



## Lewes District Council

### To all Members of the Cabinet

A meeting of the **Cabinet** will be held in the **Ditchling Room, Southover House, Southover Road, Lewes** on **Monday, 05 January 2015** at **14:30** which you are requested to attend.

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

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

23/02/2015

Catherine Knight  
Assistant Director - Corporate Services

### Agenda

- 1 Minutes**  
To confirm and sign the Minutes of the Special Meeting of the Cabinet dated 8 December 2014 (copy previously circulated).
- 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 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
- 5 Public Question Time**

To deal with any questions received from members of the public in accordance with Council Procedure Rule 10 (if any).

**6 Written Questions from Councillors**

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

**7 Matters Referred to the Cabinet**

Matters referred to the Cabinet (whether by the Scrutiny Committee or by the Council) for reconsideration by the Cabinet in accordance with the provisions contained in the Scrutiny Procedure Rules or the Budget and Policy Framework Procedure Rules set out in Part 4 of the Council's Constitution.

None.

**8 Reporting Back on Meetings of Outside Bodies**

To receive feedback from the Council's representatives who serve on outside bodies in respect of meetings they have attended (if any). A councillor wishing to provide feedback must notify the Chair of the Council prior to the commencement of the meeting.

**9 Reports from Officers**

**- Key Decision**

**9.1 Finance Update**

*Cabinet Member: Councillor Smith*

To consider the Report of the Director of Finance (Report No 1/15 herewith – page 4).

**- Non-Key Decisions**

**9.2 Fees and Charges**

*Cabinet Member: Councillor Smith*

To consider the Report of the Director of Finance (Report No 2/15 herewith – page 15).

**9.3 Meetings Timetable 2015/2016**

*Cabinet Member: Councillor Blackman*

To consider the Report of the Assistant Director of Corporate Services (Report No 3/15 herewith – page 31).

**9.4 Officer Scheme of Delegation**

*Cabinet Member: Councillor Smith*

To consider the Report of the Director of Corporate Services (Report No 4/15 herewith - page 47).

**9.5 Ward Issues Raised by Councillors at Council**

*Cabinet Members: Councillors Franklin and Howson*

To consider the Report of the Assistant Director of Corporate Services (Report No 5/15 herewith - page 53).

**9.6 Portfolio Progress and Performance Report (April to November 2014)**

*Cabinet Member: Councillor Merry*

To consider the Report of the Director of Business Strategy and Development (Report No 6/15 herewith - page 58).

**Exclusion of the Public and Press**

To consider, under Section 100(A)(4) of the Local Government Act 1972 (as amended), excluding the public and press from the meeting during the discussion of Item 9.7 (Land for Development at Ringmer) on this Agenda, as there is likely to be a disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act (ie information relating to the financial or business affairs of any particular person (including the authority holding that information)). It is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**- Non-Key Decision**

**9.7 Land for Development at Ringmer**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

For further information about items appearing on this Agenda, please contact Mr Trevor Hayward at Southover House, Southover Road, Lewes, East Sussex BN7 1AB Telephone Lewes (01273) 471600

**Distribution:** Councillors: R Blackman; P L Franklin; P A Howson; A T Jones; R K Maskell; E C Merry and A X Smith.

**Agenda Item No:** 9.1 **Report No:** 1/15  
**Report Title:** Finance Update  
**Report To:** Cabinet **Date:** 5 January 2015  
**Cabinet Member:** Councillor Andy Smith  
**Ward(s) Affected:** All  
**Report By:** John Magness, Director of Finance  
**Contact Officer(s)-**  
**Name(s):** John Magness  
**Post Title(s):** Director  
**E-mail(s):** john.magness@lewes.gov.uk  
**Tel No(s):** 01273 484468

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**Purpose of Report:**

To provide an update on financial matters affecting the General Fund Revenue Account, the Housing Revenue Account and the approved Capital Programme.

**Officers Recommendation(s):**

**That Cabinet:**

- 1 Notes that Treasury Management activity since the last report to Cabinet has been consistent with the Council's approved Treasury and Investment Strategy.
  - 2 Approves the report for the calculation of the Council Tax Base for 2015/2016.
  - 3 Approves that, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the 2015/2016 Council Tax Base for the whole of the area shall be 34,979.8 and that the Council Tax Base for each of the Town and Parish areas of the District shall be as set out in the final column of Appendix 3 of this report.
  - 4 Notes the direct appointment of architects and consulting engineers on a proposed development scheme for a site within the Lewes Property Portfolio.
  - 5 Delegates authority to the Director of Service Delivery and Director of Finance in consultation with the Lead Member to appoint professional advisors (such as but not limited to: mechanical & electrical engineers, sustainability advisors, landscape architects and planning consultants) necessary to complete the project element of the Lewes Property Portfolio referred to in section 7.
  - 6 Notes the remainder of the report.
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## Reasons for Recommendations

- 1 A report on funding issues in relation to the Council's General Fund Revenue Account, Housing Revenue Account and Capital Programme is made to each meeting of the Cabinet to ensure that the Council's financial health is kept under continual review. It is essential to ensure that the Council has a sound financial base from which to respond to changing activity levels and demand for statutory services and to ensure that, when appropriate, its finances are adjusted in response to reducing income levels and inflationary pressures on expenditure.
- 2 The Council's Treasury Management function deals with very large value transactions on a daily basis. It is essential that the Council is satisfied that appropriate controls are in place and in accordance with the Code of Practice on Treasury Management in the Public Services prepared by CIPFA (the Chartered Institute of Public Finance and Accountancy) and adopted by the Council.
- 3 Cabinet is required to approve the Tax Base which will be used for the purposes of calculating the 2015/2016 Council Tax in respect of Town and Parish Councils and Special Expenses.

## Information

### 4 Treasury Management

- 4.1 Appendix 1 gives details of the Treasury Management activity between 1 November 2014 and 10 December 2014. All activity was consistent with the Council's approved Treasury and Investment Strategies for 2014/2015.
- 4.2 In accordance with the Council's approved Treasury Strategy Statement, the Audit and Standards Committee reviews all treasury activity that takes place in order to confirm that it has been undertaken in accordance with the approved Strategy. Should the Audit and Standards Committee have any observations they would be recorded in its minutes and referred to Cabinet.

### 5 Council Tax Base 2015/2016

- 5.1 The Council is required by law to set the Council Tax Base before 31 January each year. This will enable East Sussex County Council, Sussex Police and Crime Commissioner and East Sussex Fire and Rescue Service to apportion their precepts between the billing authorities in the county on the basis of their tax bases.
- 5.2 The Tax Base will be used in the calculation of:
  - Lewes District Council's council tax for 2015/2016
  - the amount of Special Expenses which will be charged to taxpayers in each area of the District in 2015/2016
  - the council tax of each Town and Parish Council in 2015/2016
- 5.3 Council has delegated to Cabinet the authority to approve the Council Tax Base. The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 set out the basis of calculating the Council Tax Base.

- 5.4** The Council Tax Base must be expressed in terms of equivalent “Band D” properties. The Government’s Valuation Office Agency assesses the relative value of every property within the district and places it in one of eight bands A to H. A conversion factor is then applied to each of the Bands A to H in order to obtain the equivalent number of “Band D” properties as set out below.

<u>Valuation (at 1 April 2001)</u>	<u>Band</u>	<u>Conversion Factor</u>
Less than £40,000	A	6/9 of Band D
Less than £52,000	B	7/9 of Band D
Less than £68,000	C	8/9 of Band D
Less than £88,000	D	9/9 of Band D
Less than £120,000	E	11/9 of Band D
Less than £160,000	F	13/9 of Band D
Less than £320,000	G	15/9 of Band D
Greater than £320,000	H	18/9 of Band D

- 5.5** Occupiers qualifying for disabled relief who are in properties above Band A, move down a band for Council Tax purposes. Occupiers qualifying for disabled relief in Band A properties receive relief equivalent to 1/9th of a Band D tax.
- 5.6** Deductions are made from the aggregate number of properties in each band in respect of exempt properties and single person discounts. As agreed by the Council, no discount is given for second homes and long-term empty properties attract a 50% premium. An adjustment is also made to reflect the potential impact of the Council Tax Reduction Scheme.
- 5.7** In setting the Tax Base, an assessment is made of the anticipated in-year collection rate of the Council Tax. For the two years since the introduction of the Council Tax Reduction Scheme in 2013/2014, the anticipated collection rate was set at 98.25% reflecting increased uncertainty in terms of collection. It is now considered to be appropriate to restore the anticipated collection rate to the level which was used prior to 2013/2014, 98.5%. Collection performance is closely monitored throughout the year.
- 5.8** Appendix 2 sets out details of the Tax Base for the whole District. The total number of dwellings in the District (line 2) on 30 November 2014 (the prescribed date of this calculation) was 44,065, an increase of 183 since the previous year. The most significant increases in the number of dwellings were in the local areas of Seaford (80), Peacehaven (27), and Lewes (23).
- 5.9** The Tax Base calculation includes an estimate for the number of new properties which will be subject to the council tax for the first time in 2015/2016 (line 34). A number of data sources including Planning department records have been used to project the number of dwellings which are likely to be constructed or converted in the year, but a cautious approach has been taken given the uncertainty which surrounds construction timescales.
- 5.10** The total Tax Base, net of the collection rate adjustment) increases by 309.1 from 34,670.7 to 34,979.8 Band D Equivalent dwellings. The increase exceeds the prudent projection used in the Council's Medium

Term Finance Strategy, which estimated an additional 200 Band D equivalent dwellings in 2015/2016.

- 5.11** Cabinet are recommended to approve the constituent parts of the total tax base relating to Towns and Parishes shown at Appendix 3. These will be used to calculate the Special Expenses council tax amounts for 2015/2016, as well as the council tax requirement of each Town and Parish Council to meet their own budget (precept) requirements. The Towns and Parishes have been advised of these individual tax bases (subject to confirmation by Cabinet) in order that they can assess the impact of their precept on the Council Tax in their area.

## **6 Business Rate Income**

- 6.1** The final estimate of business rate income for 2015/2016 is being prepared. This estimate will include a provision for appeals as well as the impact of the Government's schemes for Small Business Rates Relief, Retail Relief and its overall cap of 2% on the increase in the Business Rates Multiplier confirmed in the Autumn Statement 2014.
- 6.2** The income estimates will be notified to the Government in January 2015, setting the basis for transactions to and from the East Sussex Business Rates pool in 2015/2016. As agreed by Cabinet in January 2013, the Director of Finance has delegated authority to determine the final estimated net yield from Business Rate Income in consultation with the Leader of the Council.

## **7 Procurement of Professional Advice**

- 7.1** Negotiation of the final development agreement of the Lewes Property Portfolio (LPP) is making good progress. The LPP is an innovative regeneration scheme that will see Lewes District Council working together with private sector and Registered Provider partners on a package of council owned sites across the district. The LPP will be delivered in a number of key phases.
- 7.2** One of the phases will see the delivery of new LDC owned council housing on a site which will remain in council ownership. The costs for the development including the planning application rest with the Council. At its meeting in November 2014, Cabinet agreed expenditure of up to £300,000 associated with working up and submitting the planning application, including the planning application fee and associated professional advice.
- 7.3** The development partner will use their expertise in developing high quality homes for the Council from initial business planning to planning application and construction. The partner will oversee the whole process including construction as this is an area in which the council does not have the necessary expertise or experience.
- 7.4** The Leader of the Council has agreed to the direct appointment (ie without going through a full procurement process) of architects and consulting engineers on a proposed development scheme for the site, taking the scheme through to planning (with an option to appoint them to work through to practical completion). This decision was taken in accordance with Contract Procedure Rule 2.1(b) and is now reported to



Cabinet as required. The main driver for this approach was the timescale and the need to ensure the Council can access a time-limited £2m HCA grant for the provision of affordable housing units on the site. It was strongly advised that the Council uses the professionals which the partners have approved through their own procurement processes and with whom they have worked with on other construction projects.

**7.5** Other professional advisors will need to be appointed to get through to the planning stage, such as mechanical & electrical engineers, sustainability advisors, landscape architects and planning consultants. It is proposed that these appointments also be made to mirror those that are appointed by the development partners on other phases of the LPP. This approach will satisfy the structure of the partnership which is such that on all other phases the development partners are incentivised to keep development costs, including professional fees, down to maximise the profits that are shared by the Council and partners themselves. In accordance with Contract Procedure Rule 2.2, Cabinet is recommended to delegate authority to the Director of Service Delivery and Director of Finance in consultation with the Lead Member to appoint professional advisors necessary to complete this element of the LPP project.

## **8 Counter Fraud Fund**

As reported to Cabinet in September 2014, the Council is a partner in two projects for which bids for funding were submitted to the DCLG. Both bids were successful:

- Fighting Fraud in East Sussex - a partnership of the District and Borough Councils and East Sussex County Council has been awarded £365,000 through to the end of 2015/2016. The lead authority is Eastbourne Borough Council.
- Council Tax Reduction Review Service - a consortium of 13 local authorities and 2 private sector suppliers, with Pendle Borough Council as the lead authority, has been awarded £1,181,000.

The Council will not incur any direct costs from its participation in either of these projects.

**9 Financial Appraisal** - referred to under individual items above.

## **10 Sustainability Implications**

I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a budget monitoring report.

## **11 Legal Implications**

As noted above, the Tax Base must be calculated as required by the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.

## **12 Risk Management Implications**

**12.1** The Council maintains an overview of its policy programme, its Medium Term Financial Strategy and the external factors that affect them. Without this constant analysis and review there is a risk that the underlying recurring revenue budgets will grow at a faster rate than the



resources available to fund them. This risk is mitigated through regular reports to Cabinet on the Council's overall revenue and capital position and Cabinet's correcting actions taken in accordance with the objectives and principles it set for management of the Council's finances.

**12.2** An additional risk in the current climate is that reserves and balances will be drawn upon sooner than is necessary unless an assessment is made of resource implications where activity levels have fallen or risen to any significant degree. This risk is mitigated by identifying such areas, making an assessment covering the short and medium term and taking corrective action.

**12.3** This Council, East Sussex County Council, the Sussex Police and Crime Commissioner, and East Sussex Fire and Rescue Service will all use the Council Tax Base to calculate their individual council tax requirements for 2015/2016. If the tax base is significantly overestimated, a shortfall in actual tax collected would arise, which would need to be recovered by an increase in the council tax in future years. Conversely, if the tax base is underestimated, council tax amounts will be higher than necessary in 2015/2016. The risk of these outcomes is mitigated by making a prudent estimate of collection performance as well as by using available sources of data including planning and building control records to project the number of new properties from which the tax will be collectable in 2015/2016.

### **13 Equality Screening**

The Equality Screening process for this Report took place in December 2014. No potential negative impacts were identified.

### **14 Background Papers**

Treasury Strategy Statement <http://www.lewes.gov.uk/council/20987.asp>

### **Appendices**

Appendix 1 - Statement of Investment Activity: 1 November to 10 December 2014

Appendix 2 – Council Tax Base Calculation 2015/2016 - Summary

Appendix 3 – Council Tax Base Calculation 2015/2016 by Parish/Town Council area

**Statement of Treasury Management Activity:  
1 November to 10 December 2014**

**1. Fixed Term Deposits**

Loan	Counterparty	Principal £	From	To	Capital O/s £	Capital Repaid £	Interest Rate %
<b>Current investments at 10 December 2014</b>							
220714	Barclays Bank plc	1,000,000	13 Aug 14	13 Aug 15	1,000,000		1.000
220914	Nationwide Building Society	1,000,000	01 Sep 14	02 Mar 15	1,000,000		0.640
221014	Nationwide Building Society	1,000,000	01 Sep 14	02 Feb 15	1,000,000		0.580
221614	Cornwall County Council	2,000,000	07 Oct 14	12 Feb 15	2,000,000		0.430
	<b>Total</b>				<u>5,000,000</u>		
<b>Investments that have matured since last report</b>							
221914	Debt Management Office	2,000,000	03 Nov 14	19 Nov 14		2,000,000	0.250
222014	Debt Management Office	1,000,000	07 Nov 14	10 Nov 14		1,000,000	0.250
222114	Debt Management Office	1,000,000	20 Nov 14	21 Nov 14		1,000,000	0.250
	<b>Total</b>					<u>4,000,000</u>	

**2. Money Market Funds**

	Average held £'000	Average return %
Goldman Sachs Sterling Liquid Reserves Fund	687	0.55
Deutsche Managed Sterling Fund	568	0.57

**3. Interest Bearing Accounts**

	Average held £'000	Interest rate %
Co-operative Bank Public Sector Reserve Acc	Account now closed	
Santander UK plc Business Reserve Account	1,375	0.40
Lloyds Bank Corporate Account *	1,127	0.40

**4. Treasury Bills**

	Purchased	£'000	Return %
<b>Held at 10 December 2014</b>			
UK Treasury Bills 0% 30 Mar 2015	29 Sep 14	2,000	0.570
UK Treasury Bills 0% 02 Feb 2015	03 Nov 14	1,000	0.380
UK Treasury Bills 0% 09 Feb 2015	10 Nov 14	2,000	0.430
UK Treasury Bills 0% 16 Feb 2015	17 Nov 14	2,000	0.427
UK Treasury Bills 0% 15 Dec 2014	17 Nov 14	2,000	0.379
UK Treasury Bills 0% 29 Dec 2014	01 Dec 14	1,000	0.419
UK Treasury Bills 0% 29 Dec 2014	01 Dec 14	1,000	0.398

UK Treasury Bills 0% 02 Mar 2015	01 Dec 14	1,000	0.415
UK Treasury Bills 0% 02 Mar 2015	01 Dec 14	1,000	0.419
UK Treasury Bills 0% 29 Dec 2014	01 Dec 14	1,000	0.438

	Purchased	£'000	Return %
<b>Matured in period</b>			
UK Treasury Bills 0% 03 Nov 2014	04 Aug 14	2,000	0.420
UK Treasury Bills 0% 10 Nov 2014	11 Aug 14	2,000	0.410
UK Treasury Bills 0% 10 Nov 2014	13 Oct 14	491	0.360
UK Treasury Bills 0% 17 Nov 2014	20 Oct 14	3,000	0.350
UK Treasury Bills 0% 01 Dec 2014	03 Nov 14	1,000	0.310
UK Treasury Bills 0% 08 Dec 2014	10 Nov 14	2,000	0.350
UK Treasury Bills 0% 08 Dec 2014	10 Nov 14	2,000	0.350

## 5. Borrowing

No new long term borrowing undertaken in the period.  
Long-term loans outstanding £56.6m.

## Appendix 2

Council Tax Base Calculation 2015/2016 - Summary The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012										
	DISA	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
<b>1 Chargeable Dwellings</b>										
2 Valuation List Totals		4,171	5,930	13,208	9,536	5,754	2,958	2,282	226	44,065.00
3 Less: Exempt Dwellings Class A - W		93	94	147	95	72	31	20	6	558.00
4 Less: Demolished Properties		1	0	0	2	0	1	1	1	6.00
5 Disabled Banding Reductions -)		5	20	77	84	59	36	30	14	325.00
6 Disabled Banding Reductions +	5	20	77	84	59	36	30	14	0	325.00
<b>7 ITEM H Chargeable Dwellings</b>	<b>5</b>	<b>4,092</b>	<b>5,893</b>	<b>13,068</b>	<b>9,414</b>	<b>5,659</b>	<b>2,920</b>	<b>2,245</b>	<b>205</b>	<b>43,501.00</b>
<b>8 Discounts</b>										
9 <u>Dwellings entitled to Single Person Discount</u>	4	2,670	2,670	4,481	2,761	1,410	531	313	15	14,855.00
10 Discount Percentage	25%	25%	25%	25%	25%	25%	25%	25%	25%	
11 <b>D1</b> Adjustment for Single Person Discount	1.00	667.50	667.50	1,120.25	690.25	352.50	132.75	78.25	3.75	3,713.75
12 <u>Dwellings entitled to a '2 x 25%' Discount</u>	0	0	7	7	10	7	13	20	2	66.00
13 Discount Percentage	50%	50%	50%	50%	50%	50%	50%	50%	50%	
14 <b>D2</b> Adj for Dwellings entitled to a '2 x 25%' Discount	0.00	0.00	3.50	3.50	5.00	3.50	6.50	10.00	1.00	33.00
15 <u>Second Homes</u>	0	31	56	88	87	51	22	21	5	361.00
16 Discount Percentage	0%	0%	0%	0%	0%	0%	0%	0%	0%	
17 <b>D3</b> Adj for Second Homes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18 <u>Prescribed Class A Empty Discounts</u>	0	14	11	19	18	14	6	6	0	88.00
19 Discount Percentage 50% UP TO ONE YEAR	50%	50%	50%	50%	50%	50%	50%	50%	50%	
20 <b>D4</b> Adj for Class A Exempt Dwellings	0.00	7.00	5.50	9.50	9.00	7.00	3.00	3.00	0.00	44.00
21 <u>Prescribed Class C Empty Dwellings</u>	0	32	33	38	17	9	3	1	0	133.00
22 Discount Percentage 100% for 1 month	100%	100%	100%	100%	100%	100%	100%	100%	100%	
23 <b>D5</b> Adj for Class C Empty Dwellings	0.00	32.00	33.00	38.00	17.00	9.00	3.00	1.00	0.00	133.00
24 <u>Annexe Discount</u>	0.38	9.52	0.50	1.00	0.88	0.00	0.00	0.50	0.00	12.78
25 Discount Percentage	100%	100%	100%	100%	100%	100%	100%	100%	100%	
26 <b>D6</b> Adj for Annexes	0.38	9.52	0.50	1.00	0.88	0.00	0.00	0.50	0.00	12.78
<b>27 ITEM Q Discounts (D1+D2+D3+D4+D5+D6)</b>	<b>1.38</b>	<b>716.02</b>	<b>710.00</b>	<b>1,172.25</b>	<b>722.13</b>	<b>372.00</b>	<b>145.25</b>	<b>92.75</b>	<b>4.75</b>	<b>3,936.53</b>

	DISA	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
<b>28 Premiums</b>										
<b>29 Dwellings (Long Term Empty)</b>	0	11	5	8	10	3	5	1	0	43.00
<b>30 Premium Percentage (50% = 150% charge)</b>	50%	50%	50%	50%	50%	50%	50%	50%	50%	
<b>31 D6 Adj for Dwellings (Long Term Empty)</b>	0.00	5.50	2.50	4.00	5.00	1.50	2.50	0.50	0.00	21.50
<b>32 ITEM E Premiums</b>	<b>0.00</b>	<b>5.50</b>	<b>2.50</b>	<b>4.00</b>	<b>5.00</b>	<b>1.50</b>	<b>2.50</b>	<b>0.50</b>	<b>0.00</b>	<b>21.50</b>
<b>33 Dwellings - Estimated changes in year</b>										
<b>34 Estimate of new dwellings</b>	0	0	0	0	100	0	0	0	0	100.00
<b>35 Less: Exempt dwellings at 0% of total</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>36 Estimate of net new dwellings</b>	0	0	0	0	100	0	0	0	0	100.00
<b>37 Discounts - Estimated changes in year</b>										
<b>38 Estimate of new discounts</b>	0	0	0	0	0	0	0	0	0	0.00
<b>39 Discount Percentage</b>	25%	25%	25%	25%	25%	25%	25%	25%	25%	
<b>40 Estimated value of discount changes</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>41 ITEM J Adjustment for dwelling and discount changes</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>42 ITEM Z Local Council Tax Reduction Scheme</b>	<b>0.00</b>	<b>1,287.23</b>	<b>1,467.76</b>	<b>1,829.09</b>	<b>648.87</b>	<b>210.45</b>	<b>42.93</b>	<b>14.50</b>	<b>0.00</b>	<b>5,500.83</b>
<b>43 (ITEM H - ITEM Q + ITEM E + ITEM J) - ITEM Z</b>	<b>3.62</b>	<b>2,094.25</b>	<b>3,717.74</b>	<b>10,070.66</b>	<b>8,148.00</b>	<b>5,078.06</b>	<b>2,734.32</b>	<b>2,138.25</b>	<b>200.25</b>	<b>34,185.15</b>
<b>44 Ratio Item F</b>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>11</u>	<u>13</u>	<u>15</u>	<u>18</u>	
<b>45 Ratio Item G</b>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>	
<b>46 (ITEM H - ITEM Q + ITEM E + ITEM J) - ITEM Z) x( F/G) *</b>	<b>2.0</b>	<b>1,396.4</b>	<b>2,892.0</b>	<b>8,952.2</b>	<b>8,148.2</b>	<b>6,206.7</b>	<b>3,949.8</b>	<b>3,564.2</b>	<b>401.0</b>	<b>35,512.5</b>
<b>47 ITEM A Band D Equivalentents</b>										<b>35,512.5</b>

<u>Calculation of the Tax Base</u>	
ITEM A Total Relevant Amounts (Band D)	35,512.5
ITEM B Collection Rate	98.50%
<b>COUNCIL TAX BASE (ITEM A x ITEM B)</b>	<b>34,979.8</b>

\*This is the aggregate of the individual Town and Parish tax bases in accordance with legislation. It is not the product of line 43 \*(line 44/line 45)

### Appendix 3

Town/Parish Area	Council Tax Base Calculation 2015/2016 - Band D Equivalents										
	DISA	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total	98.50%
Barcombe	-	11.3	22.3	85.4	95.0	104.7	128.4	165.8	16.0	628.9	619.5
Beddingham/Glynde	-	4.1	5.6	59.0	15.5	23.2	22.5	29.7	20.0	179.6	176.9
Chailey	0.8	25.9	36.6	151.0	136.1	197.8	286.0	401.8	47.6	1,283.6	1,264.3
Ditchling	-	7.1	14.7	62.0	82.5	310.0	169.4	411.2	70.0	1,126.9	1,110.0
East Chiltington	-	1.6	4.5	53.7	37.4	5.6	18.1	50.8	20.0	191.7	188.8
Falmer	-	0.7	6.0	12.9	18.7	16.3	3.6	9.7	2.0	69.9	68.8
Firle	-	3.1	9.2	18.0	24.7	27.0	8.5	23.8	6.0	120.3	118.5
Hamsey	-	10.1	14.1	48.8	31.8	39.0	33.9	52.5	16.0	246.2	242.5
Iford	-	0.7	3.7	3.1	11.4	34.7	16.3	17.2	6.0	93.1	91.7
Kingston	-	9.7	3.3	4.1	15.8	57.9	183.4	146.7	12.6	433.5	427.0
Lewes	0.4	175.2	575.6	1,715.7	1,267.1	864.5	645.4	679.5	27.0	5,950.4	5,861.1
Newhaven	0.4	244.1	819.9	1,183.6	779.9	357.7	33.1	27.5	2.0	3,448.2	3,396.5
Newick	-	8.1	12.3	116.8	196.4	246.3	233.0	256.8	12.0	1,081.7	1,065.5
Peacehaven	0.4	301.3	378.2	1,833.9	1,330.7	459.7	143.4	23.3	2.0	4,472.9	4,405.8
Piddinghoe	-	1.6	1.1	21.0	9.7	26.0	39.4	30.8	-	129.6	127.7
Plumpton	-	7.9	6.7	82.7	156.9	108.4	95.5	188.8	21.6	668.5	658.5
Ringmer	-	14.8	47.3	300.4	593.1	394.8	301.5	179.0	24.0	1,854.9	1,827.1
Rodmell	-	6.0	10.3	24.1	13.3	20.5	35.4	84.7	21.6	215.9	212.7
St Ann Without	-	2.0	1.6	4.4	6.8	5.5	11.6	10.0	-	41.9	41.3
St John Without	-	1.2	-	5.6	3.4	2.4	4.3	12.5	4.0	33.4	32.9
Seaford	-	454.1	686.2	2,036.6	2,160.7	2,293.9	1,286.9	419.7	6.0	9,344.1	9,203.9
Southeast	-	-	0.8	1.2	2.0	3.7	5.6	8.3	2.0	23.6	23.2
South Heighton	-	17.9	18.6	161.8	27.6	17.1	6.5	12.5	-	262.0	258.1
Streat	-	0.7	0.8	7.8	11.8	9.5	9.4	35.0	6.0	81.0	79.8
Tarring Neville	-	2.0	1.3	3.3	0.8	1.2	-	1.7	-	10.3	10.1
Telscombe	-	73.3	191.6	822.8	938.2	337.6	59.7	26.2	4.0	2,453.4	2,416.6
Westmeston	-	6.0	2.3	7.6	15.5	28.1	25.3	54.2	23.6	162.6	160.2
Wivelsfield	-	5.9	17.4	124.9	165.4	213.6	143.7	204.5	29.0	904.4	890.8
<b>TOTAL</b>	<b>2.0</b>	<b>1,396.4</b>	<b>2,892.0</b>	<b>8,952.2</b>	<b>8,148.2</b>	<b>6,206.7</b>	<b>3,949.8</b>	<b>3,564.2</b>	<b>401.0</b>	<b>35,512.5</b>	<b>34,979.8</b>

**Agenda Item No:** 9.2 **Report No:** 2/15

**Report Title:** Fees and Charges

**Report To:** Cabinet **Date:** 5 January 2015

**Cabinet Member:** Councillor Andy Smith

**Ward(s) Affected:** All

**Report By:** John Magness, Director of Finance

**Contact Officer(s):**

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**Post Title(s):** Head of Finance  
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**Tel No(s):** 01273 484043

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#### **Purpose of Report:**

To propose a revised schedule of fees and charges to apply from 1 April 2015.

#### **Officers Recommendation:**

- 1 To approve the revised scale of fees and charges proposed within the Appendix to apply from 1 April 2015
  - 2 To delegate authority to the Director of Service Delivery in consultation with the Lead Cabinet Member to vary commercial trade waste charges upwards or downwards by up to 10% in order to respond to developing market conditions.
  - 3 To implement changes in the statutory fees and charges for services shown within the Appendix as and when notified by Government
- 

#### **Reasons for Recommendation**

- 1 The Council's Constitution requires that all fees and charges, including nil charges, be reviewed at least annually and agreed by Cabinet.

#### **Information**

##### **2 Background to this report**

- 2.1** In advance of the 2009/10 budget, Cabinet oversaw a comprehensive review of the Council's charging policy in light of an Audit Commission report entitled "Positively Charged". A systematic review of services where the Council has the power or duty to make charges also took place at that time.



**2.2** As a result of this comprehensive review Cabinet approved in January 2009:

- Guiding Principles for setting fees and charges for inclusion within the Council's Constitution under Part 4 Financial Procedure Rules
- A series of recommended actions as agreed by each Lead Councillor for their respective Portfolio at that time

**2.3** The Guiding Principles and the recommended actions arising from the systematic review of services have been applied in reviewing and proposing a revised scale of fees and charges to apply from 1 April 2015.

### **3 Fees and Charges Proposals to apply from 1 April 2015**

**3.1** Fees and Charges are reviewed by Cabinet at least once each year, principally during the winter prior to the next financial year. This enables Cabinet's decision to be incorporated in the coming estimate cycle. Cabinet is not restricted to an annual review; it can conduct further reviews at any time in the year with implementation of decisions from any point in the year.

**3.2** As in previous years all of the fees and charges are covered, as far as is practicable, within a single report. In this way Cabinet is able to consider all of the fees and charges which apply to the Council's services as an overall package. There are two exceptions to this:

- licensing fees, which are set by the Licensing Committee.
- Community Infrastructure Levy charges: the draft Charging Schedule is currently subject to independent examination by the Planning Inspectorate. Following the successful negotiation of the examination into the Charging Schedule, its adoption by the Council will be recommended to Cabinet and Council for implementation in April 2015 or as soon as possible thereafter.

Wave Leisure are responsible for setting the fees and charges applicable at the Council-owned indoor leisure facilities which it manages.

**3.3** Within the Appendix to this report there are some significant services, with significant income estimates, where the Council has discretion to set the level of fees and charges. These are summarised below between those services where changes are proposed, those services where no changes are proposed, and those services where the fees are statutory and changes are made by Government.

### 3.4 Services where changes to fees and charges are proposed.

<b>Service</b>	<b>Building Control</b>
Appendix reference	lines 93 to 110
Financial impact	An increase of £30,000 from £315,000 up to £345,000
Reason for increase	Officers have undertaken a wide ranging review of comparative charges raised by other local authorities within Sussex, together with a detailed analysis of activity levels over recent years. This analysis shows scope for a variety of selective levels of increase across a range of fees whilst seeking to protect market share in a competitive environment. Fees have not been increased for 4 years.

<b>Service</b>	<b>Developer Contributions</b>
Appendix reference	Lines 126 to 168
Financial impact	Contributions raised from developers are used to support the costs of increased recreation and recycling facilities necessary to support an increase in the number of new houses and flats built within the district. The significance of developer contributions as an income stream will diminish from April 2015 following the introduction of the Community Infrastructure Levy.
Reason for increase	Increases of around 3% are proposed in order to maintain the value of contributions received.

<b>Service</b>	<b>Planning Services</b>
Appendix reference	lines 169 to 212
Financial impact	An increase of £10,000 from £34,000 up to £44,000.
Reason for increase	The increase in income comes from increased activity levels. Officers believe that the current fees will maintain this level of activity and consequently increases to 2 items only are proposed.

<b>Service</b>	<b>Allotments</b>
Appendix reference	Lines 217 to 218
Financial impact	Although a small increase is proposed, the income budget remains unchanged at £1,600 due to the small level of activity.
Reason for increase	An increase of less than 3% to maintain the value of the income received.

<b>Service</b>	<b>Cemeteries</b>
Appendix reference	lines 219 to 243
Financial impact	An increase of £4,000 from £131,000 up to £135,000

Reason for increase	The Council's policy is to maintain its charges within the upper quartile of local authority burial charges. The proposed increases of broadly 3% will maintain this position.
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<b>Service</b>	<b>Parks and Open Spaces</b>
Appendix reference	lines 244 to 251
Financial impact	Due to the low number of chargeable hires no increase in the income budget is predicted. It will remain at £3,000
Reason for increase	A 3% increase to maintain the value of the income received.

<b>Service</b>	<b>Waste Collection (excluding Commercial Trade Waste)</b>
Appendix reference	lines 252 to 266
Financial impact	An increase of £7,700 from £98,200 up to £105,900.
Reason for increase	Officers have reviewed the current charging structure and propose some changes intended to grow the business whilst continuing to offer a competitively priced service.

<b>Service</b>	<b>Land Charges</b>
Appendix reference	lines 287 to 294
Financial impact	An increase of £20,000 from £120,000 up to £140,000
Reason for increase	Officers have undertaken a review to ensure the recovery of costs as permitted by legislation. At the same time the opportunity has been taken to propose a move away from differential charging for paper and electronic searches to a single fee which is increasingly the market norm.

### 3.5 Services where no changes to fees and charges are proposed.

<b>Service</b>	<b>Car Parking</b>
Appendix reference	lines 1 to 25
Reason for no change	The current simplified charging structure has been in operation for less than 2 years, with incremental and cashless charging implemented in 2014. Income has fallen short not only of previous levels but also of income budgets set for 2013/14 2014/15. As a consequence of this, it is necessary to reduce the total income budget for 2015/16 by £118,000, from £992,600 down to £874,600.

<b>Service</b>	<b>Arts Development</b>
Appendix reference	Lines 26 to 29
Reason for no change	Income from advertising has exceeded this year's budget. As a consequence the income budget for 2015/16 can be increased by £1,200 from £7,800 up to £9,000 without an

	increase in fees.
<b>Service</b>	<b>Rodent and Pest Control</b>
Appendix reference	lines 30 to 47
Reason for no change	Income from this service has been consistently under budget over recent years. In response to this trend, the income budget for 2015/16 will be reduced by £8,000 from £20,000 down to £12,000. The primary volume of work for this service is the treatment of rats in domestic properties across the district for which no charge is made.
<b>Service</b>	<b>Animal Wardens</b>
Appendix reference	Lines 48 to 53
Reason for no change	Of the 4 charges applicable to this service 1 is statutory and 3 are discretionary. Given the low level of income generated – budget of £2,900 – no change is planned until there is a change in the statutory fee.
<b>Service</b>	<b>Public Health</b>
Appendix reference	lines 63 to 65
Reason for no change	The majority of Public Health charges are statutory (see 3.6 below) but 2 are not. Given that the main one of these 2 is set to encourage commercial attendance at food hygiene courses no increase is proposed.
<b>Service</b>	<b>Private Sector Housing</b>
Appendix reference	lines 90 to 92
Reason for no change	Levels of activity and income generated are low and the current charge recovers cost.
<b>Service</b>	<b>Street Naming and Numbering</b>
Appendix reference	lines 213 to 216
Reason for no change	Activity levels will generate an extra £1,500 which will increase the income budget from £2,500 up to £4,000.
<b>Service</b>	<b>Council Tax and Business Rates</b>
Appendix reference	lines 267 to 271
Reason for no change	Because both this Council and Wealden Council use the same court the policy has been to keep our fees in line. The budget for next year is forecast to grow by £5,200 from £181,300 up to £186,500 in line with increases in numbers experienced over the past 2 years.
<b>Service</b>	<b>Legal Services</b>
Appendix reference	lines 272 to 286

reference	
Reason for no change	The current range of the main fees remains appropriate for the relatively small levels of activity.

### 3.6 Services where statutory fees and charges apply.

Service	Port Health
Appendix reference	lines 54 to 62

Service	Public Health
Appendix reference	lines 63 to 89 excluding lines 64 and 65

Service	Development Control
Appendix reference	lines 111 to 125

The current level of fees and charges will continue to apply until such time as the Council is notified by Government of changes. These will be implemented in accordance with the relevant statutory notices.

## 4 Commercial Trade Waste

- 4.1** The current fees for the collection and disposal of commercial trade waste were approved by Cabinet on 6 January 2014. Due to commercial confidentiality these were considered and approved by Cabinet in an exempt report. They are not reproduced in this report.
- 4.2** This year's review shows that the current charges are competitive. They need to remain so if the Council is to retain its market share. As a consequence no change in the current charges is proposed. However, given the very competitive nature of this business, and the officers desire to grow the business, it is recommended that the Director of Service Delivery be given delegated authority, in consultation with the Lead Cabinet Member, to vary charges upwards or downwards by up to 10% in order to respond to developing market conditions.
- 4.3** As mentioned above officers are keen to grow the customer base of the business in order to maximise income. Existing operational resources are sufficient to meet some growth in the current customer base. However, the service does not have a dedicated marketing officer so any growth may be incremental as well as hard won. Officers will report back in due course on the success or otherwise of this approach.

## 5. Financial Appraisal

- 5.1** The effect of the proposed increases in fees and charges, which also takes into account variations in demand, is set out at service level below:

	2014/15 income estimate £	<u>Financial impact of:</u> change in usage £		2015/16 income forecast £
Car Parking	992,600	(118,000)	0	874,600
Arts Development	7,800	1,200	0	9,000
Rodent and Pest Control	20,000	(8,000)	0	12,000
Private Sector Housing	1,500	0	0	1,500
Building Control	315,000	0	30,000	345,000
Planning Services	34,000	10,000)	0	44,000
Street Naming and Numbering	2,500	1,500	0	4,000
Allotments	1,600	0	0	1,600
Cemeteries	131,000	0	4,000	135,000
Parks and Open Spaces	3,000	0	0	3,000
Waste Collection	98,200	0	7,700	105,900
Council Tax and Business Rates	181,300	5,200	0	186,500
Land Charges	120,000	20,000	0	140,000
<b>Discretionary fees – set by LDC</b>	<b>1,908,500</b>	<b>(88,100)</b>	<b>41,700</b>	<b>1,862,100</b>
Animal Wardens	2,900	0	0	2,900
Port Health	100	(100)	0	0
Public Health	12,400	(2,000)	0	10,400
Development Control	300,300	29,700	0	330,000
<b>Statutory fees – set by Government</b>	<b>315,700</b>	<b>27,600</b>	<b>0</b>	<b>343,300</b>
<b>Total income estimates</b>	<b>2,224,200</b>	<b>(60,500)</b>	<b>41,700</b>	<b>2,205,400</b>

**5.2** If Cabinet chooses to amend the proposed charges the impact will be reflected in the final budget report to be presented to Cabinet on 12 February 2015.

**5.3** The reductions in usage set out within the table in paragraph 5.1 more than offset the additional income forecast from the proposed fees and charges. This will mean that the Council will fail to increase fees and charges income for 2015/16 by inflation as forecast (at the rate of 1.9%) in the medium term budget strategy. As a consequence of this the savings target for 2015/16 will need to increase by £61,000 to cover the income shortfall.

**6. Sustainability Implications** - I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a budget report.

**7. Legal Implications** – No legal implications have been identified for this report.

**8. Risk Management Implications** - I have completed the Risk Management questionnaire and this report does not require a risk assessment because the issues covered by the recommendations are not significant in terms of risk.

**9. Equality Screening** - The Equality Screening process for this Report took place in November 2014. No potential negative impacts were identified.

**10. Background Papers** – Lewes District Council Guiding principles for setting fees and charges

**11. Appendix** - Lewes District Council Fees and Charges Proposals 2015/16

Lewes District Council Fees and Charges Proposals 2015/2016

Appendix

By Service and Activity			2014/2015 Current charge £pence	2015/2016 Proposed charge £pence	VAT	Increase £pence	Increase %	2015/2016 estimated chargeable numbers
1	<b>CAR PARKING (OFF STREET)</b>							
2	Central Lewes - short stay	up to 30 mins	0.50	0.50	i	0.00	0.0%	
3		up to 1 hour	0.70	0.70	i	0.00	0.0%	
4		up to 2 hours	1.60	1.60	i	0.00	0.0%	
5	Central Lewes - medium stay	up to 1 hour	0.70	0.70	i	0.00	0.0%	
6		up to 2 hours	1.50	1.50	i	0.00	0.0%	
7		up to 3 hours	2.30	2.30	i	0.00	0.0%	
8		up to 4 hours	3.10	3.10	i	0.00	0.0%	
9	Outer Lewes - long stay	up to 1 hour	0.60	0.60	i	0.00	0.0%	
10		up to 2 hours	1.30	1.30	i	0.00	0.0%	
11		up to 3 hours	2.00	2.00	i	0.00	0.0%	
12		up to 4 hours	2.60	2.60	i	0.00	0.0%	
13		over 4 hours	3.70	3.70	i	0.00	0.0%	
14	Brook Street, Lewes	all day	1.90	1.90	i	0.00	0.0%	
15	Newhaven and Seaford (including multi-storey)	up to 30 mins	0.50	0.50	i	0.00	0.0%	
16		up to 1 hour	0.70	0.70	i	0.00	0.0%	
17		up to 2 hours	1.00	1.00	i	0.00	0.0%	
18		up to 3 hours	1.20	1.20	i	0.00	0.0%	
19		up to 4 hours	1.60	1.60	i	0.00	0.0%	
20		over 4 hours	2.00	2.00	i	0.00	0.0%	
21	<b>All Sites</b>							
22	Commercial vendors	per day (sliding scale)	£0 - £500	£0 - £500	e	0.00	0.0%	
23	<b>All Sites</b>							
24	Infringement of Parking Order	Penalty Charge Notices - if paid in 7 days	60.00 30.00	60.00 30.00	e e	0.00 0.00	0.0% 0.0%	2,500
25	<b>Total Estimated Annual Income (Car Parking)</b>		<b>992,600</b>	<b>874,600</b>		<b>-118,000</b>	<b>-11.9%</b>	
26	<b>ARTS DEVELOPMENT</b>							
27	Artwave	single advert entry fee per venue	80.00	80.00	e	0.00	0.0%	
28		double advert entry fee per venue	160.00	160.00	e	0.00	0.0%	
29	<b>Total Estimated Annual Income (Arts Development and Support)</b>		<b>7,800.00</b>	<b>9,000.00</b>		<b>1,200</b>	<b>15.4%</b>	
30	<b>RODENT AND PEST CONTROL</b>							
31	<i>Domestic Premises</i>							
32	Rats		free	free		n/a	n/a	850
33	Mice	per treatment	60.00	60.00	i	0.00	0.0%	50
34	Wasp Nests		50.00	50.00	i	0.00	0.0%	125
35		Extra Wasp Nest	25.00	25.00	i	0.00	0.0%	
36	Bees	Plus unit charge if over 1 hour	60.00	60.00	i	0.00	0.0%	3
37	Fleas	Up to and including a 3 bedroom property	65.00	65.00	i	0.00	0.0%	30



Lewes District Council Fees and Charges Proposals 2015/2016

Appendix

By Service and Activity			2014/2015	2015/2016		Increase	Increase	2015/2016
			Current	Proposed				estimated
			charge	charge	VAT	£pence	%	chargeable
			£pence	£pence				numbers
38		Extra Bedroom	20.00	20.00	i	0.00	0.0%	
39	Other Pests - Ants, Mice, Squirrels Etc.	Plus unit charge if over 1 hour	50.00	50.00	i	0.00	0.0%	
40		Call out Advice	30.00	30.00	i	0.00	0.0%	
41		Unit Charge (Half Hour)	25.00	25.00	i	0.00	0.0%	
42	<i>Commercial Premises</i>							
43	Rats	Bait Extra	100.00	100.00	i	0.00	0.0%	6
44	Mice	Bait Extra	100.00	100.00	i	0.00	0.0%	
45	Fleas	Plus unit charge if over 1 hour	75.00	75.00	i	0.00	0.0%	1
46		Call out Advice	30.00	30.00	i	0.00	0.0%	
47	<b>Total Estimated Annual Income (Rodent and Pest Control)</b>		<b>20,000</b>	<b>12,000</b>		<b>-8,000</b>	<b>-40.0%</b>	
48	<b>ANIMAL WARDENS</b>							
49		Statutory Charge per stray dog	25.00	25.00	e	0.00	0.0%	50
50		Seizure Charge per stray dog	25.00	25.00	i	0.00	0.0%	50
51		Return of Dog	40.00	40.00	i	0.00	0.0%	10
52		Kennelling	20.00	20.00	i	0.00	0.0%	
53	<b>Total Estimated Annual Income (Animal Wardens)</b>		<b>2,900</b>	<b>2,900</b>		<b>0</b>	<b>0.0%</b>	
54	<b>PORT HEALTH</b>							
55	Ship Sanitation Certificates (Statutory Fee)	Ships up to 1000 gross tonnage	75.00	75.00	e	0.00	0.0%	
56		Ships 1001 to 3000 gross tonnage	110.00	110.00	e	0.00	0.0%	
57		Ships 3001 to 10000 gross tonnage	170.00	170.00	e	0.00	0.0%	
58		Ships 10001 to 20000 gross tonnage	225.00	225.00	e	0.00	0.0%	
59		Ships 20001 to 30000 gross tonnage	285.00	285.00	e	0.00	0.0%	
60		Ships > 30001 gross tonnage	340.00	340.00	e	0.00	0.0%	
61		Ships with capacity to carry more than 1000 persons	585.00	585.00	e	0.00	0.0%	
62	<b>Total Estimated Annual Income (Port Health)</b>		<b>100</b>	<b>0</b>		<b>-100</b>	<b>-100.0%</b>	
63	<b>PUBLIC HEALTH</b>							
64	Food Hygiene Courses	£5 reduction for micro businesses	68.50	68.50	s	0.00	0.0%	60
65	Private Water Supplies	Cost		Cost	s	0.00	n/a	
66	Environmental Protection Act- Schedule B Processes.	Statutory Fee						
67		Initial Application	1,579.00	1,579.00	e	0.00	0.0%	
68		Additional fee for operating without a permit	1,137.00	1,137.00	e	0.00	0.0%	
69		(For a combined Part B and waste application, add an extra £297)						
70		Annual Charge: Standard Process LOW	739.00	739.00	e	0.00	0.0%	
71		Standard Process MEDIUM	1,111.00	1,111.00	e	0.00	0.0%	
72		Standard Process HIGH	1,672.00	1,672.00	e	0.00	0.0%	
73	PVRI, SWOBs and Dry Cleaners LOW	Statutory Fee	76.00	76.00	e	0.00	0.0%	15
74	PVRI, SWOBs and Dry Cleaners MEDIUM	Statutory Fee	151.00	151.00	e	0.00	0.0%	
75	PVRI, SWOBs and Dry Cleaners HIGH	Statutory Fee	227.00	227.00	e	0.00	0.0%	
76	PVR I & II combined LOW	Statutory Fee	108.00	108.00	e	0.00	0.0%	4
77	PVR I & II combined MEDIUM	Statutory Fee	216.00	216.00	e	0.00	0.0%	
78	PVR I & II combined HIGH	Statutory Fee	326.00	326.00	e	0.00	0.0%	
79	VRs and other Reduced Fees LOW	Statutory Fee	218.00	218.00	e	0.00	0.0%	4
80	VRs and other Reduced Fees MEDIUM	Statutory Fee	349.00	349.00	e	0.00	0.0%	
81	VRs and other Reduced Fees HIGH	Statutory Fee	524.00	524.00	e	0.00	0.0%	
82	Mobile plant, for first and second permits LOW	Statutory Fee	618.00	618.00	e	0.00	0.0%	

**Lewes District Council Fees and Charges Proposals 2015/2016**

Appendix

By Service and Activity

		2014/2015 Current charge £pence	<b>2015/2016 Proposed charge £pence</b>	VAT	Increase £pence	Increase %	2015/2016 estimated chargeable numbers
83	Mobile plant, for first and second permits MEDIUM	989.00	<b>989.00</b>	e	0.00	0.0%	
84	Mobile plant, for first and second permits HIGH	1,484.00	<b>1,484.00</b>	e	0.00	0.0%	
85	A2 Processes Application	3,281.00	<b>3,281.00</b>	e	0.00	0.0%	
86	A2 Processes Annual subsistence fee LOW	1,384.00	<b>1,384.00</b>	e	0.00	0.0%	1
87	A2 Processes Annual subsistence fee MEDIUM	1,541.00	<b>1,541.00</b>	e	0.00	0.0%	
88	A2 Processes Annual subsistence fee HIGH	2,233.00	<b>2,233.00</b>	e	0.00	0.0%	
89	<b>Total Estimated Annual Income (Public Health)</b>	<b>12,400</b>	<b>10,400</b>		<b>-2,000</b>	<b>-16.1%</b>	

# Lewes District Council Fees and Charges Proposals 2015/2016

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By Service and Activity			2014/2015 Current charge £pence	2015/2016 Proposed charge £pence	VAT	Increase £pence	Increase %	2015/2016 estimated chargeable numbers
90	<b>PRIVATE SECTOR HOUSING</b>							
91	Service of Housing Act Notices and Discretionary Inspections - Officer Time hourly rate		42.00	42.00	e	0.00	0.0%	
92	<b>Total estimated Annual Income (Housing Notices)</b>		<b>1,500</b>	<b>1,500</b>		<b>0</b>	<b>0.0%</b>	35 hours
93	<b>BUILDING CONTROL (Building Regulations)</b>							
94	An illustrative set of charges is listed below.		The full list of fees and charges is available from the Council web site at <a href="http://www.lewes.gov.uk">www.lewes.gov.uk</a>					
95	Dwelling-houses and Flats not exceeding 250m2 or more than 3 storeys:							
96	1 dwelling-house	Plan charge	190.00	210.00	s	20.00	10.5%	
96		Inspection charge	440.00	490.00	s	50.00	11.4%	
97		Building Notice charge	760.00	790.00	s	30.00	3.9%	
98	2 dwelling-houses	Plan charge	240.00	270.00	s	30.00	12.5%	
99		Inspection charge	620.00	650.00	s	30.00	4.8%	
100		Building Notice charge	990.00	1,100.00	s	110.00	11.1%	
101	3 dwelling-houses	Plan charge	290.00	310.00	s	20.00	6.9%	
102		Inspection charge	830.00	860.00	s	30.00	3.6%	
103		Building Notice charge	1,230.00	1,270.00	s	40.00	3.3%	
104	2 flats	Plan charge	200.00	250.00	s	50.00	25.0%	
105		Inspection charge	480.00	510.00	s	30.00	6.3%	
106		Building Notice charge	820.00	850.00	s	30.00	3.7%	
107	3 flats	Plan charge	240.00	270.00	s	30.00	12.5%	
108		Inspection charge	560.00	590.00	s	30.00	5.4%	
109		Building Notice charge	920.00	950.00	s	30.00	3.3%	
110	<b>Total Estimated Annual Income (Building Control)</b>		<b>315,000</b>	<b>345,000</b>		<b>30,000</b>	<b>9.5%</b>	500
111	<b>DEVELOPMENT CONTROL (Planning applications)</b>							
112	An illustrative set of charges is listed below.		Statutory fees as shown below with effect from 22 November 2012 The full list of fees and charges is available from the Council web site at <a href="http://www.lewes.gov.uk">www.lewes.gov.uk</a>					
113	New dwellings	Outline application (per 0.1ha)	385.00	385.00	e	0.00	0.0%	
114		Outline application (max.for 2.5ha)	9,527.00	9,527.00	e	0.00	0.0%	
115		Outline application (per 0.1ha over 2.5)	115.00	115.00	e	0.00	0.0%	
116		Outline application (maximum fee)	125,000.00	125,000.00	e	0.00	0.0%	
117		Full application (per dwelling unit)	385.00	385.00	e	0.00	0.0%	
118		Full application (max. for 50 dwellings)	19,049.00	19,049.00	e	0.00	0.0%	
119		Full application (per dwelling over 50)	115.00	115.00	e	0.00	0.0%	
120		Full application (maximum fee)	250,000.00	250,000.00	e	0.00	0.0%	
121		Reserved matters (per dwelling unit)	385.00	385.00	e	0.00	0.0%	
122		Reserved matters (max.for 50 dwellings)	19,049.00	19,049.00	e	0.00	0.0%	
123		Reserved matters (per dwelling <50)	115.00	115.00	e	0.00	0.0%	
124		Reserved matters (maximum fee)	250,000.00	250,000.00	e	0.00	0.0%	
125	<b>Total Estimated Annual Income (Development Control)</b>		<b>300,300</b>	<b>330,000</b>		<b>29,700</b>	<b>9.9%</b>	1,400

Lewes District Council Fees and Charges Proposals 2015/2016

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By Service and Activity			2014/2015 Current charge £pence	2015/2016 Proposed charge £pence	VAT	Increase £pence	Increase %	2015/2016 estimated chargeable numbers
126	<b>DEVELOPER CONTRIBUTIONS</b>							
127	Education: Primary	House	3,061.00	<b>East Sussex County Council consult in January each year on a recommended set of developer contributions, for the services for which they are responsible. These are reported to LDC Cabinet, then to the ESCC Lead Member, for approval in February/March each year.</b>	e	0.00	0.0%	
128	(fees set by East Sussex County Council)	Flat (2 or more bedrooms)	459.00		e	0.00	0.0%	
129	Education: Secondary	House	3,229.00		e	0.00	0.0%	
130	(fees set by East Sussex County Council)	Flat (2 or more bedrooms)	484.00		e	0.00	0.0%	
131	Accessibility - Zone 1	Flat/Maisonette	Accessibility fees		e	0.00	0.0%	
132	(fees set by East Sussex County Council)	Small House (1/2 bedrooms)	are now set on a		e	0.00	0.0%	
133		Medium House (3/4 bedrooms)	case by case basis		e	0.00	0.0%	
134		Large House (5 or more bedrooms)	by East Sussex		e	0.00	0.0%	
135		Sheltered Accommodation (per unit)	County Council		e	0.00	0.0%	
136		Residential Hostel (per bedspace)	so it is no longer		e			
137	Accessibility - Zone 2	Flats	possible to		e	0.00	0.0%	
138	(fees set by East Sussex County Council)	Small House (1/2 bedrooms)	reproduce a		e	0.00	0.0%	
139		Medium House (3/4 bedrooms)	standard charge		e	0.00	0.0%	
140		Large House (5 or more bedrooms)	in this table.		e	0.00	0.0%	
141		Sheltered Accommodation (per unit)		e	0.00	0.0%		
142		Residential Hostel (per bedspace)		e				
143	Accessibility - Zone 3	Flats		e	0.00	0.0%		
144	(fees set by East Sussex County Council)	Small House (1/2 bedrooms)		e	0.00	0.0%		
145		Medium House (3/4 bedrooms)		e	0.00	0.0%		
146		Large House (5 or more bedrooms)		e	0.00	0.0%		
147		Sheltered Accommodation (per unit)		e	0.00	0.0%		
148		Residential Hostel (per bedspace)		e				
149	Accessibility - Zone 4	Flats		e	0.00	0.0%		
150	(fees set by East Sussex County Council)	Small House (1/2 bedrooms)		e	0.00	0.0%		
151		Medium House (3/4 bedrooms)		e	0.00	0.0%		
152		Large House (5 or more bedrooms)		e	0.00	0.0%		
153		Sheltered Accommodation (per unit)		e	0.00	0.0%		
154		Residential Hostel (per bedspace)		e				
155	Recycling (fee set by Lewes District Council)	Kerbside per dwelling	19.00	<b>19.00</b>	e	0.00	0.0%	
156	Recreation in area of established shortfall (Fields in Trust standards)							
157	(fees set by Lewes District Council)	Outdoor						
158		2 bed dwelling	1,100.00	<b>1,135.00</b>	e	35.00	3.2%	
159		3 bed dwelling	1,470.00	<b>1,515.00</b>	e	45.00	3.1%	
160		4 bed dwelling	1,835.00	<b>1,890.00</b>	e	55.00	3.0%	
161		Casual play space						
162		2 bed dwelling	550.00	<b>565.00</b>	e	15.00	2.7%	
163		3 bed dwelling	725.00	<b>745.00</b>	e	20.00	2.8%	
164		4 bed dwelling	905.00	<b>935.00</b>	e	30.00	3.3%	
165		Equipped play area						
166		2 bed dwelling	2,315.00	<b>2,385.00</b>	e	70.00	3.0%	
167		3 bed dwelling	3,090.00	<b>3,185.00</b>	e	95.00	3.1%	
168		4 bed dwelling	3,855.00	<b>3,970.00</b>	e	115.00	3.0%	

Lewes District Council Fees and Charges Proposals 2015/2016

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By Service and Activity			2014/2015 Current charge £pence	2015/2016 Proposed charge £pence	VAT	Increase £pence	Increase %	2015/2016 estimated chargeable numbers
169	<b>PLANNING SERVICES</b>							
170	Planning research for third parties	per hour	50.00	<b>50.00</b>	s	0.00	0.0%	
171	Compliance checks for planning applications	Householder application - per hour	25.00	<b>27.00</b>	e	2.00	8.0%	
172		Non-householder application - per hour	85.00	<b>92.00</b>	e	7.00	8.2%	
173	Pre-application service (in the Lewes district except the SDNP area)							
174	- large scale major applications	up to 6 meetings	3,600.00	<b>3,600.00</b>	s	0.00	0.0%	
175		per additional meeting	500.00	<b>500.00</b>	s	0.00	0.0%	
176	- medium scale major applications	up to 4 meetings	1,800.00	<b>1,800.00</b>	s	0.00	0.0%	
177		per additional meeting	360.00	<b>360.00</b>	s	0.00	0.0%	
178	- small scale major applications	up to 2 meetings	900.00	<b>900.00</b>	s	0.00	0.0%	
179		per additional meeting	200.00	<b>200.00</b>	s	0.00	0.0%	
180	- minor applications	up to 2 meetings	450.00	<b>450.00</b>	s	0.00	0.0%	
181		per additional meeting	120.00	<b>120.00</b>	s	0.00	0.0%	
182	- small minor applications	initial meeting	250.00	<b>250.00</b>	s	0.00	0.0%	
183		per additional meeting	60.00	<b>60.00</b>	s	0.00	0.0%	
184	- residential schemes for 1-2 dwellings	initial meeting	150.00	<b>150.00</b>	s	0.00	0.0%	
185		per additional meeting	60.00	<b>60.00</b>	s	0.00	0.0%	
186	- telecommunications, change of use, renewable energy	initial meeting	75.00	<b>75.00</b>	s	0.00	0.0%	
187		per additional meeting	60.00	<b>60.00</b>	s	0.00	0.0%	
188	- householder schemes	written advice and site visits	12.50	<b>12.50</b>	s	0.00	0.0%	
189	- listed building schemes	written advice and site visits	12.50	<b>12.50</b>	s	0.00	0.0%	
190	Publications	e.g. Local Plan	50.00	<b>50.00</b>	e	0.00	0.0%	
191		e.g. Local Plan on Cdrom	15.00	<b>15.00</b>	e	0.00	0.0%	
192		Emerging Core Strategy	12.00	<b>12.00</b>	e	0.00	0.0%	
193	Document search and retrieval	per document	0.60	<b>0.60</b>	s	0.00	0.0%	
194	Electronic copy of document	Building Control document	55.00	<b>55.00</b>	s	0.00	0.0%	
195		Planning legal document	12.50	<b>12.50</b>	s	0.00	0.0%	
196	Standard copying charges	Minimum charge for 3 pages	1.20	<b>1.20</b>	s	0.00	0.0%	
197		A4 size per page	0.10	<b>0.10</b>	s	0.00	0.0%	
198		A3 size per page	0.20	<b>0.20</b>	s	0.00	0.0%	
199		A2 size per page	1.80	<b>1.80</b>	s	0.00	0.0%	
200		A1 size per page	2.40	<b>2.40</b>	s	0.00	0.0%	
201		A0 size per page	3.00	<b>3.00</b>	s	0.00	0.0%	
202	Colour copying charges	A4 size per page	1.25	<b>1.25</b>	s	0.00	0.0%	
203		A3 size per page	2.50	<b>2.50</b>	s	0.00	0.0%	
204		A2 size per page	6.00	<b>6.00</b>	s	0.00	0.0%	
205		A1 size per page	12.00	<b>12.00</b>	s	0.00	0.0%	
206		A0 size per page	18.00	<b>18.00</b>	s	0.00	0.0%	
207	Services for Solicitors:	priority service	12.50	<b>12.50</b>	s	0.00	0.0%	
208		Compliance checks for Enforcement (per site)	50.00	<b>50.00</b>	e	0.00	0.0%	
209		Building Control file retrieval fee	50.00	<b>50.00</b>	s	0.00	0.0%	
210		Compliance checks for Building Control (per site)	75.00	<b>75.00</b>	s	0.00	0.0%	
211		Building Control database info - where reference quoted	5.00	<b>5.00</b>	s	0.00	0.0%	
212	<b>Total Estimated Annual Income (Planning)</b>		<b>34,000</b>	<b>44,000</b>		<b>10,000</b>	<b>29.4%</b>	

Lewes District Council Fees and Charges Proposals 2015/2016

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By Service and Activity			2014/2015 Current charge £pence	2015/2016 Proposed charge £pence	VAT	Increase £pence	Increase %	2015/2016 estimated chargeable numbers
213	<b>STREET NAMING AND NUMBERING</b>							
214	House numbering	per plot/house	20.00	<b>20.00</b>	e	0.00	0.0%	
215	House name change or addition	per plot/house	25.00	<b>25.00</b>	e	0.00	0.0%	
216	<b>Total Estimated Annual Income (Street Naming and Numbering)</b>		<b>2,500</b>	<b>4,000</b>		<b>1,500</b>	<b>60.0%</b>	180
217	<b>ALLOTMENTS</b>							
218	<b>Total Estimated Annual Income (Allotments)</b>	per year per plot (253 square metres)	56.50	<b>58.00</b>	e	1.50	2.7%	
218			<b>1,600</b>	<b>1,600</b>		<b>0</b>	<b>0.0%</b>	28
219	<b>CEMETERIES</b>							
220	Internment	1.83m (equivalent to 6 feet)	745.00	<b>767.00</b>	e	22.00	3.0%	42
221		2.29m (equivalent to 7 feet 6 inches)	1,000.00	<b>1,030.00</b>	e	30.00	3.0%	22
222		2.74m (equivalent to 9 feet)	1,335.00	<b>1,375.00</b>	e	40.00	3.0%	0
223		cremated remains	221.00	<b>228.00</b>	e	7.00	3.2%	24
224		stillborn child (under 1 month)	free	<b>free</b>		n/a	n/a	n/a
225		child (under 12 years)	free	<b>free</b>		n/a	n/a	n/a
226		in existing vault	actual cost	<b>actual cost</b>	e	n/a	n/a	n/a
227	Interred ashes in Garden of Rest		220.00	<b>227.00</b>	e	7.00	3.2%	28
228	Purchase of Burial Rights	ordinary	965.00	<b>994.00</b>	e	29.00	3.0%	40
229		ordinary 75 years	1,850.00	<b>1,905.00</b>	e	55.00	3.0%	0
230		special 50 years	995.00	<b>1,025.00</b>	e	30.00	3.0%	4
231		special 75 years	1,990.00	<b>2,050.00</b>	e	60.00	3.0%	0
232	Designated child space	50 years	335.00	<b>345.00</b>	e	10.00	3.0%	0
233		75 years	670.00	<b>690.00</b>	e	20.00	3.0%	0
234	Garden of Rest		231.00	<b>238.00</b>	e	7.00	3.0%	29
235	Right to erect/place on grave or vault	Headstone	180.00	<b>185.00</b>	e	5.00	2.8%	36
236		Kerbstone or Border	231.00	<b>238.00</b>	e	7.00	3.0%	5
237		Flatstone or Wall Tablet	180.00	<b>185.00</b>	e	5.00	2.8%	25
238		Additional Inscription	82.00	<b>85.00</b>	e	3.00	3.7%	45
239	Chapel		48.00	<b>50.00</b>	i	2.00	4.2%	16
240	Searches		22.50	<b>23.00</b>	i	0.50	2.2%	
241	Transfer of Grant Ownership		53.00	<b>55.00</b>	e	2.00	3.8%	
242	Exhumation		actual cost	<b>actual cost</b>	e	n/a	n/a	
243	<b>Total Estimated Annual Income (Cemeteries)</b>		<b>131,000</b>	<b>135,000</b>		<b>4,000</b>	<b>3.1%</b>	
244	<b>PARKS AND OPEN SPACES</b>							
245	Commercial Organisations	small event - per day	565.00	<b>582.00</b>	e	17.00	3.0%	5 days
246		medium event - per day	1,000.00	<b>1,030.00</b>	e	30.00	3.0%	
247		large event - per day	negotiable	<b>negotiable</b>	e	n/a	n/a	
248	Not For Profit Organisations (per day)	Within District - up to 100% discount	free	<b>free</b>	-	0.00	0.0%	20 days
249		Outside District - discount 50% - 0%	from £285	<b>from £286</b>	e	0.00	0.0%	
250	Boat Licences	per year	58.50	<b>60.00</b>	i	1.50	2.6%	7
251	<b>Total Estimated Annual Income (Parks &amp; Open Spaces)</b>		<b>3,000</b>	<b>3,000</b>		<b>0</b>	<b>0.0%</b>	

# Lewes District Council Fees and Charges Proposals 2015/2016

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By Service and Activity

		2014/2015 Current charge £pence	2015/2016 Proposed charge £pence	VAT	Increase £pence	Increase %	2015/2016 estimated chargeable numbers
252	<b>WASTE COLLECTION</b>						
253	<b>Domestic</b>						
254	Bulky waste	2 items (minimum)	21.00	-	(21.00)		
255		4 items	42.00	50.00	8.00	19.0%	1,100
256		8 items (or 20 bags)	-	75.00	75.00		
257		Pianos	78.75	95.00	16.25	20.6%	
258							
259	Fridges and freezers		26.00	35.00	9.00	34.6%	190
260	Garden waste	10 bags	22.00	30.00	8.00	36.4%	
		20 bags	44.00	50.00	6.00	13.6%	
		30 bags	66.00	75.00	9.00	13.6%	
261	All other domestic charges by application						
262	<b>Prescribed household</b>						
263	Clinical waste	in multiples of 10 bags and labels	32.00	32.00	0.00	0.0%	650
264	<b>Other</b>						
265	Dog bin emptying	per bin	5.70	5.70	0.00	0.0%	110
266	<b>Total Estimated Annual Income (Waste Collection excluding Commercial Trade Waste))</b>		<b>98,200</b>	<b>105,900</b>	<b>7,700</b>	<b>7.8%</b>	
267	<b>Council Tax and Business Rates</b>						
268	Recovery action	Summons cost	55.00	55.00	0.00	0.0%	
269		Liability order	30.00	30.00	0.00	0.0%	
270	Transaction fee for taxation payments made by credit card	per transaction	1.50%	1.50%	0.00	0.0%	
271	<b>Total Estimated Annual Income (Ctax and Brates)</b>		<b>181,300</b>	<b>186,500</b>	<b>5,200</b>	<b>2.9%</b>	2,950
272	<b>Legal Services</b>						
273	An illustrative set of charges is listed below.						
274	Other charges by application and more complex transactions by negotiation						
275	Section 106 agreement	time spent x hourly rate	£400 - £1,100	£400 - £1,100	0.00	0.0%	
276	Lease	time spent x hourly rate	£260 - £2,000	£260 - £2,000	0.00	0.0%	
277	Consent, Deed of Variation, Easement, Sale of Freehold	time spent x hourly rate	£260 - £1,000	£260 - £1,000	0.00	0.0%	
278	Licence	time spent x hourly rate	£200 - £750	£200 - £750	0.00	0.0%	
279	Redemption of Mortgage		110.00	110.00	0.00	0.0%	
280	Leasehold Questionnaire		110.00	110.00	0.00	0.0%	
281	Right to Buy	engrossment fee	60.00	60.00	0.00	0.0%	
282	Retrieval fee from deed room		55.00	55.00	0.00	0.0%	
283	Copying large/complicated agreements including plans	including retrieval fee	70.00	70.00	0.00	0.0%	
284	Other copying (in addition to retrieval fee)	per side copied	0.40	0.40	0.00	0.0%	
285	Other copying (where retrieval not required)	minimum charge	6.00	6.00	0.00	0.0%	
286		plus per side copied	0.40	0.40	0.00	0.0%	



**Lewes District Council Fees and Charges Proposals 2015/2016**

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By Service and Activity

		2014/2015 Current charge £pence	2015/2016 Proposed charge £pence	VAT	Increase £pence	Increase %	2015/2016 estimated chargeable numbers
287	<b>Land Charges</b>						
288	An illustrative set of the main charges is listed below.	The full list of fees and charges is available from the Council web site at <a href="http://www.lewes.gov.uk">www.lewes.gov.uk</a>					
289	Official Search of the Local Land Charges Register (LLC1)	paper search of the whole register	19.00	n/a	n/a	n/a	
290		electronic search of the whole register	13.00	n/a	n/a	n/a	
291		replaced with one fee for search of the whole register	n/a	16.00	n/a	n/a	1,500
292	CON29 Part 1 – required enquiries	paper enquiry	82.00	n/a	n/a	n/a	
293		electronic enquiry	65.00	n/a	n/a	n/a	
		replaced with one fee for required enquiries	n/a	67.00	n/a	n/a	1,500
294	<b>Total estimated Annual Income (Land Charges)</b>		<b>120,000</b>	<b>140,000</b>	<b>20,000</b>	<b>16.7%</b>	
295	<b>TOTAL ESTIMATED ANNUAL INCOME FOR ALL SERVICES</b>		<b>2,224,200</b>	<b>2,205,400</b>	<b>-18,800</b>		

**Agenda Item No:** 9.3 **Report No:** 3/15  
**Report Title:** Meetings Timetable 2015/2016  
**Report To:** Cabinet **Date:** 5 January 2015  
**Cabinet Member:** Councillor Rob Blackman  
**Ward(s) Affected:** All  
**Report By:** Catherine Knight, Assistant Director of Corporate Services  
**Contact Officer(s)-**  
**Name(s):** Zoe Downton  
**Post Title(s):** Committee Officer, Democratic Services  
**E-mail(s):** zoe.downton@lewes.gov.uk  
**Tel No(s):** 01273 471600

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**Purpose of Report:**

To approve the meetings timetable for the 2015/2016 municipal year.

**Officers Recommendation(s):**

- 1 To recommend to Council that the meetings timetable for the 2015/2016 municipal year (as shown in Appendix A and B), be approved and adopted.
- 

**Reasons for Recommendations**

- 2 To facilitate the smooth running of the Council's business in the municipal year 2015/2016.

**Information**

- 3 The draft timetable for 2015/2016 has been circulated to all councillors and Chief Officers for comment.

**Constraints that have to be taken into account when compiling the timetable:**

- 4 The timetable has to be arranged between Annual Meetings of the Council which, in election years, is held within 21 days of the retirement of the outgoing councillors and, in non-Council election years, tends to be the second Wednesday in May. Bank Holidays and the Easter and Christmas holiday periods have been avoided wherever possible.
- 5 School holidays have been kept clear of meetings where possible, except for Planning Application Committee (PAC) meetings and PAC call over meetings. The school holiday dates, as advised by East Sussex County Council, West Sussex County Council and Brighton and Hove City Council, have been included in the timetable.

- 6 The District-wide **Planning Applications Committee** meets every three weeks, normally on a Wednesday and the call-over meetings held on the preceding Thursday. There is a six week gap between Wednesday, 2 December 2015 to Wednesday, 13 January 2016 to avoid the Christmas and New Year holidays.
- 7 The **Cabinet** meets 7 times during the 2015/2016 municipal year. There is an eleven and a half week gap between Cabinet meetings in July and September to avoid scheduling the call-over meeting during the Summer school holidays. **Cabinet** and **Cabinet Call-over** meetings are all held on Mondays or Thursdays.
- 8 **Council** meetings are on Wednesdays, with the exception of the meetings on Thursday, 16 July 2015 and Thursday, 25 February 2016 which have been scheduled to avoid a clash with the Planning Applications Committee and due to other constraints when compiling the timetable.
- 9 The precept setting **Council** meeting has been scheduled for Thursday, 25 February 2016 in order to take place as soon as possible after the equivalent East Sussex County Council meeting which, it is anticipated, will be held on 9 February 2016.

### **Financial Appraisal**

- 10 Some meetings take place at different venues throughout the District, for which room hire charges have to be paid.

### **Legal Implications**

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

### **Sustainability Implications**

- 12 I have completed the Sustainability Implications Questionnaire and there are no significant effects as a result of these recommendations.

### **Risk Management Implications**

- 13 I have completed the Risk Management questionnaire and this report does not require a risk assessment because the changes/issues covered by the recommendations are not significant in terms of risk.

### **Equality Screening**

- 14 I have completed the initial Equality Impact Assessment screening exercise and no potential negative impacts were identified as a result of these recommendations. Therefore, a full Equality Impact Assessment is not required.

### **Background Papers**

- 15 None

### **Appendices**

- 16 Appendix A – Meetings Timetable 2015/2016 – Summary of Public Meetings  
Appendix B – Public Meetings Timetable 2015/2016 (by calendar month)

## Meetings Timetable 2015/2016 – Summary of Public Meetings

Committee	Time	May 2015	June 2015	July 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016
Bank Holidays		4 & 25			31				25 & 28	1		25 & 28		2 & 30
Audit & Standards Committee	3.30pm		22			28		30		25		14		
Cabinet	2.30pm			6		24		23		7	8	21	28	
Council	2.30pm	20		16			14		9		25			11
Employment Committee	10.00am		1			14			7			7		
Planning Applications Committee	5.00pm	27	17	8, 29	19	9, 30	21	11	2	13	3, 24	16	6, 27	
Scrutiny Committee	10.00am		18			10		19		14		3	14	

- Notes:
1. The dates of other Committees, Sub-Committees and Panels which do not meet regularly will be announced as and when.
  2. The venues for meetings can be obtained by telephoning Democratic Services on 01273 471600.

*In accordance with the Local Government (Access to Information) Act 1985, copies of all agendas and reports are available for inspection at Southover House, Southover Road, Lewes on Mondays to Fridays inclusive between the hours of 9.00 am and 5.00 pm. Copies can also be inspected at the Council Offices Newhaven, and the Information Centres at Lewes and Peacehaven. Details of opening times can be obtained from Southover House as above (telephone 01273 471600).*

**May 2015**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>w/e</b>	
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b> Bank Holiday  School Holidays	<b>5</b>	<b>6</b>	<b>7</b> <i>Parliamentary General Election and District, Town and Parish Council Elections</i>	<b>8</b> <i>Elections Count</i>	<b>9</b>	<b>10</b>
<b>11</b> New Members' Induction Day	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b> 1100 Council c/o 1430 Annual Council	<b>21</b> 0900 Plan Apps Cttee c/o	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b> Bank Holiday  School Holidays	<b>26</b>  School Holidays	<b>27</b>  School Holidays 1700 Planning Apps Cttee	<b>28</b>  School Holidays	<b>29</b>  School Holidays	<b>30</b>	<b>31</b>

June 2015					
Monday	Tuesday	Wednesday	Thursday	Friday	w/e
<b>29</b>	<b>30</b> LGA Conference				
<b>1</b> 1000 Employment Cttee	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6 7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> 0900 Plan Apps Cttee c/o	<b>12</b>	<b>13 14</b>
<b>15</b>	<b>16</b>	<b>17</b> 1700 Planning Apps Cttee	<b>18</b> 1000 Scrutiny Committee 1430 Cabinet c/o	<b>19</b>	<b>20 21</b>
<b>22</b> 1530 Audit and Standards Committee	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27 28</b>

**July 2015**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>w/e</b>	
		<b>1</b>  LGA Conference	<b>2</b>  0900 Plan Apps Cttee c/o  LGA Conference	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>  1430 Cabinet	<b>7</b>	<b>8</b>  1700 Planning Apps Cttee	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>  1100 Council c/o  1430 Council	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>  0900 Plan Apps Cttee c/o  School Holidays	<b>24</b>  School Holidays	<b>25</b>	<b>26</b>
<b>27</b>  School Holidays	<b>28</b>  School Holidays	<b>29</b>  School Holidays 1700 Planning Apps Cttee	<b>30</b>  School Holidays	<b>31</b>  School Holidays		



**August 2015**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>w/e</b>	
<b>31</b> Bank Holiday School Holidays					<b>1</b>	<b>2</b>
<b>3</b> School Holidays	<b>4</b> School Holidays	<b>5</b> School Holidays	<b>6</b> School Holidays	<b>7</b> School Holidays	<b>8</b>	<b>9</b>
<b>10</b> School Holidays	<b>11</b> School Holidays	<b>12</b> School Holidays	<b>13</b> 0900 Plan Apps Cttee c/o School Holidays	<b>14</b> School Holidays	<b>15</b>	<b>16</b>
<b>17</b> School Holidays	<b>18</b> School Holidays	<b>19</b> School Holidays 1700 Planning Apps Cttee	<b>20</b> School Holidays	<b>21</b> School Holidays	<b>22</b>	<b>23</b>
<b>24</b> School Holidays	<b>25</b> School Holidays	<b>26</b> School Holidays	<b>27</b> School Holidays	<b>28</b> School Holidays	<b>29</b>	<b>30</b>

## September 2015

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>w/e</b>	
<b>28</b>  1530 Audit and Standards Committee	<b>29</b>	<b>30</b>  1700 Planning Apps Cttee				
	<b>1</b>  School Holidays	<b>2</b>  School Holidays/INSET Day	<b>3</b>  0900 Plan Apps Cttee c/o	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>  1430 Cabinet c/o	<b>8</b>	<b>9</b>  1700 Planning Apps Cttee	<b>10</b>  1000 Scrutiny Committee	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b> 1000 Employment Cttee	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>  Liberal Democrat Party Conference	<b>22</b>  Liberal Democrat Party Conference	<b>23</b>  Liberal Democrat Party Conference	<b>24</b>  0900 Plan Apps Cttee c/o 1430 Cabinet	<b>25</b>	<b>26</b>	<b>27</b>

October 2015						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
			1	2	3	4
5 Conservative Party Conference	6 Conservative Party Conference	7 Conservative Party Conference	8	9	10	11
12	13	14 1100 Council c/o 1430 Council	15 0900 Plan Apps Cttee c/o	16	17	18
19	20	21 1700 Planning Apps Cttee	22	23	24	25
26 School Holidays	27 School Holidays	28 School Holidays	29 School Holidays	30 School Holidays	31	

November 2015					
Monday	Tuesday	Wednesday	Thursday	Friday	w/e
<b>30</b>  1530 Audit and Standards Committee					1
<b>2</b>  1430 Cabinet c/o	<b>3</b>	<b>4</b>	<b>5</b> 0900 Plan Apps Cttee c/o	<b>6</b>	<b>7 8</b>
<b>9</b>	<b>10</b>	<b>11</b>  1700 Planning Apps Cttee	<b>12</b>	<b>13</b>	<b>14 15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>  1000 Scrutiny Committee	<b>20</b>	<b>21 22</b>
<b>23</b>  1430 Cabinet	<b>24</b>	<b>25</b>	<b>26</b>  0900 Plan Apps Cttee c/o	<b>27</b>	<b>28 29</b>

APPENDIX B

December 2015						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
<b>28</b> Bank Holiday  OFFICES CLOSED School Holidays	<b>29</b>  OFFICES CLOSED School Holidays	<b>30</b>  OFFICES CLOSED School Holidays	<b>31</b>  OFFICES CLOSED School Holidays			
	<b>1</b>	<b>2</b>  1700 Planning Apps Cttee	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b> 1000 Employment Cttee	<b>8</b>	<b>9</b>  1100 Council c/o  1430 Council	<b>10</b>  1430 Cabinet c/o	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>  School Holidays	<b>22</b>  School Holidays	<b>23</b>  School Holidays Page 41 of 76	<b>24</b>  School Holidays	<b>25</b> Bank Holiday  OFFICES CLOSED School Holidays	<b>26</b>	<b>27</b>

January 2016

January 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	w/e	
				<b>1</b> Bank Holiday  OFFICES CLOSED School Holidays	<b>2</b>	<b>3</b>
<b>4</b>  School Holidays	<b>5</b>	<b>6</b>	<b>7</b>  0900 Plan Apps Cttee c/o  1430 Cabinet	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>  1700 Planning Apps Cttee	<b>14</b>  1000 Scrutiny Committee	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>  1430 Cabinet c/o	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>  1530 Audit and Standards Committee	<b>26</b>	<b>27</b>	<b>28</b>  0900 Plan Apps Cttee c/o	<b>29</b>	<b>30</b>	<b>31</b>

**February 2016**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>w/e</b>	
<b>29</b>						
<b>1</b>	<b>2</b>	<b>3</b>  1700 Planning Apps Cttee	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>  1430 Cabinet	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>  School Holidays	<b>16</b>  School Holidays	<b>17</b>  School Holidays	<b>18</b>  0900 Plan Apps Cttee c/o School Holidays	<b>19</b>  School Holidays	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>  1700 Planning Apps Cttee	<b>25</b>  1100 Council c/o 1430 Council	<b>26</b>	<b>27</b>	<b>28</b>

**March 2016**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>w/e</b>	
	<b>1</b>	<b>2</b>	<b>3</b> 1000 Scrutiny Committee 1430 Cabinet c/o	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b> 1000 Employment Cttee	<b>8</b>	<b>9</b>	<b>10</b> 0900 Plan Apps Cttee c/o	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b> 1530 Audit and Standards Committee	<b>15</b>	<b>16</b> 1700 Planning Apps Cttee	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b> 1430 Cabinet	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Bank Holiday  School Holidays	<b>26</b>	<b>27</b>
<b>28</b> Bank Holiday  School Holidays	<b>29</b>  School Holidays	<b>30</b>  School Holidays	<b>31</b> 0900 Plan Apps Cttee c/o  School Holidays			



**April 2016**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>w/e</b>	
				<b>1</b>  School Holidays	<b>2</b>	<b>3</b>
<b>4</b>  School Holidays	<b>5</b>  School Holidays	<b>6</b>  School Holidays 1700 Planning Apps Cttee	<b>7</b>  School Holidays	<b>8</b>  School Holidays	<b>9</b>	<b>10</b>
<b>11</b>  1430 Cabinet c/o	<b>12</b>	<b>13</b>	<b>14</b>  1000 Scrutiny Committee	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>  0900 Plan Apps Cttee c/o	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>  1700 Planning Apps Cttee	<b>28</b>  1430 Cabinet	<b>29</b>	<b>30</b>	

May 2016					
Monday	Tuesday	Wednesday	Thursday	Friday	w/e
<b>30</b> Bank Holiday  School Holidays	<b>31</b>  School Holidays				1
<b>2</b> Bank Holiday  School Holidays	<b>3</b>	<b>4</b>	<b>5</b>  <i>(Expected Police and                      Crime Commissioners                      Election)</i>	<b>6</b>	<b>7 8</b>
<b>9</b>	<b>10</b>	<b>11</b> 1100 Council c/o  1430 Annual Council	<b>12</b>	<b>13</b>	<b>14 15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21 22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28 29</b>

**Agenda Item No:** 9.4 **Report No:** 4/15  
**Report Title:** Officer Scheme of Delegation  
**Report To:** Cabinet **Date:** 5<sup>th</sup> January 2015  
**Cabinet Member:** Councillor Andy Smith  
**Ward(s) Affected:** All Wards  
**Report By:** Alan Osborne, Director of Corporate Services  
**Contact Officer(s)-**  
**Name(s):** Bee Lewis  
**Post Title(s):** Head of Property & Facilities  
**E-mail(s):** [Bee.lewis@lewes.gov.uk](mailto:Bee.lewis@lewes.gov.uk)  
**Tel No(s):** 01273 611101

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#### **Purpose of Report:**

To amend the Scheme of Delegations in relation to non-housing property matters.

#### **Officers Recommendation(s):**

- 1 That Cabinet recommends Council to amend the text of the Officer Scheme of Delegation as set out in the Council's Constitution (shown at Appendix A), to adopt a Scheme similar to that operating at Wealden District Council in respect of non-housing property transactions and to approve or amend the associated financial or other limits (shown at Appendix B).
- 2 That subject to the approval of recommendation 1 above and contingent on subsequent Council approval, the Assistant Director of Corporate Services be authorised to make the necessary revisions to the Council's Constitution.

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#### **Reasons for Recommendations**

- 2 This report recommends amending the Officer Scheme of Delegation by adopting the Scheme of Delegation in operation at Wealden District Council. This will enable the Council to align more closely with property transactions managed by Eastbourne Borough Council, which in turn may generate future efficiencies for LDC.

#### **Information**

- 3.1** In September 2014, Cabinet approved the Property Roadmap to align the Council's property management more closely to the Corporate Landlord model which is currently being implemented by Eastbourne Borough Council. This latest decision builds on the work identified within the Property Strategy, adopted by the Council in May 2012.
- 3.2** The Property Strategy will be supported by a number of Property Policies, which are in draft form currently. The policies set out how the Council will manage the property portfolio and landlord events, including engagement and consultation with interested parties, including Town and Parish Councils. The policies cover the following landlord events:
- (a)** Acquisitions
  - (b)** Disposals
  - (c)** Leases and Rents
  - (d)** Accessibility
  - (e)** Property Maintenance
  - (f)** Property Risk & Compliance
  - (g)** Community Asset Transfer
  - (h)** Corporate Sustainable Buildings
- 3.3** Additionally, work has begun to identify inefficiencies within existing processes and ways in which the Council's property can be managed more effectively to deliver the Council's strategic priorities. One strand of the work has been to review the Scheme of Delegations. The current scheme is set out at Appendix A.
- 3.4** Officers have compared the delegated authority in operation at Lewes District Council with neighbouring authorities, including EBC and ESCC, as well as neighbouring districts. The schemes are all broadly comparable, with the key differences relating to the financial limits for each transaction. The Scheme in operation at Wealden DC, if adopted at LDC, would reduce some of the pinch points in service deliver, but allow for control and transparency over important or complex transactions.
- 3.5** The Scheme adopted at Eastbourne is not directly comparable to the other neighbouring authorities. There are no financial or time limits within the Scheme, but for complex or sensitive property transactions (ie where there would be a high degree of interest from Towns, Parishes or local groups), the recommendations are reported to a Property Board.
- 3.6** It is recommended that the wording of the Council's Scheme of Delegations is amended as per the proposals attached at Appendix A with delegated authority given to the Director of Corporate Services in consultation with the Assistant Director of Corporate Services, the

Director of Finance and the Directors of Business Strategy and Service Delivery, and that the Council adopts the limits and restrictions in operation at Wealden DC.

### **Financial Appraisal**

4 There are no financial implications arising as a result of this report.

### **Legal Implications**

The Legal Services Department has made the following comments:

5

5.1 The changes proposed to the Scheme of Delegations to Officers are significant and require the approval of Council.

### **Sustainability Implications**

6

I have completed the Sustainability Implications Questionnaire and there are no significant effects as a result of these recommendations.

### **Risk Management Implications**

7 There are no risk management implications arising from this report.

### **Equality Screening**

8 The recommendation has only positive or zero impact on equalities within the community.

### **Background Papers**

9 None

### **Appendices**

10 Appendix A: Current and proposed Scheme of Delegations

Appendix B: Scheme of Delegations in Neighbouring Authorities

## **Appendix A**

### **Current Scheme of Delegations**

#### **Part 4 - Contract Procedure Rules (J1-J18)**

##### **Sale and lease of land**

**4.15** No sale or lease by the Council of land (where the value exceeds £5,000, or in the case of a lease, the estimated rent exceeds £1,500 per annum) shall be made except after auction or the invitation of tenders following public advertisement, in at least one newspaper circulating in the District, unless specifically authorised by Cabinet. This shall not apply to the renewal of a lease made pursuant of the Landlord and Tenant Act 1954 or to the sale of Council dwellings under the right to buy scheme.

#### **Part 9 – Scheme of Delegation to Officers (U1-U29)**

##### **A Property Functions**

(a) to be the Council's Corporate Property Officer responsible for the maintenance of the Council's Asset Management Plan.

(b) to be responsible for the management of land and buildings, the management of which has not been entrusted to another designated officer (Executive).

(c) to let land and buildings not used for residential purposes where the rent will not exceed £1,500 per annum and where the period of letting will not exceed five years or the tenancy is periodic.

(d) to grant wayleaves for utilities where the consideration does not exceed £1000 and the Corporate Head – Communities and Enterprise has first consulted the Tree and Landscape Officer, the Lead Councillor (Cabinet) and the Corporate Head – Legal and Democratic Services.

### **Proposed Scheme of Delegations**

#### **Part 4 - Contract Procedure Rules (J1-J18)**

##### **Sale and lease of land**

**4.15** No sale or lease by the Council of land (where the value exceeds £50,000 or £25,000 if amenity land; or in the case of a lease, the estimated rent exceeds £25,000 per annum) shall be made except after auction or the invitation of tenders or expressions of interest following public advertisement, in at least one newspaper circulating in the District, unless specifically authorised by Cabinet. This shall not apply to the renewal of a lease made pursuant of the Landlord and Tenant Act 1954 or to the sale of Council dwellings under the right to buy scheme.

## **Part 9 – Scheme of Delegation to Officers (U1-U29)**

### **A Property Functions**

(a) to be the Council's Corporate Property Officer responsible for the maintenance of the Council's Asset Management Plan and to manage the improvement, refurbishment and maintenance of the Council's non-housing property portfolio where not specifically the responsibility of other officers, this to include all tasks related to new build provision.

(b) to acquire or dispose of land in connection with the Council's functions and to grant and/or modify leases, easements, licenses and way-leaves of, in, or over buildings or land in connection with the Council's Functions in accordance with the following limits:

- Where the payment from the other party does not exceed £50,000 (£25,000 for amenity land); or
- Where the annual rent does not exceed £25,000 per annum (except for a rent review); or
- Where the lease term of the property does not exceed 10 years; or
- Where the payment to the other party does not exceed £50,000; or
- If an easement or way-leave, the annual fee does not exceed [£1,000].

(c) To vary the terms and conditions of, or negotiate the surrender of, leases and licenses.

(d) To determine as landowner or landlord, applications for licenses, consents and permissions in respect of the Council's buildings or land.

**Appendix B: Scheme of Delegations in Neighbouring Authorities**

	<b>Disposal</b>	<b>Acquisition</b>	<b>Rent</b>	<b>Length of lease</b>	<b>Area of land</b>	<b>Easements &amp; Wayleaves</b>	<b>Variation to leases</b>
<b>LDC</b>	£5,000	None	£1,500	5 years	No restriction	No restriction	No
<b>ESCC</b>	£100,000	£100,000	£25,000	10 years	0.2 acres (0.494 hectares)	£1,000	£1,000
<b>Eastbourne BC</b>	No restriction	No restriction	No restriction	No restriction	No restriction	No restriction	No restriction
<b>Chichester DC</b>	£200,000		£50,000	No restriction	No restriction	£50,000	Yes: up to £50,000
<b>Hastings BC</b>	£50,000	£50,000	£50,000	No restriction	No restriction	£50,000	Yes: up to £50,000
<b>Mid-Sussex</b>	£20,000	£20,000	£15,000	14 years	No restriction	No restriction	Yes: up to £15,000 and/or 14 years
<b>Rother</b>	None	None	None	None	None	None	None
<b>Wealden</b>	£50,000 (£25,000 for amenity land)	£50,000	£25,000	10 years	No restriction	No restriction	Yes: up to £25,000
<b>Brighton &amp; Hove</b>	£250,000	£250,000	£250,000	No restriction	No restriction	£250,000	Yes: up to £250,000



**Agenda Item No:** 9.5 **Report No:** 5/15  
**Report Title:** Ward Issues Raised by Councillors at Council  
**Report To:** Cabinet **Date:** 5 January 2015  
**Cabinet Members:** Councillors Franklin and Howson  
**Ward(s) Affected:** Lewes Priory, Seaford South, Newhaven Valley and Peacehaven West  
**Report By:** Assistant Director of Corporate Services  
Catherine Knight  
**Contact Officer(s)-**  
**Name(s):** Trevor Hayward  
**Post Title(s):** Committee Officer  
**E-mail(s):** [trevor.hayward@lewes.gov.uk](mailto:trevor.hayward@lewes.gov.uk)  
**Tel No(s):** 01273 471600

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**Purpose of Report:**

To respond to ward issues raised by councillors.

**Officers Recommendation(s):**

To note and agree the officer action detailed in the Report.

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**Reasons for Recommendations**

To ensure that appropriate follow up action is taken.

**Information**

- 1 The following ward issues were raised at the Council meeting on 15 October 2014:

<u>Councillor/Ward</u>	<u>Ward Issue Concerning</u>
Councillor O’Keeffe – Lewes Priory Ward	Legionella had been identified in the changing rooms at the Stanley Turner Recreation Ground which were closed at the beginning of November 2014. It was taking quite a while to resolve that difficult problem.

<u>Councillor/Ward</u>	<u>Ward Issue Concerning</u>
	<p>Users of that facility believed that there were other solutions which had not yet been fully investigated.</p> <p><u>Suggested action to be taken by the Council:</u> That the Council discuss with the users of the above facility to consider whether there was a better and quicker solution to resolve the problem.</p>
<p>Comment by Chief Officer (Director of Service Delivery):</p> <p>Lewes District Council were notified on the 3rd November that a strain of Legionella bacteria had been detected within the shower units on the ground floor of the Stanley Turner changing rooms building. This was a low level colonisation, but as we have a duty of care to the public to make sure our facilities are safe, we had to close the changing rooms until a solution could be found. We informed stake holders of this issue immediately and have subsequently updated all concerned on a regular basis. We have investigated the cause, and discovered that the fault lies in an aging hot water and plumbing system. A temporary fix will be undertaken between Friday 5th and 12th December, with our contract heating engineers working to rewire and replace some of the immersion heaters, carry out chlorination of the system, and replace fault blending valves within the showers. However, this will not address core issues associated with aging hot water cylinders, which in the medium term require complete replacement which is a significant capital investment. There is no guarantee that the temporary fix will hold, given that the cylinders are old and potentially have lime scale issues which cannot be resolved without replacement.</p> <p>As there is a project well underway to invest in renewing the ground floor facilities including showers at the changing rooms in spring 2015, it is consider prudent to wait until that time to invest in a larger scale more costly and lasting solution to upgrade the aging hot water system</p> <p>Should the temporary fix not last long enough, officers have liaised with Lewes Rugby club and explored other temporary options including installing temporary facilities on the site but there have proved too expensive, at a cost of over £400 per week + installation and service charges. Officers have been in touch with Seaford Rugby Club and Seaford Town Council, and temporary use of their facilities is possible should Lewes Rugby Club wish to pursue this option in the short term</p>	
<p>Councillor Adeniji – Seaford South Ward</p>	<p>Litter collection adjacent to the road along Seaford seafront (i.e. on the 'inland' side of that road) was not being undertaken sufficiently regularly and properly. East Sussex County Council had indicated that it was the responsibility of the Council.</p> <p><u>Suggested action to be taken by the Council:</u> That the Officers be requested to advise Councillor</p>

<u>Councillor/Ward</u>	<u>Ward Issue Concerning</u>
	Adeniji as to which Council was responsible for such litter collection in order that the above problem could be directed to that Council and could be resolved accordingly.
<p><u>Comment by Chief Officer (Director of Service Delivery):</u></p> <p>This gutter/channel is inspected and cleansed on a weekly basis, usually on a Wednesday or Thursday by the Seaford Street Cleansing crew, weather permitting (High winds/Storms etc). In addition a mechanical sweeper gives the channel a regular sweep as and when access is available due to the parked cars.</p> <p>We are aware of the issue and will continue to monitor the situation.</p>	
<p>Councillor Saunders – Newhaven Valley Ward</p>	<p>Councillor Saunders had previously raised the issue of parking and traffic in Newhaven High Street at the Annual Meeting of the Council on 7 May 2014. He had continued to work with the Police and the Chamber of Commerce in an effort to resolve such problems. Councillor Saunders had been advised by the Police that they were taking action in respect of taxis which flouted the regulations in Newhaven town Centre. However, it appeared that, following discussion with the Chamber of Commerce, it was felt that it was appropriate to allow a limited amount of traffic to pass up the High Street but to prevent parking in areas other than in designated parking bays.</p> <p><u>Suggested action to be taken by the Council:</u> That the Council's taxi licensing Officers be requested to, once again, approach the taxi companies which were flouting the regulations associated with their licenses to agree not to park in Newhaven town centre.</p> <p>That the Council work with the Police with the aim of installing some bollards in the town centre in order to prevent vehicles from parking in areas other than in designated parking bays.</p>
<p><u>Comment by Chief Officer (Director of Service Delivery):</u></p> <p>The High Street in Newhaven is part of the public highway and therefore falls under ESCC's jurisdiction in terms of parking enforcement. The Traffic Regulation Order may require an amendment to reflect the parking restrictions and operation, but this is a relatively straight-forward process and we will check that the current TRO is as robust as it needs to be to deal with the problem of</p>	

<u>Councillor/Ward</u>	<u>Ward Issue Concerning</u>
	<p>nuisance parking.</p> <p>In the meantime, LDC and ESCC Officers will review the proposal to implement bollards with the aim of putting a solution to the Community Safety partnership for adoption. The Taxi Licensing Officers will also contact the various taxi operators and remind them of their license conditions, and will also consider whether a targeted enforcement campaign is appropriate.</p>
<p>Councillor Harris – Peacehaven West Ward</p>	<p>The Council had installed some new dog waste bins along the cliff top in Peacehaven which were sited adjacent to road junctions in order to assist waste collections. The Council had also removed some dog waste bins which were owned by Peacehaven Town Council that had been located at different sites to the new bins. Lewes District Council had not notified the public of the locations of the new bins. Consequently, dog waste was being left in the locations from which the bins had been removed which, therefore, created a waste hazard.</p> <p>Peacehaven Town Council was including an article in its town magazine and enews which explained the situation.</p> <p><u>Suggested action to be taken by the Council:</u> That the Council be requested to return the three dog waste bins which it had removed and which belonged to Peacehaven Town Council.</p>
<p><u>Comment by Chief Officer (Director of Service Delivery):</u></p> <p>Many of the bins along the Cliff top required major repairs or were even beyond repair. Following a review it was decided to replace the aging/end of life dog and litter bins on the cliff top between Peacehaven Heights and East Saltdean with dual waste bins.</p> <p>This project was carried out to make the operation more efficient and bins have been strategically placed to distribute them more evenly as some of the bins were being under used where others were constantly overflowing. There are now less bins, but overall more capacity as the bins are bigger and have greater containment.</p> <p>Initially there were problems with people leaving little piles of waste where the bins used to be but this has now resolved itself – the new bins are visible. The council is happy to continue to talk through any issues and seek to resolve them.</p>	

### **Financial Appraisal**

2 None arising from this Report.

### **Legal Implications**

3 None arising from this Report.

### **Sustainability Implications**

4 I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is an administration Report.

### **Risk Management Implications**

5 I have not completed the Risk Management Checklist as there is no need to undertake a risk assessment.

### **Equality Screening**

6 I have not completed the Equality Analysis checklist as this Report is free from the requirement to do so.

### **Background Papers**

7 None

### **Appendices**

8 None

**Agenda Item No:** 9.6 **Report No:** 6/15  
**Report Title:** Portfolio Progress and Performance Report  
(April to November 2014)  
**Report To:** Cabinet **Date:** 5 January 2015  
**Cabinet Member:** Councillor Elayne Merry, Portfolio Holder (Internal Improvement)  
**Ward(s) Affected:** All  
**Report By:** Nazeya Hussain, Director of Business Strategy and Development  
**Contact Officer(s)-**  
**Name(s):** Sue Harvey and Judith Field  
**Post Title(s):** Corporate Performance Officer / Nexus Programme Co-ordinator  
**E-mail(s):** [sue.harvey@lewes.gov.uk](mailto:sue.harvey@lewes.gov.uk) / [judith.field@lewes.gov.uk](mailto:judith.field@lewes.gov.uk)  
**Tel No(s):** 01273 471600 (Ext 6119 or 6205)

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**Purpose of Report:**

**(1) To consider the Council's progress and performance in respect of key projects and targets as at the end of November 2014.**

**Officers' Recommendation(s): That**

Progress and performance for the period April to November 2014 be noted.

**Reasons for Recommendations**

**1** To provide Cabinet with an analysis of Council progress and performance for the period 1<sup>st</sup> April to 30<sup>th</sup> November 2014.

**2 Background Information**

**2.1** As part of its new organisational arrangements and transformation strategy, the Council has recognised a need to review and improve its business planning and performance management systems and processes. A key part of this will be to make better use of performance data in order to fully understand and affect service improvement and achieve the Council's strategic objectives. Work has begun to re-focus and align key performance indicators (KPIs) with the new Cabinet portfolios and delivery of priority projects in the District. At the time of reporting, this work is in progress and will be developed further over coming months as part of new arrangements for service planning. The aim is to provide Cabinet with a rounded picture of performance (covering a range of strategic, corporate and operational areas) that is based on an intelligent analysis of a basket of relevant and meaningful KPIs, alongside other relevant contextual information.

**3 Introduction**

**3.1** Appendix 1 to this report provides a high level summary of the Council's plans and key projects for the year 2014/15 aligned to its three strategic priority areas:




- An unswerving commitment to customer service
- To connect with our workforce and partners to inspire exceptional contribution
- To save money and where possible put money back into our residents' and business pockets

These plans and priorities are also reflected in the individual portfolio reports at Appendix 2.

**3.2** Appendix 2 comprises individual progress and performance reports for each of the new Cabinet portfolios for the first 8 months of the year (1<sup>st</sup> April to 30<sup>th</sup> November 2014). These reports contain a mix of project and service performance information. In some cases there may only be a very small number of relevant measures (or indicators) at this stage of development. Detailed performance monitoring is, of course, undertaken across services and project areas (many projects are also reported to the Nexus Transformation Board for close scrutiny) as part of the day to day management arrangements.

**3.3** The Council is improving its performance monitoring and reporting arrangements. Measures (or indicators) are being developed to capture the performance of each service. These measures will be used to report to Cabinet each quarter. In addition, each portfolio holder will be provided with additional performance information enabling a more in depth understanding of the performance issues within their areas. In most cases an annual performance target has been set against which performance is monitored on a regular basis (ranging from weekly to annually).

**3.4** The following symbols are used to indicate progress or performance:

-  = Performance that is at or above target/Projects that are on track (green);
-  = Performance that is slightly off target but within an agreed (5%) tolerance/ Projects where there are issues causing significant delay or change to planned activities (amber);
-  = Performance that is off target/Projects that are not expected to be completed in time or within requirements (red).

**3.5** The performance tables at Appendix 2 provide a status update for the majority of KPIs for the Quarter 2 period (ie from July to September 2014). Where data exists for the months of October and November 2014 (partial Quarter 3), this has also been included. In some cases, where performance is cumulative (ie building towards a year end target (eg council tax collection, Kg waste collected)), the status update reflects the performance for the year to date. Cumulative performance, where applicable, is indicated in the notes column in the table.

## **4 Progress and Performance Analysis (April to September 2014)**

**4.1 Overall** – At the end of November 2014, just over half of the Council's key performance indicators were at or above target and over 90% of projects were either completed or on track. This corporate performance information should also be considered within the context of the Council's financial update reports as there is clearly a link between performance and resources.

**4.2 The Good News** – Council/service progress and performance is meeting or exceeding target:



## Leader's Portfolio

- The short-term project to explore potential alternative uses for Lewes House has been completed and new commercial tenants are now in situ.
- Newhaven will benefit from a number of regeneration projects during 2014-15. Good progress is being made with the building plans for the Newhaven Growth Quarter, preparing a major flood defence scheme at East Quay and starting construction of the new Community Hub that will host Council, Fire and Police services in the town centre.

## Corporate Services

- The review of the Business Continuity Plan has been completed and a short-term project to participate in the National Benefit Fraud Initiative was completed as planned.
- Significant progress has also been made with the Council's Transformation Programme. Firstly, the project to explore joint services with Eastbourne Borough Council will result in shared HR and Legal Services from April 2015. Secondly, a major procurement exercise to appoint a supplier for technology and business change has got under way, which will generate efficiency savings and improved customer service.

## Service Delivery

- Despite an increase in the number of new council tax and housing benefit applications compared to the same period last year, the time taken to process claims has improved.
- 43 private sector empty properties have been brought back into use so far this year through re-letting or being sold. This is a big improvement on last year and has been achieved by offering advice to owners on how to return their property into a usable unit of accommodation. Long term empty properties are risk assessed to decide the most appropriate action.
- Rent collection rates are above target and have improved compared to the same period last year.

Comparing the Q2 period with last year, there has been a marked improvement in the number of cases where the Council is reclaiming benefit overpayment.

- Despite a significant increase in the number of reports of abandoned vehicles compared to the same period last year, all cases were investigated within 24 hours of being reported.
- The Transformation Programme includes two projects aimed at making it easier for customers to contact the Council and access services. Over the next 6 months the Council expects to reduce the overall number of contact phone numbers from about 50 to one, and will significantly improve the appearance and user-friendliness of its website. These projects are well underway.



## Strategy and Development

- The Core Strategy for Lewes District has passed a major milestone, with its submission to the Planning Inspectorate in September. Other major project successes have included the designation by UNESCO of the Brighton and Hove and Lewes Downs Biosphere Reserve and the adoption of a new Strategic Tourism Vision and Action Plan.
- Minor planning applications are being processed in a timely way and well above local and national targets. This has markedly improved compared to the same period last year. There have been comparatively fewer appeals during the period covered by the report, but appeal decisions that support the Council's position are well within target and a significant improvement on the same period last year.

## Stakeholder Improvement

- The time taken to re-let Council homes is within target and showing a marked improvement compared to the same period last year.
- Two stakeholder engagement projects have been successfully completed as planned. The Town and Parish Conference took place in October and the Tenants Conference took place in November.
- Projects to improve the Council's working relationship with important local organisations such as the CAB and Action in Rural Sussex are on track. The Council has now welcomed three partner organisations into its new, fully accessible reception area at Southover House to increase the range of service available to the public under one roof.

## Community Improvement

- Significant progress has been made in a number of projects, such as; the introduction of cashless parking, opening of a new children's play area at Convent Field, Lewes and securing £9m of funding for flood prevention works in Newhaven.

## Internal Improvement

- Staff sickness during the period covered by the report has significantly reduced compared to the same period last year. There have been particularly marked improvements in housing, waste and recycling. It is anticipated that the general improvement will continue as proactive monitoring and management continues.
- Four staff development and engagement projects and two projects to update and improve the Council's policies and procedures have largely been completed as planned. Good progress has been made on the remaining projects, in particular driving forward the Organisational Development Strategy and training staff on the new Competency Framework.

### **4.3 Areas for Improvement – Council/service performance is not achieving target:**

#### Corporate Services

- A significant proportion of services relate to housing repairs. The Council changed contractor during the Q2 period which led to a slow-down in the

processing of over 2,000 invoices during this period. New procedures have been set up between the contractor and the Council which is expected to improve the speed of payments.

- The focus for the fraud team this year has been to prepare the service for transfer to the Department of Works and Pensions from 1<sup>st</sup> November 2014. The KPI relating to fraud prosecutions will become obsolete from that date.

### Service Delivery

- Collection rates for both council tax and business rates remain strong. The effect of some businesses moving to payment by 12 monthly instalments rather than 10 has had some impact which is being monitored.
- Recycling rates are down slightly but performance reflects national and local trends. The Council is currently reviewing its recycling operation and has appointed consultants to identify options for the future collection, sorting and processing of recyclable materials. Levels of household waste are running slightly above last year.
- Despite the limited number of affordable homes delivered so far this year, the Council is anticipating a further 44 affordable homes will be delivered by the end of the financial year. The reduction in grant available to housing providers is having a direct effect on the numbers of homes being completed. Officers continue to monitor the situation and, wherever possible, work with registered providers to seek to negotiate improvements.
- The benefits service experienced a substantial backlog during the first half of the year. Management action has been taken, the backlog has been cleared, and benefit applications are turned round within a week – a significant improvement on usual performance.
- Homeless households are generally having a shorter stay in bed and breakfast accommodation compared to the same period last year. The service has reduced the length of stay to just 26 days during the 2<sup>nd</sup> quarter, well within the target of 60 days.

### Strategy and Development

- There have been 82 additional new homes built in the District since the 1<sup>st</sup> April. A further 1,100 housing units are either under construction or have planning permission but construction has yet to commence.
- Performance on determining major planning applications is just below target due to an unusually high number of cases during Q2 and the need to negotiate and complete S106 agreements in order to conclude some historical cases (one of which was over 4 years old). 8 major applications of varying complexity have been determined to date including for the University Technical College. Some cases are held up awaiting input from external experts such as Highways Authority (in two cases). The Council takes a proactive approach with comprehensive pre-application meetings to make the planning process easier and faster for users, and measures are being put in place to speed up the process around s106 as far as possible. There will be some complex applications in the future.

## Stakeholder Improvement

- Performance on housing repairs is being addressed with the new contractor following a period of review and settling in. Officers are confident that performance will improve to reach target by the year end.

### **5 Financial Appraisal**

Monitoring and reporting corporate project and performance information is contained within existing estimates. This corporate performance information should also be considered within the context of the Council's financial update reports (in future these will be reported consecutively on the agenda) as there is a clear link between performance and resources.

### **6 Legal Implications**

Comment from the Legal Services Department is not considered relevant to this routine monitoring report.

### **7 Sustainability Implications**

A Sustainability Implications Questionnaire is not required for this routine monitoring report.

#### **Risk Management Implications**

**Risks:-** the Council fails to achieve its objectives; poor performance in service levels and quality may lead to greater public dissatisfaction and an increase in complaints; significant project delivery failure might affect funding, and may create additional financial, political or legal risks; weak performance management and data quality arrangements leads to flawed decision-making which may be costly, inefficient or ineffective; poor communication of performance achievements and outcomes.

**Risk Mitigation:-** effective arrangements are in place to identify, understand and address performance issues; appropriate communication and engagement with key stakeholders and decision-makers regarding performance priorities and measures of success.

### **8 Equality Screening**

An equalities impact assessment is not considered necessary for this routine monitoring report. Individual projects and service areas are subject to separate equality screenings and assessments.

### **9 Background Papers**

None

### **10 Appendices**

Appendix 1 – Council Plans and Priorities for 2014/15

Appendix 2 – Individual Portfolio Progress and Performance reports (April to November 2014)

# Our Plans and Priorities 2014/15



## An unswerving commitment to customer service

- Review visitor services in Lewes, Seaford and Peacehaven
- Work with our tenants to improve housing services
- Installing photovoltaic panels to Council homes
- Improve our website and provide relevant, timely and useful information online (including use of social media)
- Introduce cashless parking and schemes to encourage shoppers into our towns
- Review our waste service and investigate providing a green waste collection service
- Invest in new telephony and IT systems to improve service to customers
- Train and develop our staff to adapt to a new service delivery model
- Introduce a competency based staff performance appraisal system

## One District One Council

Open, Honest and Trustworthy  
Everyone Matters  
Listen and Learn  
Work Together, Better  
Careful with Resources

## To connect with our workforce and partners to inspire exceptional contribution

- Work with Local Economic Partnerships to deliver strategic projects and attract inward investment
- Support grants for local initiatives
- Help local communities to connect and work together better
- Work with town and parish councils to meet local housing needs, prepare neighbourhood plans and improve service delivery
- Submit the Core Strategy to the Planning Inspectorate
- Work with Impact Seaford Partnership on regeneration initiatives
- Newhaven projects – University Technical College, Denton Island Growth Centre, new shared office facility, Air Quality Management Area
- Lewes projects – North Street quarter; Lewes House (commercial and community use); Convent Field new play area
- Peacehaven – Centenary Park project
- UNESCO Biosphere project
- Energise Network (electric vehicle charge points)
- Flood prevention measures in key locations in the District
- Promote new entrepreneurs and apprenticeships
- Support business development and implement a business rate retention scheme
- Work with Eastbourne Borough Council to investigate opportunities to share services/staff

## To save money and where possible put money back into our residents' and businesses' pockets where we can

- Work with iESE to get the best value from our contracts
- Make better use of our land and property assets
- Recover public money through the National Benefit Fraud Initiative
- Seek and make good use of any external funding opportunities (including S106 money)
- Re-let our grounds maintenance contract
- Determine and deliver new management arrangements for Newhaven Fort
- Manage our budget so we can meet future financial challenges
- Improve our business to be more customer-focussed, efficient and cost-effective

## CABINET: LEADER'S PORTFOLIO

Portfolio Holder: Councillor Rob Blackman

### Progress and Performance Report

Period: 1<sup>st</sup> April to 30<sup>th</sup> November 2014

#### Key Performance Indicators

There are currently no key performance indicators for this portfolio area. The majority of work is focused on project delivery as set out below.

#### Portfolio Projects and Initiatives

##### Key to Performance



- At or above target; projects that are completed/on track








- Below target but within 5% tolerance; Projects where there are issues causing significant delay or change to planned activities



- Below target; Projects that are not expected to be completed in time or within requirements

Project / Initiative	Current status	Update
University Technical College (Newhaven)		Open days for potential students held Oct – Nov 2014 and Principal (Jonathan Clarke) commenced work 1.9.14. Construction underway. Student recruitment events planned for new year in Newhaven and Eastbourne.
Newhaven (East Quay and flood defences)		£9m budget allocated (£3m from the LEPs and £6m from the Environment Agency). Environment Agency evaluating a small number of short term projects with a view to commencing construction works in 2015/16.
Newhaven Growth Quarter project		Site start expected May 2015 (to fit in with University Technical College requirements) and completion expected May 2016. Preferred contractor appointed.
Explore the future of Lewes House as a key facility in the town centre and associated revenue streams		COMPLETED: Short term lets agreed and tenants in place. Further review planned for 2015/16.
Continuing to position Lewes within both Coast to Capital and South East Local Enterprise Partnerships		The Council continues to represent the interests of the District at both of these partnerships. LEP funding secured for Newhaven Port access road Phase 1 (under construction). ESCC leading the business case to access agreed funding from Coast to Capital LEP for Phase 2.
Proactively engage with Greater Brighton Economic Board to ensure Newhaven benefits from proximity to Brighton		As the Council's elected representative, Councillor Blackman is actively involved in robustly representing the Council's interests on the Board. GBEB considers upcoming Local Growth Fund projects.
Explore the potential of Enterprise Zone in Newhaven		Enterprise Zone designation bid submitted October 2014 to Coast to Capital

Project / Initiative	Current status	Update
		LEP. LEP in discussion with HM Government on way forward.
Launching a Business Rate Retention Scheme		Cabinet 29.9.14 agreed to enter into a Business Rates Pool with East Sussex County, Borough, and District Councils and the East Sussex Fire Authority.
Develop new Council website		An initial six month Website Refresh Project is underway to improve the home page, e-forms, content etc. Target completion date: Home page launch March 2015.
Commence project to develop shared facility in partnership with East Sussex Fire Service		Ground-breaking took place in November 2014, and 40 week building period anticipated for new shared facility.
Agree to bring forward affordable housing across the District with development partner		Cabinet 29.09.14 authorised conclusion of negotiations for Lewes District Property Portfolio, to include provision of affordable housing units. Partner is intending to enter into development agreement with the Council in February 2015.
Impact Seaford Regeneration Delivery Framework		Continued engagement with public, private and community stakeholders to deliver the objectives of the Impact Seaford group.

## CABINET: CORPORATE SERVICES PORTFOLIO

Portfolio Holder: Councillor Andy Smith

### Progress and Performance Report

Period: 1<sup>st</sup> April to 30<sup>th</sup> November 2014

Key Performance Indicators

#### Key to Performance





- At or above target; projects that are completed/on track



- Below target but within 5% tolerance; Projects where there are issues causing significant delay or change to planned activities












- Below target; Projects that are not expected to be completed in time or within requirements

KPI Description	Target	Q1 Apr-June	Q2 – July-Sept	Q3 - Oct/Nov	Current status	Note
Percentage of overpayments recovered	70%	70%	73%	Data Unavailable		Recovery of overpayments reached 70.6% during the same 6 month period last year. This data is not available until the end of each quarter.
Percentage of invoices paid on time	98.0%	94.1%	87.5%	77.8%		Performance is at 90.1% as at the end of Q2, compared to 94.8% at the end of Q2 last year.



## Portfolio Projects and Initiatives

Project / Initiative	Current status	Update
Explore joint services with Eastbourne Borough Council		Cabinet 29.09.14 approved shared service for Human Resources and Legal Services from April 2015. Roadmaps agreed for aligning IT, Property and Financial services so that future sharing possibilities can be explored.
Procure technology and business change resources to support the transformation programme		New Service Delivery Model Project established with two workstreams: IT and business change. Cabinet 20.11.14 endorsed procurement exercise for new technology and business change consultancy to implement Council's Organisational Development Strategy. Preparation of tender documentation is underway.
Specification for business change partner to assist in IT/process transformation		
Implement new telephony system		Phase 1 (procurement and installation) completed on time and within budget. Telephony Phase 2 project to optimise use of the new system is being established. Implementation expected to commence in January 2015.
Deliver 2014/15 targets in Medium Term Financial Strategy		This year's savings target has now been achieved and considerable progress has been made in identifying new and potential savings ahead of next year's savings target of £550,000.
Oversee agreed iESE (Improvement and Efficiency South East) work programme for improved procurement		iESE has provided significant contract support work on the letting of the new Grounds Maintenance contract. iESE continue to provide support on a range of current procurement exercises.
Update non-housing property portfolio and make best use of our assets		Work is progressing as part of the corporate shared services property roadmap in partnership with Eastbourne Borough Council.
Review and update of Business Continuity Plan		Update COMPLETED. There will be a need to regularly revisit the Plan in due course to ensure it remains aligned with organisational changes.
Participate in National Benefit Fraud Initiative		COMPLETED: The Council participates in a national data sharing exercise aimed at identifying potential benefit fraud cases. The Council's data was submitted by the October 2014 due date.
Update Risk Management Strategy and Risk Register		Review of current arrangements is underway. Annual report on risk management expected to go to Cabinet in March 2015. Further developments planned on future approach to strategic risk.

# CABINET: SERVICE DELIVERY PORTFOLIO

Portfolio Holder: Councillor Paul Franklin

## Progress and Performance Report

Period: 1<sup>st</sup> April to 30<sup>th</sup> November 2014

### Key Performance Indicators

#### Key to Performance



- At or above target; projects that are completed/on track






- Below target but within 5% tolerance; Projects where there are issues causing significant delay or change to planned activities





- Below target; Projects that are not expected to be completed in time or within requirements


KPI Description	Target	Q1 Apr-June	Q2 July-Sept	Q3 - Oct/Nov	Current status	Note
Percentage of Council Tax collected during the year	98.4%	29.9%	28.4%	18.8%		<b>This is a cumulative KPI.</b> Performance is at 77.1% overall for the year, and is comparable to the performance for the same period last year (77.5%)
Percentage of Business Rates collected during the year	98.5%	32.5%	25.2%	20.4%		<b>This is a cumulative KPI.</b> The cumulative position shows collection is at just over 78.6%. This is slightly down compared to the same period last year (80.8%)
Percentage of rents collected during the year	95%	94.5%	97.4%	97.8%		<b>This is a cumulative KPI.</b> Collection rates are showing a slight improvement over the same period last year.
KG of household waste collected per household	500Kg or less	124Kg	128Kg	83Kg (estimated)		<b>This is a cumulative KPI.</b> Performance is at an estimated 339Kg overall this year, a slight improvement over the same period last year. Data is an estimate and is subject to verification by the County Council (as the relevant waste disposal authority).
Percentage of abandoned vehicles removed within 24 hours	90%	100%	100%	100% (estimated)		Performance was at 100% for the first half of last year.
Number of empty homes brought back into use	40	15	28	Data Unavailable		There were 25 at the end of Q2 last year. This data is not available until the end of each quarter.
The average number of days taken to remove reported fly-tips	Less than 2 days	2.7 days	2.2 days	2.4 days (estimate)		Performance has been estimated for Oct/Nov as data is still being compiled. Performance was at



KPI Description	Target	Q1 Apr-June	Q2 July-Sept	Q3 - Oct/Nov	Current status	Note
						2.2days at the end of Q2 last year.
The number of days taken to process new housing benefit/Council tax benefit claims	20 days	16.5 days	25.5 days	Oct – 16.7 days Nov data unavailable		Performance is improving and is at 20.5 days overall this year. Performance was at 19.7 days at the end of Oct last year.
Percentage of household waste sent for reuse, recycling and composting	30%	24.9%	24.2%	Oct – 25.9% Nov data unavailable		Performance at this point in the year is comparable to the same period last year.
Length of stay in temporary accommodation (B&B) in days (families)	17.5 days	0 days	23.5 days	0 days		There was no need to use short term temporary accommodation during the same period last year.
Percentage of relevant land and highways that has deposits of litter that fall below an acceptable level ( during 4 month period)	Less than 2.5%	-	-	-	No data currently available	Alternative and more efficient inspection arrangements are still being investigated. These will be developed now that the new geographical teams are in operation (from October 2014).
Total number of customer a) complaints b) compliments received	Data Only	a) 434 b) 38	a) 483 b) 56	a) 300 b) 23	Target not applicable	Data was not collected on a monthly basis last year. There were 560 customer complaints recorded during the first half of last year. The increase may be due in part to changes in data collection procedures introduced in 2014/15.

#### Portfolio Projects and Initiatives

Project / Initiative	Current status	Update
Complete Waste Review to further improve our services and recycling		Review expected to conclude in December 2014.
Review provision of Green waste collection with full consideration to sustainability and financial concerns		
To implement Photo Voltaic schemes across council housing		Cabinet 20.11.14 agreed to appoint a contractor to install PV Panel systems on up to 700 council homes subject to funding approval of £2.7m. The aim is to reduce the cost of

		electricity for tenants, reduce CO2 emissions and create an income stream for the Council.
To ensure more people have better standard homes in the private rented market		This is a pilot in South Road, Newhaven. Landlords and tenants of 40 properties have been contacted and of these 23 have been inspected. Arrangements are underway to inspect the remaining properties.

## CABINET: STRATEGY AND DEVELOPMENT PORTFOLIO




Portfolio Holder: Councillor Tom Jones





### Progress and Performance Report



Period: 1<sup>st</sup> April to 30<sup>th</sup> November 2014

Key Performance Indicators (KPI)







#### Key to Performance

-  - At or above target; projects that are completed/on track
-  - Below target but within 5% tolerance; Projects where there are issues causing significant delay or change to planned activities
-  - Below target; Projects that are not expected to be completed in time or within requirements

KPI Description	Target	Q1 Apr- June	Q2 July-Sept	Q3 - Oct/Nov	Current status	Note/Action/Context/Risks
Percentage of minor planning applications determined within 8 weeks (LDC/SDNP combined)	73%	81%	78%	78%		Performance is at 79% overall this year and is showing an improvement compared to the same period last year. The Council operates above the national target of 65%.
Percentage of planning appeals allowed	Less than 33%	17%	0%	100%		Performance is at 17% overall at this stage in the year. The figure was at 29% at the end of Q2 last year. There was 1 appeal determination in Oct/Nov. The appeal was allowed.
Number of empty homes brought back into use	40	15	28	No data available		<b>This is a cumulative KPI.</b> There were 25 at the end of Q2 last year. The data is provided by BHCC at the end of each quarter.
Number of households living in bed and breakfast/emergency accommodation	Less than 20	12	13	10		The target ensures there are no more than 20 households living in bed and breakfast/emergency accommodation at any one time. Performance is slightly down compared to the same period last year.

Percentage of major planning applications determined within 13 weeks (LDC only)	68%	100%	45.4%	50%		Performance is at 60% overall this year to date. This relates to four applications which took longer than 13 weeks. The Council normally operates above the national target of 60%.
Net additional homes provided in the District	304	41	41	44		<b>This is a cumulative KPI.</b> The target is contained within the Joint Core Strategy for the period 2010 to 2030. Performance is at 126 overall for the year to date.

### Portfolio Projects and Initiatives

Project / Initiative	Current status	Update
Joint Venture in respect of the North Street Quarter in Lewes		Legal agreements for joint venture are currently being drafted. Planning and design work is continuing to address outstanding issues raised by SDNPA Design Review Panel. Funds secured from Department of Climate Change to develop master plan for heat distribution network.
Submit the Core Strategy to the Planning Inspectorate and progress through the Examination in Public.		Core Strategy submitted 12.9.14 and formal hearings expected mid to late January 2015. Pre-hearing meeting held in November. Adoption of the Plan expected Spring 2015.
Progress the Site Allocations and Development Management Policies document, which will eventually form part of the development plan.		Representations have been analysed and a Cabinet report on the proposed submission document is expected Spring 2015.
Explore the future of visitor services in Seaford, Peacehaven and Lewes to ensure they reflect the increasing on-line marketplace.		Cabinet 29.9.14 approved Strategic Tourism Vision and Action Plan 2015-18, and more detailed action plan to be developed.
UNESCO Biosphere Reserve		UNESCO designation achieved June 2014 and work is ongoing. LDC officers have attended project board meetings. A new website has also been launched: <a href="http://www.biospherehere.org.uk">www.biospherehere.org.uk</a> .
Seek developer contributions through the Community Infrastructure Levy (CIL)		Cabinet 20.11.14 agreed appointment of CIL Executive Board and the governance framework to form the basis upon which the Council will manage the use of CIL receipts. Implementation expected from April 2015.
Urban and rural regeneration frameworks	On hold	Work on preparing and implementing partnership frameworks is on hold at present, pending team restructuring.

# CABINET: COMMUNITY IMPROVEMENT PORTFOLIO

Portfolio Holder: Councillor Ron Maskell




## Progress and Performance Report









Period: 1<sup>st</sup> April to 30<sup>th</sup> November 2014





### Key Performance Indicators

There are currently no key performance indicators for this portfolio area. The majority of work is focused on project delivery as set out below.

### Portfolio Projects and Initiatives

Key to Performance	
	- At or above target; projects that are completed/on track
	- Below target but within 5% tolerance; Projects where there are issues causing significant delay or change to planned activities
	- Below target; Projects that are not expected to be completed in time or within requirements

Project / Initiative	Current status	Update
Flood and coastal protection review and schemes		£1.5m confirmed from each LEP and £6m from the Environment Agency for flood prevention works in Newhaven. Major works expected to commence Spring 2016. Coast - Repairs to Splashpoint completed. Repairs to sea defences in Peacehaven partially completed. Consultants undertaking study on management of coast between Newhaven and Brighton with report expected by April 2015. Inland Flood Prevention – Information being gathered in relation to River Ouse catchment.
Administering emergency flood relief		Repair and Renewal Grants rolled out but initially there was limited uptake from public. Further engagement work has resulted in improved response.
Assess viability of an internal drainage board working with neighbouring districts		Reports to senior management and Cabinet being prepared for February 2015 meeting.
Re-letting of a new grounds maintenance contract		The results of the tender process reported to Cabinet 8.12.14.
Introduce cashless parking		COMPLETED: Introduced 1.10.14
Work with Wave Leisure to ensure continued long term sustainability of the leisure provision and the Trust		Report to Cabinet 29.09.14 included performance update and Annual Service Statement. Annual Service Plan to go to Cabinet January 2015.
Successfully handover management of Newhaven Fort to Wave Leisure		Management handover has been delayed slightly in order to agree final staff transfer arrangements
Work to deliver a Public Realm Strategy for the District		The implementation of the CIL will provide an opportunity for Town and Parish

Project / Initiative	Current status	Update
		Councils to implement public realm improvements.
Oversee delivery of S106 commitments for parks and open spaces		Convent Field play area completed 10.10.14. The Centenary Park project (previously known as Big Parks project) continues to be delivered. Recent activity includes progress on the Café, skate park and general landscaping.
Deliver at least 2 community events including 'Whizz Pop Bang' children's festival		Whizz Bang Pop was cancelled by the organisers due to lack of support. Officers continue to explore new opportunities to deliver community events.
Tender for delivery partner for Locally Sorted digital platform		COMPLETED: Tender exercise carried out. Cabinet 29.09.14 decided not to proceed with the project.
Develop an Event Management Plan		The work to produce an Events Policy and Guidance Note is on hold due to the secondment of the responsible officer to other duties and will be progressed in Quarter 4.

## CABINET: STAKEHOLDER IMPROVEMENT PORTFOLIO

Portfolio Holder: Councillor Phil Howson

### Progress and Performance Report

Period: 1<sup>st</sup> April to 30<sup>th</sup> November 2014

Key Performance Indicators

#### Key to Performance






- At or above target; projects that are completed/on track




- Below target but within 5% tolerance; Projects where there are issues causing significant delay or change to planned activities










- Below target; Projects that are not expected to be completed in time or within requirements

KPI Description	Target	Q1 April-June	Q2 – July-Sept	Q3 – Oct/Nov	Current Status	Note/Action/Context/Risks
Average number of days to re-let Council homes (excluding temporary lets)	26 days	22 days	28 days	24 days		Performance is at 25 days overall this year. Performance was only collected quarterly last year and at the end of Q2 stood at 29 days.
Overall tenants satisfaction	88.5%	90.2%	87%	Data Unavailable		The survey data is provided by an independent researcher each quarter. Tenants' satisfaction was 91.3% at the end of quarter 2 last year.
Percentage of urgent repairs carried out within Government time limits	98%	97%	98%	93.4%		Performance at this point in the year is below the level reached during the same period last year.

Percentage of repairs noted as good or satisfactory by tenants	97.5%	96.8%	96.4%	100%		Performance was at 97% at the end of Q2 last year.
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## Portfolio Projects and Initiatives

Project / Initiative	Current Status	Update
Oversee effective contract monitoring		Work with iESE is progressing well.
Review community and voluntary sector grants to reflect need and corporate priorities		Service Level Agreements with CAB; 3VA and Action in Rural Sussex being reviewed. Meetings with voluntary organisations to discuss new draft SLAs scheduled for December 2014.
Promote LEAP with stakeholders		Project on track to meet revised targets and 4 <sup>th</sup> Entrepreneurship Programme to be run within existing budget. Cabinet 20.11.14 agreed future working arrangements for apprenticeships and business start-up support under the LEAP brand.
Engage with businesses through the Chambers of Commerce		LDC has undertaken work to connect the business supply chain by contributing to two local "Meet the Buyer" events (Rampion and Glyndebourne). LDC has re-joined Chambers as a member to strengthen links and support delivery of existing projects.
Ensure successful Annual Town and Parish Council Conference		COMPLETED: Successful Town and Parish Conference held 22.10.14.
Develop compacts with a range of private and 3rd sector organisations to make better use of Council facilities		Southover House Partnership with CAB, SCDA and East Sussex Credit Union launched November 2014. The results of this initiative will help inform plans for the shared facility in Newhaven. Public Wi-Fi has also been installed in Southover House Reception.
Ensure successful Annual Tenants Conference		COMPLETED: Successful Tenants Conference held in Seaford in November.

## CABINET: INTERNAL IMPROVEMENT PORTFOLIO 2014/15




Portfolio Holder: Councillor Elayne Merry


### Progress and Performance Report

Period: 1<sup>st</sup> April to 30<sup>th</sup> November 2014










### Key Performance Indicators








#### Key to Performance

-  - At or above target; projects that are completed/on track
-  - Below target but within 5% tolerance; Projects where there are issues causing significant delay or change to planned activities
-  - Below target; Projects that are not expected to be completed in time or within requirements

KPI Description	Target	Q1 April-June	Q2 – July-Sept	Q3 – Oct/Nov	Current status	Note/Action/Context/Risks
Average working days lost to sickness per FTE equivalent staff	9.0 days	2.3 days	2.15 days	Data Unavailable		<b>This is a cumulative KPI</b> which is collected each quarter. Overall days sick per FTE was 6.19 days at the end of Q2 last year.
Overall satisfaction of staff	Data Only	-	-	Data not yet available	Data not yet available	Information on staff satisfaction was collected in the staff survey that was carried out in October 2014. At the time of report writing the data is being collated.

#### Portfolio Projects and Initiatives

Project / Initiative	Current status	Update
Develop LDC Organisational Development Strategy		Nexus Transformation programme established to take forward the recommendations from the Cabinet report of 2.06.14. Cross party Nexus Transformation Board is overseeing the Programme.
Train staff on new Competency Framework		COMPLETED: Training for all managers and staff has been carried out. The new Competency Framework is due to be fully implemented from April 2015.
Provide Action Learning Sets for staff to ensure learning is shared across the organisation		COMPLETED: Action Learning Sets have been set up for 35 middle managers who completed the Leadership (Coaching) courses last year.
Develop new Performance Management Framework and key performance measures that reflect core business and key priorities		The new Business Strategy and Performance Team is currently designing a new Performance Management Framework (as reflected in the cover report). Progress has been made in relation to service plans and performance targets for 2015/16. Training for senior managers planned for December 2014.
Reduce staff sickness		Levels of staff sickness are being very closely monitored and appropriate management action taken which has seen an overall reduction in sickness levels.
Undertake Staff Survey		COMPLETED: The staff survey was issued in October 2014 during Wellbeing Month. Results are currently being analysed.
Introduce programme of regular staff briefings		COMPLETED: A rolling programme of staff information and communication sessions has been set up which include both verbal and written communications e.g. Corporate Briefing, Lunch and Learn, Coffee with the Directors, Managers' Forum.
Review HR service plan to ensure it remains fit for purpose		COMPLETED: The Service plan has been reviewed. A new HR Strategy is being drafted to reflect and support the Council's organisational changes, and in light of the potential for a shared HR service with Eastbourne BC.
Review LDC recruitment processes		A partnership arrangement has been set up with Eastbourne BC and LocalJobs.com. New competencies are being used as part of the staff

Project / Initiative	Current status	Update
		recruitment process and an opportunity taken to review and align processes with EBC.
Finalise review of HR policies and procedures including review of appraisal procedure		The policy review is well underway and a number of key policies have been revised and approved through Employment Committee following staff consultation. A review of the appraisal process and management systems will take place over next 12/18 months.
Develop a more strategic approach to equality and diversity		Equalities now included in Business Strategy and Performance Team. Equalities Action Plan agreed at Cabinet 29.9.14.
Complete self-assessment against Equality Framework, develop learning and refresh equality analysis		Work is underway to review the Council's approach to equalities, including the Equality Framework assessment tool.
Update workforce equality profile and equality monitoring		This is due to be completed by the end of March 2015.
Undertake Equal Pay audit		To be undertaken in January 2015.
Implement new Data Transparency Code		A new Data Transparency Code was issued in October. The majority of mandatory requirements have been in place for some time. Work is underway to address additional requirements.
Implement Health and Safety improvement plan		COMPLETED: Significant progress has been made including senior manager training and an updating of risk assessments and safe systems of work. The joint Health and Safety Forum is monitoring implementation of the plan.