



**MINUTES of
FINANCE AND CORPORATE SERVICES COMMITTEE
27 NOVEMBER 2018**

PRESENT

Chairman	Councillor D M Sismey
Vice-Chairman	Councillor I E Dobson
Councillors	Mrs B F Acevedo, J P F Archer, A S Fluker, B E Harker, M S Heard and Rev. A E J Shrimpton
Ex-Officio Non- Voting Member	Councillor B S Beale MBE

648. CHAIRMAN'S NOTICES

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

649. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs M E Thompson.

650. MINUTES OF THE LAST MEETING

RESOLVED

- (i) that the Minutes of the meeting of the Committee held on 25 September 2018 be received.

Minute 458 – Superfast Broadband in Maldon District

It was noted that the penultimate paragraph should read "...the proposal in the name of Councillor Fluker which highlighted...".

RESOLVED

- (ii) that subject to the above amendment, the Minutes of the meeting of the Committee held on 25 September 2018 be confirmed.

651. DISCLOSURE OF INTEREST

Councillor D M Sismey disclosed a pecuniary interest in relation to Agenda Item 11 – Half Yearly Treasury Management Update, as he is a Managing Director at Goldman Sachs.

652. PUBLIC PARTICIPATION

No requests had been received.

653. CORPORATE HEALTH AND SAFETY

The Committee received the report of the Director of Resources detailing Corporate Health and Safety activity for Quarter Two (1 July to 30 September 2018). A summary by Directorate and a description of the reported incidents and near misses were set out in the report.

Appendix 1 to the report provided details of progress with the Health and Safety Action Plan for 2018 / 19.

It was noted that there had been five accidents and one near miss during quarter two and any follow up action was detailed in the report. There had been 13 incidents of unacceptable behaviour reported during this quarter which was a significant increase in reported numbers.

In response to a question regarding the 13 incidents of unacceptable behaviour, the Director of Resources advised that she would speak to the Council's Health and Safety Advisor, review the details surrounding the incidents and if she had any concerns would report these back to the next meeting of the Committee.

RESOVLED

- (i) that the accident and incident statistics for quarter two be noted;
- (ii) that progress with the Health and Safety Action Plan for 2018 / 19 be noted.

654. HUMAN RESOURCES STATISTICS - QUARTER TWO 2018 / 19

The Committee received and noted the report of the Director of Resources presenting Human Resources statistics for the period 1 July to 30 September 2018.

Statistics and updates relating to the following areas were detailed in the report:

- Labour Turnover;
- Recruitment;
- Job Vacancies;
- Staff Sickness Levels;
- Attendance Management Compliance;
- Workforce Statistics – attached as Appendix 1 to the report.
- Exit Questionnaire Analysis.
- Future Model.

It was noted that as a consequence of the implementation of the Future Model, a hold had been placed on all non-essential recruitment and therefore there had been a low level of recruitment during Quarter Two. Human Resources (HR) continued to work with the Corporate Leadership Team and Ignite regarding implementation of the people, culture and change work streams under the Future Model.

Members noted that the overall staff sickness levels were 2.13 days per Full Time Equivalent and this was the lowest they had been since Quarter One 2014 / 15.

In response to a question regarding the Future Model and the levels of staff within this, the Director of Resources advised that this had been reported to Members at the last Council meeting. The key was to make sure that the Council had the right people in the right place with the right skills. It was noted that the Council's Programme Manager would be meeting with Members to discuss transformation. Members were advised that the Corporate Leadership Team regularly met with the Leader of the Council and other Members to discuss the Council's resilience to ensure that its performance indicators were met.

RESOLVED that the contents of the report be noted.

655. HALF YEARLY REVIEW OF PERFORMANCE

The Committee received the report of the Director of Resources supplying Members with details of performance against targets set for 2017 / 18. The report also outlined progress being achieved towards the corporate goals and the outcomes detailed in the Corporate Plan 2015 – 19 adopted by the Council in February 2015.

It was noted that the Corporate Leadership Team had held a quarterly performance and risk clinics to review and challenge performance, financial and risk information, where necessary. This report had also been considered by the Overview and Scrutiny Committee.

The position for each corporate goal was set out in Appendix 1 to the report and detailed key corporate activities and service priorities assessed as being “behind schedule” or “at risk of not being achieved”. The appendix also showed those indicators which were at risk of not achieving the end of year target.

It was noted that good progress had been made on a number of activities which would contribute to the Council's corporate goals and objectives. There were some activities considered at risk / behind schedule and performance indicators which may not be achieved within the timescales set.

RESOLVED that Members comments and the contents of the report be noted.

656. RURAL SETTLEMENT LIST

The Committee considered the report of the Director of Resources presenting for approval the Rural Settlement List for 2019 / 20 (attached as Appendix A to the report) and consider Rural Rate Relief for eligible businesses.

It was noted that there had been no significant developments in the District and therefore no changes were proposed to the previously published Rural Settlement List.

RESOLVED that the Rural Settlement List for 2019 / 20 be approved.

657. SUPPLEMENTARY ESTIMATES, VIREMENTS AND USE OF RESERVES: 1 SEPTEMBER - 30 OCTOBER 2018

The Committee considered the report of the Director of Resources, reporting to the Committee virements and supplementary estimates agreed under delegated powers. The report also reported on procurement exemptions granted during the period.

Members were advised that as the Future Model progressed realised underspends needed to be removed from budgets to ensure projected savings targets were being met. It was noted that any savings would provide a fund for associated costs and support reserves in the funding of the overall transformation project. Members were requested to consider advanced approval for all underspends, including salary underspends, be vired to a central code. This code would be within the budget responsibility of the Director of Resources and any subsequent virements from this fund by services would be outside of this approval and actioned and reported to Members as appropriate.

Members noted that there had been two procurement exemptions for the upgrade of the Council's intranet network and procurement of Emergency Planning and Business Continuity Support. The report provided further detail in respect of these exemptions.

RESOLVED

- (i) that all underspends, including salary underspends, be vired to a central code under the budget responsibility of the Director of Resources;
- (ii) that the procurement exemptions granted during the period and detailed in the report be noted.

Following his earlier declaration Councillor D M Sismey left the meeting at this point.

IN THE CHAIR : COUNCILLOR I E DOBSON

658. HALF YEARLY TREASURY MANAGEMENT UPDATE

The Committee received the report of the Director of Resources reporting on the Council's investment activity for the first half of 2018 / 19 in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) and Accountancy Treasury Management code and the Council's Treasury Management Policies and Practices (TMPs).

The report detailed the Council's investment activity for both investments and instant access reserve accounts. Security of capital had remained the Council's main investment objective, which had been maintained by following the Council's counterparty policy.

Appendix 1 to the report had been prepared by Arlingclose (who provide treasury management consultancy and advice to the Council) and provided an overview of the external economic environment. The report outlined investment activity for April – September 2018.

It was reported that the Prudential Indicators for 2018 / 19 which had been set on 30 January 2018 as part of the Treasury Management Strategy Statement had been complied with to date and shown in Appendix 2 to the report.

RESOLVED that the Treasury Management report be noted for compliance purposes.

Councillor Sismey returned to the chamber at this point.

IN THE CHAIR : COUNCILLOR D M SISMEY

659. BUDGETARY CONTROL APRIL - SEPTEMBER 2018

The Committee received the report of the Director of Resources providing Members with key financial information on the progress to date against the agreed budget. The report provided an update on the following areas and further details were set out in the related Appendices:

- Revenue budgets (Appendices 1 and 1A);
- Vacancy savings (Appendix 2);
- Agency expenditure;
- Major sources of income;
- Capital projects (Appendix 3)

It was noted that there were no concerns over current financial performance to budget. Income was performing as expected and expenditure vacancies were related to the timing of transactions and works. Members were advised that capital projects were progressing and the programme was expected to be completed within the financial year.

RESOLVED that the contents of the report be noted.

660. CORPORATE DEBT RECOVERY STRATEGY

The Committee considered the report of the Director of Resources seeking Members' approval of a Corporate Debt Recovery Strategy (attached at Appendix 1 to the report) to ensure efficiency, effectiveness, consistency, fairness and transparency in recovering debts owed to the Council.

It was noted that the aim of this Strategy was to ensure that all monies owed to the Council, including Council Tax, Non Domestic Rates, Sundry Debts, Penalty Charge Notices and fixed Penalty Notices were collected efficiently and effectively. This was to ensure that the Council was transparent, fair and consistent in its approach.

In response to a number of questions, Members were provided with the following information:

- External Collection Agencies were used by the Council for Council Tax and Domestic Rate non-payers along with some sundry debtors. Members were advised that in 2010 there had been a major change to fees by the Ministry of Justice meaning that they were now standard across all Councils.
- The Council went through stringent strategies along with working across other Local Authorities when appointing collection agencies. Within these agencies there were welfare teams who would investigate any issues regarding vulnerability. In addition, the Council held quarterly meetings with the agency when such cases were discussed.
- It was explained that there were a number of legislative requirements as well as internal case discussions that the Council had to go through before embarking on enforcement action. Stringent checks were also carried out and Members were advised of the other remedies which were available to the Council.

It was questioned whether the write-off procedure detailed in section 2.14 of the Strategy had been agreed by Committee and was contained within the Council's Constitution. The Director of Resources advised that she would clarify this and report back to the next meeting of the Committee.

RESOLVED

- (i) that the Corporate Debt Recovery Strategy be approved;
- (ii) that a report on debt write-off be brought to the next meeting of this Committee.

661. LOCAL COUNCIL TAX SUPPORT SCHEME 2019 / 20

The Committee considered the report of the Director of Service Delivery seeking Members' approval for a substantially unchanged cost neutral scheme for 2019 / 20.

It was noted that in order to continue to deliver a cost neutral LCTS scheme within the budget proposed for 2019 / 20 the only changes recommended were for a cost of living increase in line with the rates proposed by the Department for Work and Pensions for pensioners and minor changes to mirror the national Housing Benefit scheme as in previous years.

RECOMMENDED

- (i) that a cost of living increase in line with the Department for Work and Pensions schemes be included in the Local Council Tax Support Scheme (LCTS) for 2019 / 20 for Pensioners only;
- (ii) that any legislative changes being introduced to the Housing Benefit Scheme for 2019 / 20 are mirrored in the Councils LCTS scheme to ensure consistency;
- (iii) that in all other respects the Local Council Tax Support Scheme and Hardship Scheme remain unchanged, and that this decision has been made following

Members' careful reading of, and regard to the Equality Impact Assessment at **APPENDIX 1** to these Minutes.

662. 2019 / 20 BUDGETARY PROPOSALS

The Committee considered the report of the Director of Resources setting out the proposals put forward by Officers for revenue growth, fees and charges policy, capital projects and the use of the repairs and renewals reserve prior to approval of the 2019 / 20 budget. It was noted that for all service areas the relevant programme Committee had considered the report prior to being reported to this Committee.

The report provided detailed information in respect of the following areas:

- Medium Term Financial Strategy (MTFS):
 - Collection Fund;
 - investment income;
 - income;
 - pension
- Revenue budget growth – Appendix A to the report detailed budget growth proposals for consideration and agreement on which items would move forward and included in the budget process
- Fees and Charges – Appendix B showed the fees and charges policy for adoption and detailed any proposed amendments. It was noted that this appendix had been updated following consideration by the Community Services and Planning & Licensing Committees and the Finance Manager outlined the queries raised, which included:
 - proposed wharfage and mooring policies;
 - collection of mooring fees – it was clarified that the Council was not requesting any changes to collection arrangements only that the fee charged would no longer be set depending on the fees of local clubs.
 - inserting a clause into leases prohibiting sub-leasing – Members noted that existing leases could not be adjusted but Officers would discuss with legal if this was possible for future leases.
 - impact following removal of a 50% wharfage fees discount especially on Thames barges – the policy was to be retained with Officers carrying out further work as part of service reviews, during which options would be discussed with barge owners to consider removal of this discount over a phased period.
- Capital – Appendix C contained details of all 2019 / 20 project bids which had been categorised by Officers into three main groups.
- Repairs and Renewals – These were set out in Appendix D to the report.

It was noted that the Community Services Committee had considered this report at its recent meeting and made a number of recommendations to this Committee which were set out in the report.

A lengthy debate ensued and in particular the following items were discussed and further information provided by Officers:

- Budget Growth (Appendix A)
 - **Extension of additional 7.5 hours** – Members were advised the Waste Education Officer role involved ensuring that residents etc. understood what items were recyclable which assisted with the avoidance of waste being rejected at the kerb side. The Director of Service Delivery advised that this work would be carried out by caseworkers as part of Phase 2 of the Future Model and therefore this request for additional monies was only until October 2019. A variety of media was used to educate including the website, meeting with individual clients and working with contractors.
- Fees and Charges (Appendix B)
 - **Car Parking / Events** – The Director of Service Delivery reported that the Council was looking at Promenade Park to ensure it was run as efficiently as possible. This charge would be used at large events and the proposed single fee would simplify payment for customers along with cash collection. Other car parks available within the Maldon Town would be publicised as alternatives on such occasions.
- Capital Bids (Appendix C)
 - **Disposal of Council equipment** – It was requested that when the Council was looking to dispose of old IT equipment that all Parish / Town Councils be invited to tender for the equipment.
- Repairs and Renewals Projects (Appendix D)
 - **Splash Park Resurfacing** – The Director of Service Delivery provide detail on this project including the current life of the surface. He reported on the work being done to increase revenue which included longer opening hours in the summer evenings and hiring the splash park out.
 - **Prom Park entrance road repairs** – It was clarified that this project related to the main entrance to the Promenade Park, off Park Drive.

RESOLVED

- (i) that the revenue growth items (Appendix A to the report) be included for consideration in the 2019 / 20 budget;
- (ii) that the updated fees and charges policy areas for 2019 / 20 as outlined in Appendix B to the report be adopted.
- (iii) that the Repairs and renewals projects set out in Appendix D to the report be funded from the Repairs and Renewals reserve.

RECOMMENDED

- (iv) that the Capital project bids set out in **APPENDIX 2** to these Minutes, be considered and the items for inclusion in the 2019 / 20 Capital Programme be identified.

663. COUNCIL TAX - PROPOSALS TO INCREASE EMPTY HOMES PREMIUM

The Committee considered the report of the Director of Service Delivery seeking Members' consideration of an increase to the Council Tax Empty Homes Premium to the maximum permitted in accordance with Legislation.

The report provided background information regarding the Empty Homes Premium and Members were advised that on 1 November 2018 new legislation was approved enabling the council tax premium to gradually increase to a maximum of 300% by 2021 to act as a further disincentive for properties to be left empty. The report set out the maximum premiums to be charged. It was recommended that the Council adopt the maximum level of charge to minimise the numbers of long term empty homes in the District.

RESOLVED that the imposition of the maximum Empty Homes Premium permitted by Legislation, be approved.

664. INTRODUCTION OF A CHARGE FOR A SECTION OF THE MALDON DISTRICT COUNCIL OFFICE CAR PARK

The Committee considered the report of the Director of Service Delivery, seeking Members' consideration of a request to commence formal consultation on the introduction of a charge for a section of the Council's car park.

Appendix 1 to the report highlighted an area of 20 spaces within the Council's car park which was reserved for visitors to the Council. Members were requested to consider whether the Council should be charging for these spaces and enforcing any charge as in other public car parks within Maldon Town Centre. The introduction of any new charges would require an amendment to the Council's existing Traffic Regulation Order as set out in Appendix 2 to the report. Appendix 3 set out several implications arising from the proposed change.

In response to a number of questions, the Director of Service Delivery provided the Committee with the following information:

- Pay and display equipment would be introduced along with appropriate signage to accord with the proper order.
- The current location of the electric charging point and its inclusion in the proposed changes would be considered.
- Officers would be writing to both Doctors surgeries to advise them of the proposed change and consultation process.

At this point, Councillor M S Heard declared a non-pecuniary interest in this item of business.

- The Police as part of its lease had five marked spaces within the old St. Cedds car park and any spaces used in addition to these would require further permits for which a charge would be payable.

RESOLVED

- (i) that the principle to introduce car parking charges in the current visitor car park at Maldon District Council offices be agreed;
- (ii) that Officers undertake a formal consultation on the proposed amendment to the Traffic Regulation Orders for vehicles parking in the 20 visitor spaces at Maldon District Council offices and report back to a future meeting of this Committee.

There being no further items of business the Chairman closed the meeting at 8.20 pm.

D M SISMEY
CHAIRMAN

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

Title Council Tax Support scheme for 2018 / 19	Date November 2018	Officer Preparing Sue Green
1. Background		
1.1 Description of proposal / policy / service (Including aims, outcomes and in the case of an existing service how long it has been delivered in its current format) Council Tax Support aims to help people with low incomes to meet their Council Tax obligations, covering payment of Council Tax and Discounting of Council Tax The aim of Council Tax Support is • To have a fair and equitable scheme • To maintain support for particularly vulnerable people within the constraints imposed by Government policy The service areas or partner agencies involved are • Maldon District Council • Any authority that can levy a charge to contribute to Council tax • Essex authorities who are sharing the scheme • All Essex precepting authorities • Department for Work and Pensions • Department for Communities and Local Government <i>There are no proposals to change the current scheme, other than to mirror national scheme changes.</i>		
1.2 Who are the users of the proposal / policy / service (Refer to data held about the users of the service i.e. numbers of users, demographic breakdown. Having this information is important to understand which sectors of the community might be affected. If that is not available refer to the demographic data held on the intranet.) Broadly, this affects those liable for Council Tax within the District and adults on a low income with low savings There are 3292 Council Tax Support Claimants* of which 1507 are working age.		

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

1.3 Have users been consulted with? (Have you carried out consultation with users or stakeholders while drawing up the proposal / policy / service? For example, have you carried out a formal consultation, discussed the issue with a Friends/User Group or consulted with stakeholders? If so, outline the results and how it has informed your plans. It's also important to show whether the target audience was reached during the consultation.)

There are no changes proposed to existing policy, which was consulted upon in 2017.

1.4 If the analysis is regarding an existing Service, what are users' views of that Service? (Base your view on evidence such as satisfaction surveys, levels of compliments and levels of complaints).

The Revenues and Benefits team is a high performing team that historically has met locally set performance targets. For the current financial year (2018-19) the team is striving to meet those targets, but as a result of high demands on the service, coupled with the impact of organisational change and resource challenges those targets are likely to remain a challenge,

The service is making good progress, and ensures that claims are prioritised to reduce impact on our most vulnerable customers.

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Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

2. Equality Aims – consider how the proposal / policy / service meets the three Equality Aims listed in the Equality Act.

Aim	How does the proposal / policy / service meet the equality aim?	Action or addition needed in order that the proposal / policy / service meets the aim?
2.1 To eliminate unlawful discrimination, harassment and victimisation	Higher Rate Disability benefits will continue to be disregarded thereby protecting those with specific long term conditions who fall within this group. Without such action to protect this group the policy could potentially be discriminatory. There is also an Exceptional Hardship Scheme which can assist customers with specific circumstances.	None required
2.2 To advance equality of opportunity between people who share a protected characteristic and those who do not	- Older people are protected in the policy, which follows specific Government Regulations. - Parents who receive a child benefit will continue to have this disregarded as part of the CTS calculation, which is consistent with the Council's duty to safeguard and promote the welfare of children. - Higher rate Disability Benefits will continue to be disregarded thereby protecting those with specific long term conditions who fall within this group. - In 2014 it was also agreed that Lone Parents receive a disregard of £15 per week from Child Maintenance payments - A hardship fund exists to ensure provision for those residents who have exceptional circumstances.	

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

2.3 To foster good relations between those who share a protected characteristic and those who do not	The scheme remains means tested so the scope for discrimination is limited. All working age customers	
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3. Equality Impacts – examine how the proposal / policy / service impacts on the community. Base the analysis on evidence. Attach additional documents if necessary.

Impacts	Positive impact (X)	Could adversely impact (X)	No impact (X)	How different groups could be affected: Summary of impacts	Actions to reduce negative or increase positive impact
3.1 Age (What will the impact be on different age groups such as younger or older people?)	☐	☒	☐	Older People (60+) are specifically protected under Government Regulations	
3.1 Age (What will the impact be on different age groups such as younger or older people?)	☐	☒	☐	Due to the protection afforded to those of pensionable age, customers of working age are impacted directly by any changes to the scheme. People over 18 of working age will potentially be required to pay more.	Parents will continue to have Child Benefit disregarded in the CTS calculation which is consistent with the Council's duty to safeguard and promote the welfare of children. The Council will continue to provide information and advice on income maximisation.
3.2 Disability (Consider all disabilities such as hearing loss, dyslexia etc as well as access issues for wheelchair users where appropriate)	☐	☒	☐	People with disabilities who are below pensionable age may need to pay more.	Higher Rate Disability Benefits continue to be disregarded (i.e. Disability Living Allowance) thereby protecting those with specific long term conditions. A hardship fund exists to ensure provision for those residents who have exceptional circumstances.

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

Impacts	Positive impact (X)	Could adversely impact (X)	No impact (X)	How different groups could be affected: Summary of impacts	Actions to reduce negative or increase positive impact
3.3 Pregnancy and Maternity (Think about pregnancy, new and breastfeeding Mums)	☐	☒	☐	Removal of the family premium (currently an allowance of £17.45 per week) in line with the Government's changes for Housing Benefit will only affect those families who are working age and not claiming "passported" benefits such as Universal Credit and Income Support. New working age residents may see a reduction in support and some households with children will pay more. With regard to limiting the number of dependent children in the CTS calculation, households who have a third or subsequent child after 1 April 2017 may receive less support than claimants who have more children born before that date. This amounts to an additional premium of £66.90 per week (for a child of any age). This would bring the scheme in line with the Government's changes for Housing Benefit.	
3.4 Sex (is the service used more by one gender and are the sexes given equal opportunity?)	☐	☐	☒	CTS is means tested and therefore gender is not a factor in the calculation of support.	

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

Impacts	Positive impact (X)	Could adversely impact (X)	No impact (X)	How different groups could be affected: Summary of impacts	Actions to reduce negative or increase positive impact
3.5 Gender Reassignment (Is there an impact on people who are going through or who have completed Gender Reassignment?)	☐	☐	☒	CTS is means tested and therefore gender is not a factor in the calculation of support	
3.6 Religion or belief (Includes not having a religion or belief)	☐	☐	☒	CTS is means tested and therefore religion is not a factor in the calculation of support	
3.7 Sexual Orientation (What is the impact on heterosexual, lesbian, gay or bisexual people?)	☐	☐	☒	CTS is means tested and therefore this characteristic is not a factor in the calculation of support	
3.8 Race (Includes ethnic or national origins including Gypsies and Travellers)	☐	☐	☒	CTS is means tested and therefore this characteristic is not a factor in the calculation of support.	
3.9 Socio-Economic Group (Will people of any particular socio-economic group be particularly affected?)	☐	☒	☐	Council Tax Support is designed to help people who have restricted incomes. Any additional changes to the proposed scheme will therefore have an impact on those who claim support – particularly those of working age.	

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

4. Is there a Cumulative Impact? (If the same group is the subject of many changes or reductions the overall impact is much greater. Consider what else is happening within Maldon District Council that may have an impact and also what we know is happening elsewhere (such as Essex County Council). See Guidance for further advice.)

The requirement to introduce a local Council Tax scheme and to make savings has been introduced via Government policy so each year our scheme must be reviewed and a proposal must be pursued following a public consultation.

Whilst the authority may choose to allocate funding to ensure full protection for all customers, to date this has not been considered to be financially sustainable. Furthermore, the results from public consultations would appear to agree that customers claiming support should pay towards their Council Tax.

5. Outcome

5.1 Consider all the analysis and evidence above and indicate

(1) No change needed ☐ (2) Adjust ☐ (3) Adverse impact but continue ☒ (4) Stop, remove the proposal / policy / service ☐

5.2 Adjustments

If option (2) above is selected please detail what adjustments are needed, who is responsible and how that will be reviewed. Also outline how that will be agreed (i.e. Committee, CMT).

5.3 Decision Making (How will this equality analysis be taken into account during the decision making process? For example will it be included with a report to Committee/CMT? Will it be considered at department level or by a Head of Service? How will community/stakeholders views be taken into account?)

The Equality analysis will be included within the decision making process which includes consideration at

- Finance and Corporate Services Committee on 27 November 2018
- Full Council on 20 December 2018

Maldon District Council Equality Analysis

Please complete the questions below as fully as possible - the boxes will expand to accommodate your text. Please include the document version in the footer below.

6.0 Next Steps
6.1 If there was a lack of evidence or data held on which to base this assessment, how will that gap be addressed for the future? Not applicable
6.2 Summary of actions highlighted within this analysis (Include how this will be picked up within service/work plans) None
6.3 Arrangements for future monitoring of equality impact of this proposal / policy / service To be reviewed at least annually, or where relevant changes occur which may have an impact.
6.4 Approved by (Manager or Head of Service signature and date) Sue Green (Group Manager: Customers)

Capital Bids for 2019/20

Ref	Project Category	Project Title & Description	Original	Original	Original	Basis of bid
			2019 / 20	2020 / 21	2021 / 21	
			£	£	£	
286	Essential	Replace 3 mowers - two ride on and one tractor mounted - to continue grounds maintenance functions within Parks & Open Spaces. 1x Hustler Fastrak SDX Super duty 48" 1 x Hustler Super Z Diesel 60" 1 x Trimax Pegasus	41,500			Market value
287	Essential	Replacement parks team vehicle- 2 x 2004 Transit Vans	56,000			Market value
288	Commercial	Additional Tractor Mounted side arm flail	20,700			Market value
290	Essential	Maldon Cemetery Chapel foundation work - Provisional figure, survey currently being undertaken	25,000			Estimate. The more detailed estimate will not be available until January, (this is when the movement monitoring has been completed and be will better position to estimate the costs).
		Total	143,200	-	-	

Essential E
 Service Failure SF
 Service Improvement SI
 Commercial C

CAPITAL PROJECT SHEET

Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <i>(Enter a meaningful title for the project and provide details of)</i>	Renewal of Parks & Countryside Mower fleet
Project Category	Essential
Project Lead Officer	Matt Wilson
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Replace 3 mowers - two ride on and one tractor mounted - to continue grounds maintenance functions within Parks & Open Spaces. 1x Hustler Fastrak SDX Super duty 48" 1 x Hustler Super Z Diesel 60" 1 x Trimax Pegasus
Project Start Date <i>(Month and year)</i>	Apr-19
Project Completion Date <i>(Month)</i>	Aug-19
Resource Implications <i>(Identify what)</i>	
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	 

	Capital Expense	Revenue Implications		External Funding	
	£	One-off £	On-going £	Amount £	Source of costs
2019/20	41,500				
2020/21					
2021/22					
2022/23					
TOTAL	41,500	0	0	0	0

CAPITAL PROJECT SHEET

Describe links to Corporate Goals <i>Corporate goals:</i> 1) <i>Strengthening communities to be safe, active and healthy</i> 2) <i>Protecting and shaping the District</i> 3) <i>Creating opportunities for economic growth and prosperity</i> 4) <i>Delivering good quality, cost effective and valued services</i>	
Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).	potential to purchase refurbished Trimax Pegasus at £13,950, providing a saving of £7680
Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)	
Are there Health & Safety implications? If so, please state	Current mower fleet is ageing and reaching end of useful life. Current Pegasus mower deck has been nursed through the last summer season. All are going to become an increasing burden on revenue budgets for ongoing maintenance and repair
Is this part of a statutory obligation? If so, state how	
Is the project contractually committed to in any way? If so, please describe	
Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	updating of mower fleet will increase productivity and efficiency, reduce downtime. Will allow increased capability for commercial contracts and income generation

CAPITAL PROJECT SHEET

Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location (Enter a meaningful title for the project and provide details of)	Replacement Parks team vehicle
Project Category	Essential
Project Lead Officer	Matt Wilson
Project Description (Clearly set out what the overall purpose and main aims of the project are)	Replace ageing fleet vehicles. Vehicles most in need/identified are 2 x 2004 Transit van. Costs for the old vehicles in 2018/19 to date is £700.
Project Start Date (Month and year)	Apr-19
Project Completion Date (Month)	Mar-20
Resource Implications (Identify what)	Procurement Framework & tender
Picture (Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement)) 	

	Capital Expense	Revenue Implications		External Funding	
	£	One-off £	On-going £	Amount £	Source of costs
2019/20	56,000				
2020/21					
2021/22					
2022/23					
TOTAL	56,000	0	0	0	0

CAPITAL PROJECT SHEET

Describe links to Corporate Goals <i>Corporate goals:</i> 1) <i>Strengthening communities to be safe, active and healthy</i> 2) <i>Protecting and shaping the District</i> 3) <i>Creating opportunities for economic growth and prosperity</i> 4) <i>Delivering good quality, cost effective and valued services</i>	Protecting & shaping the district and Delivering good quality, cost effective, and valued services
Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).	each vehicle approximately £28,00 to purchase as new. Parks & Countryside Supervisor has identified options to purchase suitable second-hand vehicles at 50% of this cost.
Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)	
Are there Health & Safety implications? If so, please state	Ageing fleet vehicles, likelihood of further mechanical breakdown.
Is this part of a statutory obligation? If so, state how	
Is the project contractually committed to in any way? If so, please describe	
Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	L.C,T and Countryside & Coast Business Plans. Future development of Commercial activity through Parks/Grounds Maintenance services.

CAPITAL PROJECT SHEET

Please note that this capital project sheet will be appended to the relevant Committee Report in the November cycle, therefore everything you put in the form will be shown in the public domain.

Project Name & Location <i>(Enter a meaningful title for the project and provide details of)</i>	Additional Tractor mounted Side Arm flail
Project Category	Commercial
Project Lead Officer	Matt Wilson
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	Additional flail arm so that 2x tractor & operators can carry out works at same time across the district. Greatly increase capacity for works and opportunities for commercial contracts & internal economies of scale
Project Start Date <i>(Month and year)</i>	Apr-19
Project Completion Date <i>(Month)</i>	Mar-20
Resource Implications <i>(Identify what)</i>	Tendering process for supply
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	

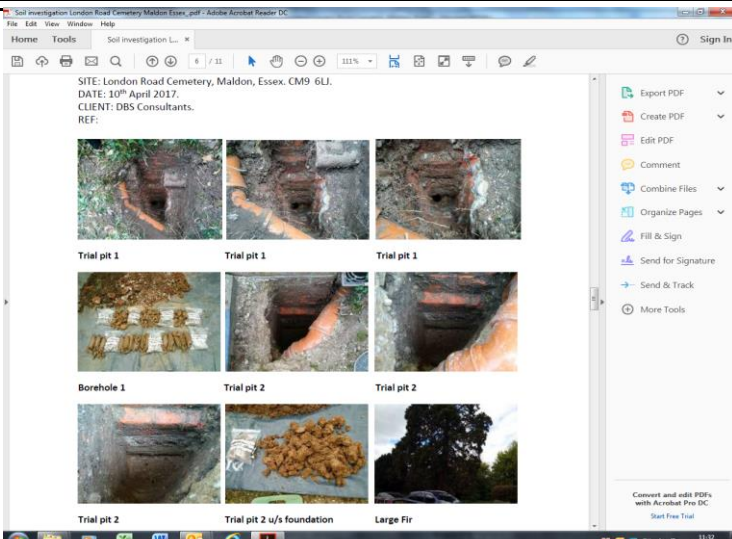
	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2019/20	20,700				
2020/21					
2021/22					
2022/23					
TOTAL	20,700		0	0	0

CAPITAL PROJECT SHEET

Describe links to Corporate Goals <i>Corporate goals:</i> 1) <i>Strengthening communities to be safe, active and healthy</i> 2) <i>Protecting and shaping the District</i> 3) <i>Creating opportunities for economic growth and prosperity</i> 4) <i>Delivering good quality, cost effective and valued services</i>	Protecting & shaping the district and Delivering good quality, cost effective, and valued services
Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).	no risks, version pictured is Wessex T500-G, potential delay in supply & delivery but very minor risk. Additional side arm present income & economy opportunities for Parks team & opportunity for growth at no extra cost to MDC. AS an example, current Verge mowing contract value is £26,500 which is currently outsourced. A second Flail would enable this to be brought in-house.
Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)	
Are there Health & Safety implications? If so, please state	
Is this part of a statutory obligation? If so, state how	
Is the project contractually committed to in any way? If so, please describe	
Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	L.C,T and Countryside & Coast Business Plans. Future development of Commercial activity through Parks/Grounds Maintenance services.

CAPITAL PROJECT SHEET

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Project Name & Location <i>(Enter a meaningful title for the project and provide details of)</i>	Maldon Cemetery Chapel Foundations Works
Project Category	Essential
Project Lead Officer	Richard Heard & Esme McCambridge
Project Description <i>(Clearly set out what the overall purpose and main aims of the project are)</i>	A report has identified that the foundations of the chapel need works to prevent movement of the building. This project is for the necessary foundations works. A full report with estimates costings is prepared for the Council. The figure is a provisional one due to survey works on-going until January 2019
Project Start Date <i>(Month and year)</i>	Apr-19
Project Completion Date <i>(Month)</i>	Mar-20
Resource Implications <i>(Identify what)</i>	Maintenance Officer & Leisure Manager Time.
Picture <i>(Insert a picture in relation to the project (i.e. the defective site, the area for improvement, the asset due for replacement))</i>	 The screenshot shows a PDF report titled 'Soil Investigation London Road Cemetery Maldon Essex.pdf'. It includes site details: SITE: London Road Cemetery, Maldon, Essex. CM9 6LJ. DATE: 10th April 2017. CLIENT: DBS Consultants. REF: [blank]. The report contains a grid of photographs showing trial pits (Trial pit 1, Trial pit 2) and boreholes (Borehole 1, Trial pit 2 u/s foundation). A large tree is also visible in the photos.

	Capital Expense	Revenue Implications		External Funding	
		One-off	On-going	Amount	Source of costs
	£	£	£	£	
2019/20	25,000	0	0	0	0
2020/21					
2021/22					
2022/23					
TOTAL	25,000	0	0	0	0

CAPITAL PROJECT SHEET

Describe links to Corporate Goals <i>Corporate goals:</i> 1) Strengthening communities to be safe, active and healthy 2) Protecting and shaping the District 3) Creating opportunities for economic growth and prosperity 4) Delivering good quality, cost effective and valued services	Delivering good quality, cost effective and valued services
Are there any risks to the delivery of this project in the timeframe and/or costs detailed above. (Please provide details).	No
Are any statutory consents required as part of this project? If so, please state (i.e. planning consent, MMO licence etc)	No
Are there Health & Safety implications? If so, please state	If the works are required to support the chapel's foundations.
Is this part of a statutory obligation? If so, state how	No.
Is the project contractually committed to in any way? If so, please describe	No
Is there any linkage to other plans (i.e. business plan objectives)? If so, please provide details	No

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