

Scrutiny Committee

4 February 2019



Working in partnership with **Eastbourne Homes**

Time and venue:

6.00 pm in the Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG

Membership:

**Councillor Penny di Cara (Chair); Councillors Dean Sabri (Deputy-Chair)
Colin Belsey, Md. Harun Miah, Pat Rodohan, Robert Smart, Steve Wallis and
Pat Hearn**

Quorum: 2

Published: Friday, 25 January 2019

Agenda

- 1 Minutes of the Special Scrutiny Committee meeting held on 17 January 2019
- To Follow**
- 2 Apologies for absence**
- 3 Declarations of Disclosable Pecuniary Interests (DPIs) by members as
required under Section 31 of the Localism Act and of other interests as
required by the Code of Conduct**
- 4 Questions by members of the public**

On matters not already included on the agenda and for which prior written notice
has been given (total time allowed 15 minutes).
- 5 Urgent items of business**

The Chairman to notify the Committee of any items of urgent business to be
added to the agenda.
- 6 Right to address the meeting/order of business**

The Chairman to report any requests received to address the Committee from a
member of the public or from a Councillor in respect of an item listed below and to
invite the Committee to consider taking such items at the commencement of the
meeting.
- 7 Discretionary Housing Payment (DHP) Policy 2019/2020 (Pages 1 - 10)
Report of the Director of Service Delivery**

- 8 **Equality and Fairness Annual Report** (Pages 11 - 24)
Report of the Director of Regeneration and Planning
- 9 **Performance Monitoring 2018/2019 - Quarter 3** (Pages 25 - 48)
Report of the Director of Regeneration and Planning
- 10 **Council Budget Proposals 2019/2020** (Pages 49 - 74)
Report of Chief Finance Officer
- 11 **HRA Revenue Budget and Rent Setting 2019/20 and HRA Capital Programme 2018/22** (Pages 75 - 88)
Report of Chief Finance Officer
- 12 **Forward Plan of Decisions** (Pages 89 - 108)
- 13 **Scrutiny Work Programme** (Pages 109 - 110)
- 14 **Date of the next meeting**

To note that the next meeting of the Scrutiny Committee is scheduled to be held on 10 June 2019 in the Court Room, Town Hall, Eastbourne, commencing at 6:00pm.

Information for the public

Accessibility: Please note that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired. This agenda and accompanying reports are published on the Council's website in PDF format which means you can use the "read out loud" facility of Adobe Acrobat Reader.

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Public participation: Please contact Democratic Services (see end of agenda) for the relevant deadlines for registering to speak on a matter which is listed on the agenda if applicable.

Information for councillors

Disclosure of interests: Members should declare their interest in a matter at the beginning of the meeting.

In the case of a disclosable pecuniary interest (DPI), if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be

reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

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

Councillor right of address: Councillors wishing to address the meeting who are not members of the committee must notify the Chairman and Democratic Services in advance (and no later than immediately prior to the start of the meeting).

Democratic Services

For any further queries regarding this agenda or notification of apologies please contact Democratic Services.

Email: committees@lewes-eastbourne.gov.uk

Telephone: 01323 410000

Website: <http://www.lewes-eastbourne.gov.uk/>



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Agenda Item 7

Report to:	Scrutiny Committee
Date:	Eastbourne 4 Feb 2019
Title:	Discretionary Housing Payment Amended Policy 2019/2020
Report of:	Director of Service Delivery
Ward(s):	All wards
Purpose of report:	For the scrutiny committee to review the revised Discretionary Housing Payment Policy for Lewes District Council and Eastbourne Borough Council
Officer recommendation(s):	(1) To adopt the revised policy across Eastbourne and Lewes Councils
Reasons for recommendations:	To ensure that the Discretionary Housing Payment scheme is administered consistently across both authorities.
Contact Officer(s):	Name: Angy Weaver Post title: Senior Specialist Advisor (Thriving Communities) E-mail: angy.weaver@lewes-eastbourne.gov.uk Telephone number: 01273 085096

1 Introduction

Prior to JTP and Shared Service each authority had it's own Discretionary Housing Payment Policy (DHP), broadly similar in nature. Moving forward it was considered that one policy would be appropriate. The Policies have therefore been reviewed and amalgamated into one policy

DHPs have been in place since 2001 and are designed to give additional financial help to someone who gets Housing Benefit or the Housing Element of Universal Credit but are still struggling to meet their rental obligations or are unable to get accommodation.

DHPs are intended to be short term help and are not meant to continuously bridge the gap between a customers rents and the benefit they receive.

DHPs are not available to help someone pay their council tax.

2 Information

2.1 Central Government allocate a contribution for Discretionary Housing Payments.

Overall funding for 2018/2019 was £153 million. Funding from the government covers four separate areas

- Core funding
- Local Housing Allowance
- Removal of the Spare Room Subsidy
- Benefit Cap

For 2018/2019 Eastbourne Borough Council's allocation was £310,853

Local Authorities can top up the DHP budget spend up to 2.5 times this amount from their own resources.

Customers have to apply for a DHP and supply an income and expenditure form. Consideration is given to their incomings and outgoings and a decision is made on whether or not to award a DHP.

There is an expectation that customers will reduce any unnecessary expenditure and apply for any welfare benefits they are likely to be entitled to.

3 Main Changes to the Policy

3.1 Non Dependant Deductions will not be covered on an ongoing basis.

If a customer has a deduction made from their Housing Benefit or Universal Credit Housing Costs because they have adults other than their partner living in their household then a deduction may be made from their help with housing costs. This is based on the income of the adult. It is expected that the non-dependant contributes the amount of the deduction to the customer in order to make up the shortfall.

The amount of the deduction is set by Central Government and for 2018/2019 the deductions are made in the following circumstances

Aged under 25 and on Income Support, Income based Job Seeker's Allowance or Income Related Employment and Support Allowance which does not include a component	£15.25
Main phase of Income Related ESA	£15.25
Aged over 18 and working more than 16 hours per week	
• Gross income less than £139.00	£15.25
• Gross income £139.00 – £203.99	£35.00
• Gross income £204.00 - £264.99	£48.05
• Gross income £265.00 to £353.99	£78.65
• Gross income £354.00 to £438.99	£89.55
• Gross income £439.00 and above	£98.30

4 Financial appraisal

The financial awards made under this policy are made from the contribution from

Central Government. Any additional expenditure must be met by the Local Authority. In previous years both authorities have spent the allocation in full as any residue must be returned to Central Government.

5 Legal implications

The administration of Discretionary Housing payments are governed by the Discretionary Financial Assistance Regulations 2001.

6 Appendices

- Appendix 1 - Discretionary Housing Payment (DHP) Policy 2019/20

7 Background papers

None.

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Lewes District Council and Eastbourne Borough Council Discretionary Housing Payment (DHP) Policy 2019/2020

The Discretionary Housing Payment (DHP) Policy 2019/2020

Eastbourne Borough Council and Lewes District Council receive separate allocations from Central Government and may only make awards from their separate allocations. Any payments made above the allocation can only be made if Members of the Individual Councils agree to give additional funds. Records for payments made and Government returns must be kept separately for each Local Authority.

1 Background

- 1.1 This scheme began on 2 July 2001. The regulations covering DHPs are The Discretionary Financial Assistance Regulations 2001 referred to as 'the regulations'.
- 1.2 The DHP Policy will follow guidance provided by the Department for Work and Pensions.
- 1.3 The regulations give the Council a very broad discretion. However, decisions must be made in accordance with ordinary principles about good decision making, i.e. administrative law. In particular, The Council has a duty to act fairly, reasonably and consistently.
- 1.4 This updated policy reflects any new guidance issued by the Department for Works and Pensions in response to legislative changes.
- 1.5 The main legislative changes are:
 - Council Tax liability will not be recognised as a Housing cost because Council Tax Benefit will be replaced by a Council Tax Reduction Scheme. Therefore DHP cannot be employed as further financial assistance in relation to Council Tax liability.
 - DHP award is extended to include specific support for those applicants affected by welfare reform. Namely those affected by the benefit cap, the social sector size criteria and the Local Housing Allowance (LHA) reforms
- 1.6 All applications will continue to be considered in line with the policy but the decision to award (or not award) a DHP is discretionary.
- 1.7 Discretionary Housing Payments cannot cover ineligible service charges or deductions from Housing Benefit or Universal Credit Housing Costs to recover an overpayment.
- 1.8 Any reduction due to a Non-dependant deductions will not be eligible to be covered by Discretionary Housing Payment

2 What are Discretionary Housing Payments (DHPs)

- 2.1 Discretionary Housing Payments (DHPs) provide successful applicants with further financial assistance when the Council considers that help with housing costs is needed.

Updated December 2018

2.2 The following objectives are at the heart of the decision making process

- Promoting and sustaining appropriate tenancies
- Homelessness prevention
- Supporting the vulnerable in the local community
- Helping applicants through personal and difficult events
- Promoting financial and social inclusion
- Benefit cap cases will be considered a priority

2.3 The Council's specialist teams in Customer First and Homes First will work together and with third parties (landlords, appointees, advice and advocacy groups, etc) to promote DHP and to identify and support applicants whose needs meet the objectives of the scheme.

3 Housing costs that can be considered

3.1 Housing costs are not defined in the regulations and this gives the Council a broad discretion to interpret the term. The minimum qualifying criteria is that to award DHP in relation to rent the applicant must be in receipt of:

- Housing Benefit (HB); **or**
- Universal Credit (UC) Housing Costs element; **and**
- has a rental liability **and**
- requires further financial assistance with housing costs.

3.2 In the narrowest sense, if an applicant has entitlement to Housing Benefit (HB), or Universal Credit (UC) Housing Costs element, then housing costs mean rent.

3.3 A wider interpretation can be applied to include rent in advance, deposits and other lump sum costs associated with a housing need such as removal costs.

3.4 The level of award may cover all or part of a shortfall or assist with the cost of taking up a tenancy. In effect this means there are three broad uses of the DHP fund

- to assist an applicant in receipt of HB/UC who has a shortfall between the level of their benefit and their ongoing rental liability (their housing costs)
- to assist with the cost of taking up a tenancy
- To help clear rent arrears to maintain a tenancy

3.5 An award of DHP is at the discretion of the Council and every application will be considered on its own merit.

3.6 Examples of housing circumstances that might be considered for an award of DHP are:

- Local Housing Allowance reforms
- Social size criteria
- The Housing Benefit cap.
- Other cases whose circumstances merit an award

4 Factors we may take into account.

4.1 Some of the factors that may be taken into account when deciding on the eligibility for Discretionary Housing Payments are:

- The level of the shortfall between HB/UC and housing costs.
- Whether there is a genuine risk of eviction because of the shortfall.
- What steps the applicant has taken to alleviate the problem.
- Is there a guarantor for the rent
- Whether the Landlord has insurance to cover rent arrears
- Whether more affordable accommodation is available which the applicant could move to.
- Whether the applicant, or anyone in the household, suffers from a health condition, illness or disability, which means their choice of housing is restricted either temporarily or permanently
- If the applicant has other debts to pay, which make meeting the shortfall more difficult. Discretionary Housing Payments are not to be provided to pay off other debts.
- If the applicant has debts, have they taken advice on how to manage these effectively.
- If the applicant or anyone in their household, has any exceptional expenses which make it harder than normal for them to meet the shortfall (e.g. frequent travel to hospital).
- If there has been a recent change of circumstances, which makes it more difficult to meet the shortfall.
- Could the applicant reduce other expenditure so that they can meet the shortfall?
- The applicant's rent has been increased during a benefit period which cannot be allowed because of the eligible rent rules.
- Is the claimant or member of their household fleeing domestic violence
- The extent of the shortfall between rent and Housing Benefit/UC, including whether the claimant has any capital or disregarded income which can be used to meet it, or whether anyone else is able and willing to help to meet it

5. Making an application

- 5.1 Regulations require that an application has to be made for a DHP and that the Council must act consistently.
- 5.2 Applications will only be accepted in writing (email or letter on the prescribed form).
- 5.3 The person who applies for a DHP will be the person entitled to HB/UC or someone acting on behalf of the person concerned, such as an appointee or a landlord, if it is reasonable to do so. The application must be signed by the claimant or the appointee.
- 5.4 Only a Council can accept applications for DHPs. Our policy is that DHPs are administered by a Specialist Officer to ensure consistency of decision making and to facilitate payment alongside the existing HB/UC scheme.
- 5.5 An applicant can make a new application at the end of an award but there is no automatic extension of awards. The new award will be considered on its own merits

6 Assessing an application

- 6.1 Decisions may be made collaboratively between Customer First and Homes first staff. This ensures that due consideration is given to the impact of the decision on issues of homelessness and sustainable housing.
- 6.2 If the application is for a payment to cover rent arrears the Local Authority may take into account whether there is a guarantor or if the landlord has insurance that includes cover for unpaid rent.

7 Limits on the size of an award

- 7.1 Regulations place a limit on the DHP award so that it does not exceed the weekly eligible rent on the applicant's home. The limit only applies where the award is calculated as a weekly sum, for example, to meet a shortfall.

8 Duration of a DHP award

- 8.1 The length of time over which a DHP is awarded is discretionary. In most cases payments will not extend beyond the end of the financial year in which an application is made. The length of time is determined on a case by case basis.
- 8.2 A DHP award is not intended to be an ongoing payment. It is designed to assist on a short term basis to provide applicants with an opportunity to address their housing situation.
- 8.3 The Council can use DHPs for a rent deposit or rent in advance for a property that the applicant is yet to move into if they are already entitled to HB/UC Housing Element for their present home. If the applicant is moving in to the Local Authority area consideration will be given as to whether an application has been made to the previous authority for a Discretionary Housing Payment for rent in advance.
- 8.4 There are no rules on backdating other than the duty to act consistently.

Updated December 2018

9 Notification of decisions

- 9.1 Applicants will be notified of the outcome of the decision in writing. This includes the amount and duration of the award where applicable and how to dispute the decision.

10 Appeals

- 10.1 There is no recourse to appeal a DHP decision in law as DHPs are discretionary and do not form part of Social Security legislation.
- 10.2 The Council's policy is that any request to review a DHP decision will be considered by a different officer from the Decision Maker who will not normally be involved in the original decision making process.
- 10.3 Where appropriate the applicant's landlord will also be notified of the DHP decision, in accordance with data protection.

11 Paying an award of DHP

- 11.1 DHPs will normally be paid to the person or organisation in receipt of HB alongside the existing HB payment method. If UC is in payment the payment will be separate from the UC housing costs payment.
- 11.2 In the case of council tenants and council placements payment would usually be in the form of a rebate to the rent account.
- 11.3 DHP may be paid to someone other than the applicant if it is considered reasonable to do so. That could be an agent, an appointee or a landlord.
- 11.4 Where a DHP is used to meet the cost of moving to a new home (rent in advance or deposit) making the payment to the landlord will be considered in most cases.

12 Change of Circumstances

- 12.1 It is the applicant's responsibility to notify the Council of any change of circumstance which may affect the award of a DHP. For example, if a change in income resulted in an increase in HB/UC which meant the DHP was no longer required.
- 12.2 DHPs can be stopped where the award was made on the basis of the applicant's misrepresentation or failure to disclose a material fact.
- 12.3 DHPs can be stopped where they have been paid on the grounds of an error.
- 12.4 In all cases DHPs are recoverable from the applicant to the fund, at the discretion of the Council.

13 Recovery of overpaid DHP

- 13.1 The only method of recovery if a DHP is overpaid is to request repayment of the debt from the applicant. This is generally in the form of an invoice. Overpaid DHP cannot be recovered by reducing future Housing Benefit payments.

Body:	Scrutiny Committee
Date:	4th February 2019
Subject:	Equality and Fairness - Annual Report and Action Plan
Report of:	Director of Regeneration and Planning
Cabinet member:	Councillor Swansborough
Ward(s):	All
Purpose of the report:	The report sets out progress against the Council's current Equality Objectives and 2018/19 Action Plan seeks approval of an Action Plan for 2019/20.
Decision type:	Key decision
Recommendations:	(1) That the committee note the Annual Report of activities carried out in 2018, set out at Appendix A (2) That the committee consider and comment on the Action Plan proposed at Appendix B.
Reasons for recommendations:	To promote equality and fairness and eliminate discrimination, ensuring fair access to services and opportunities and comply with the Council's duties under the Equality Act 2010.
Contact:	Pat Taylor, Telephone 01323 415909 or internally on extension 5909. Email: pat.taylor@lewes-eastbourne.gov.uk

1.0 Introduction

- 1.1 The council has statutory equality responsibilities, both as an employer and in the provision of public services under the Equality Act 2010.
- 1.2 The Public Sector Equality Duty requires the council, in the exercise of its functions, to have due regard to the need to:
- eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act;
 - advance equality of opportunity between people who share a protected characteristic (as specified in paragraph 1.3 below) and people who do

not share it (for example by meeting specific needs; minimising difficulties faced or encouraging participation in public life); and

- foster good relations between people who share a protected characteristic and people who do not share it.

1.3 The protected characteristics covered by the Equality Duty are:

- age
- disability
- gender reassignment
- marriage and civil partnership (but only in respect of eliminating unlawful discrimination)
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – this includes lack of belief
- sex (gender)
- sexual orientation

2.0 **Background**

2.1 Specific duties which came into force in 2011 require public bodies, such as the council, to publish information annually which shows their compliance with the general Equality Duty. This report details progress against EBC's Equality Objectives during 2018/19 and summarises some of the equality related work undertaken. This enables Members to scrutinise the council's work in this area, and ensure that the council is fulfilling this duty.

2.2 The council reviewed its Equality Objectives in 2017/18 and agreed the following objectives at its meeting on 7th February 2018:

Objective 1: We will ensure that equality and diversity is at the heart of everything we do and that good practice is embedded in the councils' culture and work.

Objective 2: We will build respect and understanding of each other across our communities by working with them to tackle prejudice, discrimination and hate crime.

Objective 3: We will promote fairness and accessibility.

3.0 **Annual Report 2018/19**

3.1 Phase 2 of the Joint Transformation Programme was completed early in 2018 with the establishment of integrated service delivery teams working across both Eastbourne and Lewes councils.

3.2 To support the integration of services a Joint Equality and Fairness Planning Group has been established to enable senior officers to review the council's work on equality and fairness, and oversee the process for assessing the impact of decisions and services on groups protected under the Equality Act

and identified as needing particular consideration.

- 3.3 In addition a Joint Equality and Fairness Stakeholder Group has met to provide an external view from members from a range of protected groups across both Eastbourne and Lewes on the council's policies and services. This group has reviewed proposals and contributed comments on these and on service reviews in development.
- 3.4 Work to align policies and procedures has been undertaken during this year with a number of joint policies and procedures presented to Members for their consideration and approval. These have all been supported by Equality and Fairness analyses.
- 3.5 Key policies and procedures reviewed and assessed during the year for their impact on groups protected under the Equality Act were the:
- Christmas Working Policy
 - Flexitime Policy
 - Travel Policy
 - Joint Agile Working Policy
 - Equality Monitoring Policy
 - Safeguarding Policy
 - Code of Conduct
 - Dignity at Work Policy
 - Recruitment Policy
 - Unreasonable and unreasonably persistent complainant policy
 - JTP Phase 3 consultation and restructure process.
- 3.6 In addition to these policy reviews, service teams within the councils have begun reviewing their functions and how these impact on groups protected under the Equality Act. An update on progress is included within the Action Plan update at Appendix A.
- 3.7 A programme of staff training was developed and delivered during the year covering:
- Equality and Fairness – delivered to all service delivery staff
 - Equality and Fairness analysis and reviews – for staff responsible for service development, reporting and service reviews
 - Access training – delivered to Neighbourhood First staff to enable them to carry out inspections and audits.
- 3.8 The council has also considered a range of planning policies and development proposals, and policies designed to address environmental issues. Officers work closely with the Disability Involvement Group to ensure all new developments address the needs of disabled people.
- 3.9 The council also published its Gender Pay Gap report in April 2018. As reported in June 2018, this showed that, at 31st March 2017, the council's workforce consisted of 488 women and 423 men. The figures showed that the council had a mean gender pay gap of 3.5% and a median pay gap of -8.6%. There was a reasonably even, but not equal percentage of men and women in

posts in the lower quartile, the lower middle quartile and the upper quartile. In the upper middle quartile there are significantly more females.

- 3.10 As well as the policy and service reviews carried out, which are designed to eliminate discrimination and to advance equality of opportunity, the council has continued its work to foster positive relations between protected groups and other community members. The council does this through its engagement with the Disability Involvement Group, Faiths Forum and Eastbourne Cultural Involvement Group in particular and maintains close working relationships with the BourneOut LGBT, the Seniors Forum, the Youth partnership and other voluntary and community organisations working with members of protected groups.
- 3.11 The council also targets grant funding at projects designed to promote the inclusion of those protected under the Equality Act in community activities and has, in addition, supported a number of events this year:
- The Good Life Show – organised by the Seniors Forum
 - Eastbourne Pride
 - Health in Mind
 - Eastbourne Cultural Involvement Group – Learning Event
 - Eastbourne Disabled Access Day.

We have also continued to organise a major public event to commemorate Holocaust Memorial Day and continue to support World Aids Day.

- 3.12 The council's work with Syrian refugees also continues. In 2018/19 the Council identified housing in Eastbourne for four families comprising twenty one people, ensured they had basic furniture and equipment they would need, and arranged transport from the airport, translation services and appointments with key services, such as GP surgeries, schools, colleges, job centres and banks. We continue to provide ongoing, intensive support, in partnership with the statutory services and voluntary organisations to help them integrate into their communities with a particular focus on English language learning and pathways into work. We have been offered a further three properties and are on track to meet our government target to house forty individuals by the Spring 2019.

4.0 Action Plan 2019/20

- 4.1 Following council's adoption of the new Joint Equality Monitoring policy in 2018, a key task in 2019/20 will be the review of equality monitoring data collected within our different services. The council needs to ensure that the new systems developed for recording service activity and outcomes are recording and reporting on equality data appropriately and in line with the policy.
- 4.2 Work reviewing the impact on different members of our community of council services will also continue with a full programme of service reviews..
- 4.3 The council is also committed to continuing its engagement with members and representatives of groups protected under the Equality Act.

4.4 We will also continue our work with a range of partners to promote awareness of Domestic Abuse through the White Ribbon Campaign and will review our own policies and procedures, and contribute to the development of a local domestic abuse strategy and commissioning plans.

4.5 The action plan proposed for 2019/20 is attached at Appendix B.

5.0 Consultation

5.1 The council consulted on its Equality and Fairness Policy and Equality Objectives in 2017 and has consulted on its Equality Monitoring Policy in 2018. Comments received were considered and amendments incorporated into the final policies and objectives at that stage.

5.2 Officers will continue consulting with members of the Equality and Fairness Planning Group and Stakeholder group on proposals and service delivery during the coming year in line with the procedures established for this in 2018.

6.0 Resource Implications

6.1 There are no additional financial costs associated with this report. The proposal to integrate governance and procedures for overseeing compliance with the Council's duties under the Equality Act is in line with the broader project to integrate Eastbourne Borough Council and Lewes District Council services to realise savings through the efficient use of resources.

7.0 Legal Implications

7.1 Under the Public Sector Equality Duty the council is required to publish information annually which shows their compliance with the general Equality Duty. This report enables Members to scrutinise the council's and ensure the council complies with this duty.

8.0 Risk Management Implications

8.1 The following risks will arise if the recommendations set out at 13.1 below are not

- Failure to comply with statutory obligations under the Equality Act 2010 and
- Increased risk of incurring vicarious liability for acts of discrimination, harassment or victimisation in the event of litigation.

No new risks will arise if the recommendations are implemented.

9.0 Implications for Equality and Fairness

9.1 This report is designed to meet the Council's duties under the Equality Act. An Equality and Fairness Analysis has been completed and is available with the Equality and Fairness Analysis – please contact report author

10 **Appendices**

- 10.1
 - Appendix A - Equality and Fairness Action Plan 2018-19
 - Appendix B – EBC Draft Equality and Fairness Action Plan 2019-20

11 **Background Papers:**

Background Papers for this meeting.

[Equality Act 2010: guidance - GOV.UK](#)

EBC Equality and Fairness Action Plan 2018/19

Ref	Action	Lead Officer	Target date	
1.	Review and report on equality profile in relation to recruitment and development of staff	Human Resources Manager	December 2018	Completed
2.	Publish Gender Pay Gap report	Human Resources Manager	April 2018	Completed
3.	Establish joint Equality and Fairness Planning Group with EBC	Strategy and Partnerships Lead – Thriving Communities	March 2018	Completed
4.	Establish joint Equality and Fairness Stakeholder Group with EBC	Strategy and Partnerships Lead – Thriving Communities	March 2018	Completed
5.	Identify representatives of women’s interests to join Equality and Fairness Stakeholder Group	Strategy and Partnerships Lead – Thriving Communities	March 2018	Completed
6.	Work with Diversity Resource International to develop the Eastbourne Cultural Involvement Group and ensure effective engagement with BAME communities	Strategy and Partnerships Lead – Thriving Communities	December 2018	ECIG meets four times a year and DRI are delivering a good service convening and coordinating meetings and events..
7.	Identify approaches to engagement which encourage participation by young people, women, people living in rural areas, faith communities, BAME communities and LGBT people and increase the proportion of responses from these groups	Customer Communications and Engagement Lead	December 2018	Ongoing. Officers attended meetings of the Your Town Project, the Children and Young People’s Trust and ESCC Take Over Day. The council contributes funding to Eastbourne Pride.
8.	Provide training and guidance on Equality Duties and Equality Analysis for Heads of Service, Managers and Team Leader, Project Managers and members of Planning Group and Stakeholder Group	Strategy and Partnerships Lead – Thriving Communities	May 2018	Completed.

Ref	Action	Lead Officer	Target date	
9.	Arrange training on Access Issues to Neighbourhood First teams and ensure Neighbourhood Officers are able to respond confidently and effectively to customer enquiries relating to access issues	Strategy and Partnerships Lead – Thriving Communities	June 2018	Completed
10.	Promote 'White Ribbon' Activities and implement action plan in partnership with EBC and Domestic Abuse Working Group.	Specialist Advisor – Community Safety	December 2018	Completed – White Ribbon status confirmed.
11.	Promote activities commemorating anniversaries of Universal Suffrage 1918 legislation	Customer Communications and Engagement Lead	December 2018	Completed
12.	Support the coordination of an inter-faith event if initiated by the Faiths Forum	Policy and Engagement Coordinator	December 2018	None requested
13.	Coordinate events for World Aids Day and Holocaust Memorial Day	Policy and Engagement Coordinator	December 2018	Completed
14.	Continue prioritising funding for projects which promote the inclusion of communities and groups protected under the Equality Act and fund up to five events designed to raise awareness and foster positive relationships	Strategy and Partnerships Lead – Thriving Communities	December 2018	Funding awarded to Eastbourne Seniors Forum, ECIG, Eastbourne DIG, Faiths Forum, BourneOut LGBT, Health in Mind and Eastbourne Access Group to support local events. Other small grants awarded to organisations for work with disabled people, older people and BAME groups..
15.	Review and align LDC/EBC Equality Monitoring Policies for JTP	Strategy and Partnerships Lead – Thriving Communities	April 2018	Completed.

Ref	Action	Lead Officer	Target date	
16.	Work with voluntary sector partners to promote equality and fairness through training and network meetings	Strategy and Partnerships Lead – Thriving Communities	December 2018	Ongoing – 3VA cover this within their programme of training for voluntary sector organisations.
17.	Implement a 3-year programme of functional reviews following completion of Phase 2 JTP	Strategy and Partnerships Lead – Thriving Communities	April 2018 to 2021	Forms and process agreed – reviews are now ongoing. See 20 below.
18.	Monitor use and quality of translation and interpreting services	Strategy and Partnerships Lead – Thriving Communities	December 2018	Ongoing. Council Hub information on BSL services improved following consultation with DeafCOG and other BSL speakers.
19.	Undertake self-assessment against Equality Framework for Local Government	Strategy and Partnerships Lead – Thriving Communities	Deferred pending completion of JTP (2019/20)	n/a
20.	Carry out a programme of service reviews: <ul style="list-style-type: none"> • Projects and Performance monitoring • Communications • Community Grants • Tourist Information Services • Marketing 	Responsible service leads for: <ul style="list-style-type: none"> Performance and Programmes Customer Advice Strategy and Partnerships – Thriving Communities Tourism and Enterprise Tourism and Enterprise 	<ul style="list-style-type: none"> 31st Dec 18 31st March 19 31st Dec 18 31st March 19 31st March 19 	<ul style="list-style-type: none"> Completed In hand – discussed with stakeholder group Sept 18 Completed In hand – will be discussed with stakeholder group March 19 In hand – will be discussed with stakeholder group March 19

Ref	Action	Lead Officer	Target date	
	<ul style="list-style-type: none"> Homelessness Services 	Homes First	31 st Dec 18	To be merged with review of housing options in 2019/20
	<ul style="list-style-type: none"> Housing Grants and Loans 	Homes First	31 st March 19	In hand – discussed with stakeholder group June 18
	<ul style="list-style-type: none"> Customer Advice services – telephone and reception 	Customer Advice	31 st March 19	In hand – discussed with stakeholder group Dec 18
	<ul style="list-style-type: none"> Business rate setting and collection 	Functional lead – Growth and Prosperity with Accounts manager	31 st Dec 18	To be merged with review of Council Tax setting and collection in 2019/20
	<ul style="list-style-type: none"> Household waste collections, recycling, bulky waste, trade waste 	Waste collection services	31 st Dec 18	Delayed pending recruitment of new service manager
	<ul style="list-style-type: none"> Recruitment 	Human Resources	31 st Dec 18	tbc
	<ul style="list-style-type: none"> Committees and Councillors 	Democratic Services	31 st March 19	Delayed until after local elections
	<ul style="list-style-type: none"> Rent setting and collection 	Strategy and Partnerships – Thriving Communities	31 st Dec 18	Completed – presented to stakeholder group Dec 18
	<ul style="list-style-type: none"> Budgeting 		31 st Dec 18	Agreed this needs to be incorporated into Service and Financial Planning process ensuring responsible service heads assess impact of any budget proposals.

EBC Draft Equality and Fairness Action Plan 2019/20

Ref	Action	Lead Officer	Target date
1.	Review equality information collected and used within different service areas.	Strategy and Corporate Projects Officer – Thriving Communities with Heads of Service	March 2020
2.	Update/improve information on local community profiles	Strategy and Corporate Projects Officer – Thriving Communities	March 2020
3.	Continue working to encourage participation of young people, women, faith communities, BAME communities and LGBT people.	Strategy and Corporate Projects Officer – Thriving Communities with Customer Communications & Engagement Lead	March 2020
4.	Ensure new council members have access to high quality information and training on the Public Sector Equality Duty and procedures	Strategy and Corporate Projects Officer – Thriving Communities	June 2020
5.	Provide training and guidance on Equality Duties and Equality Analysis for new staff within the council	Strategy and Corporate Projects Officer – Thriving Communities	Sept 2020
6.	Review policies and procedures on domestic abuse, and maintain White Ribbon status	Strategy and Partnerships Lead – Housing and Communities with Strategy and Corporate Projects Officer – Thriving Communities	March 2020
7.	Coordinate events for World Aids Day and Holocaust Memorial Day	Policy and Engagement Coordinator	January 2020
8.	Continue prioritising funding for projects which promote the inclusion of communities and groups protected under the Equality Act	Strategy and Corporate Projects Officer – Thriving Communities	February 2020
9.	Review and monitor use and quality of translation and	Strategy and Corporate Projects Officer – Thriving	March 2020

Ref	Action	Lead Officer	Target date
	interpreting services	Communities	
10.	Integrate equality and fairness review to service and financial planning process, including setting fees and charges	Projects and Performance Lead	August 2019
11.	Complete year 1 service reviews <ul style="list-style-type: none"> • Communications • Housing Grants and Loans • Tourist Information • Marketing 	Responsible service leads for: <ul style="list-style-type: none"> • Business Planning and Performance • Housing Needs • Tourism and Leisure 	June 2019
12.	Carry out 'year 2' service reviews: <ul style="list-style-type: none"> • Consultation and Engagement • Homelessness / housing options • Business rate and council tax setting and collection • Committees and Councillors • Regeneration, business advice & support • Community Safety • Planning Policy Development • Sports and Leisure Facilities • Seafront Services • Art, cultural and heritage services • Tenant Participation and Involvement • Customer Contact – on-line services • Parks and Gardens management • Health and Safety advice and inspections • Private housing inspection and licensing • Food hygiene and inspection • Access Advice 	Responsible service leads for: <ul style="list-style-type: none"> • Customer Communications & Engagement • Housing Needs • Functional Lead- Growth & Prosperity / Accounts Manager • Democratic Services • Economic Development • S&PL – Housing and Communities • Planning Policy • Tbc • Tourism and Leisure • Tourism and Leisure • Neighbourhood Housing • Customer Advice • Specialist Advice • Specialist advice • Housing Needs • Specialist Advice • Neighbourhood First • 	31 March 2020

Ref	Action	Lead Officer	Target date
	<ul style="list-style-type: none"> • Response to neighbor complaints – e.g. noise, graffiti, abandoned vehicles • Staff Development • Electoral services 	<ul style="list-style-type: none"> • Specialist Advice (Private) / Neighbourhood Housing (Council) • Human Resources • Democratic Services 	
13.	Undertake self-assessment against Equality Framework for Local Government	Strategy and Corporate Projects Officer – Thriving Communities	Deferred pending completion of JTP (2019/20)

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Agenda Item 9

Report to:	Scrutiny
Date:	4 February 2019
Title:	Corporate Performance Q3 2018/19
Report of:	Director of Regeneration and Planning
Cabinet member:	Councillor Colin Swansborough
Ward(s):	All
Purpose of report:	To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q3 2018/19 period
Decision type:	Non Key
Officer recommendation(s):	(1) Consider progress and performance for Q3 (2) Consider whether there are any particular aspects of Council progress or performance that it wishes to comment upon or consider further as part of its work programme in 2018/19.
Reasons for recommendations:	To enable Scrutiny to consider specific aspects of the Council's progress and performance
Contact Officer(s):	Name: Jo Harper Post title: Head of Business Strategy and Performance E-mail: jo.harper@lewes-eastbourne.gov.uk Telephone number: 01273 085049 Name: Millie McDevitt Post title: Performance and Programmes Lead E-mail: millie.mcdevitt@lewes-eastbourne.gov.uk Telephone number: 01273 085637/01323 415637

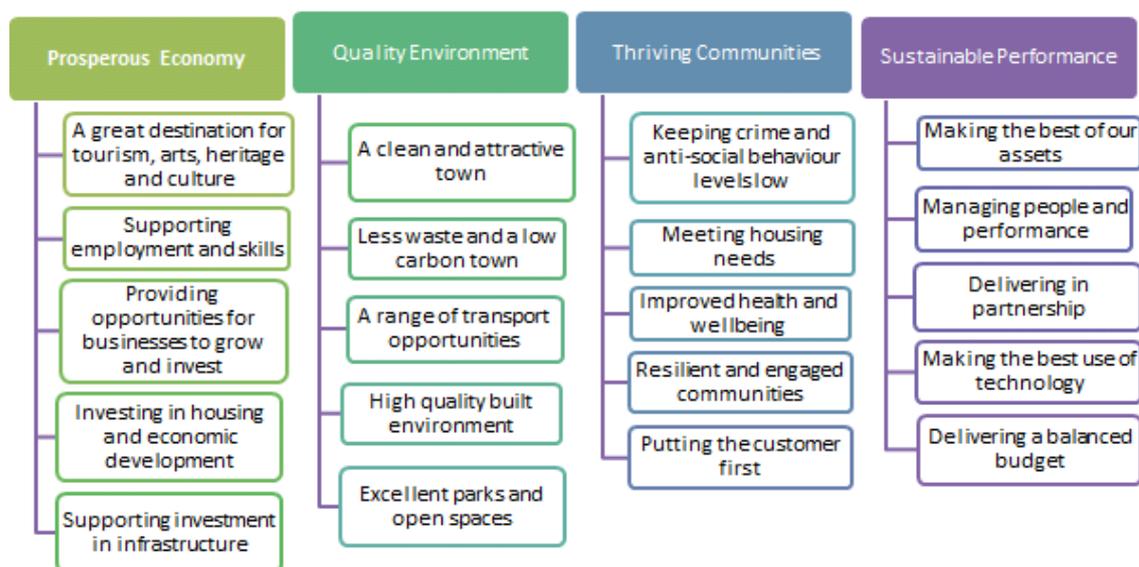
1.0 Introduction

- 1.1 The performance of the Council is of interest to the whole community. People expect high quality and good value for money services. Performance monitoring, and a strong performance culture helps us to ensure we continue to deliver excellent services and projects to our communities in line with planned targets.
- 1.2 This report sets out the Council's performance against its targets and projects for the third quarter of 2018/19 (1 October to 31 December 2018).

1.3 The Council has an annual cycle for the preparation, delivery and monitoring of its corporate and service plans. 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.

2.0 Themes and Priority Visions

2.1 The Corporate Plan was developed with four themes to focus delivery of improvement activity for the borough. Each of these themes had its own priority vision for how the authority and its stakeholders wanted Eastbourne to develop. Performance is measured against these themes and objectives.



3.0 2018/19 Q3 Performance Overview

3.1 Appendix 1 provides detailed information on progress and performance for Members' consideration, clearly setting out where performance and projects are 'on track/on target' and where there are areas of under-performance/concern. Where performance or projects have not achieved target, an explanation is provided, together with a summary of the management action that has been taken to address this. The Appendix is structured around the key theme areas.

3.2 The Council uses a Project and Performance Management System (Pentana - formerly known as Covalent) to record, monitor and report progress and performance. 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
	<ul style="list-style-type: none"> Performance that is slightly below target but is within an agreed (usually +/- 5%) tolerance Projects where there are issues causing significant delay or change

	to planned activities
	<ul style="list-style-type: none"> • Performance that is below target • Projects that are not expected to be completed in time or within requirements
	Project has completed, been discontinued or is on hold

4.0 Summary of Progress and Performance – Q3 2018/19

4.1 Achievements:

There were a number of significant achievements to report including:

- The Beacon: officially opened on 30 Nov with a number of retail units trading. Since then, more units have opened.
- Waste mobilisation: The new waste company South East Environmental Services Ltd (SEESL) was incorporated in Q3.
- Rough Sleeping initiative: This is a joint initiative with Hastings. The rough sleepers assessment centre opened in Q3.

4.2 Missed targets: In Q3, 2 areas of the Council's work missed their targets: housing (emergency accommodation) and call handling. Whilst considering these, we should bear in mind that external pressures (such as the national housing crisis and Universal credit pressures) continue to affect the authority.

a) Housing: In November 2018 Shelter reported that 320,000 people were estimated to be sleeping rough nationally – a 13,000 (or 4%) increase from last year. Eastbourne is no exception to this and demand for housing and homelessness services has never been so high. A plan has been developed by the service which outlines how it will continue to deal with this over the coming months and years.

Numbers in emergency accommodation (EA) were 192 at the end of Q3. This is despite the continued efforts of the teams and as a result of which in this quarter 78 households were placed into EA and 35 were moved out of EA.

The average length of stay in EA has reduced to 9.5 months, down from 12 months in Dec 17.

Our Severe Weather Emergency Protocol (SWEP) was activated during this quarter, on a number of occasions. SWEP provides emergency accommodation for rough sleepers when the 'feels like' temperature drops to 0°C or less. 7 individuals were provided accommodation during the SWEP.

b) Calls: As previously reported, a number of interventions are taking place. As a result, the call handling times and abandonment figures have both significantly improved.

5.0 Community Ward Projects - Devolved Budget

5.1 The last section of Appendix 1 details the current devolved budget spend by ward and the projects that have been supported through this scheme so far this

year.

Each ward has a total of £10,000 available to spend each year on schemes requested by the local community.

6 Financial appraisal

- 6.1 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.

7 Legal implications

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

8 Risk management implications

- 8.1 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.

9 Equality analysis

- 9.1 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.

10 Appendices

- Appendix 1 – Corporate Performance Report Q3 2018/19

11 Background papers

The background papers used in compiling this report were as follows:

[Council Plan 2016 to 2020](#)

Appendix 1

Eastbourne Borough Council Corporate Performance Report Q3 2018-19

1. Prosperous Economy

- 1.1 Prosperous Economy Key Performance Indicators
- 1.2 Prosperous Economy Projects & Programmes

2. Quality Environment

- 2.1 Quality Environment Key Performance Indicators
- 2.2 Quality Environment Projects & Programmes

3. Thriving Communities

- 3.1 Thriving Communities Key Performance Indicators
- 3.2 Thriving Communities Projects & Programmes

4. Sustainable Performance

- 4.1 Sustainable Performance Key Performance Indicators
- 4.2 Sustainable Performance Projects & Programmes

Community Projects – Devolved Ward Budgets Q3

Key			
	Performance that is at or above target Project is on track		Performance that is below target Projects that are not expected to be completed in time or within requirements
	Project has been completed, been discontinued or is on hold		Performance that is slightly below target but is within an acceptable tolerance Projects : where there are issues causing significant delay, changes to planned activities, scale, cost pressures or risks
	Direction of travel on performance indicator : improving performance		Direction of travel on performance indicator : declining performance
	Direction of travel on performance indicator : no change		Data with no performance target

CPR Ebn 1 Prosperous Economy 18-19

1.1 Prosperous Economy Key Performance Indicators

a Investing in housing and economic development

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Increase the number of affordable homes delivered (gross)	30	0	0		0	0		0	0			<p>The following are being delivered by the Development Team: 12 units at Northbourne Road, 7 units at Fort Lane.</p> <p>The following are being delivered in conjunction with Clear Futures : 9 units at 183 Langney Road, 8 units at Lanark Court, 4 units at Timberley Road, 5 units at Biddenden Close and 7 units at Brede Close.</p>

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b Providing opportunities for businesses to grow and invest

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Town centre vacant retail business space	7.1%	5.51%	7.1%		5.66%	7.1%		5.38%	7.1%			The vacancy rate for Eastbourne town centre has decreased slightly from 5.66% in Q2 to 5.38% in Q3. This is below the Springboard's national vacancy rate reporting (10.1%).

c A great destination for tourism, arts, heritage and culture

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Increase numbers of bandstand patrons	38,000	18,446	8,000		45,003	30,000		Not measured	N/a			It was open to the public for the traditional Christmas and New Year concerts which are free to the public and visitor numbers are not used for the purposes of this PI which records paying visitors.

CPR Ebn 1.2 Prosperous Economy Projects & Programmes 18-19

1.2 Prosperous Economy Projects & Programmes

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a Supporting investment in infrastructure

Project / Initiative	Description	Target completion	Status	Update
Town Centre Public Realm Improvements	Significant improvements to the pedestrian environment in Terminus Road and Cornfield Road to be delivered alongside the extension to the Arndale. Joint Partnership Project with ESCC.	Q1 2019/20		Works have been progressing well. Wide footways and temporary crossing points were provided in Terminus Road. A banner was erected outside The Beacon directing people to Little Chelsea following a request from traders.
Extension to Arndale Shopping Centre (The Beacon)	Led and financed by Legal & General. £85m scheme : 22 new retail units, 7 restaurants & 9 screen cinema.	Q3 2018/19		The Beacon was officially opened on 30 November when a number of retail units began trading. Since then further units have opened.
Sovereign Centre Review	A new leisure centre	Q4 2019/20		A New Project Request (NPR) is due to be submitted to Clear Sustainable Futures in Q4 whilst supporting the design development process in collaboration with the architects. The planning consultation is due to be held in quarter 4.
Delivery of Community Centre to serve the Sovereign Harbour Neighbourhood	EBC working with Sea Change Sussex to deliver a Community Centre at Sovereign Harbour	Q4 2018/19		All legal documents have been signed by the interested parties. The disabled parking bays have been provided and the keys have been handed over. Final snagging is due to be completed by 1st February.

Project / Initiative	Description	Target completion	Status	Update
Bedfordwell Road - EBC New Build Housing	One project within the Housing and Economic Development Programme to deliver refurbished and redeveloped housing within the Borough.	Q1 2025/26		Plans are progressing and the majority of the decontamination is complete. Initial environmental surveys have been completed. Final reptile relocation to be undertaken in the summer. Surveys have also taken place of the pump house in readiness for wind and water tightness work. The site has also assisted with the town centre improvement works and there is collaboration with the East Sussex College group construction course .

b Providing opportunities for businesses to grow and invest

Project / Initiative	Description	Target completion	Status	Update
Sovereign Harbour Innovation Park (SHIP)	New contemporary business premises at Sovereign Harbour Innovation Park	Q4 2021/22		Occupancy of Pacific House remains at 80%. Discussions with Sea Change Sussex relating to Phase 2 of the SHIP are ongoing.
Hampden Retail Park	The acquisition and development of Hampden Retail Park as part of the Property Acquisition and Investment Strategy (PAIS).	Q2 2019/20		Final details are being worked up for planning agreement, at which point construction works will commence on site. A detailed timetable is being finalised for the development which will result in a modernised retail park which will include new units and parking).

c A great destination for tourism, arts, heritage and culture

Project / Initiative	Description	Target completion	Status	Update
Refurbish the Redoubt Fortress	Restoration of the fort - Create a new entrance, lift access, opening of remaining casements, environmental improvements.	Q4 2019/20		Planning is still progressing well for the refurbishment and building works that will enable improved access and increased use of the Redoubt. Discussions are on-going about future uses for the building and a longer term strategic plan. Building works are due to commence in mid-2019. The Redoubt will open for weekend 'Hard-Hat' tours and events/hires from 26 March 2019.
Wish Tower Restaurant	Scheme to deliver a flagship restaurant	Q1 2019/20		Work on-going on site; foundations almost complete. The project is progressing well and handover to Bistrot Pierre (who will be recruiting from the local market) is on target.
New Museum	A purpose built museum on the site of the Pavilion, which will house the story of Eastbourne, with a cafe, shop and education facilities.	Q4 2019/20		Museum construction works are almost complete including the new shop front. Official handover to EBC took place in January 2019.
Devonshire Park Redevelopment	Significant investment to establish Devonshire Park as a premier conference and cultural	Q3 2020/21		<i>Welcome Building</i> : Watertight integrity achieved. Internal fit out underway. Lifts installed.

Project / Initiative	Description	Target completion	Status	Update
	<p>destination to include: New welcome building: Restoration of Congress, Winter Garden and Devonshire Park Theatres: Improving Accessibility: Improving tennis facilities: New Conference/exhibition Space & Cafe: Public realm improvements</p>			<p><i>Congress:</i> Expected completion pre-24 March 2019. Auditorium area progressing well. Cork flooring commenced. M&E installation progressing well. Decoration and finishing FOH and BOH on-going. Heating is on. <i>Racquet Court:</i> Storage approach agreed and roof work complete. <i>Winter Garden:</i> preferred contractor identified. West facade and western apse work underway. Reviewing kitchen proposal/options. Lift pit completed. <i>Tennis:</i> New practice courts to commence Feb 2019; enabling work complete (drainage installed and depot area resurfaced to base level). <i>General:</i> Remobilisation underway. IT equipment (cctv and wifi) on order and fibre to Congress installation imminent. Highways and public realm work proceeding well.</p>

CPR Ebn 2 Quality Environment 18-19

2.1 Quality Environment Key Performance Indicators

a High Quality Built Environment

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Increase the percentage of Major Planning Applications processed within 13 weeks	65%	100%	65%		100%	65%		100%	65%			Performance remains above target for Q3. One major planning application processed within 13 weeks during this quarter.
Increase the percentage of minor planning applications processed within 8 weeks	75%	73%	75%		74%	75%		72%	75%			49 out of 68 minor planning applications were processed within 8 weeks. Q3 performance is consistent with previous quarters but remains slightly under the target of 75%. Performance in Q4 is expected to increase and result in above target annual performance.
Increase the percentage of other planning applications processed within 8 weeks	75%	73%	75%		78%	75%		70%	75%			32 out of 46 other planning applications were processed within 8 weeks during Q3. Whilst performance did not hit the target for Q3, overall annual out-turn is still on track.

b A clean and attractive town

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Decrease the number of reported fly-tipping incidents	600	102	150		130	150		153	150			<p>There were 153 reported cases of fly-tipping in Eastbourne in Q3.</p> <p>There were no specific hot spot areas. The majority of the fly tips consisted of household domestic waste with white goods, mattresses, sofas and items of furniture featuring highly. The town centre multi occupancy areas are the main contributor. The Neighbourhood First team continue to tackle fly-tipping with the use of recording cameras, education campaigns and enforcement. In Q3 the team issued 4 Fixed penalty Notices after successful investigations and still are on target to meet the annual number.</p>

c Less waste and low carbon town

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Increase the percentage of household waste sent for reuse, recycling and composting	36.00%	37.40%	36.00%		34.86%	36.00%		TBC	36.00%	TBC	TBC	<p>EBC receive each month's audited weighbridge data from the partnership 1.5 months after the month has completed and this is then cross-checked. Data reporting can be up to three months late for this KPI.</p> <p>When waste is collected by the new local authority controlled company, we should be able to provide faster reporting.</p>

CPR Ebn 2.2 Quality Environment Projects and Programmes 18-19

2.2 Quality Environment Projects and Programmes

a High Quality Built Environment

Title	Description	Target Completion	Status	Update
Conservation area appraisals	This relates to the Seafront & Town Centre Conservation area. Project to appraise Eastbourne's conservation areas. Every 5-10 years a conservation area appraisal is required to audit the heritage value of the conservation area. This audit will identify areas of the Conservation Area that have retained heritage value and areas that are showing signals of decline, along with an assessment of whether the boundary/extent	31-Mar-2019		<p>The Town Centre and Seafront Conservation Area assessment has concluded. Officers are assessing the implications of fully adopting the recommendations of the report around extending the areas of coverage.</p> <p>The College Conservation Area Appraisal has concluded and officers are seeking Member support (February Planning Committee) to go out to public consultation on the findings of the assessment.</p>

Title	Description	Target Completion	Status	Update
	of the conservation area should be retained/extended/reduced.			

b Excellent parks and open spaces

Project / Initiative	Description	Target completion	Status	Update
Eastbourne Park Initiatives	Delivery of priority initiatives identified in the Eastbourne Park Supplementary Planning Document including conservation and enhancement of the existing environmental, ecological and archaeological characteristics of Eastbourne Park for future generations. Sensitive management of the area to provide appropriate leisure and recreational uses.	Q4 2019/20		The planned improvements for 18/19 have been completed. The working group is currently planning future work.

c Less waste and a low carbon town

Project / Initiative	Description	Target completion	Status	Update
Clear Futures: Joint Venture for Energy and Sustainability	A joint venture between Eastbourne and Lewes Council and a private sector organisation to deliver local energy and sustainability ambitions for the next 20-30 years. The Joint Venture will follow a programme of work.	Q1 2037/38		There are roughly 20 projects that are being progressed through the Joint Venture for Lewes and Eastbourne Councils. These are at various stages of development and new participants have joined.
Single use plastic (SUPs) reduction in council offices	Project aiming to reduce the amount of single use plastic items used in offices in LDC and EBC.	Q4 2018/19		<p>The project is now complete and has been successful in achieving the following objectives.</p> <ul style="list-style-type: none"> The use of SUPs in council offices, in relation to day to day activity reduced by 94%. During their working day, members and officers reduced usage of SUPs (e.g. plastic lined coffee cups, stirrers and carrier bags) by 93%. <p>Further details from the surveys:</p> <ul style="list-style-type: none"> Knowledge of single-use plastic : 83% in June which increased to 90% in December. Two thirds of respondents heard about SUPs and the issues surrounding them from internal council communications e.g. The Hub, Hub News, posters around the buildings. An increase in the number of respondents advising they are no longer using take-away coffee cups, disposable cutlery, drinking straws, plastic bottles, cups or stirrers.

Project / Initiative	Description	Target completion	Status	Update
Waste mobilisation programme - overarching	Programme to establish a Local Authority Controlled Company (LACC) to manage waste services at EBC.	Q4 2020/21		<p>The officer programme board has met regularly through Q3 to track related work streams. Good progress has been made in terms of negotiations on depot facilities; new fleet procurement; and IT systems for the new waste service.</p> <p>The new waste company, South East Environmental Services Limited (SEESL) was incorporated in Q3 and the first meeting of the Board of Directors held on 24 October 2018. The company is on track to start taking waste from 1 July.</p>

CPR Ebn 3 Thriving Communities 18-19

3.1 Thriving Communities Key Performance Indicators

a Improved Health and wellbeing

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
DFGs - Time taken from council receiving a fully complete application to the council approving the grant	28 days	56 days	28 days		4 days	28 days		3 days	28 days			The improvement over the quarters reflects a tighter control of the processes under the authority's control. The average time taken for the completed adaptations was 75 days (against a 100 day target). Occupational Therapists (OT) will start working within the Council from mid-February. The entire DFG process (target 100 days) will then be even more streamlined and enables a more holistic way of working with our disabled customers.

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b Meeting Housing Needs

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Number of Licensed HMO's Inspected per Quarter	50	46	12.5		38	12.5		25	12.5			New HMO legislation came in on 1 October 2018, removing the requirement of a licensable HMO to be 3 storeys or above. In anticipation of this we started inspecting the HMOs we knew would require a licence. Because of this legislation there has been an influx of applications which will continue for the next couple of months before the inspection rates return to average levels.

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Number of households living in emergency (nightly paid) accommodation	80	153	80		151	80		192	80			<p>In November 2018 Shelter reported that 320,000 people were estimated to be sleeping rough nationally – a 13,000 (or 4%) increase from last year. Eastbourne is no exception to this and demand for housing and homelessness services has never been so high.</p> <p>By the end of Q3 there 192 households in Emergency Accommodation (EA). During this quarter 78 households were placed into EA and 35 households were taken out of EA.</p> <p>In this quarter the average length of stay in EA has reduced to 9.5 months, down from 12 months in Dec 17. The average gross cost per placement has also reduced from £9,500 to £6,200. Nevertheless it is having a considerable impact on in-year budget pressures.</p> <p>Our Severe Weather Emergency Protocols (SWEP) was also activated during this quarter, on a number of occasions. SWEP provides emergency accommodation for rough sleepers when the 'feels like' temperature drops to 0°C or less. 7 individuals were provided emergency accommodation during the SWEP.</p> <p>The Housing Needs team have also developed a business plan which outlines how the service will continue to deal with these national changes over the coming months and years.</p>
Satisfaction with housing services	75%	86%	75%		88%	75%		88%	75%			
Rent arrears of current tenants (as a percentage of all rent)	3%	2.68%	3%		2.8%	3%		2.99%	3%			Rent arrears are currently being managed within an acceptable level given the wider economic context.

c Putting the Customer First

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Revs and Bens: Average days to process new claims	23	26	23		25	23		18	23		↑	Performance in Q3 was above our target of 23 days.
Revs and Bens: Average days to process changes	8	11	8		10	8		8	8		↑	Performance is now on target following intensive improvement measures.
Number of new sign-ups to the Councils' social media channels	600	592	150		454	150		896	150		↑	This is a joint target with Lewes District Council.
Increase the percentage of calls to the contact centre answered within 60 seconds - Ebn	80%	27.69%	80%		27.65%	80%		50.49%	80%		↑	<p>For the week beginning 17 Dec, average speed of answering was 59 seconds.</p> <p>Although this is red, In Q3 the average answering time was 1min 46 sec which shows a significant improvement and we are on track to be within target.</p> <p>The Customer Advisors have been working hard on improving the performance during December with the percentage of calls answered within 60seconds increasing compared to November. The percentage of calls answered for the Quarter has also gone up from 27.65% in Q2 to 50.49% for Q3 which is a vast improvement. The last recruitment event that took place in December filled all our vacancies with the remaining 7 due to start in January/early February where they will start with the 2 weeks class room based training; which has shown to be effective in speeding up the training process overall.</p> <p>Performance Improvement Plan: Queue busting continues to take place to assist with answering calls within 60 seconds, with additional phone support being provided by back office teams. Although the need for this back office support has started to reduce, it is allowing calls to be answered quickly</p>

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
												with a greater amount of staff being available to deal with queries efficiently and at first point of contact. The improved way of working that started back in October has continued to result in stats improving week on week. The additional support has also continued to allow Customer Advisors to concentrate on the training of the new starters who are all now taking calls in addition to those that also joined us in November. With our vacancies now full and new members joining us over the coming weeks, further improvement on the percentage of calls answered within 60seconds is expected.
Reduce the numbers of abandoned calls to the contact centre - Ebn	5%	31.16%	5%		29.24%	5%		10.78%	5%			<p>Latest position: By the end of the quarter, this target had been reached with 4.9% of calls being abandoned.</p> <p>Oct to Dec commentary for Q3: The Customer Advisors have been working hard on improving the performance during December with the number of abandoned calls decreasing for the month of December when compared to November. The percentage of abandoned calls for the Quarter has also gone down from 29.24% in Q2 to 10.78% for Q3 which is a huge improvement. The last recruitment event that took place in December filled all our vacancies with the remaining 7 due to start in January/early February where they will start with the 2 weeks class room based training; which has shown to be effective in speeding up the training process overall.</p> <p>Performance Improvement Plan: Queue busting continues to take place to assist with reducing the amount of abandoned calls, with additional phone support being provided by back office teams. Although the need for this back office support has started to reduce, it is allowing calls to be answered quickly with a greater amount of staff being available to deal with queries efficiently and at first point of contact. The improved way of working that started back in October has continued to result in stats improving week on week. The additional support has also continued to allow Customer Advisors to concentrate on the training of the new starters who are all now taking calls in addition to those that also joined us in November. With our vacancies now full and new members joining us over the coming weeks, further improvement on reducing the number of abandoned calls is</p>

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Number of people registering for our email service (GovDelivery)	4,000	5,310	1,000		1,158	1,000		1,290	1,000			<p>expected.</p> <p>The number of registrations is influenced by a number of factors such as ongoing consultations. During Q3 we had consultations on the taxi licensing policy and gambling policy. The number also includes customers setting up a 'My Account' and opting in for email alerts.</p>

d Keeping Crime and anti-social behaviour low

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Improve our ranking compared to similar authorities in relation to all crime - Eastbourne	5	1	5		1	5		1	5			Eastbourne has maintained its ranking as the lowest area for crime compared with other areas in its 'most similar'.

CPR Ebn 3.2 Thriving Communities Projects and Programmes 18-19

2.2 Thriving Communities Projects and Programmes

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Meeting housing need

Project / Initiative	Description	Target completion	Status	Update
Housing Development Programme	Deliver an ambitious programme of housing development and refurbishment that provides homes and makes a positive contribution to Eastbourne's economic future	Q4 2019/20		<p>Clear Futures are now overseeing Bedfordwell Road in conjunction with the internal project team. Surveys carried out for progressing the Pump House wind and water tight works. Remediation works are partially complete and the borehole in the Pump House has now been filled.</p> <p>Northbourne Road development of 12 new homes is progressing well.</p> <p>Clear Futures are engaged for the infill sites (garage) project with 183a-c Langney Rd being included in this programme of works. Design and preparation works are underway. Garages are being emptied ready for surveys.</p> <p>Fort Lane final contractual negotiations underway.</p> <p>Wind and watertight works at Victoria Mansions have commenced. These are being overseen in conjunction with Clear Futures.</p>
Homelessness Pressures and Rough Sleeping Project	Reduce homelessness.	Q4 2019/20		Homelessness Pressures Project update

Project / Initiative	Description	Target completion	Status	Update
				<p>Homelessness Pressures Project (HPP) - designed to help reduce the pressures on our homelessness service - came to an end in October.</p> <p>The project successfully delivered on a number of work-streams, including setting up a triage service, launching a landlord incentive scheme, establishing a Trainee Caseworker Programme and purchasing a number of properties for households in EA.</p> <p>Rough Sleeping Initiative</p> <p>The assessment centre for the Rough Sleeping Initiative opened this quarter. It assisted a number of rough sleepers through a combination of rent in advance loans and temporary accommodation placements.</p> <p>The numbers of verified rough sleepers in Eastbourne were 47 in October, 9 in November and 6 in December</p> <p>Since October '18, 11 clients were supported into temporary accommodation, 3 into private rental properties, 1 into specialist accommodation and 2 helped through non-housing interventions.</p>

c Resilient & engaged communities

Project / Initiative	Description	Target completion	Status	Update
Welfare Reform (Universal Credit)	To support those vulnerable residents affected by the government's welfare reform programme.	Q4 2019/20		The managed migration of in Eastbourne is taking place but will not impact on Eastbourne's claimants until 2020 at the earliest, and the team continue to monitor and adapt to aspects of the welfare reform act still to be implemented.

CPR Ebn 4 Sustainable Performance 18-19

4.1 Sustainable Performance Key Performance Indicators

4.1 Sustainable Performance Key Performance Indicators

a Delivering a balanced budget

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Percentage of Council Tax collected during the year - Eastbourne	97.06%	28.75%	29.19%		55.53%	56.13%		82.44%	83.16%			The collection rate is 0.72% below the target. There was a change in the summons timetable so although there was a dip in Q3 this will be recovered in Q4.
Percentage of Business Rates collected during the year - Eastbourne	98.50%	29.53%	29.90%		54.78%	54.72%		81.10%	80.38%			0.72% above of profiled target.

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b Managing our people & performance

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Cumulative Target	Status	Value	Cumulative Target	Status		
Average days lost per FTE employee due to sickness	8.0 days	1.62 days	2.0 days		3.73 days	4.0 days		6.49	6.0 days			This is the third quarter of reporting average days lost due to sickness for our entire staff group. In Q3 the average days lost per FTE was 2.76 which represents a slight increase from the same period last year which was 2.37, and is the highest quarterly figure so far this year (which was predicted

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Cumulative Target	Status	Value	Cumulative Target	Status		
												<p>given we are in the winter months). Only 3 employees were off for the whole of Q3 which is a decrease from Q1.</p> <p>The total days lost for Q1, 2 and 3 is 6.49 It is possible we will exceed the annual target of 8 days given Q4 absence tends to be similar to Q3, however the HR team are monitoring absences closely to ensure they are being appropriately managed.</p> <p>If we remove LDC Waste Services, the Q3 figure reduces to 2.35 and Waste Services on its own is 5.21 days for Q3.</p>

CPR Ebn 4.2 Sustainable Performance Projects and Programmes 18-19

4.2 Sustainable Performance Projects and Programmes

Delivering in partnership

Project / Initiative	Description	Target completion	Status	Update
Joint Transformation Programme	A major programme to integrate the Eastbourne Borough Council and Lewes District Council workforces, and transform the service delivery model for both organisations. Deliver £2.7m savings while protecting services	Q4 2019/20		The primary focus over the last quarter has been the final preparations for and the implementation of the new Housing system which went live week commencing 3 December 2018. Within the overall JTP, this piece of work has been, by far, the most challenging and complex of all the activities and colleagues across the councils worked incredibly hard to deliver this on time and to the required standard. The initial assessment is that the system was implemented effectively and the volume and severity of the issues being identified are not of the scale that could have been anticipated. Colleagues are working to resolve the

Project / Initiative	Description	Target completion	Status	Update
				<p>issues that have been identified to ensure the full benefits of the system are realised.</p> <p>The JTP Phase 3 consultations and plans have progressed well since they were launched on 9 November 2018. The ICT consultation has concluded and the changes have been implemented and the consultation for Corporate Property will launch early in 2019.</p> <p>The teams working on delivering the aims of the JTP continue to listen and respond to feedback - mainly in relation to the joint website and the availability of staff on the phones. The Supporting Change Steering Group is driving this continuous improvement and the commitment is to ensure that all feedback is assessed and, where necessary, action is taken. Specific issues relating to the accessibility of documents for Planning applications have been identified within the Quarter and targeted action has taken place to resolve these.</p> <p>The JTP tackles the same challenges and risks that all change management programmes of this scale and ambition face. Delivery of the transformation is being managed within budget and the £2.8m of savings for JTP Phases 1 and 2 have been achieved and the planned £400,000 of savings/additional income for Phase 3 are on target to be delivered.</p>

Body:	Scrutiny
Date:	4th February 2019
Title:	General Fund Revenue Budget 2019/20 and Capital Programme 2018/19- 2022/23
Report Of:	Chief Finance Officer
Ward(s)	All
Purpose of Report:	To agree the detailed General Fund budget proposals for 2019/20 and Capital Programme 2018/22.
Decision Type:	Key Decisions requiring approval of Full Council.
Officer Recommendation:	Scrutiny is being asked to note the following recommendations to be considered by the Cabinet on 6th February 2018: : (i) General Fund budget for 2018/19 (Revised) and 2019/20 (original) Appendix 1 including growth and savings proposals for 2019/20 as set out in Appendix 2 . (ii) An increase in the Council Tax for Eastbourne Borough Council of 2.99% resulting in a Band D charge of £246.77 for 2019/20. (iii) Revised General Fund capital programme 2018/22 as set out in Appendix 3 . (iv) Notes the section s151 Officers sign off as outlined in 1.6.
Reason for recommendations:	The Cabinet has to recommend to Full Council the setting of a revenue budget and associated council tax for the forthcoming financial year by law.
Contact Officer(s):	Homira Javadi, Chief Finance Officer E-mail address: Homira.Javadi@lewes-eastbourne.gov.uk

1.0 Introduction

1.1 This report sets out the general fund revenue budget proposals for 2019/20 and a rolling medium term capital programme for 2018/22.

1.2 The Housing Revenue Account 2019/20 and associated capital programme, together with rent setting for 2019/20 is subject of a separate report elsewhere on this agenda.

1.3 The Council revised its Medium Term Financial Strategy (MTFS) in July 2018 and the Cabinet recommended a resulting draft 2019/20 budget proposal in December 2018 following the service and financial planning process in the autumn.

1.4 The MTFS and the draft budget have been subject to consultation as reported to Cabinet and Scrutiny since December.

1.5 The budget is the product of various plans and strategies as part of an integrated and corporate planning process and is linked principally to:

- The MTFS
- Asset Management Plans
- The Corporate Plan
- Workforce Strategy
- Treasury Management Strategy
- Service Plans
- HRA business plan
- Joint transformation programme with Lewes DC

1.6 The Chief Finance Officer has a specific legal responsibility to give positive assurances on:

- The robustness of the estimates used in the budget
- The level of reserves

If the recommendations of this report are agreed, then these assurances will prevail.

2.0 Summary of recommended budget proposals

2.1 The budget proposals include:

- An increase in the Council Tax in 2019/20 of 2.99%.
- Dealing with further reductions in Government funding of £0.445m.
- Overall savings/new income totalling £1.7m (13% of the net budget).
- Efficiency savings of £0.6m (2% of the net budget).
- New and increased income £1.1m (8% of the net budget).
- Inflation and unavoidable costs of £0.6m (2% of the net budget).
- Other recurring service growth of £1.1m.

- Non recurring service investments met from general reserves of £0.5m.
- Non recurring investment from Devonshire Park reserve £0.7m.
- General Reserves averaging at £4m (against the existing minimum recommended of £2m).

2.2 The budget represents continued management of financial risks by:

- Building on a balanced outturn position.
- Balancing the base budget requirement without needing to use reserves for recurring expenditure.
- Managing the new and increased demand on services, such as homelessness.
- Identifiable and deliverable savings with accountability and no general unidentified targets.
- Reserves above the minimum level.
- Providing the funding required for the Joint Transformation Programme to deliver the future savings required by the MTFS as well as capital investments in revenue generating assets.

3.0 2019/20 General Fund Resources

Government Funding

3.1 The underlying methods of Local Government financing have changed significantly in recent years including the wrapping up of grants in the base “Standard Funding Assessment” notably:

- The council tax freeze grants (2011-15)
- Some new burdens grants
- Homelessness grant
- Grant for Flood Defence Levy

3.2 For Eastbourne the Headline figures of the Government settlement are:

- A further reduction in revenue support grant of £0.445m to nil.
- Further reduction in new homes bonus of £0.156m from the 2018/19 level.
- A real reduction in resources from Government of over 40% over the period to 2016-2020.

3.3 The NNDR business rate base has remained volatile largely as a result of the economic uncertainty, continued provision for appeals and resulting collection fund deficit, despite an inflationary increase which is linked to the September 2018 CPI and a potential overall increase yet to be confirmed in the gross rateable values. The Government will reassess the “needs formula” to reflect demand for services and adjust redistribution accordingly from 2020 onwards.

Following the government’s invitation for authorities to submit an application for the 75% business rates retention pilot and success of East Sussex submission, the Council is likely to benefit from an additional £200k retained income.

- 3.4 The Government has announced that Eastbourne will receive just under £0.2m in total of new homes bonus due to the growth in housing in the area (a reduction of £0.2m on the projection) The settlement reduced the period from 6 to 4 years that NHB is payable as well as a minimum threshold of 0.4% increase in Band D equivalents before qualifying.
- 3.5 The Government approved the Council's joint efficiency statement and application for the 4-year settlement (to 2020). Over 97% of Councils have opted for the fixed settlement including all neighbouring authorities.

Council Tax

- 3.6 The proposal is for an increase in council tax of 2.99% for 2019/20 which results in a Band D rate of £246.77 for Council services.
- 3.7 The Council has to give an indication of likely future council tax rises, it is still expected that council tax will rise in line by inflation 2% to 3% per annum for each of the next three years. This is within the Government's target for inflation (1-3%) and also the current ceiling on rises that would otherwise require a referendum.
- 3.8 Within this context, for 2019/20, the Council will raise £8.6m from its share of the council tax. This is determined by multiplying the council tax base of Band D equivalent dwellings by the Band D tax rate of £246.77 per annum.
- 3.9 In addition, there is a distribution of £0.58m payable to EBC to the collection fund due to a collection fund surplus.

3.10 Summary – 2018/19 Resources

A summary of the resources available is shown below:

Source:	<u>£'m</u>
Government formula grant	(0.0)
Other grants	(0.2)
Retained business rates	(4.4)*
New Homes Bonus	(0.2)
Contribution from East Sussex Business Rate Pool	(0.2)
Collection Fund Surplus	(0.1)
Council tax	<u>(8.6)</u>
Total Resources Available	<u>(13.7)</u>

**To be finalised*

- 3.11 In order to achieve a balanced budget without using reserves for recurring expenditure, the Council needs to set a net recurring budget for 2019/20 of £13.7m. In addition, the Council will fund non-recurring investments of £0.5m from reserves as well as £0.7m from the Specific Devonshire Park reserve.

4.0 Specific Grants

4.1 In addition to the general grant distributed through the new formula grant system, which is given towards financing the Council's net expenditure, the Government also provides some specific grants. These specific grants will fund in part or in full, service costs.

Grant	2019/20 £'m
Housing Benefit Subsidy	(50)*
H B Administration Grant	(0.4)
<i>* Approximate</i>	

4.2 Housing Benefit Subsidy:

As part of a national scheme delivered locally, this grant is intended to reimburse the Council for the awards of benefit it makes to eligible tenants in both the private and public rented sector. Not only is this by far the largest single specific grant that the Council receives, but it is performance related. The Council has maintained its good performance in recent years.

The system of universal credit (UC) is due to be completed in this parliament which will see the caseload moved to the Department for Work and Pensions. Currently only new applicants are put on universal credit. The main rollout of UC in Eastbourne started in 2017, in line with most of local authorities caseloads remain constant resulting in an increase in Housing Rent arrears, and the number of families presenting as homelessness with a reduction in the private sector rental market.

The Housing Benefit admin grant has been reduced by at least 5% per annum for the last 7 years from £0.8m to £0.4m. The caseload has reduced only marginally in that time, and additional complexity has been introduced as part of the welfare reform programme.

4.3 Homelessness:

This is intended to assist with prevention and to find alternative accommodation other than bed and breakfast. This grant has now been subsumed into the main grant system. The government did announce a special grant for homelessness prevention during 2019/20. The Council has adopted an affective homeless prevention model to reduce the cost of families put into temporary accommodation. Homelessness continues to present a significant financial risk to the Council as not all costs are funded by Housing Benefit.

4.4 New Homes Bonus:

This was introduced in 2011/12 (£187,000) and grew to £1.040m in 2016/17 awards are currently guaranteed for four years which is a change from the original scheme which was 6 years. The Government has top-sliced an amount

equivalent to 0.4% growth to divert resources to upper tier authorities for adult care services. Further reductions down to approximately £0.2m per annum are expected by 2020.

5.0 Budget movements 2017/18 to 2018/19

5.1 The detailed budget proposals are set out in **(Appendix 1)** show in detail the movement from the 2018/19 budget to the 2019/20 proposed budget. The movements are summarised below: -

5.2	Movement from 2017/18 Base Budget:		<u>£m</u> <u>Total</u>
	Change in resources:		
	Government grants	0.7	
	Council Tax	(0.2)	
	Business Rates	<u>(0.5)</u>	0.0
	Cost increases:		
	Inflation and unavoidable costs	0.6	
	Other growth and changes in income	<u>1.1</u>	1.7
	Savings:		
	Efficiency savings	(0.6)	
	Increased Income/other changes	<u>(1.1)</u>	<u>(1.7)</u>
			<u>0</u>

5.3 If Cabinet approves the proposals set out in the report it will be able to recommend to Council on 20th February a balanced budget in line with available resources without the need to use reserves for recurring expenditure.

5.4 The Council now follows a rolling three-year financial planning cycle and the service and financial plans have been set out in detail for 2019/20. The next MTFS due in July will project forward a further three years and continue to provide the basis of service and financial planning for the medium term. It should be noted that at a significant level the savings required for the next MTFS have already been identified, further reports to Cabinet will detail the business plans under the Joint transformation programme and income generation initiatives.

5.5 The Government set out a revised four year programme of reductions in funding and the Council's current MTFS already takes account of this overall however the MTFS will be refreshed in July following the year-end outturn for 2018/19.

6.0 Risks, Contingencies and Reserves

6.1 All budgets contain an element of financial risk. The Council sets an operational budget with careful consideration of known risks, but accepts that this cannot cover every eventuality. As a consequence, the Council sets a contingency budget and holds a minimum level of general reserve as a hedge against

additional and significant financial turbulence.

6.2. Principal Risks

The key areas of financial risk that the Council faces in the operation of its 2019/20 budget are: -

- Economic uncertainty
- Housing Benefit Performance
- Welfare reform and Homelessness
- Inflation on goods and services
- Income from services linked to customer choice (theatres, tourism; sports centres, car parking)
- Legal challenges
- Savings or new income streams being delayed
- Excessive demand for services
- Failure to realise capital receipts to finance the capital programme

On an exception basis, information on each of the risk areas identified above, together with any new and significant risks that may emerge over the course of the year, will be included in each financial performance report to Cabinet and Scrutiny during 2019/20.

6.3 Contingencies

The 2019/20 budget includes appropriate levels of corporate contingency budget to allow for unexpected expenditure or reductions in income. This is in addition to the known inflation that has been built into the service budgets and reserves.

6.4 Reserves

Part 2 of the 2003 Local Government Act requires the Chief Finance Officer to report on the adequacy of the proposed financial reserves, and determine the minimum level required. There is no statutory minimum requirement, but reserves must be set at a prudent level given the activities of individual Councils and potential liabilities that they face or may face in the future i.e. a risk based approach. The Council's earmarked reserves are reviewed at least annually for adequacy. If at any time the adequacy is in doubt the Chief Finance Officer is required to report on the reasons, and the action, if any, that he considers appropriate.

The Council will always seek to contain any unforeseen additional costs within allocated annual budgets, including the contingency budget. However, it is proposed that in addition the minimum level of general reserves be set at £2m based on the following:

Risk	£m
Unexpected Events e.g. flooding, major storm in excess of Bellwin Scheme provision	0.2
Significant financial overruns e.g. prior year negative Housing Benefits subsidy adjustments/homelessness and costs of welfare reform.	0.7
Exceptional fluctuations in income that have a major corporate impact	0.7
Cost of providing priority services during an incident or emergency in excess of insurance cover	0.2
Cost of significant breach of legislation e.g. health and safety, human rights	<u>0.2</u>
TOTAL	<u>2.0</u>

The overall proposed minimum level of £2 million is the same as the current year albeit with some revision to the categories. It is the view of the Chief Finance Officer that this level of reserves remains adequate to meet the current commitments and proposals detailed within this report and any unforeseen expenditure that cannot be met by external resources.

Should the budget recommendations be followed, the level of general fund reserves is projected at over £4m by March 2019 (**Appendix 1**). In addition to acting as a potential buffer against future risks, this should create further opportunities for one off investments in the future.

6.5 Other earmarked revenue reserves

The Council has been following a process of consolidating its reserves into the corporate reserves above. This better facilitates corporate priority planning. The only further reserves that the Council holds have other obligations attached (e.g. Section 106/partnership contributions).

6.6 Chief Finance Officer sign off

The Chief Finance Officer is satisfied that the integrated budget and corporate planning process provides a robust basis for identifying appropriate budget estimates and appropriate level of reserves.

7.0 **Capital Programme 2018/2022**

7.1 The principles for formulating the capital programme were set out in the draft budget report submitted to Cabinet on 12th December 2018. All schemes have been agreed by the Council previously.

7.2 The Council has a policy of only using borrowing for schemes that are invest to

save and can generate enough savings or additional income to service the financing costs.

7.3 The Housing Revenue Account capital programme is set out in another report on the agenda and is financed entirely from HRA resources. Once approved it will be amalgamated with the general fund programme.

7.4 No future capital receipts have been factored into the available resource where there is not a significant chance of them materialising. There will be opportunities to supplement the programme as the three-year period progresses.

8.0 Consultation

8.1 The Council's medium term financial strategy and the resulting draft budget proposal for 2019/20 as reported to Cabinet in December have been subject to wide and varied consultation. The Scrutiny Committee held a finance event in October and has been invited to comment on the budget proposals at its meetings in December and February.

9.0 Financial

9.1 The financial implications of all budget proposals are set out throughout the report and/or within its Appendices.

10.0 Legal Implications

10.1 Section 151 of the Local Government Act 1972 requires that every local authority make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. .

10.2 Sections 32 and 43 of the Local Government Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating their budget requirement.

10.3 The Chief Finance Officer, appointed under sec 151 mentioned above, has a duty to report on the robustness of estimates and adequacy of reserves under section 25 of the Local Government Act 2003.

11.0 Risk Management Implications

11.1 A full risk assessment was provided as part of the MTFs approved by Cabinet in December 2018.

12.0 Conclusion

The Council is reasonably placed financially to meet the demands on its services as well as the reductions in Government support. However, the challenge over the medium term is profound and more change is necessary to move to a sustainable position. The Council is more dependent on commercial activities than it has ever been and this requires a high level of monitoring and risk

management.

13.0 Appendices

1. General Fund Revenue Budget 2018/19
2. Savings and Growth Items 2019/20
3. Revised General Fund Capital Programme 2018/22

14.0 Background Papers

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

Cabinet reports

December 2018

- Council Tax Base for 2019/20
- Draft Budget Proposals 2019/20

July 2018 – Medium Term Financial Strategy

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

General Fund Revenue Budget 2018/19

Appendix 1

	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Budget £'000
Corporate Services			
Corporate Management	169	(1,786)	153
Strategic Finance	2,068	2,073	2,147
Human Resources	478	452	462
Business Transformation	1,685	1,648	1,662
Legal and Local Democracy	931	923	941
	5,331	3,310	5,365
Service Delivery			
Service Management	(17)	15	6
Case Management and Specialist Services	4,344	3,058	3,392
Customer and Neighbourhood Services	1,392	947	1,052
Homes First	(28)	105	511
	5,691	4,125	4,961
Regeneration and Planning			
Service Management	63	32	(167)
Regeneration	143	189	185
Planning	259	508	391
Estates and Property	(2,010)	(1,378)	(1,663)
Business Planning and Performance	908	916	955
	(637)	267	(299)
Tourism and Enterprise Services			
Service Management	95	93	99
Towner	423	423	420
Tourism and Enterprise	1,088	1,003	1,024
Sports Delivery	238	238	268
Seafront	(14)	(11)	(44)
Events	611	620	638
Theatres	1,006	1,012	1,091
	3,447	3,378	3,496
Corporate Services	(1,278)	(311)	(463)
Capital Financing	2,054	2,063	1,763
Net Service Expenditure	14,608	12,832	14,823
Contributions to/(from) Unearmarked Reserves	(479)	1,297	(538)
Contributions to/(from) Earmarked Reserves	-	-	-
Contributions to/(from) Strategic Change Fund	-	-	-
Contributions to/(from) Capital Programme Reserve	-	-	-
Contributions to/(from) Devonshire Park Reserve	(633)	(633)	(739)
Eastbourne Borough Council Budget Requirement	13,496	13,496	13,546
Financed by			
Government Formula Grant	(445)	(445)	-
New Homes Bonus	(339)	(339)	(183)
Other Specific Government Grants	(195)	(195)	(132)
Retained Business Rates	(3,388)	(3,388)	(4,394)
Contribution from Reserves	(450)	(450)	-
Contribution from East Sussex Business Rate Pool	(266)	(266)	(200)
Contribution from Council Tax Surplus	(179)	(179)	(58)
Council Tax Collection Fund Precept	(8,234)	(8,234)	(8,579)
Total Financing	(13,496)	(13,496)	(13,546)

	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Budget £'000
General Fund Reserve			
In hand at 1st April	(3,137)	(3,033)	(3,116)
Financing of Non Recurring Expenditure	479	479	538
Financing of Revenue Expenditure		450	
Transfer from Earmarked Reserves	-	(12)	-
Withdrawal/(Addition)	(550)	(1,000)	
In hand at 31st March	(3,208)	(3,116)	(2,578)
Strategic Change Fund			
In hand at 1st April	(8)	(8)	(158)
Withdrawal/(Addition)	(250)	(400)	
Financing Revenue Expenditure	250	250	150
In hand at 31st March	(8)	(158)	(8)
Capital Programme Revenue Reserve			
In hand at 1st April	(1,573)	(1,306)	(1,306)
Withdrawal/(Addition)	-	-	-
Financing expenditure	-	-	-
In hand at 31st March	(1,573)	(1,306)	(1,306)
Regeneration Reserve			
In hand at 1st April	(65)	(531)	(398)
Withdrawal/(Addition)	-	-	-
Financing of Revenue Expenditure	-	133	-
In hand at 31st March	(65)	(398)	(398)
Devonshire Park Reserve			
In hand at 1st April	(634)	(1,488)	(1,133)
Withdrawal/(Addition)		(278)	
Financing of Expenditure	633	633	739
In hand at 31st March	(1)	(1,133)	(394)

Corporate Services Budget 2018/19

Appendix 1

	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Budget £'000
Corporate Management	169	(1,786)	153
Financial Services Team	645	650	682
Corporate Finance	1,216	1,223	1,254
Internal Audit and Corporate Fraud	207	200	211
Strategic Finance	2,068	2,073	2,147
Human Resources	478	452	462
Business Transformation	1,685	1,648	1,662
Legal Services	272	305	334
Local Democracy	659	618	607
Legal and Local Democracy	931	923	941
Total Corporate Services	5,331	3,310	5,365

Service Delivery Budget 2018/19

Appendix 1

	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Budget £'000
Service Management	(17)	15	6
Service Management	NIL	37	38
Case Management	672	471	437
Account Management	461	323	276
Specialist Advisory	4,495	3,535	4,041
Bereavement Services	(1,284)	(1,308)	(1,400)
Case Management and Specialist Services	4,344	3,058	3,392
Service Management	NIL	25	26
Customer Contact	828	539	579
Neighbourhood First	564	383	447
Customer and Neighbourhood Services	1,392	947	1,052
Homes First	(28)	105	511
Total Service Delivery	5,691	4,125	4,961

**Strategy, Planning and Regeneration
Budget 2018/19**

Appendix 1

	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Budget £'000
Service Management	63	32	(167)
Regeneration	143	189	185
Planning	259	508	391
Group Head of Commercial Business	38	37	54
Housing Development Team	NIL	NIL	NIL
Corporate Landlord	(2,549)	(1,890)	(2,125)
Facilities Management	501	475	408
Estates and Property	(2,010)	(1,378)	(1,663)
Business Planning and Performance	908	916	955
Total Regeneration and Planning	(637)	267	(299)

Tourism & Enterprise Services	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Budget £'000
Service Management	95	93	99
Towner	423	423	420
Tourism and Enterprise	1,088	1,003	1,024
Sports Delivery	238	238	268
Seafront	(14)	(11)	(44)
Events	611	620	638
Theatres	1,006	1,012	1,091
Total Tourism & Enterprise Services	3,447	3,378	3,496

Summary

	December Cabinet 2019/20 £'000	February Cabinet 2019/20 £'000
Savings or Income Generation		
Corporate Services	(566)	(1,166)
Service Delivery	(242)	(242)
Regeneration and Planning	(237)	(237)
Tourism and Enterprise	(35)	(59)
TOTAL Savings or Income Generation	(1,080)	(1,704)
Growth Items		
Corporate Services	965	965
Service Delivery	15	440
Regeneration and Planning	135	135
Tourism and Enterprise	192	178
TOTAL Growth	1,307	1,718
Non-Recurring Growth		
Corporate Services	215	215
Service Delivery	141	141
Regeneration and Planning	114	114
Tourism and Enterprise	68	68
TOTAL Non Recurring Growth	538	538
Funding from Devonshire Park Reserves	739	739
Total Budget Movement	1,504	1,291

CORPORATE SERVICES

	December Cabinet 2019/20 £'000	February Cabinet 2019/20 £'000
SAVINGS		
Corporate Services		
Joint Transformation Programme	(200)	(200)
Commercial Income	(100)	(100)
Contribution from HRA towards JTP	(250)	(250)
Capitil Financing	0	(600)
IT		
DR Contract	(10)	(10)
Canon Contract	(1)	(1)
HR		
Provision of HR support to external organisation, 3VA	(5)	(5)
New Saving and Income Proposals	(566)	(1,166)
GROWTH ITEMS		
Corporate		
Pay Award and Increments	300	300
Pension Contributions	30	30
National Living Wage	20	20
Inflation	250	250
Capitil Financing	300	300
Emergency Planning		
East Sussex Emergency Partnership	13	13
Local Democracy		
Audio minutes add on for Modern.Gov	2	2
ADSO Certificate in Democratic Services Knowledge	3	3
Tellus - Data mining module	2	2
Atlas - Boundary review and boundary changes module	1	1
Legal		
Apprentice Paralegal	9	9
IT		
PSN Compliance	7	7
Blackberry Licence and Support	18	18
Cloud Storage	5	5
UPS Maintenance	2	2
PCIDSS Scans	3	3
TOTAL GROWTH ITEMS	965	965
NON RECURRING GROWTH ITEMS		
JTP implimenation assumed revenue exp	200	200
Members Allowances review - Money carried over as not used this financial year	5	5
Recruitment of HR apprentice	10	10
TOTAL NON RECURRING GROWTH ITEMS	215	215

Direct Service Delivery

	December Cabinet 2019/20 £'000	February Cabinet 2019/20 £'000
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SAVINGS OR INCOME GENERATION

Environmental Efficiencies	(150)	(150)
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Bereavement

Increased burial and cremation costs by 2.4%	(92)	(92)
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TOTAL Savings or Income Generation

	(242)	(242)
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GROWTH ITEMS

Customer and Neighbourhood First

New Bus shelters, Eastbourne Town Centre	10	10
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Community Engagement activities for Neighbourhood

First fly tipping, littering, and other ASB activities.

Purchasing of litter picking equipment, posters,
signage etc

	2	2
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Specialist & Case Management

Ash Die Back	1	1
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Welfare funerals	2	2
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Shortfall in HB Admin grant	0	40
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Recycling credits expected to cease in 19-20	0	385
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TOTAL GROWTH ITEMS

	15	440
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NON RECURRING GROWTH ITEMS

Customer and Neighbourhood Services

Car park machines	25	25
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Upgrade customer terminals	15	15
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Specialist & Case Management

Empty Homes review to maximise the NHB	10	10
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Annual SPD review	13	13
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NNDR Bid software	22	22
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Bed and Breakfast	56	56
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TOTAL NON RECURRING GROWTH ITEMS

	141	141
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Regeneration and Planning

	December Cabinet 2019/20 £'000	February Cabinet 2019/20 £'000
SAVINGS AND INCOME		
Efficiency Savings	(200)	(200)
Property and Facilities		
Property Asset Management System	(9)	(9)
Building Control Contract	(13)	(13)
Business Planning and Performance		
Pentana systems maintenance	(11)	(11)
Grant Finder	(4)	(4)
Regeneration		
New Saving and Income Proposals	(237)	(237)
GROWTH ITEMS		
Property and Facilities		
Coindition Surveys	50	50
Eastbourne Downs Golf Club	40	40
Business Planning and Performance		
Gov Delivery	7	7
Press Office	36	36
Planning		
BCIS online subscription	2	2
TOTAL GROWTH ITEMS	135	135
NON RECURRING GROWTH ITEMS		
Smart Survey	1	1
Langney Community Hall	9	9
Bandstand PC	6	6
Minimum Energy Efficenty Standards	10	10
Rating Revlautions	5	5
Downland Whole Estate Plan	43	43
Planning Policy		
Terra Quest	40	40
TOTAL NON RECURRING GROWTH ITEMS	114	114

Tourism and Enterprise

	December Cabinet 2019/20 £'000	February Cabinet 2019/20 £'000
New Saving and Income Proposals		
Towner		
Beachy Head Marathon	(5)	(5)
Bandstand	(30)	(30)
Pavilion Café		(24)
Total Savings or Income Generation	(35)	(59)
GROWTH ITEMS		
Tourism and Enterprise		
Conference Marketing	8	8
Pavilion Café	14	0
Western View	4	4
EDGC - realistic budget for golf	40	40
Victoria Mansions Business Rates	7	7
Sports Delivery		
Cavendish Sports Centre	13	13
Events		
Airbourne	62	62
Dev Park Grass waste disposal costs	3	3
Events Admin	8	8
Nature valley Int Tennis	33	33
TOTAL GROWTH ITEMS	192	178
NON RECURRING GROWTH ITEMS		
Tourism and Enterprise		
Temporary exhibition Victoria Mansions	50	50
Events		
Dev Park Chemicals	5	5
Dev Park Trees Maintenance	3	3
Dev Park Landscape works	3	3
Events Development	2	2
Airbourne HVM Road Closure Traffic	5	5
TOTAL NON RECURRING GROWTH ITEMS	68	68
Devonshire park business plan	739	739
TOTAL FUNDING FROM DEVONSHIRE PARK RESERVE	739	739

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Summary of General Fund Capital Programme 2018 to 2022				
	Estimate Total	Estimate Total	Estimate Total	Estimate Total
	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
<u>Capital Programme</u>				
Community Services	2,488	7,222	300	-
Tourism & Leisure	1,739	12,655	15,165	-
Corporate & Core Services	11,029	43,440	11,830	2,925
Asset Management	32,011	2,994	821	500
Pier Grant & Coastal Communities Grant	1,696	-	-	-
Total Programme	48,963	66,311	28,116	3,425
<u>Financed By:-</u>				
1-4-1 RTB Receipts	315	998	-	-
Capital Receipts	1,511	1,196	250	425
Grants and Contributions	3,420	8,162	300	-
Revenue Contribution to Capital	58	491	-	-
Reserves	917	-	-	-
Section 106 Contributions	18	27	-	-
GF Borrowing (Committed)	42,714	29,041	15,986	500
GF Borrowing (Uncommitted)	10	26,396	11,580	2,500
Total Financing	48,963	66,311	28,116	3,425

Scheme	Total Scheme Approved	Total Scheme spend at 31 Mar 2018	Updated Allocation 2018-19	Updated Allocation 2019-20	Updated Allocation 2020-21	Updated Allocation 2021-22
	£000	£000	£000	£000	£000	£000
COMMUNITY SERVICES						
Memorial Safety Cems	40	15	25	-	-	-
Ocklynge Cemetery Chapel	150	80	70	-	-	-
Crematorium Improvements (Main Chapel)	177	-	177	-	-	-
Disabled Facilities Grants	Ongoing	4,686	825	2,556	-	-
BEST Grant (housing initiatives)	Ongoing	2,035	96	82	-	-
Acquisition of Land & Property	2,019	-	40	1,979	-	-
Contaminated Land	185	145	40	-	-	-
Coast Defences Beach Management	Ongoing	5,871	302	300	300	-
Cycling Strategy	41	-	-	41	-	-
Play Area Sovereign Harbour	27	-	-	27	-	-
Terminus Road Improvements	500	-	50	450	-	-
Sov Harbour Community Centre	1,790	1,097	693	-	-	-
Hampden Park - Improvements (Green Flag)	50	48	2	-	-	-
Old Town Rec. - Improvements (Green Flag)	25	22	3	-	-	-
Seaside Rec - all weather path	50	48	2	-	-	-
Signage Re-branding (Parks & Open Spaces)	30	5	25	-	-	-
Car Parking Machines	97	66	25	-	-	-
Shinewater Park - Scoping	20	-	10	10	-	-
Helen Gardens Play Equip	40	39	1	-	-	-
Chiltern Close Play Equip	25	-	25	-	-	-
Oak Tree Lane Play Equip	35	-	18	17	-	-
Mulberry Close Play Equip	30	-	-	30	-	-
Lower Holywell Public Con	50	-	-	50	-	-
Redoubt Public Convenience	40	-	-	40	-	-
Refurbishment of Public Facilities	81	-	41	40	-	-
West Langney Lake Gates & Signs	18	-	18	-	-	-
Waste Fleet Procurement & IT	1,600	-	-	1,600	-	-
Total Community Services		14,157	2,488	7,222	300	-
TOURISM & LEISURE						
Sports Park Flood Lights	30	-	30	-	-	-
Re-surface Tennis Courts	265	242	23	-	-	-
ILTC - Air Conditioning	87	-	87	-	-	-
Redoubt - Stair Climber	20	-	-	20	-	-
Colonnade Removal	500	-	-	500	-	-
Redoubt - Asphalt Gun Platform	50	-	-	50	-	-
HPSC - Changing Rooms	20	-	20	-	-	-
Equipment at Devonshire Park	120	66	54	-	-	-
Sovereign Centre	29,100	711	1,339	11,885	15,165	-
Sovereign Centre Skate Park	200	-	-	200	-	-
Wash Down - Devonshire Park	20	19	1	-	-	-
Seafront Van	13	-	13	-	-	-
Sports Park Lighting	60	-	60	-	-	-
Signage	10	1	9	-	-	-
Devonshire Park Theatres - Toilet refurbishment	103	-	103	-	-	-
Total Tourism & Leisure		1,039	1,739	12,655	15,165	-

CORPORATE SERVICES						
Carbon Reduction Works	434	235	-	199	-	-
Invest to Save	Ongoing	-	10	80	80	-
Investment Capital	5,600	1,235	-	4,365	-	-
IT - Block Allocation	Ongoing	1,238	490	-	-	175
Contingency	Ongoing	-	-	250	250	250
Finance Transformation	200	-	-	200	-	-
EHIC - Loan (Gowland Ct)	1,850	1,835	15	-	-	-
EHIC - Revolving Credit	250	160	155	-	-	-
EHIC - Loan Facility (EBC purchases)	3,938	913	42	2,983	-	-
EHIC - Loan Facility (Private Properties)	15,000	2,481	2,285	5,233	2,500	2,500
EHIC - new mixed tenure homes	20,000	-	-	14,000	6,000	-
EHIC - Victoria Mansions	4,035	3,070	965	-	-	-
Aspiration Homes - Credit facility	100	-	100	-	-	-
Aspiration Homes - Facility	10,000	369	917	5,714	3,000	-
Bedfordwell Road - Land & Pump House	6,100	2,151	2,000	1,949	-	-
HPK Retail Refurbishment	9,000	252	2,000	6,748	-	-
The Stage Door	2,030	1,667	363	-	-	-
JTP Programme Office	8,278	4,872	1,687	1,719	-	-
Total Corporate Services		20,478	11,029	43,440	11,830	2,925
Asset Management						
Devonshire Park Redevelopment Project	53,960	19,903	31,242	2,494	321	-
Victoria Mansions - Museum fit out	85	-	85	-	-	-
Holiday Letting Refurbishment	30	-	30	-	-	-
EDGC - improvements	45	41	4	-	-	-
Towner - improvements	125	14	111	-	-	-
ILTC - Improvements	60	-	60	-	-	-
Devonshire Park Theatre	47	-	47	-	-	-
Bandstand Renovations	100	-	100	-	-	-
Wish Tower Martello - Improvements	90	-	90	-	-	-
Downland Water Schemes (Pipes)	334	-	134	200	-	-
Boilers at Sports centres	32	-	32	-	-	-
Asset Management - Block Allocation		-	76	300	500	500
Total Asset Management		19,958	32,011	2,994	821	500
Grant Funded Schemes						
Wish Tower Restaurant	1,800	126	1,674	-	-	-
Statue Sculpture Installation	22	1	22	-	-	-
Total Grant Funded Schemes		127	1,696	-	-	-
Total General Fund		55,759	48,963	66,311	28,116	3,425

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Body:	Scrutiny
Date:	4 February 2019
Subject:	HRA Revenue Budget and Rent Setting 2019/20 and HRA Capital Programme 2018/22
Report of:	Chief Finance Officer
Cabinet member:	Councillor Holt, Portfolio Holder for Financial Services.
Ward(s):	All
Purpose of the report:	To agree the detailed HRA budget proposals, rent levels, service charges and heating costs for 2019/20, and the HRA Capital Programme 2018/22.
Decision type:	Budget and policy framework
Recommendation:	Scrutiny is being asked to note the following recommendations to be considered by the Cabinet on 6th February 2018: <ul style="list-style-type: none">i) The HRA budget for 2019/20 and revised 2018/19 as set out in Appendix 1.ii) That social and affordable rents (including Shared Ownership) are decreased by 1% in line with Government policy.iii) That delegated authority be given to the Chief Finance Officer, in consultation with the Cabinet Portfolio holders for Financial Services and Direct Assistance Service, to take measures in the management of the Week 53 rent year.iv) That service charges for general needs properties are decreased by 13.20%.v) Those service charges' for the Older Persons Sheltered Accommodation are increased by 0.24%.vi) That the Support charge for Sheltered Housing Residents remains at £7.20 per unit, per week.vii) That heating costs are set at a level designed to recover the estimated actual cost.viii) That water charges are set at a level designed to recover the estimated cost of metered consumption.ix) Garage rents remain at current levels.x) To give delegated authority to the Chief Executive, in consultation with the Cabinet Portfolio Holders for Financial Services and Direct Assistance Service and

the Head of Finance to finalise Eastbourne Homes' Management Fee and Delivery Plan.

xi) The HRA Capital Programme as set out in Appendix 2

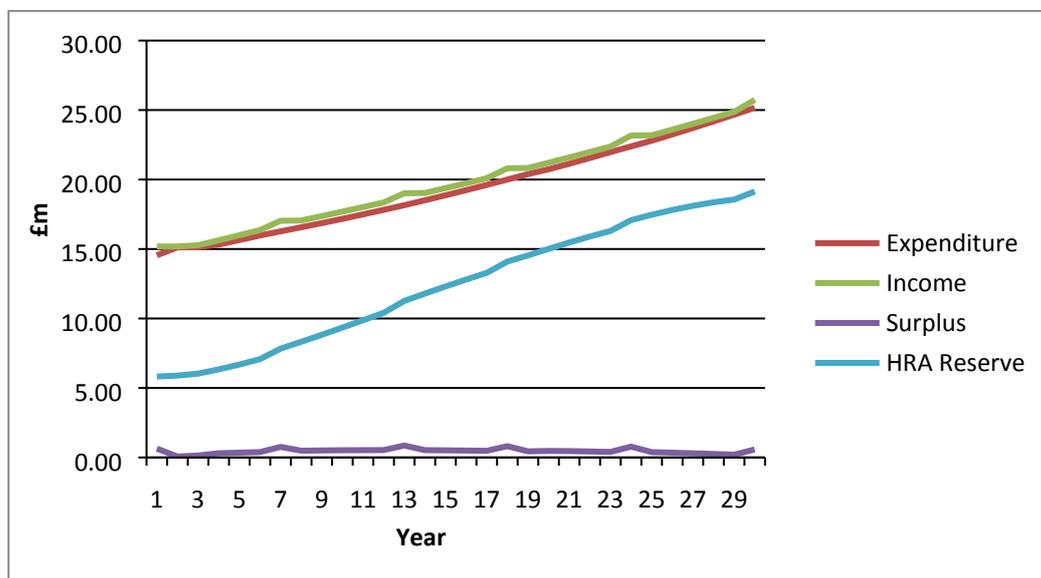
Reasons for recommendations: The Cabinet has to recommend to Full Council the setting of the HRA revenue and capital budget and the level of social and affordable housing rents for the forthcoming year.

Contact: Pauline Adams, Head of Finance
Telephone 01323 415979 or internally on extension 5979.
E-mail address: Pauline.Adams@lewes-eastbourne.gov.uk

1.0 Introduction

1.1 The HRA is a statutory ring-fenced account that represents all landlord functions. The HRA is required to be self-financing, which means that expenditure has to be entirely supported from rental and other income. The main tool for the future financial management of the HRA is the 30 year Business Plan.

1.2 The Business plan was last updated in August 2018, and shows income marginally in excess of expenditure delivering a small surplus year on year, as shown in the table below. The Reserve will therefore be expected to increase from a starting point of £5.188m in 18/19 to £19.14m by 2047/48 if potential assumptions for debt repayment or new developments/initiatives are disregarded.



The business plan will be reviewed again once the 18/19 accounts have been completed.

1.5 This report reflects the recommendations made by Eastbourne Homes Limited in relation to the increase in rent levels, service and other charges.

2.0 2019/20 HRA Revenue Budget

2.1 The 2019/20 budget has been prepared following the principles adopted within the HRA 30 year Business Plan and is attached at **Appendix 1**

2.2 The 2019/20 budget is showing a surplus of £87K from a surplus of £143k in 2018/19, a change of £56k, which is mainly due to the factors listed below.

2.3 The major changes between the 2018/19 and the 2019/20 budgets are:

Increases in income, reductions in expenditure and re-profiling of contributions to reserves:

- Reduction in the transfer to the Housing Regeneration and Investment Reserve (£500k)
- 1% rent reductions £139k
- Other Rental Movements £110k
- Environmental Initiatives £40k
- One off HRA Contribution to JTP £250k
- Depreciation £43k

2.4 A new revenue budget of £40k for environment initiatives has been established to replace the old capital budget, as previous expenditure incurred did not fulfil the definition of capital, which is to purchase, build or enhance an asset. The budget has therefore been moved to revenue to allow various small initiatives resulting from tenant's requests to continue.

2.5 The HRA budget is performing in line with expectations in the 30 year business plan, with the exception of the one off items of a contribution to JTP. The additional 19/20 costs have been offset by removing the contribution to Housing and Regeneration and Investment Reserve for the year. This will be reinstated for 2020/21.

2.6 The Major Repairs Reserve is funded from cash backed depreciation of £4.291m plus inflation per year and is expected to breakeven in the short term, but should start to exceed capital spending requirements in the medium term, in order to provide sufficient resources to fund the demands of the asset management plan in the longer term.

2.7 The HRA debt outstanding at 31.3.18 was £42.649m which is the maximum borrowing permitted under the self-financing settlement. The Government announced that it is changing legislative policy to remove the 'borrowing cap' in the HRA to enable Councils to build more homes. Management will be considering its strategy in relation to future developments over the next few months.

2.8 The original 30 year business plan assumed from 16/17 to 28/29 that an average debt repayment of £2.8m per annum is funded from the HRA Revenue Account. This is no longer viable due to the rent decrease however, if possible when opportunities arise, consideration will be given to using any surplus funds for the repayment of debt or to be used to reinvest in housing properties in lieu

of new borrowing.

- 2.9 The Council's treasury management advisors are predicting a gradual rise in interest rates going forward into 2019/20 and the interest budget has been prepared on this basis
- 2.10 The HRA outturn for 2018/19 is expected to deliver a (£119k) surplus, a variance of (£24k) over the original budget (0.2% of gross expenditure). This is as a result of:

Leaseholder service charges income (£60k),
 Under occupation transfers (£65k)
 Health and safety one off expenditure £100k.

- 2.11 The HRA Business Plan is based on a policy for a minimum level of HRA balance of £1m to maintain a prudent level of reserve to ensure that the HRA remains sustainable in the longer term and is able to deal with any risks posed by the current economic climate.

The forecast balances on HRA and Reserves are as follows:

	HRA Working Balance	Major Repairs Reserve	Housing Regeneration & Investment Reserve
	£'000	£'000	£'000
Balance at 1.4.18	5,187	865	2,883
Surplus/(Deficit)	119		
Revenue Contribution			500
Depreciation		4,291	
Major Works expenditure		(4,250)	(662)
Estimated Balance 31.3.19	5,306	906	2,721
Surplus/(Deficit)	87		
Revenue Contribution			
Depreciation		4,334	
Major Works expenditure		(4,334)	
Estimated Balance 31.3.20	5,393	906	2,721

These are within the HRA strategy and policy expectations of the Business Plan.

3.0 Rent Levels for 2019/20

- 3.1 The Council has been following the Government's guidance for rents for social housing since December 2001. In May 2014, the Government issued new guidance setting out its policy on rents for social housing from April 2015 (for rents to increase annually by September CPI + 1.0%).
- 3.2 The Welfare Reform and Work Act 2016 suspended this policy from 2016/17

and rents on social housing properties are to be reduced by 1% a year for a four year period. The financial year commencing 1st April 2019 is the last year that the rent reduction is to be applied to all socially rented and affordable rented properties

- 3.3 Rents for Shared Ownership properties are excluded from the Welfare Reform and Work guidance. However, the terms of the lease for these properties determine that we should reduce their rents in line with the socially rented properties. Therefore, it is recommended that rents for all Shared Ownership properties are reduced by 1%.
- 3.4 Every six to seven years 53 Mondays fall in a financial year and this will be the case for 2019/20. As rent debts are raised on Mondays this means that the HRA ordinarily benefits from an 'extra' week's rents when there are 53 Mondays in a year.

This creates the following two immediate issues:

- The 1% rent decrease under Welfare Reform Act 2016 means that the 53 week year can be interpreted as taking the Council over the required 1% decrease. The MHCLG initial response was that the reduction had to be applied on an annual basis and that landlords would either have to offer up a rent free week or collect 52 weeks' worth of rent over 53 payments (effectively reducing the weekly rent by 1.27%). Either way the Council would lose a week's rent (£272k) and furthermore a 53 week rent year would have a lasting impact of reducing rental income for future years (£40k for 2020/21 and increasing by CPI+1% annually thereafter). However a number of authorities are challenging this view and have interpreted the legislation differently arguing that rents are calculated on a daily basis and collected weekly, thus allowing for 53 weeks' worth of rent to be charged as normal. MHCLG officials have emphasised that it is for each individual authority to satisfy itself that it is complying with the legal position.
- A further complicating issue is that Universal Credit legislation does not allow for 53 Monday years and therefore UC Claimants would find themselves a week in arrears if charged 53 week's rent. It has been suggested that this could be amended through a statutory instrument, however DWP are not supportive of this approach. Alternatively Government could resolve this through somehow topping up rents for 2019/20. However there is no detailed view on what this solution might be.

The budget figures currently include a 1% reduction over the 52 week year.

Given the complexity of the issues raised it is recommended that delegated authority be given to the Chief Finance Officer, in consultation with the Cabinet Portfolio holders for Financial Services and Direct Assistance Service, to take measures in the management of the Week 53 rent year.

4.0 Service Charges

- 4.1 For properties in shared blocks, these charges cover common services such as

communal heating, lighting, equipment maintenance contracts, cleaning and grounds maintenance. In Older Persons Sheltered Accommodation the charges additionally include On-Site Co-ordinators, lift maintenance contracts, communal furniture and carpets maintenance and internal re-decorations. These costs should be charged separately from the rent in those properties to which they apply.

4.2 For general needs properties in blocks the average service charge decrease is 13.20% to ensure that costs relating to communal areas are reasonably recovered. This is an average decrease of £0.56 per unit, per week.

4.3 For Retirement Court properties in blocks, the average service charge increase is 0.24% to ensure that costs relating to communal areas are fully recovered. This is an average increase in costs of £0.15 per unit, per week.

5.0 Support charge for Sheltered Housing

5.1 To cover the withdrawal of the Supporting People funding 2016 for the provision of the on-site co-ordinator service, a charge was introduced to continue the vital work within the Sheltered Housing blocks.

5.2 This year, following the implementation of the Joint Transformation Programme a review of the resources required by the Supported Housing service will be carried out once the work on the realignment of the budgets has been completed. It is recommended that the support charge of £7.50 per unit per week remains for the short term pending the review.

5.3 The above review is planned to be completed in the first quarter of 2018/19, it is therefore recommended that delegated authority be given to the Director of Service Delivery, in consultation with the Portfolio Holders for Financial Services and Direct Assistance Service, to set the Supported Housing Service Charge that covers the costs incurred in the provision of the service.

6.0 Heating costs - Older Persons Sheltered Accommodation

6.1 These charges are set in line with known price decreases predicted by the Department of Energy and Climate Control. For 2019/20, it is recommended that the average charge decrease is 1.40%. This is an average decrease of £0.11 per week for tenants that pay these charges.

7.0 Water Charges

7.1 These charges are also set in line with the actual costs received for 2017/189. In order to recover actual costs incurred, it is recommended for 2019/20 that the average charge decrease is 19.77%. This is an average decrease of £1.11 per week for tenants that pay these charges.

8.0 Garage Rents

8.1 It is recommended that garage rents remain the same this year following the disposal and repurposing of designated garage sites.

9.0 Capital Programme

- 9.1 Capital Programme as set out in Appendix 2 has been prepared to meet the Council's strategies, as adjusted to reflect the availability of resources. Total budget expenditure for 2019/20 is £5,633,500.
- 9.2 The major works element of the programme is in line with the asset management plan and the self-financing business plan model. Funding is from the Major Repairs Reserve.
- 9.3 The majority of schemes approved as part of the Housing and Development, new build and empty homes programme, which are funded from HRA resources are expected to be completed by the end of the current year. If there is any slippage this will be re-profiled as part of the year end process. This programme has been funded from borrowing, capital receipts and HCA grant.

10.0 Eastbourne Homes Management Fee

- 10.1 The Management Fee covers both operational and administration costs as well as responsive and cyclical maintenance.
- 10.2 The fee for 2018/19 was set at £7,219,500. It is proposed that the management fee will remain the same in 2019/20.
- 10.3 To formally agree the management fee Members are asked to delegate this responsibility to the Chief Executive, in consultation with the Cabinet portfolio holders for Community Service and Finance Services and the Head of Finance.

11.0 Consultation

- 11.1 The rent decrease reflects the requirements under the Welfare Reform and Work Act 2016.
- 11.2 A copy of this report will be considered by the next meeting of the Scrutiny Committee on 4 February 2019. Any feedback will be reported verbally.

12.0 Corporate plan and council policies

- 12.1 This report contributes to delivering the Council's vision for a housing market which includes affordable housing for those families in need and for a sustainable asset base contributing effectively to the delivery of public services. Rents will be more affordable following the reduction in rent proposed and increases in service charges to our customers have been kept to the minimum required to cover the costs of delivering these services.

13.0 Outcome expected and performance management

- 13.1 The HRA budget will be monitored regularly during 2019/20 and performance will be reported to members quarterly.

13.2 The Council is obliged to ensure that all tenants are given 28 days' notice of any changes to their tenancy including changes to the rent they pay

14.0 Financial appraisal

14.1 These are included in the main body of the report

15.0 Legal implications

15.1 Local housing authorities are required by Section 74 of the Local Government and Housing Act 1989 to keep a Housing Revenue Account (HRA) unless the Secretary of State has consented to their not doing so. The account must show credits and debits arising from the authorities' activities as landlord. The HRA identifies the major elements of housing revenue expenditure, such as maintenance, administration and contributions to capital costs, and how these are funded by rents and other income.

15.2 Section 76 of the 1989 Act states that budgets must be set for the HRA on an annual basis in January or February before the start of the financial year. A local authority may not budget for an overall deficit on the HRA and all reasonable steps must be taken to avoid a deficit.

15.3 Section 24 of the Housing Act 1985 gives local authorities the power to make reasonable charges for the tenancy or occupation of dwellings. Rent setting must be seen in the context of the statutory duty to set a balanced HRA budget.

15.4 The Welfare Reform and Work Act 2016, passed in March 2016, set the rent setting policy for 4 years whereby social rents in England are to be reduced by 1%. In October 2017 the government confirmed details for future social rents and for the five years from 2020/21 providers will be able to increase rents up to a limit of CPI plus 1% each year. This policy is designed to provide more certainty over rent levels.

15.5 Under The Local Authorities (Functions and Responsibilities) Regulations 2000, the task of formulating a plan for determining the Council's minimum revenue provision (i.e. its budget) is the responsibility of Cabinet, whilst the approval or adoption of that plan is the responsibility of the full Council. This explains why Cabinet is being asked to recommend its budget proposals to Council.

16.0 Equality analysis

16.1 The 1% reduction in rents will have a short term positive impact on all existing tenants and for those in the Council's Shared Ownership properties. However, it is considered unsustainable for the provision of longer term housing needs.

There is a small increase in service charges to those older residents living in the Council's Retirement Courts, and a decrease in service charges in general needs blocks. Both changes have been set at the minimum required to cover costs.

The proposal to maintain the charge for the Supported Housing service at its current level protects residents with support pending the review of this service. The proposed decrease in charges to cover water and heating is designed to recovery costs.

17.0 Conclusion

- 17.1 The HRA Revenue Budget has been produced based on the policies set out in the HRA 30 year business plan and is showing an overall deficit of £63k for 2019/20.
- 17.2 The underlying HRA surplus has decreased between 2018/19 and 2019/20 principally due to a 1% rent decrease & rental movements £207k; the major variance are listed at paragraph 2.3 above.
- 17.3 The levels of HRA balance and Housing Regeneration and Investment Reserve as at 31.3.20 are forecast to be £5.4m and £2.7m respectively. The Major Repairs Reserve is forecast to have a balance of £906k.
- 17.4 The rent levels have been prepared in accordance with the government's requirement to reduce rents by 1% a year for each of the four years from 2016-17 based on the rent charge as at 8 July 2015.
- 17.5 Service charges, heating and water charges are fixed weekly amounts set at a level to recover the expected actual cost to be incurred for the respective properties in the forthcoming year.
- 17.6 Garage rents are recommended to remain at the 2018/19 level.
- 17.7 Total budgeted expenditure on the HRA Capital Programme is planned at £4.3m for 2019/20. All planned capital expenditure is solely on major repairs, which is funded from cash backed depreciation, but consideration of new schemes is being considered now that the borrowing debt cap has been lifted. The Major Repairs programme is in line with the asset management plan and HRA business plan model.

18 Appendices

- Appendix 1 - HRA 2018/19 Revised budget and 2019/20 Budget
- Appendix 2 - HRA Capital Programme 2018/19-2021/22

19 Background papers

The background papers used in compiling this report were as follows:

HRA 2019/20 Budget working papers held by Eastbourne Council
HRA Self Financing 30 year Business Plan

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

HOUSING REVENUE ACCOUNT

2018-19			2019-20
Original Budget	Revised Budget		BUDGET
£' 000	£'000		£' 000
		INCOME	
(14,353)	(14,353)	Gross Rents	(14,083)
(979)	(1,039)	Charges for Services	(1,000)
(15,332)	(15,392)	GROSS INCOME	(15,083)
		EXPENDITURE	
7,261	7,261	Management Fee	7,261
1,038	1,123	Supervision and Management	1,327
127	127	Provision for Doubtful Debts	127
4,290	4,290	Depreciation and Impairment of Fixed Assets	4,333
12,716	12,801	GROSS EXPENDITURE	13,048
(2,616)	(2,591)	NET COST OF SERVICES	(2,035)
1,935	1,935	Loan Charges - Interest	1,961
(10)	(10)	Interest Receivable	(13)
(691)	(666)	NET OPERATING SURPLUS	(87)
500	500	Transfer to Reserves	
47	47	Revenue Contribution to Capital Expenditure	
(144)	(119)	HOUSING REVENUE ACCOUNT (SURPLUS) / DEFICIT	(87)
		HOUSING REVENUE ACCOUNT WORKING BALANCE	
(4,720)	(5,187)	In Hand at 1st April	(5,306)
(144)	(119)	Transfer (To)/ From Working Balance	(87)
(4,864)	(5,306)	In Hand at 31st March	(5,393)

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HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME 2018/19 - 2021/22							
Scheme	Total Scheme Cost	Spend to 31 March 2018	Approved Allocation 2018/19	Revised Allocation 2018/19	2019/20	2020/21	2021/22
Managed By Eastbourne Homes							
Major Works	Ongoing	Ongoing	4,250,400	4,250,400	4,333,500	4,387,700	4,442,300
Environmental Improvements		Ongoing	40,000	44,800	-	-	-
3 Hartfield Road			-	399,700	-	-	-
Riverbourne House Kitchen Conversion			-	262,000	-	-	-
			4,290,400	4,956,900	4,333,500	4,387,700	4,442,300
New Build Phase 2							
Sumach Close	1,934,734	1,835,504	-	99,250	-	-	-
Fort Lane	2,282,630	607,657	-	374,950	1,300,000	-	-
Empty Homes Programme Ph 2							
62a Tideswell Road	733,900	688,666	-	45,250	-	-	-
			4,290,400	5,476,350	5,633,500	4,387,700	4,442,300
Total HRA Capital Programme							
Funded by:							
Capital Receipts inc. RTB			-	519,450	1,300,000	-	-
Major Repairs Reserve			4,290,400	4,295,200	4,333,500	4,387,700	4,442,300
Reserves			-	661,700	-	-	-
			4,290,400	5,476,350	5,633,500	4,387,700	4,442,300
Total Financing							

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Working in partnership with **Eastbourne Homes**

FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 February 2019 to 31 May 2019

Date of publication:

8 January 2019

Councillor David Tutt (Leader and Chair of Cabinet): Responsibilities aligned with Chief Executive and including the Community Strategy, Local Strategic Partnership, the Corporate Plan and economic development.

Councillor Alan Shuttleworth (Deputy Leader and Deputy Chair of Cabinet): Direct assistance services including revenues and benefits, housing and community development, and bereavement services.

Councillor Margaret Bannister: Tourism and leisure services

Councillor Jonathan Dow: Place services including cleansing and recycling, parks and Downland, engineering, building and development control, planning policy and strategy, environmental health and licensing.

Councillor Stephen Holt: Financial services including accountancy, audit, purchasing and payments).

Councillor Colin Swansborough: Core support and strategic services.

Councillor John Ungar: Community safety and the Community Safety Partnership.

Please see the explanatory note appended to this Plan for further information and details of how to make representations and otherwise contact the Council on matters listed in the Plan. Documents referred to will be available at least 5 clear working days before the date for decision.

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>General fund budget 2019/20</p> <p>To recommend full Council to set the 2019/20 budget and council tax at their meeting in February 2019.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	The budget is subject to a wide and varied consultation process which will be conducted alongside the Corporate Plan (see separate listing). This will include consultation with the business and voluntary/community sectors. The Council's Scrutiny Committee will also have a formal opportunity of considering the proposals.	Report and budget	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Investment strategy</p> <p>Report will contain Capital Investment Strategy and Treasury Management Strategy.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	None, other than provided for the main budget proposals (see separate item).	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk ,</p> <p>Janet Martin, Senior Accountant Tel: (01323) 415983 janet.martin@eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Housing revenue account budget</p> <p>Recommendations to full Council in February 2019 in respect of rent proposals for 2019/20 and the housing revenue account.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	Consultation with tenants via newsletter and focus groups and consideration at Eastbourne Homes Ltd Board.	Report	<p>Chief Finance Officer (Homira Javadi) and Director of Service Delivery (Tim Whelan)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Retail rate relief</p> <p>The Government expects local authorities to have in place arrangements to administer and award reliefs for the new financial year. As granting the reliefs falls under the Council's Discretionary powers it is necessary to have a local policy for each of the reliefs.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	6 Feb 2019	Open	With local ratepayers	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Nick Ducatel, Functional Lead (Growth and Prosperity) Tel: (01323) 415914 nick.ducatel@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Discretionary Disabled Facilities Grants</p> <p>To approve a Discretionary Funding Policy for Disabled Facilities Grants in light of additional allocation of funding from Central Government.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	6 Feb 2019	Open	None	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Rebecca Wynn, Senior Specialist Advisor – Private Housing Tel: 01273 085491 Rebecca.wynn@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Eastbourne Local Development Scheme</p> <p>To seek endorsement of the Local Development Scheme, which sets out the timetable for the preparation of the new Eastbourne Local Plan, in order to allow formal adoption at Full Council.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	Local Plan Steering Group (4 th December 2018)	Report and local development scheme	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Matt Hitchen, Senior Strategy and Commissioning Officer (Planning Policy) Tel: (01323) 415253 matt.hitchen@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Housing delivery programme</p> <p>Sets out proposals for the Council's established asset holding companies to purchase residential properties.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Nathan Thompson, Property Investment and Acquisitions Lead Tel: (01323) 410000 nathan.thompson@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Community grants programme - small grants</p> <p>To agree small grants to voluntary organisations awarded by the borough council in Eastbourne for the year 2019/20 and agree priorities for small grants for the year 2020/21.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	6 Feb 2019	Part exempt Exempt information reason: 3	Application process advertised widely in the community.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 pat.taylor@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Water & sewerage services</p> <p>To seek Cabinet approval for an additional one year Contract Procedure Rule waiver prior to review of services in 2020.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	6 Feb 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Mark Langridge Kemp, Senior Manager, Asset Development, Property and Facilities Shared Service Tel: 07900 057102 mark.langridge-kemp@eastbourne.gov.uk</p>
<p>Business rate pilot</p> <p>Proposed business rate pilot.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	6 Feb 2019	Open	Not applicable	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Wave Leisure Services</p> <p>This proposal has already been taken to Cabinet in July and the recommendation received approval, however we need to make an addition to the report to include some additional facilities to be transferred to Wave Leisure.</p> <p>(Lead Cabinet member: Councillor Margaret Bannister)</p>	All Wards	Key	Cabinet	6 Feb 2019	Open	Consultation already completed	Report	<p>Director of Tourism and Enterprise (Philip Evans)</p> <p>Annie Wills, Tourism Development, Heritage and Catering Manager Tel: 01323 415410 annie.wills@eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Redundancy and redeployment policy</p> <p>To receive and note a report (if submitted to this meeting) giving details of employees currently subject to this policy and related financial implications.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	6 Feb 2019	Fully exempt Exempt information reasons: 1, 2	Consultation with UNISON and the affected individuals takes place. It also provides for corporate resources to be made available to assist in the search for alternative employment both inside and externally to the Council.	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Helen Knight, Head of Human Resources Tel: 01323 415063 helen.knight@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Corporate performance - quarter 3 - 2018/19</p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q3 2018/19 period.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough, Councillor Stephen Holt)</p>	All Wards	Non-Key	Cabinet	20 Mar 2019	Part exempt Exempt information reason: 3	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick) and Chief Finance Officer (Homira Javadi)</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk ,</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Equality and Fairness Annual Report 2018 and Action Plan 2019</p> <p>The report on activities to undertaken in 2018 to promote equality and fairness and recommend an action plan for 2019.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	20 Mar 2019	Open	Equality and Fairness Stakeholder Group – 12 th December 2018 Scrutiny Committee - 4 February 2018	Equality and fairness analysis	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 pat.taylor@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Sovereign Leisure Centre</p> <p>Detailed business case for a sustainable energy generation solution at the new Sovereign Leisure Centre.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	20 Mar 2019	Open	With Chief Finance Officer and Corporate Management Team during February 2019.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383 Jane.Goodall@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Redundancy and redeployment policy</p> <p>To receive and note a report (if submitted to this meeting) giving details of employees currently subject to this policy and related financial implications.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	20 Mar 2019	Fully exempt Exempt information reasons: 1, 2	Consultation with UNISON and the affected individuals takes place. It also provides for corporate resources to be made available to assist in the search for alternative employment both inside and externally to the Council.	Report.	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Helen Knight, Head of Human Resources Tel: 01323 415063 helen.knight@lewes-eastbourne.gov.uk</p>

Explanatory Note

The Council is required to publish information about all key decisions at least 28 days in advance of the decision being taken.

This plan is a list of the decisions likely to be taken over the coming four months. The list is not exhaustive as not all decisions are known that far in advance. The Plan is updated and re-published monthly.

The forward plan shows details of key decisions intended to be taken by the Cabinet and Chief Officers under their delegated powers.

The plan shows:-

- the subject of the decisions
- what wards are affected
- the decision type
- who will make the decision
- when those decisions will be made
- expected exemption class (open, part exempt or fully exempt.)
- what the consultation arrangements are
- what documents relating to those decisions will be available
- who you can contact about the decision and how to obtain copies of those documents referred to in the plan

What is a key decision?

"Key decisions" relate to a decision, which is likely:-

(1) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or

(2) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Council's area.

What is budget and policy framework?

When a decision is marked as "budget and policy framework", it requires the approval of Full Council.

Confidential and exempt information

From time to time, the forward plan will indicate matters (or part thereof) which may need to be considered in private, during which time the press and public will be excluded. This is in accordance with the provisions of Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Any representations that such matters should not be considered in private should be sent to the contact officer.

Information given to the Council by a Government Department on terms which forbid its disclosure to the public, information which cannot be publicly disclosed by a Court Order and information, the disclosure of which is prohibited by an enactment are all legally defined as “Confidential Information” and must not be disclosed. All other local authority information which it is desired should not be disclosed has to be categorised under one or more of the following “Exempt Information” reasons (as given under Schedule 12A of the Local Government Act 1972) and subject to the public interest test.

Category	Condition No.
1. Information relating to any individual.	See conditions 9 and 10 below.
2. Information which is likely to reveal the identity of an individual.	See conditions 9 and 10 below.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).	See conditions 8, 9, 10 and 12 below.
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.	See conditions 9, 10, 11 and 12 below.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	See conditions 9 and 10 below.
6. Information which reveals that the authority proposes— (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.	See conditions 9, 10 and 12 below.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.	See conditions 9 and 10 below.

Conditions
8. Information is not exempt information if it is required to be registered under: (a) the Companies Acts (as defined in section 2 of the Companies Act 2006); (b) the Friendly Societies Act 1974; (c) the Friendly Societies Act 1992; (d) the Industrial and Provident Societies Acts 1965 to 1978; (e) the Building Societies Act 1986; or (f) the Charities Act 1993.

“Financial or business affairs” includes contemplated as well as past or current activities.

9. Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

10. Information which:

(a) falls within any of paragraphs 1 to 7 above; and

(b) is not prevented from being exempt by virtue of paragraph 8 or 9 above, is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

11. “Labour relations matter” means:

(a) any of the matters specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 (matters which may be the subject of a trade dispute, within the meaning of that Act); or

(b) any dispute about a matter falling within paragraph (a) above;

and for the purposes of this definition the enactments mentioned in paragraph (a) above, with the necessary modifications, shall apply in relation to office-holders under the authority as they apply in relation to employees of the authority;

“Office-holder”, in relation to the authority, means the holder of any paid office appointments to which are or may be made or confirmed by the authority or by any joint board on which the authority is represented or by any person who holds any such office or is an employee of the authority.

“Employee” means a person employed under a contract of service.

12. “The authority” is a reference to the council or a committee or sub-committee of the council or a joint committee of more than one council.

Further information

The plan is available for inspection, free of charge upon request from Reception at the Town Hall, Grove Road, Eastbourne between 9.00 a.m. and 5.00 p.m. on Monday to Friday of each weekday (except for public holidays), and on the Council's website at <http://www.lewes-eastbourne.gov.uk/councillors-committees-and-meetings/cabinet-and-committees/>

If you have any questions about the Forward Plan please contact Simon Russell, Committee and Civic Services Manager, on (01323) 415021, or e-mail simon.russell@lewes-eastbourne.gov.uk.

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Scrutiny Annual Work Programme 2018/2019

Meeting date	Item
4 February 2019	<p>Discretionary Housing Payment (DHP) Policy 2019/2020 <i>Contact: Angy Weaver, Senior Specialist Advisor – Thriving Communities, angy.weaver@lewes-eastbourne.gov.uk</i></p> <p>Equality and Fairness Annual Report <i>Contact: Pat Taylor, Strategy and Commissioning Lead for Community Partnerships, pat.taylor@lewes-eastbourne.gov.uk</i></p> <p>Performance Monitoring 2018/2019 – Quarter 3 <i>Contact: Millie McDevitt, Performance and Programme Lead, millie.mcdevitt@lewes-eastbourne.gov.uk</i></p> <p>Council Budget proposals 2019/2020 <i>Contact: Homira Javadi, Chief Finance Officer, homira.javadi@lewes-eastbourne.gov.uk</i></p> <p>HRA Revenue Budget and Rent setting 2019/2020 and HRA Capital Programme 2018/2022 <i>Contact: Homira Javadi, Chief Finance Officer, homira.javadi@lewes-eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions <i>Contact: Committee Services, committees@lewes-eastbourne.gov.uk</i></p>
10 June 2019	<p>Sovereign Centre Scrutiny Task Group – Final Report <i>Contact: Committee Services, committees@lewes-eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions <i>Contact: Committee Services, committees@lewes-eastbourne.gov.uk</i></p> <p>Consult relevant bodies for suggestions for 2019/2020 Work Programme <i>Contact: Committee Services, committees@lewes-eastbourne.gov.uk</i></p>

Meetings take place at 6:00pm in the Town Hall, Grove Road, Eastbourne, BN21 4UG

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