

COUNCILLORS' INFORMATION BULLETIN

Tuesday, 24 November 2020

Bulletin No: IB/1055

INFORMATION ITEM	Pages
<p>1 Delegated Planning Decisions</p> <p>Delegated planning decisions for the week beginning 16 November 2020 are attached. Contact for enquiries: Jean McPherson, Group Manager: Development Management on jean.mcperson@crawley.gov.uk.</p>	3 - 6
<p>2 Temporary Traffic Regulation Order: Ifield Avenue, West Green</p> <p>A Temporary Traffic Regulation Order for Ifield Avenue, West Green is attached.</p>	7 - 8
<p>3 Warmer Homes Briefing</p> <p>A Warmer Homes Briefing on the Green Homes Grant – Local Authority Delivery (LAD) Programme is attached.</p>	9 - 10
<p>4 Energy Efficient Support and Grants for Crawley Residents: Winter 2020</p> <p>Information on energy efficient support and grants for Crawley residents is attached.</p>	11 - 12
<p>5 Corporate Risk Register & Town Hall Risk Register</p> <p>Please find attached an updated copy of the Corporate Risk Register and the Town Hall Risk Register.</p>	13 - 32
<p>6 Press Releases</p> <p>Press releases are available at www.crawley.gov.uk/news</p>	



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CRAWLEY BOROUGH COUNCIL

DELEGATED PLANNING DECISIONS

The following decisions were issued, subject to conditions, under delegated powers for the period 16/11/2020 and 20/11/2020

Application Number	Location	Proposal	Date of Decision	Decision
CR/2016/0662/NM4	CAR PARK, 11-13 THE BOULEVARD, NORTHGATE, CRAWLEY	Non material amendment of approved planning application CR/2016/0662/FUL for revision to car park layout due to altered location of substation, provision of gas kiosk and variation of brick banding detailing	16 November 2020	PERMIT
CR/2019/0778/FUL	11 & 13 STEPHENSON WAY, THREE BRIDGES, CRAWLEY	Change of use from take away (A5) to mixed use office, storage, training and counselling to include erection two storey rear extension, refurbishment, external alterations and internal layout changes	18 November 2020	PERMIT
CR/2020/0071/TPO	8 SHEPPEY CLOSE, BROADFIELD, CRAWLEY	Oak T1 - fell Oak T2 - fell	18 November 2020	CONSENT
CR/2020/0230/TPO	STERLING PARK INDUSTRIAL ESTATE, GATWICK ROAD, NORTHGATE, CRAWLEY	T3 - Apple, fell T5,15,16 - Birch, fell T21 - Oak, fell T23 - Goat Willow, fell T25,26 and 27 - Oak, fell T28 - Birch, fell T29,31,32,33,35 - Oak, fell T34 and 37 - Ash, fell T38 - Oak, fell. (amended description)	20 November 2020	SPLIT DECISION

Application Number	Location	Proposal	Date of Decision	Decision
CR/2020/0369/TPO	NORTHSIDE, BALCOMBE ROAD, POUND HILL, CRAWLEY (TO THE REAR OF 31 DAFFODIL CRESCENT)	T1 Oak - fell	16 November 2020	REFUSE
CR/2020/0456/192	2 KILNMEAD, NORTHGATE, CRAWLEY	Certificate of lawfulness for loft conversion to habitable space with rear dormer and two front rooflights	16 November 2020	PERMIT
CR/2020/0492/TPO	8 SHAFTESBURY ROAD, MAIDENBOWER, CRAWLEY	T1 and T2 - English Oaks - reduce height and crown radius by up to 2m to balance crown and crown lift to give 5m clearance over ground by removing selected sub-dominant, pendulous branches. All cuts to appropriate growth points (amended description)	16 November 2020	CONSENT
CR/2020/0539/FUL	159 IFIELD DRIVE, IFIELD, CRAWLEY	Demolish section of boundary wall and construct a vehicle crossover and hardstanding area	17 November 2020	PERMIT
CR/2020/0560/FUL	MBNL, 3HG, EE 90625 TELECOMMUNICATIONS MAST 2, PIER 3, GATWICK SATELLITE TERMINAL SOUTH, PERIMETER ROAD EAST, GATWICK, CRAWLEY	Removal of existing antennas to be replaced by 12 no. Apertures (or "airspace") measuring 2.2m x 0.55m, (capable of accommodating up to 2 no. Antennas per aperture) on 3 no. Roof pods, relocation of existing freestanding frame and 0.3m dish, internal works to upgrade the equipment cabin, cable trays, handrails and development ancillary thereto. (CRA016)	20 November 2020	PERMIT
CR/2020/0587/FUL	38 THE BOULEVARD, NORTHGATE, CRAWLEY	Full planning application for change of use from retail (class e) to a mixed use of cafe (class e) and hot food takeaway (sui generis) including ventilation and extraction via an external flue	16 November 2020	PERMIT

Application Number	Location	Proposal	Date of Decision	Decision
CR/2020/0610/FUL	4 CHEPSTOW CLOSE, POUND HILL, CRAWLEY	Retrospective revision to the permission granted under reference CR/2019/0095/FUL for the erection of a two storey rear and single storey side and rear extensions, partial conversion of the garage to a habitable room (including replacement garage roof), installation of first floor windows on the southern and northern elevations and replacement of the existing first floor cladding on the front and side elevations, to include smaller 1st floor side elevation windows, an alteration to the alignment of the ground floor rear elevation roof lights and an increase in the height of the ridge of roof over the garage from 3.7m to 4.1m	18 November 2020	PERMIT
CR/2020/0625/192	15 MORTON CLOSE, BROADFIELD, CRAWLEY	Certificate of lawfulness for a loft conversion to habitable room and rear dormer	20 November 2020	PERMIT
CR/2020/0690/TEL	TMOBILE 61826 TELECOMMUNICATIONS MAST, PERIMETER ROAD SOUTH, GATWICK, CRAWLEY	Licence notification on behalf of MBNL. EE(UK) Ltd and H3G (UK) Ltd for the installation of 3no. Additional antennas affixed to the lattice tower headframe, the installation of 1no. GPS unit affixed to the rear of a proposed antenna and associated ancillary development	19 November 2020	NO OBJECTION

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PUBLIC NOTICE

WEST SUSSEX COUNTY COUNCIL TEMPORARY TRAFFIC REGULATION

IFIELD AVENUE, WEST GREEN

NOTICE IS hereby given that in pursuance of the provisions of Section 14(2) of the Road Traffic Regulation Act, 1984, as amended, the use of (and parking on) **Ifield Avenue, West Green** from junction with **Town Barn Road to junction with High Street Roundabout** is temporarily prohibited from **01/12/2020 at 09.30 until 01/12/2020 at 15.00**

The restriction will be in place off peak only between 09.30 – 15.00

This closure is necessary to allow **Balfour Beatty to undertake urgent carriageway pothole repairs on behalf of WSCC**

Emergency vehicle, Residential and Pedestrian access will be maintained at all times

The alternative route for traffic will be signed on site

This restriction will be effective for a maximum of 5 days from the start date given above

Any queries about the effect of the closure on traffic using the highway please contact West Sussex County Council on 01243 642105

Any queries about the works please contact **Balfour Beatty on 01243 642105**

Dated **23 November 2020**

Matt Davey
Director of Highways, Transport and Planning

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The Green Homes Grant - Local Authority Delivery (LAD) Programme Warmer Homes

I am pleased to report that a bid for Round 1a of BEIS Local Authority Delivery (LAD) funding under the Green Homes Grant, has been successful and that the **SCHEME IS NOW OPEN** - on first come-first serve basis and all measures must be completed by March 2021.

A total of £3,100,500.00 has been awarded to target 300 homes across 9 participating local authorities (including Crawley BC) who are part of the Warmer Homes consortium led by Portsmouth City Council. AgilityEco the delivery partner for the scheme.

The funding will extend the current Warmer Homes programme to include solid Wall Insulation, low carbon heating measures and improvements that make a measurable improvement on the energy efficiency of a home. Unlike the £5K Green Homes Grant vouchers, there is no primary measure requirement.

Measures considered include:

- Solid Wall Insulation
- Air & Ground source heat pumps
- Underfloor insulation
- Room-In-Roof Insulation
- Cavity & Loft Insulation (together)
- Park Home Insulation
- Double glazing (from single to double only)
- Solar Thermal Hot Water
- Heating controls, including TRVS
- Smart thermostats/heating controls
- Energy Efficient Doors (from wooden doors)
- Low Energy Lighting
- Other measure which will improve the SAP rating

Clients are eligible if the following three statements apply:

- They have a household income of less than **£30,000**
- Their home has an **EPC rating of E, F or G** (EPC can be provided if needed).
- An energy efficiency improvement in their home is possible

Landlords of social or private rented properties will be required to make a contribution of 1/3, with the average subsidy cost not to exceed £5,000 per property.

Marketing

Comms, including a targeted mail out (fully funded through the bid) to over 1,000 Crawley households will commence and continue throughout November and December 2020. (Crawley has approximately 3,000 E, F and G rated residential properties, though not all will qualify).

LAD Round 1B

The consortium are intending to submit a bid for additional funding for the Warmer Homes LAD scheme through Round 1b in which **EPC D** rated properties with the same low income criteria will be incorporated. More details to follow.

More information and referrals:

Visit <https://www.warmerhomes.org.uk/insulation-faqs> or Freephone: **0800 038 5737** or speak to Sustainability Officer - Claire Stark claire.stark@crawley.gov.uk tel: 01293 438444.

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Energy Efficiency support and grants for Crawley residents – winter 2020

Crawley BC are working in partnership with the Local Energy Advice Partnership (LEAP) to provide the following help to low income / vulnerable Crawley residents:

ECHO emergency heating scheme, free service for vulnerable households to repair or replace broken or condemned boilers. www.emergencyheating.org.uk

Warmer Homes, free gas connections and first time central heating, insulation, low carbon heating and hot water systems, heating controls, lighting and double glazing and external doors for vulnerable households. www.warmerhomes.org.uk

Local Authority Flexibility Scheme (LA FLEX) grants for loft & cavity wall insulation and heating with funding from the large energy suppliers (Energy Company Obligation (ECO)) for vulnerable households.

HEART replacement of old, inefficient fridges, fridge/freezers, washing machines and cookers with modern, efficient alternatives for vulnerable households. <https://www.applyforheart.org.uk/>

For more information visit the LEAP website: <https://applyforleap.org.uk> or call 0800 060 7567

The Emergency Heater Scheme (professional referrals only). Provision of oil-filled plug-in heaters as a stopgap to vulnerable residents with no working heating system and no additional plug in heaters.

For more information contact the West Sussex Fuel Poverty Coordinator 01903 737537

<https://www.westsussexenergy.co.uk/article/31604/Emergency-heater-scheme>

Green Homes Grant vouchers of up to £5,000 for low carbon heating and insulation improvements. www.simpleenergyadvice.org.uk/grants or **Call 0800 444202** Lower income households may be eligible to receive up to £10,000 through **Warmer Homes** (see above).

Emergency Fuel Voucher Scheme. Gas and Electric Top up vouchers available for residents in crisis, with a gas or electric pre-payment meters. Limited availability, eligibility criteria apply. Contact **local Citizens Advice** or call **0344 477 1171**.

iChoosr Collective Energy Switching a hassle-free, group buying energy tariff scheme open to all Crawley residents. Find out more via our webpage. <https://crawley.gov.uk/environment/energy/energy-switching> Or call iChoosr: **0800 048 8285**.

The West Sussex Affordable Warmth Partnership is a collaboration of the District and Borough Councils of West Sussex. It is coordinated by the West Sussex Fuel Poverty Coordinator and provides householders with impartial information on how to make energy more affordable. It aims to help residents reduce their energy usage, keep their homes warm and save money in the process. <https://www.westsussexenergy.co.uk/>



Enquiries regarding domestic energy efficiency and energy switching, can also be directed to **Claire Stark: 01293 438444** claire.stark@crawley.gov.uk and more information can be found by visiting **the council's energy webpage**

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Corporate Risks

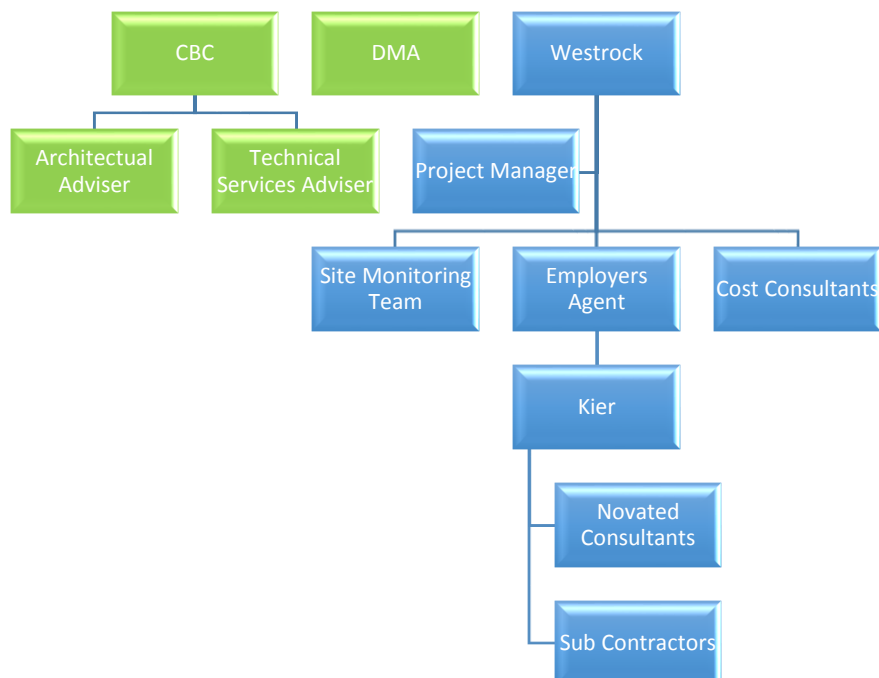
Failure to deliver key infrastructure projects as planned, on time and within budget, such as:

- **New Town Hall**

Despite the challenges of Covid, the construction of the New Town Hall building continues to time and budget, and working across stakeholders continues to improve. Commercial agents have been appointed and very early indications for tenants are positive, but this remains a key risk. Conversely Covid has accelerated new ways of working that provides greater confidence that the organisation will be ready to move, and allows the Council to occupy a smaller amount of space again. Decisions on exact ways of working have been put on hold wherever possible until the post-Covid picture is clearer. Significant progress has been made around facilities management approach and this will continue. The wider benefits of the redevelopment is being actively pursued albeit that some educational opportunities have been lost due to Covid. The project board overseeing the development has structured itself around these risk areas, has developed a programme that identifies and manages interdependencies and is actively managing the identified risk. A detailed risk register has been created to reflect this stage of the development and continues to be updated as this stage of the projects embeds itself, this is attached as at Appendix A.

Governance Structure –

Contractual Arrangements



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Internal Governance

Member Oversight

- Updates to Cabinet Briefing & regular liaison with Portfolio Holders
- Reporting as requested to Overview & Scrutiny Committee
- Member Working Group advising with particular interest in Groups 2, 4 and 6

Town Hall Board

Group 1: Design & Build	Group 2: Moving into NTH	Group 3: Commercial Space	Group 4: Facilities Management	Group 5: District Heat Network	Group 6: Benefits Realisation
<ul style="list-style-type: none">• Construction monitoring• Car Park works• Contractor liaison• Financial monitoring• Communications• Interface with other developments	<ul style="list-style-type: none">• Cat C design and procurement• Link Transformation Programme• Layout and accommodation• Decant planning and moving	<ul style="list-style-type: none">• Appointment of commercial agent• Marketing of building• Tenancy agreements• Occupancy arrangements• Interface with FM	<ul style="list-style-type: none">• Commissioning & training for M&E and plant equipment• Plant maintenance contracts etc• Emergency planning• Risk assessments• Car Parking• Front of house	<ul style="list-style-type: none">• Procurement of O&M contractor• Billing & Client arrangements• Test & Commission plant• Switch over A2D & Kilnmead• Phase 2 planning and business case	<ul style="list-style-type: none">• Public Square and 4th Plinth moment• Public spaces within town hall• Sustainability benefits• CSR benefits

- **District Heat Network**

The final element of the Town Hall Site Redevelopment is the District Heat Network. This element has taken considerably more time to get to contract but this has now been achieved, and the impact of delays mitigated across the wider programme. The project team structure is currently being agreed, but this will continue to report into the Town Hall Board and member oversight mechanisms in the same way as above. The mechanisms for identifying and managing risk also mirror the wider approach.

- **LEP Infrastructure – Crawley Growth Programme**

CBC, together with WSCC (the lead body) was successful in securing £14.6 million of Local Growth Fund from the Coast to Capital LEP in autumn 2017, as part of the Crawley Growth Programme – a £60m package of public and private sector funding with an additional scheme and further funds added by WSCC to increase the package to £72m. The principal purpose of the Crawley Growth Programme investment is to help bring forward regeneration sites to achieve new homes, jobs, and commercial space.

The Queensway scheme was completed on time and within budget in October

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last year. The Town Centre signage scheme has been rolled out and completed with an additional phase enabled for further signage in and around Memorial Gardens. The Station Gateway scheme has been successfully project managed through its initial stage, with the Borough Council able to broker successfully a way forward between Network Rail, GTR, West Sussex County Council and the Arora group on the development of proposals for a brand new Crawley railway station complex and associated public realm / parking / access improvements on site. These proposals, alongside a residential development at Station Gateway, are the subject of a live reserved matters planning application, likely to be considered by planning committee in the next few months.

The following projects will be led by CBC as part of the Crawley Growth Programme over the period to March 2025:

- Station Gateway public realm improvement
- Grade A commercial space development
- Three Bridges Station Improvement scheme
- Town Centre and Manor Royal Cycle Schemes
- Town Centre and Manor Royal 'super hub' bus shelters

The remaining risks associated with the continuing delivery of the Crawley Growth Programme are the following:

- Risk of budget overspend for the future project delivery within the Programme

Mitigation: regular financial monitoring and audit work carried out. Quarterly LEP audit; Head of Corporate Finance will be attending six weekly Programme Delivery Team meetings with West Sussex County Council;

- Scheme delivery time overruns – Remaining Crawley Growth Programme schemes must be delivered by the end of March 2025.

Mitigation: Regular project monitoring undertaken by individual Project Boards, the Programme Delivery team with West Sussex County Council and reported to the Crawley Growth Board, chaired by the CBC Chief Executive.

- Discontinuation or withdrawal of support from key partners

Mitigation: Regular interaction to identify and resolve issues promptly at project Board level with the Manor Royal Business District, Network Rail, GTR, Metrobus etc.

- A sustained period of economic downturn which slows up private sector investment on key regeneration sites in the town centre:

Mitigation: The type of infrastructure investment being delivered by the Crawley Growth Programme in public realm, transport and infrastructure transcends the economic cycle and delivers structural improvements to

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strengthen Crawley's economic prospects. The target date for delivery of regeneration site outcomes is actually 2030 to take account of the economic cycle and potential for a sustained down turn, which is now likely in view of the impact of the COVID-19 crisis nationally and internationally.

- Ineffective co-ordination of delivery across projects, leading to multiple disruption in the town centre and Manor Royal when this was avoidable.

Mitigation: Careful planning and close cooperation between CBC, WSCC officers and third party partners / contractors.

- Absence of CIL funding receipts in contribution to the delivery of the Crawley Growth Programme

Mitigation: Officers will defer from seeking Member approval to progress any elements of a scheme requiring CIL funding until such time as the requisite CIL receipts have been received.

- Ineffective co-operation and communication with WSCC

Mitigation: Where WSCC is the lead partner in the delivery of a Crawley Growth Programme scheme, such as the Eastern Gateway, CBC expects to be kept up to date in a timely and effective fashion well in advance of scheme milestones. This will be channelled through the Crawley Growth Board, chaired by the CBC Chief Executive and the Programme Delivery Team.

- **Three Bridges Railway Station**

On 11th February 2015 [SHAP/43](#), Cabinet approved the allocation of £430,000 of S106 funding towards the delivery of improvement works to the Station Forecourt. Network Rail have formally agreed to extend the S106 funding spend deadline to end March 2021. This funding remains on track to be spent by the deadline.

Member approval was granted in June 2016 to reallocate £1.5 million of Borough Council capital programme funding, originally earmarked for the Queens Square regeneration scheme, to the Three Bridges station improvements programme. These funds are being combined with the above S106 resources, in addition to a further £89,000 of S106 funds along with over £1.1 million of Community Infrastructure Levy, (approved by Cabinet on 7th February 2018), subject to receipt of the CIL funds.

At the Full Council meeting on 26 February this year, Members debated the recommended design option for the Three Bridges Station Improvement scheme in the context of a petition received with over 1,000 signatories objecting to the removal of the right hand turn for vehicles out of the station and a Council motion requesting that an alternative design option is developed retaining the right hand turn and then being subject to public consultation.

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Full Council voted to request that Cabinet note the petition and consider its contents and then voted to approve a Council Motion which requested that Cabinet refer the matter of retaining the right hand turn to West Sussex County Council, the Highway Authority, requesting that the Highway Authority determine whether an alternative design option retaining the right hand turn is viable. This course of action was approved by Cabinet in March this year and a response received in June from the Highway Authority is currently under consideration.

Comprehensive traffic modelling work was completed last year and has informed the development of the detailed designs for the scheme and the identification of the recommended design option. This was presented during a third a public consultation exercise, which was carried out from 7th October through to 30th October. In advance of the above Full Council debate, the answers to the most fundamental questions arising from the consultation exercise were published on the “Invest Crawley” web site on a “Frequently Asked Questions” page.

Three consultation exercises have provided almost eleven weeks of public consultation on the scheme with a total of 779 responses received from residents and stakeholders

A further 3 weeks of public consultation would also take place, should a planning application for the scheme be submitted. This would bring the total amount of public consultation on the scheme to almost 14 weeks.

A comprehensive risk register is overseen by the Project Board of the Crawley Growth programme. The principal strategic risk looking ahead to the next steps is that a way forward is unable to be agreed.

- **Delivering the affordable housing programme**

The Administration has pledged to build as much affordable housing for local people as possible. Delivery is being programmed through the Strategic Housing Board and scrutinised at CMT and through the Corporate Projects Assurance Board. Current projections for the next 4 year delivery period (2018-2021) indicate that delivery can be maintained at a similar level to the previous 4 year monitoring period at just over 1,000 new affordable homes. Approximately 2/3rds of this delivery will be by the Council and the remainder by other Registered Providers of affordable housing.

Perhaps the greatest risk to the delivery of affordable housing lies beyond the medium term, once the current programme has been delivered. This reflects the fact that the majority of larger sites within the Council boundary that can easily be built will have been developed. This will leave smaller sites that are more challenging and contentious in nature, or finding other opportunities such as redevelopment.

- Work has been undertaken that will seek to identify these future sites and opportunities, feeding into the Local Plan and developing programmes of work. The Strategic Housing Board is also re-examining its governance to adapt to the new development environment and the associated risks this will bring.

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- **Transformation Programme**

The Council had set itself a change agenda to be completed ahead of the move to the new Town Hall and to help us meet future demand, needs and financial pressures. One impact of the Covid19 pandemic has been the move of almost all staff to home working arrangements, thereby achieving in a matter of days, a process that might well have taken months to progress.

Given this progress and recognising the wider financial and community impacts of Covid, a review of the Transformation Programme has been completed and our plans refreshed to refocus our objectives. These are Channel Shift, New Ways of Working, People Strategy, Service Redesign, Commercialisation and Assets.

At a programme level, the key risks are:

- Financial – restricting the scope of work and change arising
- Capacity to deliver the scale of the Transformation Programme given other pressures
- The interdependencies between the areas of work not being recognised

The Transformation Board at CMT level brings together and oversees a high level plan to ensure coherence, manage interdependencies and change, allocate resources and ensure delivery. Furthermore the Digital, Transformation and Corporate Support teams have been reinforced to ensure there is sufficient capacity both to support and deliver the transformation programme. Finally significant work is taking place with third and fourth tier managers to ensure to support implementation.

A further senior management group – Corporate Project Assurance Group - ensures appropriate governance of projects and that key projects beyond the transformation programme are not adversely impacted from the constraint of capacity and resources.

- **Disaster Recovery and Business Continuity.**

Currently, our core data centre is based at the Surrey Data centre in Redhill. 99% of all systems are hosted there with a few remaining hosted at the Town Hall. The migration of users to O365 in the cloud, means that core communication tools like Outlook are available from anywhere. The rollout of Hybrid devices, the new VPN and the rollout of MS Teams has successfully delivered the capability for staff to work in any location where an internet connection is available. Bewbush remains as a site for F2F services even though it wouldn't be required for access to systems.

There remains a risk that the Surrey Data Centre could go offline, leaving CBC unable to access its line of business systems. The options for fully duplicated disaster recovery are being drawn up ready for implementation over 2020/21 (see move to cloud below). Until such time there remains the following risk.

- The Surrey Data Centre were to go offline – CBC would retain access to O365 (MS Teams, Outlook etc.), but not service specific systems hosted at Surrey until the data centre was restored.

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- **Move to Cloud**

The Council is undertaking substantial work to modernise its IT Digital Infrastructure to support our Transformation Programme, and ensure its IT estate is fit for purpose ahead of the move to the new Town Hall. The optimal strategy, in terms of future proofing our IT infrastructure and reducing the risks associated with that infrastructure, has identified moving our estate to the cloud. Whilst this will de-risk the Council over time, it is recognised that there will be risks associated with the change itself. Financially it requires a shift from a capital to a revenue model of funding IT. Structurally it will require short term investment and medium term shifts in human resources as elements of the Digital Team shifts into new roles. From a data security point of view it will require careful consideration of the implications to ensure the Council is compliant.

Risks of the move to cloud:

- CV19 financial impact makes the revenue investment difficult to achieve.

- **Telephony & Unified Communications**

One of the key transformation projects in the coming year will be the provision of the Council's key communication infrastructure including telephony, mobile phones and applications within O365 / MS Teams. The work to replace our existing outdated telephony system is well advanced, contracts have been signed and rollout is commencing during November 2020 of an MS Teams based soft-phone solution. This project is being overseen by the IT Board, and its interdependencies with transformation monitored through the Transformation Board. The key risks relates to being able to mobilise the new contracts before the existing contract expires, however a 6 month extension to existing arrangements has been negotiated to provide assurance in this regard.

- **Data Breaches**

Inadequate data sharing and data security arrangements including failure to maintain public services network accreditation (PSN). Improper disclosure of confidential information, failure to comply with GDPR requirement could lead to major reputational damage, loss of public confidence and the inability to operate key business processes.

- Agreements and processes are in place for interagency referrals and data sharing in safeguarding matters.
- Annual IT Health Checks including penetration testing.
- Data Protection guidance and training for staff.
- IT Security Policies in place. Plans in place to meet Government standards (PSN/GDPR)
- Information Asset Register and processes for its management is a current corporate project.

- **A balanced budget is not achieved in the medium term resulting in an increased use of reserves, which is not sustainable.**

The Budget and Council Tax 2020/21 [FIN/491](#) report to Cabinet on 5th February 2020 it identified future budget gaps. The proposed Fair Funding Review has now been delayed for a year together with a review of business rates retention and the future of Local Government financial settlements are unknown.

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The Chief Executive together with the Head of Corporate Finance have undertaken a 'Budgets Challenge' exercise with all Heads of Service – this has resulted in savings and efficiencies which will assist in meeting current and future budget gaps, these savings are reported to Cabinet on 25th November 2020. The transformation programme includes an increased focus on achieving new sources of income by applying a commercial lens by looking at Productivity, Income, Profit, Efficiencies and Savings.

The impact of CV-19 is having a significant impact on both the current and future years. The impact in the current year is over £4.8m before the receipt of £1.9m in direct Covid support from the Government. In year savings, efficiencies and other mitigations of £1.78m have been identified. There have also been some new burdens monies from the Government for the work around business grants, isolation payments and rough sleeping. The projected in year budget shortfall is £881k. The Budget Strategy report to [Cabinet](#) on 25th November identifies future budget gaps and mitigations. The budget report which will be presented to Cabinet and Full Council will include the outcome of decisions made on savings, taking into account the results of the resident's survey.

- **Organisational Capacity, Recruitment, Retention and Succession Planning.**

There are a number of current and forthcoming workforce challenges facing the Council. As we seek to transform, continuously improve and meet a budget gap, we will be asking more of our staff, potentially with less resource. Some of this will be met through greater productivity, but not all. Having reduced the workforce in recent years from c1000 to c600, the Council is already seeing potential points of failure, for instance single standalone specialists. It is also recognised that there are teams that are potentially already under-resourced.

Recognising these challenges, the Transformation Plan has as one of its objectives the creation of a People Strategy overseen by a People Board. This will bring corporate drive to addressing some of the following challenges.

The recruitment and retention of key specialist and professional roles can be challenging. The impact of higher salaries in the private sector is evident and as a result has led to problems with recruitment and retention in roles such as Procurement, IT, and some Planning and Surveying role. HR are working with managers to ensure that we promote hard to recruit roles effectively and actively encourage managers to have transparent conversations around salary throughout the recruitment process.

We have also seen a number of skills gaps in the market when recruiting, as a result HR has worked with managers to creatively approach their recruitment by either upskilling employees internally or re-evaluating and recruiting to trainee level posts, this has resolved some retention issues, but it has impacted on workload for these business areas as there are greater levels of support and training for staff in these circumstances.

We offer a generous employee benefits package, with a range of discounts, benefits and wellbeing incentives to suit everyone and by raising the profile of these to prospective and existing employees with our benefits hub and external webpage we can support with candidate attraction and retention.

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We now also have a 'Working for Crawley Borough Council' webpage on the HR pages of the website which is an interactive webpage which includes a welcome video from our Chief Executive, along with a number of employee experience videos for recruitment attraction purposes, where employees share their experiences of working for the council.

We continue to promote and support the creation of apprenticeship opportunities and we are making progress with better promoting ourselves as an employer of choice. The Corporate Management team will be discussion succession planning and putting processes in place to plan for the future.

- **Challenges and Risks: Workforce capacity, resilience and health and wellbeing.**

Workforce capacity

The challenges facing the workforce has been unprecedented these last few months as the Coronavirus Pandemic has affected everyone in some way or another. We have seen the impact upon Crawley residents with local firms making significant amount of redundancies and firms using the Coronavirus Job Retention Scheme (CJRS) placing staff on furlough. These measures have significantly increased the amount of people using council services and making financial claims that would otherwise not have made claims to us. With forthcoming changes to the government's schemes we expect the demand to continue for several months, therefore placing additional demands on staff in these critical services.

In our response to these demands staff have been working considerably more hours and although this can be attained in the short term with the continued high levels expected this would be unattainable longer term. When the council set out to respond to the demand we could not foresee the levels this would be. Departments put into place their business continuity plans (BCP) however this has been an unprecedented emergency and although the BCP helped the workforce to respond these plans we not necessarily designed as long term solutions. To support colleagues we have reassigned staff from different work areas to help meet the need.

Going forward the challenges and risks we face are if further job cuts happen within the borough, more people will seek the services of the council. Our response is to evaluate where we consider these pressure points will be and in advance of the impact identify staff we can reassign and in preparation will have undergone specific training for the roles they may be asked to cover.

Workforce resilience

We have seen the workforce respond and apply flexibility to the demand placed upon them and they have got to grips with the new pieces of legislation and subsequent government changes, of which there have been many.

Everyone has been affected in some way, whether it be directly by the virus itself, we have known some staff have lost loved ones to the virus, or staff shielding as they have medical conditions that mean they are critical or vulnerable to the virus or they live with someone in their household who is shielding. A large number of staff have been home schooling whilst juggling working from home. For staff who work out in the community concerns were about their ability to remain safe and maintain the social distance requirements whilst undertaking tier jobs. Despite these challenges the workforce have largely remind well, from some channels of feedback spirits remain at good levels. Some staff have been financially impacted as their partners/husbands/wives may have been furloughed or made redundant.

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We have increased the measures to support staff and ongoing support is in place. We are

Health and wellbeing

Throughout this time the organisation has ensured our workplace have been supported in working from home, we have advised staff how to staff stay safe and healthy giving them access to health initiatives and links to variety of support avenues.

We have prepared for when staff return more regularly to the workplace and have robust health and safety measures and guidelines in place.

Challenges and risks we face

We face a number of challenges in the forthcoming months some we are able to anticipate as mentioned earlier and some we may only know about and experience as they happen.

As the Coronavirus Pandemic is unprecedented should a further spike of the virus occur we could see our workforce health impacted and have a reduced workforce for some time it is paramount we attempt to establish a core of staff who can be deployed to key critical areas.

We have an aging workforce and as some staff members may be able to access their pension, we may see an increase of staff leaving the organisation. It is known that when people experience a life changing event, which one could liken the pandemic to, people often re-evaluate their personal circumstances. If this was to present itself we could see a loss of key officers with significant knowledge and skills leave the organisation.

- **Climate Emergency**

In July 2019 the Council declared a climate emergency and pledged to aim to reduce carbon emissions generated by Crawley Borough Council activities by at least 45% by 2030 and to zero by 2050 as recommended by the Inter-governmental Panel on Climate Change (IPCC). The risks here are broadly two-fold, the costs of not acting and the difficult choices involved in acting. A Scrutiny Panel has been established with a view to making recommendations as to how best to meet this target and this will be the basis for the risk analysis that emerges. Following completion of the Scrutiny Panel's work this autumn, a CBC carbon reduction action plan will be drawn up in the new year and proposals submitted to Cabinet for approval, alongside an audit of the Borough's carbon emissions.

- **National Waste Strategy (incl Food Waste)**

The National Waste and Resources Strategy is scheduled for its second reading in December 2020. Although yet to be confirmed, it seems likely that the Strategy will mandate changes to collection recycling and potentially residual waste collection frequencies which could place additional resource burdens on waste collection authorities. The Draft Consultation Strategy indicated introduction of a mandatory weekly food waste collection which could then impact upon residual waste and dry mixed recycling collection frequencies. The Council's contract for Waste and Recycling has been extended to allow sufficient time to understand this impact and undertake the planning required to take account of the changes to come.

- **Public Health**

The current Covid-19 alert reminds us of the risks associated with public health emergencies. As host borough to Gatwick Airport, the Council has additional responsibilities when such issues emerge, in addition to those faced by other Councils.

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- **Local Plan Failure to Adopt**

Crawley's refreshed Local Plan 2021-2037 has been drawn up and the revised final draft submission document is due to go to Cabinet on 25th November and Full Council on 16th December for approval to go out to another round of "Regulation 19" consultation for a six week period, commencing on 6th January 2021 through to 17th February 2021. Officers have reviewed the written representations received from the previous consultation from residents, stakeholders, other local authorities, businesses and developers and have completed further supporting evidence ahead of the next steps, including a review of the impact of the COVID-19 crisis on the Borough's economic growth forecasts. Following the "Regulation 19" consultation in the new year, officers will consider the written representations received and the intention is to submit the refreshed Local Plan in March 2021 in order for an examination of it by the government Planning Inspectorate to take place over the summer next year. Subject to process and the outcome of the examination, the Local Plan document would then come back to Cabinet and Full Council for approval to adopt as policy.

- The principal risk associated with adoption at this stage is that the Inspector finds the Local Plan not to be legally compliant, in which case it would not be able to proceed through examination. In addition, there is a risk that the Inspector considers at examination, having taken into account duly made representations, that the Local Plan is not yet "sound" and that it requires significant modification. Only minor modifications can be undertaken by the council before or during the examination process, unless these are required by the Planning Inspector in order to make the Plan "sound". Adoption could be delayed should the Inspector require a revised draft to be produced to go out to a further period of modifications consultation; the examination to be 'paused' to allow significant time to undertake further work; or the council to withdraw the Plan to make substantial amendments where the modifications would go to the heart of the Plan. Finally, there is the risk that a third party could ask the Secretary of State to intervene to prevent adoption of the Local Plan, or might subsequently raise a judicial review which could risk the Plan (or a specific part of it) being quashed.

- **Possible 'no deal' Brexit**

A separate draft working document has been prepared looking at the implications of a no-deal Brexit to the council. This is a substantive assessment that includes all the areas listed above, but one that by the very nature of Brexit is constantly changing and being updated. Whilst the UK left the EU at the end of January, this is a transition period that maintains the former mechanisms until December, the deadline for the new relationships. It is therefore possible that the UK could still emerge with a 'no-deal' scenario and therefore the planning previously undertake will be revisited from the autumn.

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Risk ID	Risk Description	Original Risk	Target Risk	Current Risk	Mitigating Actions	Review Date/ Comments 19/11/2020
PB1	Planning conditions requires amending which impacts on financial viability of the scheme.	2 4 8	1 1 1	2 3 6	<ul style="list-style-type: none"> Pre app meetings held between Westrock and planning officers Conditions for the scheme have been identified and so that ownership and dates can be agreed. Planning conditions project tracker created for WR. 	Risk still active due to Planning conditions on the construction of the New Town Hall
PB1	Planning conditions requires amending which impacts on financial viability of the scheme.	2 4 8	1 1 1	2 3 6	<ul style="list-style-type: none"> Pre app meetings held between Westrock and planning officers Conditions for the scheme have been identified and so that ownership and dates can be agreed. Planning conditions project tracker created for WR. 	Risk still active due to Planning conditions on the construction of the New Town Hall
PB2	Impact of construction Phase 1 and Phase 2 to residents and commercial tenants	3 3 9	2 3 6	3 3 9	<ul style="list-style-type: none"> Project agreement includes timescale to build phase 2 Initial rental income projection incorporates phase 2 development impact 	
PB3	Errors or omissions in legal or contractual documentation	2 3 6	1 2 2	1 3 3	<ul style="list-style-type: none"> Internal/External procurement and legal advice taken on all aspects of the contractual arrangements. Legal agreements signed 18 Oct having sought external advice throughout negotiations. 	

Risk ID	Risk Description	Original Risk	Target Risk	Current Risk	Mitigating Actions	Review Date/ Comments 19/11/2020
					<ul style="list-style-type: none"> We are now in a fixed price contract with Keir 	
PB4	Decision gateways and need for CBC authority result in delays making key decisions	2 4 8	1 4 4	2 4 8	<ul style="list-style-type: none"> Clear decision making leads identified at member and officer level agreed by Cabinet Robust project management and Governance structure established Continued working with consultants to ensure work to timeline. Management structure regarding the relationship with the contractor, the Council and the Development manager is in place. 	
PB5	Westrock unable to obtain development funding for project Phase 2 (market housing)	2 4 8	1 2 2	2 4 8	<ul style="list-style-type: none"> Project agreement will stipulate time period, with CBC having the option to buy back. 	
PB6	Impact of changes to values of offices/housing	2 3 6	1 2 2	2 3 6	<ul style="list-style-type: none"> Valuations obtained, these will be refreshed during the project 	
PB7	Project exceeds budget	2 4 8	1 4 4	3 4 12	<ul style="list-style-type: none"> Budget agreed and clearly communicated in Final design brief Regular Project Board and Steering Group meetings to review and keep cost projections up to date Contingencies sums identified covering 10% of project costs. Value engineering opportunities being explored at Stage 5 Monthly reports and Client meetings to ensure works are agreed and information provided to design team. Regular budget review meetings between Westrock and CBC Cat A and Cat B are now fixed price, the largest risk is now Cat C (fit out) 	
PB8	Contractor is declared bankrupt and is unable to complete the construction contract	2 2 4	2 2 4	2 3 6	<ul style="list-style-type: none"> Contract retention of 8% of the contract value has been agreed in lieu of a performance bond as part of Due Diligence process. The mechanism agreed is a 5% retention of construction costs until practical completion of the project. This is in addition to a further 3% retention previously negotiated for quality purposes. 	Ongoing

Responsibility – Group 1 – New Town Hall Design and Build

Risk ID	Risk Description	Original Risk	Target Risk	Current Risk	Mitigating Actions	Review Date/ Comments 19/11/2020
G1-1	Errors in detailed design specification – New Town Hall	2 4 8	1 4 4	2 4 8	<ul style="list-style-type: none"> Consultant Architects appointed as our client to oversee design brief. Board to monitor mitigation actions to reduce costs, use of value engineering and errors Regular design team meetings held to ensure variations are discussed before change requested. Consultant procured to provide advice and support to ensure Employers Requirements (ER's) are met and where necessary any changes are in line with original ER's. Expert advice was given when designing the commercial entrance. 	
G1-1 DHN	Errors in detailed design specification -DHN	2 4 8	1 4 4	2 4 8	<ul style="list-style-type: none"> Consultant Architects appointed as our client to oversee design brief. Board to monitor mitigation actions to reduce costs, use of value engineering and errors Regular design team meetings held to ensure variations are discussed before change requested. Consultant procured (Ramboll) to provide advice and support to ensure Employers Requirements (ER's) are met and where necessary any changes are in line with original ER's. 	
G1-2	New Town Hall not delivered on time	2 3 6	1 2 2	3 3 9	<ul style="list-style-type: none"> Robust monitoring governance agreed with all parties. Monthly meetings with Contractor and Design Team to ensure programme is monitored and changes communicated. Covid-19; Keir and the CMT (Construction Management team) are monitoring the situation. 	Provision for financial penalties built into the contract however the impact of Brexit and the Corona virus could impact

Risk ID	Risk Description	Original Risk	Target Risk	Current Risk	Mitigating Actions	Review Date/ Comments 19/11/2020
					<ul style="list-style-type: none"> June 2020; Keir advised that the risks for their supply chain being disrupted following Covid19 can be reduced 	
G1-2 DHN	DHN not delivered on time	2 3 6	1 2 2	3 3 9	<ul style="list-style-type: none"> Provision of temporary heating boilers are included in the Town Hall Contract 	
G1-3	Members facilities do not meet their requirements	2 3 6	1 2 2	2 3 6	<ul style="list-style-type: none"> Regular consultation with Members and Member Working Group Member sign-off to this element of the final design brief of these elements 	
G1-4	Staff facilities / infrastructure do not meet their requirements.	2 3 6	1 2 2	2 3 6	<ul style="list-style-type: none"> Regular consultation with staff via a number of formats Desk ratio demonstrates meeting needs and will work with staff to co-ordinate remaining elements. Will be delivering office etiquette guidelines and trails for new ways of working Links with the transformation plan 	
G1-5	Customer facilities do not meet their requirements	2 3 6	1 2 2	2 2 4	<ul style="list-style-type: none"> Crawley Homes Tenants Panel have been consulted. Will undertake a consultation with customers Will offer significant improvements to current arrangements. Sufficient time to trail new arrangements for customers. TAG (Town Access Group) are being consulted as part of the process, they have inputted into changes in detailed design. 	
G1-6	Provision of the internal wall during the demolition period does not meet planning conditions	3 3 9	1 1 1	1 1 1	<ul style="list-style-type: none"> Discussions with demolition contractor to ensure requirements are outlined in tender documents 	
G1-7	New Town Hall building as completed not to required quality/specification	2 4 8	1 2 2	2 2 4	<ul style="list-style-type: none"> Establish robust project management structure Maintain regular contact between CBC/developers to monitor construction against design specification 	

Risk ID	Risk Description	Original Risk	Target Risk	Current Risk	Mitigating Actions	Review Date/ Comments 19/11/2020
					<ul style="list-style-type: none"> Regular design team meetings held to ensure Stage 4 designs meet requirements. Developers appoint Clerk of Works/Site Agent to oversee construction Within the contract there is a requirement for Kier to provide warranties. 	
G1-7 DHN	DHN building as completed not to required quality/specification	2 4 8	1 2 2	2 2 4	<ul style="list-style-type: none"> Establish robust project management structure Maintain regular contact between CBC/developers to monitor construction against design specification Regular design team meetings held with Ramboll to ensure Stage 4 designs meet requirements. Developers appoint Clerk of Works/Site Agent to oversee construction Within the contract there is a requirement for Kier to provide warranties. 	
G1-8	Condition of Trees in service road and possible impact to the design of the DHN	2 2 4	1 2 2	2 2 4	<ul style="list-style-type: none"> All trees removed or topped in phase 1 development at start of construction of DHN 	
G1-9	Health & Safety – ensure compliance during and after the construction period and for the future.	2 3 6	1 2 2	4 3 12	<ul style="list-style-type: none"> Robust project management from construction contractor(s) Consultation programme to include all relevant authorities with regard to health & safety matters Covid-19; Kier CMT (Construction Management Team) to monitor the situation. Kier have implemented their "COVID19-STAYING SAFE procedures 	
G1-10	Unforeseen circumstances with the development delay the project; Examples: Problems with any of the utilities, adverse weather; industrial disputes Links to group 2	2 2 4	2 1 2	2 1 2	<ul style="list-style-type: none"> Covered by the contract Early warning of any problems so that the impact of the risk could be prepared for; 	Ongoing risk
G1-11	The commercial entrance for the building is delayed Links to group 3	2 2 4	2 2 4	2 1 2	<ul style="list-style-type: none"> Possible for commercial tenants to use the Council staff entrance until the commercial entrance is complete. Included in the Kier delivery programme 	Ongoing risk

Risk ID	Risk Description	Original Risk	Target Risk	Current Risk	Mitigating Actions	Review Date/ Comments 19/11/2020
G1-12	<p>Delivery of improved car park facilities, allocated spaces and management plan. Consider risk of staff morale by using the Orchard St car park instead of Exchange Road.</p> <p>Links to group 2 and 3</p>	1 1 1	1 1 1	2 3 6	<ul style="list-style-type: none"> Car Park improvements part of development plan and Need to review spaces allocations and control systems Car Park management plan to be submitted to planning. Shorter and longer term risks of spaces to meet all the demand there will be sufficient in phase 1 but will be a bigger risk in phase 2. 	

Responsibility – Group 2 – Cat C Design and procurement, mobilisation and decant

Risk ID	Risk Description	Original Risk	Target Risk	Current Risk	Mitigating Actions	Review Date/ Comments 19/11/2020
G2-1	Unable to deliver new ways of working to support reduced council operating space	3 3 9	1 2 2	3 3 9	<ul style="list-style-type: none"> Structured approach through Digital & IT Strategy to deliver key projects The transformation plan is a working document which looks to work in new ways 	
G2-2	Delays in mobilisation to new building impacting on services to customers	2 3 6	1 2 2	2 3 6	<ul style="list-style-type: none"> Current plans allow for six month mobilisation, there would be financial penalties if we exceed the six months 	
G2-3	<p>The Council and its staff are unprepared to move into the New Town Hall</p> <p>There is a lack of succession planning for key staff involved in the New Town Hall Project</p> <p>Managers are unprepared to manage their staff in the changed environment</p> <p>Links to group 4</p>	3 3 9	2 3 6	2 3 6	<ul style="list-style-type: none"> Facilities will ensure that all of the infrastructure including IT is ready for the New Town Hall to be ready for occupation with all statutory permits and insurances in place; Staff and managers will plan and prepare for the new building by visiting the new office accommodation to confirm where they will be located and when they will move; Phased transfer of staff to the new Town Hall so not to disrupt operations; Managers will plan contingency measures if key staff were to leave before the New Town Hall is completed; The transformation programme looks at digital transformation and new ways of 	Ongoing risk

Risk ID	Risk Description	Original Risk	Target Risk	Current Risk	Mitigating Actions	Review Date/ Comments 19/11/2020
					working and changing the culture around agreed values and behaviours	

Responsibility – Group 3 – Commercial Space

Risk ID	Risk Description	Original Risk	Target Risk	Current Risk	Mitigating Actions	Review Date/ Comments 19/11/2020
G3-1	Impact of demolition of phase 2 and the public square may discourage occupiers of commercial space over first few years	3 3 9	2 2 4	3 3 9	<ul style="list-style-type: none"> Financial projections are cautious for letting, work will take place with Westrock to minimise the impact 	
G3-2	Commercial office space including car park specification/design not attractive to potential occupiers.	2 4 8	1 2 2	2 4 8	<ul style="list-style-type: none"> Design set at required level to attract commercial occupiers Use of consultant architect to provide advice and support External advisors state that the quality of the car park is not material to commercial customers Tenders out for consultant letting agents who will provide advice. Appointment in June 2020. Professional advice received from the Commercial Agents will help to decrease the impact of the risk. 	
G3-3	<p>Letting the top floors commercial office space may be difficult in the new business environment due to:</p> <ul style="list-style-type: none"> An oversupply of available office space in the Borough and with neighbouring Councils The impact of home working on the need for organisations to require new office space to accommodate their staff. <p>This risk could be reduced by the potential for London based organisations to move to Crawley where the costs will be cheaper.</p>	2 4 8	1 1 2	2 5 10	<ul style="list-style-type: none"> Consultant letting agent appointed to market and promote the letting of the office space. Consultant letting agents consider that there is not an oversupply of new, Grade A office space. The ability to let half floors will enable a flexible letting strategy thus marketing the building to those occupiers requiring smaller floor sizes. 	19/11/20 Risk G-3 and G-4 amalgamated

Responsibility – Group 4 – Facilities Management (FM)

Risk ID	Risk Description	Original Risk	Target Risk	Current Risk	Mitigating Actions	Review Date/ Comments 19/11/2020
G4-1	Facilities management services provided do not meet expectation of commercial tenants / building not kept at a level satisfactory to the commercial tenant	2 5 10	1 3 3	2 4 8	<ul style="list-style-type: none"> Work with commercial letting agent to clearly define requirements. Ensure FM provisions are flexible and adaptable to meet various tenants needs Visiting other providers to see how they operate both public and private sector FM 	

Responsibility – Group 5 – Heat Network

Risk ID	Risk Description	Original Risk	Target Risk	Current Risk	Mitigating Actions	Review Date/ Comments 19/11/2020
G5-1	District Heat Network not being progressed impacts detrimentally on overall scheme	2 2 4	1 2 2	2 4 8	<ul style="list-style-type: none"> A report to Cabinet was made on 11 March 2020 	

Responsibility – Group 6 – Benefits Realisation

Risk ID	Risk Description	Original Risk	Target Risk	Current Risk	Mitigating Actions	Review Date/ Comments 19/11/2020
G6-1	WSCC Eastern Gateway project impact on infrastructure	1 3 3	2 2 4	3 4 12	<ul style="list-style-type: none"> Early coordination with WSCC on programme dates 	Revised per meeting 5/11/20

Risk Scoring = impact x likelihood (I x L)

Impact/ Consequence	Likelihood				
	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5