



Lewes District Council

To all Members of the Scrutiny Committee

A meeting of the **Scrutiny Committee** will be held in the **Ditchling Room, Southover House, Southover Road, Lewes Southover House, Southover Road, Lewes** on **Friday, 17 February 2017** at **10:00** which you are requested to attend.

Please note the venue for this meeting which is wheelchair accessible and has an induction loop to help people who are hearing impaired.

This meeting may be filmed, recorded or broadcast by any person or organisation. Anyone wishing to film or record must notify the Chair prior to the start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

09/02/2017

Catherine Knight
Assistant Director of Legal and Democratic Services

Agenda

- 1 Minutes**
To approve the Minutes of the meeting held on 12 January 2017 (copy previously circulated).
- 2 Apologies for Absence/Declaration of Substitute Members**
- 3 Declarations of Interest**
Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct.
- 4 Written Questions**
To deal with written questions from councillors pursuant to Council Procedure Rule 12.3 (page D8 of the Constitution).
- 5 Urgent Items**
Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special

circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972.

- 6 Lewes District Community Safety Partnership Annual Report (page 3)**
To consider the Report of the Director of Service Delivery (Report No 39/17 herewith).
- 7 Local Council Tax Reduction Scheme (page 25)**
To consider the Report of the Director of Service Delivery (Report No 40/17 herewith).
- 8 Portfolio Progress and Performance Report 2016/17 - Quarter 3 (October to December 2016) (page 30)**
To consider the Report of the Chief Executive (Report No 41/17 herewith).
- 9 Forward Plan of Decision - 1 February 2017 to 31 May 2017 (page 48)**
To receive the Forward Plan of the Council (copy herewith).
- 10 Scrutiny Committee Work Programme 2016/17 (page 56)**
To consider the Scrutiny Work Programme 2016/17 (copy herewith).
- 11 Date of Next Meeting**
To note that the next meeting of the Scrutiny Committee is scheduled to be held on Thursday, 23 March 2017 in the Ditchling Room, Southover House, Southover Road, Lewes commencing at 10:00am.

For further information about items appearing on this Agenda, please contact Jen Norman at Southover House, Southover Road, Lewes, East Sussex, BN7 1AB. Telephone 01273 471600

Distribution:

Councillors: P Gardiner (Chair), S Adeniji, J Carter, N Enever, J Harrison-Hicks, V Ient, R O'Keeffe, S Osborne, J Peterson and C Sugarman

Agenda Item No: 6 **Report No:** 39/17

Report Title: Lewes District Community Safety Partnership Annual Report

Report To: Scrutiny Committee **Date:** 17th February 2017

Cabinet Member: Cabinet Member for Customers and Partners

Ward(s) Affected: All

Report By: Director of Service Delivery

Contact Officer(s)-

Name(s): Harry Williams
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Purpose of Report:

To enable the Committee to scrutinise and consider the current performance of the Lewes District Community Partnership (LDCSP) against the Lewes District Community Safety Plan and to outline issues that may potentially impact future crime and anti-social behaviour (ASB) performance.

Officers Recommendation(s):

- 1** To note the achievements and activities of the Lewes District Community Safety Partnership during 2016/17 and future risks/opportunities to performance.
- 2** To endorse the Community Safety Action Plan for 2016/17 which will be adopted by Director of Service Delivery under delegated authority.
- 3** To note the levelling off of crime within performance years 2015/16 and 2016/17 and the favourable comparison of crime levels in our Most Similar Group.
- 4** To note the upcoming completion of the Eastbourne, Lewes District & Wealden Community Safety Partnership 'Soft Merger'.
- 5** To agree any further recommendations the Committee would wish to make to the Cabinet Member for Customers and Partners with regard to the work of the Lewes District Community Safety Partnership.

Reasons for Recommendations

- 6.** For the Scrutiny Committee to fulfil its duties under the Police and Justice Act 2006

Information

7.0 Summary

- 7.1** Community Safety Partnerships (CSP) were initially established under the Crime and Disorder Act 1998. The Act required partnerships to be set up to consider and tackle crime at a local level and are often defined as an alliance of organisations which generate strategies and policies, implement actions and interventions concerning crime and disorder within their partnership area.
- 7.2** Central Government published the Modern Crime Prevention Strategy in May 2016 which builds on research, techniques and technology, aimed at addressing the changing nature of crime⁽¹⁾.
- 7.3** The LGA is currently undertaking a review into Community Safety Partnerships in light of the increasing recognition into the role Councils play in relation to Community Safety and the challenges of less funding and increased expectations⁽²⁾.
- 7.4** Both factors demonstrate the changing landscape of the CSPs.
- 7.5** Between 2011/12 to 2013/14 crime had substantially reduced. However owing to Sussex Police changing recording procedures in response to national guidelines, a substantial increase in overall crime was experienced in 2014/15. This increase has begun to level out and performance compares favourably when considered alongside our 'Most Similar Group' (see Appendix A).
- 7.6** Central Government funding changes continue to impact on local delivery structures. This is likely to affect policing and Police & Crime Commissioner funding of the CSP in 2017/18.
- 7.7** Enhanced work at a local level for Prevent, in addition to Protect & Prepare, is essential to respond to the Councils new legal duty and the impact of cybercrime will be a continuing priority for the future. The CSP is responding to these challenges by continued focus on partnership work to deliver the Community Safety Plan and improve crime reduction.

8.0 Lewes District Community Safety Plan & Priorities

- 8.1** The current Community Safety Plan has been developed in consultation with key partners including the Police and other members of the LDCSP. This is set out at Appendix B. It uses a standard countywide format, with a focus on what can realistically be achieved within current resource constraints. The priorities of the Police and Crime Commissioner (PCC), and Sussex Police, have been taken into account in developing this plan, as well key local issues.
- 8.2** The 2016/17 LDCSP Priorities are attached as Appendix C. It should be noted that performance targets are reviewed at the end of each performance year. A copy of the performance objectives for 2017/18 have been attached

as Appendix D.

9.0 Performance

9.1 Looking back to 2009/10 Lewes District was subject to around 4701 crimes within that year⁽³⁾ compared with 2013/14 when there had been 3638 crimes in this period - a reduction of 22.6%⁽⁴⁾.

9.2 By the end of 2015/16 Lewes District was subject to around 4357 crimes⁽⁵⁾. It should be noted that due to; (i) Sussex Police strict adherence to Home Office Crime Recording Procedures and (ii) the PPC led initiative to increase crime reporting in a number of categories including, domestic abuse, hate crime and sexual offences there had been a considerable increase in recorded crime.

9.3 However, by November 2016, crime appeared to be levelled off, with minor reductions being seen⁽⁶⁾.

9.4 Performance for 2015/16 compared with the baseline performance year 2014/15⁽⁵⁾ is set out below.

- Number of incidents of personal Anti-Social Behaviour reduced from 470 to 386 (-17.9%).
- Number of Burglaries at Dwellings increased from 136 to 142 (+4.4%).
- Number of people killed or seriously injured on our roads reduced from 82 to 71 (-13.4%)⁽⁷⁾.
- Reports of Domestic Abuse Crime increased from 445 to 551 (+23.8%)
- Number of incidents of Fly-Tipping reduced from 171 to 152 (-11.1%)⁽⁸⁾.
- Overall number of crimes increased from 3823 to 4357 (+14.0%)

9.5 Home Office data, which compares numerous categories of crime with other towns in our Most Similar Group (See Appendix D for grouping), demonstrates that Lewes District compares favourably⁽⁹⁾:

November 2016 Data shows:

- 3rd lowest – overall crime
- 1st lowest – burglary
- 3rd lowest – Robbery
- 2nd lowest – vehicle crime
- Below median - Arson

10.0 Progress in Priority Areas during 2016/17

- 10.1 Locality Based Responses:** Actions set by the local Lewes District Joint Action Group have made a positive contribution to Community Safety in Lewes District.
- 10.2** The JAG has initiated the 'Peacehaven Taskforce', following from a series of criminal damage incidents, and supports the Town Council in tackling youth ASB in that area. Efforts include the commissioning of youth diversion activities and co-ordinating multi-agency activity. Further partnership work has again been developed to address ASB at the Landport Youth Centre. These are two recent examples of how the partnership is working with local communities to take action against crime and anti-social behaviour.
- 10.3** The recent purchase of Nomad CCTV Cameras, managed by Sussex Police, will also help to address issues relating to Criminal Damage and broader ASB. In addition, the cameras will begin to respond to local demands following from consultation with the Town & Parish Councils.
- 10.4** To begin positively changing perceptions towards crime and anti-social behaviour within the District, the re-launched Community Safety e-bulletin continues to promote the work of the CSP and its partners.
- 10.5 Road Safety:** There has been a slight reduction in the number of road deaths and serious injuries in 2015/16. The Community Safety Plan includes a number of activities relating to road safety.
- 10.6** The partnership has recently established a new Road Safety Action Group which is working to reduce the number of KSIs within Lewes District. The Group will be scrutinising collision investigation data to inform activity; surveying road users' current understanding and attitudes towards driving with an aim to encourage behaviour change; supporting and developing initiatives to reduce the number and severity of casualties; and promote Community Speedwatch, Operation Crackdown and national, regional and local campaigns.
- 10.7** The Road Safety Action Group reports to the Joint Action Group and includes an officer of the Council. This position will be filled by the Community Safety Officer.
- 10.8 Environmental Crime:** The continued development of 'Paws on Watch' and the 'Fly-tipping Reduction Campaign' have made a positive impact on environmental crime within the District.
- 10.9** There have been significant reductions in fly-tipping in four out of six hot-spot areas and membership for 'Paws on Watch' continues to grow – 37 members as of December 2016.
- 10.10 Domestic Abuse:** In conjunction with Eastbourne Borough Council, the Council has been re-accredited as a White Ribbon Council due to the work of the CSP and its partners. A number of engagement events have been carried out this year which in turn raises awareness of Domestic Abuse.

- 10.11** The CSP continues to attend and endorse the Joint Eastbourne & Lewes District Domestic Abuse Working Group.
- 10.12** **Youth:** In 2016/17 the Joint Action Group has financially contributed towards a number of initiatives design to prevent Youth Crime and ASB (see Appendix E).
- 10.13** Additional outreach work by Targeted Youth Support and Diversionary Activities in Peacehaven and Newhaven have been commissioned this year.
- 10.14** The CSP has continued its contributions towards the 'Youth Drop-in' run by the Sussex Community Development Association.
- 10.15** These activities are complementary to work of other agencies such as the Youth Offending Team, Targeted Youth Support, Sussex Community Development Association and East Sussex County Council.

11.0 Prevent, Protect & Prepare

- 11.1** The Counter-Terrorism and Security Act 2015, places a duty on all specified authorities (LDC is such an authority) in exercise of their functions to have due regard to "prevent" people from being drawn into terrorism. The current National threat level remains at "severe" and the risk of individuals being radicalised, usually through the internet, is likely to be with us for sometime.
- 11.2** Prevent is a priority for the Lewes District Community Safety Partnership and the legal duty placed on LDC has led to the development of a separate LDC Prevent Duty Action Plan. Safeguarding processes, staff training and other actions relating to the management of facilities have been progressed.
- 11.3** Reporting structures include, Corporate Management Team, the LDCSP and the East Sussex Prevent Board. Although classified as a low risk area, LDC is required to report on progress direct to the Home Office.
- 11.4** Prevent is a strand of work aligned to three others, namely, Protect, Pursue and Prepare, which together up Central Governments counter-terrorism strategy. Where the responsibility for Pursue sits primarily with the Security Services and the Police, there is a role for LDC in the other two strands: Protect and Prepare.
- 11.5** The protection of buildings & infrastructure and the mitigation of the impact from potential threats fall within this and work is being under-taken to ensure the council is proportionately addressing this risk.

12.0 Police and Crime Commissioner

- 12.1** The second election for the Police and Crime Commissioner (PCC) for each police area took place in May 2016. PCC's are responsible for policing and crime performance and to hold the Chief Constables' to account
- 12.2** The Cabinet member for Customers & Partners, Councillor Nicholson is Lewes District's representative on the Police and Crime Panel (PCP) which has the powers over the PCC and, in particular, in terms of 'policing plan' and

'budget'. PCC's do not directly control local CSP's but directly impact LDCSP effectiveness by control of budget allocation and hold responsibility for monitoring CSP effectiveness.

13.0 Resource Implications

13.1 The Sussex Police and Crime Commissioner (PCC) maintains direct control of determining budget allocation to local CSPs⁽¹⁰⁾. This financial year the PCC allocated £21.9k to the LDCSP.

13.2 The Lewes District CSP is working with the East Sussex Community Safety Partnership to highlight the positive benefits of this funding, and it is therefore hoped that a similar level of grant will be provided in the coming year.

14.0 Eastbourne, Lewes District & Wealden Community Safety Partnership 'Soft Merger'

14.1 In late 2015 the Police and Crime Commissioner for Sussex recommended that it would be appropriate for individual District and Borough Community Safety Partnerships to investigate merging options to reflect the new policing district boundaries and made efficiency savings.

14.2 After a universal agreement of the individual Eastbourne, Lewes District & Wealden CSPs it was agreed that the Districts and Borough would work towards establishing a new Strategy Group encompassing all three whilst enhancing and maintaining the District Joint Action Groups to deliver a local focus.

14.3 So far the soft merger has enabled greater strategic presence for the individual CSPs and facilitated cross border co-ordination on priority areas such as Scams & Rogue Trading.

14.4 In addition, it has successfully enhanced the JAG by freeing up resources to focus on local priorities and deliver greater multi-agency problem solving. This has been achieved by enhancing operational capabilities through broader partner participation. This in turn has developed JAG commissioning abilities as, similar to the CSP, the group has broadened its skills and knowledge to allow for greater identification of local demand and priorities.

14.5 The soft merger is supported by the Eastbourne, Lewes District & Wealden Community Safety Partnership Steering Group who has the responsibility of monitoring progress. The steering group will be meeting in February to review progress thus far and discuss the future direction for the partnership.

14.6 The report to this committee last year resulted in Members expressing concerns regarding a potential risk that Lewes District issues may take a lower priority to those of other areas. This risk has been mitigated successfully through the Terms of Reference of the merged Board and in particular through enhancement of the Joint Action Group as set out above.

15.0 Staffing

- 15.1** As part of the EBC/LDC Joint Transformation Programme (JTP), in June 2016, the officers of the Eastbourne Community Safety Partnership (ECSP) were tasked to also undertake work for the Lewes District Community Safety Partnership.
- 15.2** Expertise, knowledge and best practice has been shared across the partnership and some areas of joint working are developing in response to Cybercrime, Scams & Rogue Trading.
- 15.3** Staffing for this area of work going forward will be addressed through the JTP restructure (Phase One) currently underway.

16.0 Financial Appraisal

- 16.1** Finance have made the following comments:

There are no direct financial implications for the Council arising from the recommendations set out in this report.

17.0 Legal Implications

- 17.1** The Legal Services Department have made the following comments:
- 17.2** References to all relevant legislation are contained within the body of the report.
- 17.3** Under its terms of reference, the Scrutiny Committee have capacity to agree the recommendations at the head of this report.
- 17.4** Date of legal advice 18.1.17. Legal ref: 005971-LDC-OD.

18.0 Risk Management Implications

- 18.1** Changes to the role of Police Community Support Officers (PCSOs), under the Local Policing Programme, present challenges in regards to low level anti-social behaviour (ASB) and may place additional responsibilities on the Council to tackle ASB within our partnership approach. As part of the EBC/LDC Joint Transformation Programme, a review of ASB policy is currently underway. It includes efforts to identify how the Councils could respond to non-tenant related ASB in light of changes under the LPP.
- 18.2** Powers under the Anti-Social Behaviour, Crime & Policing Act have enhanced Councils abilities to tackle ASB. Practice is being developed by EBC and is to be shared across both Councils. Such efforts have been taken to ensure that the Council is prepared for possible changes to the management of low level ASB brought about by the LPP.
- 18.3** In view of the change in the nature of crime, where a major transfer to online crime and scams is taking place, it has reached the point where cyber offences are nationally outweighing those committed within the physical world. The new Home Office advice, presented within the Modern Crime

Prevention Strategy⁽¹⁾, introduced above, focuses on this and efforts by the LDCSP have already begun. Cybercrime is listed within the CSP priorities for 2017/18 and officer knowledge is being developed to respond to these demands. A focus on the publication of prevention advice will be taken whilst strategic and operational support for agencies, such as the police, will be co-ordinated by the CSP through the Community Safety Plan.

18.4 At the Safer Communities Board in December 2016, the Office of the Sussex Police & Crime Commissioner suggested that future funding from the PCC to the CSPs should be spent on projects which reflect PCC priorities. Such direction may present a risk to the commissioning of initiatives, and CSP effectiveness, in relation to local priorities.

18.5 Effective management of CSP finances has ensured that reserves, prior to PCC funding, are available to ensure that funding is available for the commissioning of projects/initiatives which match local priorities.

19.0 Equality Screening

19.1 The work of the Community Safety Partnership positively impacts on a number of groups across the District who share protected characteristics, so has a positive contribution towards our Equalities Objectives, and as this report is a progress update, it does not require an Equality Analysis.

19.2 However, the merger of the three Community Safety Partnerships was subject to its own Equality Analysis which was completed and signed off by the partnership at its first meeting in July 2016.

Background Papers

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

1. *Modern Crime Prevent Strategy, Home Office*
2. *LGA Review into Community Safety Partnerships*
3. *Sussex Police Crime Data*
4. *Sussex Police Crime Data*
5. *Sussex Police Crime Data*
6. *Sussex Police Crime Data*
7. *Safer Sussex Roads Partnership Casualties Data*
8. *iQuanta Data produced by the Home Office compares Eastbourne against fourteen other similar towns in England on a rolling quarter. Crime Data produced monthly.*
9. *Report on Fly-tipping in 2014/15 and 2015/16*
10. *Central Government Legislation and Home Office Guidance*

A copy of the papers relating to this report can be obtained by contacting the Officer listed above.

Appendices

Appendix A – iQuanta Most Similar Group (MSG) grouping for Lewes District

Appendix B – Community Safety Plan Version 1.3 (available on request)

Appendix C – CSP Priorities for 2016/17

Appendix D – CSP Priorities for 2017/8

Appendix E – Copy of Lewes District Joint Action Group YTD spend for 2016/17

Most Similar Groups

iQuanta Most Similar Group (MSG) grouping for Lewes District

CSP
Avon & Somerset –North Somerset
Cheshire – Cheshire East
Cheshire – Cheshire West and Chester
Essex – Epping Forest
Kent – Ashford
Lancashire – South Ribble
Lancashire – Wyre
Leicestershire – Hinckley and Bosworth
Leicestershire – North West Leicestershire
Nottinghamshire – South Nottinghamshire
Sussex - Arun
Sussex – Lewes
Warwickshire – Rugby
West Mercia –North Worcestershire
West Mercia –South Worcester

Appendix B

Lewes District Community Safety Partnership Action Plan – 2016 -17

(Priorities listed in East Sussex Safer Communities Plan)

October 2016

Priority Number and Action		Action	Person Responsible	Completion Date	Blockage Observations	Traffic Light	Priority
1.	ASB & Hate	Effective response and resolution of graffiti, dog fouling, litter & fly-tipping. Successful management and development of Paws on Watch.	Robin Fuller LDC	Ongoing.	Data recording, litter.	Green.	1
2.	ASB & Hate	Peacehaven Youth ASB Action Groups (separate action plan)	Claire Lacey Town Manager Peacehaven T.C.	Ongoing Oct 2017.	Resources. Funding.	Amber.	1
3.	ASB & Hate	Effective implementation of ASB legislation via partnership working	Harry Williams CSO EBC/LDC.	Ongoing PSPO by Oct 2017.	Lawyer Fees. Resources	Amber.	1
4.	ASB & Hate	Deployment of Police Resources based on Threat, Risk & Harm.	Rob Lovell NPT Inspector Lewes	Ongoing.	Time. Staffing. Money.	Green.	1

Appendix B

Lewes District Community Safety Partnership Action Plan – 2016 -17

(Priorities listed in East Sussex Safer Communities Plan)

Priority Number and Action		Action	Person Responsible	Completion Date	Blockage Observations	Traffic Light	Priority
5.	ASB, Hate & Reduce Crime	JAG Commission of Youth Local Initiatives	Bob Gough Crime Reduction EBC/LDC	Ongoing.	3 initiatives major support SCDA, Foyer Newhaven & Youth Action Peacehaven.	Green.	1 & 2
6.	ASB, Hate & Reduce Crime	Fully integrate ASB/Hate Risk Assessment into LDC Processes.	Ed Hele LDC	March End 2017	Resources. Data Collection.	Amber.	1 & 2
7.	ASB, Hate & Reduce Crime	Support & Active Involvement in ASBRAC meetings & Actions	NPT ASB Officer	Ongoing.	Resources. E-CINS. Future staffing.	Green.	1 & 2
8.	Reduce Crime	Support Sussex Police enforcement alcohol & drugs Inc. Op Support	Rob Leet. District Commander	Ongoing.	Resources.		2
9.	Reduce Crime & Fear	Increase Neighbourhood Watch in Newhaven	Harry Williams CSO EBC/LDC.	March 2018.	Resources. Volunteers. Geographical Disposition.	Amber.	2

Appendix B

Lewes District Community Safety Partnership Action Plan – 2016 -17

(Priorities listed in East Sussex Safer Communities Plan)

Priority Number and Action		Action	Person Responsible	Completion Date	Blockage Observations	Traffic Light	Priority
10.	Reduce Crime & Fear.	Publish CSP Newsletter & Press Releases – Monthly – Develop Social Marketing initiatives	Harry Williams CSO EBC/LDC	Ongoing.	Resources Feedback to CSO.	Green.	2
11.	Reduce Crime & Fear	Preventative Advice to Elderly on Cyber Crime & Scams via Neighbourhood Watch marketing outlets.	Harry Williams CSO EBC/LDC	March End 2017.	Resources. Support. Volunteers.	Amber.	2
12.	Reduce Crime & Fear	Intelligence Led Operations on illegal drugs & psychoactive substances.	Rob Lovell NPT Inspector	Ongoing.	Intelligence. Resources.	Green.	2
13.	Reduce Crime & Fear	Intelligence Assessment & Actions on Volume Crime via JAG.	Rob Lovell NPT Inspector. Bob Gough Crime Reduction EBC/LDC.	Ongoing.	Crime Analysis.	Green.	2

Appendix B

Lewes District Community Safety Partnership Action Plan – 2016 -17

(Priorities listed in East Sussex Safer Communities Plan)

Priority Number and Action		Action	Person Responsible	Completion Date	Blockage Observations	Traffic Light	Priority
14.	Reduce Crime & Fear	Purchase & Effectively Deploy 3x Nomad Cameras.	Rob Lovell NPT Inspector	Ongoing.	Intelligence Led.	Green.	2
15.	Vulnerable Victims of Crime.	Communicate to communities to make aware of services available.	Ed Hele LDC	Ongoing.	Resources outside control.	Amber.	3
17.	Vulnerable Victims of Crime & Domestic Abuse.	Encourage implementation & development of partnership referral system – ESF&RS and Sussex Police.	Rob Lovell NPT Inspector. Dave Sheppard ESF&RS Borough Commander.	Ongoing.	Resources.	Green.	3 & 4
16.	Domestic Abuse.	Support Awareness Initiatives e.g. White Ribbon and the development of Ask Me.	Harry Williams CSO EBC/LDC	Ongoing.	Resources. Cost.	Green.	4
18.	Domestic Abuse.	Support Domestic Abuse sub-group	Rob Leet District Commander	Ongoing.	Resources. Cost.	Green.	4

Appendix B

Lewes District Community Safety Partnership Action Plan – 2016 -17

(Priorities listed in East Sussex Safer Communities Plan)

Priority Number and Action		Action	Person Responsible	Completion Date	Blockage Observations	Traffic Light	Priority
19.	Domestic Abuse.	Support MARAC Processes & County wide initiatives via Safer Communities Board.	Bob Gough Crime Reduction EBC/LDC	Ongoing.	County restriction on resources.	Green.	4
20.	Dwelling Fire Reduction	Continue Home Safety Visits – Investigate – all suspicious fires.	Dave Sheppard ESF&RS Borough Commander.	Ongoing.	Is target wide enough?	Green.	5
21.	Reduce K&SI	Develop Sub Group to focus on issues.	Dave Sheppard ESF&RS Borough Commander.	March 2017 & Ongoing.	Need to liaise with Wealden	Amber.	6
22.	Reduce K&SI	Promote Operation Crackdown.	Harry Williams CSO EBC/LDC.	Ongoing.	Resources. Marketing Channels Enhanced.	Amber.	6
23.	Reduce K&SI	Continue to Develop Community Speedwatch.	Rob Lovell NPT Inspector.	Ongoing.	Lack of Volunteers & Equipment.	Green.	6

Appendix B

Lewes District Community Safety Partnership Action Plan – 2016 -17

(Priorities listed in East Sussex Safer Communities Plan)

Priority Number and Action		Action	Person Responsible	Completion Date	Blockage Observations	Traffic Light	Priority
24.	Reduce K&SI	Work with C7 Pressure Group to improve road safety	Graeme Beattie Sussex Safer Roads Partnership	Oct 2017.	Resources. Too High Expectations. Money.	Amber.	6
25.	Prevent	Undertake all actions required by Specified Authorities under CT. legislation (Joint Action Plan with EBC).	Bob Gough Crime Reduction EBC/LDC.	Ongoing.	Resources.	Green.	6

Lewes District Community Safety Priorities 2016/17

Work in partnership to seek long lasting solutions to Anti-Social Behaviour (ASB): ASB remains a priority to the community and the police and partner agencies continue to receive many calls. The impact of anti-social behaviour can disproportionally affect the health and well being of residents and communities.

Promote community safety initiatives to reduce crime and the fear of crime: Crime levels in Lewes continue to be low but there is a disproportionate fear of crime that requires the partnership to reassure the public and promote the work that all partners undertake.

Work to protect and support vulnerable victims of crime: this is a new priority for the partnership, to acknowledge the importance of prioritising community safety work where vulnerable victims are involved.

Encourage the reporting of Domestic Abuse incidents: Lewes was at the forefront of the White Ribbon campaign and it continues to be a priority to encourage victims to report incidents to the police. Domestic violence is widely known to be an under reported crime which this priority aims to reverse.

Reduce the number of Dwelling Fires: We continue to work with partners to identify those most vulnerable from fire in our community, so that prevention support can be promptly delivered, such as Home Safety Visits, smoke alarm installations, well-being checks and further referral links to other agencies.

Reduce the number of Killed & Seriously Injured on Lewes District's roads: We continue to focus on making our roads safer for all road users across the district as the level remain unacceptably high.

Promote and contribute to the implementation of the Prevent agenda: We will provide awareness training to partners as part of this national anti-terrorism agenda.

Lewes District Community Safety Partnership

“Our vision is to improve people’s lives in Lewes District’s communities by working in partnership to reduce the levels of crime and anti-social behaviour and to manage the fear of crime.”



What are the priorities and why?

- **Community Engagement & Public Reassurance** – To continue to engage with the communities we serve and meet their needs in relation to community safety and public reassurance.
- **Environmental Anti-Social Behaviour** – Reducing arson, graffiti, fly-tipping, litter and dog fouling contributes to an improvement in the quality of life for the residents of Lewes District.
- **Road Safety** – To reduce the number of killed & seriously injured on Lewes District’s roads and to tackle anti-social driving.
- **Volume Crime** – The continued reduction of offences such as burglary, robbery and vehicle crime, makes Lewes District a better place to live, work and visit.
- **Anti-Social Behaviour (ASB) and Hate Crime** – To support the Police and other agencies in their work to give effective support to vulnerable and high risk victims of hate crime and ASB, as well as bringing offenders to justice.
- **Domestic Abuse and Sexual Offences** – To support the Police and other agencies in increasing the reporting of such offences as well as their work with victims and bringing offenders to justice.
- **Reduce the number of Dwelling Fires** – To support East Sussex Fire & Rescue Service and other agencies in their work to identify those most vulnerable from fire so that prevention support can be delivered.
- **Prevent Strategy** – To prevent the radicalisation of vulnerable members of our communities, thereby contributing to a reduction in extremism.
- **Substance Misuse and Psychoactive Substances** – Causal links to crime, anti-social behaviour and health.
- **Cybercrime, Scams & Rogue Trading** – To market prevention advice and support agencies such as the Police and Trading Standards in working with victims and bringing offenders to justice.



LEWES DISTRICT COMMUNITY SAFETY PARTNERSHIP

Summary of Lewes District Joint Action Group (JAG) YTD spend for 2016/17.

Introduction

The Lewes District Joint Action Group has approved ten requests for funding so far in performance year 2016/17. The total spend is £28,952.22 with £3,891.78 remaining from PCC funding for 2016/17.

The commissioned projects/initiatives cover a number of the LDCSP priorities – including Work in partnership to seek long lasting solutions of anti-social behaviour; Promote community safety initiatives to reduce crime and the fear of crime; Work to protect and support vulnerable victims of crime; Encourage the reporting of domestic abuse incidents; Promote and contribute to the implementation of the Prevent Agenda.

Application 1 – Property Marking Pens

The Lewes District Joint Action Group awarded £897 towards the 'Property Marking Pens' project – developed by Sussex Police. The initiative provides UV property marking pens to the general public at engagement events and as part of crime prevention packages. It's aim is to encourage the return of stolen property to victims by being able to identify the rightful owner.

The £897 covers the full amount of the project. It addresses priority 2 of the partnership.

Application 2 – Counselling for Survivors of Domestic Abuse

The Lewes District Joint Action Group awarded £250 towards 'Counselling for Survivors of Domestic Abuse' project –supported by the Lewes District Domestic Abuse Action Group. The initiative provides publicity materials to promote counselling to victims of domestic abuse –

Appendix E

preventing anxiety, depression, substance misuse and relationship problems connected to past trauma.

The £250 covers the full amount of the project. It addresses the partnership priorities 3 & 4.

The initiative began in November 2016 and a written report will be submitted in March 2017.

Application 3 – Paws on Watch

The Lewes District Joint Action Group awarded £1,118 to the 'Paws on Watch' initiative. The initiative sets out to gain intelligence and identify dog owners that allow their dogs to foul in public places by using the public as 'eyes and ears'.

The £1,118 covers the full amount of the project. It addresses the partnership priority 1.

Application 4 – Detached Youth Support

The Lewes District Joint Action Group awarded £3,323.74 towards the detached youth support services in Lewes – developed by ESCC Targeted Youth Support. The project provides flexible sessions targeted at specific 'hotspots' of anti-social behaviour across the Lewes District. The 'hotspots' reflect police operations and has included Seaford Bowls club. Its aim is to reduce problematic behaviour in young people.

The project addresses the partnership priority 2.

The initiative is ongoing and a full evaluation will be received in April 2017.

Application 5 – Fly-tipping Reduction Campaign

The Lewes District Joint Action Group awarded £376 towards the Fly-tipping Reduction Campaign – developed by Lewes District Council. The campaign sets out to deter perpetrators, and potential perpetrators, from fly-tipping by placing signage in key hotspots across Lewes District.

The £376 covers the full amount of the project. It covers the partnership priority 1.

The campaign began in July 2016 and finished October 2016. A written report will be provided by March 2017.

Appendix E

Application 6 – Seaford YTG Counselling

The Lewes District Joint Action Group conditionally awarded £900 to the Seaford YTG Counselling project –developed by the Seaford Community Partnership. Seaford YTG Counselling is a pilot scheme aimed at providing access to counselling services for young people who don't meet the statutory intervention criteria – preventing issues that impact directly on emotional wellbeing and other risk areas.

The £900 contributes towards a total cost of £1,200. The project addresses the partnership priority 1.

The pilot will run for six months once counsellor accreditation has been confirmed and a full report will be provided at the end of this period.

Application 7 – Healthy Conversations

The Lewes District Joint Action Group awarded £2,500 to Healthy Conversations – developed by the Salvation Army Housing Association. Healthy Conversations provides courses and workshops aimed at encouraging young people back into education whilst raising awareness of bullying, crime and safety. Healthy Conversations is held within the Newhaven Foyer, Newhaven Valley.

The £2,500 covers the total costs of the project. It addresses the partnership priorities 1, 2, 3, 4 & 7.

The project began in September and ended in January 2017. Healthy Conversations will continue as a self running project thereafter. A written report will be provided shortly.

Application 8 – Peacehaven Taskforce

The Lewes District Joint Action Group awarded £4,000 for the Peacehaven Taskforce – developed and managed by Peacehaven Town Council. Peacehaven Taskforce establishes club activities for 14-18 year olds to provide a diversion from committing anti-social behaviour in Peacehaven. This includes boxing classes and other construction sessions.

The £4,000 covers the full start up costs of the project. Peacehaven Town Council will continue with the running costs after the one year period of the project. It addresses the partnership priorities 1 & 2.

Peacehaven Taskforce launched in January 2017 and will run to December 2017. A full report will be given after this period.

Appendix E

Application 9 – Youth Drop-in

The Lewes District Joint Action Group awarded £4,719.48 for the Youth Drop-In project – ran by the Sussex Community Development Association. The project hosts drop-in sessions to provide information, advice and guidance for young people. It focuses on inspiring behaviour change and embed life skills – especially to those that are at risk of, or are involved in, anti-social behaviour.

The £4,719.48 is a contribution towards the running costs of the project. It addresses the partnership priorities 1, 2 & 7.

The funding began in October 2016 and ends in May 2017. A written report will be provided in April 2017 with an interim in February 2017.

Application 10 – Nomad CCTV cameras

The Lewes District Joint Action Group awarded £10,868 for the Nomad CCTV cameras project – run by members of the Joint Action Group. The project procures two Nomad CCTV cameras to be managed by Sussex Police based on their Threat, Risk & Harm model. The cameras focus on tackling anti-social behaviour across the District and respond to a rise in criminal damage against vehicles. In addition, it follows on from consultation with Town & Parish Councils across the District who've identified a need for further CCTV.

The £10,868 covers the full costs of the project. The funding came from historic reserves prior to PCC funding. It addresses the partnership priorities 1 & 2.

The project began in January 2017 and evaluation will be carried out in February 2018 with an interim report within this period.

Agenda Item No: 7 **Report No:** 40/17

Report Title: Local Council Tax Reduction Scheme

Report To: Scrutiny Committee **Date:** 17th February 2017

Cabinet Member: Bill Giles

Ward(s) Affected: All

Report By: Ian Fitzpatrick, Director of Service Delivery

Contact Officer(s)-

Name(s): Ian Morris
Post Title(s): Head of Customer Service
E-mail(s): ian.morris@lewes.gov.uk
Tel No(s): Ex. 4079

Purpose of Report:

To inform the committee of the background to the implementation of the Council's Local Council Tax Reduction Scheme (LCTRS) and its subsequent maintenance.

Officers Recommendation(s):

It is recommended that the Committee:

- 1 Notes the report and agree any questions it would like to be addressed in a further report to be considered on 23 March 2017.

Reasons for Recommendations

- 1 To ensure the Council develops a LCTRS that meets the needs of the major preceptors and the needs of the residents of the district.

Background

- 2 The Council Tax Benefit scheme, which was fully funded by Central Government, was abolished from 01 April 2013 and replaced under the Local Government Finance Act 2012 (section 13A) by the localisation of Council Tax Support in England. The Act imposes a duty on billing authorities, including LDC, to develop and adopt their own scheme of support for working age claimants and to approve their LCTRS by 31 January each year.
- 3 To protect pensioner households from any reduction in financial support, the government put in place a national scheme that local authorities have

to adopt. Therefore, any changes to the scheme made by LDC can only affect working age households (approximately 50% of the number of claimants in the scheme). In 2013 there were 8,100 households receiving some level of Council Tax Benefit.

- 4 This change came with a 10% cut in funding from central government, for the Council this was c£1m, from c£8m to c£7m.

The development of the scheme

- 5 In 2013 when the LCTRS was first introduced by LDC it reflected, in the main, the old Council Tax Benefit scheme. It was developed with the other District and Borough Councils in East Sussex to ensure that there was a common scheme across the County.
- 6 In order to meet the demands of the grant reduction new discretionary powers were exercised at the same time to reduce certain Council Tax discounts, which effectively increased the council tax base. This action was taken as an alternative to radically reducing the amount of Council Tax Reduction awarded.
- 7 The LCTRS remained unchanged until 01 April 2016. As ESCC had suffered significant reductions in their grants from central government they requested an increase in the tax base to maximise their income from Council Tax. A number of ideas to achieve this were modelled and reported to the Chiefs and Leaders group. The proposals that affected the LCTRS then went out to public consultation.
- 8 On 09 December 2015 the Council adopted a revised scheme for 2016/17 that:
 - Limited a Council Tax Reduction to 80% of the claimant's council tax liability, i.e. to introduce a minimum charge to all working age households of 20% of the full Council Tax liability regardless of income
 - Assumed a minimum income for claimants who have been self-employed for more than 12 months
- 9 The former change meant that, for example, a single person on Income Support who used to receive full Council Tax Reduction, i.e. received a zero Council Tax Bill, would now be required to pay 20% of the full liability, which equates to approximately £240 per year for an average band D property (after the award of a Single Person Discount). This change was adopted by all of the other Districts and Boroughs in the County, except Hastings.
- 10 The latter change to imply a prescribed level of income for established self-employed claimants was adopted by all of the other Districts and Boroughs in the County in its strictest sense. At the Lewes District full Council meeting of 09 December 2015 an amendment was agreed which reduced the impact for self-employed:-

- Carers
 - Lone parents and
 - Mixed employment households
- 11** Subsequently at the Council meeting of 07 December 2016 the self-employed rule was further relaxed for disabled claimants and this will come into effect as part of the 2017/18 scheme.
- 12** The Council's LCTRS remains, in essence, a county-wide scheme. There are, however, a few differences between the District and Borough Councils – the main ones being Hastings have not adopted the 20% minimum payment and Lewes has less strict rules for self-employed claimants.

The scheme review process

- 13** In 2012 and 2015 (the only occasions that significant changes have been made to the LCTRS) the process for making changes to the scheme has been as follows.
- Consultation and financial steer from the major preceptors
 - Agreement of priorities between Chiefs and Leaders Group and the Finance Officers Group.
 - An Equalities Impact Assessment for each proposed change.
 - Financial Modelling of each proposed change
 - Full public consultation
 - Recommendations to Cabinet
 - Recommendations from Cabinet to full Council
 - Full Council decision

The scheme cannot be amended in-year.

Operational review of the current scheme

- 14** As changes to the scheme in 2016/17 were estimated to reduce the level of support the Council gives by c£1.0m it was expected that this would have an impact on the collection rate. However, the collection rate as at 01 February 2017 was 95.11% compared to 95.89% at 01 February the previous year. Additional staffing resource paid for by ESCC has proved invaluable in maintaining this level of collection.

The collection rate, along with the figures below, appears to indicate that the revised scheme has achieved its financial objectives.

Total net collectable debt for Council Tax 2015/16	£60.8m
Total net collectable debt for Council Tax 2016/17	£64.8m
CTR expenditure in 2015/16 (Pensioner Households) (Working Age Households)	£7.5m (£3.65m) (£3.85m)
Est CTR expenditure in 2016/17 (as at 01.02.17) (Pensioner Households) (Working Age Households)	£6.5m (£3.6m) (£2.9m)
Number of claimants affected by 20% reduction	3247
Number of self-employed claimants potentially affected	320
Number of Households receiving LCTR 2015/16 (Pensioner Households) (Working Age Households)	7387 (3729) (3658)
Number of Households receiving LCTR 2016/17 (Pensioner Households) (Working Age Households)	6764 (3517) (3247)

- 15** It is fair to say that the implementation of the Self-Employed rule has raised more concerns and objections from claimants, external organisations and other interested parties than any other change to the scheme. The rule is, however, broadly in line with the current Universal Credit rules. The obvious concern is that if this rule is causing financial difficulties for this sector for a financial liability in the region of £1,600 per annum (an average band D Council Tax liability) what impact will the same rule have when applied to the calculation of Housing Costs (the Housing Benefit equivalent within Universal Credit), for a liability for rent in the region of £11,000 to £12,000 per annum (an average 3 bedroom house in Newhaven)?

Exceptional Hardship

- 16** An Exceptional Hardship fund of £39,000 was established for 2016/17 to provide additional support to those claimants in exceptional circumstances that have been adversely affected by the 20% reduction in liability and/or the change to the way self-employed claims are assessed.
- 17** The Exceptional Hardship scheme mitigates the impact of any changes to the LCTRS that severely affects someone's ability to pay the tax due. As at the 01 February 2017 the Council had made 16 awards totalling £1,884.52 from a total of 69 applications received (out of 125 application forms sent out).

- 18 Discussions are taking place with the major preceptors to gain their agreement to continue supporting the fund in 2017/18.

Resource Implications

- 19 The current scheme means that all working age recipients of CTR have to pay a minimum amount of Council Tax. This has two major impacts:
- An increase in activity around billing and collection
 - An increase in customer contact
- 20 There has been recognition by the major precepting authorities of the increased workload that billing authorities will see. For 2016/17 they contributed the staff costs for 2 additional FTEs to manage the increased workload. Discussions are taking place around a similar contribution to costs for 2017/18.

Financial Appraisal

- 21 The 2016 changes to the scheme are estimated to result in savings to the cost of the scheme of c£1m (LDC c£100,000) in a full year.
- 22 Initial discussions have indicated that no further savings are required by ESCC from the LCTRS in 2018/19. Any proposed changes to the current scheme for 2018/19 would, therefore, need to be cost neutral.

Legal Implications

- 23 There is a statutory duty to review the scheme annually and make any decisions no later than 31 January in each financial year.

Equality Screening

- 24 Not applicable at this stage

Background Papers

- 25 None

Agenda Item No: 8 **Report No:** 41/17

Report Title: Portfolio Progress and Performance Report 2016/17 - Quarter 3 (October to December 2016)

Report To: Scrutiny **Date:** 17 February 2017
Cabinet 20 March 2017

Cabinet Member: Councillor Elayne Merry, Portfolio Holder

Ward(s) Affected: All

Report By: Robert Cottrill, Chief Executive

Contact Officer
Name: Sue Harvey
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Purpose of Report:

1. To consider the Council's progress and performance in respect of key projects and targets for the third quarter of the year (October to December 2016 (Quarter 3)) as shown in Appendix 1.

The Scrutiny Committee is recommended to;

2. Consider progress and performance for Quarter 3 and make any relevant recommendations to Cabinet.

The Cabinet is recommended to;

3. Consider progress and performance for Quarter 3 and consider any relevant recommendations made by the Scrutiny Committee.
-

Reasons for Recommendations

4. To enable Scrutiny and Cabinet to consider specific aspects of the Council's progress and performance.







Background

5. The Council has an annual cycle for the preparation, implementation and monitoring of its business plans and budgets. This cycle enables us regularly to review the Council's work, and the targets it sets for performance, to ensure these continue to reflect customer needs and Council aspirations.

6. It is important to monitor and assess progress and performance on a regular basis, to ensure the Council continues to deliver priority outcomes and excellent services to its customers and communities. These priorities are set out in the Council Plan that was adopted by the Council in February 2016, supported by associated projects and service performance targets approved by Cabinet in July 2016.
7. The Scrutiny Committee has a key role in terms of oversight of the Council's progress and performance and challenging areas of under-performance. This report sets out the Council's performance against its targets and projects for the third quarter of 2016/17 (the period running from 1st October to 31st December 2016).

Performance in the Third Quarter of 2016/17

8. Appendix 1 provides a high level summary of progress and performance arranged by Cabinet portfolio. The summary shows where performance and projects are 'on track/on target' and where there are areas of risk, concern or under-performance. Where performance or projects are 'off track/below target', an explanation of the management action being taken to address this is also provided.
9. Detailed project/performance tracking information is recorded in the Council's performance management information system (Covalent). The system uses the following symbols to indicate the current status of projects and performance targets:

-  = Performance that is at or above target;
-  = Project is on track;
-  = Performance that is slightly below target but is within an acceptable tolerance/projects where there are issues causing significant delay or change to planned activities;
-  = Performance that is below target/projects that are not expected to be completed in time or within requirements;
-  = Project has changed or been discontinued;
-  = Data with no performance target.

Portfolio Progress and Performance – Quarter 3

10. An overview of the Council's performance for the year as at the end of the 3rd quarter is set out below:
 - 81% of the Council's key projects were either completed or on track at the end of the 3rd quarter. There are no project delays which constitute any serious risk to the Council.

- 90% of the Council's performance targets were either met, exceeded or within acceptable levels during the 3rd quarter.
- 2 indicators did not meet planned targets during the 3rd quarter (see paragraph 19 below).
- Customer feedback: There were 303 complaints and 24 compliments made by customers during the 3rd quarter.

The Good News –  Notable project milestones or service performance achieved.

11. This section of the report provides specific highlights by portfolio in terms of notable project progress or performance achievements.

Regeneration and Business Portfolio

12. Further work to consider future management and operation of the tourism service forms part of the wider Joint Transformation Programme in partnership with Eastbourne Borough Council, and the Tourism function in Lewes is being looked at by Scrutiny Committee. Artwave 2017 is about to open for entries. Remaining strategic regeneration projects are all on track with no significant risks arising.

Value for Money Portfolio

13. Council tax collection continues to be on track to achieve the end of year target of 98% and, following an exercise to re-profile the target for collection of business rates (now over a 12 month period), there is no cause for concern here.

Housing Portfolio

14. The project to extend use of temporary accommodation in the District is now complete, delivering 24 additional leasehold properties. The time taken to re-let Council homes to new tenants remains stable at 21 days, comfortably within the 25 day target.

Waste and Recycling Portfolio

15. The strategy has moved forward with the Cabinet decision regarding future recycling/food waste collection methods having been taken on 8th February. The Garden Waste collection service continues to be rolled out with target dates for Lewes town, Ringmer and Kingston being brought forward to early spring.

Planning Portfolio

16. Good progress is being made in Neighbourhood Planning, supported by the appointment of a Neighbourhood Plans Officer during quarter 3.


17. Performance across all the key measures in planning is largely on track for the third quarter with the exception of performance in respect of planning appeals related to major planning applications (see para 19 below).

People and Performance Portfolio

15. Good progress is being made with the Dementia Friends project following a series of staff/councillor awareness sessions last quarter. Partners, 3VA, also report that the local Dementia Action Alliances in Lewes town and The Havens are developing well and starting to run a range of awareness raising and support focused events and activities.

Customers and Partners Portfolio

16. Calls to the customer hub continue to be answered within the target time with an average of 10 seconds being achieved in quarter 3. Sign-up for the council's email alert system continues to grow and is now at just over 4,000 as at the end of December 2016, well above the baseline target of 1,500.

Areas for Improvement –  Project/performance is slightly off track (but within acceptable/5% tolerance).

17. The 'amber' warning flags up performance that has fallen very slightly below target or projects that are slipping behind schedule or going slightly off-track. There were 4 performance areas which fell into this category during the third quarter:

- Payment of Invoices
- Staff sickness
- Complaints responded to within target time
- Wave leisure: visits to leisure centres


Action being taken to tackle performance issues in these areas is set out in Appendix 1.

18. Only 2 projects are being reported as amber at the end of the third quarter;

The Local Plan (Part 2): Work is progressing. It is still expected that the public consultation will take place in April/May 2017; however the current judicial review may have further impact.

Devolution: Work has recommenced with Newhaven Town Council. Progress is being made on the transfer of 5 sites and terms have been agreed. Discussions have re-opened with Lewes Town Council and the Legal team has been instructed to offer a transfer of sites at Malling and Landport Bottom on the same basis as that agreed with Newhaven Town Council. Discussions with Telscombe and Peacehaven Town Councils will commence within the next

month. It is proposed that the target date for the project be revised to better reflect the current position.

(Areas for Improvement –  Performance well below target and/or project significantly off-schedule or revised.

19. Where service performance falls well below target levels, or a project is significantly off track or has been significantly revised or cancelled, priority is given to addressing these issues. There were 2 areas where this was the case in the third quarter;

Temporary Accommodation: Use of temporary accommodation has increased to moderately above target due to additional private sector leasehold properties becoming available to the Council. We are seeing increased pressure on housing in the district and requests from people experiencing homelessness. This is in line with our neighbouring authorities and national trends.

Major applications allowed on appeal: There was 1 major application for new housing granted planning permission following appeal in the third quarter. The application was for 63 dwellings at Mitchelswood Farm, Newick. The target of 0 reflects the significant potential financial and reputational risks associated with planning decisions that are not supported by an Inspector at an appeal.

Financial Appraisal

20. Project and performance monitoring and reporting arrangements are contained within existing estimates. Corporate performance information should also be considered alongside the Council's financial update reports (also reported to Cabinet each quarter) as there is a clear link between performance and budgets/resources.

Legal Implications

21. Comment from the Legal Services Team is not necessary for this routine monitoring report.

Risk Management Implications

22. It is important that corporate performance is monitored regularly otherwise there is a risk that reductions in service levels, or projects falling behind schedule, are not addressed in a timely way.

Equality Analysis

23. The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports or as part of programmed equality analysis. The equality implications of projects that form part of the Joint Transformation Programme are addressed through separate Equality and Fairness assessments.

Background Papers

[Council Plan 2016 to 2020](#)

Appendices

Appendix 1 – Portfolio Progress and Performance Report (Quarter 3)

PORTFOLIO PROGRESS AND PERFORMANCE QUARTER 3 (October to December 2016)

Key to Symbols



- Project is complete; Performance is at or above target (please note, in some instances performance data has been rounded to the nearest whole number/percentage);



- Project is on track or yet to commence;



- Project has issues causing significant delay or change to planned activities; Performance is below target but within 5% tolerance;



- Project is not expected to be completed in time or within requirements; Performance is below target;



- Project scope has changed/project has been discontinued;






- No performance target set.

PLACE - GROWTH AND PROSPERITY

Portfolio: Councillor Andy Smith (Regeneration and Business)

Portfolio Projects and Initiatives

Project / Initiative	Target Project Completion	Current Status	Update
North Street Quarter	September 2017		<p>The purchase of the leases at 21-24 North Street has now completed and the units are empty ready for demolition. Terms have also been agreed to purchase the lease at 25 North St and that will be the next property to complete. Negotiations are continuing with the dentist practise at 19, North St and the timetable for gaining vacant possession on the property is linked in with the development of the Health Hub. The Council is currently on track to obtain vacant possession of its property in time for the phase 2/3 development.</p> <p>After a delay in agreeing terms on the purchase of Springman House, exchange of contracts is expected within the next few weeks, with completion to follow shortly afterwards. Work is underway to develop a scheme to relocate ESFRS onto the Springman House site with the opportunity for enhanced collaborative working with Sussex Police.</p>
Newhaven Flood Alleviation Scheme	April 2017		<p>Construction of the Scheme has commenced, with site clearance and enabling works on the west bank. Completion of the defence alignment on the west bank is on scheduled for March/April 2017.</p> <p>The detailed design of the defence works on the east bank has started and construction will commence in Spring 2017. Stakeholders on the east bank have been engaged to agree the defence alignment and working access and arrangements.</p>

Project / Initiative	Target Project Completion	Current Status	Update
			<p>Planning consent has been granted from LDC for the Scheme on both river banks south of the Energy Recovery Facility (ERF). Planning consent is still pending from the South Downs National Park Authority and East Sussex County Council regarding the small part of the Scheme north of the ERF but this is expected imminently.</p> <p>Close work with Network Rail is underway to progress the design and operation of the floodgate across the railway line near the EFR that is located just north of the Town.</p>
Newhaven Enterprise Zone	December 2018		<p>Cushman and Wakefield are close to completing the Investment Strategy with the final draft required by government by 31 March 2017.</p> <p>A baseline business rates projection has been prepared and has been shared with government, and the Cushman and Wakefield report will identify how much uplift in business rates can be expected and how to best invest it.</p> <p>We continue to work with landowners, and have made two applications to the C2C Unallocated LGF fund for sites in the EZ.</p>
Tourism Strategy	March 2018		<p>Further work to consider future management and operation of the tourism service forms part of the wider Joint Transformation Programme in partnership with Eastbourne Borough Council, and the Tourism function in Lewes is being looked at by Scrutiny Committee. Artwave 2017 is about to open for entries.</p>

VALUE FOR MONEY





Portfolio: Councillor Bill Giles (Finance)

Portfolio Projects and Initiatives

Note:

- 1) There are no strategic projects currently within this portfolio.
- 2) There is a separate process for monitoring the Council's financial performance including key targets. This is reported as part of the regular financial update reports to Cabinet.

Key Performance Indicators

KPI Description	2016-17 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Status	Explanatory Note
Percentage of invoices paid on time (within 30 days)						There is improvement overall in the payment of invoices within target times.
a) Housing	a) 95%	a) 97%	a) 93%	a) 96%		Payment of housing invoices has improved and two out of the last three quarters have been above target.
b) All Other	b) 98%	b) 95%	b) 96%	b) 97%		Although slightly below target, payment of all other invoices is at its highest level so far this year.
Percentage of Council Tax collected during the year	98%	29.7%	28.28%	27.8%		Although a there is a slight dip in performance compared to previous quarters, overall performance remains strong.
Percentage of Business Rates collected during the year	98%	29.8%	26.5%	27%		The target is based on previous years' best performance. The target for business rates collection has been re-profiled to reflect collection over a 12 month period. It is expected that the year-end target will be achieved.



PLACE - DELIVERING SUSTAINABLE NEW HOUSING AND INFRASTRUCTURE






Portfolio: Councillor Ron Maskell (Housing)

Portfolio Projects and Initiatives

Project / Initiative	Target Completion	Current Status	Update
Local Growth Fund (Affordable Housing) Project	June 2017		Construction of all five sites (total 22 new homes) is on track for completion by June 2017. The site at Hythe Crescent in Seaford is on target to complete by February 2017, slightly earlier than previously reported. It is expected that 11 of these properties will become available for rent by end March 2017.
Housing Investment Company	October 2017		Cabinet approved the establishment of a Housing Investment Company in partnership with Eastbourne Borough Council at its meeting on 16 November 2016. Approval was also given by EBC at its cabinet meeting in December 2016. The next phase of the project will take place over the next quarter.
Extension of temporary accommodation	October 2016		The project is now complete and the Member Working Group met to sign off the project in October 2016. The project has delivered 24 private sector leasehold properties into the market place. Marketing assistance, advice and support to landlords has been developed and streamlined to ensure leasehold properties meet suitable standards and are sustainable in the longer term.

Key Performance Indicators



KPI Description	2016-17 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Status	Explanatory Note
Percentage of rent collected during the year (cumulative)	95%	94%	94%	98%		Performance is above target at the end of the 3rd quarter of the year.
Total number of days that families need to stay in emergency/B&B accommodation	15 days	0 days	0 days	0 days		For the third quarter in a row, no families have needed to be housed in emergency or B&B accommodation.

KPI Description	2016-17 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Status	Explanatory Note
Total number of households living in: a) emergency accommodation b) other temporary accommodation	a) 15 or fewer b) 50 or fewer	a) 15 b) 47	a) 13 b) 49	a) 15 b) 58	 	<u>Category a)</u> These households are living in bed and breakfast and self-contained accommodation across Lewes District, Eastbourne and Hove. The need for emergency accommodation remains stable. <u>Category b)</u> All households are in Lewes District temporary accommodation (including through the Private Sector Leasing Scheme). There has been an increase during quarter 3 that reflects the national trend.
Average number of days to re-let Council homes (excluding temporary lets)	25 days	21 days	21 days	21 days		Performance on re-lets remains stable and continues to be well within target.
The number of days taken to process new housing benefit/ Council tax benefit claims	20 days	18.9 days	19.8 days	18.4 days		Processing times continue to be well within the target of 20 days.
Overall tenants satisfaction	90%	88 %	90 %	98%		Satisfaction amongst tenants has risen sharply in the last quarter and is now well above target.


CUSTOMERS - CLEAN AND GREEN DISTRICT

Portfolio: Councillor Paul Franklin (Waste and Recycling)

Portfolio Projects and Initiatives

Project / Initiative	Target Completion	Current Status	Update
Waste Strategy	April 2018	 	<p>Waste Strategy – An online survey to gauge public opinion about the recycling/food waste service was carried out in October 2016. The results of this are helping to inform ongoing communications and shape the future design of the service. A councillor/officer visit to MRF took place in November 2016. A report on proposals for a new recycling collection method was considered by Cabinet on the 8th February.</p> <p>Garden Waste – There are currently around 800 subscribers to the green waste collection service in the coastal areas. Roll out to Lewes, Ringmer and Kingston has been brought forward.</p>





Key Performance Indicators

KPI Description	2016-17 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Status	Explanatory Note
Percentage of household waste sent for reuse, recycling and composting	To be confirmed	27%	28%	27%		Performance remains reasonably stable for all three quarters of the year to date, and reached 28% in November 2016. Targets will be set later in the year once decisions on the future of the waste collection/recycling service have been taken.


PLACE - DELIVERING SUSTAINABLE NEW HOUSING AND INFRASTRUCTURE

Portfolio: Councillor Tom Jones (Planning)

Portfolio Projects and Initiatives

Project / Initiative	Target Completion	Current Status	Update
The Local Plan (Part 2)	March 2018		Work on the Local Plan (Part 2) is progressing to Pre-Submission stage but running slightly behind schedule. The public consultation is not due to start until April/May 2017. Work continues, but the outcome of the Judicial Review (JR) will need to be factored into the project timeframe in due course. The hearing for the JR is on 8 th /9 th February, with a decision expected 8-10 weeks after.
Neighbourhood Plans	February 2020		All current Neighbourhood Plans are progressing in line with planned timeframes and expected milestones. A Neighbourhood Plans Officer is now in post to enhance the support and accelerate the process wherever possible.
Newhaven Port Access Road (ESCC Project)	April 2019 (revised)		ESCC continue to develop the detailed design. Procurement documentation is being prepared and the scheme is scheduled to go out for tender in Spring 2017. Following agreement of the contract price, final submission of the business case to the Department for Transport is planned for early Summer 2017. Once the business case has been fully assessed consideration will be given to funding which is expected later in the year. Construction is expected to start in late Summer 2017 with completion anticipated in early 2019.
Upper Ouse Flood Protection and Water Prevention Project	March 2019		The project is on track and there are no significant issues arising.


Key Performance Indicators

KPI Description	2016-17 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Status	Explanatory Note
Percentage of major planning applications determined within 13 weeks (LDC only)	80%	100%	100%	88%		There were 6 major planning applications determined during the third quarter compared to 12 during the same period last year.
Percentage of minor planning applications determined within 8 weeks (LDC/SDNP combined)	75%	66%	88%	90%		Validation times for minor planning applications improved for the third consecutive quarter and is now comfortably above target.
Percentage of all planning appeals allowed (officer/committee decisions)	Less than 33%	40%	0%	33%		There were 4 planning appeals during Q3. 2 of the appeals were allowed by the Planning Inspectorate. Both of these were determined by planning officers under delegated authority.
Number of major applications for new housing granted planning permission following appeal (LDC Only)	0	1	0	1		There was 1 major application for new housing granted planning permission following appeal in the third quarter. The application was for 63 dwellings, at Mitchelswood Farm, Newick.
Percentage of major planning applications allowed on appeal (as a percentage of all major applications made to LDC)	Less than 10%	50%	0%	16%		The only major application allowed on appeal was for 63 dwellings at Mitchelswood Farm, Newick. Six major applications in total were determined by the Council in the last quarter.
Outcome of planning appeals (Costs awarded (£))	Data Only	£0	£0	£0		No costs were awarded during the third quarter of the year.
Number of appeals where the Inspector has considered that there has been unreasonable behaviour by the Local Planning Authority	0	0	1	0		During the third quarter there were no appeals where the Inspector considered the Council had behaved unreasonably.



VALUE FOR MONEY

Portfolio: Councillor Elayne Merry (People and Performance)

Portfolio Projects and Initiatives

Project / Initiative	Target Completion	Current Status	Update
Joint Transformation Programme (JTP) (Implementation)	May 2020		On track. Progress of this project is reported separately to Cabinet.
Dementia Friends	March 2018		Ten Dementia Friends session for staff and councillors have been held to date with around 50 participants signing up to become Dementia Friends. A further five sessions is planned for the next quarter as well as recruitment of dementia friends champions. Dementia Action Alliances are now established in The Havens and Lewes town and both are formulating their action plans. Funding to support 3VA to assist in the further development of these Alliances is in place until March 2018.


Key Performance Indicators

KPI Description	2016-17 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Status	Explanatory Note
Average working days lost to sickness per FTE equivalent staff	9.0 days	3.0 Days	2.0 days	2.7 days		Performance has dipped in quarter 3 but is still below levels reported during 2015/16.
Number of relevant staff/councillors receiving dementia awareness training	Data Only	7	0	3		Further staff/councillor sessions are planned for the forthcoming quarter.




CUSTOMERS – IMPROVED CUSTOMER SERVICE



Portfolio: Councillor Tony Nicholson (Customers and Partners)

Portfolio Projects and Initiatives

Project / Initiative	Target Completion	Current Status	Update
Devolution of Open Spaces	March 2017		Work has recommenced with Newhaven Town Council. Progress is being made on the transfer of 5 sites and terms have been agreed. Discussions have re-opened with Lewes Town Council and the Legal team has been instructed to offer a transfer of sites at Malling and Landport Bottom on the same basis as that agreed with Newhaven TC. Discussions with Telscombe and Peacehaven Town Councils will commence within the next month. It is proposed that the target date for the project be revised to better reflect the current position.

Key Performance Indicators

KPI Description	2016-17 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Status	Explanatory Note
Average time taken to answer telephone calls	Less than 30 seconds	13 seconds	12 seconds	10 seconds		Speed of call answering via the Customer Hub continues to improve.
Proportion of complaints (received by Customer Hub) responded to within target (currently 2 working days)	99%	97%	97%	98%		Performance improved slightly during the last quarter. The target will need to be reviewed in light of the new telephony system that is being implemented from February 2017.
Number of new sign-ups to the Council's social media channels	Data Only	231	246	171		This is being monitored in 2016/17 to track growth in social media for the purposes of improved communications and responsive customer service.

KPI Description	2016-17 Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Status	Explanatory Note
Number of people registering for our email service	1,500	766	2,271	1,070		There continues to be excellent take up of the email alert service which has been promoted through District News generally and in relation to specific projects. This is the first (baseline) year for monitoring and reporting this data. Targets for 2017/18 will set in light of actual sign up levels during 2016/17.
Wave Leisure: Visitors to leisure centres	945,000 (Revised)	234,787	204,418	213,087		Visitor numbers have picked up over the third quarter as predicted. The Autumn/Winter season tends to see more activity at the leisure centres as the summer outdoor activities tail off.

Forward Plan of Decisions – 1 February 2017 to 31 May 2017

Published: 10 January 2017

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
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KD = Key Decision

NKD = Non-Key Decision

Revenue Budgets, Capital Programme and Treasury Management Strategy 2016/17 (KD) (Lead Councillor: Councillor Giles)	8 February 2017	None	Direct to Contact Officer by email, writing or telephone in time for the preparation of the final version of the Report	None	Alan Osborne Deputy Chief Executive 01273 661377 finance@lewes.gov.uk
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Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
Waste and recycling review update: a new recycling collection service (The Report are likely to contain Exempt (ie confidential) information as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended), as it will include information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption outweighs the public interest in disclosing the information) (KD) (Lead Councillor: Councillor Franklin)	8 February 2017	To be confirmed	To be confirmed	Cabinet Report, September 2016, 'Waste and recycling service review'	Jane Goodall Strategic Project Manager 01273 471600 ext.6188 jane.goodall@lewes.gov.uk

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
<p>North Street Materials Recycling Facility (MRF) (The Report is likely to contain Exempt (ie confidential) information as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended), as it will include information relating to any individual; information which is likely to reveal the identity of an individual; and information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption outweighs the public interest in disclosing the information) (KD) (Lead Councillor: Councillor Franklin)</p>	8 February 2017	To be arranged	<p>Not applicable</p> <p>Page 50 of 56</p>	None	<p>Scot Reid Head of Customer Services 01273 661379 scot.reid@lewes.gov.uk</p>

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
Support for Voluntary Organisations (NKD) (Lead Councillor: Councillor Nicholson)	8 February 2017	Scrutiny Committee - 12 January 2017	None	None	Jo Harper Head of Business Strategy and Performance 01273 661374, jo.harper@lewes.gov.uk
Adoption of the Equalities Annual Report and Equalities Action Plan for 2017 (NKD) (Lead Councillor: Councillor Merry)	8 February 2017	Consideration through Equalities Working Group (officer group) and then Scrutiny Committee – 12 January 2017	None	None	Jo Harper Head of Business Strategy and Performance 01273 661374, jo.harper@lewes.gov.uk
Progress report on the Coastal Defence Implementation Plan (NKD) (Lead Councillor: Councillor Nicholson)	8 February 2017	To be confirmed	None	Consultant's Report – Coastal Management Implementation Plan	Ian Morris Head of Revenues and Planning ian.morris@lewes.gov.uk . 01273 484079
Wave Leisure Service Plan 2017/18 (NKD) (Lead Councillor: Councillor Nicholson)	8 February 2017	None	None	Wave Service Plan 2017/18	Jackie Lees-Howes Contracts and Compliance Manager 07939580910 Jackie.lees-howes@eastbourne.gov.uk

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
Financial Update: Revenue Budgets and Capital Programme (KD) (Lead Councillor: Councillor Giles)	20 March 2017	None	Direct to Contact Officer by email, writing or telephone by 1 March 2017	None	Alan Osborne Deputy Chief Executive 01273 661377 finance@lewes.gov.uk
Annual report of Lewes District Community Safety Partnership (KD) (Lead Councillor: Councillor Nicholson)	20 March 2017	Scrutiny Committee - 17 February 2017	Not applicable	None	Jo Harper Head of Business Strategy and Performance 01273 661374 jo.harper@lewes.gov.uk

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
Asset Management: Anchor Field, Ringmer; and Old Malling Farm, Lewes (The appendices to the Report are likely to contain Exempt (ie confidential) information as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended), as they will include information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption outweighs the public interest in disclosing the information) (KD) (Lead Councillor: Councillor Giles)	20 March 2017	None	Not applicable	None	Bee Lewis Head of Property & Facilities 01273 471600 ext 1101, bee.lewis@lewes.gov.uk

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
To seek approval for funding to undertake a study to assess existing playing field, indoor sports and outside play space provision, to inform policy making and future needs (NKD) (Lead Councillor: Councillor Jones)	20 March 2017	Consultation with user groups and town and parish councils will form part of the work being undertaken	To be received as part of the work	None	Max Woodford Head of Regeneration & Investment 01273 661378 max.woodford@lewes.gov.uk
Portfolio Progress and Performance Report – Quarter 3 (2016/17) (NKD) (Lead Councillor: Councillor Merry)	20 March 2017	Scrutiny Committee - 17 February 2017	Not applicable	Not applicable	Sue Harvey Strategic Performance Manager 01273 471600 Ext 6119 sue.harvey@lewes.gov.uk
To approve the Joint LDC/EBC Pay Policy Statement for 2017/2018 (NKD) (Lead Councillor: Councillor Giles)	20 March 2017	Not applicable	Not applicable	Not applicable	Becky Cooke Assistant Director of Human Resources and Organisational Development 07824 350514 becky.cooke@lewes.gov.uk

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
Action Plan following recommendations of New Homes Working Group (NKD) (Lead Councillor: Councillor Smith)	20 March 2017	None	None	Report and recommendations of New Homes Project Working Group report (28 September 2016)	Catherine Knight Assistant Director of Legal and Democratic Services 01273 471600 Catherine.Knight@lewes.gov.uk
Financial Update: Revenue Budgets and Capital Programme (KD) (Lead Councillor: Councillor Giles)	24 April 2017	None	Direct to Contact Officer by email, writing or telephone by 13 April 2017	None	Alan Osborne Deputy Chief Executive 01273 661377 finance@lewes.gov.uk

Scrutiny Committee Work Programme 2016/17

1 July 2016	<p>Chair of the Council's Annual Business Report</p> <p>Work Programme for 2016/17</p> <p>Performance Monitoring – Quarter 4 / Year end</p> <p>Waste Improvement Project</p> <p>Newhaven Air Quality</p>
8 September 2016	Performance Monitoring – Quarter 1
8 November 2016	<p>Performance Monitoring – Quarter 2</p> <p>Petition : youth facilities in Lewes</p> <p>Scoping report : rail / public transport services</p> <p>Housing Company (arising from Housing Supply and Demand Scrutiny Review)</p>
12 January 2017	<p>Council Budget proposals for 2017/18</p> <p>Voluntary Sector Support</p> <p>Equalities Annual Report</p> <p>Scoping report for potential tourism review</p>
17 February 2017	<p>Performance Monitoring – Quarter 3</p> <p>Council Tax Reduction Scheme</p> <p>Annual report of the Community Safety Partnership</p>
23 March 2017	Tourism review

To be scheduled:

Recommendations from Housing Supply and Demand Scrutiny Review (part 2)