminated in significant volatility in equities and corporate bond yields.

10-year gilt yields moved from 1.58% on 31/03/2015 to a high of 2.19% in June before falling back and ending the financial year at 1.42%. The pattern for 20-year gilts was similar, the yield rose from 2.15% in March 2015 to a high of 2.71% in June before falling back to 2.14% in March 2016. The FTSE All Share Index fell 7.3% from 3664 to 3395 and the MSCI World Index fell 5.3% from 1741 to 1648 over the 12 months to 31 March 2016.

Local Context

At 31/03/2016 the Council's underlying need to borrow for capital purposes as measured by the Capital Financing Requirement (CFR) was zero, while usable reserves and working capital which are the underlying resources available for investment were £11m.

At 31/03/2016, the Council had no borrowing and £11m of investments. The Council may however have to borrow to pre fund future years requirements or unexpected capital expenditure that occurs in the year providing this does not exceed the authorised limit for borrowing of £10m.

The Council is currently debt free and its capital expenditure plans do not currently imply any need to borrow over the forecast period. Investments are forecast to fall to £7.5m as capital receipts are used to finance capital expenditure and reserves are used to finance the revenue budget over the next three years.

Investment Activity

The Council has held significant invested funds, representing income received in advance of expenditure plus balances and reserves held. During 2015/16 the Council's investment balances have ranged between £12.5 and £21.5 million.

The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles.

Annual Treasury Outturn Report 2015/16Investment Activity in 2015/16

Investments	Balance on 01/04/2015 £'000	Investments Made £'000	Maturities/ Investments Sold £'000	Balance on 31/03/2016 £'000
Short term fixed Investments **	4,500	4,000	5,500	3,000
Cash Accounts	5,005	2,000	6,000	1,005
Money Market Funds	0	54,950	54,950	0
Certificates of Deposit	3,000	9,000	8,000	4,000
LAMIT Property Fund	0	3,000	0	3,000
TOTAL INVESTMENTS	12,505	72,950	74,450	11,005
Increase/ (Decrease) in Investments £m				(1,500)

** The Short Term fixed Investments outstanding at 31 March 2016 were as follows

Borrower	Amount £'000	Maturity Date
Barclays	1,000	7 April 2016
Lloyds	2,000	10 August 2016
Total	3,000	

Security of capital has remained the Council's main investment objective. This has been maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy Statement for 2015/16.

Counterparty Update

The transposition of two European Union directives into UK legislation placed the burden of rescuing failing EU banks disproportionately onto unsecured institutional investors which include local authorities and pension funds. During the year, all three credit ratings agencies reviewed their ratings to reflect the loss of government support for most financial institutions and the potential for loss given default as a result of new bail-in regimes in many countries. Despite reductions in government support many institutions saw upgrades due to an improvement in their underlying strength and an assessment that that the level of loss given default is low.

Annual Treasury Outturn Report 2015/16

Fitch reviewed the credit ratings of multiple institutions in May. Most UK banks had their support rating revised from 1 (denoting an extremely high probability of support) to 5 (denoting external support cannot be relied upon). This resulted in the downgrade of the long-term ratings of Royal Bank of Scotland (RBS), Deutsche Bank, Bank Nederlandse Gemeeten and ING. JP Morgan Chase and the Lloyds Banking Group however both received one notch upgrades.

Moody's concluded its review in June and upgraded the long-term ratings of Close Brothers, Standard Chartered Bank, ING Bank, Goldman Sachs International, HSBC, RBS, Coventry Building Society, Leeds Building Society, Nationwide Building Society, Svenska Handelsbanken and Landesbank Hessen-Thuringen.

S&P reviewed UK and German banks in June, downgrading the long-term ratings of Barclays, RBS and Deutsche Bank. As a result of this the Council made the decision to suspend Deutsche Bank as a counterparty for new unsecured investments. S&P also revised the outlook of the UK as a whole to negative from stable, citing concerns around the referendum on EU membership and its effect on the economy.

At the end of July 2015, Arlingclose advised an extension of recommended durations for unsecured investments in certain UK and European institutions following improvements in the global economic situation and the receding threat of another Eurozone crisis. A similar extension was advised for some non-European banks in September, with the Danish Danske Bank being added as a new recommended counterparty and certain non-rated UK building societies also being extended.

In December the Bank of England released the results of its latest stress tests on the seven largest UK banks and building societies which showed that the Royal Bank of Scotland and Standard Chartered Bank were the weakest performers. However, the regulator did not require either bank to submit revised capital plans, since both firms had already improved their ratios over the year.

In January 2016, Arlingclose supplemented its existing investment advice with a counterparty list of high quality bond issuers, including recommended cash and duration limits. As part of this, Bank Nederlandse Gemeeten was moved to the list of bond issuers from the unsecured bank lending list and assigned an increased recommended duration limit of 5 years. Interest rates are likely to stay low for longer, making long-term bonds an increasingly attractive option. The Council did not make use of these long-term investment options during 2015/16.

The first quarter of 2016 was characterised by financial market volatility and a weakening outlook for global economic growth. In March 2016, following the publication of many banks' 2015 full-year results, Arlingclose advised the suspension of Deutsche Bank and Standard Chartered Bank from the counterparty list for unsecured investments. Both banks recorded large losses and despite improving capital adequacy this will call 2016 performance into question, especially if market volatility continues. Standard Chartered had seen various rating actions taken against it by the rating agencies and a rising CDS level throughout the year. Arlingclose will continue to monitor both banks.

The end of bank bail-outs, the introduction of bail-ins, and the preference being given to large numbers of depositors other than local authorities means that the risks of making unsecured deposits continues to be elevated relative to other investment options. The Council therefore increasingly favoured secured investment options or diversified alternatives such as pooled funds over unsecured bank and building society deposits.

Annual Treasury Outturn Report 2015/16

Budgeted Income and Outturn

The UK Bank Rate has been maintained at 0.5% since March 2009. Short-term money market rates have remained at relatively low levels. The average 3 month LIBID (London Interbank Bid Rate) during 2015/16 was 0.54%, the 6 month LBID averaged 0.76% and the 1 year LIBID rate averaged 0.99%. The low rates of return on the Council's short dated money market investments reflect prevailing market conditions and the Council's objective of optimising returns commensurate with the principles of security and yield.

The Council's budgeted investment income for the year was £166,000. The Council's investment outturn for the year £188,317.

The actual rate of return achieved on short dated money market investments was 0.61% compared with a benchmark of 0.45% (7 day LIBID) an out performance of 0.16%.

The actual rate of return achieved on the LAMIT property fund in which £3m was invested on 29 October 2015 was 4.52%

Compliance with Prudential Indicators

The Council confirms compliance with its Prudential Indicators for 2015/16, which were set on 10 March 2015 as part of the Council's Treasury Management Strategy Statement.

Treasury Management Indicators

The Council measures and manages its exposures to treasury management risks using the following indicators.

Interest Rate Exposures: This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net interest payable, should borrowing become necessary, would be:

	2015/16	2016/17	2017/18
Upper limit on fixed interest rate exposure	100%	100%	100%
Actual	0		
Upper limit on variable interest rate exposure	100%	100%	100%
Actual	0		

Fixed rate investments and borrowings are those where the rate of interest is fixed for the whole financial year. Instruments that mature during the financial year are classed as variable rate.

Maturity Structure of Borrowing: This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing, should borrowing become necessary, would be:

Annual Treasury Outturn Report 2015/16

	Upper	Lower	Actual
Under 12 months	100%	0%	0%
12 months and within 24 months	100%	0%	0%
24 months and within 5 years	100%	0%	0%
5 years and within 10 years	100%	0%	0%
10 years and above	100%	0%	0%

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment

Principal Sums Invested for Periods Longer than 364 days: The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the total principal sum invested to final maturities beyond the period end will be:

	2015/16	2016/17	2017/18
Limit on principal invested beyond year end	£1m	£1m	£1m

2015/16 had no investments made beyond 364 days

Security: The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average [credit rating] or [credit score] of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment.

	Target	Actual
Portfolio average credit score	6	3.82

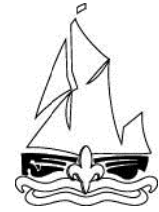
Liquidity: The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three month period, without additional borrowing.

	Target	Actual
Total cash available within 3 months	£3m	£7m

Investment Training

The needs of the Council's treasury management staff for training in investment management are assessed as part of the staff appraisal process and additionally when the responsibilities of individual members of staff change.

During 2015/16 staff attended training courses, seminars and conferences provided by Arlingclose. Training was also provided to Members by Arlingclose at the Council offices in January 2016.



REPORT of DIRECTOR OF RESOURCES

to
FINANCE AND CORPORATE SERVICES COMMITTEE
14 JUNE 2016

FINANCIAL REGULATIONS

1. PURPOSE OF THE REPORT

- 1.1 To consider and recommend to Council revisions to the Financial Regulations in order to allow officers to act in a swift manner to ensure good value for money could be achieved for the Council.

2. RECOMMENDATIONS

To the Council:

That the amended Financial Regulations as stated in paragraph 3.2 below be approved.

3. SUMMARY OF KEY ISSUES

- 3.1 The current governance structure of the Council allows the Chief Executive to act in emergencies, and where time permits in consultation with the Leader and Chairman or Chairmen of appropriate Committee(s). The current Financial Regulations allow supplementary estimates to be agreed in exceptional circumstances (approval from Finance & Corporate Services (F&CS) Committee must be sought for supplementary estimates over a certain limit); however such estimates are normally applied to projects and initiatives that are already established.
- 3.2 There are occasions where officers will need to act swiftly in a non-emergency scenario in order to balance the need of the service. In particular, expenditures may need to incur on a new capital project that has not received prior approval from the Committee/Council, and that such project may save long term revenue cost for the Council. However under the current Financial Regulations, no expenditure can be incurred until approval has been sought from F&CS Committee and Council. It is proposed that the Financial Regulations be amended in order to allow more flexibility for officers to act in a swift manner and also to bring the limit for approval of supplementary estimates to be in line with those set for the approval of virements. It is proposed that paragraph 1.3 (c) of Appendix F be amended as follow:

(c) The financial limits for approval of supplementary estimates are set out below:

Supplementary Estimates (including expenditure on new projects and initiatives)

- (i) Up to **£50,000** – Director of Resources in consultation with the Chairman of the Finance and Corporate Services Committee and reported to the next Finance and Corporate Services Committee;
- (ii) Over **£50,000** – the Finance and Corporate Services Committee.

NB One of the Council's budget policies is to only agree supplementary estimates in exceptional circumstances.

4. CONCLUSION

- 4.1 It is important that the Council's rules and regulations are regularly reviewed and kept up to date in order to allow good value for money to be achieved.

5. IMPACT ON CORPORATE GOALS

- 5.1 This review supports the goal of delivering good quality, cost effective and valued services in a transparent way.

6. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – Up to date policies minimise the risk of internal control failures through inconsistency of documentation.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – None.

Background Papers: Financial Regulations.

Enquiries to: Ka Ng, Director of Resources (Tel: 01621 875762).



REPORT of DIRECTOR OF RESOURCES

**to
FINANCE AND CORPORATE SERVICES COMMITTEE
14 JUNE 2016**

PROJECT 180 - ST CEDDS HOUSE UPDATE

1. PURPOSE OF THE REPORT

- 1.1 Following the completion the building works within the Council offices and the relocation of the St Cedds House users, the final phase of Project 180 is to demolish St Cedds building and to change the use of the buildings' footprint to car parking.
- 1.2 The purpose of this report is to provide Members with an update about the progress thus far.

2. RECOMMENDATION

That the progress of St Cedds House project be noted.

3. SUMMARY OF KEY ISSUES

- 3.1 The planning consent to demolish the St Cedds building and the formation of a car parking area was granted by the Central Area Planning Committee on 20 April (Minute No. 1194 refers).
- 3.2 Following a tender process, which included publication of advert for 35 days on the Government website, Contracts Finder, the contract has now been awarded to Hampshire Environment Services.
- 3.3 The remaining budget for Project 180 is £126,000 and the contract price is within this budget.
- 3.4 At the time of writing this report, officers are working with the contractor to finalise the project plan for the final phase of the project, it should be noted that the contractors have planed to complete the project within ten weeks of commencement.

4. CONCLUSION

- 4.1 The final phase of the St Cedds project is due to finish in early Autumn. As reported previously, the building is at the end of its life and considered a liability.

5. IMPACT ON CORPORATE GOALS

- 5.1 This project contributes towards our Corporate goal “Delivering good quality, cost effective and valuable services”.

6. IMPLICATIONS

- (i) **Impact on Customers** – The project will benefit customers by improving the facilities that are available for our partner organisations. Maldon District Council (MDC) currently shares accommodation with Moat Housing, One Support, and Job Centre Plus. An enlarged, improved reception area allows for further accommodation sharing with partners to be explored, thus bringing more services together in one building.
- (ii) **Impact on Equalities** – None arising from the final phase of the project.
- (iii) **Impact on Risk** – There are no corporate risks identified as a result of this project. However, it should be noted that St Cedds House is currently a liability.
- (iv) **Impact on Resources (financial)** – The capital budget for the final phase of the project is £126,000. The savings on the maintenance and running cost of St. Cedds built into the medium term financial plan is around £15,000 per annum. This excludes the potential car parking income.

It should also be noted that improved space utilisation also opens up options for further income from potential shared accommodation arrangements with other external partners.
- (v) **Impact on Resources (human)** – None arising from the final phase of the project.
- (vi) **Impact on the Environment** – St Cedds House does contain some asbestos, which will be removed in accordance with regulations. .

Background Papers: None.

Enquiries to: Ka Ng, Director of Resources, (Tel: 01621 875762) or Jonathan Stevens, Facilities and Contracts Manager, (Tel: 01621 876214).

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