

Monday, 2 June 2014
at 6.00 pm
Town Hall, Eastbourne

Scrutiny Committee

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MEMBERS: Councillor Ansell (Chairman); Councillor Shuttleworth (Deputy-Chairman); Councillors Belsey, Cooke, Murray, Thompson and Ungar

Agenda

- 1 Minutes of the meeting held on 3 February 2014.** (Pages 1 - 6)
- 2 Apologies for absence.**
- 3 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct (please see note at end of agenda).**

4 Questions by members of the public.

On matters not already included on the agenda and for which prior written notice has been given (total time allowed 15 minutes).

5 Urgent items of business.

The Chairman to notify the Committee of any items of urgent business to be added to the agenda.

6 Right to address the meeting/order of business.

The Chairman to report any requests received to address the Committee from a member of the public or from a Councillor in respect of an item listed below and to invite the Committee to consider taking such items at the commencement of the meeting.

7 Hackney Carriage Proprietor Fee Levied. (Pages 7 - 58)

Report of Senior Specialist Advisor, Licensing.

8 Corporate Performance and Provisional Outturn- Quarter 4 2013/14. (Pages 59 - 112)

Report of Deputy Chief Executive.

Inspection of Background Papers – Please see contact details listed in each report.

Councillor Right of Address - Councillors wishing to address the meeting who are not members of the Committee must notify the Chairman in advance.

Public Right of Address – Requests by members of the public to speak on a matter which is listed in this agenda must be **received** in writing by no later than 12 Noon, 2 working days before the meeting e.g. if the meeting is on a Tuesday, received by 12 Noon on the preceding Friday). The request should be made to Local Democracy at the address listed below. The request may be made by letter, fax or e-mail. For further details on the rules about speaking at meetings please contact Local Democracy.

Disclosure of interests - Members should declare their interest in a matter at the beginning of the meeting, and again, at the point at which that agenda item is introduced.

Members must declare the existence and nature of any interest.

In the case of a DPI, if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

If a member has a DPI or other prejudicial interest he/she must leave the room when the matter is being considered (unless he/she has obtained a dispensation).

Further Information

Councillor contact details, committee membership lists and other related information is also available from Local Democracy.

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Monday, 3 February 2014
at 6.00 pm



Scrutiny Committee

Present:-

Members: Councillor Warner (Chairman) Councillor Shuttleworth (Deputy-Chairman) Councillors Belsey, Coles, Cooke and Murray

(An apology for absence was reported from Councillors Ungar)

20 Minutes of the meeting held on 6 November 2013 and 9 December 2013.

The minutes of the meeting held on 6 November 2013 and 9 December 2013 were submitted and approved and the Chairman was authorised to sign them as a correct record.

21 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

None reported.

22 General Fund Revenue Budget 2014/15 and Capital Programme 2013/17.

Scrutiny considered the report of the Chief Finance Officer setting out the general fund revenue budget proposals for 2014/15 and a 3-year capital programme 2013/17. The medium term financial strategy (MTFS) had been revised in July 2013 and the Cabinet had agreed a draft 2014/15 budget proposal last December. The MTFS and resulting draft budget had been subject to extensive consultation and previously reported to Cabinet and the Scrutiny Committee.

The budget proposals included:

- No increase in the council tax in 2014/15.
- Overall savings totalling £0.808m (5% of the net budget).
- Efficiency savings of £0.608 (2.6% of the net budget).
- Inflation of £0.430m (2.6%).
- Other recurring service growth of £0.421m.
- Non recurring service investments of £0.446m.
- General reserves averaging in excess of £3.8m (against a minimum recommended of £2m).
- Capital receipts of £0.8m invested in new capital schemes. Available earmarked reserves in addition to the budget:
- Strategic change fund £0.7m.
- Economic regeneration reserve of £0.5m.

The budget represented management of financial risks which were highlighted within the report.

The headline figures of the 2-year government settlement were detailed within the report.

The national non-domestic business rate base had reduced slightly (£50,000) largely as a result of additional appeals, this was a provisional figure that would not be finalised until 31 January as the government had only just released the form used to calculate the base. In addition to the formula grant, the government was financing the cost of a 1% increase in council tax (£81,000) which it had confirmed would be put in the base for 2015/16 and beyond. The government had announced that Eastbourne would receive £897,000 in total of new homes bonus due to the growth in housing in the area and the further reduction in empty properties. Of this £500,000 would be transferred to the regeneration reserve to fund economic initiatives in line with the MTFS. The grant was paid in tranches for six years. The funding was not guaranteed beyond a 6 year horizon for each tranche. The projected award for 2015/15 was £1.3m. The Council's policy as outlined in the MTFS was to utilise any surplus grant for economic regeneration initiatives. A separate reserve had been set aside for that purpose. The government was financing the additional new homes bonus from reductions in revenue support grant, therefore, whilst volatile, it was becoming the preferred method of distribution of resources.

Members noted that there would be no increase in council tax for 2014/15 was proposed and this would result in an unchanged band D rate of £224.19 (14% of the total council tax bill). A summary of the resources available was given within the report. In order to achieve a balanced budget without using reserves, the Council would need to set a net expenditure budget for 2014/15 of £16.665m.

In December the Cabinet put forward their draft budget proposals, the main movements since then were detailed in appendix 1 to the report.

Details of proposed growth and savings were given in full in appendix 2 to the report. The proposals set out in the report would allow full Council on 19 February to approve a balanced budget in line with available resources and without the need to use reserves. The report also detailed the principal financial risks the Council was likely to face.

A corporate contingency budget of £178,000 for unbudgeted expenditure or reductions in income had been allowed. This was in addition to the known inflation that had been built into service budgets. The Government had announced a 1% cap on pay rises in 2014/15 therefore £120,000 had been included in the contingency. Further, the Council's general fund reserves were anticipated to amount to £3.8m in March 2015 as compared with the Chief Finance Officer's minimum recommended level of £2m.

The principles for formulating the capital programme were set out in the budget report to Cabinet last December and the updated programme was

given in appendix 3 to the report (proposed new schemes were shown in bold text) and showed a projected outturn for 2013/14 of £6.072m; a total budget for 2014/15 of £15.348m; £14.438 for 2015/16; and £6.880m for 2016/17. The Council had a policy of only using borrowing for schemes that were 'invest to save' and could generate enough savings or additional income to service the financing costs. In addition to schemes that qualified for borrowing, the Council had a further £800,000 of capital receipts to apply to the programme.

The committee further discussed the Devonshire Park proposals, levels of General reserves, assistance for small businesses, Cross Levels Way BMX track and the Hampden Park Skate Park.

RESOLVED: That Scrutiny Committee note 1) the General Fund budget for 2013/14 (Revised) and 2014/15 (original) (Appendix 1) including growth and savings proposals for 2014/15 as set out in Appendix 2, and General Fund capital programme and financing 2013/17 as set out in Appendix 3. 2) that there was no increase in the Council Tax for Eastbourne Borough Council resulting in a Band D charge of £224.19 for 2014/15.

23 Corporate Performance - Quarter 3 2013/2014

Members considered the report of the Deputy Chief Executive and Chief Finance Officer updating Members on the Council's performance against Corporate Plan Priority actions, indicators and milestones for 2012/13.

Members were advised that Appendix 1 detailed activities and outturns of the performance indicators listed within the Corporate Plan 2013/14.

The first section of Appendix 1 listed all the Corporate Plan priority actions whose in-year milestones had already been fully completed this year.

The second section of Appendix 1 listed the ongoing actions showing all milestones that were scheduled for completion in quarter 3 of 2013/4 and any incomplete milestones from earlier in the year along with commentary to explain the context behind them.

Of the 37 Key Performance Indicators reported in the Corporate Plan this quarter, 8 were currently showing as "Red," 17 were showing as "Green," 4 were showing as "Amber" and 8 were "data only" or contextual PIs. The off target PIs were;

- TL_041 Number of visitors (day visitors and staying trips)
- ECSP_004 Violent crime in a public place
- TL_014 Towner visitors
- CD_008 Decent Homes programme
- CD_052 Number of homes where Category 1 hazards have been remedied
- CD_055 Number of completed adaptations
- CD_056 Average number of days for assistance with adaptations
- CS_011 Telephone call abandonment rate

Members noted the position of the General Fund as of the end of December showed a positive variance of £40,000 which was a movement of £118,000 compared to the position reported at the end of the second quarter in September. Service expenditure had a variance of £141,000 a positive variance from September £40,000. The main reasons for the improvement were detailed within the report.

The projected outturn showed a favourable variance of £30,000, this was within 0.17% of the net budget and was within an acceptable tolerance level. The contingency allowance currently stood at £241, 529 and had been used to offset service expenditure. Therefore there was no further funding available for any future unforeseen one off areas of expenditure during the year.

Financial procedure rules require all virements requests over £10,000 for revenue expenditure to be approved by Cabinet. There was one request for this quarter as set out in Appendix 3 and related to the approved phased reduction in the grant payable to the Allotments Society. Cabinet's approval would also be sought for the transfer from reserves as set out in Appendix 3. These transfers were in line with the approved financial strategy.

The updated capital programme was shown at Appendix 4 of the report. Actual expenditure at 52% of the budget was lower than expected as a number of schemes had been delayed in starting or had not yet started in particular in the following areas but expenditure was expected in the next quarter:

- Housing Major Works schemes
- Support Housing in Eastbourne Programme
- Coastal Defence Works
- Play Equipment
- IT software upgrades
- Bandstand works.

The 2013/14 programme had now been re-profiled to reflect start dates and planned works.

Members noted that the HRA surplus variance was due to a reduction in income from rents and services changes due to the delay in the expected completion of the sheltered accommodation remodelling schemes, off set by savings in the provision for Bad Debts. A prudent increase in the provision for Bad Debts was included in the 2013/14 budget to offset any effect of the new benefits regime. Rent collection performance had continued at prior year levels, and therefore the expected increase in rent arrears had not materialised as expected. The bad debt provision had been decreased to reflect this situation. The projected outturn was showing a surplus of (£418,000) mainly due to the change in the bad debt provision and lower than anticipated interest rates on new and replacement debt taken during the year.

The committee were advised that the Collection Fund recorded all the income from Council Tax and National Non-Domestic Rates and its distribution to the major precepting authorities. With the introduction of the new system for the local retention of business rates, the performance of the Collection Funding was now included as part of the performance monitoring and results shared with major preceptors.

The projected Collection Fund for the year was detailed within the report. This represented a variance over the quarter two monitoring of £61,000 and £7,000 for Council Tax and Business Rates respectively.

The Council Tax deficit was due to higher than budgeted take up of the Council Tax Reduction Scheme less a reduction in the number of Single Persons Discounts awarded. The deficit represents 0.19% of the gross debit due. Business Rate income was down on that expected due to the number of successful appeals having been settled in the year and lower than anticipated growth in rateable values. The deficit represents 2% of the gross debit due.

The Annual Treasury Management and Prudential Indicators 2014/15 would be considered by Cabinet. The report summarised the main points from the current economic background and interest rate forecasts.

Members noted that the variances within both the General Fund and HRA budget were well within tolerance levels, however risks within the budget would continue to be carefully monitored.

Councillor Heaps, Cabinet Portfolio Holder, was in attendance to answer questions relating to Tourism and Leisure Services including catering.

The Senior Head of Infrastructure provided members with an update on the Waste Contract, Calls to the Council, Grounds Maintenance costs and Five Acre field railings. Members requested further information regarding 'mixing' of recyclables frequency of street cleaning. The Senior Head of Infrastructure agreed to provide following the meeting. A copy of the briefing note is appended to the minutes.

The Chairman asked if there were any measures included in the proposed budget to assist with the creation of jobs, assistance for new business start-ups or attracting established businesses to Eastbourne. The Chief Finance Officer advised that aside from the capital programme, which did contain some direct and indirectly beneficial effects on the local economy, there were no new proposals in the budget specifically aimed at Economic Regeneration. A total of circa £488,000 had been made available in the Economic Regeneration Fund.

The Chairman advised the committee that members would be receiving a report from officers regarding a review of the recent changes to taxi licence fees at the next Scrutiny Committee meeting in June 2014.

NOTED.

24 Exclusion of the Public

The Chief Executive considers that discussion of the following item is likely to disclose exempt information as defined in Schedule 12A of the Local Government Act 1972 and may therefore need to take place in private session. The exempt information reasons are shown beneath the items listed below. Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

25 Confidential Minutes of the meeting held on 6 November 2013.

The minutes of the meeting held on 6 November 2013 were submitted and approved and the Chairman was authorised to sign them as a correct record.

The meeting closed at 7.30 pm

Councillor Warner (Chairman)

- BODY:** Scrutiny Committee
- DATE:** 2 June 2014
- SUBJECT:** Hackney Carriage Proprietor Fee Levied
- REPORT OF:** Jay Virgo, Senior Specialist Advisor.
- Ward(s):** All
- Purpose:** To present to Scrutiny Committee details of findings in relation to the historical Hackney Carriage Proprietor Licence Fees levied.
- Contact:** Jay Virgo, Senior Specialist Advisor, Telephone 01323 415933 or internally on extension 5933
E-mail address jay.virgo@eastbourne.gov.uk
- Recommendations:** Members are recommended to note the contents of this Report and to make such proposals as it wishes in accordance with the Committee's remit

1.0 Background

- 1.1 The setting of hackney carriage and private hire licensing fees is subject to the specific requirements of the Local Government (Miscellaneous Provisions) Act 1976. It is a requirement that such fees are reasonable and imposed 'with a view to recovering the costs of issue and administration'. The Council's hackney carriage and private hire licensing function is self-financing. The fees must not be used to raise revenue but instead are set at a level which aims to cover the cost of administering the function within the constraints of regulation. With this in mind, the level of fees need to be reviewed regularly in conjunction with Financial Management to ensure that neither a deficit nor a surplus is created in the relevant account.
- 1.2 The power to set fees has not been delegated to officers but rather to Committee. On the 13th January 2014 General Licensing Committee decided to consult on proposals to amend the hackney carriage and private hire licensing fees charged from April 2014, this with a view to introducing consistency between the two arms of the trade going forward by setting new fee levels for the first time since 2001. Minutes of that meeting and a copy of the report are contained in **Appendix 1**.
- 1.3 At the meeting of 13th January 2014, a member of Scrutiny Committee suggested General Licensing Committee also refer the historical difference between the Hackney Carriage Proprietor fee and Private Hire Vehicle

licence fee to Scrutiny Committee for consideration.

- 1.4 On the 17th March 2014, General Licensing Committee agreed the fee amendment proposed on the 13th January 2014 and thereafter consulted on be adopted with effect from 1st April 2014. Minutes of that meeting and a copy of the report are contained in **Appendix 2**.

2.0 Rationale for the Proprietor Licence Fees levied historically

- 2.1 The difference between the Hackney Carriage Proprietor fee levied and the Private Hire Vehicle licence fee had arisen as a consequence of the need to fund a patent unmet demand survey in relation to supporting the policy of limiting the number of Hackney Carriage Proprietor licences in Eastbourne.
- 2.2 Between the financial years of 2001 to 2014, each Hackney Carriage Proprietor paid £187 per year for their licence compared to £95 per year paid by each Private Hire vehicle licence. The difference of £92 was held in reserve each year to reflect the requirement to fund patent unmet demand surveys. Such surveys were required at 3 year intervals in accordance with section 16 of the Transport Act 1985 and subsequent case law in order to support a policy to impose a numerical limit on the number of Hackney Carriage Proprietors within the Borough.
- 2.3 However on 21st April 2009, the numerical limit on the number of taxis ceased following a direction by the General Licensing Committee. The minutes of that meeting and a copy of the report are contained in **Appendix 3**. The effect of that decision was to render differential fees unnecessary from that point onward.
- 2.4 The situation was rectified by the alignment of the Hackney Carriage Proprietor fee and Private Hire Vehicle licence fees following the decision of 1st April 2014 by the General Licensing Committee. The new fee arrangements (the first such changes since 2001) ensure that the requirement to set the fees at a level to ensure the budget does not fall into deficit and remains self financing is met going forward, as well as removing the differential between the Private Hire Vehicle licence fee and Hackney Carriage Proprietor fee.

3.0 Relevant accounting data and practice

- 3.1 **Appendix 4** provides a breakdown of the Hackney Carriage and Private Hire licensing budget since 2005. The analysis document shows the recharges levied and the recharge figures up to 2009/2010 will be noted as well as those for subsequent years.
- 3.2 The Council has put in place more detailed and rigorous accounting processes in recent years and as a result, internal support service recharges are now broken down into constituent parts which aim to reflect with greater precision the true costs of running the service.

- 3.3 While insufficient financial data exists to reach a definitive assessment, it appears that up until 2011 support charges may have been set too low and as a result the Hackney Carriage and Private Hire budget has effectively been subsidised by the central Council budget. As a result, the account remained in surplus over a period of years and no fee increase to the Hackney Carriage and Private Hire licence fees was needed to meet the overall cost of this function.
- 3.4 The arrangements now in place ensure that the position with regard this self-financing function have been regularized. The fees are now at a level which reflects a realistic prediction of the cost of financing this function going forward.

4.0 Legal Considerations

- 4.1 This Committee will wish to be mindful of case law which has established a number of points relevant to fee-setting. It has been confirmed that approximate calculations of anticipated costs are sufficient to discharge the requirement that the licensing authority endeavour to achieve a break-even position. Surpluses as well as deficits must be carried over year on year and although the council is not required to adjust the licence fee every year to reflect any previous deficit or surplus, it is important that the account is self-financing.
- 4.2 Because the account as whole remained financially healthy and seemingly self-financing overall, no fee increases at all were levied on the trade for a thirteen year period up until 2014. Moreover it may be considered that the fees charged in recent years as well as those set from April 2014 are not out of step with those of other authorities.
- 4.3 If minded to consider the matter of the relative fees levied on Hackney Carriage proprietors between 2009 and 2014, Committee will need to consider the legal issues that would then arise in relation to meeting the costs of any refund. Any refund would have to be calculated with reference to exact fees paid by each individual up to a maximum of £92 per year over the five year period; this being the differential between the charges levied on hackney carriages and those on private hire vehicle license holders. The cost of this has been estimated at a maximum of £50,000. Further costs may be incurred in relation to the cost of administering a programme of refunds.
- 4.4 Any attempt to fund the above using monies from the taxi licensing budget would be potentially vulnerable to challenge from existing licensees, who would be effectively subsidizing that refund. Similarly any attempt to meet the costs from say Council reserves could potentially be judicially reviewable or the subject of an Ombudsman complaint from Council tax payers on similar grounds. Committee may also note that no complaints have been received in from those members of the Hackney trade who may consider that they have not been treated fairly over time and that those

individuals would at the current point be out of time to judicially review the authority in relation to the majority of fees levied over the relevant period.

5.0 Financial & Resource Implications

5.1 The Council's Finance Team has been fully consulted in relation to this report and has advised accordingly.

6.0 Human Rights

6.1 The provisions of the Human Rights Act 1998 must be borne in mind by the Committee when taking licensing decisions. Particular regard should be had to Article 1 of the First Protocol, which relates to the protection of property and the peaceful enjoyment of possessions and property.

6.2 Article 8 relates to the right to respect for private and family life, home and correspondence - should also be borne in mind. While the Human Rights Act makes it unlawful for a local authority to act or to fail to act in a way that is incompatible with a Convention right, Article 1 of the First Protocol and Article 8 are both qualified rights which means that interference - to a justifiable extent - may be permitted as long as what is done:
Has a basis in law;

- Is intended to pursue a legitimate purpose
- Is necessary and proportionate; and
- Is not discriminatory;

7.0 Summary of Options

7.1 This Committee is aware of its powers to make proposals for service improvement to Cabinet, full Council or another body, and may consider the following:

- 1) A recommendation to Licensing Committee that it refund those members of the hackney trade who paid fees in excess of those levied on private hire trade members during the period 2009-2014. Any such refund would have to be calculated with reference to the exact fees paid by the relevant individual up to a maximum of £92 per year; this being the differential between the charges levied on hackney carriages and those on private hire vehicle licence holders. The cost of this would be in the region of £50,000. Consideration would have to be given to how to meet those costs given the issues raised above in paragraph 4.3.
- 2) A determination that given the complexity of the situation in terms of the historical picture and the legal issues around the cost of any refund, this balanced against the actual fees levied (albeit on just on one arm of the trade) when looked at against those of other

comparable authorities, it considers the most equitable solution overall to be to draw a line under the matter given that the position has now been rectified going forward.

Background Papers

Taxis Licensing Law and Practice 3rd Ed, James Button
The Local Government (Miscellaneous Provisions) Act 1976
Town Police Clauses Act 1847
Transport Act 1985

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Appendix 1:

General Licensing Committee Report and
Minutes dated 13th January 2014.

Agenda Item 7

BODY: General Licensing
DATE: 13th January 2014
SUBJECT: Hackney Carriage & Private Hire Licensing Fee Amendment
REPORT OF: Jay Virgo, Senior Specialist Advisor.

Ward(s): All

Purpose: To ask the Committee to approve the publication of the proposed hackney carriage and private hire licence fees detailed in this report, and to agree that the Council charge the fees outlined here with effect from 1st April 2014 if no objections are received in during the required period.

Contact: Jay Virgo, Senior Specialist Advisor, Telephone 01323 415933 or internally on extension 5933
E-mail address jay.virgo@eastbourne.gov.uk

Recommendations: Members are recommended to:

- 1) approve the publication of the proposed hackney carriage and private hire licence fees detailed in this report at figures 3a and 3b in accordance with statutory requirements, and
- 2) To agree that the fees outlined here will come into effect from 1st April 2014 if no objections are received in during the required consultation period.

1.0 Background

1.1 The Council's hackney carriage and private hire licensing function is self-financing. The fees which are levied are reviewed in consultation with Financial Management to ensure that there is neither a surplus nor deficit in the hackney carriage and private hire account.

2.0 Fee-Setting: General Principles

2.1 In order to ensure that council tax payers are not subsidising the work involved in the administration of licensing functions, income is raised by licence fees. These fees must not be used to raise revenue but instead are set at a level which aims to cover the cost of administering the function within the constraints of regulation.

2.2 Case law has established a number of points relevant to fee-setting. It has confirmed that approximate calculations of anticipated costs are sufficient to discharge the requirement that the licensing authority endeavour to achieve a break-even position. Surpluses as well as deficits must be carried over year on year, for local authorities must not make a profit. A shortfall in one year may moreover be rectified by increasing costs the following year where needed, although the council does not have to adjust the licence fee every year to reflect any previous deficit or surplus.

2.3 The setting of hackney carriage and private hire licensing fees is subject to the specific requirements of the Local Government (Miscellaneous Provisions) Act 1976, as outlined later in this report. It is a requirement that such fees are reasonable and imposed 'with a view to recovering the costs of issue and administration'. This can include the following:

- The reasonable cost of carrying out vehicle inspections to decide if a licence should be granted
- The reasonable costs of providing hackney carriage stands
- Any reasonable administrative or other costs in connection with vehicle inspection and providing hackney carriage stands and
- Any reasonable administrative or other costs in the control and supervision of hackney carriage and private hire vehicles, including the costs of assessing the suitability of applicants.

It will also include the costs of badge issuing and other administrative tasks, as well as enforcement undertaken in respect of licensed (but importantly not unlicensed) drivers.

3.0 Fees: Current and Proposed

3.1 Individuals are currently required to obtain either a hackney carriage driver's licence, a private hire driver's licence or a dual driver's licence to enable them to drive a licensed vehicle. The vehicle that the driver utilises must also be licensed. Additionally, private hire operators require a licence in order for them to take bookings on behalf of the drivers/vehicles within their fleet.

3.2 The current table of licence fees is laid out in Figure 1 below:

Figure 1: Current table of fees:

2013-2014	Number	Fee	Annualised Fee
Hackney Carriage Vehicles	102	£187	£187
Private Hire Vehicles	342	£95	£95
Hackney Carriage Drivers	85	£255	£85
Private Hire Drivers	308	£255	£85
Dual Drivers Licence	103	£286	£95
Private Hire Operators	18	£62-£1277	£62-£1277

3.3 The private hire operator fee levied is dependant on the number of private hire vehicles that the operator has within the fleet. The current fees are tabulated in Figure 2 below:

Figure 2: Current Private Hire Operator Fees

Licence for 1 – 2 vehicles	£ 62.00
Licence for 3 – 4 vehicles	£ 82.00
Licence for 5 – 10 vehicles	£ 144.00
Licence for 11 – 15 vehicles	£ 196.00
Licence for 16 – 20 vehicles	£ 247.00
Licence for 21 – 30 vehicles	£ 350.00
Licence for 31 – 40 vehicles	£ 453.00
Licence for 41 – 60 vehicles	£ 659.00
Licence for 61 – 80 vehicles	£ 865.00
Licence for 81 – 100 vehicles	£1071.00
Licence for 101 – and above	£1277.00

- 3.4 Hackney carriage and private hire vehicle licence fees are paid annually, as is the private hire operator fee. The driver licence fees are however paid every three years. Figures 1 and Figure 3a include all fees – including the driver licence fees - expressed annually for comparative purposes.
- 3.5 The last fee amendment took place in April 2001. As a result, there has been no change in the fees levied for over twelve years.
- 3.6 **Appendix 1** tabulates all taxi and private hire fees and charges currently levied at the current time, including the Disclosure and Barring Service (DBS) fee of £44. This is an additional fee that is added to the relevant driver licence fee and is subsequently paid by the Council to the DBS.
- 3.7 It is envisaged that going forward members of the trade *may* utilise the DBS online service directly. Hence, in the future, payment of £44 for this service *may* not be included as an addition to the driver licence fee for all drivers. However, for the foreseeable future, a further £44 will be required from most drivers in addition to the fees tabulated in Figure 1 and the proposed fees tabulated in Figure 3a.
- 3.8 The proposed table of licence fees is laid out in Figure 3a and 3b below.

Figure 3a: Proposed table of fees:

2013-2014	Number	Fee	Annualised Fee
Hackney Carriage Vehicles	102	£150	£150
Private Hire Vehicles	342	£150	£150
Hackney Carriage Drivers	Remove	£0	£0
Private Hire Drivers	Remove	£0	£0
Dual Drivers Licence	496	£315	£105
Private Hire Operators	18	£70-£1400	£70-£1400

Figure 3b: Proposed Private Hire Operator Fees

Licence for 1 – 2 vehicles	£ 70.00
Licence for 3 – 4 vehicles	£ 85.00
Licence for 5 – 10 vehicles	£ 150.00
Licence for 11 – 15 vehicles	£ 200.00
Licence for 16 – 20 vehicles	£ 250.00
Licence for 21 – 30 vehicles	£ 350.00
Licence for 31 – 40 vehicles	£ 450.00
Licence for 41 – 60 vehicles	£ 700.00
Licence for 61 – 80 vehicles	£ 880.00
Licence for 81 – 100 vehicles	£1100.00
Licence for 101 – and above	£1400.00

3.9 The proposed removal of the hackney carriage and private hire driver licences, whilst retaining the dual driver's licence, is intended to rationalise the fee structure. It is envisaged that in the future all drivers will utilise a universal (dual) driver's licence that may be used in conjunction with either a hackney carriage or private hire vehicle licence. A single fee, payable every 3 years, will therefore enable a driver to drive either a hackney carriage or private hire vehicle.

3.10 The proposed reduction in the hackney carriage vehicle licence fee from £187 to £150 and the increase in the private hire vehicle licence fee from £95 to £150 will ensure that the fees are set at the same level going forward. Historically a difference in fees levied from the hackney carriage and private hire trades was required to fund a patent unmet demand survey in respect of the hackney carriage trade. At the current time, however, as a consequence of the Council's current delimitation policy, there is no requirement for a patent unmet demand survey. There is therefore no justification for not setting fees at the same level across both arms of the trade so as to reflect an even distribution of the costs of the Council performing this regulatory function.

3.11 Abridged accounts for 2011-2012 and 2012-2013 are shown below in Figure 4.

Figure 4: Abridged accounts for 2011-2012 and 2012-2013

	2011-2012	2012-2013
Total Expenditure	£148,348	£129,111
Net Income	£115,294	£120,267
Net Annual Expenditure	£33,054	£8,844
Net cumulative Surplus	£21,772	£12,928

3.12 While expenditure has exceeded income during the last two financial years, the surplus which has been carried forward has offset this. However the Council's *projected* budget at the 2013/14 year end for the costs of administering and ensuring compliance with the scheme indicates a **potential budget deficit** of **£12K**. Therefore the proposed licence fee amendment is intended to address this projected deficit in the short to medium term.

- 3.13 For comparative purposes Figure 5 includes the fees charged by neighbouring authorities for licensed vehicles and drivers. All fees are on an annualised basis:

Figure 5: Neighbouring Authority Fees

Neighbouring Authority	Hackney Carriage Fee	Private Hire Vehicle Fee	Driver Licence Fee
Hastings	£205	£205	£100
Lewes	£180	£180	£120
Adur	£352	£259	£88
Worthing	£230	£191	£92
Ashford	£270	£270	£49
Mid Sussex	£226	£192	£46
Rother	£225	£225	£105
Wealden	£200	£185	£100
Eastbourne (Proposed)	£150	£150	£105 (ex DBS fee)

- 3.14 The data in Figure 5 clearly indicates that the proposed level of fees is highly competitive when viewed alongside the charges levied by neighbouring authorities. Monthly budget monitoring, to enable predicted year end budgets, will facilitate the requirement for licence fee reviews going forward. This will ensure that as far as foreseeable, the service runs at cost.

4.0 Implementation of New Fee Proposals

- 4.1 The legislation governing this area is the Local Government (Miscellaneous Provisions) Act 1976. Section 70 of that Act imposes a statutory requirement that the authority advertise proposed licence fee increases in the local press so as to give members of the public and the trade an opportunity to object to the proposals within 28 days of the advertisement. The procedure is documented in **Appendix 2**.
- 4.2 As part of the consultation process, all members of the hackney carriage and private hire trade will be individually written to outlining the proposals for the fee change and inviting representations. This will give the trade the opportunity to raise objections.
- 4.3 In accordance with **Appendix 2**, if any objections are received in from either the trade or the public then before any new scheme is implemented the matter will instead be brought back before this Committee. The task of considering the objections and determining the new fee structure to be implemented will then fall to members.
- 4.4 If no objections are received then the proposed new fee structure will be implemented from 1 April 2014.

5.0 Legal Considerations

- 5.1 The Council's Legal Officer has been fully consulted.

6.0 Financial & Resource Implications

- 6.1 The Council's Finance Team is actively involved in the project to set fees and charges

at fair and proportionate levels so that the income received does not exceed the cost of the function and the service is effectively self-financing. They have been fully consulted on this report and have advised accordingly.

7.0 Human Rights

7.1 The provisions of the Human Rights Act 1998 must be borne in mind by the Committee when taking licensing decisions. Particular regard should be had to Article 1 of the First Protocol, which relates to the protection of property and the peaceful enjoyment of possessions and property.

7.2 Article 8 relates to the right to respect for private and family life, home and correspondence - should also be borne in mind. While the Human Rights Act makes it unlawful for a local authority to act or to fail to act in a way that is incompatible with a Convention right, Article 1 of the First Protocol and Article 8 are both qualified rights which means that interference - to a justifiable extent - may be permitted as long as what is done:

Has a basis in law;

- Is intended to pursue a legitimate purpose
- Is necessary and proportionate; and
- Is not discriminatory;

8.0 An Equality and Fairness Analysis

8.1 An Equality and Fairness analysis and scoping report will be carried out.

9.0 Summary

9.1 The report explains the key elements of the procedural requirements required to implement a proposed licence fee amendment. Subject to committee approval, it lays the foundation for proposals which ensure that the fee income received in reflects the cost of running the function in accordance with the law.

Background papers

Taxis Licensing Law and Practice 3rd Ed, James Button

The Local Government (Miscellaneous Provisions) Act 1976

Town Police Clauses Act 1847

Appendix 1: Taxi and Private Hire Fees and Charges Effective 1st April 2013

Driver's Licence

£

Three year Hackney Carriage, Private Hire or Dual Driver's Licence *incl. £44 for your 3 year Disclosure & Barring Service (DBS) check
299.00

(* If you have made a DBS check application since 17/6/2013 and subscribe to the DBS Update Service a new DBS check application may not be required. Go to www.gov.uk/dbs for further information)

Vehicle Licence

Hackney Carriage187.00
Private Hire95.00

Vehicle Suitability Test (VST) (including MOT)

Fee to be paid and booking made directly with Contractor See "How to Book Tests"

NEW VEHICLES TO THE TRADE

Before you buy any vehicle, please contact the office at 1 Grove Road to check that the vehicle is approved.

Following purchase, details of the vehicle and insurance must be sent to this office.

Plate Deposit 50.00
Replacement Plate40.00

Operator's Licence Renewals

Licence for 1 – 2 vehicles 62.00
Licence for 3 – 4 vehicles 82.00
Licence for 5 – 10 vehicles 144.00
Licence for 11 – 15 vehicles196.00
Licence for 16 – 20 vehicles247.00
Licence for 21 – 30 vehicles350.00
Licence for 31 – 40 vehicles453.00
Licence for 41 – 60 vehicles659.00
Licence for 61 – 80 vehicles865.00
Licence for 81 – 100 vehicles1071.00
Licence for 101 – and above1277.00

New Driver Application

(the CRB fee of £44 and DVLC licence check of £5.00 is included)
143.00

Knowledge re-test following fail
45.00

Replacement Driver's Badge
10.50

Set of Byelaws
10.00

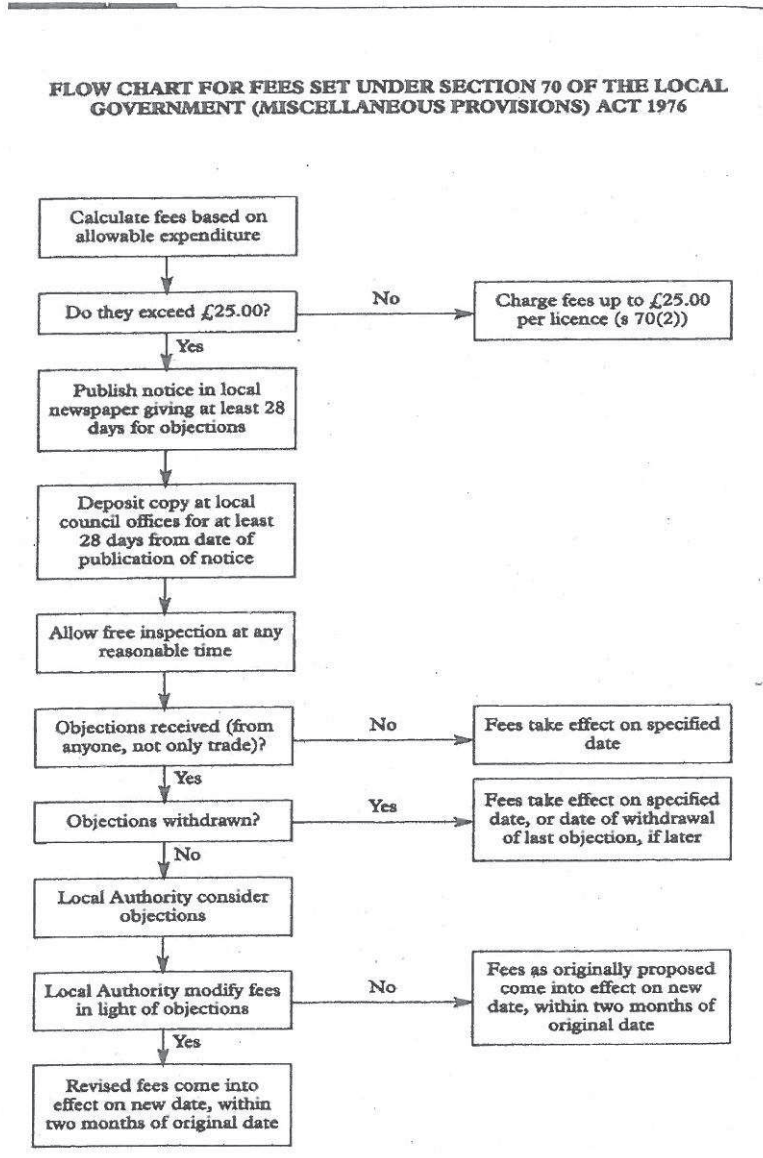
Change of Vehicle – Transfer of Licence
35.00

Replacement Copy of Driver/Vehicle Licence
10.50

Approved Taximeter Agents

Taximeter Plusmax 15.00
Smith and Humphreys
Radio Relay Smith and Humphreys

Appendix 2: Flow Chart for Fee Setting



(Taxis Licensing Law and Practice 3rd Ed, p106, James Button)

Monday, 13 January 2014
at 6.00 pm



General Licensing Committee

Members: Councillor Shuttleworth (Chairman), Councillors Ansell, Coles, Cooke, Hearn, Liddiard, Murdoch, Warner and West

(Apologies for absence were reported from Councillors Murray, Stanley, Thompson and Ungar)

1 Minutes of the meeting held on 18 March 2013

The minutes of the meeting held on 18 March 2013 were submitted and approved and the Chairman was authorised to sign them as a correct record.

2 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct

None were received.

3 Hackney Carriage and Private Hire Licensing Fee Amendment.

The Committee considered the report of the Senior Specialist Advisor in relation to the proposed amendment to the hackney carriage and private hire licensing fees.

The Council's hackney carriage and private hire licensing function were self-financing. The fees that are levied are reviewed in consultation with Financial Management to ensure that there was neither a surplus nor deficit in the hackney carriage and private hire account.

The Senior Specialist Advisor gave an overview to the Committee on the general principles of fee-setting. Income was raised by licence fees in order to ensure that council tax payers were not subsidising the work involved in the administration of licensing functions. The fees were not used to increase revenue but instead were set at a level which aimed to cover the cost of administering the function within the constraints of regulation.

Case law confirmed that approximate calculations were sufficient to discharge the requirement that the licensing authority endeavour to achieve a break even position. Surpluses in addition to deficits are required to be carried over year on year in order for local authorities to not make a profit. For example a shortfall in one year could be rectified by increasing costs the following year, although the authority does not have to adjust the licence fee every year to reflect a previous deficit or surplus.

It is a requirement that such fees are reasonable and imposed 'with a view to recovering the costs of issue and administration'. This included such matters as the reasonable cost of carrying out vehicle inspections to decide if a licence should be granted and the costs of assessing the suitability of applicants. This also included the cost of badge issuing and other administrative tasks as well as enforcement undertaken in respect of licensed drivers.

Currently individuals are required to obtain either a hackney carriage driver's licence, a private hire driver's licence or a dual driver's licence to enable them to drive a licensed vehicle. All vehicles that a driver utilised were required to be licensed and in addition private hire operators required a licence in order to take bookings on behalf of the drivers/vehicles within their fleet. Current licence fees were included in Figure 1 as part of section 3.2 of the report. The private hire operator fees levied was dependant on the number of private hire vehicles that the operator has within the fleet. The current fees for private hire operators were included in Figure 2 as part of Section 3.3 of the report.

The last amendment made to the fees took place in April 2001; therefore no change in the fees had been made in over twelve years. Appendix 1 of the report tabulated all taxi and private hire fees and charges currently levied, including the Disclosure and Barring Service (DBS) fee of £44. This was an additional fee added to the relevant driver's licence fee and was subsequently paid by the Council to the DBS. The Committee was advised that going forward it was envisaged that the trade may utilise the DBS online service directly at a cost of a £15 fee. This could result in the additional payment of £44 not being included in the driver licence fee which the licensing authority charges all drivers.

The proposed table of licence fees was laid out in Figures 3a and 3b of the report. It was proposed that the hackney carriage and private hire driver licences be removed, whilst retaining the dual driver's licence, so as to rationalise the fee structure. It was envisaged that all drivers would utilise a universal (dual) driver's licence that could be used in conjunction with either a hackney carriage or private hire vehicle licence. The single fee, that would be payable every 3 years, would enable a driver to drive either a hackney carriage or private hire vehicle. The proposals also ensured that the hackney carriage and private hire licence fees were set at an equal level of £150.

The Council's abridged accounts for 2011-2012 and 2012-2013 were included in Figure 4 as part of 3.11 of the report. Whilst expenditure had exceeded income during the last two financial years, this had been offset by the surplus which had been carried forward. The Committee was advised that the Council's projected budget at the 2013/14 year end for the costs of administrating and ensuring compliance with the scheme indicated a potential budget deficit of £12,000. The proposed licence fee amendment was intended to address the projected deficit in the short to medium term. A comparison with neighbouring authorities for licensed vehicles and driver's fees were included in Figure 5 as part of 3.13 of the report. The data clearly indicated that the proposed level of fees were highly

competitive. Councillor Cooke enquired whether the driver licence fee column, part of Figure 5 was for a dual licence. This was confirmed by the Senior Specialist Advisor, who advised the Committee that combining the two licences was a popular option amongst the trade.

The setting of hackney carriage and private hire licensing fees was subject to the specific requirements of the Local Government (Miscellaneous Provisions) Act 1976. The Act imposed a statutory requirement that the authority advertise the proposed increase of the licence fee in the local press, giving members of the public and the trade an opportunity to object to the proposals within 28 days of the advertisement. The full procedure was included at appendix 2 of the report. If any objections were received from the trade or the public, the matter would be referred back to the General Licensing Committee before any scheme was implemented. If no objections were received, the new fee structure would be implemented from 1 April 2014.

Mr Peter Smith, UNITE Hackney Carriage trade addressed the Committee and raised several concerns with the proposed fees. He made reference to the fact that the fees had last been amended 12 years ago in April 2001. In his view the hackney carriage trade had subsidised the private hire trade for a number of years. While the proposed fees might appear a reduction on paper, it was actually an increase. Mr Smith stressed that the hackney carriage trade had been harshly treated. He suggested a reduced fee arrangement for the hackney carriage proprietors.

He also feared that creating a single dual licence would lower the standards of driving in the trade. Currently hackney carriage drivers were expected to know a location in the town without the aid of a satellite navigation system, unlike drivers of private hire vehicles who sometimes utilise sat-nav systems. Mr Smith stated that he did not think private hire proprietors reach the standard of hackney carriage proprietors despite passing the compulsory knowledge test that all drivers are required to take. While a satellite navigation system would be useful if an address is picked up, problems would arise if an address could not be found by the system. Mr Smith advised that he did not have any objections to equal costs for licensing fees.

Mr Smith made reference to figure 5, as part of 3.13 of the report. He pointed out that the column for driver licence fee did not specify whether the fees charged by neighbouring authorities excluded the DBS fee of £44. He then raised concerns over the low and inconsistent fees proposed for private hire operator vehicles, going up the scale included at figure 3b, as part of 3.8 of the report. Mr Smith concluded by reiterating his concerns with the proposed fees. This included the proposed licence fee for hackney carriage vehicles, the anomaly that led to the hackney carriage trade paying more than required, the annual costs, the potential of standards being lowered in the trade and the cost of operation that Mr Smith felt had not been taken into account sufficiently.

Following a question from the Committee, the Senior Specialist Advisor clarified that currently when an individual passed the knowledge test they had an option to go for a dual licence and advised that there was no

difference in expectations for either licence. The proposed fees were designed to rationalise the service.

Councillor Warner enquired about the quality checking on driver standards amongst the trade. The Senior Specialist Advisor responded that the testing procedure had evolved over the past year. Prior to last year, four questions were asked to drivers at their knowledge test. This had now changed and the questions had been expanded and were regularly added to and at a knowledge test, twenty questions were picked at random. Mr Smith suggested that drivers were supplying questions and answers to each other to assist in the testing phase.

Councillor Liddiard asked how often new routes would be added to the knowledge test. The Senior Specialist Advisor responded that this was down to the Specialist Advisor's discretion but to avoid repetition the body of questions were added to regularly.

Councillor Warner enquired whether drivers were monitored after they had passed their knowledge tests. The Senior Specialist Advisor responded that once an individual passed a knowledge test, they had reached the customer expectation. It was a possibility that practical tests could be completed in an individual's car when required. If a driver failed a knowledge test, they could apply for a re-set with a new set of questions.

Councillor Liddiard suggested the idea of a mystery shopper style test for monitoring drivers. The Senior Specialist Advisor took onboard the suggestion and advised that this could be an option in the future. Currently if an individual contacted the Council regarding a driver, the Council would investigate and the appropriate action carried out.

Councillor Shuttleworth addressed the anomaly that had been raised by Mr Smith and assured that the Council was looking to put it right for the future. Councillor Ansell enquired what would occur if an undercharge occurred. The Senior Specialist Advisor responded that this would be addressed early by the Council's finance team and that it would flag up on the system.

Following a question from the Committee in relation to operator fees for quantity of vehicles, the Senior Specialist Advisor advised that Wealden District Council charged £120 per year irrespective of size of company/individual. For example the company Road Runner who operate 150 vehicles would pay the same cost per vehicle as an operator with one vehicle.

Councillor Hearn asked whether there was a difference in the tests for hackney carriage and private hire drivers. The Senior Specialist Advisor confirmed that the same test applied for all drivers.

Councillor Coles enquired about the consultation process and how many responses are normally received from the Trade. The Senior Specialist Advisor advised that the authority writes to all drivers and invites them to make a representation. This goes above the statutory requirement but the authority can't force a driver to respond.

Councillor Cooke asked about the proposed private operator fees and whether a set fee of £X per private hire vehicle licensed under the operator would be more appropriate. The Senior Specialist Advisor responded that the proposed fees were designed to not disadvantage those with a higher quantity of vehicles and reiterated that Wealden charged a flat fee across the board, regardless of vehicle quantity.

Councillor Murdoch reiterated the anomaly that had been raised by Mr Smith. He asked how regularly the fees would be monitored to avoid a repeat of the mistake that had led to the hackney carriage trade being overcharged. The Senior Specialist Advisor advised that monthly budget monitoring would take place, thus enabling year end budgets to facilitate the requirement for licence fee reviews going forward. The Committee was informed that it would be possible to revisit the fees set in the future.

Councillor West asked what legal steps could be taken to address the fact that hackney carriage drivers had been wrongly levied. The Monitoring Officer responded that this would need to be investigated in a different forum. Councillor Warner, Chairman of the Scrutiny Committee advised that the issue could be looked at by the Scrutiny Committee. This was supported by Councillor Shuttleworth, Deputy Chairman of the Scrutiny Committee.

RESOLVED: (Unanimously) (1) That the publication of the proposed hackney carriage and private hire licence fees, detailed in the report at figures 3a and 3b be approved in accordance with statutory requirements.

(2) That the approved fees come into effect from 1st April 2014, if no objections are received in during the required consultation period.

The meeting closed at 7.09 pm

**Councillor Shuttleworth
(Chairman)**

Appendix 2:

General Licensing Committee Report and
Minutes dated 17th March 2014.

Agenda Item 7

BODY: General Licensing Committee

DATE: 17th March 2014

SUBJECT: Hackney Carriage & Private Hire Licensing Fee Amendment

REPORT OF: Jay Virgo, Senior Specialist Advisor.

Ward(s): All

Purpose: To consider the representations received in during consultation on the proposals which were put before Committee on 13th January 2014 and to determine the future fee structure to be applied

Contact: Jay Virgo, Senior Specialist Advisor, Telephone 01323 415933 or internally on extension 5933
E-mail address jay.virgo@eastbourne.gov.uk

Recommendations: Members are recommended:

- 1) To consider the representations received in during the consultation process alongside the proposals for a new fee structure to come into effect on 1st April 2014
- 2) To determine the fee structure to be applied to the hackney carriage and private hire trade going forward.
- 3) To agree to remove the individual hackney carriage and private hire driver licences, whilst retaining the dual driver's licence.

1.0 Background

1.1 The Council's hackney carriage and private hire licensing function is self-financing. The fees which are levied are reviewed in consultation with Financial Management to ensure that there is neither a surplus nor deficit in the hackney carriage and private hire account.

1.2 On the 13th January 2014 this committee agreed to consult on proposals to amend the hackney carriage and private hire licensing fees. Minutes of that meeting and a copy of the report are contained in **Appendix 1**.

2.0 Fee-Setting: General Principles

2.1 In order to ensure that council tax payers are not subsidising the work involved in the administration of licensing functions, income is raised by licence fees. These fees must not be used to raise revenue but instead are set at a level which aims to cover the cost of administering the function within the constraints of regulation.

2.2 Case law has established a number of points relevant to fee-setting. It has confirmed that approximate calculations of anticipated costs are sufficient to discharge the requirement that the licensing authority endeavour to achieve a break-even position. Surpluses as well as deficits must be carried over year on year, for local authorities must not make a profit. A shortfall in one year may

moreover be rectified by increasing costs the following year where needed, although the council does not have to adjust the licence fee every year to reflect any previous deficit or surplus.

2.3 The setting of hackney carriage and private hire licensing fees is subject to the specific requirements of the Local Government (Miscellaneous Provisions) Act 1976, as outlined later in this report. It is a requirement that such fees are reasonable and imposed 'with a view to recovering the costs of issue and administration'. This can include the following:

- The reasonable cost of carrying out vehicle inspections to decide if a licence should be granted
- The reasonable costs of providing hackney carriage stands
- Any reasonable administrative or other costs in connection with vehicle inspection and providing hackney carriage stands and
- Any reasonable administrative or other costs in the control and supervision of hackney carriage and private hire vehicles, including the costs of assessing the suitability of applicants.

It will also include the costs of badge issuing and other administrative tasks, as well as enforcement undertaken in respect of licensed (but importantly not unlicensed) drivers.

3.0 Proposed Fee Amendment

3.1 The legislation governing this area is the Local Government (Miscellaneous Provisions) Act 1976. Section 70 of that Act imposes a statutory requirement that the authority advertise proposed licence fee increases in the local press so as to give members of the public and the trade an opportunity to object to the proposals within 28 days of the advertisement.

3.2 In accordance with **Appendix 2**, the Local Government (Miscellaneous Provisions) Act 1976 provides that representations received in from either the trade or the public must be put before this Committee. The task of considering the representations and determining the new fee structure to be implemented falls to the Committee.

3.3 Accordingly a public notice was placed in the Eastbourne Gazette published on the 28th January 2014. It invited representations up until 3rd March 2014: a period which exceeds the statutory minimum. Notices were also exhibited at the Town Hall and at 1 Grove Road. Additionally, a public consultation page was also set up on the Councils website.

3.4 All members of the hackney carriage and private hire trade were in addition written to individually regarding the consultation and were invited to make representations regarding the proposed amendment to the fees. A copy of the letter sent to the trade is included in **Appendix 3**.

3.5 Specific attention was drawn to the following proposed amendments:

- 1) Hackney Carriage & Private Hire Vehicle Licence Fee = £150 per annum, paid yearly
- 2) To retain a single dual drivers' Licence Fee of £315 paid every 3 years (an

equivalent of £105 p.a.). An additional £44 will also be payable for the Disclosure and Barring Service every three years. The dual licence fee will enable all members of the trade to drive either a hackney carriage or private hire vehicle, subject to suitable insurance.

- 3) The proposed Private Hire Operator fee amendment is determined by the number of vehicles licenced by each operator, set out in Figure 1:

Figure 1: Proposed Operator Fees

Licence for 1 – 2 vehicles	£ 70.00
Licence for 3 – 4 vehicles	£ 85.00
Licence for 5 – 10 vehicles	£ 150.00
Licence for 11 – 15 vehicles	£ 200.00
Licence for 16 – 20 vehicles	£ 250.00
Licence for 21 – 30 vehicles	£ 350.00
Licence for 31 – 40 vehicles	£ 450.00
Licence for 41 – 60 vehicles	£ 700.00
Licence for 61 – 80 vehicles	£ 880.00
Licence for 81 – 100 vehicles	£1100.00
Licence for 101 – and above	£1400.00

4.0 **Response Received to the Consultation**

4.1 A copy of all representations received is included in **Appendix 4**.

4.2 Trade members were invited to respond to the following questions as laid out in the correspondence included in **Appendix 3**.

- Do you agree with the proposed vehicle licence fee amendment that would charge hackney Carriage and Private Hire proprietors the same fee? (Yes/No – Give reasons)
- Do you agree with one dual drivers licence fee? (Yes/No – Give reasons)
- Do you agree with the proposed Private Hire Operator fee amendment and structure? (Yes/No – Give reasons)
- Any further comments in relation to the proposed fee amendments?

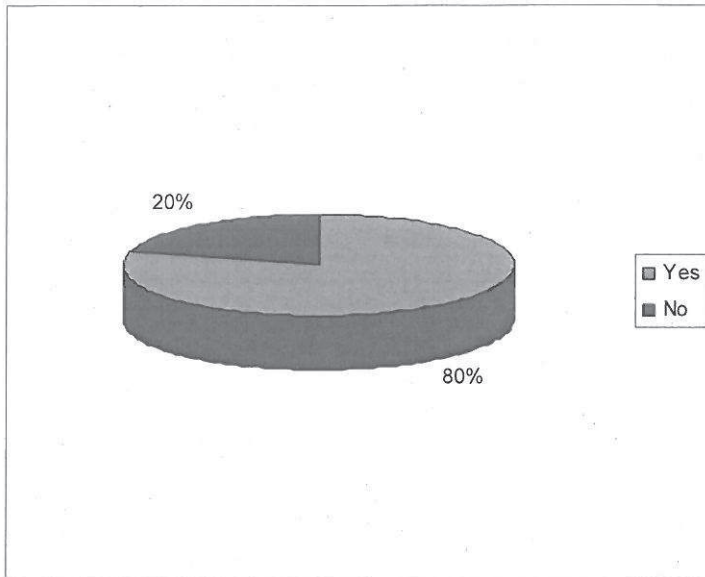
The rationale for the questions was to facilitate empirical measurement of the responses received.

4.3 In total 960 letters were sent to members of the trade. This included all drivers, proprietors and operators. This was to ensure that all members of the trade were included in the consultation process. The authority received 50 responses from the trade.

4.4 A copy of all representations received is included in **Appendix 3**.

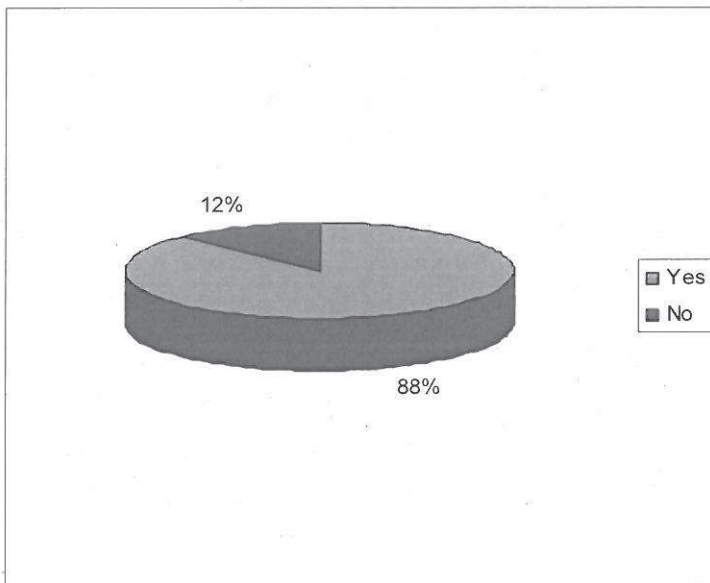
4.5 In response to the first question 80% agreed with the proposal and 20% disagreed, as per Figure 2:

Figure 2: Do you agree with the proposed vehicle licence fee amendment that would charge hackney Carriage and Private Hire proprietors the same fee?



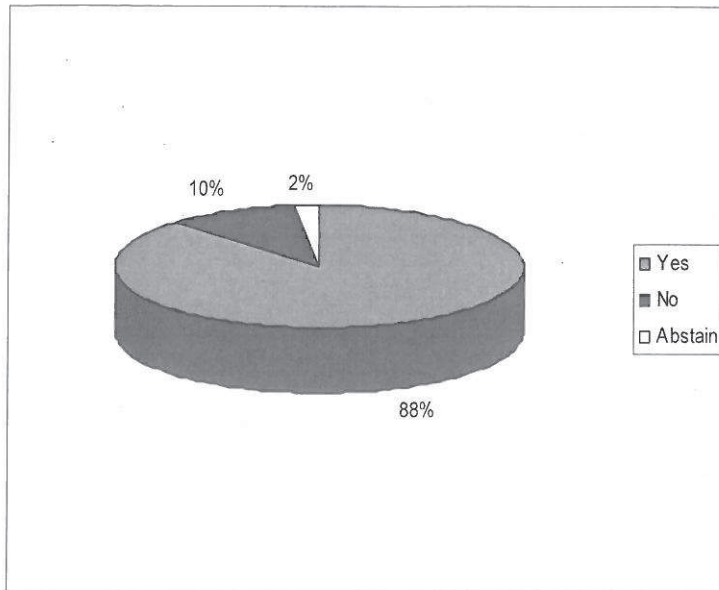
4.6 In response to the second question 88% agreed with the proposal and 12% disagreed, as per Figure 3:

Figure 3: Do you agree with one dual drivers licence fee?



4.7 In response to the third question 88% agreed with the proposal, 10% disagreed and 2% abstained, as per Figure 4

Figure 4: Do you agree with the proposed Private Hire Operator fee amendment and structure?



5.0 Implementation of New Fee Proposals

5.1 In accordance with **Appendix 2**, this Committee must consider all representations received in regarding the proposed licence fee amendment.

5.2 Having considered the representations, this Committee may either:

- Agree to adopt the proposed fee changes which were consulted upon, or
- Adopt an amended version of the proposals

It is not recommended that the Committee allow the fees to remain at their current level and form as the current level of fees charged will not cover the cost of the function on an ongoing basis.

5.3 While the new fee arrangements must come into effect no later than **1st June 2014** in order to accord with statutory timescales, it is recommended that the Committee agree that any new proposals come into force from 1st April 2014 so as to accord with the new financial year.

6.0 Legal Considerations

6.1 The Council's Legal Officer has been fully consulted.

7.0 Financial & Resource Implications

7.1 The Council's Finance Team is actively involved in the project to set fees and charges at fair and proportionate levels so that the income received does not exceed the cost of the function and the service is effectively self-financing. They have been fully consulted on this report and have been advised accordingly.

8.0 Human Rights

8.1 The provisions of the Human Rights Act 1998 must be borne in mind by the Committee when taking licensing decisions. Particular regard should be had to

Article 1 of the First Protocol, which relates to the protection of property and the peaceful enjoyment of possessions and property.

8.2 Article 8 relates to the right to respect for private and family life, home and correspondence - should also be borne in mind. While the Human Rights Act makes it unlawful for a local authority to act or to fail to act in a way that is incompatible with a Convention right, Article 1 of the First Protocol and Article 8 are both qualified rights which means that interference - to a justifiable extent - may be permitted as long as what is done:
Has a basis in law;

- Is intended to pursue a legitimate purpose
- Is necessary and proportionate; and
- Is not discriminatory;

9.0 An Equality and Fairness Analysis

9.1 An Equality and Fairness analysis and scoping report will be carried out.

10.0 Summary

The report outlines the key elements of the procedural requirements required to implement a licence fee amendment. Subject to committee approval, it lays the foundation for proposals which ensure that the fee income received in reflects the cost of running the function in accordance with the law.

Background papers

Taxis Licensing Law and Practice 3rd Ed, James Button

The Local Government (Miscellaneous Provisions) Act 1976
Town Police Clauses Act 1847

Monday, 17 March 2014
at 6.00 pm



General Licensing Committee

Present:-

Members: Councillor Ungar (Chairman), Councillors Ansell, Coles, Cooke, Harris, Hearn, Liddiard, Murdoch, Murray, Thompson and Warner

(Apologies for absence were reported from Councillors Shuttleworth and West)

4 Minutes of the meeting held on 13 January 2014.

The minutes of the meeting held on 13 January 2014 were submitted and approved and the Chairman was authorised to sign them as a correct record.

Councillor Warner advised the Committee that the issue raised at the last meeting about the historic fees levelled on hackney carriage drivers was scheduled to go to the Scrutiny Committee on the 2 June 2014.

5 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

None were received.

6 Hackney Carriage and Private Hire Licensing Fee Amendment.

The Committee considered the report of the Senior Specialist Advisor in relation to the schedule of proposed amendments to the hackney carriage and private hire licensing fees, that was considered by the General Licensing Committee on 13 January 2014 and the representations received during the consultation period.

The Council's hackney carriage and private hire licensing function were self-financing. The fees were levied and reviewed in consultation with Financial Management to ensure that there was neither a surplus nor deficit in the hackney carriage and private hire account.

The Committee at its meeting on the 13 January 2014 agreed to consult on proposals to amend the hackney carriage and private hire licensing fees. The proposed amendments were detailed in the report at Section 3.5 and Figure 1. In accordance with the Local Government (Miscellaneous Provisions) Act 1976, representations received from either the trade or members of the public must be considered by the Committee.

A public notice was placed in the Eastbourne Gazette on 28 January 2014 inviting representations up until the 3 March 2014, which exceeded the statutory minimum. Notices were also placed at the Town Hall, 1 Grove Road and a public consultation had been set up on the Council's website.

A total of 960 letters were sent to members of the trade, which included drivers, proprietors and operators. This ensured that all members of the trade were included in the consultation process. The Senior Specialist Advisor reported that 50 responses had been received from the trade and these were included at Appendix 3 to the report.

Trade members were invited to respond to the following questions:-

1. Do you agree with the proposed vehicle licence fee amendment that would charge hackney carriage and private hire proprietors the same fee? (Yes/No – Give reasons)
2. Do you agree with one dual driver's licence fee? (Yes/No – Give reasons)
3. Do you agree with the proposed private hire operator fee amendments and structure? (Yes/No – Give reasons)
4. Any further comments in relation to the proposed fee amendments.

The Senior Specialist Advisor reported that 80% of responses agreed with question one, while 20% disagreed, detailed in the report at Figure 2. 88% of responses agreed to question two while 12% disagreed, detailed in the report at Figure 3. 88% of responses agreed with question three while 10% disagreed and 2% abstained, detailed in the report at Figure 4.

Taking the representations into account, the options open to the Committee were to adopt the proposed fee changes or adopt an amended version of the proposals. It was not recommended to allow the fees to remain at their current level and form as the current level of fees charged would not cover the cost of the function on an ongoing basis. It was recommended that that any new proposals come into force from 1 April 2014, so as to accord with the new financial year. The Committee was advised that the latest the fees could be implemented to avoid repeating the whole process would be 1 June 2014.

Councillor Coles asked for clarification about the projected budget, referenced in the committee report for the meeting on 13 January 2014. Expenditure had exceeded income during the last two financial years and had been offset by the surplus which had been carried forward. The Council's projected budget at the 2013/14 year end for the costs of administering and ensuring compliance with the scheme indicated a potential budget deficit of £12,000. The proposed licence fee amendment was intended to address the projected deficit in the short to medium term.

The Financial Services Manager responded that the projected budget deficit for 2014/15 year end for the costs of administering and ensuring compliance with the scheme was approximately £16,500.

Mr David Hopkins, representing 720 Taxis addressed the Committee and made reference to the pie charts, detailed in the report that indicated general support from the trade for an increase in fees. Mr Hopkins then made reference to the potential budget deficit of £12,000 for this year. He advised that if the Committee approved the recommended fees, this would result in a raise for the private hire trade of approximately 60% towards their licence, which he felt in the current economic climate was unacceptable. He continued that the taxi fares for the companies across the town had not gone up in 7 years due to the level of competition amongst the trade. He reiterated that it was unfair to increase the operating fees by 60%.

Mr Kenny Kemp, representing 720 Taxis addressed the Committee and raised concerns about the level of increases proposed. He had looked at the figures included in the budget that was approved at the Full Council meeting on the 19 February 2014. He stated that the Council were concerned about a deficit of over £12,000 yet with the increases proposed, the income to the Council would be £24,000.

Mr Kemp agreed that the hackney carriage and private hire vehicle licence fee should be the same but believed that the £150 per annum fee was too high even taking into account the projected budget deficit for 2014/15 being approximately £16,500. He recommended that a fee of £130 per annum was more appropriate and would allow the Council to still recoup the required costs to avoid an income deficit.

Councillor Ungar asked for reassurance that the figures set out in the report were an accurate representation. The Financial Services Manager responded that these figures were part of the budget that was approved at Full Council on the 19 February 2014. The Committee were also advised that the 2014/15 budget would be circulated to the Committee following the meeting. Following a question from the Committee, the Financial Services Manager confirmed that an income deficit could result in higher fee charges in future years. Legislation required the authority to recoup any costs over a 3 year period as part of a rolling programme.

Mr Peter Smith, representing UNITE Hackney Carriage Trade addressed the Committee and reiterated comments that he made at the last meeting on the 13 January 2014. He referenced that the hackney carriage trade had subsidised the private hire trade for a number of years and considered that it had been harshly treated.

Mr Smith believed that the pie chart, detailed in the report were a misrepresentation and distorted the true situation surrounding this issue. As only 50 responses were received out of 960 letters sent out, this represented less than 6% of the trade. He then referenced various duplicate comments that had been made in the responses and suggested some trade members had been pressured into responding. He advised the Committee not to place too much weight on these responses when making its decision.

Mr Smith remained concerned regarding the variable cost of the private hire operator licence. He proposed that private hire operator licences should be issued at £15 per vehicle in 10 vehicle sections. This would give flexibility to operators whilst creating a fairer charge across the trade, so as to not

penalise the smaller operators. He continued that there should not be any upper maximum charge and that instead the charge levied would be in accordance with the number of vehicles within the operating fleet of the operator concerned.

Councillor Coles addressed the Committee and made reference to the observation she made at the previous meeting regarding the relatively poor response from the trade during consultations. She was pleased with the responses that had been received during this consultation, with the majority being in favour of the suggested fees. She supported approval of the proposed fees.

Councillor Warner queried whether a suspended collection policy could be applied for those hackney carriage proprietors that may have overpaid until the Scrutiny Committee had investigated the issue. Councillor Ungar responded that it was not within the Committee's remit to take the past overpayment into account and that the Scrutiny Committee would scrutinise the issue and make any recommendations as a result. The Monitoring Officer clarified that it was important that a new fee structure be implemented by 1 June 2014 otherwise a further consultation would be required. The Monitoring Officer reiterated that the historic fees levied would be a matter for the Scrutiny Committee.

Councillor Ansell asked for clarification regarding the increase in the projected budget deficit between this year and next. The Financial Services Manager advised that the budgets need to take into account inflation, price increases, legislation change and an increase in expenditure beyond the authority's control that occurred every year. The projected 2014/15 budget deficit was not detailed in the report at the previous meeting because the budget had not been approved by the Council at that time.

Councillor Ansell asked for reassurances regarding the budget detailed in the report and in the future, given the issues that had occurred regarding the fee structure highlighted by the speakers tonight. Councillor Ungar indicated that the Council will ensure that the figures detailed on budgets would be consistent and advised that as chair of Audit and Governance Committee it is evident that officers were ensuring that the processes of the Council worked correctly.

Councillor Liddiard addressed the Committee and asked for reassurance that if there was a sizeable surplus after a year of implementing the new fee structure, the Committee could review the fees. Councillor Ungar confirmed this was correct and reiterated that the new fee structure was part of a 3 year rolling programme.

Councillor Liddiard then made reference to the correspondence sent to trade members with the 4 question consultation and expressed confusion about why no officer name was attributed to the document and instead referred to Customer First. The Officers agreed to take this feedback onboard.

RESOLVED: (By 6 votes to 0 with 5 absentions) (1) That the proposed fee structure detailed in the report at section 3.5 and Figure 1 be approved in accordance with statutory requirements.

(Unanimous) (2) That taking into account the representations received during the consultation phase, the new fee structure come into effect on 1 April 2014.

(3) That individual hackney carriage and private hire driver licences be removed, retaining the dual driver's licence.

The meeting closed at 6.34 pm

Councillor Ungar (Chairman)

Appendix 3:

General Licensing Committee Report and
Minutes dated 21st April 2009.

Body: General Licensing Committee
Date: 21st April 2009
Subject: Quality Control Policy Linked to Delimitation of Hackney Carriage Proprietor Licences.
Report Of: Karen Plympton, Licensing Manager
Ward(s): All
Purpose: To agree the Council's Policy in relation to Quality Control, linked to delimitation of hackney carriage proprietor licences, following a decision to remove restrictions on the number of hackney carriage proprietor licences available.
Contact: Karen Plympton, Licensing Manager, Telephone 01323 415937 or internally on extension 5937
E-mail address karen.plympton@Eastbourne.gov.uk

1.0 Background

- 1.1 The purpose of the hackney carriage and private hire licensing regime is to ensure the provision of a safe, accessible service. Public safety is of paramount importance.
- 1.2 The service provided by the hackney carriage and private hire trade plays a key role in the provision of an integrated transport system. Decisions taken by the Licensing Authority should be approached in the interests of the travelling public.
- 1.3 At the time of writing this report, the Borough has 312 licensed private hire vehicles, and 90 hackney carriage licensed vehicles. Since 1976, the Authority had issued 84 hackney carriage proprietor licences. In 2006, following a unmet demand survey, the Committee agreed to release a further 6 licences, subject to a series of terms and conditions as detailed in 1.7 of this report. These 6 licences came into service in 2007.
- 1.4 The Licensing Authority is not, however, permitted to dictate or control the number of private hire vehicle licences in the Borough.
- 1.5 Eastbourne has high vehicle standards for its licensed fleet. It is intended that a mixed fleet of licensed vehicles be retained, ranging from saloon to multi-seater vehicles, and that the 84 hackney carriage licences already issued prior to 2006 without conditions remain, and be replaced on a "like for like" basis.
- 1.6 The commercial premium associated with hackney carriage proprietor licences is something the Licensing Authority has no control over. This "like for like" approach may help to preserve some of the value of the "licence plate," as well as fulfilling the principles of a "mixed fleet." This means that several different types of vehicle are licensed to meet the various requirements of the travelling public.

- 1.7 The 6 hackney carriage proprietor licences issued in 2006, which came into service in 2007, will continue to have conditions aligned to their use, these being that vehicles are wheelchair accessible, not more than a specified age when entering the Trade, meet European Whole Vehicle Type Approval, and have attained required safety standards.

2.0 The Decision

- 2.1 On 9th March 2009, the Full Licensing Committee met to determine its future approach in relation to the provision of hackney carriage proprietor licences in the Borough.
- 2.2 This review came about following guidance from the Department of Transport to relax the restriction on licences, the expiry of the current unmet demand survey, a petition from the Disability Involvement Group, and a need for the Council to review its overall future approach.
- 2.3 The Full Licensing Committee heard evidence from a range of "interested parties", and on balance, after hearing representations, and considering the interests of the travelling public, opted for delimitation, linked to a policy of quality control.
- 2.4 The decision to remove restrictions on the number of hackney carriage proprietor licences can be kept under review by the Committee, at suitable intervals, for example annually or 6 monthly. This will enable monitoring to be undertaken, so the Authority can ensure that the service meets the needs of the travelling public, and review any potential effect on the trade.

3.0 What is Quality Control?

- 3.1 A policy of quality control means that new hackney carriage proprietor licences issued after a specific date will only be released for vehicles meeting certain technical, age and safety specifications. It is intended that this policy will detail specific conditions to ensure the maintenance of vehicle standards, address any potential safety issues, as well as meeting the needs of the travelling public.
- 3.2 Where a policy of delimitation is linked to a quality control policy in other areas of Sussex, for example, Crawley and Worthing, evidence from Council Licensing Officers is that it assists in the management and maintenance of vehicle standards, and rank space availability. This appears to have improved overall service provision for the travelling public. Crawley has issued 23 hackney carriage proprietor licences over the past 6 years.
- 3.3 Members are advised that the concept of delimitation linked to a policy of quality control has been challenged, but upheld in the cases of Regina v The City and County of Swansea ex parte Jones and Regina v The City of Newcastle ex parte Blake. Therefore such an approach is considered to be lawful.

4.0 Conditions Aligned to the release of Hackney Carriage Proprietor Licences forming the Quality Control Policy

- 4.1 In order to ensure that the needs of the travelling public are met, and that vehicles meet the required quality standards. The Committee can choose to adopt a policy of Quality Control linked to future hackney carriage proprietor

licences. A set of suggested conditions aligned to the Policy and future hackney carriage proprietor licences, is included at Appendix 1.

4.2 At the time of writing the report, feedback had been received from the following as to the form of the Quality Control Policy. Copies of correspondence are included at Appendix 2.

- Mr Peter Smith, Hackney Carriage Proprietor
- Mr Guy Lane, Hackney Carriage Proprietor
- Mr Kevin Jefferies, Hackney Carriage Proprietor

4.3 Members of the trade have been notified that they may provide written information that they would like the Committee to consider, at least 5 working days in advance of the meeting. The draft conditions forming the Quality Control Policy were discussed at the Taxi and Private Hire Forum on 9 April 2009. Various views were expressed and those attending were encouraged to submit written information to the Committee.

5.0 Options Open To The Committee

5.1 The Full Licensing Committee has already taken the decision to adopt delimitation linked to quality control, and now needs to determine the specifics of its policy. The Committee can choose to:

- (a) Adopt or amend all or some of the quality control policy conditions
- (b) To ensure that the needs of the travelling public are met and the correct balance is struck, the Committee may choose for the matter to be monitored and regularly reviewed, for example, annually or six monthly.

6.0 Community Safety Issues

6.1 The overriding concern that the Council, as the Licensing Authority, must consider is the provision of an accessible service where public safety is of paramount importance. Hackney carriage and private hire vehicles play a key role in the provision of an integrated transport system. The safe transportation of the public and the provision of a service at key times facilitates dispersal and has an impact on wider community safety objectives.

7.0 Human Resource & Financial Implications

7.1 There are no financial implications.

8.0. Human Rights Act 1998

8.1 The provisions of the Human Rights Act, 1998, must be borne in mind by the Full Committee when taking licensing decisions. Particular regard should be had to Article 1 of the First Protocol, which relates to the protection of property and the peaceful enjoyment of possessions and property.

8.2 Article 8 - which relates to the right to respect for private and family life, home and correspondence - should also be borne in mind. While the Human Rights Act makes it unlawful for a local authority to act or to fail to act in a way that is incompatible with a Convention right.

8.3 Article 1 of the First Protocol and Article 8 are both qualified rights which means that interference - to a justifiable extent - may be permitted as long as what is

- Has a basis in law;
- Is intended to pursue a legitimate purpose;
- Is necessary and proportionate; and
- Is not discriminatory.

Background Papers

- Local Government (Miscellaneous Provisions) Act 1976
- Town Police Clauses Act 1847
- Halcrow Fox Study For Unmet Demand, 2000
- MCL Study of Demand For Hackney Carriages August 2006
- Department of Transport, Taxi and Private Hire Vehicle Licensing.
- R v Swansea City Council ex parte Jones
- Taxis, Licensing Law and Practice, Edition 2. James Button.
- R v City of Newcastle ex parte Blake
- Department of Transport Guide Best Practice Guide – Taxi and Private Hire Licensing 2006
- Department of Transport "Taxi Licensing: Review of Local Authority Quantity Control Policy" 2008
- White Paper, "A New Deal For Transport, Better For Everyone," HMSO 1996
- Kelly and Smith v Wirral Metropolitan Borough Council 2006

Appendix 1

Proposed Terms and Conditions for Quality Control Policy linked to Hackney Carriage Proprietor Licences Released After 22nd April 2009

All new Hackney Carriage Proprietor Licences released after 22nd April 2009 will only be released subject to the following terms and conditions. This Policy must be read in conjunction with Eastbourne Borough Council's Standard Hackney Carriage Vehicle Licence Conditions and complied with prior to a hackney carriage proprietor licence being issued.

- (1) The vehicle shall include Council approved Accessible Vehicle signage.
- (2) Vehicles must hold "European Whole Vehicle Type Approval (EWVA). The appropriate "Type Approval Certificate" must be made available for inspection to an Authorised Officer prior to being licensed and at any time thereafter.
- (3) Vehicles first presented for licensing must not be more than 12 months old from the first date of registration, and except in the case of manufacturer's purpose built vehicles, namely London Cab /TX vehicles, may not be presented for the purposes of renewing the licence beyond 7 years of age.
- (4) Vehicles presented for licensing must be fully wheelchair accessible, (WAV) side loading and capable of being licensed to carry 5, 6, 7 or 8 passengers.
- (5) The Hackney Carriage Proprietor licence granted under this policy and conditions may not be transferred to another individual or organisation within 12 months of the date of this issue, except where the licence holder is permanently relinquishing all Hackney Carriage/Private Hire licences issued by Eastbourne Borough Council.
- (6) A vehicle will only be licensed where it has met the criteria set out in the above conditions, forming the "Quality Control Policy." Any vehicle replacing one issued under this Policy and conditions must meet the same criteria.

Tuesday 21 April 2009
at 6.00pm

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General Licensing Committee

MEMBERS: THOMPSON (Deputy Chairman – in the Chair), Councillors BELSEY, ELKIN, Mrs GOODALL, GOODWIN, GOODYEAR, Mrs HEAPS, Mrs MADELL, Mrs POOLEY, PURCHESE and Miss WOODALL.

(Apologies for absence were reported from Councillors Bloom, Harris and Mrs Salisbury).

11 Minutes.

The minutes of the meeting held on 9 March 2009 were submitted and approved and the Chairman was authorised to sign them as a correct record.

12 Declaration of Interests.

None were received.

13 Quality Control Policy Linked to Delimitation of Hackney Carriage Proprietors Licences.

The Committee considered the report of the Licensing Manager regarding a proposed quality control policy linked to a delimitation of hackney carriage proprietor licences.

At its meeting held on 9 March 2009 the Committee had approved the removal of restrictions on the number of hackney carriage proprietors licences. This was in response to a need for the Council to review its overall future approach and following guidance from the Department of Transport and a petition received from the Disability Involvement Group. The Committee had considered evidence from a range of parties including the hackney carriage trade.

A policy of quality control would require that new hackney carriage proprietor licences issued after a specific date will only be released for wheelchair accessible vehicles meeting certain technical, age and safety specifications. A set of proposed conditions aligned to the policy were detailed in appendix 1 to the report.

Members of the trade had been consulted and feedback in respect of the form of the Quality Control Policy had been circulated to the Committee.

Mr B Morris (Eastbourne and Country) addressed the Committee on behalf of the trade and requested that two additional provisions should be included within the proposed terms and conditions for the Quality Control Policy. With reference to condition 3 which provided that vehicles presented for

(2008/2009 Minutes)

licensing must not be more than 12 months old, a further condition be included that vehicles presented must not exceed a mileage limit of 20,000. A further condition was also requested that would require individuals issued with a new licence under the policy to complete the NVQ/BTEC Transporting Passengers' qualification and that this should also be a requirement for journeymen operating under the provisions of new hackney carriage proprietor licences.

Mr Morris stated that this was an important condition which would ensure that health and safety requirements were met. This was particularly important for drivers who would be required to transport wheelchairs and passengers safely. Mr Morris reiterated that the policy of delimitation was not supported by the trade and that the decision should be reviewed after 6 months or when a set number of plates had been issued ie. six, whichever is the sooner. He made reference to the survey undertaken in 2006 to assess demand and that in his view it remained valid until November 2009.

The Licensing Manager advised the Committee that the course recommended for completion by new licence holders was nationally recognised and its provision had been discussed with a number of local colleges. Currently there were several funding streams available from training providers who can access government funding.

The Committee was advised that existing drivers would not be required to undertake the course, unless there had been specific complaints regarding a particular driver which called into question their conduct and a training need was identified.

It was proposed that as the course involved on the job training a period of 12 months within which a new licence holder would be required to successfully complete the course should be stipulated.

The Committee agreed that journeymen who may be employed to operate the licence should also be required to complete the course. The Licensing Manager outlined concerns regarding the ability to enforce such a requirement and highlighted a number of issues around this.

Any driver who failed to complete the course would be required to continue to attain the qualification and offer reasons to the Authority as to why they had not attained the qualification within the set timescale.

The Committee supported the additional terms and conditions for quality control put forward by the trade and also agreed that a review mechanism be implemented to assess any potential effect on the trade.

Councillor Elkin queried paragraph 2.4 of the report which outlined an option to review the decision to remove restrictions on a 6 monthly or annual basis, and whether this option had been agreed at the last meeting. The Licensing Manager confirmed that it had not been previously agreed but that the ability to review any approach was discussed at the meeting on 9 March 2009 and the review mechanism detailed at 2.4 was being put forward for consideration at this meeting.

The Legal Adviser advised the Committee that the review process acted as a trigger to inform members of licences granted to enable effective monitoring of such and did not suspend or set aside the delimitation policy.

Where a policy of delimitation was in place, a restriction placed on the number of licenses which could be issued could result in a legal challenge from valid applicants.

The Committee agreed that a shorter review period of 3 months from the date of implementation should be set.

RESOLVED: (1) That the Quality Control Policy terms and conditions as set out in appendix 1 to the report be approved with the following amendments:

Condition 3 – insertion of requirement that the vehicle mileage shall not exceed 20,000 miles at the time of the vehicle first being presented for licensing.

Additional condition (7) to read "New individuals issued with a licence under the policy are required to attend the VRQ2 (BTEC) course for Transporting Passengers by Taxi and Private Hire and to have passed the course within 12 months of being issued with a licence, this requirement shall also apply to journeymen operating that licence.

(2) That the delimitation policy be reviewed after 5 new licences have been issued or after 3 months of the implementation date of the policy, whichever is the sooner.

The meeting closed at 8.04 p.m.

**M Thompson
(in the Chair)**

Appendix 4:

Breakdown of the Hackney Carriage and
Private Hire Licensing Budget since 2005.

PRIVATE HIRE VEHICLES

	2005/2006 ACTUAL	2006/2007 ACTUAL	2007/2008 ACTUAL	2008/2009 ACTUAL	2009/2010 ACTUAL	2010/2011 ACTUAL	2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 PROVISIONAL	2014/2105 BUDGET
Employee Expenses	56,385	68,042	67,584	68,826	65,429	68,241	46,746	43,305		
Transport	4,228	4,130	4,185	3,904	4,269	3,698	3,363	3,158		
Supplies and Services	4,128	18,995	9,203	16,845	10,008	13,362	11,258	27,710	22,789	5,700
Recharge from Customer First	-	-	-	-	-	-	24,400	24,400	83,127	86,700
Recharge from IT	-	-	-	-	-	-	6,484	5,034	-	-
Central Support Charge	2,000	2,000	3,196	2,215	17,464	3,996	48,797	17,650	7,763	8,600
Management Fee	22,803	8,921	9,300	9,300	9,300	7,300	-	-	-	-
TOTAL EXPEND	89,524	102,088	93,468	101,090	106,470	96,597	141,048	121,257	113,679	101,000
Fees and Charges	-90,018	-89,652	-94,041	-102,312	-106,409	-110,576	-105,707	-109,650	-112,548	-84,200
Criminal Record Bureau Fee	-	-5,685	-6,442	-7,272	-6,624	-5,854	-7,804	-8,568	-8,054	-
Other Income	-1,544	-186	-620	-589	-1,065	-1,308	-1,783	-1,949	-2,231	-350
TOTAL INCOME	-91,562	-95,523	-101,103	-110,173	-114,099	-117,738	-115,294	-120,267	-122,833	-84,550
NET ANNUAL EXPEND/INCOME	-1,938	6,565	-7,635	-9,083	-7,628	-21,141	25,754	990	-9,154	16,450
RESERVE										
Opening Balance	13,966	15,904	9,339	16,974	26,057	33,686	54,827	29,073	28,083	37,237
Transfer from Revenue Account	1,938	-6,565	7,635	9,083	7,628	21,141	-25,754	-990	9,154	-16,450
Closing Balance	15,904	9,339	16,974	26,057	33,686	54,827	29,073	28,083	37,237	20,787

BODY: **SCRUTINY**

DATE: **2 June 2014**

SUBJECT: **Corporate Performance and Provisional Outturn-
Quarter 4 2013/14**

REPORT OF: **Deputy Chief Executive**

Ward(s): All

Purpose: To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets

To inform Members of the Council's provisional financial outturn for 2013/14

Contact: William Tompsett, Strategic Performance Manager
Tel 01323 415418 or internally on ext 5418

Pauline Adams, Financial Services Manager
Tel 01323 415979 or internally on ext 5979

Recommendations: Members are asked to:

- i) Note the performance against national and local Performance Indicators and Actions from the 2010/15 Corporate Plan (2013 refresh).
- ii) Note the provisional general fund outturn on services expenditure for 2013/14 of £14.593m, a net over spend of £25,000 against the revised budget.
- iii) Note the transfers to and from reserves as set out at Appendix 4.
- iv) Note the provisional balances on non-earmarked revenue reserves as at 31.3.14 as shown in paragraph 3.1
- v) Note the provisional housing revenue account surplus for 2013/14 of (£274,000).
- vi) Note the final Capital Programme and outturn for 2013/14 of £16.2m, a variance of 3.7% against the final programme

1.0 Introduction

1.1 The 2010/15 Corporate Plan was refreshed for 2013 and sets out a number of key actions and indicators to deliver and measure progress against key priorities. Throughout the year, performance against these key indicators and milestones is reported to Cabinet and Scrutiny committees on a

quarterly basis and to Scrutiny monthly.

- 1.2 The information in these performance reports is collected and managed using the Covalent performance management system. Further detail behind the report and evidence providing a full and robust audit trail for the performance information presented is available to view within the online system. Member training sessions dedicated to accessing and using Covalent have been carried out and Members are invited to contact the Strategic Performance Team at any time to arrange individual training support on using the system if required.
- 1.3 In the absence of a National Performance Framework it is important that the authority continues to strengthen its own performance management procedures particularly in relation to the use of robust local indicators and meaningful reporting against actions and activities. The actions, milestones and performance indicators in the Corporate Plan refresh 2013 have been chosen to reflect this year's priority activities and objectives with a view to realising the longer term vision set out in the Corporate Plan.

2.0 Performance Overview

- 2.1 **Appendix 1** is a detailed report on the 2013/14 activities and outturns of the performance indicators listed within the Corporate Plan. This report shows the latest available outturns for the Local Performance Indicators featured in the 2010/15 Corporate Plan broken down into themed areas.
- 2.2 Each project has been allocated a number of in-year actions and milestones to be completed in order to progress the project efficiently. Some projects may be fully completed within the year whereas larger scale priorities will be delivered over a longer period. **The first section of Appendix 1 lists all the Corporate Plan priority actions whose in-year milestones have already been fully completed this year.** Full details of the specific milestones and commentary for these actions is available on request or directly via the covalent Performance Management System.
- 2.3 The second section of Appendix 1 lists the ongoing actions showing all milestones that were scheduled for completion in 2013/4 that have not been completed with commentary to explain the context behind them.
- 2.4 Chapter summary text has been supplied by the relevant Heads of Service to provide added context for the performance reported in each section. This commentary highlights important achievements and challenges for the reporting period and can be found at the start of each chapter.
- 2.5 The PI tables show which indicators related to the priority projects are performing on target (green tick icon), failing to reach target (red octagonal icon) or are "near misses" (amber triangle icon). Relative performance is based on quarterly targets as set by the managers of each area using past performance, available benchmarking and planned service developments.
- 2.6 The current outturn for each PI is shown on the performance gauges in column 4 – "Year to date". The gauges show visually how the level of

performance compares to targets (green zones) and "near miss" levels (amber zones). Amber zones have been reviewed to reflect appropriate levels of performance expectation and any national targets which are lower than our own local aspirations.

2.7 The bar charts in column 6 show comparative performance against previous quarters/years as appropriate. This enables an "at a glance" indication of whether performance is improving or not and will help identify potential trends and seasonality of performance.

2.8 Commentary has been included in the action and indicator outturn tables where supplied. This provides some contextual background to the performance and this function and is backed up by the online evidence collation facility of the Covalent system.

2.9 Of the 38 Key Performance Indicators reported in the Corporate Plan this quarter, 9 are currently showing as "Red," 16 are showing as "Green," 4 are showing as "Amber" and 9 are "data only" or contextual PIs. The off target PIs are...

- TL_060 Online accommodation referrals made
- DE_009 Increased allotment plot numbers
- ECSP_004 Violent crime in a public place
- CD_052 Number of homes where Category 1 hazards have been remedied
- CD_055 Number of completed adaptations
- CD_056 Average number of days for assistance with adaptations
- CD_156 Number of households living in temporary accommodation
- CS_003 Sickness absence – average days lost per employee
- CS_011 Telephone call abandonment rate

2.10 We now have the capability within Covalent to analyse performance data via dashboard reporting. This allows us to look beyond green – amber – red performance reporting and drill down more into the data and what it is telling us. This showed that the following PIs were the best performing:

Best Performing (PIs)	Value	Target	Gauge
TL_005 Marketing campaign value for money	£0.60	£0.88	
ECSP_016 Serious Acquisitive Crime (robbery, car crime...)	-18.6%	-3%	
DE_005 JSA Claimant Count	1,958	2,500	
CD_181 Time taken to process Housing Benefit/Council ...	6.3 days	10.5 d...	
CD_050 Empty privately owned homes returned to occu...	228	120	
TL_017a Redoubt visitors - paying visitors	10,629	5,600	

2.11 Devolved Budget spend is reported at the end of the appended performance report. The table lists the projects supported and the overall spend per ward. Management of Devolved Budget projects is co-ordinated on Covalent and more detail on specific projects and activities is available on request or direct from the Covalent system.

3.0 Provisional Outturn 2013/14

- 3.1 This report provides members with the provisional outturn results for the general fund, the housing revenue account (HRA) and capital programme for 2013/14.
- 3.2 Although service accounts have now been closed, other balance sheet and suspense accounts have yet to be finalised and a change in the accounting policy for valuing the provision for bad debts is implemented. So it is possible that there could be some further adjustments that may marginally affect the figures in this report.
- 3.3 The final outturn will form part of the statement of accounts that will be reported to the Audit and Governance Committee at the end of June and the next Cabinet meeting in July.

4.0 General Fund Revenue Account

- 4.1 The table at **Appendix 2** shows the Council's provision financial outturn compared to the agreed budget at service level. A more detailed breakdown at code or transactional level is available from Financial Services.
- 4.2 There was a net spend on service expenditure of £14.593m for the year analysed over services as follows:

Table 1 – General Fund Service Provision Outturn

	Original Budget	Revised Budget	Actual	Variance
	£'000	£'000	£'000	£'000
Corporate Services	11,737	11,367	11,305	(62)
Community Services	(146)	247	(129)	(376)
Tourism & Leisure Services	2,832	3,169	3,417	248
Service Total	14,423	14,783	14,593	(190)
Contingencies	194	362	-	(362)
Capital Financing Costs	1,650	1,924	1,924	-
Transfer to/(from) reserves	1,123	544	1,121	577
Total	17,390	17,613	17,638	25

- 4.3 The provision outturn variance of £25,000 shows an movement of £65,000 compared to the December projected variance of (£40,000)
- 4.4 Service expenditure for the year is a variance of £(190,000) mainly as a result of:
- Catering Service £182k
 - Grounds Maintenance settlement of disputed sum £122k
 - Housing Benefits Administration £77k
 - Dotto Train £71k
 - Settlement of Land Charges Claims 48k

These have been offset principally by the following favourable variances:

- Housing Benefit Subsidy and recovery of HB Overpayments (290k)
- Refuse Collection Contract (£154k)
- Savings and additional income in Bereavement Service (£130k)
- Bed and Breakfast (69K)
- Downlands income and grant (61k)

4.5 The General Fund Summary figures include the transfers to and from reserves as shown in **Appendix 3**. In many cases these transfers reflect items previously agreed, or at the very least where the principle of a transfer from reserves had been established as part of the overall budget strategy. The figures that have been applied take into account more up-to-date information and anticipated circumstances.

5.0 General Fund Reserves

5.1 The effect of the over spend in the outturn and the application of reserves to fund expenditure has resulted in the following balances on the useable revenue reserves:

Table 2 – Provisional General Revenue Reserves as at 31.3.14

Reserve	31.3.14 £'000
General Fund	3,576
Earmarked Reserves	514
Strategic Change Reserve	1,212
Regeneration Reserve	431

5.2 The details of other reserves will be reported as part of the statement of accounts.

6.0 Housing Revenue Account

6.1 The table at **Appendix 4** summarises the HRA performance for 2013/14 and shows a surplus of (£274,000). This represents a variance of £41,000 against the revised budget of (£314,000).

6.2 The principle reason for this variance is due to a reduction in income from rents and services changes due to the delay in the expected completion of the sheltered accommodation remodelling schemes, offset by expected savings in the provision for Bad Debts

6.3 The difference between the budget figure for depreciation based on the 30 year Business Plan and the actual calculated amount of £545,000 is transferred into the Housing Regeneration and Investment reserves in line with the Budget Strategy to provide flexibility for funding future major

projects or the repayment of debt.

6.4 The HRA balance at 31.3.14 is expected to be £2.453m

7.0 Capital Programme

7.1 A summary of capital expenditure for the year is shown in **Appendix 5**.

7.2 The revised capital programme for 2013/14 was £16.2m and the outturn £15.6m, representing a variance of £597,072 or 3.7%.

7.3 A detailed reason for the variance against each scheme is shown at **Appendix 5**.

7.4 The capital programme for 2014/15 will be updated to reflect the re-profiling changes required as a result of the 2013/14 outturn.

8.0 Consultation

8.1 Not applicable

9.0 Implications

9.1 There are no significant implications of this report.

10.0 Conclusions

10.1 This report provides an overview of performance against the authority's priority actions and indicators as at the end of 2013/14. Progress against the key projects and indicators is updated on the online Covalent system on a regular basis and provides a "live" view of the Council's performance accessible at any time.

10.2 Revenue expenditure is in line with budget monitoring predictions and the outturn variance represents less than 0.14% of net budgeted expenditure. There is still some work to be done on balance sheet, suspense and control accounts which may marginally impact on the final outturn.

10.3 The council continues to have general balances in excess of the declared minimum which provides flexibility for future investment in corporate plan priorities over the medium term as well as providing funding for invest to save schemes and asset management requirements.

10.4 The Housing Revenue Account outturn delivered a surplus representing 1.8% over turnover. The HRA balance is in line with expectations and is sufficiently robust to support the housing self-financing 30 year business plan.

10.5 96% of the capital programme was delivered in year and in line with resources allocated.

10.6 Work is still continuing in finalising the council accounts and the final statement of accounts will be reported to the Audit and Governance Committee at the end of June and Cabinet in July.

William Tompsett
Strategic Performance Manager

Pauline Adams
Financial Services Manager

Background Papers:

The Background Papers used in compiling this report were as follows:

Corporate Plan 2010/15 (2013 refresh)
Covalent performance management system reports





Quarters 1, 2 and 3 monitoring to Cabinet September, December and February
Final Accounts working papers 13/14

To inspect or obtain copies of background papers please refer to the contact officer listed above.

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Completed CP Actions - Q4

Priority Theme	Project	Status	Actions
Priority Theme 1 Prosperous Economy	CP13_1_01 Deliver a Sustainable events programme	✓	Deliver the Council led events programme for 2013/14
Priority Theme 1 Prosperous Economy	CP13_1_02 Tourism Marketing and Development	✓	Work on the relationships introduced by Sponsor-finder to develop a mutually beneficial package
			Develop a new marketing and promotion strategy on the back of the Visitor Economy Study results
			Develop the digital strategy for tourism marketing and information.
			Refresh the seafront strategy – aligning with other strategies for culture, sports, leisure, employment and health
Priority Theme 1 Prosperous Economy	CP13_1_03 Employment - Town Centre Masterplan	✓	Adopt Local Plan
			Assist development with CPO powers
			Progress plans for the environmental improvement to Terminus Road to be completed in 2015
Priority Theme 1 Prosperous Economy	CP13_1_05 Activating Eastbourne	✓	Maintain website for job seekers and employers to assist recruitment
			Hold two major marketing events
			Produce two labour market information reports
Priority Theme 1 Prosperous Economy	CP13_1_07 Support Secondary Shopping Areas	✓	DPG (Difficult Properties Group) to continue with success of improving secondary shopping areas and streets near the town centre with targeted action
Priority Theme 2 Quality Environment	CP13_2_01 Managing Waste responsibly	✓	Mobilise the new Waste Contract
			Sustain recycling rates
Priority Theme 2 Quality Environment	CP13_2_02 Improving the Cleanliness of the Street and Public Areas	✓	Work with neighbourhoods to identify and improve further 'grot spots'
Priority Theme 2 Quality Environment	CP13_2_05 Transport	✓	Implement Cycle Routes
Priority Theme 3 Thriving	CP13_3_01 Youth Activities	✓	Youth fair 2013

Priority Theme	Project	Status	Actions
Communities			Launch Youth Network Implement Youth Strategy Deliver Healthy Eastbourne Campaign Round House Youth Shelter
Priority Theme 3 Thriving Communities	CP13_3_02 Improving Neighbourhood Delivery		Support development of £1m Big Local Devonshire West Launch Ward Walks Support development of youth services and activities ECSP Programme Delivery Plan Handover Langney CC Integrate with Neighbourhood First
Priority Theme 3 Thriving Communities	CP13_3_03 Maximising our Housing Assets		Finish Decent Homes for Retirement Courts Empty Property Programme Construction of new Council-owned homes in Seaside and Langney Launch E-Switch – fuel costs Housing and Economic Development Project Review Housing Management options New affordable homes for Langney
Priority Theme 3 Thriving Communities	CP13_3_04 Support to Vulnerable Households		Social Security Changes (Welfare Reform) Manage and reduce rough sleeping Develop Local Council Tax Support Scheme year 2 Homelessness Strategy Families with Multiple Problems scheme
Priority Theme 3 Thriving Communities	CP13_3_05 Town Hall Community Hub		Community Hub

Outstanding Milestones Q4 2013/14



Parent Action	Action	Description	Due Date	Note
CP13_1_04 Employment - Sovereign Harbour Business Park	CP13_1_04_01 Sovereign Harbour Business Park	Begin construction on the site.	30-Mar-2014	Innovation Mall received planning consent in March 2014 and will now be implemented. Completion is expected in early 2015 and will be carried over as a new milestone in 2014/15.
CP13_1_06 Eastbourne Loyalty Scheme	CP13_1_06_01 Establish Loyalty Scheme for Eastbourne	Complete procurement process to see if project is viable.	30-Oct-2013	Project cancelled. Project feasibility completed and considered too expensive to implement. Consideration being given to an alternative solution using existing investment in wifi technology.
CP13_2_03 Improve Allotment provision	CP13_2_03_01 Continue to build extra allotments in phases throughout the year	Build out new allotments.	31-Mar-2014	By the 31-Mar-14, 318 new allotment plots will have been created bringing the total to 1060 towards an overall target of 1082. Work will continue into 2014/15 on two additional sites, Churchdale Road and Highfield estate, to deliver 85 additional plots and exceed the target by 6%.
CP13_2_04 Towards a low carbon town	CP13_2_04_01 Continue to implement Environment Strategy Action Plan	Have five events based around the themes of CEPE.	31-Mar-2014	Hosted four events. Two on biodiversity (bees), one on energy, and one on 2020 ambitions.
CP13_2_06 Eastbourne Park Supplementary Planning Document (SPD)	CP13_2_06_01 Prepare a costed action plan for future work in the Park to enable funding bids.	Cabinet to agree outline costs.	31-Mar-2014	Decision deferred to allow further feasibility work to be carried out. Target date for feasibility completion is 31 October 2014.
CP13_2_07 Pride in our Parks	CP13_2_07_01 Biodiversity Report on Hampden Park Lake	Complete bio diversity report and publish results with an action plan to implement findings.	31-Mar-2014	Procurement commenced end of January with a view to the biodiversity report starting during April 2014. The assessment will be completed on the 31-Mar-2015.
CP13_2_07 Pride in our Parks	CP13_2_07_02 Publish the Development Plan for Princes Park	Submit bid for funding to support development plan.	31-Mar-2014	Funding bid to the Coastal Communities Funding for Devonshire Ward currently in development.
CP13_2_07 Pride in our Parks	CP13_2_07_03 Build Skate Park in Hampden Park area and agree design with stakeholders	Obtain planning permission for the skate park.	28-Feb-2014	Consultation is complete and the design has been agreed with users. This will form the basis of a planning application in summer 2014 with the construction, subject to planning permission, being completed later in 2014. This will be carried over as a new milestone in 2014/15.
CP13_2_07 Pride in our Parks	CP13_2_07_04 New play equipment for Bodiam Crescent	Final sign off by RoSPA once built.	31-Mar-2014	Works have been delayed due to excessively wet weather and ground conditions and are programmed to commence in April. The installation of the new play equipment has been re-scheduled for completion by the 30-Apr-2014

Parent Action	Action	Description	Due Date	Note
CP13_3_06 Cultural Development (1)	CP13_3_06_01 Implement the tennis devt. plan	Prepare Tender Documents	28-Mar-2014	Interim support has been put in place to support this programme in the absence of our Sports & Leisure Manager due to illness. The LTA continues to work with us and advise us on the development programme to support the capital investment, in line with their new facilities and participation strategy.
		Tender the works	28-Mar-2014	This work will continue over the spring and into the summer of 2014 in order to undertake the project during fine weather.
		Complete Refurbishment Works to Hampden Park and Old Town Recreation Ground Tennis Courts	30-Mar-2014	This action is to be carried forward through next Spring/early summer due to staffing issues and ongoing work with the LTA on the parameters of the work and budget available.
		Commence Tennis Development Programme on refurbished courts	31-Mar-2014	The development programme will need to be implemented over the spring/ summer season due to the capital programme timetable being held over whilst resources and works are commissioned.
		Funding Decision from LTA	31-Mar-2014	Due to adding floodlighting to the spec at Hampden Park further funds are in the process of being identified. Meetings with our lead regional officers at the Tennis Foundation have confirmed that following submission of actual costs and confirmed funding they will respond to the application within 8 weeks
CP13_3_06 Cultural Development (1)	CP13_3_06_02 Deliver the Active Eastbourne Strategy	Consultation comments added to draft strategy	31-Mar-2014	Due to staff absence the consultation and formal response was not coordinated. Interim management is now in place and meetings have taken place with colleagues to update previous work to reflect changes in the provision of health and wellbeing services.
		Final strategy approved by steering group/Healthy Eastbourne Board/CMT	31-Mar-2014	We had anticipated that the Healthy Eastbourne Board would meet at end of September to approve the final strategy. Unforeseen circumstances have delayed the programme, although this means the strategy can reflect recent changes in health and wellbeing commissioning. Approval will follow the consultation period in the spring.
CP13_3_06 Cultural Development (1)	CP13_3_06_03 Introduce a formal internship, apprenticeship and work experience programme for Tourism and Leisure	Define scope of opportunity within the department	31-Mar-2014	Due to the high level of organisational change in the Council at present, with both Future Model, Towner Trust and Devonshire Park business case development underway, it was decided not to progress with appointing interim and apprentice roles until there is more stability and clarity over future roles in the department.
		Consult with education and employment partners	31-Mar-2014	
		Promote opportunities and application process	31-Mar-2014	
		Appointments where applicable	31-Mar-2014	
CP13_3_06 Cultural Development (1)	CP13_3_06_07 Enable the transfer of Towner to independent governance	Finalise Agreements for transfer of Towner on 1/6/14.	01-Mar-2014	Negotiations and discussions between lawyers and specialist advisors are underway with regard to the Heads of Terms for the lease, funding and collections agreements. Due to the complexity of

Parent Action	Action	Description	Due Date	Note
	within the context of the Devonshire Park Development			the transfer the date has been moved back to summer 2014 so the action will carry forward.
CP13_3_08 Cultural Development - Sustainable strategy for Eastbourne Theatres	CP13_3_08_03 Management and governance of the Royal Hippodrome transferred to a community partner	CIC (Community Interest Company) set up	31-Mar-2014	This is an action by an external company. EBC has fulfilled all it has control over by issuing a lease to the EHA's administration offices and a licence to operate the RHT to the Management Committee. A Memorandum of Understanding has also been provided to the Management Committee to assist them in establishing a viable CIC model and we continue to work with them to achieve this within the next year.
		CIC Takes on Lease of RHT	31-Mar-2014	This action will be carried forward. A new licence has been issued to the RHT Management Committee and the theatre is doing well under their programming and promotion.
CP13_4_01 Efficiency (Future Model Phase I)	CP13_4_01_01 Future Operating Model Phase I	All services in scope gone live	10-Feb-2014	Waste, planning, report it and some environmental health processes live. Website and mobile app launched in July. Work outstanding on licensing and some environmental health processes is well advanced but will continue until summer 2014.
		Draft target operating model prepared	31-Mar-2014	The Phase 2 programme is currently being reviewed in the light of some important technology issues and the draft target operating model has been delayed as a result. The new plan will be published around June 2014.
CP13_4_03 Assets	CP13_4_03_01 Asset Management Plan	Cabinet approval for AMP 2014-2019	31-Mar-2014	Corporate Landlord including asset challenge programme due to go live 4/2015. AMP directly linked.

Overarching commentary : Prosperous Economy - Q4



Tourism and events

In terms of the events calendar, quarter four is mainly concerned with planning for the 2014 programme. For example, the team agreed the content for the Airbourne ground facilities, including entertainment in the form of a new beach stage in conjunction with Heart FM, opposite the Wish Tower car park. We had confirmation that the Red Arrows will appear all 4 days of Airbourne along with the BBMF, Eurofighter Typhoon, Tucano , Tutor from the RAF.

We also successfully applied for a lottery licence from the Gambling Commission. This will enable the Council to run a car lottery to raise revenue to support the Airshow. We have subsequently learnt that EBC is the first Council to be granted a lottery licence.

The Lawn Tennis Association put the Aegon International tickets on sale in March. We procured the replacement of 2950 seats in the centre and number one courts, addressing health and safety concerns and damaged stock.

600 entries have been received for Magnificent Motors. Beer and Cider by the Sea tickets went on sale in February. The event will again feature a wide range of beers and ciders and music along with a chef stage and work continues to engage local suppliers, hotels and restaurants to help us expand this event as a celebration of local food and beverage.

Final details have been firmed up for the four big screen "Screen on the Green" series which will showcase Glastonbury, Wimbledon Tennis , British Grand Prix, FIFA World, Tour of Britain Cycle Race and the Last Night of the Proms at venues around the resort. Eastbourne will see the Tour of Britain cycle race pass through the town on 13th September.

Eastbourne Half Marathon on 2nd March saw over 1500 runners complete the course supported by EBC events equipment and logistics support. The Coastal Trail run saw over 1000 runners complete a marathon, half marathon, ultra and 10k on 22nd March.

Tourism marketing saw an 89% increase in monthly web traffic for Love Sussex in March and 38% increase on VisitEastbourne thanks to Coastal Escapes and Spot On Breaks campaign. A new image gallery display launched in January for accommodation, attractions and events, giving members the opportunity to promote more of their business using image captions and descriptions and new 'Groupmax' delegate booking system – websites and e-newsletters are created for up and coming conferences on our new delegate booking system. The new system includes more up-selling, encouraging delegates to extend their stay, buy additional extras, upgrade their rooms or return for future visits.

Eastbourne was featured in the Telegraph as the sunniest place and by Huffington Post as happiest place to live in Britain. Airbourne featured in Women's Own and our Facebook site reached 5,000 likes and 4.7 out of 5 stars rating on new facebook Social Experiences app.

We also saw several international press visits, with a group of 8 Belgian travel journalists making a familiarisation visit in March, incorporating the theme of WWI, along with the South Downs, locally brewed beer and the Sherlock theme at East Dean. The trip was organised in conjunction with DFDS Ferries and Love Sussex. Lonely planet style French guide book Guide de Routard also visited in March to review the town, staying at The Mowbray and further enquiries are also being followed up as a result of our attendance through Love Sussex at Meet the Media in Belgium.

Eastbourne and Sussex has been featured in a 2 page feature in a Coastal England supplement in The Telegraph as part of an RGF funded campaign. Co-ordinated by EBC, the campaign featured an A-Z of Sussex focussing on cultural treasures and a coastal alternative to the traditional seaside holiday, along with an online promotion on the Telegraph website for a chance to win a 4 night break at the Grand Hotel, plus attraction tickets across Sussex. This is complemented by VisitEastbourne currently promoting Spot On offers as part of VisitEngland's Book

England campaign. One VisitEastbourne accommodation provider has been highlighted as part of a national and international print ad campaign, resulting in many additional bookings for that business already.

VisitEastbourne is also highlighting the current South Downs National Park 2 for 1 campaign for those arriving by public transport to attractions. Their new video shows a family travelling by bus as it morphs into countryside with grass, flowers and butterflies. In addition, Eastbourne's video is now live on VisitBritain.tv used by visitors from all over the world. It features a one day itinerary showing many of the seafront attractions, plus a Sussex Voyages boat trip and a visit to the Downs at Beachy Head and East Dean.

Employment

A number of major milestones were reached this year which will increase the investment in the town. The approved Arndale Centre scheme is to be further extended with the addition of a nine screen cinema and seven restaurants, increasing the investment to £85m. The revised and expanded scheme received planning permission during the year and the first shops are due to open in late 2016. Meanwhile work continues with the land assembly. L&G continue to purchase property by private treaty while the back up Compulsory Purchase Order is being put in place just in case it is needed.

The plans for the improvement to Terminus Road were published and were well received with significant support for the proposals. The programme for the improvement works are to coincide with the Phase 1 opening of the new Arndale extension.





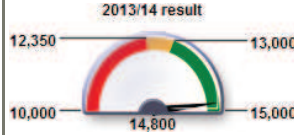
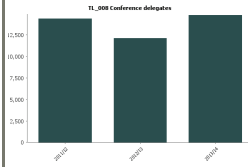
The new Local Plan for the Town Centre was adopted ahead of schedule as formal planning policy giving confidence to developers to come forward with their plans for other opportunity sites in the town centre.



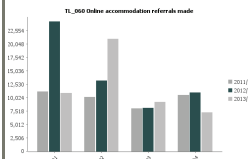
Land at Sovereign Harbour allocated for business development and known locally as Site 6 was purchased from the owners. This will allow up to 12,000 square metres of employment space to be developed. The Innovation Mall will be the first 3,000 square metres to be built having received planning permission this year together with a £6m Growing Places Fund allocation for the construction costs. This project is on track to complete the building in early 2015 and will provide up to 300 jobs. Meanwhile the Council has completed work on a new Employment Land policy to allocate sites for new jobs. Sovereign Harbour has been shown to be able to accommodate about 20,000 square metres of business space in total. The new draft policy will be subject to a public examination during 2014/15.

Prosperous Economy PIs (tourism) Q4 2013 / 14

Rows are sorted by Code



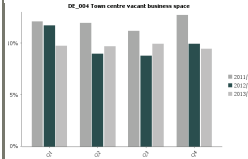



Traffic Light	
Red	1
Green	2

Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
	TL_005 Marketing campaign value for money			£0.88		Despite the growth of digital marketing, demand for the printed Eastbourne Holiday Guide has shown an increase in 2012. The number of responses generated through direct mail campaigns is showing a dramatic increase resulting in the cost per response down from 88p to 60p. The Eastbourne Holiday Guide is distributed in a number of ways but previous conversion research suggested that conversion rates are higher through campaign led responses.	Tracey McNulty
	TL_008 Conference delegates			13,000		2013 was a really good year, with 23 conferences at the Devonshire Park Centre, in 2012 there were 15 conferences. So far there are 18 conferences booked for 2014. Not only did we have extra conferences in 2013 but 2 of the conferences were at capacity with 2,000 delegates respectively.	Tracey McNulty

Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
	TL_060 Online accommodation referrals made	7,205	<p>Cumulative result for 2013/14 as of Q4 2013/14</p> 	56,384		When you interrogate the data relating to this indicator we can see that users to the site remains consistent and referrals to owners websites has increased, which will contribute to the lower than predicted income for online bookings for Q4. Furthermore nationally there has been a dip in visitors due to the wettest winter on record	Tracey McNulty

Prosperous Economy PIs (employment and local economy) Q4 2013 / 14

Rows are sorted by Code

Traffic Light							
Green				2			
Traffic Light Icon	Code & Short Name	Q4 2013/14 Value	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
	DE_004 Town centre vacant business space	9.44%	Latest result for 2013/14 as of March 2014 	12%		The town centre vacancy rate of 9.44% as at March 2014 continues to remain below the national average of 12.2% (Guardian, 9 February 2014).	Jeff Collard
	DE_005 JSA Claimant Count	1,958	Latest result for 2013/14 as of February 2014 	2,500		Total JSA claimants for February 2014 were 1958, a decline of 385 since February 2013. There has been an increase in claimant rates since January 2014 in line with regional and national trends.	Jeff Collard

Overarching commentary : Quality Environment - Q4



The planning application for the remaining major development sites at Sovereign Harbour has been given outline planning consent. This is an £80m development and closely follows the approved Supplementary Planning Document. (SPD). The planning consent will see land allocated for employment, leisure, care home and housing, and it also confirms the sites for the much needed community facilities such as children's play space and open space but also the community centre, which remains a top priority for delivery.

Further work has been undertaken to implement the Eastbourne Cycling Strategy. Six further routes have been approved during 2013/14. They are now being designed in detail for implementation during 2014/15. A route along the seafront was approved but requires an amendment to the existing byelaw before implementation.

The skate park at Hampden Park took a step closer to being a reality. A design prepared by the skaters will now form the planning application which will be submitted during 2014/15.



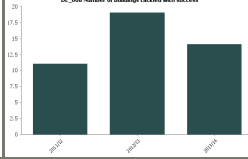

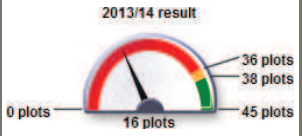
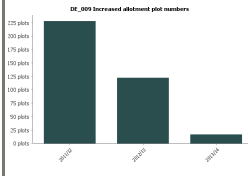

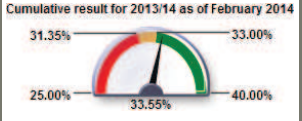
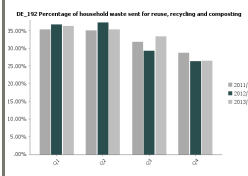
Improvements to other parks were delayed by the severe winter weather but the new playgrounds for Upperton and Bodiam Crescent and the improvements to Five Acre Field were completed by the end of April 2014. The projects to seek funding for the Princes Park Development Plan and to carry out the biodiversity report for Hampden Park lake have both started and the work will continue into 2014/15.


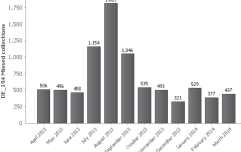
By the 31-Mar-14, 318 new allotment plots will have been created against a base line in Aug 2009 of 742 bringing the total to 1060 towards an overall target of 1082. The work on developing new plots at Churchdale Road and Highfield estate will be completed in 2014/15 creating an 85 additional plots which would see us comfortably exceed the target.

Quality Environment PIs Q4 2013 / 14

Rows are sorted by Code

Traffic Light	
Red	1
Green	2
Data Only	1

Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
	DE_008 Number of buildings tackled with success	14	<p>Latest result for 2013/14 as of Q4 2013/14</p> 	12		Target exceeded with 14 properties improved. These are mainly situated in Cavendish Place and Seaside.	Henry Branson
	DE_009 Increased allotment plot numbers	Not measured for Quarters	<p>2013/14 result</p> 	38 plots		By the 31-Mar-14, 318 new allotment plots will have been created bringing the total to 1060 towards an overall target of 1082. Work will continue into 2014/15 on two additional sites, Churchdale Road and Highfield estate, to deliver 85 additional plots and exceed the target by 6%.	Henry Branson
	DE_192 Percentage of household waste sent for reuse, recycling and composting	26.46%	<p>Cumulative result for 2013/14 as of February 2014</p> 	33.00%		Eastbourne Borough council is on track to surpass the target of a 33% recycling rate for 2013/14. Currently figures are only available up until February 2014 but good levels of recycling continue to be seen. The mild weather over March is likely to have positive effect on tonnages of	Henry Branson

Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
						garden waste collected for this period.	
	DE_194 Missed collections	1,343	Cumulative result for 2013/14 as of March 2014 8,161		 <p>This year saw the introduction of the new Joint Waste Collection and Street Sweeping contract. As with the introduction of any new contract there was a noticeable increase in the number of missed bin collections reported, particularly around the service change date of the 22nd July.</p> <p>However Eastbourne Borough Council staff worked in partnership with Kier, the contractor, to return to pre change numbers of missed collections. Moreover Specialist Advisors continue to work closely with Kier to further reduce the level of missed collections for Eastbourne residents.</p>	Henry Branson	



Overarching commentary : Thriving Communities - Q4

Community

The review of Housing Management Options is progressing significantly. Two options have been identified as offering viable alternatives for the future management of the Council's housing stock. Formal consultation with residents is from 7th April 2014 and will conclude on 15th June 2014. Consultation is taking place through a number of forums. All residents, tenants and leaseholders, have been written to explaining the situation and asking for their opinion. An online questionnaire has been created, so that residents can respond online in addition to traditional methods of writing in and via telephone. Presentations are being made at all the imminent meetings of the Area Panels; the Retirement Housing Panel; the Leaseholder Panel; and to all Sheltered Housing Schemes. There are also a number of Community Centre drop in sessions organised for people to come and ask questions or voice their opinions.

A number of development projects are successfully on target. Remodelling of Archery Court, Retirement Court started in January 2014. Most of the flats have now received new kitchens and bathrooms, and the new communal lounge and kitchen is now ready for residents to enjoy. A number of previously empty properties have been purchased as part of work on the Empty Properties Programme. This project has received grant funding from the Homes and Communities Agency for the Council to purchase, renovate, and bring back into use previously empty properties.

Use of the Welfare Reform helpline has increased dramatically in the last quarter due to some proactive advertising in the local press and other efforts to promote the service as widely as possible.

A meeting of partner organisations has enabled discussions to share neighbourhood information and, together with our stakeholders, agree a draft strategy for delivery of Talk with Us events in 2014. The promotional strategy was agreed with partners and stakeholders to launch Ward Walks.

The Healthy Eastbourne Campaign is gathering strength, as now a Facebook page and a Twitter account have been established and are attracting interest.

Cultural Development

We have seen a strong end to the year at Eastbourne Theatres. The completion of the most successful Panto "Aladdin", both income and patron records broken, over 30,000 people attended generating a net income of £382,885 and net profit of £149,480. At the start of the quarter a very strong season of very mixed programme gave great ticket sales across the venues. Congress was the opening venue for Vincent Simone & Flavia Cacace's new show "Dance Til Dawn". The national tour was rehearsed and produced out of Eastbourne. The Devonshire Park opened the National Tour of Sebastian Faulks's "Birdsong", which received critical acclaim and strong audiences and now will return to Eastbourne to celebrate the end of the Tour in August.

Legendary guitarist Brian May performed with Kerry Ellis and the London Philharmonic Orchestra completed their close to sell out annual concert series in Eastbourne. The quarter was completed with a very exciting version of Twelfth Night produced by Filter and Royal Shakespeare Company and an amazing dance show "Tap Factory" which is on its World Tour.

In January, Towner presented 'Redoubt', a newly commissioned film work by Swedish artist John Skoog. This was John's first solo exhibition in a UK gallery and received coverage by The Guardian, which said that 'Redoubt' had a 'lush, cinematic grandeur'. It also proved popular with audiences, attracting over 17,000 visitors.

The education and outreach programme at Towner continues to grow from strength to strength. The Short Breaks project was launched, supporting young people with disabilities to participate in Towner activities. Funded by ESCC, this project strengthens Towner's inclusive approach to working with marginalised groups. Record numbers have been recruited for the annual schools exhibition and we had a great response to the Secret Art Auction, a collaboration with St Wilfrid's Hospice, which attracted over 1000 works, supporting both the hospice and the new Towner charitable trust.

The Heritage Service also attracted great media and community interest with the opening of Eastbourne Ancestors in the pavilion café. Coverage was received in the Daily Mail, The Times, Daily Mirror, Evening Standard, British Archaeology, BBC and ITV Meridian.


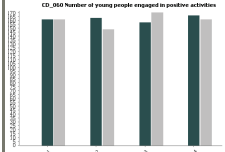
The Devonshire Park Project took some giant steps forward during the year. The first work streams were to confirm two critical matters before proceeding with procuring specialist consultants. The initial work checked out that the financial viability of the scheme was sound and that the project would fall outside the EU State Aid rules. Both matters were resolved during the year and it was decided that the whole project can now move to the next stage of procuring specialist to take the project to the concept design stage. Part of that decision was also that work on the Congress Theatre façade can move to detailed final design. The project has now employed specialist project managers to take both strands of work forward. The project is overseen by a cross party Board and there is also a Partnership Group consisting of key stakeholders who are kept informed of progress.

The outcomes for the end of 2014/15 will see the completion of the replacement of the Congress Façade, together with the final concept design for the whole park which will be ready for approval.



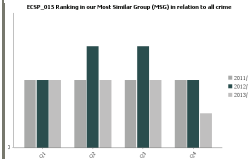


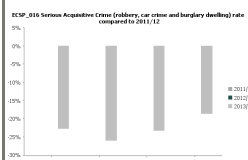


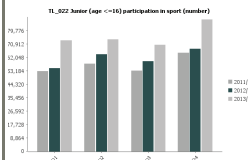
Thriving Communities PIs (community) Q4 2013 / 14

Rows are sorted by Code

Traffic Light	
Red	1
Green	4
Data Only	2

Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
	CD_060 Number of young people engaged in positive activities	161	Latest result for 2014/15 as of Q4 2013/14 167			<p>Willingdon Trees - 6 attend regular youth sessions, 6 attend Fit and Funky sessions and 7 attend Wise Up group; Langney Village - 20 attend regular youth sessions, 7 attend Fit and Funky sessions and 6 attend Wise Up group; Old Town - 12 attend Young Women's Group and 9 attend boys' club and 8 attend Wise Up group; Devonshire - 15 attend Music Club and 10 attend Fit and Funky sessions; Hampden Park - 18 attend football projects; Freestyle Gymnastics suspended pending outcome of funding bid. In addition there have been 4 events attracting in total 43 young people and regular sessions preparing for Carnival.</p>	Ian Fitzpatrick

Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
	CD_061 Number of people engaged in the Youth Forum	15	Latest result for 2013/14 as of Q4 2013/14 15			There are currently 15 young people registered as members of the Youth Forum. 8 - 10 young people attend each meeting. This is the optimum number to ensure the meetings are effective. The Youth Forum has delivered the Youth Bank this year and visited organisations awarded funding through this to learn more about the work being undertaken and the impact of funding.	Ian Fitzpatrick
	ECSP_002 Shoplifting rate compared to 2011/12	-5.6%	Latest result for 2013/14 as of March 2014 	-3%		As a result of implementing a detailed action plan this crime type has reduced substantially compared to current target.	Ian Fitzpatrick
	ECSP_004 Violent Crime in a Public Place rate compared to 2011/12	0.8%	Latest result for 2013/14 as of March 2014 	-3%		It is disappointing that the target has not been met in this specific category of violent crime, however to place this in context, other categories of violent crime have reduced this performance year compared to last, including Assault with less serious Injury which is down 13.4% and Eastbourne is second lowest in its Most Similar Group per 1000 population in respect of overall violent crime. The CSP Strategy Group will specifically address this at its next meeting in May 2014 to ensure reductions in this crime category continue its downward trend as per previous years.	Ian Fitzpatrick




Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
	ECSP_015 Ranking in our Most Similar Group (MSG) in relation to all crime	1	<p>Latest result for 2013/14 as of February 2014</p> 	4		Eastbourne has remained as the lowest or second lowest over the past two years compared with our most similar group in respect of overall crimes per 1000 population. A creditable achievement.	Ian Fitzpatrick
	ECSP_016 Serious Acquisitive Crime (robbery, car crime and burglary dwelling) rate compared to 2011/12	-18.6%	<p>Latest result for 2013/14 as of March 2014</p> 	-3%		It can be seen this crime category has seen major % reductions so far this year, highlighting an effective partnership, effective partnership plan and effective local policing delivery.	Ian Fitzpatrick
	TL_022 Junior (age <=16) participation in sport (number)	86,929	<p>Cumulative result for 2013/14 as of March 2014</p> 	246,600		The last quarter of the year continued to see a significant increase on the previous year. In fact participation was up by 19500 on the same period last year. As with the rest of the year much of this increase was at the Sovereign Centre and the Sports Park. Staff at the Sovereign Centre have worked extremely hard to increase their participation and we are now seeing consistently high numbers of children attending the site for activities such as Swimming Lessons, Gymnastics, H2O and their school holiday programme. The sports park continues to attract high numbers of juniors for football, athletics and their indoor tennis programme. It should also be noted that both Motcombe Pool and Cavendish sports centre also saw increased junior participation numbers in the final quarter of the year whereas Hampden Park and Shinewater sports centres saw a slight decrease	Tracey McNulty


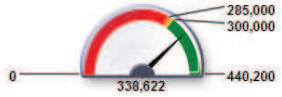
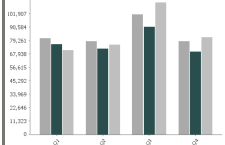
Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
						in the number of junior participants in this period.	

Thriving Communities PIs (cultural development) Q4 2013 / 14

Rows are sorted by Code

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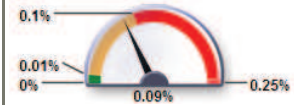
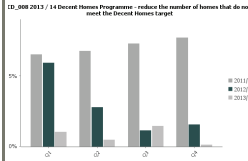
Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
	TL_014 Towner - visitors	20,245	 <p>Cumulative result for 2013/14 as of March 2014</p>	95,200		<p>As the visitor counter wasn't working properly over October and November it is likely only 1 in 6 visitors over that period were recorded. Therefore it is very probable that the visitor target was met.</p> <p>In January, we presented 'Redoubt', a newly commissioned film work by Swedish artist John Skoog. It proved popular with audiences, attracting over 17,000 visitors.</p> <p>We collaborated with St Wilfrid's Hospice on the Secret Auction, which attracted over 1000 works, supporting both the hospice and the new Towner charitable trust.</p> <p>Our Short Breaks project was launched, supporting young people with disabilities to participate in Towner activities. Funded by ESCC, this project strengthens Towner's inclusive approach to working with</p>	Tracey McNulty

Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
						marginalised groups.	
	TL_026 Total number of theatre users	81,469	<p>Cumulative result for 2013/14 as of March 2014</p> 	300,000		Target exceeded expectations, venue availability allowed additional hires/meeting, strong panto and conference provision.	Tracey McNulty


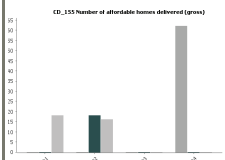

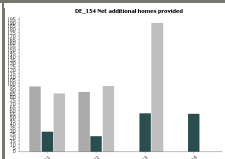
Thriving Communities PIs (housing) Q4 2013 / 14

Rows are sorted by Code

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Amber	1
Green	4

Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
	CD_008 2013 / 14 Decent Homes Programme - reduce the number of homes that do not meet the Decent Homes target	0.09%	 <p>Latest result for 2013/14 as of Q4 2013/14</p>	0%	 <p>CD_008 2013 / 14 Decent Homes Programme - reduce the number of homes that do not meet the Decent Homes target</p>	<p>The Council remains on course to achieve the Decent Homes Standard across all of the housing stock in 2014. The final remodelling projects at Archery Court and Winchester House are progressing on schedule and will be completed in May and September respectively. The only properties that are currently failing the standard and not currently receiving repair work are 3 flats at 46 Upperton Gardens where options for refurbishment are being considered. There are approximately 65 properties that have refused work and these properties are still classified as decent in accordance with department of Communities and Local Government Guidance. Refusals are closely monitored and the numbers of refusals is diminishing as repairs are completed when properties come vacant or when residents' circumstances</p>	Ian Fitzpatrick



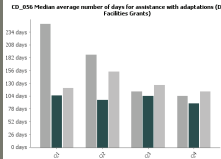
Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
						change allowing works to proceed.	
✓	CD_050 Empty privately owned homes returned to occupation as a result of action by EBC	69	<p>Cumulative result for 2013/14 as of Q4 2013/14</p>	120		The performance level clearly reflects the use that the Council is making of the private rented sector to place and support households in urgent housing need. This is a higher than anticipated figure for quarter four 2013/14 and can primarily be credited via the Council's landlord incentive scheme having a very positive effect and as this contributes to 54 of the 69 properties brought back into use during quarter four 2013/14.	Ian Fitzpatrick
✓	CD_051 Number of difficult problem properties remedied / brought back into use by the Difficult Property Group	2	<p>Cumulative result for 2013/14 as of Q4 2013/14</p>	30		The Difficult Properties Group has successfully completed and remedied 34 units in 2013-14. <i>Data is currently provisional.</i>	Ian Fitzpatrick
⊘	CD_052 Number of homes where Category 1 hazards (severe risk of harm) have been remedied to improve quality of life for households	28	<p>Cumulative result for 2013/14 as of Q4 2013/14</p>	200		The initial checks which identify Cat 1 potential are dealt with under the HMO Licensing regulations. This means that the Cat 1 hazards are dealt with at the time of initial licensing thus reducing the number of Cat 1 hazards likely to come to light subsequently. A combination of licensing and since late 2013 random spot checks on HMOs mean that a long term solution is in place reducing the number of Cat 1 hazards that are there to be identified. Customer led Service Requests leading to Cat 1 hazards have not been forthcoming.	Ian Fitzpatrick



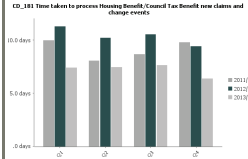
Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
✔	CD_155 Number of affordable homes delivered (gross)	0	Cumulative result for 2013/14 as of Q4 2013/14 	32		The remodelling refurbishment works at Tyrone Court, providing 14 units in the retirement court, were completed three weeks ahead of schedule, due to an experienced team on site. Coordinating this early completion with Lucy Wooler, EBC Senior Allocations Officer, and Elaine Platt, EHL Retirement Court Decant Support Officer meant that tenants started to move in on 19th August 2013. This also means that our 2013/2014 target of delivering 34 affordable homes was achieved by the end of quarter two	Ian Fitzpatrick
✔	DE_154 Net additional homes provided		Latest result for 2013/14 as of Q3 2013/14 	228		Latest data shows 189 new homes against a target of 171. Q4 data will be available from 1/5/14.	Henry Branson

Thriving Communities PIs (vulnerable households - benefits/support) Q4 2013 / 14

Rows are sorted by Code


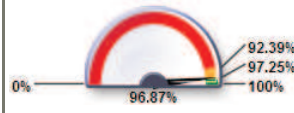
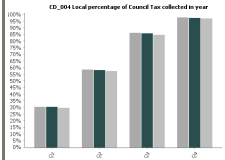


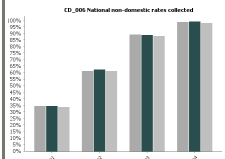
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Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
	CD_055 Number of completed adaptations (Disabled Facilities Grants)	29		108		Performance has continued its upward trend as the new administrative arrangements have established themselves. In January 2014 a review of DFG processes has recommended a number of changes, including a fortnightly case review, to reduce the time necessary to deliver each grant which should in turn create the time necessary to encourage a greater take up of this scheme. These figures compare favourably with other Local Authorities and also compare very favourably to Eastbourne's figures of two years ago when a delivery of circa 200 days was relatively common.	Ian Fitzpatrick
	CD_056 Median average number of days for assistance with adaptations (Disabled Facilities Grants)	113 days		100 days		Performance has continued to improve as the new administrative arrangements have established themselves. In January 2014 a review of DFG processes has recommended a number of changes, including a fortnightly case review,	Ian Fitzpatrick

Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
						to reduce the time necessary to deliver each grant which should in turn create the time necessary to encourage a greater take up of this scheme. We have also reviewed the performance of Housing Associations to allow them to perform at their best. These figures compare favourably with other Local Authorities and also compare very favourably to Eastbourne's figures of two years ago when a delivery of circa 200 days was relatively common.	
	CD_181 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	6.3 days	 <p>Latest result for 2013/14 as of March 2014</p>	10.5 days	 <p>CD_181 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events</p>	In the year new claims were processed on average in 20 days and changes in circumstances in 5 days. These figures combined give an outturn of just over 6 days, which is the best result ever achieved against this indicator. The outcome is that customers are getting the correct amount of benefit paid to them more quickly.	Ian Fitzpatrick

Thriving Communities PIs (vulnerable households - revenues) Q4 2013 / 14


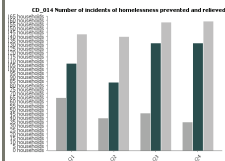

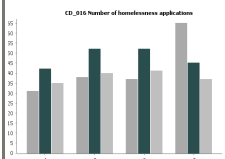
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Traffic Light Icon	Code & Short Name	Q4 2013/14 Value	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
	CD_004 Local percentage of Council Tax collected in year	96.87%	<p>Latest result for 2013/14 as of March 2014</p> 	97.25%		<p>Although the outturn is 0.38% below target of 97.25%, the service has collected £1.3m more in Council Tax than it collected in 2013/14. Changes to Welfare, including the changes to Council Tax discounts and exemptions, plus the introduction of a Local Council tax reduction scheme has made the collection of taxes more challenging.</p> <p>Recovery of outstanding amounts in 2013/14 will continue into 2014/15 and beyond.</p>	Ian Fitzpatrick
	CD_006 National non-domestic rates collected	97.71%	<p>Latest result for 2013/14 as of March 2014</p> 	98.7%		<p>The outturn figure of 97.71%, against the target of 98.7%, was affected by having to make refunds of £243,000. We could have made the decision to hold back the refunds until April, which would have resulted in an outturn of 98.43%, but it was felt that this would not have been fair or equitable to the companies and businesses involved.</p>	Ian Fitzpatrick



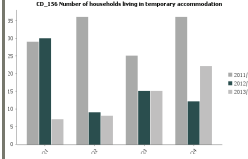
Thriving Communities PIs (vulnerable households - homelessness) Q4 2013 / 14

Rows are sorted by Code

Traffic Light	
Red	1
Data Only	4

Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
	CD_014 Number of incidents of homelessness prevented and relieved	158 households	Cumulative result for 2013/14 as of Q4 2013/14 596 households			In 2013-14 the demand of people approaching the Council for help has increased from previous years. To date we have been able to maintain a high rate of prevention but this has been dependant upon the availability of schemes to financially support people to access accommodation provided by private landlords. In preparation for 2014-15 additional financial controls are to be introduced to make sure that the limited financial funds available are deployed throughout the year. Relief work continues to be effective as a result of the Housing Services team developing their skills in these areas.	Ian Fitzpatrick
	CD_016 Number of homelessness applications	37	Cumulative result for 2013/14 as of Q4 2013/14 153			The number of applications has remained relatively stable at circa 40 per quarter. This is surprising when you consider that since April 2013 the number of people approaching the Council for housing advice has nearly trebled. There is	Ian Fitzpatrick

Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner																				
		Value																									
						no common theme to this. We have also noticed a trend amongst landlords to sell properties to take advantage of the current upward rise in property prices. The buy to let market is also active and having a particularly damaging effect on first time buyers and those with low to middle incomes. This means that more people across a wider social spectrum need help and advice to find a home. Fortunately at present we are able to prevent an increase in homelessness, through a mix of advice and establishing relationships with private landlords.																					
	CD_017 Number of homelessness acceptances	2	Cumulative result for 2013/14 as of Q4 2013/14 33		<p>CD_017 Number of homelessness acceptances</p> <table border="1"> <caption>CD_017 Number of homelessness acceptances</caption> <thead> <tr> <th>Quarter</th> <th>2011/12</th> <th>2012/13</th> <th>2013/14</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>5</td> <td>12</td> <td>10</td> </tr> <tr> <td>Q2</td> <td>5</td> <td>10</td> <td>7</td> </tr> <tr> <td>Q3</td> <td>6</td> <td>7</td> <td>6</td> </tr> <tr> <td>Q4</td> <td>6</td> <td>6</td> <td>5</td> </tr> </tbody> </table>	Quarter	2011/12	2012/13	2013/14	Q1	5	12	10	Q2	5	10	7	Q3	6	7	6	Q4	6	6	5	Ian Fitzpatrick	
Quarter	2011/12	2012/13	2013/14																								
Q1	5	12	10																								
Q2	5	10	7																								
Q3	6	7	6																								
Q4	6	6	5																								
	CD_057 Fewer families with children occupying unsuitable homes in the private sector	2	Cumulative result for 2013/14 as of Q4 2013/14 27		<p>CD_057 Fewer families with children occupying unsuitable homes in the private sector</p> <table border="1"> <caption>CD_057 Fewer families with children occupying unsuitable homes in the private sector</caption> <thead> <tr> <th>Quarter</th> <th>2011/12</th> <th>2012/13</th> <th>2013/14</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>2</td> <td>11</td> <td>9</td> </tr> <tr> <td>Q2</td> <td>6</td> <td>8</td> <td>5</td> </tr> <tr> <td>Q3</td> <td>5</td> <td>8</td> <td>3</td> </tr> <tr> <td>Q4</td> <td>3</td> <td>3</td> <td>2</td> </tr> </tbody> </table>	Quarter	2011/12	2012/13	2013/14	Q1	2	11	9	Q2	6	8	5	Q3	5	8	3	Q4	3	3	2	Two vulnerable households with children have benefitted from having Cat 1 Hazards removed from their homes during the fourth quarter of 2013-14. This is a reactive demand led service.	Ian Fitzpatrick
Quarter	2011/12	2012/13	2013/14																								
Q1	2	11	9																								
Q2	6	8	5																								
Q3	5	8	3																								
Q4	3	3	2																								

Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
	CD_156 Number of households living in temporary accommodation	22	<p>Latest result for 2013/14 as of Q4 2013/14</p> 	15		As a snapshot, on the 31st March 2014, the last day of quarter 4, there were 22 placements in B&B accommodation. Throughout the entire of Quarter 4 of 2013/2014 there have been 61 placements within B&B accommodation.	Ian Fitzpatrick

Overarching commentary : Sustainable Performance - Q4



The Customer First contact centre performance has been high throughout Q4, with targets being exceeded for the waiting time for walk in customers, calls answered within the service level agreement and the call abandonment rate, which dropped to under 3%. After a challenging Q2, the performance has been improving consistently since and although it was never going to be possible to recover the end of year figures from Q2, the overall picture of performance is very positive.



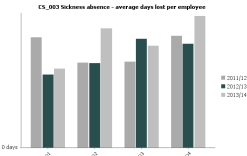

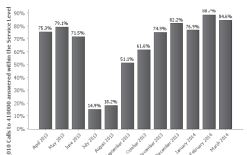
The Future Model Programme continues and a good deal of progress has been made in relation to the overhang of work from Phase 1. The Phase 2 programme is currently being reviewed in the light of a range of key technology issues and a new plan will be issued shortly.



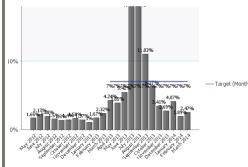

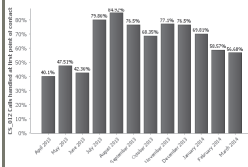
During the year approval was given to create a sustainable asset portfolio. This will involve the creation of a Corporate Landlord Team which will be in place by April 2015. The team will be resourced to deal with all matters on the management of the Council's assets. This will pull into one central team all the planned maintenance and compliance work currently carried out across the asset portfolio by the building managers. The team will, as now, continue dealing with all strategic asset management work such as land sales and lease reviews. Background work has also been undertaken on how best to deliver the Facilities Management function. By the end of 2014/15 financial year the Council will have a Corporate Landlord Team and the most efficient way to deal with facilities management.

Sustainable Performance PIs Q4 2013 / 14

Rows are sorted by Code




Traffic Light	
Red	2
Data Only	2





Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
	CS_003 Sickness absence - average days lost per employee	1.88 days	<p>Cumulative result for 2013/14 as of Q4 2013/14</p> 	5.8 days	<p>CS_003 sickness absence - average days lost per employee</p> 	13/14 figure of 6.15 days has increased on last year's figure by 0.88 days and we have gone over our target by 0.35 days. This increase could be due in part to HR's push this year to ensure that service managers are reporting all absences appropriately. Recent CIPD report demonstrates this is in line with the national picture (i.e. increase this year) with national average being 8.7 days in public sector. So we remain well below the national average however HR will continue to monitor absence levels and support managers in dealing with absence cases.	Julian Osgathorpe
	CS_010 Calls to 410000 answered within the Service Level Agreement	82.96%	<p>Cumulative result for 2013/14 as of March 2014</p> <p>59.79%</p>			Performance has improved through the year and the target was reached in Q4. The changes to the waste contract had a major impact during Q2 and due to the volume of calls received in that period it was not possible to reach the target for the whole year.	Henry Branson

Traffic Light Icon	Code & Short Name	Q4 2013/14	Year to date	Annual Target 2013/14	Comparison with previous year's quarter / previous year's value if annual PI.	Latest Note	Portfolio Owner
		Value					
	CS_011 Telephone call abandonment rate	2.89%	<p>Cumulative result for 2013/14 as of March 2014</p> 	7%		Q4 saw performance continue to improve with the target being significantly exceeded. Although it has not been possible to recover from the Q2 performance, performance across the other three quarters has been comfortably within target.	Henry Branson
	CS_012 Calls handled at first point of contact	62.16%	<p>Cumulative result for 2013/14 as of March 2014</p> <p>66.57%</p>			During Q4 we have seen an increase in calls for services that fall outside of those currently handled at first point of contact. However, this figure will improve as new scripts become available to the team throughout 2014. During the Northgate year end roll over we received many calls regarding HB/CT as Capita were unable to assist which we were unable to resolve.	Henry Branson

Devolved Budgets 2013/14

Ward	Projects supported	Gauge
Devonshire	<ul style="list-style-type: none"> • Matthew 25 Project • Parade Bowls Club • Whitley Road Green Space Improvements • Tree in Pevensey Road • Sports for All • Cotton Candy • Trees Elms Avenue • Leaf Hall Roof • Parade Bowls Club • Venton Centre • HOME 	<p>Cumulative result for 2013/14 as of March 2014</p>  <p>£9,770.40</p>
Hampden Park	<ul style="list-style-type: none"> • Summer Sports Event Old Town Recreation Ground • Epilepsy Group • Willingdon Trees Community Games • Sports for All • Lindfield School • Counselling Plus Community • Parkland Infant School • DoE • Brodrick Road Community Centre • St Peter's Church • MSK Martial Arts 	<p>Cumulative result for 2013/14 as of March 2014</p>  <p>£10,000.00</p>

Ward	Projects supported	Gauge
Langney	<ul style="list-style-type: none"> • Sports for All • Shinewater Park • Pensford Drive • Shinewater Park Picnic Benches • Schools Project Bronze Age • Toddler equipment Shinewater Park 	<p>Cumulative result for 2013/14 as of March 2014</p>  <p>£9,999.37</p>
Meads	<ul style="list-style-type: none"> • Vision for Eastbourne • Christmas Lights • Helen Gardens • Heritage Centre • Wish Tower • Beachy Head Chaplaincy • Chaseley Trust • YoYo • St John's Parish Hall 	<p>Cumulative result for 2013/14 as of March 2014</p>  <p>£10,000.00</p>
Old Town	<ul style="list-style-type: none"> • Summer Sports Event Old Town Recreation Ground • Picnic Bench Motcombe Gardens • St Michael and All Angels • Sports for All • Victoria Drive • Skate Hockey • Cobbold Avenue • Victoria Drive 2 • Wish Tower 	<p>Cumulative result for 2013/14 as of March 2014</p>  <p>£10,000.00</p>

Ward	Projects supported	Gauge
Ratton	<ul style="list-style-type: none"> • Trees within the Ward • Bulbs within the Ward • Trees Selemeston Road • Trees Rowan Avenue • Christmas Tree Willingdon Roundabout • Trees Chatfield Crescent • Regency Park Community Centre 	Cumulative result for 2013/14 as of March 2014  £10,000.00
St Antonys	<ul style="list-style-type: none"> • Scout Group Archery Youth Centre • Tree in Bowood Avenue • Tree in Bowood Avenue 2 • Langney Village Hall 	Cumulative result for 2013/14 as of March 2014  £4,358.00
Sovereign	<ul style="list-style-type: none"> • Haven Church of England and Methodist Primary School • Kingsmere Community Association • Short Mat Bowls • Kings Park Community Hall • Replant Tree Middleton Drive • Camera Club 	Cumulative result for 2013/14 as of March 2014  £5,832.79
Upperton	<ul style="list-style-type: none"> • Epilepsy Group • 1st Old Town Scouts • Bushy Wood • Eastbourne Allotment and Garden Society • Little Acorns • Eastbourne Street Pastors • College Green 	Cumulative result for 2013/14 as of March 2014  £9,199.90

GENERAL FUND REVENUE ACCOUNT 2013/14

	Original Budget	Revised Budget	Actual	Variance	Comments
	£'000	£'000	£'000	£'000	
Corporate Management	251	288	331	43	
Service Management	148	150	119	(31)	
Performance and Risk Management	46	123	123	-	
Civil Contingencies	26	26	20	(6)	
Finance Management and Operational Costs	510	609	600	(9)	
Corporate Finance Costs	440	308	271	(37)	
Payroll and Information	104	107	88	(19)	
Pensions	356	357	343	(14)	
Financial Services	1,630	1,680	1,564	(116)	
Service Management	223	238	220	(18)	
Civic Services (including Printing)	439	443	434	(9)	
Elections and Local Land Charges	53	18	62	44	Additional costs within Local Land Charges
Strategic Performance	93	95	97	2	
Legal Services	217	222	237	15	
Human Resources Management and Admin	97	98	95	(3)	
Employee Relations	64	64	65	1	
Member Development	52	53	47	(6)	
HR Resourcing and Development	146	94	102	8	
Corporate Development	1,384	1,325	1,359	34	
Service Management	73	86	88	2	
IT & E-Government	1,527	1,589	1,644	55	
Facilities Management	377	623	600	(23)	
Customer First	7,100	6,377	6,213	(164)	Savings on Cleansing Contract (£154k), additional open downlands grant (£61k), additional contract costs for Parks and Gardens £122k, salary savings (£32k), Parks and Grass Maintenance (£27k)
Estates / Asset Management	(605)	(601)	(494)	107	Includes Asset Management costs
Corporate Infrastructure and Customer First	8,472	8,074	8,051	(23)	
Total Corporate Services	11,737	11,367	11,305	(62)	
COMMUNITY SERVICES					
Service Management	(38)	(37)	(33)	4	
Housing Services Management	102	104	88	(16)	
Revenues and Benefits	(3)	(1)	(214)	(213)	Includes (£290k) from HB Subsidy - Bad Debt provision still to be finalised
Housing Needs	151	160	159	(1)	
Homelessness	-	296	276	(20)	
EH Private Sector Housing	232	236	251	15	

	Original Budget	Revised Budget	Actual	Variance	Comments
	£'000	£'000	£'000	£'000	
Bereavement	(905)	(939)	(1,070)	(131)	Cremation income and other related income/savings within Bereavement Services
Direct Assistance	(423)	(144)	(510)	(366)	
Community Development	110	134	155	21	Feed-in Tariff income
Community Involvement	70	72	69	(3)	
Community Grants	350	403	401	(2)	
Community Activity	530	609	625	16	
Housing / Homelessness Strategy	61	82	85	3	
Solarbourne	(276)	(294)	(334)	(40)	
Energy Efficiency	-	-	7	7	
Crime Reduction Partnership	-	31	31	-	
Strategic Partnership	(215)	(181)	(211)	(30)	
Total Community Services	(146)	247	(129)	(376)	
TOURISM AND LEISURE					
Service Management	98	99	98	(1)	Catering £194k, £71k Dotto, Bandstand £30k
Sport & Leisure	298	280	234	(46)	
Theatres	746	1,010	980	(30)	
Tourism	462	506	847	341	
Events & Devonshire Park	573	588	578	(10)	
Towner	655	686	680	(6)	
Total Tourism & Leisure Services	2,832	3,169	3,417	248	
TOTAL SERVICE EXPENDITURE	14,423	14,783	14,593	(190)	

Revenue Transfers to/(from) Reserves		
Reserve and Purpose	Transfer to (from) General Fund	Comments/ Approval
General Earmarked Reserve		
Risk Management Training Zurich	(5,000)	As per contract agreement to set aside for training and risk management activities
Sports Park - Astro Park	(10,000)	Annual contribution as per Budget strategy
Cems & Crem - Improvement Levy	(25,620)	Annual contribution as per Budget strategy
Solarbourne - Inverter Provision	(16,200)	Annual contribution as per Budget strategy & Solarbourne Business Plan
Hampden Park Sport Centre - Multi Court	(27,464)	New in 13/14 as control of funds transferred from ESCC to EBC. £21,467.72 was total transferred from ESCC plus EBC contribution for 13/14 of £5,996.47
Redbout Cannon Appeal	(443)	As per Budget Strategy
Taxi & Private Hire	12,040	Ring fenced account
Strategic Change Reserve		
Procurement strategy - managed service with IESE	75,000	Cabinet 05/09/12 KD9
Procurement Hub	12,000	Approved at Cabinet 11/12/13
Insurance Valuation for CIPFA final accounts compliance	10,000	Approved 05/02/14 Item 7
Additional resources - Waste Grant	(1,000,000)	Agreed as part of budget setting process 06/02/13
Capital Programme Reserve		
Towner Hearing Loop	1,894	Approved Cabinet 11/12/13
Pavilion Tea Rooms - R & M	23,488	Approved 05/02/14 Item 7
Congress Theatre - Emergency works	52,995	As per Budget Strategy
Devonshire Park Theatre - emergency works	1,880	As per Budget Strategy
Bandstand - ESCC fee for remedial works	11,622	As per Budget Strategy
Town Hall Roof	189,700	Cabinet 20/10/10 Item 19 (no figures provided).
Town Hall Roof - Retention	16,700	Cabinet 20/10/10 Item 19 (no figures provided).
Devonshire Park Complex	83,200	As per Budget Strategy
Emergency Health and Safety works:		
Devonshire Park Buildings H&S	3,949	As per Budget Strategy
Bandstand H&S	9,850	As per Budget Strategy
1 Grove Road H&S	2,450	As per Budget Strategy
Town Hall H&S	31,150	As per Budget Strategy
Seafront Office H&S	1,252	As per Budget Strategy
Royal Hippodrome - H&S	16,118	As per Budget Strategy
Towner - H&S	5,893.60	As per Budget Strategy
Congress - H&S	8,575	As per Budget Strategy
DP Theatre - H&S	4,450	As per Budget Strategy
Winter Garden - H&S	14,413	As per Budget Strategy
Regeneration Reserve		
Funding for Towner Night Club (£5480 in total agreed) bal not used in 12/13 - to be used June 13	1,850	Approved Cabinet 12/12/12
Eastbourne Town Team (fund available to end 13/14)	17,316	Cabinet 30th May 2012 KD item 13

Revenue Transfers to/(from) Reserves		
Reserve and Purpose	Transfer to (from) General Fund	Comments/ Approval
Street Market set up costs - bal not used in 12/13	(20)	Cabinet 8th Feb 2012 item 100.6 - Not used in 13/14. To be carried forward to 14/15.
Community Hub 50% Options Appraisal	10,125	As per Budget Strategy
Additional Resources - New Homes Bonus	(458,857)	Agreed as part of budget setting Feb 2013
Inward Investment/Partnership schemes (3 year scheme)	16,400	As per Budget Strategy
Investment in Local Company (WEL)	31,700	Approved at Council 20/11/13 Item 49.
Devonshire Park Review (not utilised in 12/13)	15,249	Cabinet 12th Dec 2012 Item 11
Difficult Properties contribution to reserves	(5,250)	Annual contribution as per budget strategy
Revenue Grants Reserve		
Grants received in 2012/13 relating to expenditure in 2013/14	188,619	Technical accounting adjustments
Grants received in 2013/14 relating to expenditure in 2014/15	(76,302)	
Total Movement in Transfer to and from Reserves	(755,277)	
GF Revenue Account		
Web Development	5,000	Cabinet 06/02/13
St Anthony's Devolved budget top up	4,848	Cabinet 11/12/13
St Anthony's Devolved top up to fund Whitley Road	3,531	Cabinet 11/12/13
County Elections Claim Surplus	(29,871)	Approved 05.02.14 Item 7
PCC Election Claim	(11,514)	As per Budget Strategy
Transfer of part of Weekly Collection Grant	(282,230)	Agreed as part of budget setting Feb 2013
MMI provision for future insurance liability	(7,563)	Cabinet report 12/12/12 item 7 adjustment for final account
Total Movement in Transfer to and from General Fund balance	(317,799)	

HOUSING REVENUE ACCOUNT 2013/14					Comments
	ORIGINAL BUDGET £' 000	REVISED BUDGET £' 000	ACTUAL £' 000	VARIANCE £' 000	
INCOME					
Gross Rents	(14,051)	(14,051)	(13,981)	70	
Charges for Services	(892)	(922)	(899)	23	
TOTAL INCOME	(14,943)	(14,973)	(14,880)	93	
EXPENDITURE					
Management Fee (Eastbourne Homes Limited)	6,804	6,814	6,815	1	
Supervision and Management	1,293	1,297	1,292	(5)	
Provision for Doubtful Debts	470	89	48	(41)	
Depreciation and Impairment of Fixed Assets	3,904	3,937	3,392	(545)	
Revenue Contribution to Capital Outlay	468	468	468	0	
Statutory Contribution to the General Fund - Rent Rebates	13	13	0	(13)	
TOTAL EXPENDITURE	12,952	12,618	12,015	(603)	
NET COST OF SERVICE	(1,991)	(2,355)	(2,865)	(510)	
Loan Charges - Interest	2,115	2,049	2,046	(3)	
Interest Receivable	(21)	(9)	(5)	4	
NET OPERATING (SURPLUS) DEFICIT	103	(315)	(824)	(509)	
Appropriations					
Transfer to Reserve	0	0	550	550	See comments above on Depreciation
HOUSING REVENUE ACCOUNT (SURPLUS) / DEFICIT	103	(315)	(274)	41	
HOUSING REVENUE ACCOUNT WORKING BALANCE					
In Hand at 1st April 2013	(2,017)	(2,179)	(2,179)		
Surplus for 2013/14	103	(315)	(274)		
In Hand at 31st March 2014	(1,914)	(2,494)	(2,453)		

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Scheme	Total Scheme Approved	Total spend to 31.3.13	Total spend to 31.3.14	Revised Budget 2013-14	Variance to revised budget	Variance to scheme where completed	Original Budget 2014-15	Revised to budget 2014-15	2015-16	2016-17	Comments
HOUSING REVENUE ACCOUNT											
Managed by Eastbourne Homes	Ongoing	6,886,116	6,282,144	6,402,300	-120,156	0	5,457,000	5,577,150	4,258,000	4,195,000	Mainly on target. Sheltered remodelling started on site later than planned resulting in a variance of 1.88%
Other Schemes											
LA New Build 2013-15	8,000		0	0	0		8,000	8,000			2014-15 Budget
LANB Coventry Court	3,213,235		41,718	0	41,718		3,213,235	3,171,517			
LANB Belmore & Longstone Road	1,117,647		20,010	0	20,010		1,117,647	1,097,637			Preparatory works started ahead of schedule
LANB Tenderden Close	419,118		10,307	0	10,307		419,118	408,811			
Supporting Housing & Economic Progress Initiative (SHEP)	411,199		0	328,200	-328,200		82,999	411,199			
SHEP 1-5 Seaside	421,120		213,704	205,000	8,704		216,120	207,416			
SHEP 51-53 Seaside	396,679		251,815	246,800	5,015		149,879	144,864			
SHEP 67-69 Seaside Road	546,783		189,033	180,000	9,033		366,783	357,750			Delays with completion of properties has resulted in a lower spend than planned. On target to complete in 2014-15
SHEP 19a Dallington Road	83,316		71,170	70,000	1,170		13,316	12,146			
SHEP 67 Langney Road	146,014		141,971	140,000	1,971		6,014	4,043			
SHEP 1 Glynde Avenue	623,889		7,815		7,815		623,889	616,074			
46 Upperton Gardens	240,000		0	40,000	-40,000		200,000	240,000			Works currently out to tender for completion in 2014-15
Homelessness Change Programme (Willowfield Sq)	275,000		171,971	200,000	-28,029		75,000	103,050			Property purchased. Works to be completed 2014-15
Total HRA		6,886,116	7,401,657	7,812,300	-410,643	0	11,949,000	12,359,657	4,258,000	4,195,000	
COMMUNITY SERVICES											
Cremator Replacement	1,935,100	1,904,179	72,416	36,650	35,766	41,496	0	0			Completed
Memorial Safety Cems	40,000	6,080	0	0	0		34,000	34,000			2014-15 Budget
Digitalise Burial Records	10,000	0	0	0	0		10,000	10,000			2014-15 Budget
Crematorium - Main Chapel	21,000	0	0	0	0		21,000	21,000			2014-15 Budget
Disabled Facilities Grants	Ongoing	1,804,800	518,667	388,800	129,867		807,650	677,800	663,000	tbc	After a slow start delivery is now exceeding expectations
BEST Grant (housing initiatives)	Ongoing	1,606,828	121,673	106,100	15,573		213,000	197,450	178,000		Delivery slightly exceeding expectations
Social Housing Enabling		0	0	0	0		0	0			
3-17 Jevington Gardens - GF	435,000	0	435,000	435,000	0	0	0	0			Completed
Housing Regeneration - Block Allocation	17,731,000	0	0	0	0		4,731,000	4,731,000	7,000,000	6,000,000	2014-15 Budget
Willingdon Trees Multi Gym	20,000	0	0	0	0		20,000	20,000			2014-15 Budget
Solar Panels	3,400,000	3,228,031	102,256	172,000	-69,744		0	0			Almost complete
Ocklynge Cemetery Chapel	150,000	0	0	0	0		150,000	150,000			2014-15 Budget
Barbican Memorial Scheme	5,000	0	0	0	0		5,000	5,000			2014-15 Budget
Main Chapel Refurb - Phase 2	26,000	0	0	0	0		26,000	26,000			2014-15 Budget
Total Community Services		8,549,918	1,250,013	1,138,550	111,463	41,496	6,017,650	5,872,250	7,841,000	6,000,000	
CUSTOMER FIRST											
Contaminated Land	185,000	82,966	0	5,000	-5,000		97,000	102,000			2014-15 Budget
Coast Defences Beach Management Strategy	Ongoing	4,225,271	254,318	495,150	-240,832		300,000	540,850	300,000	300,000	Adverse weather delayed scheme. Most works completed April 14
Cycling Strategy	45,000	0	0	0	0		40,600	40,600			2014-15 Budget
Park and Ride	50,000	0	0	0	0		50,000	50,000			2014-15 Budget
Princes Park (schemes to be decided)	210,000	10,000	0	0	0		183,000	183,000			2014-15 Budget
Play Area Sovereign Harbour	27,000	0	0	0	0		27,000	27,000			2014-15 Budget
Allotment Upgrade	114,000	99,908	0	14,100	-14,100		0	14,100			Almost completed
Hampden Park Skate Park	150,000	1,015	4,671	0	4,671		150,000	145,350			2014-15 Budget

Scheme	Total Scheme Approved	Total spend to 31.3.13	Total spend to 31.3.14	Revised Budget 2013-14	Variance to revised budget	Variance to scheme where completed	Original Budget 2014-15	Revised to budget 2014-15	2015-16	2016-17	Comments
Planning Software	50,000	42,070	0	7,950	-7,950	-7,930	0	0			Completed
Five Acre Field - Improvements	55,000	2,510	40,973	52,500	-11,527		0	11,550			Almost complete; adverse weather delayed scheme
Upperton - Play Equipment	60,000	0	39,482	60,000	-20,518		0	20,500			Almost complete; adverse weather delayed scheme
RoSPA Play Equipment	15,000	0	15,086	15,000	86	86	0	0			Completed
Churchdale Road Allotments	38,000	0	12,774	0	12,774		38,000	25,250			2014-15 Budget
Play Equipment - Bodium Cres	80,000	0	0	80,000	-80,000		0	80,000			Adverse weather delayed scheme; completion due April 14
Software - Grounds Maintenance	24,000	0	10,146	24,000	-13,855	-13,855	0	0			Completed under budget
Sovereign Harbour - Legal Advice	20,000	0	0	0	0		20,000	20,000			2014-15 Budget
Terminus Road Improvements	500,000	0	0	0	0		500,000	500,000			2014-15 Budget
Christmas Lights	25,000	0	0	0	0		25,000	25,000			2014-15 Budget
CIL - Software	14,000	0	0	0	0		14,000	14,000			2014-15 Budget
Five Acre Field - Railings	20,000	0	0	0	0		20,000	20,000			2014-15 Budget
Beachy Head Visitor Centre WC	40,000	0	0	0	0		40,000	40,000			2014-15 Budget
Sov Harbour Community Centre	1,600,000	0	0	0	0		0	0	1,600,000		2014-15 Budget
Highfield Allotments	25,000	0	0	0	0		25,000	25,000			2014-15 Budget
Hyde Gardens WC	40,000	0	0	0	0		40,000	40,000			2014-15 Budget
Cross Levels Way BMX Track	46,000	0	0	0	0		0	0	46,000		2015-16 Budget
Site 6 Sovereign Harbour	850,000	0	850,000	850,000	0	0	0	0			Completed
Waste Bins	443,050	0	443,046	443,050	-4	-4	0	0			Completed
Total Customer First		4,463,740	1,670,497	2,046,750	-376,253	-21,703	1,569,600	1,924,200	1,946,000	300,000	
TOURISM & LEISURE											
Redoubt Fortress Gates	20,000	14,568	4,500	5,400	-900	-932	0	0			Completed
Redoubt Fortress Gates (2013)	22,300	0	20,708	22,300	-1,592	-1,592	0	0			Completed
Volleyball Court	25,000	0	0	0	0		25,000	25,000			2014-15 Budget
Old Town Rec - team play facility	85,000	83,940	1,988	0	1,988	928	0	0			Completed
Signage	40,000	23,917	0	0	0		16,100	16,100			2014-15 Budget
Bandstand Resurface Walkways	100,000	92,928	0	0	0	-7,072	0	0			Completed
Sports Park Flood Lights	30,000	0	0	0	0		30,000	30,000			2014-15 Budget
ILTC Seat replacement	5,000	0	4,902	5,000	-98	-98	0	0			Completed
Re-surface Tennis Courts	170,000	0	0	0	0		170,000	170,000			2014-15 Budget
Towner - Works of Art		185,879	45,575	45,575	0		0	0			Works acquired in year from gifts, grant ad Collection Development Fund
Wish Tower - Catering Outlet	40,000	36,000	0	4,000	-4,000		0	4,000			Budget retained for generator
Bandstand Seating	15,000	0	0	0	0		15,000	15,000			2014-15 Budget
Serco Contract		Ongoing	10,000	10,000	0		0	0			In accordance with contract agreement
ILTC - Air Conditioning	60,000	0	0	0	0		60,000	60,000			2014-15 Budget
ILTC - Public Address System	20,000	0	0	0	0		20,000	20,000			2014-15 Budget
ILTC - Electrical System	10,000	0	0	0	0		10,000	10,000			2014-15 Budget
ILTC - Fire Alarm	10,000	0	0	0	0		10,000	10,000			2014-15 Budget
ILTC - Replacement Seating	100,000	0	0	0	0		100,000	100,000			2014-15 Budget
ILTC - Replacement Showers	25,000	0	0	0	0		25,000	25,000			2014-15 Budget
Total Tourism & Leisure		437,232	87,673	92,275	-4,602	-8,767	481,100	485,100	0	0	
CORPORATE SERVICES											
Carbon Reduction Works	467,500	0	0	0	0		467,500	467,500			2014-15 Budget
Agile phase 2	555,000	402,705	45,285	153,000	-107,715		0	107,700			Virtually complete. Re-profile remaining budget to 2014-15
6 Saffrons Road Renovations	117,000	82,142	24,979	34,850	-9,871	-9,879	0	9,850			Completed
Town Hall Roof	511,000	154,566	356,508	356,450	58	74	0	0			Completed
Invest to Save	80,000	0	0	80,000	-80,000		80,000	80,000	80,000	80,000	2014-15 Budget

Scheme	Total Scheme Approved	Total spend to 31.3.13	Total spend to 31.3.14	Revised Budget 2013-14	Variance to revised budget	Variance to scheme where completed	Original Budget 2014-15	Revised to budget 2014-15	2015-16	2016-17	Comments
Redesign of CCC at 1 Grove Road	300,000	35,877	0	16,100	-16,100		248,000	264,100			2014-15 Budget
IT Replacement - Icon	42,500	33,288	0	9,200	-9,200	-9,212	0	9,200			Completed
Future Model Phase 1	1,250,000	891,411	409,520	358,600	50,920		0	0			Virtually complete. Some outstanding spend due.
Future Model Phase 2	2,990,000	0	1,181,493	1,000,000	181,493		1,000,000	818,500	990,000		2014-15 Budget
Capital Contingencies	Ongoing	3,023,971	151,832	0	151,832		0	0			Subject to Legal process
Investment Capital	7,150,000	0	1,150,000	1,150,000	0		3,000,000	3,000,000	3,000,000		On target
IT - Block Allocation	Ongoing	0	110,493	268,000	-157,507		150,000	307,500			Technical problems caused delays. Re-profile remaining spend to 2014-15
Local Authority Mortgage Scheme	1,000,000	0	1,000,000	1,000,000	0	0	0	0			Completed
Total Corporate Services		4,623,960	4,430,110	4,426,200	3,910	-19,017	4,945,500	5,064,350	4,070,000	80,000	
Asset Management											
Devonshire Park Review	700,000		83,202	43,000	40,202		657,000	616,800			Project Manager & Legal consultants employed. Further commission due in 2014-15
Congress Theatre redesign & restoration	850,000	0	41,748	15,000	26,748		835,000	808,250			Specialist surveys have been completed to inform the detailed works specification
Wish Tower Groundworks and site Preparation (from block allocation)	140,000	0	140,000	140,000	0	0	0	0			Completed
Wish Tower Catering Temporary Provision (Invest to Save)	160,000	0	178,460	160,000	18,460	18,460	0	0			Completed
Bandstand Restoration	245,000	0	234,650	245,000	-10,350		0	10,350			Almost complete. Handover due 28.4.14
8 Saffrons Rd - Boiler replacement	4,000	0	3,550	4,000	-450	-450	0	0			Completed
Town Hall Boilers	85,000	0	114,443	85,000	29,443	29,443	0	0			Completed
Asset Management - Block Allocation	2,243,000	0	0	25,000	-25,000		492,300	488,300	581,000	500,000	2014-15 Budget
Total Asset Management		0	796,053	717,000	79,053	47,453	1,984,300	1,923,700	581,000	500,000	
											% Variance
General Fund		18,074,851	8,234,346	8,420,775	-186,429	39,462	14,998,150	15,269,600	14,438,000	6,880,000	-2.21%
HRA		6,886,116	7,401,657	7,812,300	-410,643	0	11,949,000	12,359,657	4,258,000	4,195,000	-5.26%
Total		24,960,967	15,636,003	16,233,075	-597,072	39,462	26,947,150	27,629,257	18,696,000	11,075,000	-3.68%

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