

Full Council

17 September 2020

Quorum: 11

Published: Wednesday, 9 September 2020



To the Members of the Council

You are summoned to attend the meeting of the Council to be held as a Remote Meeting via Microsoft Teams on 17 September 2020 at 6.00 pm to transact the following business.

PLEASE NOTE: This will be a ‘virtual meeting’, held on Microsoft Teams remotely in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations.

Members of the press and public can view the meeting by clicking on the link provided on the agenda page on the Council’s website or calling the number provided.

Instructions on how to join the meeting have been circulated separately for members of the Council and Officers participating.

Agenda

- 1 Welcome and Introductions**
- 2 Apologies for absence**
- 3 Declarations of interest**

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

4 Minutes of the meeting held on 20 July 2020 (Pages 5 - 10)

To confirm and sign the minutes of the meeting of the Council dated 20 July 2020.

5 Announcements (Pages 11 - 12)

To receive any announcements from the Chair of the Council, Leader of the Council, Members of the Cabinet or the Chief Executive. A list of the Chair of the Council's engagements since the previous meeting is enclosed.

6 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.

7 Vacant Seats on Council

Members are requested to note that as a consequence of the death of Councillor White and the resignation of Councillor Phil Boorman, there are now two vacant seats on Lewes District Council.

These seats cannot be filled at this time. Coronavirus legislation has postponed all elections to May 2021.

8 Questions from members of the public

To deal with questions which members of the public may wish to put to members of the Cabinet in accordance with Council Procedure Rule 11 (if any).

9 Petitions

To receive petitions in accordance with Council Procedure Rule 13 (if any).

10 Urgent decisions taken by the Cabinet or Cabinet members

In accordance with Policy and Performance Advisory Committee Procedure Rule 17, to receive details of any urgent decisions taken by the Cabinet or Cabinet members since the previous meeting.

11 Notice of motion - Hidden Disabilities (Pages 13 - 14)

To consider a notice of motion which has been received from Councillor Macleod.

12 Proposal for a Joint Staff Advisory Committee and Joint Appointments and Appeals Committee (Pages 15 - 22)

Report of the Assistant Director – Legal and Democratic Services and Assistant Director - HR and Transformation. Referred from the Employment Committee.

13 Written questions from Councillors

To deal with written questions which Councillors may wish to put to the Chair of the Council, the Leader of the Council, a Cabinet Member, a Chair of any Committee or Sub-Committee or Councillor appointed to an outside body in accordance with Council Procedure Rule 12 (if any).

None have been received to date. Any received by the deadline of 11 September will be sent to Councillors in an agenda supplement.

14 Questions to the Leader of the Council

To deal with questions (if any) which Councillors may wish to put to the Leader of the Council. It will be at the Leader's discretion to re-direct questions to relevant Members of the Cabinet. This item is limited to a maximum of 5 questions, with no more than 1 question being asked per Councillor.

A Councillor wishing to raise a question must notify the Chair of the Council by email of the text of the question prior to the commencement of the meeting (by **4.45 pm** for a remote meeting).

15 Ward issues

To deal with ward issues which Councillors wish to raise (if any).

None have been received to date. Any received by the deadline of 11 September will be sent to Councillors in an agenda supplement.

16 Reporting back on meetings of outside bodies (Pages 23 - 26)

To receive any reports from the Council's representatives who serve on outside bodies in respect of meetings they have attended.

17 Date of Next Meeting

The next meeting of Full Council is scheduled to take place on 23 November 2020.



Robert Cottrill
Chief Executive

Information for the public

Accessibility: 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.

Public participation: Up to 30 minutes will be allowed at ordinary meetings of the Council during which members of the public may ask questions of Cabinet members. Questions must be received by midday 3 working days before the day of the meeting and include the name and address of the questioner and the organisation they represent (if applicable), email and/or telephone number, and the name of the Cabinet member to whom it is to be put. No more than 3 questions are allowed but person or per organisation. Please contact: Democratic Services (see end of agenda) for further information. At remote meetings, any questions will be read out at the meeting by the Chair or an Officer.

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).

Democratic Services

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

Email: committees@lewes-eastbourne.gov.uk

Telephone: 01323 410000

Council website: <https://www.lewes-eastbourne.gov.uk/>

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Full Council

Minutes of meeting held in Microsoft Teams on 20 July 2020 at 6.00 pm

Present:

Councillor Stephen Gauntlett (Chair)

Councillors Adrian Ross (Vice-Chair), Sam Adeniji, Graham Amy, Robert Banks, Nancy Bikson, Matthew Bird, Liz Boorman, Phil Boorman, Christine Brett, Roy Burman, Julie Carr, Roy Clay, Chris Collier, Phil Davis, Sharon Davy, Johnny Denis, Lynda Duhigg, Tom Jones, Isabelle Linington, Ron Maskell, Emily O'Brien, Laurence O'Connor, Ruth O'Keeffe, Julian Peterson, Christoph von Kurthy, Jim Lord, Sylvia Lord, James MacCleary, Sean MacLeod, Imogen Makepeace, Milly Manley, William Meyer, Joe Miller, Zoe Nicholson, Nicola Papanicolaou, Keira Rigden, Christine Robinson, Geoff Rutland, Steve Saunders and Ian White

Officers in attendance:

Robert Cottrill (Chief Executive), Oliver Dixon (Senior Lawyer and Data Protection Officer), Simon Russell (Committee and Civic Services Manager) and Sarah Lawrence (Senior Committee Officer)

1 Welcome and Introductions and Moment of Silence

The Chairman advised that this meeting was being held remotely in accordance with published government regulations and invited all Councillors to introduce themselves for those watching or listening.

At the invitation of the Chair, members then held a short period of silence to remember those who had lost loved ones during the coronavirus pandemic.

2 Apologies for absence

There were no apologies for absence.

3 Declarations of interest

There were no declarations of interest made in relation to the items on the agenda.

4 Election of the Chair of the Council

The Chair advised that two nominations had been received for Chair of the Council by the deadline:

Councillor Adrian Ross proposed by Councillor Gauntlett and seconded by Councillor Christine Robinson.

Councillor Ian White proposed by Councillor Jim Lord and seconded by Councillor Phil Boorman.

Councillor Gauntlett thanked all those who had supported him during his three years as the Chair of the Council and spoke in support of the nomination of Councillor Ross. Councillor Jim Lord then spoke in support of the nomination of Councillor White.

The nominations were then put to the vote, with 21 votes for Councillor Ross and 19 votes for Councillor White, with one abstention.

RESOLVED – That Councillor Ross be elected as Chair of the Council for the municipal year 2020/21.

Councillor Ross then read out his acceptance of office and took the chair.

Councillor Ross paid tribute to the outgoing Chair of the Council, Councillor Gauntlett, and thanked him for his exemplary service over the last three years, and for his personal support and encouragement during the last year. Gifts of thanks from the Council would be sent to both Councillor Gauntlett and his consort.

The newly elected Chair advised that his theme of office would be 'A green recovery, environmental action and fair society'. He invited Councillors to advise him, after the meeting, of any charities, organisations or individuals in the area who were working towards these goals and to who he might be able to provide support as part of his new role.

5 Appointment of the Vice-Chair of the Council

The Chair advised that two nominations had been received for Vice-Chair of the Council by the deadline:

Councillor Christine Brett proposed by Councillor Manley and seconded by Councillor O'Keeffe.

Councillor Sam Adeniji proposed by Councillor Liz Boorman and seconded by Councillor Peterson.

Councillor Manley spoke in support of the nomination of Councillor Brett and Councillor Liz Boorman spoke in support of the nomination of Councillor Adeniji.

The nominations were then put to the vote, and there were 21 votes for Councillor Brett and 19 votes for Councillor Adeniji, with one abstention.

RESOLVED – That Councillor Brett be appointed as Vice-Chair of the Council for the municipal year 2020/21.

Councillor Brett then read out her acceptance of office.

(Note – during the discussion of this item there was a five minute adjournment at 18.40 due to need to address a connectivity issue on the remote meeting).

6 Minutes of the meeting held on 24 February 2020

RESOLVED – To approve the minutes of the meeting on 24 February 2020 subject to a correction to Minute 55, to include the missing name of Councillor von Kurthy in the list of voters on page 3 against the amendment 2 and in the list of voters on page 4 in favour of the substantive motion, so that it accorded with the 20 votes recorded. It was noted that this correction made no difference to the outcome of the vote.

7 Announcements

The Chair advised that a list of Councillor Gauntlett's engagements as Chair of the Council since the last meeting of the Council were set out in the agenda pack and these were noted.

There were no other announcements.

8 Urgent items

There were no urgent items.

9 Election of the Leader of the Council, in accordance with Council Procedure Rules

The election of Leader of the Council had been triggered by Councillor Nicholson notifying to the Chief Executive her resignation as Leader of the Council with effect from 4 pm on 20 July 2020. The Chair advised that there had been two nominations for the position of Leader.

Councillor MacCleary, proposed by Councillor Nicholson and seconded by Councillor Collier.

Councillor Linington, proposed by Councillor Miller and seconded by Councillor Burman.

Councillor Nicholson spoke to her nomination of Councillor MacCleary. She thanked Members and Officers for their assistance during the last year and advised that she looked forward to continuing to support the work of the co-operative alliance administration under the leadership of Councillor MacCleary.

Councillor Miller spoke to his nomination for Councillor Linington, highlighting her experience in the role of leader, and the qualities and experience she would bring to the role.

The nominations were then put to the vote, with 21 votes for Councillor MacCleary and 19 votes for Councillor Linington, with one abstention.

RESOLVED – That Councillor MacCleary be appointed as the Leader of the Council.

10 Political Balance and Appointments

The Leader of the Council, Councillor MacCleary, thanked members for his appointment and thanked Councillor Nicholson for her work over the last year and spoke of his plans for the coming year. He advised that he would continue to hold the ‘Regeneration and Prosperity’ portfolio. He confirmed that the following Councillors would be appointed as Cabinet Members, and would continue to hold their previous portfolios:

Cabinet Member	Portfolio
Councillor Z Nicholson	Deputy Leader Finance
Councillor M Bird	Sustainability
Councillor J Carr	Recycling, waste and open spaces
Councillor C Collier	People and Performance
Councillor J Denis	Communities and Customers
Councillor W Meyer	Housing
Councillor E O’Brien	Planning and Infrastructure
Councillor R O’Keeffe	Tourism and Devolution

The Chair of the Council drew the Councillors’ attention to the list of nominations for members and chairs of committees and other council bodies set out in Appendices 1 and 2 of the report of the Assistant Director – Legal and Democratic Services.

The recommendations were proposed by Councillor Nicholson and seconded by Councillor Linington and were put to the Council and agreed.

RESOLVED –

- 1) To approve the appointments of members to Committees and Other Bodies and as Chairs and Vice-Chairs as set out in Appendix 1 to the report;
- 2) To approve the appointment of members to serve on outside bodies and joint bodies, as set out in Appendix 2 to the report.
- 3) To appoint all members of the Council to the ‘approved list’ of members appointed as substitute members in accordance with Council’s Rules of Procedure, except where prohibited by those rules, such as for the Licensing Committee; and
- 4) To note the Leader of the Council’s appointments to Cabinet, the individual areas of responsibility advised at the meeting (and set out above).

11 Recommendations from Cabinet / Cabinet Members

(a) Adoption of the Revised Statement of Community Involvement

The Council received the report of the Director of Regeneration and

Planning, which was referred from Cabinet via a delegated decision of the Leader of the Council on 2 April 2020.

The recommendations were moved by Councillor O'Brien and seconded by Councillor Linington.

Councillor O'Brien drew attention to proposed changes to the statement of community involvement, including the temporary changes made to take into account of the impact of the coronavirus. She advised that if the restrictions continued long term it might be necessary to bring a further version back to members. In response to a question, she confirmed that determination of planning applications was taking place with all the normal resident consultations in place.

The recommendations set out in the report were put to the Council and agreed.

RESOLVED –

- 1) That the Statement of Community Involvement as set out in Appendix 1 be adopted by Full Council for that part of Lewes District outside of the South Downs National Park;
- 2) That the Adoption Statement and the Statement of Consultation be published;
- 3) That any minor or technical adjustments found necessary in the Revised Statement of Community Involvement be delegated to the Director of Regeneration and Planning to be made in consultation with the Cabinet Portfolio Holder;
- 4) That the previous Statement of Community Involvement (adopted by Lewes District Council on 20 July 2011) is revoked;
- 5) That the approach to temporarily updating the Statement of Community Involvement in view of the coronavirus (COVID-19) pandemic at paragraph 2.6 of the agenda report be noted and agreed; and
- 6) The Director of Regeneration and Planning be authorised to make the two factual amendments to the Statement of Community Involvement outlined in paragraph 3.2 and 3.3 of the agenda report prior to publication.

(b) Revised Local Development Scheme

The Council received the referral from the meeting of Cabinet held on 9 July 2020, recommending the approval of the Revised Local Development Scheme.

The recommendations were moved by Councillor O'Brien and seconded by Councillor Linington.

Councillor O'Brien advised that this document set out the timetable for development of planning policy including the new Local Plan. She highlighted that it might be necessary to bring another version back to

members in due to course to take account of the ongoing coronavirus situation and anticipated changes in the legislative framework. It was recognised that members had the opportunity to contribute to this work stream via the Local Plan Steering Group, and, in response to a question, Councillor O'Brien agreed to explore with Officers the request for an independent group representative to be added to the Group.

The recommendations set out in the report were put to the Council and agreed.

RESOLVED –

1. To approve the Revised Local Development Scheme for the part of Lewes District outside of the South Downs National Park with effect from 20 July 2020;
2. That the Revised Local Development Scheme be published; and
3. To revoke the previous Local Development Scheme (approved by Lewes District Council on 26 November 2018).

12 Calendar of Meetings - July 2020 to May 2021

The Chair invited the Council to ratify the calendar of meetings included in the agenda.

RESOLVED – To approve the Calendar of Meetings for July 2020 to May 2021.

13 Date of Next meeting

It was noted that the next meeting of Full Council was scheduled to take place on 17 September 2020.

The meeting ended at 7.21 pm

Councillor Adrian Ross (Chair of the Council)



Lewes District Council

Southover House
Southover Road
Lewes
East Sussex BN7 1AB

Civic & Member Services Officer: 01273 085030

CHAIR
Councillor ADRIAN ROSS

VICE-CHAIR
Councillor CHRISTINE BRETT

caroline.hanlon@lewes-eastbourne.gov.uk

CHAIR'S ENGAGEMENTS 20 July – 17 September 2020

Thursday 27 August	1pm	Chair and Leader: To visit Charleston (Firle) to find out about how the venue is responding to the Covid-19 crisis.
Tuesday 1 September	1pm	Chair: To attend the Lewes House Garden Project Garden Party and to give a brief thank you speech to all the gardening group members for the work they have done to renovate the garden.
Saturday 5 September	various	Chair and Consort: To attend various Artwave exhibitions, including 'Familiar Faces Around Newhaven', the Seaford Art Club Exhibition, Textile and Art Collection at Kingston Farmyard, Lewes House exhibitions (Nigel French, John Worth and Sunny Side Up!), Eileen Graham (House of Friendship), and Susie Monnington (Lewes Dairy studio).
Tuesday 8 September	9am	Chair: To attend the Heritage Open Days High Street and Local Architecture guided walks with Judith Davies and Audrey Jarvis (various locations in Lewes town).

Tuesday 8 September	11am	Chair: To attend a Microsoft Teams meeting with the Lord Lieutenant of East Sussex (in lieu of the 'tea and cake' virtual meeting for newly elected Chairs and Mayors on 3 July).
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Motion from Councillor MacLeod - Hidden Disabilities

Preamble:

We ask that this Council formally recognises the Hidden Disability Sunflower scheme. Before covid-19 the sunflower lanyards, badges and wristbands could be seen on some train services and national airports as a way of recognising that an individual has a hidden disability, who may find particular situations/environments difficult and stressful, causing them to act differently.

Since Covid-19, in some areas the sunflower has become a recognised symbol of support for those with hidden disabilities, yet in the Lewes District only Sainsbury's and Morrison's have officially recognised it and have actively promoted it. Covid-19 has created a wide range of barriers for those with hidden disabilities and as we come out of national lockdown, they are faced with having to wear face coverings in almost all settings, from public transport to shopping in our local stores and this could be extended further in the months ahead. For those with hidden disabilities this can create several complex issues, they may face stigma when they are not seen to be wearing a face covering despite being exempt due to current government guidance.

What is a hidden disability?

A hidden disability is a disability that may not be immediately obvious, Hidden disabilities do not have physical signs and include learning difficulties, autism, mental health as well as mobility, speech, visual or hearing impairments. They can also include asthma, COPD, and other lung conditions as well as chronic illnesses such as renal failure, diabetes, and sleep disorders when those diseases significantly impact day-to-day life.

Living with these conditions can make daily life more demanding for many people. They affect each person in different ways and can be painful, exhausting, and isolating. Without visible evidence of the hidden disability, it is frequently difficult for others to acknowledge the challenges faced and as a consequence, sympathy and understanding can often be in short supply.

Summary

We live in a strange new world and for a number of years to come our way of life will be different to what it was 6 months ago. We feel by recognising this symbol and promoting what it means we can make life easier for those who otherwise might face stigma in the years ahead.

Proposed Motion:

We call on the Council:

- To officially recognise the Hidden Disabilities sunflower;
- To actively promote what it stands for and its importance in breaking stigma;
- To help promote Hidden Disabilities sunflower to local businesses and encourage them to formally look at recognising it.

- To promote that the Council offices are Hidden Disability friendly and promote the sunflower on its buildings so people can identify the Council as Hidden Disability friendly.



[Hidden Disabilities Sunflower Website - https://hiddendisabilitiesstore.com](https://hiddendisabilitiesstore.com)

Body:	Full Council
Date:	17 September 2020
Subject:	Proposal for a Joint Staff Advisory Committee and Joint Appointments and Appeals Committee
Report of:	Assistant Director - HR and Transformation and Assistant Director – Legal and Democratic Services
Purpose:	To recommend to Full Council the implementation of a new combined Joint Staff Advisory Committee and Joint Appointment and Appeals Committee.
Recommendations:	<ol style="list-style-type: none">1) To approve the Terms of Reference for a new Joint Staff Advisory Committee to replace the Employment Committee as set out in Appendix 1, to come into effect when also approved by Eastbourne Borough Council Full Council.2) To approve the Terms of Reference for a Joint Appointments and Appeals Committee as set out in Appendix 2, to come into effect when also approved by Eastbourne Borough Council Full Council.3) To delegate to the Assistant Director - HR and Transformation and Assistant Director – Legal and Democratic Services authority to make the necessary consequential changes to the Constitution, Scheme of Delegation and HR Policies as set out in Appendix 3, and to delegate specific functions to the Assistant Director – HR and Transformation in accordance with paragraphs 1.1 to 1.3 of Appendix 3.4) That appointments be made to the Committee as set out in paragraphs 2.4 and 2.5.
Contact:	Becky Cooke, Assistant Director for HR and Transformation Telephone 01323 415106. E-mail address: becky.cooke@lewes-eastbourne.gov.uk Catherine Knight, Assistant Director for Legal and Democratic Services, Telephone 01273 085864 Email address: catherine.knight@lewes-eastbourne.gov.uk

1. Introduction

- 1.1 Lewes District and Eastbourne Borough Councils have jointly committed to bringing policies and procedures together, as part of the Joint Transformation Programme. This is necessary now that there is a single shared workforce operating across both Councils.

- 1.2 It is proposed that the Eastbourne Borough Council Joint Staff Committee and Lewes District Council Employment Committee be replaced with a single combined body with representatives from both Councils, unison and staff representation. This will enable consultation and advice on staff matters to be more efficient and enable a clearer accountability between officers and staff representatives, and a clearer decision-making path for all future proposals. In addition, it is proposed that a new Joint Appointments and Appeals Committee be put in place to put into effect appropriate procedures for member involvement in appointments and appeals, as and when required.
- 1.3 Lewes District Council's Employment Committee agreed the Terms of Reference for both the Joint Staff Advisory Committee and the Joint Appointments and Appeals Committee at its meeting on 7 October 2019, whilst recognising that these Terms of Reference would also need to be approved by Eastbourne's Joint Staff Committee and then ratified by the Full Councils of each local authority. In agreeing the Terms of Reference LDC's Employment Committee incorporated suggested revisions from unison representatives at the meeting. The proposals, including these revisions, were then endorsed by the Eastbourne Joint Staff Committee on 12 February 2020. The proposals require formal approval by each Full Council and can come into effect when both Councils have given this approval.

2. Detail

- 2.1 Full Council is asked to approve the terms of reference for each Committee as set out at Appendix 1 and 2, as recommended by Lewes District Council's Employment Committee and Eastbourne Borough Council's Joint Staff Committee.
- 2.2 Full Council is asked to authorise the Assistant Director - HR and Transformation and Assistant Director – Legal and Democratic Services to make the necessary consequential changes to the Constitution, Scheme of Delegation and HR Policies which are required as a result of combining the roles of the Lewes District Council Employment Committee and Eastbourne Joint Staff Committee into one body. These are set out in Appendix 3. It is necessary to delegate specific HR functions to the Assistant Director - HR and Transformation, as set out in Appendix 3.
- 2.3 Provisional dates for the new Committee have been included in the Calendar of Meetings approved by each Council. It is anticipated that if both Full Councils approve the changes set out in the report at their next meetings, the first meeting of the new Committee will be held in December 2020.
- 2.4 Nominations to the Joint Staff Advisory Committee have been sought from Group Leaders in accordance with the Terms of Reference and are as follows:
- Relevant Cabinet member – Councillor Collier
Opposition Member – Councillor Linington
Additional Member representative – Councillor MacCleary
- 2.5 As the Joint Appointment and Appeals Committee is an ad hoc meeting, called as and required at short notice, it is recommended that this is set up by the Assistant

Director – HR and Transformation in accordance with its Terms of Reference set out in Appendix 2.

3. Financial Implications

- 3.1 The implementation of the recommendations should have a positive financial impact, due to the reduction in duplication of reports and meetings.

4. Resource Implications

- 4.1 There will be marginal financial savings from combining the working of two current Committees relating to officer time, printing costs and other sundry expenditure. These savings cannot easily be quantified but would not significantly reduce costs or workloads in the affected departments.

5. Legal Implications

- 5.1 Legal Implications have been taken into account in the report.

6. Appendices

Appendix 1 – Proposed terms of reference for a Joint Staff Advisory Committee.

Appendix 2 – Proposed terms of reference for a Joint Appointments and Appeals Committee.

Appendix 3 – Consequent changes to the Constitution, Scheme of Delegation and HR Policies to be made under delegated authority.

7. Background Papers

Relevant Minute of the LDC Employment Committee on 7 October 2019

Relevant Minutes of the EBC Joint Staff Committee on 26 September 2019 and 12 February 2020

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Joint Staff Advisory Committee – Proposed Terms of Reference

1. Membership

- 1.1 Councillors
 - 3 Members from Eastbourne Borough Council – including at least 1 Cabinet Member and 1 opposition member.
 - 3 Members from Lewes District Council – including at least 1 Cabinet Member and 1 opposition member.
- 1.2 Staff Representatives
 - 2 representatives from the recognised union.
 - 2 staff group representatives.
- 1.3 Substitutes
 - Named substitutes can be appointed for Councillors and for staff representatives.

2. Quorum

- 2.1 At least 3 members of the Committee including 1 Councillor from each authority and 1 staff representative.

3. Chairing

- 3.1 The Chair will be appointed at the first meeting of each municipal year.
- 3.2 It will be normal practice for the chairmanship of the Committee to rotate between authorities and a staff representative (*eg year 1 - Lewes Councillor, year 2 - Eastbourne Councillor, year 3 - staff representative*).
- 3.3 A deputy chair will be appointed at the first meeting of each municipal year from any constituent group.

4. Frequency

- 4.1 The Committee will normally meet 4 times a year and will usually alternate locations between Eastbourne and Lewes.
- 4.2 Additional meetings can be called if required for any matter that needs to be considered urgently.

5. Status

- 5.1 The Committee will meet in public and will be an advisory committee (non-statutory).
- 5.2 It will make recommendations to each Full Council, Cabinet and Chief Officers as appropriate in relation to the matters set out in section 6 below.

6. Purpose of Committee

- 6.1 To act as an internal advisory committee which serves as a conduit between members and staff on employment related matters, and to make recommendations on such matters.
- 6.2 To consider and comment upon any policies relating to the application of new relevant legislation and equality issues.

- 6.3 To consider matters of health, safety and welfare of employees which are referred to the Committee for comment (which are not included in the terms of reference of the Joint Safety Committee).
- 6.4 Discussion of matters relating to individuals shall not be within the Committee's jurisdiction except as set out in 6.5 below.
- 6.5 For all appeals against staff dismissal and grievance, the Assistant Director – HR and Transformation shall invite 2 Councillor Members of this Committee to be a part of the relevant appeals panel.

Joint Appointments and Appeals Committee – Proposed Terms of Reference

1. Membership

1.1 Councillors

3 Members from Eastbourne Borough Council including at least 1 Cabinet Member and 1 opposition member (politically balanced as far as possible).

3 Members from Lewes District Council including at least 1 Cabinet Member and 1 opposition member (politically balanced as far as possible).

Members shall be selected as and when the need for a Committee arises and where possible shall include the portfolio-holding Cabinet Member from each Council most relevant to the position which is the subject of the recruitment.

2. Quorum

2.1 The quorum shall be 3 members, with at least one from each Council.

3. Chairing

3.1 The chair will be elected at each individual meeting of the Committee.

4. Frequency

4.1 The Committee will be convened on an ad hoc basis as and when required.

5. Purpose of Committee

5.1 To recommend to Full Council the appointment of the Head of Paid Service, and the designation of the Monitoring Officer and Chief Finance Officer (Section 151 Officer).

5.2 To make appointments to the post of statutory and non-statutory Chief Officers (with the exception of the appointment of the Head of Paid Service) and to determine the terms on which Chief Officers are appointed.

5.3 To deal with appeals against dismissal, grading and grievances by statutory and non-statutory Chief Officers.

Consequent changes to the Constitution, Scheme of Delegation and HR Policies

1. Scheme of Delegation

- 1.1 That the functions below be delegated to the Head of Paid Service in consultation with the Assistant Director- HR and Transformation in the Scheme of Delegation:
- a. matters related to local government pensions;
 - b. appeals against dismissal, grading and grievances by employees of the Council with the exception of those employees whose appointments are reserved to the Appointments and Appeals Committee, and subject to paragraph 6.5 of the terms of reference of the Joint Staff Advisory Committee;
 - c. the power to appoint staff and to determine their terms and conditions of office (except those that fall within the remit of the Appointments Committee including the Head of Paid Service, Directors, Chief Finance Officer (Section 151 Officer), Monitoring Officer and Chief Officers. (statutory and non-statutory)
 - d. Restructuring and creation of new posts.
- 1.2 That the functions below be delegated to the Assistant Director - HR and Transformation in the Scheme of Delegation:
- a. Human Resources standards.
 - b. Human Resources policies and practices.
 - c. To convene a joint Appointments and Appeals Committee in accordance with its Terms of Reference as and when required.
 - d. To appoint a Panel in accordance with Section 102 (4) of the Local Government Act 1972, as amended, for the purposes of advising the authority on matters relating to the dismissal of the authority's Head of Paid Service, Chief Finance Officer (Section 151 Officer) or Monitoring Officer, as required by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, as amended. (As a matter of law the power to approve any proposed dismissal is reserved to Full Council).
- 1.3 Nothing in these delegations is to prevent the Assistant Director – HR and Transformation from consulting with the Joint Staff Advisory Committee on the above matters if considered appropriate.

2. HR Policies and Scheme of Delegation

There is a need to amend HR Policies or Procedures which refer to the Employment Committee, Joint Staff Committee or Appointments and Appeals Committees, to take in account the Terms of Reference set out in Appendices 1 and 2. It is recommended that these amendments and the consequential revisions which need to be made to the Council's Scheme of Delegation be delegated to the Assistant Director – HR and Transformation and Assistant Director – Legal and Democratic Services respectively.

Agenda Item 16

Updates for Outside Bodies – Reports from Councillors

The following updates have been received from Councillors in relation to meetings of outside bodies to which they have been appointed by Full Council.

1	Team East Sussex	Cllr James MacCleary	<p>Date of meeting: 30/07/2020</p> <p>Business discussed:</p> <ul style="list-style-type: none"> • East Sussex Economic Recovery Action Plan <p>Decisions made: Plan adopted, LDC to lead on procurement section</p>
2	Coast to Capital	Cllr James MacCleary	<p>Date of meeting: 08/09/2020</p> <p>Business discussed:</p> <ul style="list-style-type: none"> • C2C recovery strategy • Infrastructure investment <p>Decisions made: None. Meeting for information and discussion.</p>
3.	Impact Seaford	Cllr Christine Brett	<p>Date of meeting: 27/07/2020 (Extraordinary meeting to discuss issues arising from Covid 19).</p> <p>Business discussed:</p> <ul style="list-style-type: none"> • Tribute paid to late Councillor Ian White - our first chair. • Update given on Covid 19 Small Business Grants paid out. • Discussion of Emergency Active Travel fund via East Sussex County Council. • Social distancing signing had been funded for town centre. • Pubs, restaurants have begun to reopen – Environmental Health Officer and Police are doing random checks to ensure Covid track and tracing etc. • Neighbourhood First and Police etc working to develop beach overcrowding signs. Discussed local response to problems caused by volume of visitors. Insufficient funding to increase litter collection. • Seaford Town Council (STC) has all projects on hold except repairs to Splash Point and 3 new water points on the seafront. • SCP are setting up a friends' groups for each local green space with Martello Rotary, Gateway project still ongoing

			<ul style="list-style-type: none"> • COC are investigating a road closure for National Car day on 22 Sept to support traders. • Need to engage Youth in Impact Seaford. • Should address climate emergency. • Need to consider impact of home workers on local businesses and potential second spike in coronavirus. • Still concerns about Talland Parade despite enforcement action. <p>Decisions made:</p> <ul style="list-style-type: none"> • To check terms of reference and invite youth member probably Young Mayor. • Members to submit evidence for Economic Plan refresh by 17 Aug including photographs and stats if possible.
4.	Joint Action Group	Cllr Sean Macleod	<p>Date of meeting: 06/08/2020</p> <p>Business discussed:</p> <ul style="list-style-type: none"> • Serious concerns raised by an increase in suicide attempts from the Newhaven and Peacehaven cliff tops. Action: a) Cllr Macleod is working with Tim Whelan on sourcing Samaritan signs. Sussex Police has identified 5 particular locations of concern. Neighbourhood First also identifying areas. Once all locations are identified – the signs will go up. b) Cllr Boorman asked about sourcing Childline signs. Has been confirmed that Childline only has posters, which would not work at these locations due to high winds. Will look to source better signs. • Issues raised around anti-social behaviour throughout the District. Inspector Ripley gave an update and identified the draw of a local music scene to young people from outside Lewes. Some concern around camping at Tide Mills and along to Seaford. Inspector Ripley confirmed that Neighbourhood First and Sussex Police have patrolled the area and spoken to people in the tents. It was understood that many were from London rather than further afield. • Roads - concerns were raised around speeding on the promenade in Seaford.

			Discussions were ongoing on how to address this. Junction of A26/Avis Road also raised as a concern – talks were on-going with Highways England and the A1+ group. Since this meeting - Highways England has agreed to a safety review of the junction.
5	Seaford to Brighton Line Stakeholder Group	Cllr Emily O'Brien	<p>Date of meeting: 03/06/2020</p> <p>Business discussed:</p> <ul style="list-style-type: none"> • Online meeting, focussed on updates • Continuing successful community efforts to improve a range of district train stations, despite difficulties due to Covid 19. <p>Decisions made: n/a</p>

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