

**TENDRING DISTRICT COUNCIL MONITORING REPORT FOR THE KEY PRIORITY ACTIONS FOR 2021/22**  
(Please refer to the Key Priority Actions Report for Full Details of the actions, budget and intended outcomes)

**REPORT FOR THE PERIOD JULY TO SEPTEMBER 2021 (Q2)**

<b>OVERALL KEY PRIORITY ACTION RAG STATUS</b>	<b>The Quarterly Milestones RAG Status uses the following:</b>
Green – There is a LOW risk the Key Priority Action will not be delivered Amber – There is a MEDIUM risk the Key Priority Action will not be delivered. Red - There is a HIGH risk the Key Priority Action will not be delivered	Green – Ahead, on or within 2 weeks of the stated date. Amber – Over 2 weeks but up to 4 weeks after the stated date. Red - Over 4 weeks after the stated date (including if not achieved)

*Note: Where Milestone dates preceded the start of the financial year they have been included in Q1 for reporting purposes.  
Likewise, milestones after the end of the financial year have been added into Q4.*

*Where circumstances now require realignment of milestones these are shown highlighted yellow in both the Milestones and the Commentary columns. Where the original milestone is to be deleted it is shown as 'struck through' and where it is inserted in its new realigned position it includes the word REALIGNED.*

Relevant Corporate Plan Priority Theme	Relevant Corporate Plan Priority	Key Actions to support the Corporate Plan Priority in 2021/22	Overall key Actions RAG Status	Quarter	Milestones	Quarterly Milestones RAG Status	Commentary
Delivering high quality services	A7 - Carbon Neutral by 2030	To deliver key actions identified in the Climate Change Action Plan	GREEN	Q1	(i) - 31 December 2020 – Energy Audits commissioned and commenced - 28 February 2021 - First Energy Audit reports submitted - <del>30 April 2021 – SALIX Funding bids prepared</del> (ii) <del>30 April 2021 – Options scoped out on solar Photo-voltaic options for council housing and other council buildings</del>	Amber	(i) Energy audits were commenced in January and the first reports have been submitted covering the Council's larger and more energy intensive buildings. SALIX or equivalent funding bids have not been prepared as yet. Officers are now working on a timescale to 31 October 2021 for these bids to be prepared.  (ii) An option to install photo-voltaic panels and battery storage on council owned housing by way of a lease-back arrangement is currently being explored. Options for other council buildings will follow on from the energy audit recommendations. Officers are now working on a timescale to 31 December 2021 for these options to be scoped.
				Q2	[No specific milestones fall in this quarter]	Green	With the next key renewal date for energy approaching, Officers are currently working with the relevant procurement agency to identify the available options for consideration in respect of the intention to secure a 100% renewable energy contract.
				Q3	(iii) 31 October 2021- 100% renewable energy purchased at next contract renewal (iv) 31 December 2021 - Options appraisal completed in respect of developing a council owned solar farm in the district (v) 31 October 2021 -Updated procurement guidance and contractual terms completed (vi) 31 October 2021 - Recording and performance monitoring framework in place <b>REALIGNED – 31 October 2021 - SALIX Funding bids prepared</b>	N/A	

				(vii) 31 December 2021 - Carbon literacy training delivered to staff and Cllrs (viii) 31 December 2021 - New home working and travel guidance in place <b>REALIGNED – 31 December 2021 - Options scoped out on solar Photo-voltaic options for council housing and other council buildings</b>		
				Q4 (ix) 31 March 2022 – Collaborative Action plan / alliance formed with others towards net zero ambition for Tendring	N/A	
<b>Delivering high quality services</b>	<b>A6 - Effective Regulation and Enforcement</b>	<b>Introduce new Fixed Penalty Notice arrangements, “summertime” partnership plan and introduce a mobile CCTV capacity</b>	<b>GREEN</b>	Q1 (i) 30 April 2021 - Fixed Penalty Notices and associated policy available to all accredited officers. (ii) 30 April 2021 - Develop a tactical "summertime" partnership plan and disseminate to internal and external stakeholders (iii) 30 June 2021 - Briefing note to Corporate Enforcement Group evaluating activities/Outcomes and lessons learned over the Easter and May Bank holidays (iv) 30 April 2021 - Briefing note to Corporate Enforcement Group to secure agreement for the funding of equipment and setting out proposed deployment guidelines	Green	(i) Fixed Penalty Notices (FPN) policy adopted, agreed and available to all Officers. Further work to be completed regarding the FPN back office processes. (ii) Summertime plan agreed and operational across the Council and partners. (iii) The Corporate Enforcement Group has evaluated the lessons learnt over Easter and the May bank Holidays. (iv) A briefing note was submitted to the Corporate Enforcement Group regarding equipment and associated costs.
				Q2 (v) 31 July 2021 - Community Safety Accreditation Scheme (CSAS) training delivered to additional officers to increase internal capacity and refresher training provided to existing CSAS accredited staff. (vi) 30 September 2021 – Mobile CCTV Equipment procured and deployable in accordance with adopted deployment guidelines	Green	(v) Fixed Penalty Notice (FPN) Training given to 15 Operational Staff on 25 August 2021, in discussion about officers undertaking CSAS Accreditation as some of those who completed the CSAS training in 2019 have now left the Council or are undertaking different roles. There is a continuing need to check the CSAS status of the Council’s Enforcement Officers and provide new training for those in an enforcement role where necessary. Final printing of the FPN pads is awaited. The back office function is ready to go. (vi) A briefing note was submitted to the Corporate Enforcement Group regarding equipment and associated costs.
				Q3 (vii) 31 October 2021 - Briefing note to Corporate Enforcement Group evaluating the effectiveness of the activity and reviewing options linked to streamlining the process and consideration of a more automated solution, if achievable. (viii) 31 October 2021 - Briefing note to Corporate Enforcement Group evaluating activities and Outcomes during the peak summer period (ix) 31 December 2021 - Briefing note to Corporate Enforcement group evaluating incidences of crime in deployment locations and local satisfaction rates	N/A	
				Q4	N/A	

Building Sustainable Communities	B6 - Effective planning policies	Implementation of Local Plan Part 1 following Inspector's approval and move to formal examination of Part 2	GREEN	Q1	(i) 26 January 2021 - Adoption, by Full Council, of Section 1 of the Local Plan for North Essex following the Planning Inspector's final report and recommended modifications. (ii) 4 March 2021 – Complete examination hearings for Section 2 of the Local Plan (for Tendring) (provisional).	Green	Examination hearings were completed in March 2021 and the Inspector has issued their recommended modifications to the Section 2 Local Plan.
				Q2	<b>30 September 2021 - Receipt of Inspector's Section 2 report and consultation on modifications.</b>	Amber	<b>Representations on modifications have not raised any significant issues and the Inspector has advised that report is likely to be mid-October 2021, allowing for internal processes at the Planning Inspectorate.</b>
				Q3		N/A	
				Q4	31 March 2022 – Adoption of Section 2 Local Plan.	N/A	
Building Sustainable Communities	B5 - Building and managing our own homes	Delivering 10 more Council homes	GREEN	Q1	(i) As and when opportunities arise - Continue with a programme of property acquisitions where suitable existing (such as ex RTB stock) or new build (ii) 30 June 2021 - Identify and approve funding arrangements to facilitate construction and acquisition	Green	(i) Ongoing programme of purchases including an ex RTB house on Cloes Lane recently purchased and approval to purchase two bungalows on St John's Road in Clacton. A further property purchase will be brought to Cabinet in September. In principle Cabinet approval for three homes via SME builder project. Jaywick Sands properties completed – five rented homes now occupied. (ii) Ongoing discussions with a local developer about purchasing homes on the back of a s106 agreement for a site in Thorpe le Soken and a larger site in Clacton with potential for 10 homes per year.
				Q2	<b>[No specific milestones fall in this quarter]</b>	Green	<b>By way of an update on this Key Action and in seeking to achieve the milestones later in the year</b> <ul style="list-style-type: none"> <li>• <b>Two batches of potential sites are ready for detailed consideration for development/intensification.</b></li> <li>• <b>Subject to consideration as above, initial proposals for the housing that could be developed will be produced for the sites selected.</b></li> <li>• <b>Staffing structure proposals for the carrying out of housing and other construction projects will be brought forward as part of wider service group restructure in Spring 2022</b></li> </ul>

				Q3	(iii) 31 October 2021 - Complete a review of the Housing Revenue Account estate and identified surplus property to identify any potential development or intensification sites. (iv) 31 December 2021 - In respect of sites identified as suitable for development, draw up plans for the housing that could be developed on them ready for financial consideration and planning approval.	N/A	
				Q4	(v) Establish a revised team structure for the carrying out of housing and other construction projects	N/A	
<b>Building Sustainable Communities</b>	<b>B3 - Vibrant Town Centres</b>	<b>Deliver the Starlings Project</b>	<b>GREEN</b>	Q1	(i) 4 November 2020 – Appointment of Lead Design Team	Green	The Starlings Project Design Team were procured on time and good progress is being made with the project. The design stage and consultation has been complete and a planning application has been submitted in preparation for committee. The project remains on track.
				Q2	<b>(ii) 9 September 2021 – Commence Construction</b>	Red	<b>The concept design stage and consultation was completed in March and a Planning Application has now been submitted for determination.</b>  <b>Consultants are now preparing the tender pack through which a lead contractor will be procured to affect the build.</b>  <b>Consultants have recently advised of a delay in the programme, which will see completion at the end of March 2022.</b>
				Q3	<del>(iii) 21 December 2021 – Remedials and Completion</del>	N/A	
				Q4	<b>REALIGNED – 31 March 2022 – Remedials and Completion</b>	N/A	
<b>Strong finances and governance</b>	<b>C1 - Balanced annual budget</b>	<b>Deliver the savings required in this year</b>	<b>GREEN</b>	Q1	(i) 31 March 2021 - To agree the framework with MT and Cabinet against which savings opportunities can be identified and explored (ii) 31 April 2021 – Directors / Assistant Directors to have actively commenced the process of exploring savings ideas and opportunities within the framework agreed.	Amber	In consultation with Senior Managers and members, it is proposed to adopt a revised approach to the delivery of the necessary savings set out in the long term forecast. Rather than take an annual review to inform the budget for 2022/23, it is proposed to embark on a more comprehensive zero based approach to budgeting, a process that will span more than one financial year. This approach will commence during the Autumn of 2021 with the first phase focusing on the identification of savings that can be included within the draft budget proposals for 2022/23 that will be presented to Cabinet in December 2021. The process will then continue on an on-going basis going into 2022/23, with updates presented quarterly as part of the regular financial performance reports.

				Q2	<b>(iii) 31 July 2021 – MT/ PFH's – Initial review of the proposed savings generated to date and the key Milestones to enable them to be implemented.</b>	Amber	
				Q3	(iv) 31 October 2021 – The savings ideas and opportunities identified for implementation in 2022/23 be agreed by MT/ PFH's for inclusion in the budget.	N/A	
				Q4		N/A	
<b>A growing and inclusive economy</b>	<b>D1 - Develop and attract new businesses</b>	<b>Deliver the Jaywick Sands Covered Market and Commercial Space</b>	<b>GREEN</b>	Q1	(i) <u>30 April 2021</u> - Planning Application submitted	Amber	The Planning Application was originally due to be submitted by the end of 'quarter 1' (June) of the 2021/22 financial year. Due to the challenges presented, a successful request was made to SELEP as the funding award body, to extend the deadline until the end of July 2021. Planning permission was considered at committee on 6 July 2022. The overall project is still scheduled to commence and finish on time. Planning permission was granted at the committee meeting.
				Q2	(ii) 24 September 2021 – Contractor procured (iii) 27 September 2021 – Construction commences	Amber	<b>Following on from the quarter 1 update, the planning application was approved by committee and granted in full.</b>  <b>Consultants are currently preparing the tender pack through which to procure a lead building contractor. The procurement is scheduled to commence at the end of September/beginning of October 2021. The overall project is now programmed to complete in June 2022.</b>
				Q3		N/A	
				Q4	(iv) 25 April 2022 – Handover to the Council	N/A	
<b>A growing and inclusive economy</b>	<b>D2 - Support existing businesses</b>	<b>To deliver the key actions identified as part of the Back to Business Agenda</b>	<b>GREEN</b>	Q1	(i) 29 January 2021 - Adoption of Delivery Plan (ii) 30 March 2021 – Money distributed to mental health services to enable more young people to access professional support	Amber	(i) The Back to Business Delivery Plan was adopted by Cabinet on 19 February 2021. (ii) A piece of work has been initiated to understand the gaps in mental health support for young people across the District. Once gaps are identified, a report with recommendations will be submitted to Management Team for consideration. Officers are now working on a timescale to 30 November 2021 for this milestone to be completed. In Q1 the focus has been on the opening of the Primary Wellbeing Hubs, which are all about supporting young people

							through mental health issues.
				Q2	<b>(iii) 31 August 2021 – Complete refurbishment of Clacton Skate Park</b>	Red	The Skate park project has been put back to minimise disturbance to users of Clacton Leisure Centre, given the investment in Clacton County High School, the Wet Side refurbishment and the 3G Pitch all taking place in addition to the planned Skate Park refurbishment at the Facility. A full specification has been written in consultation with Skate Parker users. It has been agreed to use the Braintree District Council Playground, Gym & Urban Play Framework Agreement. <b>It is anticipated that bids will be evaluated by the close of January 2022, with contractors appointed at the end of February 2022. Construction is anticipated to commence in April 2022.</b>
				Q3	<b>REALIGNED - 30 November 2021 – Money distributed to mental health services to enable more young people to access professional support</b>	N/A	
				Q4	<b>NEW – 31 January 2021 - Bids for construction of the Skate Park evaluated.</b> <b>REALIGNED – 31 May 2021 - Complete refurbishment of Clacton Skate Park</b>	N/A	
<b>A growing and inclusive economy</b>	<b>D1 - Develop and attract new businesses</b>	<b>To pursue the delivery of Freeport East</b>	<b>GREEN</b>	Q1	(i) 30 June 2021 - Work with partners to develop and submit proposals for Governance Arrangements for Freeport East. To be submitted for consideration and subsequent by MHCLG.	Green	The Governance arrangements were submitted to Government within the allotted timescales. A decision is still awaited on the outcome.
				Q2	(i) <b>30 September 2021 - Work with partners to submit an Outline Business Case (OBC) to Government approval, as a key milestone of Freeport approval status.</b>	Green	<b>The Freeport East Board have completed the OBC, which was submitted on 10 September 2021. The Council has been involved in the submission, which includes a Business Rates Retention Policy. A letter of support has been provided by the Council for the policy and the next stage of the project will be completion of the Full Business Case.</b>
				Q3	(i) 30 November 2021 - Work with partners to submit a Full Business Case (FBC) to Government approval, as a key milestone of Freeport approval status.	N/A	
				Q4	(ii) 31 March 2022 - Work with partners to achieve official Freeport Status	N/A	

A growing and inclusive economy	D4 - Promote Tendring's tourism, cultural and heritage offers	To deliver the key actions identified as part of the Back to Business Agenda	GREEN	Q1	(i) 28 February 2021 – Employ two designated members of staff to oversee this project (ii) 1 April 2021 – Install a new heritage trail from Jaywick Sands to Holland Haven (iii) 31 May 2021 – Organise a launch event for Clacton 150 (subject to national guidelines at that time)	Amber	<p>The two members of staff commenced their roles within the project team in March. Due to a delay in receiving the National Lottery Heritage funding, this was approximately one month later than the original milestone.</p> <p>The trail design work was significant and took longer than planned but was installed during the week commencing 12 July 2021. There is no material change to the project, and the National Lottery Heritage Officers are pleased with the progress and plan to visit in September to complete the trail.</p> <p>Due to Covid guidelines, it was not possible to hold the launch event in May as planned initially; however, it was launched on 16 July 2021. The Clacton 150 Flypast event took place on 26 and 27 August.</p>
				Q2	(i) Organisation of Clacton 150 Anniversary Flights	Green	<p><b>The Clacton 150 Heritage Trail was installed in July and has been well received. Augmented reality features are included within the trail, which enhances the engagement.</b></p> <p><b>The Clacton 150 Anniversary Flights were organised in August and were considered a significant success. It was estimated that around 150,000 visitors watched displays by the Red Arrows and Battle of Britain Memorial Flight. A fly past by to US F15 Jets was also included at late notice, at no additional cost to the Council.</b></p>
				Q3		N/A	
				Q4		N/A	
A growing and inclusive economy	D4 - Promote Tendring's tourism, cultural and heritage offers	To deliver the range of activities to celebrate the Mayflower 400 in conjunction with partners	GREEN	Q1	(i) 30 April 2021– Open the house of Christopher Jones and the Mayflower Visitor Centre (subject to national guidelines at that time) (ii) 30 April 2021 - Complete the Harwich Mayflower Heritage Trail (iii) 31 May 2021 – Organise the Harwich Illuminate Festival (subject to national guidelines at that time)	Amber	<p>Due to Covid-19 national guidelines, it has not been possible to open the Mayflower attractions as originally scheduled – due to social distancing requirements. Preparations are now taking place for the Harwich Society, to open the attractions in the coming weeks, following the change in guidance. The Harwich Mayflower Heritage Trail is installed and open for use and was delivered on time.</p> <p>The Illuminate Festival was unable to take place due to the restrictions in place on mass participation events.</p>

				Q2	(iv) 30 Sept 2021 – Together with partners and the travel trade, organise a structured series of tours for visitors.	Amber	Due to the cancellation of international travel tours in the aftermath of the Covid-19 pandemic, it has not been possible to host the structured tours which were planned. All international travel operators have indicated that tours will be re-arranged for 2022.
				Q3		N/A	
				Q4		N/A	
Community Leadership	E5 - Sport England and Active Essex- for physical activity and wellbeing	Sport England Local Delivery Pilots and the delivery of a number of key schemes to improve physical activity within the District	GREEN	Q1	(i) 30 June 2021 – Deliver the first 120 bikes roll out to the community as part of the Essex Pedal Power project in Jaywick and West Clacton which includes SELEP funding of £600K for bikes. (There is also a wider infrastructure project with £1.7M SELEP funding). (ii) 30 June 2021 – work with Heritage Lottery Fund Clacton 150 project around a pump track feasibility study for a site in Jaywick and gamification project to get people active	Green	(i) First bike giveaway took place on 12th June in Clacton. Ongoing programme of bikes issued thereafter. (ii) Pump track feasibility presented to Management Team and extended to look at sites away from Jaywick Sands. Funding has been approved by the ELDP for £29 614 delivery of a gamification project in Harwich and Dovercourt to increase levels of physical activity. A procurement exercise has been undertaken with Beat the Streets being the preferred bidder to help make people more active using tangible assets in the community and which is not dependent on the use of mobile phones.
				Q2	<del>(iii) 30 September 2021 – deliver an older persons outdoor gym in Holland/Clacton area to support in maintaining mobility for older people</del>	Red	To take this project forward requires a legal agreement with Essex County Council to enable Sport England to access capital funding for the project from the Local Delivery Pilot. That legal agreement is awaited. A reassessment of this project indicated that on the ground delivery of the scheme is now anticipated in early Summer 2022 -subject to legal agreements referred to.
				Q3		N/A	
				Q4	REALIGNED – 30 June 2022 - deliver an older persons outdoor gym in Holland/Clacton area to support in maintaining mobility for older people	N/A	