

Scrutiny Committee

12 September 2019



Time and venue:

2.00 pm in the Ditchling Room at Southover House, Southover Road, Lewes, BN7 1AB

Membership:

Councillor Joe Miller (Chair); Councillors Robert Banks, Nancy Bikson, Christine Brett, Liz Boorman, Roy Burman, Isabelle Linington, Milly Manley, Christine Robinson, Adrian Ross and Steve Saunders

Quorum: 3

Published: Wednesday, 4 September 2019

Agenda

1 Appointment of a Vice-Chair

2 Minutes of the previous meeting (Pages 5 - 14)

3 Apologies for absence

4 Declarations of Interest

Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct.

5 Urgent Items

Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972. A Supplementary Report will be circulated at the meeting to update the main Reports with any late information.

6 Written Questions from Councillors

To deal with written questions from councillors pursuant to Council Procedure Rule 12.3 (page D8 of the Constitution).

7 Quarterly Performance report - Quarter 1 (Pages 15 - 34)

Report of Director of Regeneration and Planning.

8 Request for a Climate Change Scrutiny Panel (Pages 35 - 40)

Report of the Deputy Chief Executive.

9 Request for scrutiny of Cabinet decision on the demolition of offices and construction of housing at 20 Fort Road, Newhaven

Report to follow

10 Scrutiny Seaford Health Hub Panel - update

Scrutiny Committee to receive a verbal update on the progress of the Scrutiny Seaford Health Hub Panel.

11 Chair of the Council's Annual Business Report (Pages 41 - 48)

Report of Assistant Director of Legal and Democratic Services

12 Forward Plan of Decisions (Pages 49 - 76)

To receive the Forward Plan of the Council.

13 Scrutiny Work Programme (Pages 77 - 80)

To receive the Scrutiny Work Programme.

14 Date of Next Meeting

To note that the next meeting of the Scrutiny Committee is scheduled to be held on 28 November 2019 in the Ditchling Room, Southover House, Southover Road, Lewes commencing at 2:00pm.

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.

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

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: A member of the Council may ask the Leader, a Cabinet Member or the Chair of a committee or sub-committee any question without notice upon an item of the report of the Cabinet or a committee or subcommittee when that item is being received or under consideration by the Council.

A member of the Council may ask the Chair of a committee or sub-committee a question on any matter in relation to which the Council has powers or duties or which affect the District and which falls within the terms of reference of that committee or subcommittee.

A member must give notice of the question to the Head of Democratic Services in writing or by electronic mail no later than close of business on the fourth working day before the meeting at which the question is to be asked.

Democratic Services

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

Email: committees@lewes-eastbourne.gov.uk

Telephone: 01273 471600

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



modern.gov app available

View upcoming public committee documents on your [iPad](#) or [Android Device](#) with the free modern.gov app.

This page is intentionally left blank



Scrutiny Committee

Minutes of meeting held in Ditchling & Telscombe Rooms - Southover House, Lewes on 27 June 2019 at 2.00 pm

Present:

Councillor Johnny Denis (Chair)

Councillors Matthew Bird (Vice-Chair), Sam Adeniji, Nancy Bikson, Julian Peterson, Robert Banks, Roy Burman, Sylvia Lord, James MacCleary, Ruth O'Keeffe and Christine Robinson

Officers in attendance:

Jo Harper (Head of Business Planning and Performance), Millie McDevitt (Performance and Programmes Lead), Rosalind Irving (Projects and Performance Analyst), Sarah Roberts (New Initiative Development Officer) and Nick Peeters (Committee Officer)

Also in attendance: Phil Abbott and Dr Dan Elliot (Seaford Medical Practice), Katie Burke and Neda Kayyali (Environment Agency).

Chairman for the meeting

In the absence of the Chairman, Vice Chairman, Councillor Mathew Bird, took the Chair for the start of the meeting.

1 Minutes

The minutes of the meeting held on 21 March 2019 were submitted and approved, and the Chair was authorised to sign them as a correct record.

2 Apologies for absence

There were no apologies for absence received.

3 Declarations of Interest

Councillors Peterson and Lord declared a personal interest in item 6. on the agenda – the Seaford Health Hub report, as they were both patients at the Old School Surgery, Seaford.

4 Urgent Items

There were no requests for urgent items at the meeting.

5 Written questions from councillors

There were no written questions received from Councillors at the meeting.

6 Seaford Health Hub

Following the introduction of this item, Councillor Denis joined the meeting and took over the Chair of the meeting.

The Chairman introduced the item and asked Councillor Adeniji to provide a summary of the request for the item to be considered by the Committee. Councillor Adeniji explained that, as a Member for Seaford, he was campaigning for health improvements in the town and the key issues were the potential loss of green space as a result of the proposals, whether other sites had been explored, and concerns that the development would be subsidising the NHS. Councillor Adeniji requested that a task and finish group be appointed to look at the issues raised.

Prior to discussion on the item, Officers provided a presentation. Phil Abbot and Dr Dan Elliot, representing Seaford Medical Practice and Seaford Old School Surgery, also presented to the Committee. The main points highlighted were:

- National Health Service Property Services (NHSPS) had ownership of the Seaford Medical Practice site and had been approached in the past to provide improved facilities and more recently, to identify potential sites for relocation. The NHSPS had not engaged with the process at any point. The practices had engaged a property consultant who concluded that the Downs site was the only viable option to bring healthcare, leisure and community services in one space.
- The current facilities at the practices were not fit to meet the demand and range of medical needs in Seaford. Services such as ultrasound, memory assessment and social prescriber, could only be provided on a limited basis. The Eastbourne, Hailsham and Seaford Clinical Commissioning Group (CCG) confirmed that the sites were not large enough to provide the facilities to meet future demand for primary health care.
- The proposals for relocation of the two surgeries to one site included an improved leisure offer (run by Wave Leisure Trust) and would provide an increased parking provision, and new facilities for the 60+ Club. The new facilities were needed to ensure the recruitment and retention of medical and healthcare staff.
- The two satellite surgeries for the Old School Surgery, in Alfriston and East Dean would be retained within the proposals.

- A communications programme had been undertaken including two public exhibitions attended by 1240 people and a public survey which received 569 responses (a summary of the survey responses was available on the Council's website).

During discussion by Members the following points were highlighted:

- Members recognised that there was a present need to improve primary healthcare in Seaford. However, there were concerns over the re-providing of green space. Officers confirmed that, as part of the process, the Council's playing field strategy across Seaford would be considered - the Council was not looking to decrease the leisure space currently available in Seaford.
- Members wanted assurance that an undertaking would be sought if the current sites were released, as they provided amenities for the community. Officers advised that, although the NHSPS was a private company, the NHSPS and the Council's officers would need to work alongside each other should a site become available. It was confirmed that the Old School Surgery site was privately owned but that any future plans would need to meet the requirements of the National Planning Policy Framework.
- The Committee asked how the two existing practices would function within the proposals. The Practice representatives advised that they would look to work together as effectively as possible and would share the administrative work with, for example, one reception area freeing up as much space as possible for clinical space.
- Members enquired about the borrowing period for the scheme and officers confirmed that the proposals included a 40 year borrowing strategy. Officers also confirmed that the scheme proposals included a food outlet, a pharmacy and 8 X two bedroom residential units, with an affordable housing element (possibly social housing – subject to income offset against construction costs). It was added that the financial element had some commercial sensitivities and an update could be provided outside of the meeting. The Practice representatives confirmed that under a decade's old national agreement, NHS England was responsible for rent reimbursements to medical practices, to cover rental costs.
- The Committee asked if the sale of the existing site could be offset against the cost of the scheme and what the percentage of income for each stakeholder would be. Officers said they were working through the lease arrangements to identify opportunities to reduce the rent (possible through grants). The Practice representatives confirmed that, occupancy of the proposed new site by each stakeholder would be two thirds by the GP practices and community services, and one third by East Sussex HealthCare Trust.

- Members asked about the ability to attract and retain key medical staff and the Practice representatives confirmed that, although there were issues nationally with staff recruitment/retention in the medical sector, a lot of work had gone into ensuring that staff stayed in Seaford, and it was important that the town remained as an attractive place for GPs and nurses to work and live.
- Members asked for clarity on what was termed as outside/green space. Officers explained that the existing 3G pitch would be upgraded to 4G and that a smaller junior pitch would be re-provided in another area. Officers added that the Council would want good architecture that was sympathetic to green areas. Members noted that there was an evidenced need for an increase in sports pitches in Seaford.
- The Committee expressed concern that two practices becoming one, would involve a wide geographical area. The practice representatives confirmed that the two sites in Seaford were less than a mile apart.
- The Committee asked what consideration had been given to the impact on the local economy and employment. Officers said this was an element included in previous consultation and that it was being looked at by the Head of Regeneration. The Practice representatives said that, in terms of the impact on the pharmacies in the town, 80 percent of subscriptions were repeats and the majority of customers used a pharmacy of their choice, therefore the impact would be minimal.
- The Committee asked if the provision of health/community services by third party organisations had been considered. The Practice representatives advised that they were approached on a regular basis with requests from other organisations but did not have the capacity within the existing sites to accommodate them.
- Members noted that the issue was a significant one and agreed that a task and finish group should be appointed to look further at the issues discussed. The Members cautioned however, that there was a pressing need for the provision of a fit-for-purpose, primary healthcare network in Seaford and any scrutiny of the issues should be expedited. It was suggested that the work being done already on the scheme did not have to be delayed and the two pieces of work could be done in tandem. Members agreed to discuss the membership of the task and finish group and the scope of the work under item 9. the Scrutiny Committee Work Programme.

RESOLVED:

1. That the presentation be noted; and
2. That a task and finish group be appointed to look at the issues raised.

7 Update on Petition regarding night time noise on the East Quay at Newhaven Harbour

The Functional Lead, Quality Environment introduced the update. He confirmed that a report had been received from the Environment Agency (EA) and that, while there was evidence of dust being generated from the Ripley's site, it was within UK quality guidelines.

Representatives from the EA addressed the Committee and confirmed the following:

- Air quality measuring devices had been sited at West Park, where the results were positive, in that there was no impact on human health, and at East Quay, where there were no substantiated reports of emissions. The report confirmed that sediment from the sea was recorded, rather than from any work at Ripley's.
- Noise levels were not within the EA's remit and outside of its regulatory framework. The duty of care for noise levels was the responsibility of the local authority.

During discussion, the following points were highlighted:

- The Committee asked how the noise levels could be managed and officers confirmed that the port (including Ripley's) was a 24 hour, seven days a week operation and as such, noise levels were difficult to limit. It was confirmed, however, that Ripley's would restrict boat movements where possible and look at a noise management plan. Members were advised that Ripley's operations involved metal on metal and this part of the work was being done as quickly as possible. The EA representatives added that they regularly checked in with operators at the port and Ripley's were being proactive.
- The Committee cautioned against the Council seeming to patronise the residents near the port, who were aware of the nature of the operations there and fully supportive of the economic benefit to Newhaven. Members asked if there was anything within Ripley's operational model that could be considered. The EA representatives advised that Ripley's would already be looking at minimising the size of the metal being moved; however, the process would require the grinding, cutting or shredding of metal, which produced noise itself.
- Members asked if information could be provided that could then be passed on to residents around the port in answer to their questions. Officers and the EA representatives agreed that a joint response would be provided following the meeting.

RESOLVED:

1. To note the update.
2. That the Council and the Environment Agency be asked to provide joint response on the current status of operations at East Quay that can also be made available to the public.

(Note: Councillor MacCleary left the meeting following discussion on the item.)

8 Performance monitoring 2018/2019 - quarter 4

The Head of Business Planning and Performance introduced the report. During discussion the following points were raised:

- Members asked for an update on Springman House and officers advised that the project was still in the negotiation stage for the heads of terms and that obtaining an agreement was a lengthy process, as there were a number of organisations involved. It was agreed that more detail would be provided following the meeting.
- Members asked if Clear Sustainable Futures (CSF) was involved in the Seaford Health Hub scheme. Officers advised that CSF may be involved in any of the Council's schemes where this proves the most cost effective approach.
- Members felt that the commentary on the launch of the lottery needed more detail and were advised by officers that the launch was dependent on statutory clearances being obtained and therefore the timescale was difficult to estimate at this stage.
- As part of the Joint Transformation Programme, the Committee discussed Members' ID passes, and whilst some Members were unhappy that they included the logos of both Lewes and Eastbourne Councils, it was recognised that the passes were the same as used by staff. It was suggested that the issue could be considered again when replacements were needed.
- The Committee discussed the performance indicator for the average number of staff days lost to sickness and noted that sickness levels in the waste service were higher than in other areas. Members felt that, when the Eastbourne waste service was brought in-house there would be an opportunity to look at the issues and officers agreed that, although the overall figure compared favourably to other authorities, a separate commentary could be provided on sickness within that service area.
- The Committee noted the collection rates for council tax and business rates (also noting that the figures were cumulative through the year).

Officers agreed to provide further information regarding any known impact that Universal Credit has had on the ability for the Council to collect council tax.

- Members discussed the performance indicator for the length of time taken to process housing and council tax benefit claims and were advised by officers that staff had worked hard over the previous six to nine months to improve performance. Officers explained that an intervention called a Solution Sprint had been used to bring about improvement and it was noted that over the last two months performance been within target. Officers agreed to consider how the views of customers and staff could be surveyed following this intervention.
- Members asked for further detail on the performance indicator for the length of time the Council took to re-let its properties. Officers explained that the housing team worked closely with repairs staff and that the level of repairs required when properties became vacant was not always evident until the work started. The Committee inquired whether there was a quality-recording mechanism for the Mears contract. It was suggested that the performance of the Mears contract be added to the Committee's work programme and the relevant stakeholders invited to a future meeting.
- The Committee discussed the increase in homelessness numbers. Officers advised that it was a national issue and there were not any exceptional factors within Lewes that contributed to the increase.
- With regard to neighbourhood plans, the Committee sought clarification on the status of the plan for Telscombe and Peacehaven Town Councils. Officers agreed to provide further details.
- The Committee was advised that the Head of Planning was unable to attend the meeting to respond to concerns over the performance indicators for the processing of minor/other planning applications and the percentage of appeals allowed. However, a written response had been provided to Members (shown at appendix A to the minutes).
- Members asked for an update on the Hollycroft Field site in East Chiltington. Officers agreed to provide a further update following the meeting. Members felt that the broader issue of the devolution of open spaces was a possible topic for inclusion in the Committee's work programme.
- The Committee considered the performance indicators for the Customer Contact Centre and expressed concerns. Members were advised that there difficulties recruiting locally in Lewes and the team was currently 1.5 full time equivalents short. Members asked if a customer experience survey could be included following each call.

Officers advised that there was not currently a facility costings/feasibility could be undertaken regarding this. Officers confirmed that the purpose of the Customer Contact Team was to provide first-time resolutions to contacts wherever possible and it was agreed that future reports would provide more detail on the most common enquiries. Officers agreed to the Committee's request for a (key-staff) contact directory for Members.

- Officers confirmed that the Lewes and Eastbourne Community Safety Partnership had formally merged, following the agreement of the Police and Crime Commissioner (PCC) for Sussex in January 2019. The PCC had previously indicated her desire for the merger. Officers confirmed that an operational Joint Action Group would be retained in the Lewes area.

Members went on to discuss the performance and project measures for 2019/20 and highlighted the following points:

- The Committee recommended removal of the target for incidents of fly-tipping and suggested that there should be a measure for response times and the quality of the response. Officers said the target was to reflect the work undertaken to reduce the number of incidents and the wording would reflect this.
- There were concerns regarding the targets for customer contact and social media response rate targets. Officers explained that targets were in line with the Council's policies regarding channel shift. This enabled those residents who wished to access the Council's services electronically to do so and allowing more capacity for responding to residents who most needed support by phone. In response to a question about text contacts, officers confirmed that there was a facility for outgoing texts to notify residents of actions within services (such as reminders for council tax) but currently no incoming text option. However, it was noted that the 'Report It' app could be used to report issues. Officers agreed to provide data on level of usage of the 'Report it' app.

RESOLVED

1. To note the Council's progress and performance for Quarter 4 of 2018/19 and the proposed performance indicators for 2019/20, and that the following be included as updates to the committee at future meetings or as part of the 2019/20 performance reports:
 - the length of time the Council takes to re-let its properties
 - the devolution of open spaces
 - A separate commentary on sickness within the waste service after the Eastbourne service has been brought in-house be provided.
 - That further data be provided on the Report It app.

- Further detail to be provided on Springman House
- Further information to be provided regarding the impact of Universal Credit on the collection of council tax.
- Consideration of a post-Solution Sprint intervention customer survey.
- Further detail to be provided on the Peacehaven/Telscombe Town Councils neighbourhood plan.
- An update to be provided on the Hollycroft Field site in East Chiltington.
- A (key-staff) contact directory for Members to be provided.

(Note: Councillor Bikson left the meeting after consideration of this item)

9 Discussion of Future work programme for 2019/20 (Discussion / Verbal Update)

The Chair introduced the item and advised Members that the work programme was an evolving document throughout the year. The Committee discussed the item and the following topics were suggested for inclusion in the work programme:

- a. Planning Policy – it was felt that this was an area where public involvement and understanding could be improved. Officers asked the Committee to note that the induction programme for Members provided training in many areas including planning policy. The Council's intranet (The Hub) also provided information.
- b. Renewable/alternative energy supplies for all new housing – with a focus on policy development and how to achieve a programme for new developments.
- c. Online learning for Councillors – there was an existing online interface for staff which could be expanded for the use of Members also.
- d. Customer contact with the Council – a review of the initial contact by customers, with Lewes District Council.
- e. Sustainable transport in the District – exploring opportunities for cycling and walking infrastructure, including road safety. To include the possible reinstatement of the Scrutiny Transport Panel and to look at the impact of congestion on the A259.
- f. Anti-social behaviour – the linking of communications with town and parish councils, as well as other stakeholders (including Neighbourhood First).
- g. Tourism in Eastbourne – a proposal would be going to the Cabinet on the issue, on 1 July 2019.

h. The Seaford Hub – a task and finish group of five members to be constituted and reporting back to the September 2019 meeting, and that functions without impacting on any ongoing work being done by the Council, with the terms of reference and the scoping report to look at the following issues:

- The impact on the movement of GPs and the Council's role in provision of the services.
- Demonstrating that other sites have been considered for viability.
- The impact on green spaces in Seaford.
- The impact on the wider economy in Seaford.
- The form of tenure within the proposals and the business plan.
- The financial viability of the scheme from the Council's perspective.

RESOLVED to note the Committee's work programme for 2019/20 and that the items listed above be considered for inclusion.

(Note: Councillors Burman and Robinson left the meeting after consideration of this item).

10 Forward Plan of Decisions

The Chair introduced the item and officers advised that there were a number of items within the Forward Plan that were already scheduled to be included on Scrutiny Committee agendas as part of the consultation process, including recycling in the district. The Committee had the option of looking at other items on the Forward Plan should they wish.

RESOLVED to note the Forward Plan of decisions to be taken by the Cabinet.

The meeting ended at 4.20 pm

Councillor Johnny Denis (Chair)







Report to:	Scrutiny
Date:	12 September 2019
Title:	Portfolio Progress and Performance Report 2019/20- Quarter 1 (April - June 2019)
Report of:	Ian Fitzpatrick, Director of Regeneration and Planning
Cabinet member:	Councillor Chris Collier, Portfolio Holder
Ward(s):	All
Purpose of report:	To consider the Council's progress and performance in respect of key projects and targets for the first quarter of the year (Jan-March 2019) as shown in Appendix 1 and make any recommendations to Cabinet in respect to the above.
Decision type:	Non-key
Officer recommendation(s):	a) progress and performance for Quarter 1 as well as the overall performance for 2019/20 and b)make recommendations to Cabinet to consider.
Reasons for recommendations:	To enable Scrutiny to consider specific aspects of the Council's progress and performance.
Contact Officer(s):	Name: Millie McDevitt Post title: Projects and Performance Lead E-mail: Millie.McDevitt@lewes-eastbourne.gov.uk Telephone number: 01273 085637 / 01323 415637

1 Introduction

- 1.1 The Council has an annual cycle for the preparation, implementation and monitoring of its business plans and budgets. This cycle enables us regularly to review the Council's work, and the targets it sets for performance, to ensure these continue to reflect customer needs and Council aspirations.
- 1.2 It is important to monitor and assess progress and performance on a regular basis, to ensure the Council continues to deliver priority outcomes and excellent services to its customers and communities.
- 1.3 This report sets out the Council's performance against its targets and projects for the first quarter of 2019/20 (the period running from 1st April to 30 June 2019).

2 Performance in the first quarter of 2019/20

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

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

3 Financial Appraisal

- 3.1 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.

4. Legal Implications

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

5 Risk Management Implications

- 5.1 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.

6 Equality Analysis

- 6.1 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.

7 Appendices

7.1 Appendix 1 – Portfolio Progress and Performance Report (Quarter one 2019/20).









8 Background Papers

[Council Plan 2016 to 2020](#)

This page is intentionally left blank




Appendix 1

Lewes District Council Portfolio Progress and Performance Report Quarter 1 2019-2020











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
N*	Based on national indicator		





CPR LDC 1 Environment

1.1 Environment Projects and Programmes

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		<p>The Joint Venture (JV) is a procurement and delivery framework that is used to develop long term solutions to sustainability challenges. It will bring innovation and help deliver projects with Energy & Sustainability themes, faster, better, cheaper and with more certainty, by integrating the public and private sector. The framework also brings excellent opportunities for local communities and businesses.</p> <p>The JV between LDC, EBC, Robertson and AECOM was established in September 2017 and is a partnership for up to 30 years. Bolton Metropolitan Borough Council and the East Sussex College Group have recently become new participants.</p> <p>Meetings of the JV Operations Group and the Steering Board took place on 18 and 21 June</p>
Upper Ouse Flood Protection and Water	3 year programme of flood protection work across the District	Q3 2019/20		<p>Meetings have been held with the Environment Agency regarding potential projects in the Wivelsfield area and upper Adur catchment.</p> <p>Further engagement with community groups is due to commence in Wivelsfield around key locations where new flood management would be beneficial. In Ringmer there is a need to explore a critical issue of a route for an engineered flow path for water through private gardens.</p>
Newhaven Flood Alleviation Scheme (Environment Agency)	Enabling the delivery of key infrastructure projects in Newhaven.	Q4 2020/21		<p>Areas 2,3,4 and 5 are complete. Area 1 is the only area where works remain outstanding.</p> <ul style="list-style-type: none"> The majority of consents have now been obtained from Highways England for the works to install demountable flood barriers on the A26. This work will take place after bird nesting season and is expected between September and November 2019. Work on the flood rail gate is progressing, with surveys in late July (delays due to need for possession of entire line from Network Rail). Target completion for this aspect is now March 2021.

1.2 Environment : Key Performance Indicators







KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Q1 2018/19	Latest Note
		Value	Value	Target	Status	Performance Trend	Value	
Number of times nitrogen dioxide levels exceed national air quality objectives (200 µg/m3 hourly mean ave.) (reported to central government)	18	Not reported	0	No more than 5				It should be noted the data is currently provisional and may change in the future because it has not been fully ratified and must be considered with care.
Sites exceeding recommended national air quality nitrogen dioxide levels (40 µg/m3 quarterly mean) (Nov 2018 Council motion requested PI) (reported to central government)	Data only	Not reported	TBC	Data only				This will be reported annually once raw data has been verified by DEFRA.
Number of times particulate matter levels exceed national air quality objectives (50 µg/m3 24 hour ave) (Nov 2018 Council motion requested PI) (reported to central government)	35		1	No more than 8				There has been only 1 occasion (Needlemakers car-park) when the number of times 24-hour mean 50 µg/m3 exceeded. The target is less than 35 times a year.
Percentage of household waste sent for reuse, recycling and composting (N*- old national indicator)	37.00%	36.26%	41.84%	At least 37.00%			32.00%	Performance in Q1 increased from 36.26% in Q4 and also shows an increase from the same period last year. In Q2, there will be an intensive project to look at making the administration of our waste service more efficient and effective. This will primarily look at the back office processes with an objective of improving customers' experience of Lewes waste services.
Number of EV charging points within planning applications (Nov 2018 Council motion requested PI)		New	160	Data only			New for 19/20	This figure represents the number of EV charging points that have been proposed through the application process (27 applications).

KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Q1 2018/19	Latest Note
		Value	Value	Target	Status	Performance Trend	Value	
Number of planning permissions given where some form of renewable energy is included and conditions discharged		New	0	Data only			New for 19/20	<p>A number of applications that we have determined have planning conditions attached requiring further details of the Renewable energy facilities.</p> <p>However in Q1 there were 0 applications where these conditions had already been discharged (cleared). We expect there to be a time-lag between determining applications which have conditions attached and then being able to report that these conditions have been discharged (i.e. the further information that is required by the conditions has been submitted and the planning authority has then confirmed that the conditions have been met).</p>
Total number of reported fly-tipping incidents	Max 200	70	50	No more than 50			Not reported as new PI - previously PI was number of days to clear	<p>The total number of fly-tipping incidents for Q1 is 50. Our analysis shows that most of the fly tips were in Lewes town and the rural part of Lewes district. In May, there was also particular hot spot in the Ditchling Beacon area. Most of the fly tips were of small van load size.</p>

CPR LDC 2 Regeneration and Growth:

2.1 Regeneration and Growth Projects and Programmes

2.1 Regeneration and Business Projects and Programmes

Project / Initiative	Description	Target completion	Status	Update
Newhaven Enterprise Zone	NEZ covers 8 key sites of strategic importance with the aim of driving economic growth through the creation of up to 55,000m ² of new employment floorspace, refurbishing 15,000m ² of existing employment floorspace and creating / sustaining up to 2,000 FTE jobs over a 25-year period.	Q4 2041/42		<p>Transitional arrangements for the EZ have been agreed between Coast to Capital and South East LEP.</p> <p>Work is continuing. The new work plan was discussed at the EZ Board on 30 July and it was agreed a workshop would be held in September to prioritise the actions.</p> <p>The Board has now been expanded to include a number of key business and social enterprise representatives.</p>
Newhaven Town Centre	Delivery of mixed use regeneration scheme within NEZ.	Q4 2020/21		Plans are evolving. We were successful in the first round of the Future High Streets Fund and are now working with central government on the next stage.
North Street Quarter	Regeneration of the North Street Quarter area in Lewes to provide over 400 homes; health hub; car park and new commercial space.	Q1 2021/22		<p>North Street Quarter Ltd (NSQL) commenced marketing the scheme for a developer (for all three phases) on 22 June 2019. NSQL aims to appoint a developer by the end of this year, with the developer appointing a build contractor in the Spring of 2020.</p> <p>The land collaboration (legal) agreement between NSQL and LDC will require that the prospective developer provides a range of information to satisfy the landowners that it has the financial capacity and experience to deliver the scheme. As soon as a developer has been identified, a more detailed development programme / timelines will be available. Both landowners will remain actively involved in the scheme following appointment of a developer.</p> <p>LDC continues to work to secure the remaining third party freehold land interests at the site.</p>
Seaford Health Hub formerly Downs Leisure Centre	Project to renovate the Downs Leisure Centre to better serve the community's health needs.	Q3 2020/21		Progress on this project is subject to further consideration. A Scrutiny panel is working to consider options. A further Cabinet report on this can be found elsewhere on the agenda.
Railway Quay Newhaven	Delivery of mixed use regeneration scheme within NEZ.			We are currently reviewing the development options for Railway Quay to ensure that it complements the future operations of the UTC building and the overall development of the town centre – linking with the Future High Streets Fund bid. We are expecting to have further clarity this autumn.
Springman House- Blue light services hub	Relocation of key emergency services to create a blue light services hub that supports delivery of the	Q3 2019/20		The Council issued draft Heads of Terms for a shared Blue Light Hub to the emergency


	North Street Quarter.			services (fire, police and ambulance) on the 5 April 2019, based on the shared scheme that had been agreed. ESFRS subsequently expressed a preference for a stand-alone fire station on the site. ESFRS has identified a final preferred design which we will now review in terms of affordability, planning and highways matters, and phasing in the context of the wider scheme.
--	-----------------------	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CPR LDC 3 Finance and Corporate

3.1 Finance and Corporate Projects and Programmes

3.2 Finance and Corporate Key Performance Indicators

3.1 Finance and Corporate Projects and Programmes





Project / Initiative	Description	Target completion	Status	Update
Devolution of Open Spaces	Work with new grounds maintenance contractor, Town and Parish Councils and local volunteers to maintain high quality public parks and community spaces.	Q3 2019/20		<p>Devolution sites to Newhaven Town Council:</p> <p><i>Valley Road Recreation Ground:</i> Successfully completed in March 2019.</p> <p><i>East Side Recreation Ground:</i> LDC now holds full set of signed documentation. An updated open space disposal advertisement (a statutory requirement when a local authority is disposing of open space) has been carried out and LDC is finalising authorisations and this transfer should complete very shortly.</p> <p><i>Lewes Road Recreation Ground:</i> NTC to approve amended boundary (plan sent to NT's solicitor) to reflect the previous landfill site as it has been agreed that NTC will not have responsibility for the landfill.</p> <p><i>Riverside County Park:</i> ESCC has obtained Lead Member approval to transfer this (amongst other) countryside sites. LDC Cabinet had already confirmed approval in March 2019 to enter into a lease/management arrangement with NTC (to be reported back to Cabinet before completion). ESCC will prepare heads of terms so that the LDC arrangements mirror those terms. We await receipt of the draft heads of terms from ESCC to continue to progress matters.</p> <p><i>Drove Park Recreation Ground and Avis Road Recreation Ground:</i> Awaiting regularisation of issues that involve third parties before proceeding further. LDC has asked NTC's solicitor if NTC would consider progressing devolution of the sites now and to regularise those issues after devolution.</p> <p><i>Castle Hill Nature reserve and Meeching Down:</i> LDC has suggested to NTC that we begin to progress the devolution of these sites.</p>





Project / Initiative	Description	Target completion	Status	Update
				<p>Devolution sites to Lewes Town Council :</p> <p><i>Land at Mountfield Road</i> (land not held in Trust), <i>Land at Mountfield Road</i> (land held in Trust), <i>Stanley Turner Recreation Ground</i> (land held in Trust).</p> <p>LDC awaits confirmation from LTC that they wish to proceed with these sites before approaching the Charity Commission. LDC understands that LTC is setting up a devolution committee.</p> <p>Devolution sites to Rural Areas :</p> <p><i>East Chiltington, Hollycroft Field including play space:</i> Recommended for devolution by Cabinet on the 27 March. Report on Title and draft transfer documentation has been sent by LDC to the Parish Council</p>





CPR LDC 4 Finance and Corporate

4.1 Finance and Corporate Key Performance Indicators

4.1 Finance and Corporate Key Performance Indicators

KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Q1 2018/19	Latest Note
		Value	Value	Target	Status	Performance Trend	Value	
Percentage of Council Tax collected during the year – (Income reported to central government)	98.00%	97.70%	29.47%	29.78%			30.04%	Collection is 0.31% below target due to circumstances beyond the council's control. The main court for the current year arrears is early July this year whereas in 2018 it was in June. This is due to the Court Service changing the Court timetable this financial year. This has impacted on the collection rate for June as there will have been a delay in receiving income from this court until July.
Percentage of Business Rates collected during the year – Lewes	98.50%	98.13%	29.48%	28.59%			29.18%	Collection is 0.89% ahead of the profiled target but slightly down from last quarter.





KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Q1 2018/19	Latest Note
		Value	Value	Target	Status	Performance Trend	Value	
(Income reported to central government)								
Increase the percentage of calls to the contact centre answered within 60 seconds - Lewes	80%	56.17%	48.98%	At least 80%			38.33%	<p>Latest position (July 2019): 84.4%</p> <p>Apr to Jun commentary for Q1: Performance has shown considerable improvement with 91.37% calls answered in June within target and 84.4% in July.</p> <p>The Customer Advisors have been working hard on improving the performance month on month with June's percentage of calls answered within 60seconds increasing when compared to May. The percentage of calls answered for the quarter has unfortunately gone down from 56.17% for Q4 18/19' to 48.98% for Q1 19/20'. The main reason for this is due to the increased call volumes we received in April following Annual Billing and the 250K pieces of correspondence sent out in March where calls overflowed into the new financial year. This was also on top of the 2 bank holidays and 2 Elections dates we had in May. Although we reached 91.37% of calls answered within 60seconds for June, unfortunately April and May's low percentage has pulled us down lower than anticipated for the first quarter.</p> <p>Performance Improvement Plan: With all Temporary Agency staff now gone from Customer Contact and a change in the IVR phone system being implemented, Customer Contact will focus on ensuring robust training is cascaded to all of the team, both existing members and new starts. With March, April and the majority of Bank Holidays now behind us, we will be looking to get back to business as usual and continue improvement in SLAs across the board. There is further work to look at how call handling is measured.</p>
Average days lost per FTE employee due to sickness (J)	8.0 days	2.47 days	2.2 days	No more than 2.0 days			1.62 days	<p>2.20 days for Q1 represents a decrease from Q4 which was 2.47 days and HR Business Partners continue to support managers in robustly managing attendance issues.</p> <p>In total there were 138 short-term absences and 28 long-term absences (eg more than 4 weeks).</p> <p>The non-manual workforce sickness level is 2.08 days. The sickness level within the manual workforce is 2.96 days.</p> <p>The average national public sector sickness absence for 2017/18 was 8.5 days (these are currently the most up to date figures published) and absence rates nationally remain considerably higher in the public</p>









KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Q1 2018/19	Latest Note
		Value	Value	Target	Status	Performance Trend	Value	
								sector than in the private sector (5.6 days), manufacturing and production (6.2) or non-profit (7.3). A detailed analysis around staff sickness is taking place.
Number of new sign-ups to the Councils' social media channels	At least 600	221	251	At least 150			150	Signups continue to increase.
Social media responsiveness rate	80%	NEW PI	88.67%	80%			NEW PI	'Response rate' is the percentage of new messages received via our Facebook page that we respond to on the day the message is received. LDC Q1 twitter analytics Profile visits: 10,847 Tweets issued: 2434 Impressions (tweets appeared in other users feeds): 264,500 Mentions in other tweets: 746

CPR LDC 5 Housing

5.1 Housing Key Performance Indicators

5.1 Housing Key Performance Indicators

KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Q1 2018/19	Latest Note
		Value	Value	Target	Status	Performance Trend	Value	
DFGs - Time taken from council receiving a fully complete application to the council approving the grant	28 days	10 days	14 days	No more than 28 days			7 days	The handling of DFG applications continues to be processed well within our maximum handling times (28 days).
Number of Licensed HMO's Inspected per Quarter	8	2	2	At least 2			2	The inspection target for this quarter was met. There are more than 16 HMOS in Lewes in total but only 16 require a licence. Legislation changed in October 2018 when the number of storeys for licensing was removed (pre Oct 18 the property needed to

KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Q1 2018/19	Latest Note
		Value	Value	Target	Status	Performance Trend	Value	
								be 2 or more storeys). As long as there are 5 or more people sharing some facilities then a licence is required. The licence lasts for 5 years and only has to be inspected once.
Rent arrears of current tenants (expressed as a percentage of rent debit) (L)	3%	4.64%	5.2%	No more than 3%			2%	We have given the team a stretching target in Q1 of no more than 3% (previously 4%) as in Q1 18/19 they achieved 2% rent arrears. In Q1 customers have been impacted by the introduction of universal credit, with delays on payments and we have been implementing a new technological solution that will improve the targeting of rent arrears, through text messages and emails as well as the usual phone calls. In Q2 we have built a new team built around rent collection, with additional staff, including two visiting caseworkers. We are profiling rent collection to improve through Q2 to Q4.
Average void relet time key to key (month & YTD) (L)	20.0	40.6	22.4	No more than 23.0			24.0	The re-let time for the first quarter started off just above target in April. However in May and June figures improved, resulting in the overall figure for the whole quarter being within target. This is a marked improvement in comparison to last year. Neighbourhood Housing, Property Services and Housing Needs continue to attend weekly meetings to manage void and re-let times and this will continue in order to closely manage performance going forward.
Taking everything into account, percentage of tenants satisfied or dissatisfied with overall Homes First service	Data only	85%	79%	Data only			75%	During Q1, we achieved overall tenant satisfaction of 79%. We have implemented changes in Homes First work-streams to address current challenges in service delivery and anticipate these changes to impact positively on levels of satisfaction during Q2.
Number of households living in emergency (nightly paid) accommodation (L) (N*)	Data only	48.33	61	Data only			13	<p>The pressures on Housing Needs and Standards remained high throughout Q1.</p> <p>In June a significant review of the Housing Needs and Standards work streams was carried out and a re-alignment went live in July. Amongst other things, the re-alignment introduced six new work streams, including: Housing solutions Hub, Prevention, Assessment, Move On, Private Sector Housing and Temporary Accommodation and Commercial Property.</p> <p>From initial data the re-alignment of work streams has brought about a number of benefits for the service, most significantly making savings through the introduction of the Housing solutions Hub. The Hub aims to prevent and relieve homelessness on the day, providing a better service for customers.</p> <p>In the first month we had 115 household present to the Housing</p>


KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Q1 2018/19	Latest Note
		Value	Value	Target	Status	Performance Trend	Value	
								<p>solutions Hub. 71 of these households were in Priority Need, requiring a placement into Temporary Accommodation however due to the preventative and relief work of the Hub, 31 placements were made. The remaining 40 (54%) households were either supported into a property in the private rented sector, able to remain in their property, stay with friends or family or referred directly into supported accommodation. Additionally, households that have been seen by the Hub are having shorter stays in EA as they are provided better information on how to find accommodation in the private rented sector in the first instances.</p> <p>On 5 August our Temporary Accommodation (TA) and Commercial Property work stream went live in full. This work stream will provide intensive focus on the management of households in this type of accommodation, helping them to move more quickly out of it. A new structured team will be working to move those in emergency accommodation more quickly into settled accommodation.</p> <p>Additionally, discussion with EA providers is now underway to explore opportunities for them to provide a combination of nightly paid and other temporary accommodation.</p>


CPR LDC 6 Planning

6.1 Planning Projects and Programmes









6.2 Planning Key Performance Indicators

6.1 Planning Projects and Programmes

Project / Initiative	Description	Target completion	Status	Update
Neighbourhood Planning	Work with local communities on neighbourhood Plans, to guide future land use and identify where housing can be built.	Q4 2019/20		<i>Seaford NP</i> : The Regulation 16 Consultation has concluded. A high proportion of the representations have queried the absence of <i>Policy SEA10 -Health Facilities</i> in the document at the second Regulation 14 consultation in 2018. The consequential lack of public consultation means that this policy does not meet the basic conditions required to 'make' a Neighbourhood Plan. The steering group have decided to omit the policy before it

Project / Initiative	Description	Target completion	Status	Update
				<p>proceeds to examination. The NPO is in the process of appointing an Examiner; the examination will take place in August.</p> <p><i>Newhaven:</i> The Examination has concluded. The Examiner, has issued the final report listing recommended modifications to the Plan so that it meets the basic conditions. The NPO will issue a decision statement shortly to state whether LDC accepts the proposed modifications and if the Plan will proceed to referendum. The Referendum date has been provisionally set for 10 October.</p> <p><i>Peacehaven and Telscombe:</i> Peacehaven Town Council has applied for technical support from Locality in order to progress with the Sustainability Appraisal and Strategic Environmental Assessment. The appointed consultant, Aecom, are proceeding with the site assessments.</p> <p><i>Ringmer:</i> No changes were made to the Ringmer NP prior to the May elections. Ringmer PC can initiate a Review of the neighbourhood plan at any time to address minor or more moderate changes as required and the Neighbourhood Planning Officer will respond with support as necessary once advised by the Parish Council that a review will take place.</p> <p><i>Chailey :</i> The Regulation 14 Consultation concluded on 28 June. The NPO is due to discuss the consultation responses with the Parish Council.</p> <p><i>Newick :</i> The Parish Council are considering making modifications to the NP.</p> <p><i>Lewes Town</i> (SDNPA-led and will form part of the SDNPA development plan, not LDC's) : The Lewes Neighbourhood Plan was made on 11 March. The Plan is now part of the SDNP Development Plan.</p> <p><i>Barcombe –</i> The Chair of the Barcombe NP confirmed the group do not feel that the time and effort required to produce an NP will be met by the community and have disbanded the NP.</p> <p><i>General Neighbourhood Plan :</i> The Town/Parish Councils and Steering Groups will be advised of the updated five year housing land supply position..</p>
The Local Plan (Part 2)	Local Plan Part 2 will allocate land for different types of development (including new housing and Gypsy and Traveller pitches) as well as land to be protected.	Q3 2019/20		The main modifications recommended by the Inspector were out for consultation in August.

6.2 Planning Key Performance Indicators


KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Q1 2018/19	Latest Note
		Value	Value	Target	Status	Performance Trend	Value	
Percentage of major applications determined within 13 weeks (LDC only) (N*)	65%	66.67%	60%	65%			TBC	<p>Q1 performance of 60% was slightly lower than the target of 65% with 3 out of 5 major applications determined within 13 weeks. In Q2 we have added the following additional resource into the team that will improve the performance across all applications.</p> <ul style="list-style-type: none"> · Senior (Special Projects) · Specialist advisor (Planning) · Case worker (Planning) · Caseworker (Enforcement) · Authorised overtime payments for a three month period
Percentage of minor planning applications determined within 8 weeks (LDC/SDNP combined) (N*)	75.00%	54.93%	58.75%	75.00%			69.64. %	<p>Q1 performance of 58.75% was below the target of 75% with 47 out of 80 minor planning applications determined within 8 weeks. Additional resource has now been put in to look at minor planning applications.</p> <p>In addition, an action plan to address performance issues has been implemented and this has already resulted in improvements (latest figures showing 71%).</p>
Processing of other planning applications within 8 weeks (LDC/SDNP combined) (N*)	75.00%	56.12%	70.95%	75.00%			82.44%	<p>Q1 performance of 70.95% was slightly under the target of 75% with 149 applications out of 210 processed within 8 weeks.</p>
Percentage of all planning appeals allowed (officer/committee decisions)	10.0%	33.3%	11.1%	10.0%			10.0%	<p>A total of 9 appeal decisions were received : 8 were dismissed (all delegated decisions) and 1 allowed (committee decision)</p> <p>The allowed appeal: The inspector considered that the proposal complied with policy when considered as a whole – access is acceptable, no adverse impact on the European site (Ashdown Forest), no harm in developing the garden, no harm from developing a larger dwelling, size and scale reflects those in the area – not contrary to Newick Neighbourhood plan.</p>

CPR LDC 7 Community and Partners

7.1 Community and Partners Projects and Programmes





7.2 Community and Partners Key Performance Indicators



7.1 Community and Partners Projects and Programmes

Project / Initiative	Description	Target completion	Status	Update
Lewes District Lottery	A lottery for good causes for Lewes District	Q4 2018/19		<p>We are aiming for a launch date of mid October. We will advertise the launch this through the local press, website and at meetings, for example the Joint Action Group, attended by those organisations likely to be interested.</p> <p>Work on the design for the Logo is in progress. A communications plan is being drawn up and work is continuing on identifying those local organisations that may wish to be part of the lottery. Once we have identified the organisations we will contact them to give them details of how they may benefit from being a part of the lottery.</p>

Page 32

7.2 Community and Partners Key Performance Indicators

KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Q1 2018/19	Latest Note
		Value	Value	Target	Status	Performance Trend	Value	
Average number of days to process new claims for housing/council tax benefit (reported to Central Government)	22.0	25.1	22.9	No more than 22.0			20.0	While performance for Qtr 1 is slightly above target at 22.9 days compared to 22.00 the outturn shows an improvement on the last two quarters of 2018/19 which were 36.9 and 25.1 days.
Average days to process change of circs. (Housing/Council Tax Benefit) (reported to Central Government)	8.0	3.1	7.2	No more than 8.0			8.0	Performance for the 1st quarter of 19/20 is ahead of target.

KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Q1 2018/19	Latest Note
		Value	Value	Target	Status	Performance Trend	Value	
Improve our ranking compared to similar authorities in relation to all crime	5	1	2	Within top 5			5	<p>Our aim is to be within the top 5 (eg have the lowest number of crimes per 1,000 population) compared to those in our most similar group. The top 5 (from lowest number of crimes to highest) for Q1 was as follows:</p> <ol style="list-style-type: none"> 1. South Nottinghamshire 2. Lewes District 3. Hinckley & Bosworth (Leicestershire) 4. NW Leicestershire 5. Arun, West Sussex <p>Whilst LDC's rank has fallen one place, the difference between the top two authorities is marginal, with LDC reporting 56.2 crimes per 1000 residents and the top ranking authority, South Nottinghamshire DC, 55.4 crimes per 1000 residents.</p>

This page is intentionally left blank

Report to:	Scrutiny
Date:	12 September 2019
Title:	Climate Change Scrutiny Panel
Report of:	Deputy Chief Executive
Ward(s):	all
Purpose of report:	For Scrutiny to consider the establishment of a Scrutiny Panel on Climate Change in line with resolutions made by both Cabinet and Council.
Officer recommendation(s):	a) That a Climate Change Scrutiny Panel be established to fulfil the tasks set out at para 2.1, comprising of five members, and b) That the duration of the Panel be agreed.
Reasons for recommendations:	At a meeting of the Council on 15th July 2019 a climate emergency was declared and it was agreed to develop a comprehensive Climate Change Strategy. Alongside this it was requested that the Scrutiny Committee consider setting up a Climate Change Panel.
Contact Officer(s):	Name: Jo Harper Post title: Head of Business Planning and Performance E-mail: jo.harper@lewes-eastbourne.gov.uk Telephone number: 01273 085049

1 Introduction

1.1 At a meeting of the Council on 15 July 2019 a climate emergency was declared and it was agreed to develop a comprehensive Climate Change Strategy to tackle this. Alongside this it was requested that the Scrutiny Committee consider setting up a Climate Change Panel. Previously at a meeting of Cabinet on 1 July 2019 it was also agreed to request that the Scrutiny Committee set up a Panel to scrutinise the implementation of the recommendations of the Climate Action Group which had met between January and April 2019.

1.2 This paper sets out proposals for the establishment of such a panel.

2 Climate Change Panel

2.1 It is proposed that the Climate Change Panel be established to fulfil the following functions;

- To scrutinise the progress of work being undertaken by the council in

tackling climate change.

- To receive progress reports on the strategy, policy and actions enacted by the council to address the climate emergency.
- To monitor the implementation of recommendations made by the Climate Action Group, agreed by Cabinet on 1 July 2019 (see appendix 1).
- To undertake policy development activities assisting in the formulation of climate change mitigation and adaptation proposals.
- To invite appropriate experts to provide advice and information to help inform policy development work in relation to climate change.
- To promote the council's work in this area, engaging with and building partnerships, alongside the Cabinet Member for Sustainability.

2.2 It is usual for Scrutiny Panels to be comprised of either three or five members. Given the strategic importance and breadth of subject matter, it is proposed that a panel of five members be established in this case. As is usual, the Panel will need to be politically proportionate.

2.3 The constitution requires that a Panel's duration is agreed at the outset of any Panel being established. In this instance, the Cabinet Member for Sustainability has requested that the Panel should continue to operate for the full duration of the Sustainability Strategy to ensure a maintained focus on this work. This would mean the Panel would continue to meet until 2030. The Committee's views on duration are sought.

2.4 Given the likely length of the Panel's existence, it is suggested periodic reports be made to the Scrutiny Committee on progress no less frequently than once a year. In the interim, the Chair of the Panel will informally update both the Chair of the Scrutiny Committee and the Cabinet Member for Sustainability on progress.

2.5 Any recommendations arising from the Panel's work will be made to the Scrutiny Committee for consideration, with a view to recommending on to the Cabinet where appropriate.

3 Financial appraisal

3.1 It is not envisaged that there will be any direct financial implications other than staff time involved in supporting the panel.

4 Legal implications

4.1 The rules for establishing scrutiny panels are set out in the Scrutiny Procedure Rules in Part 4 of the Constitution. They state as follows:

- (a) The Scrutiny Committee should normally set up Panels of three or five councillors to undertake scrutiny and best value reviews as they arise on a task and finish basis and may similarly set up Panels to undertake other activities which the Committee wishes to delegate to them. The Panels will report their conclusions direct to Cabinet/Council as appropriate. The Panels will not have decision making powers.

- (b) The number of councillors to serve on a Panel shall be determined by the Scrutiny Committee with the councillors being nominated by the respective Group Leaders. The Panels shall be politically proportionate except that the Leader of a political group may decide to offer one of their Group's places to another group or an Independent member. Should the leader of a political group decline to nominate councillors to serve on a panel or to offer one of their Group's places to another Group or an Independent Member, the matter shall be referred back to the Committee.
- (c) The Scrutiny Committee will set the Panels' terms of reference and time-scale for completing each review or activity. Should pressure on officer resources be such that the agreed timescale might become unrealistic, the matter shall be referred back to the Committee.
- (d) The quorum of a Panel shall be a majority of the number of members of the Panel.
- (e) Each Panel shall appoint a Chair from within its membership.
- (f) No more than four Panels shall be in existence at any one time (excluding those convened to consider call-in requests or matters identified in the forward plan of key decisions).

Lawyer consulted 19.08.19

Legal ref: 008507-LDC-OD

5 Risk management implications

- 5.1 A climate change panel will provide additional overview and scrutiny of actions being taken by the council to address climate change which may help to reduce the risk of the council's policy aspirations not being achieved.

6 Equality analysis

- 6.1 There are no direct equality implications arising from this report.

7 Sustainability impact analysis

- 7.1 The establishment of a climate change panel will help the council to progress its commitment to achieving net zero greenhouse gas emissions by 2030.

8 Appendices

Appendix 1 – Recommendations from Climate Change Action Group

9 Background papers

Sustainability Policy

<https://democracy.lewes-eastbourne.gov.uk/documents/s8839/Sustainability%20policy.pdf>

Recommendations from Climate Change Action Group

- To agree funding of £5,000 for the provision of a drinking water tap at Lewes skate park subject to final design being signed off by the Leader of the Council.
- To request that the Scrutiny Committee set up a Panel to scrutinise the implementation of the recommendations set out at appendix one to the report.
- To encourage train travel between sites
- To engage with Southern re: overcrowding, reliability and other issues to serve customers better (staff survey results shared with Southern, response on Easit cards in Hub news 30 April 2019)
- To promote use of 'virtual meetings', enabling staff to stay on one site during the working day
- To allow staff to work from site closest to home to avoid lengthy commute, unless overriding business necessity
- To encourage car-sharing – promoted on Hub
- To investigate providing more EV charge points, for staff parking
- Review criteria for staff car loans, if still applicable, and lower CO2 emissions for qualifying vehicles and EVs
- Ed Hele to progress the appropriate conversations with the bus companies noting Cllr comments about idling (outside Aqua/Lounge)
- Ensure that anti-idling and air quality improvement measures are incorporated into contracts with our suppliers, e.g. grounds maintenance
- Investigate idling 'hot spots' in the district.
- Wave to consider installing EV charge points
- Request for £5k to install drinking water fountain at Lewes skate park now EA issues have been resolved
- Green electricity tariff: investigate this option in March 2020 prior to next contract renewal, September 2020, for the corporate estate - report back cost implications. [For facilities to investigate and report to councillors the cost implications of moving to a green electricity tariff for the new contract due 01/10/20 – decision must be made and contracted with Laser no later than 31/03/20]
- Wave Leisure to investigate possibility of moving to a green tariff and report back
- Wave & Facilities: to always consider alternatives and present options at the point of boiler (and other tech) replacements in the future
- Encourage staff to think about sustainability actions in the office (e.g. turn off monitors).
- Smart/automatic metering for LDC landlord supplies, with Ian Sexton & Peter Bowley (PB) to ensure that all suitable meters are upgraded, project initiated with Npower & Laser and now with PB to progress
- KM to provide an update on operation of new Renault EV van with a view to rolling out more of these
- Invite Dennis Eagle back in the next year to update about technical developments in RCV fleet

This page is intentionally left blank

Report to: Scrutiny Committee

Date: 12 September 2019

Title: Chair of Lewes District Council's Civic Programme

Report of: Catherine Knight, Assistant Director of Legal and Democratic Services

Ward(s): All

Purpose of report: To consider (a) the Chair's 2018/19 civic programme and (b) the civic programme for the forthcoming year and budget provision.

Officer recommendation(s): To note the report

Contact Officer(s): Name: Caroline Hanlon
Post title: Civic and Member Services Officer
E-mail: caroline.hanlon@lewes-eastbourne.gov.uk
Telephone number: 01273 085030

Information

- 1 The role of the Chair of the Council is as detailed in the Constitution:
- To Chair Council Meetings.
 - To focus his/her activities on the communities of the District (including communities of interest, as well as geographical ones) and, by focusing on the Council's priorities, strengthen links between those communities and the Council.
 - To act as an enabler and ambassador by arranging meetings between the Council and other parties for the benefit of the District.
 - To celebrate those people or groups in the District who do extraordinary things to help others in the community, and to recognise those whose everyday lives are a challenge but who succeed in spite of their difficulties.
 - To celebrate successes of partners involved in major projects with the Council, particularly projects steered by the voluntary sector.
 - To encourage activities that recognise and support staff.

2 Chair's engagements 2018/19

- 2.1 During the year 2018/19, 58 engagements were carried out by the Chair (Councillor Stephen Gauntlett) and Vice-Chair (Councillor Johnny Denis), excluding Council meetings. It is worth noting that it is not the volume of engagements that a Chair manages to attend or host during their year of office but the 'quality' of the engagements in terms of the local community that is important.
- 2.2 A 'quality' engagement is one which is in support of the Council's priorities and which takes place within the District. If the Chair is invited to attend an event hosted by a Mayor/Chairman of a neighbouring authority, unless the event is something that will enhance or support this Council's priorities and those of its residents, then the Chair is advised not to accept in an official capacity. He/she can of course attend if they wish but attendance is then financed by the Chair themselves.
- 2.3 One of the first events of 2018/19 attended by the Chair was a Royal Visit by Her Royal Highness The Princess Royal. Her Royal Highness visited Plumpton College for the Hope In The Valley Group 50th Anniversary on Wednesday 9 May 2018, and the Chair joined the Civic line-up to be presented to her.
- 2.4 The Chair's theme of office for 2018/19 continued to be 'to encourage and affirm wildlife conservation throughout the District, particularly with young people'. Councillor Gauntlett attended a variety of engagements in order to develop this theme, such as a 'Bees Needs Week' event, attendance at the Colour in Nature Walk: See, Find and Create, and the installation of toad ladders at Lewes Railway Land.
- 2.5 At the end of the civic term 2018/19, Councillor Gauntlett donated £1,000 from his remaining budget to Greenhavens Network. Greenhavens Network was set up to support community groups who are volunteering to protect green spaces and bring them to life. They currently represent over 92 community groups, stretching from Telscombe to Seaford. Councillor Gauntlett plans to develop his theme further throughout 2019/20.
- 2.6 In January 2019, Holocaust Memorial Day was marked in Lewes by events held at the Depot Cinema and Lewes Library, following the theme for the year, 'Torn From Home'. The events were organised by the Lewes Holocaust Memorial Day Group, and supported by Lewes District Council, Lewes Town Council, and the Depot Cinema.
- 2.7 The Mayor of Lewes for 2018/19, Councillor Janet Baah, hosted a launch event at Lewes Town Hall on Friday 25 January, and this was followed by a film event entitled 'Persecution, Survival and Celebration' at the Depot Cinema on Saturday 26 January, at which the Chair provided the closing remarks. The day commenced with a workshop called 'Stories Real and Imaginary' – an across-the-generations writing and story-telling workshop focusing on the 2019 theme. On Sunday 28 January, the film 'Schindler's List', was shown, followed by the event 'Music and Poetry: Torn From Home' which featured Local musicians,

singers and poets who gathered to reflect upon the 2019 theme from a variety of different perspectives. The events were successful and very well-attended, particularly the Saturday film event which was sold out.

- 2.8 It is expected that the 2020 events, following the theme, 'Standing Together' will feature a concert at St John Sub Castro, Lewes on Saturday 25 January, and a film, music and poetry day at the Depot Cinema on Sunday 26 January.
- 2.9 On 25 April, the Chair helped facilitate the 'Girls For Change – Rights, Dignity, Hope' debate event to mark 2018's milestones in the UK's democratic history. The event was hosted by the Mayor of Lewes, Councillor Janet Baah, and was held at Lewes Town Hall. The aim of the day was to encourage girls aged 9 to 17 from a range of schools in Lewes to discuss what changes they would like to see happen before 2028, and for special guests to set out how they could help achieve these goals.
- 2.10 Lewes Heritage Open Days (12-15 September 2019) is once again being supported by Lewes District Council. The Chair hosted the launch event at Lewes House on 29 August 2019 and provided the welcome remarks.
- 2.11 In 2018/19, the Chair attended events as diverse as award ceremonies, community picnics, exhibitions, theatre productions, AGMs, remembrance events, and concerts.
- 2.12 19% of the Chair's engagements took place outside the boundaries of the District, all of which were in support of the Council's initiatives, and included the High Sheriff of East Sussex's Summer Reception in Battle, the South East Reserve Forces & Cadets' Association (SERFCA) Armed Forces Briefing at Crawley Army Reserve Centre, the 77th Anniversary of the Dieppe Raid Commemorations in Dieppe, and the re-opening of the Congress Theatre in Eastbourne.

3 Year 2019/20

- 3.1 Councillor Gauntlett's theme of office for 2019/20 continues to be 'to encourage and affirm wildlife conservation throughout the District, particularly with young people.'
- 3.2 It is not possible at this time to set out a detailed programme for the whole year; this has still to be determined. The following events will take place/or have taken place:
- The 77th Anniversary of the Dieppe Raid Commemorations, 18-19 August 2019.
 - The annual bonfire night celebrations at Lewes House, 5 November 2019.
 - Events to mark Holocaust Memorial Day on 25 and 26 January 2020 following the theme 'Standing Together'.
 - A 'Community Champions' event in April 2020.

4 Financial Appraisal

- 4.1 The total budget available to Councillor Gauntlett as Chair of the Council in the municipal year 2018/19 was £10,000. Total expenditure incurred was £9,107.55. As Councillor Gauntlett was re-elected as Chair in May 2019, the remaining budget can be utilised in the 2019/20 term of office, and any remaining can be donated to the Chair's chosen charity/organisation at the end of this term. The budget allocation for the Chair's 2019/20 term is £10,000.

5 Legal Implications

- 5.1 There are no legal implications arising from this report.

6 Risk Management Implications

- 6.1 There are no risk management implications arising from this report.

7 Equality analysis

- 7.1 This is a routine, procedural report with no potential for negative impacts. Therefore, an Equality Analysis is not required.

8 Appendices

- Appendix 1 – Chair's engagements 3 May 2018 – 18 May 2019



Lewes District Council

Southover House
Southover Road
Lewes
East Sussex BN7 1AB

Civic & Member Services Officer: 01273 085030

CHAIR
Councillor STEPHEN GAUNTLETT

VICE-CHAIR
Councillor JOHNNY DENIS

civic.office@lewes-eastbourne.gov.uk

CHAIR'S ENGAGEMENTS 3 May 2018 – 18 May 2019

2018		
Monday 7 May	10am	Vice-Chair: To judge the childrens' garlands at Lewes Garland Day in the Gun Garden, Lewes Castle.
Wednesday 9 May	2pm	Chair: To be presented to HRH The Princess Royal at the Hope in the Valley Group 50 th Anniversary celebrations at Plumpton College, Plumpton.
Thursday 17 May	7pm	Chair: To attend Lewes Town Council's Annual Meeting and Ceremony of Mayor-Making at Lewes Town Hall Council Chamber.
Thursday 31 May	4pm	Chair and Consort: To attend a Summer Reception hosted by the High Sheriff of East Sussex and Mrs John Moore-Bick at Ashburnham Place, Battle.
Thursday 7 June	2.30pm	Chair: To attend a meeting with the Lord Lieutenant of East Sussex for newly elected Mayors and Chairs in the Mayor's Parlour, Brighton Town Hall.
Thursday 7 June	7.30pm	Chair: To attend HOMELINK's Annual Meeting at Denton Island Community Centre, Newhaven.
Sunday 10 June	7pm	Chair and Consort: To attend a formal dinner to commemorate the official birthday of HM The Queen, hosted by The Royal Society of St. George (Seahaven Branch), at Seaford Head Golf Club, Seaford.
Thursday 21 June	6.30pm	Chair: To attend the SERFCA Sussex Armed Forces' Briefing at Crawley Army Reserve Centre.
Wednesday 4 July	2pm	Vice-Chair: To attend a photo and press release about the wildflowers in Lewes Cemetery to tie in with Bees Needs Week.
Monday 9 July	6.30pm	Vice-Chair: To attend the Chairman of ESCC's Summer Reception at Hendall Manor, Uckfield.

Thursday 19 July	2pm	Chair: To attend the celebration of the relocation of Sussex Community Development Services Advice and Information Hub at 31a High Street, Newhaven
Thursday 19 July	6.30pm	Chair: To attend the Lewes District Business Awards at the American Express Community Stadium, Falmer
Friday 20 July	4.30pm	Chair and Consort: To attend the East Sussex Music Service Summer School concert at Lewes Town Hall
Tuesday 31 July	6pm	Chair: To attend the Chair's networking event for Artwave 2018 at Pelham House, Lewes
Sunday 12 August	2.30pm	Chair: To attend the Newhaven Town Council annual memorial service for the 76 th Anniversary of the Dieppe Raid at St. Michael's Church and the Canadian Memorial, Newhaven
Thursday 16 August	11am	Chair: To attend the Eastbourne International Air Show, Airbourne
Friday 17 August	1pm	Vice-Chair: To attend the "All Together Now" Community picnic at the Ousedale Close play area in Lewes
Saturday 18 August – Sunday 19 August	9am	Chair and Consort: To attend the 76th Anniversary of the Dieppe Raid Commemorations in Dieppe, France
Thursday 23 August	7.30pm	Chair and Consort: To open the Isfield Festival of Talent Private View at Isfield Village Hall
Wednesday 29 August	10am	Chair and Consort: To attend the Colour in Nature Walk: See, Find and Create, at Lewes Railway Land
Thursday 30 August	5pm	Chair and Consort: To host the Lewes Heritage Open Days Weekend Launch event at Lewes House and to provide the welcome remarks
Monday 1 October	10.30am	Chair: To attend a meeting with the Chief Executive and Deputy Lieutenant Bill Shelford at Southover House, Lewes
Wednesday 3 October	2.30pm	Chair: To attend a visit to East Sussex by Their Royal Highnesses, The Duke and Duchess of Sussex, at the Joff Centre, Peacehaven
Wednesday 3 October	7pm	Vice-Chair: To attend the LOS Musical Theatre production of 'Follies' at Lewes Town Hall
Friday 12 October	10am	Chair: To attend the installation of toad ladders in road drains at Lewes Railway Land, and to have a photograph taken
Friday 12 October	6pm	Chair: To attend the opening of the Lewes Light festival at Lewes Town Hall
Sunday 14 October	11.15am	Chair and Consort: To attend the High Sheriff's Judges' Service at The Church of St Thomas The Martyr, Winchelsea
Friday 19 October	12.30pm	Chair and Consort: To attend the Bluebell Railway Steam Works exhibition opening ceremony at the Bluebell Railway, Uckfield

Sunday 21 October	7pm	Chair: To attend the Royal Society of St George (Seahaven Branch) Battle of Trafalgar commemoration dinner at Deans Place Hotel, Alfriston
Tuesday 23 October	7pm	Chair and Consort: To attend the SERFCA presentation of awards ceremony hosted by the Lord-Lieutenants of Sussex at Christ's Hospital School, Horsham
Monday 5 November	5.30pm	Chair and Consort: To host the annual Bonfire Night celebrations for staff and civic guests at Lewes House
Saturday 10 November	3.30pm	Chair and Consort: To attend the LGB Brass Concert of Remembrance, Reflection and Celebration at Lewes Town Hall
Sunday 11 November	10.30am	Chair and Consort: To attend the Seaford Town Council Remembrance ceremony at Seaford War Memorial followed by a service at St. Leonard's Church
Sunday 11 November	2.30pm	Chair and Consort: To attend the Lewes Town Council Remembrance ceremony at Lewes War Memorial followed by Divine Worship in the Church of St. Michael's
Tuesday 13 November	9.15am	Chair: To attend the Statutory Sector East Sussex 'Making Tomorrow a Better Day' conference at the University of Sussex
Thursday 15 November	6.30pm	Chair and Consort: To attend the Rotary Club of Lewes Youth Concert at Lewes Town Hall
Saturday 1 December	8am	Chair and Consort: To attend the East Sussex Prayer Breakfast hosted by the High Sheriff of East Sussex at the East Sussex National Golf Resort, Uckfield
Sunday 2 December	3pm	Chair and Consort: To attend the HOMELINK Christmas Concert by the Ashdown Singers at The Church of St Thomas More, Seaford
Thursday 6 December	5pm	Chair: To host the Lewes Late Night Shopping Santa's Grotto at Lewes House in aid of Rockinghorse childrens' charity
Saturday 8 December	6pm	Chair and Consort: To attend the Peacehaven Players production of Dick Whittington at the Meridian Centre, Peacehaven
Sunday 9 December	6.15pm	Chair and Consort: To attend the Friends of Arundel Cathedral Christmas 'Pontifical Sung Vespers' at Arundel Cathedral
Wednesday 12 December	12.30pm	Chair: To jointly host, with the Chief Executive and Leader, the staff mulled wine and mince pies event in Mezzanine kitchen, Southover House
Thursday 20 December	7.30am	Chair: To attend the 2018 Royal Mail Delivery Office Christmas Visit at Seaford Delivery Office
Sunday 23 December		Chair and Consort: To attend the '9 Lessons and Carols' service and to read one of the lessons at St Leonards Church, Seaford

2019		
Wednesday 23 January	9am	Chair: To attend the 3VA Annual General Meeting at Seaford Baptist Church
Thursday 24 January	6.30pm	Chair: To attend Eastbourne's Holocaust Memorial Day event at the Tennis Centre, Eastbourne
Friday 25 January	5pm	Chair: To attend the Launch of the 2019 Lewes Holocaust Memorial Day Group events hosted by the Mayor of Lewes at Lewes Town Hall
Saturday 26 January	2pm	Chair: To attend the Lewes Holocaust Memorial Day Group event, 'Persecution, Survival and Celebration' and to provide the closing remarks at Depot Cinema, Lewes
Saturday 9 February	2.30pm	Chair: To attend the Minister Induction Service at Cross Way Church, Seaford
Sunday 24 March	2pm	Chair: To attend the re-opening of the Congress Theatre VIP event with a special performance by the London Philharmonic Orchestra, at the Congress Theatre, Eastbourne.
Monday 1 April	6pm	Chair: To attend the Private View of 'Connections' – an exhibition of art by the prisoners of HMP Lewes, hosted by the Mayor of Lewes, at Lewes Town Hall.
Thursday 4 April	7pm	Chair: To attend LOS Musical Theatre's production of 'My Fair Lady' at Lewes Town Hall.
Tuesday 23 April	7pm	Chair and Consort: To attend the St. George's Day Dinner hosted by the Royal Society of St. George (Seahaven Branch) at St Andrews Church, Seaford.
Thursday 25 April	10am	Chair: To help facilitate the 'Girls For Change – Rights, Dignity, Hope' debate event to mark 2018's milestones in the UK's democratic history, hosted by the Mayor of Lewes at Lewes Town Hall.
Sunday 28 April	10.30am	Chair: To attend Lewes District Scouts St George's Day parade and 'Scouts Own' in Grange Gardens, Lewes.
Thursday 16 May	2pm	Chair: To be presented to HRH The Duchess of Cornwall along with other Civic Dignitaries during her Royal Visit to the Ridgeview Estate, Ditchling.
Thursday 16 May	7pm	Chair and Consort: To attend Lewes Town Council's Annual Meeting and Ceremony of Mayor Making at Lewes Town Hall.
Saturday 18 May	5.15pm	Chair and Consort: To attend the HOMELINK 20 th Anniversary celebrations and Annual Meeting at the Phoenix Centre, Malling Street, Lewes.



Lewes District Council

Agenda Item 12

September 2019

FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 September to 31 December 2019

Date of publication:

16 August 2019

Councillor Zoe Nicholson: Leader of the Council and Chair of Cabinet.

Councillor James MacCleary: Deputy leader and Cabinet member for regeneration and prosperity

Councillor Matthew Bird: Cabinet member for sustainability

Councillor Julie Carr: Cabinet member for recycling and open spaces

Councillor Chris Collier: Cabinet member for performance and people

Councillor Johnny Denis: Cabinet member for communities and customers

Councillor William Meyer: Cabinet member for housing

Councillor Emily O'Brien: Cabinet member for planning

Councillor Ruth O'Keeffe: Cabinet member for tourism and devolution

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>Quarterly financial update: revenue budgets and capital programme</p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 1 2019/2020 and explain the impact on the current financial position</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	16 Sep 2019	Open	Not applicable	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Gordon Mennie, Interim Finance Manager Tel: 07721 862660 Gordon.Mennie@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>Portfolio progress and performance report quarter 1 - 2019-2020</p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 1 2019/20 period.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Key	Cabinet	16 Sep 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@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>Annual treasury management report</p> <p>To receive and approve annual treasury management report and interim review.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	BPF	Cabinet Full Council	16 Sep 2019 25 Sep 2019	Open	Not applicable	Report	Chief Finance Officer (Homira Javadi) Gordon Mennie, Interim Finance Manager Tel: 07721 862660 Gordon.Mennie@lewes-eastbourne.gov.uk

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 Trust Annual Review 2018/2019</p> <p>To seek Cabinet approval of the objectives stated within the 2020-21 Annual Service Statement between Lewes District Council and Wave Leisure Trust.</p> <p>(Lead Cabinet member: Councillor Ruth O'Keeffe MBE)</p>	All Wards	Non-Key	Cabinet	16 Sep 2019	Open	Not applicable	Report	<p>Director of Tourism and Enterprise (Philip Evans)</p> <p>Mark Langridge Kemp, Head of Property, Delivery and Compliance Tel: 07900 057102 mark.langridge-kemp@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>Newhaven Fort</p> <p>To agree proposals for the future of Newhaven Fort</p> <p>(Lead Cabinet member: Councillor Ruth O'Keeffe MBE)</p>	All Wards	Key	Cabinet	16 Sep 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Mark Langridge Kemp, Head of Property, Delivery and Compliance Tel: 07900 057102 mark.langridge-kemp@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>Climate emergency resolution</p> <p>Report seeking Cabinet's approval of next steps in addressing sustainability issues as set out in the Climate Emergency Resolution agreed by Council.</p> <p>(Lead Cabinet member: Councillor Matthew Bird)</p>	All Wards	Key	Cabinet	16 Sep 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@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>Pollinator strategy and reduced pesticides</p> <p>The report recommends the adoption of the Pollinator Strategy and the Reduced use of Pesticides on council land</p> <p>(Lead Cabinet member: Councillor Matthew Bird)</p>	All Wards	Key	Cabinet	16 Sep 2019	Open	None	Report	<p>Director of Service Delivery (Tim Whelan)</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>Scrutiny Review of Affordable Workspace and Support for the Creative Sector</p> <p>To present the findings and recommendations of the Scrutiny Panel Review into the need for affordable workspace across the Lewes District and support for the creative sector.</p> <p>(Lead Cabinet member: Councillor James MacCleary)</p>	All Wards	Key	Cabinet	16 Sep 2019	Open	As per Scrutiny review	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Peter Sharp, Head of Regeneration Tel: 01273 085044 Peter.Sharp@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>Seaford Health Hub - scheme progress and delivery</p> <p>The report will provide an update on the Seaford Health Hub project and make recommendations in terms of delivery moving forwards.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	Seaford South	Key	Cabinet	16 Sep 2019	Fully exempt Exempt Reason Paragraph 3	Exhibitions took place in January 2019 to establish public views on high level proposals for the scheme.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Beverley Lucas, Regeneration Specialist – North Street Quarter Tel: 01273 085523 beverley.lucas@lewes.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>Local council tax reduction scheme</p> <p>To approve the local council tax reduction scheme and agree any amendments as necessary. It is a legal requirement that the council approve the scheme annually.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	BPF	Cabinet Full Council	28 Oct 2019 25 Nov 2019	Open	With such persons and groups as the council considered likely to have an interest in the operation of the scheme.	Report	Director of Service Delivery (Tim Whelan) Director of Service Delivery (Tim Whelan) Bill McCafferty, Revenues and Benefits Manager Tel: (01323) 415171 bill.mccafferty@lewes-eastbourne.gov.uk

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>Commercial Investment Strategy</p> <p>The Commercial Investment Strategy will set out the Councils approach to asset, development and business opportunities which the Council may pursue. It will also outline their priority areas for consideration of investment and the associated targets which need to be achieved.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	BPF	Cabinet Full Council	28 Oct 2019 25 Nov 2019	Open	To be confirmed	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Director of Regeneration and Planning (Ian Fitzpatrick) Jessica Haines, Head of Commercial Business Tel: 07814921262 jessica.haines@lewes-eastbourne.gov.uk

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>Public consultation on reducing waste and improving recycling rates</p> <p>The Resources and Waste Strategy 2018 set out the UK Government's ambitions for higher recycling rates, increased resource efficiency and a more circular economy. The target recycling rate for household waste is 50% by 2020, increasing to 65% of waste recycled by 2035 at a time when rates have plateaued. This report makes recommendations to consult on how we might adapt the service to meet these challenging national targets (Lead Cabinet member: Councillor Julie Carr)</p>	All Wards	Key	Cabinet	28 Oct 2019	Open	12 week public consultation recommended in report	Report	<p>Director of Service Delivery (Tim Whelan)</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>Community Infrastructure Levy Recommendations for Spending</p> <p>The Lewes District Community Infrastructure Levy (CIL) Charging Schedule came into force on 1 December 2015 and CIL money has been collected ever since. Infrastructure providers will be invited to bid for CIL funding for 6 weeks from the beginning June. The report will present the recommendations of the CIL Management and Executive Boards following the assessment of infrastructure project bids by Members and officers.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Key	Cabinet	28 Oct 2019	Open	Infrastructure Providers will be invited to submit bids over a 6 week window. The bids will be assessed by the CIL Management Board and Executive Board formed of officers and councillors. Both of these Board meetings will occur in the week commencing 9th September.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Estelle Maisonnial, Senior Planning Policy Officer (Infrastructure) estelle.maisonnial@lewes-eastbourne.gov.uk , Tondra Thom, Planning Policy Lead Tel: 01323 415677 tondra.thom@lewes-eastbourne.gov.uk , Emma Kemp, Planning Policy Officer Tel: 01273 085756 emma-kemp@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>Statement of Community Involvement</p> <p>The Statement of Community Involvement (SCI) sets out the Council's approach to consulting the local community and other stakeholders on planning matters. The production of a SCI is a requirement of the Planning & Compulsory Purchase Act 2004, and should explain how the Council will engage local communities and other interested parties in producing their Local Plan and determining planning applications. It is a legal requirement that any consultation on Local Plans is undertaken in</p>	All Wards	BPF	Cabinet Full Council	28 Oct 2019 25 Nov 2019	Open	An informal pre-consultation has taken place from 21 August till 1 October 2018. A questionnaire was sent to 19 Town and Parish Councils in the District outside the National Park and to 3 organisations recommended by the Equality and Fairness Officer. It was stated that any other comments on experiences with past consultations were welcomed.	Draft Statement of Community Involvement	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Gerda Zijm, Planning Policy Officer Tel: 01273 085870 Gerda.zijm@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>accordance with the adopted SCI.</p> <p>The Council's existing SCI was adopted in July 2011. Since then many changes in legislation have taken place: the Localism Act was introduced in 2011, the National Planning Policy Framework was introduced in 2012 and in the same year the Town and Country Planning regulations were revised. Additionally the Neighbourhood Planning Act was introduced in 2017.</p> <p>Before the new SCI can be adopted, it should be published for consultation with the local community and other stakeholders. It is</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>proposed that public consultation on the draft SCI should take place for a 6 week period (+ 2 weeks for the holiday period) between 10 December 2018 and 4 February 2019, in line with the principles set out in the existing SCI.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</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>Newhaven Neighbourhood Plan</p> <p>The 'making' of the Newhaven Neighbourhood Plan as part of the statutory development plan for Lewes District.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	BPF	Cabinet Full Council	28 Oct 2019 25 Nov 2019	Open	Statutory consultation stages on the draft neighbourhood plan (Regulation 14 Consultation March-July 2017) and the submission version prior to Examination (Regulation 16 Consultation Feb/March 2019). A referendum will be held on 10th October 2019 and the public will be notified in accordance with the relevant statutory requirements.	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Julia Edwards, Neighbourhood Planning Officer Tel: 01323 415773 Julia.Edwards@lewes-eastbourne.gov.uk

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>East Sussex College Group - Partnership Working</p> <p>To provide an update on the informal joint working between the council and East Sussex College Group to date and to propose a formal partnership to support the mutual delivery of strategic objectives</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Key	Cabinet	28 Oct 2019	Open	Not applicable	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Lee Banner, Joint Transition Programme Manager Tel: 01323 415763 lee.banner@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>North Street Quarter - update on procurement of a developer and associated decisions on next stages</p> <p>The report will provide an update on the marketing of the scheme and progress towards delivery.</p> <p>(Lead Cabinet member: Councillor James MacCleary)</p>	Lewes Bridge; Lewes Castle; Lewes Priory	Key	Cabinet	28 Oct 2019	Fully exempt Exempt Reason Paragraph 3	Public consultation has taken place during the planning application stages of the North Street Quarter scheme, and at subsequent points during its detailed development. Public workshops have taken place on proposed improvements to Pells and Mallings Recreation Areas.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Beverley Lucas, Regeneration Specialist – North Street Quarter Tel: 01273 085523 beverley.lucas@lewes.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>Portfolio progress and performance report quarter 2 - 2019-2020</p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 2 2019/20 period</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Non-Key	Cabinet	2 Dec 2019	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@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>Finance update - performance quarter 2 - 2019-2020</p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 2 2019/2020 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	2 Dec 2019	Open	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Gordon Mennie, Interim Finance Manager Tel: 07721 862660 Gordon.Mennie@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>Draft budget proposals 2020/21</p> <p>Preparation of the 2020/21 council budget.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	2 Dec 2019	Open	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Gordon Mennie, Interim Finance Manager Tel: 07721 862660 Gordon.Mennie@lewes-eastbourne.gov.uk</p>
<p>Council tax and business rate base 2020/21</p> <p>The Council is required to set its council tax base and the expected business rate income for the forthcoming year. These calculations are used as the basis for the amount of income the Council will precept from the collection fund.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	2 Dec 2019	Open	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Gordon Mennie, Interim Finance Manager Tel: 07721 862660 Gordon.Mennie@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>Fees and charges</p> <p>To propose a revised schedule of fees and charges to apply from 1 April 2020.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	2 Dec 2019	Part exempt Exempt Reason Paragraph 3	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Gordon Mennie, Interim Finance Manager Tel: 07721 862660 Gordon.Mennie@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>Social Value Policy</p> <p>For Cabinet to adopt a Social Value Policy which enables the practical and effective commissioning for social value (to improve the economic, social and environmental well-being of the area) in every aspect of the councils procurement activities.</p> <p>(Lead Cabinet member: Councillor James MacCleary)</p>	All Wards	Key	Cabinet	2 Dec 2019	Open	None	Report	<p>Assistant Director of Legal and Democratic Services (Catherine Knight)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@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 Council Offices at Southover House, Southover Road, Lewes between 9.00am and 5.00pm on Monday to Friday; Saxon House, Meeching Road, Newhaven between 10.00am and 2.00pm on Monday to Friday; the Tourist Information Centre at 37 Church Street, Seaford between 9.00am and 4.45pm on Monday to Friday and the Information Office, Meridian Centre, Peacehaven between 9.00am and 4.00pm on Monday to Friday and 9.00am to 12.00noon on Saturday, 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

Report to:	Scrutiny
Date:	12 September 2019
Title:	Scrutiny Annual Work Programme 2019/2020
Report of:	Catherine Knight, Assistant Director of Legal and Democratic Services
Ward(s):	All
Purpose of report:	For the Scrutiny Committee to agree its Annual Work Programme for 2019/20 prior to it going to Cabinet on 28 October 2019 and to Full Council on 25 November 2018.
Decision type:	Non-key
Officer recommendation:	That the Scrutiny Committee agree its work programme as set out at Appendix 1.
Reasons for recommendation:	To meet the requirement of the Council's Constitution with regard to the preparation, execution and adjustment of the work programme.
Contact Officer:	Name: Nick Peeters Post title: Committee Officer E-mail: nick.peeters@lewes-eastbourne.gov.uk Telephone number: 01273 415272

1 Information

- 1.1 Scrutiny is a process for councillors to review decisions and policies of the Council and Cabinet, and to consider whether they are right for the District. Scrutiny gives councillors the opportunity to explore issues in depth and undertake reviews on specific topics where appropriate as well as examine the Council's performance.
- 1.2 It is usual for Committees to agree their work programme at the first meeting of a new Council year. For the Scrutiny Committee, the work programme may require more flexibility than some other committees, to allow for the scrutiny of emerging issues during the year. However, there are a number of on-going issues that form the normal part of the Committee's business, such as monitoring of the Council's performance and the Council's budget.
- 1.3 These standard items, together with some further items which officers are suggesting be considered, are included in a draft work programme set out at Appendix 1.
- 1.4 Any new topics which are suggested and agreed by the Committee would then be brought forward, initially in the form of a scoping

report, to a future meeting for further consideration.

- 1.5 Scrutiny Procedure Rule 7(a) requires the Work Programme to be reviewed on an annual basis in liaison between the Scrutiny Committee, the Cabinet and the Corporate Management Team before being submitted to Council for approval.

2 Financial appraisal

- 2.1 There are no direct financial implications as a result of this report. The Scrutiny Committee has a limited budget for use when undertaking scrutiny reviews if required.

3 Legal implications

- 3.1 There are no legal implications arising from this report.

4 Risk management implications

- 4.1 There is no requirement for an analysis of risk.

5 Equality analysis

- 5.1 An equalities impact assessment is not considered necessary for this routine report. Individual projects and service areas are subject to separate equality analysis as part of the Council's wider equality programme.

6 Appendices

- Appendix 1 – Scrutiny Committee Work Programme 2019/2020

7 Background papers

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

- None



Scrutiny Annual Work Programme 2019/2020

Subject	Lead officer	Date of meeting
Quarter 4 Performance report 2018/19	Millie McDevitt (Performance & Programme Lead), millie.mcdevitt@lewes-eastbourne.gov.uk	27 June 2019
Update on Petition regarding night time noise on the East Quay at Newhaven Harbour	Ed Hele (Functional Lead, Quality Environment), ed.hele@lewes-eastbourne.gov.uk	
Scrutiny Committee Work Programme	Sarah Lawrence (Senior Committee Officer), sarah.lawrence@lewes-eastbourne.gov.uk	
Forward Plan of Decisions	Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbourne.gov.uk	

Subject	Lead officer	Date of meeting
Quarter 1 Performance report 2019/20	Millie McDevitt (Performance & Programme Lead), millie.mcdevitt@lewes-eastbourne.gov.uk	12 September 2019
Update on the Seaford Health Hub Task and Finish Group	Jessica Haines (Head of Commercial Business), Jessica.Haines@lewes-eastbourne.gov.uk	
Chair of the Council's Annual Business Report	Caroline Hanlon (Civic & Member Services Officer), caroline.hanlon@lewes-eastbourne.gov.uk	
Forward Plan of Decisions	Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbourne.gov.uk	
Annual Scrutiny Committee Work Programme	Nick Peeters (Committee Officer), nick.peeters@lewes-eastbourne.gov.uk	

Subject	Lead Officer	Date of meeting
Quarter 2 Performance report 2019/20	Millie McDevitt (Performance & Programme Lead), millie.mcdevitt@lewes-eastbourne.gov.uk	28 November 2019
Corporate Plan 2020-2024	Millie McDevitt (Performance & Programme Lead), millie.mcdevitt@lewes-eastbourne.gov.uk	
Forward Plan of Decisions	Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbourne.gov.uk	



Scrutiny Annual Work Programme 2019/2020

Scrutiny Committee Work Programme	Nick Peeters (Committee Officer), nick.peeters@lewes-eastbourne.gov.uk	
-----------------------------------	---------------------------------------------------------------------------	--

Subject	Lead Officer	Date of meeting
Annual Lewes District Community Safety Partnership Report	Oliver Jones (Strategy & Partnerships Lead), oliver.jones@lewes-eastbourne.gov.uk	6 February 2019
Quarter 3 Performance report 2019/20	Millie McDevitt (Performance & Programme Lead), millie.mcdevitt@lewes-eastbourne.gov.uk	
Council Budget proposals 2019/20	Homira Javadi (Chief Finance Officer), Homira.Javadi@lewes-eastbourne.gov.uk	
Forward Plan of Decisions	Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbpoirne.gov.uk	
Scrutiny Committee Work Programme	Nick Peeters (Committee Officer), nick.peeters@lewes-eastbourne.gov.uk	

Subject	Lead Officer	Date of meeting
Forward Plan of Decisions	Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbpoirne.gov.uk	
Scrutiny Committee Work Programme	Nick Peeters (Committee Officer), nick.peeters@lewes-eastbourne.gov.uk	

Other items for consideration

- Sustainable Transport and link to the Local Economy
- Planning Policy and Alternative Energy Supplies for New Housing
- Recycling in the District
- Anti-Social Behaviour in the District
- Tourism in the District
- Customer Contact