



Lewes District Council

To all Members of the Scrutiny Committee

A meeting of the **Scrutiny Committee** will be held in the **Telscombe Room, Southover House, Southover Road, Lewes** on **Thursday, 18 June 2015** at **10:00** which you are requested to attend.

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

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

12/06/2015

Catherine Knight
Assistant Director - Corporate Services

Agenda

- 1 Minutes**
To confirm and sign the Minutes of the Scrutiny Committee dated 5 March 2015 (copy previously circulated).
- 2 Apologies for Absence/Declaration of Substitute Members**
- 3 Declarations of Interest**
Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct
- 4 Written Questions**
To deal with written questions from councillors pursuant to Council Procedure Rule 11.3 (page D8 of the Constitution)
- 5 Urgent Items**
Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special

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

- 6 Remit of the Scrutiny Committee (page 3)**
To receive the remit of the Scrutiny Committee (attached herewith)
- 7 Forward Plan (page 4)**
To receive the Forward Plan for the Council (copy herewith)
- 8 Chair of the Council's Business Report (page 10)**
To consider the Report of the Assistant Director of Corporate Services (Report No 70/15 herewith)
- 9 Portfolio Programme and Performance Report Year End: April 2014-March 2015**
To consider the Report of the Director of Business Strategy and Development (Report No 71/15 herewith)
- 10 Scrutiny Committee Work Programme 2015/16**
To consider the Report of the Director of Business Strategy and Development (Report No 72/15 herewith)
- 11 Date of Next Meeting**
To note that the next meeting of the Scrutiny Committee is scheduled to be held on Thursday 10 September 2015 in the Telscombe Room, Southover House, Southover Road, Lewes commencing at 10.00am

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

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

Remit of the Scrutiny Committee

1 Membership

- 1.1** There shall be one Scrutiny Committee consisting of eleven councillors appointed by Council. The quorum shall be three.
- 1.2** Any councillor who is not a member of the Committee may attend a meeting of the Committee, but may only speak at the meeting at the invitation of the Chair.
- 1.3** The Committee may invite any person to attend and take part in a review being conducted by the Committee but such person shall not have voting powers.
- 1.4** The Committee, when dealing with any housing matter relating to the Council's management of its housing stock shall include two representatives of the Lewes District Organisation of Tenant and Residents Groups who shall be entitled to speak but not vote on any such matter. The tenants' representatives shall not be entitled to be present when any matter is discussed which is designated as an exempt item.

2 Remit of the Scrutiny Committee

- 2.1** The remit of the Scrutiny Committee is set out in Article 6 of the Constitution (pages B9-B13).

3 Procedures and Method of Working of the Scrutiny Committee

- 3.1** The procedures and method of working to be adopted by the Scrutiny Committee is set out in the Scrutiny Procedure Rules in Part 4 of the Constitution (pages H1 – H11).

Forward Plan of Decisions – 1 July 2015 to 31 October 2015

Published: 3 June 2015

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

Financial Update: Revenue Budgets and Capital Programme (Lead Councillor: Councillor Smith)	6 July 2015	None	Direct to Contact Officer by email, writing or telephone by 23 June 2015	None	Alan Osborne Director of Corporate Services 01273 661377 finance@lewes.gov.uk
Wave Leisure Annual Summary of Performance (Lead Councillor: Councillor Maskell)	6 July 2015	None	None	None	Bee Lewis Head of Property and Facilities 01273 661101 bee.lewis@lewes.gov.uk
The 'making' (adoption) of the Newick Neighbourhood Development Plan as part of the statutory development plan for Lewes District (Lead Councillor: Councillor Jones)	6 July 2015	Statutory consultation stages informing the development of the neighbourhood plan, successful Referendum on 26 February 2015	Not applicable	Newick Neighbourhood Plan, Examiner's Report, Newick Decision Statement	James Garside Planning Policy Officer/ Neighbourhood Planning Officer 01273 484417 james.garside@lewes.gov.uk

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
<p>Depot Rationalisation Feasibility Report</p> <p>The appendices to this Report are likely to contain Exempt (ie confidential) information as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended), as they will include information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption outweighs the public interest in disclosing the information. (Lead Councillor: Councillor Smith)</p>	6 July 2015	None	None	None	<p>Bee Lewis Head of Property and Facilities 01273 661101 bee.lewis@lewes.gov.uk</p>

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
<p>Water Hygiene Contract Tender Proposal</p> <p>The appendices to this Report are likely to contain Exempt (ie confidential) information as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended), as they will include information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption outweighs the public interest in disclosing the information. (Lead Councillor: Councillor Smith)</p>	6 July 2015	None	None	None	<p>Bee Lewis Head of Property and Facilities 01273 661101 bee.lewis@lewes.gov.uk</p>

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
<p>Industrial Estate Strategy</p> <p>The appendices to this Report are likely to contain Exempt (ie confidential) information as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended), as they will include information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption outweighs the public interest in disclosing the information (Lead Councillor: Councillor Smith)</p>	6 July 2015	None	None	None	<p>Bee Lewis Head of Property and Facilities 01273 661101 bee.lewis@lewes.gov.uk</p>

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
To consider the Main Modifications to the Lewes District Local Plan: Joint Core Strategy, which have been recommended by the Planning Inspector following Examination in Public. To agree the Main Modifications for public consultation for 6 weeks (Lead Councillor: Councillor Jones)	6 July 2015	Public consultation on the modifications would be required for 6 weeks following approval by Cabinet and Council. It will be undertaken via letters, emails and the Council's website.	Representations received from the public and stakeholder organisations via letters, emails and faxes would be provided to the Inspector for use in his final deliberations, including consideration of any need for additional public examination hearings. The timescale for receipt of such representations is from 24 July 2015 to 4 September 2015 inclusive.	Lewes District Joint Core Strategy Submission Document and Submission Sustainability Appraisal which can be found at: www.lewes.gov.uk/corestrategyexamination	Catherine Jack Interim Head of Planning Policy 01273 484417 catherine.jack@lewes.gov.uk
Financial Update: Revenue Budgets and Capital Programme (Lead Councillor: Councillor Smith)	24 September 2015	None	Direct to Contact Officer by email, writing or telephone by 11 September 2015	None	Alan Osborne Director of Corporate Services 01273 661377 finance@lewes.gov.uk
The Council Plan (Lead Councillor: Councillor Blackman)	24 September 2015	Internal only	Not applicable	None	Sue Harvey Strategic Performance Manager 01273 471600 (ext 6119) sue.harvey@lewes.gov.uk

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
To consider the recommendation to Full Council of the Adoption of the Community Infrastructure Levy (CIL) Charging Schedule (Lead Councillor: Councillor Jones)	24 September 2015	No further consultation required. Public consultation has been undertaken.	Not applicable	Lewes District Council CIL Charging Schedule Lewes District Council Instalments Policy	Tondra Thom Principal Planning Officer 01273 484417 tondra.thom@lewes.gov.uk

Non-Key Decisions:

Portfolio Progress and Performance Report (Lead Councillor: Councillor Merry)	6 July 2015	Internal only	Not applicable	None	Sue Harvey Strategic Performance Manager 01273 471600 (ext 6119) sue.harvey@lewes.gov.uk
Portfolio Progress and Performance Report (Lead Councillor: Councillor Merry)	24 September 2015	Internal only	Not applicable	None	Sue Harvey Strategic Performance Manager 01273 471600 (ext 6119) sue.harvey@lewes.gov.uk

Agenda Item No: 8 **Report No:** 70/15
Report Title: Chair of the Council's Business Report
Report To: Scrutiny Committee **Date:** 18 June 2015
Report By: Catherine Knight, Assistant Director of Corporate Services
Contact Officer(s)-
Name(s): Caroline Hanlon
Post Title(s): Civic & Member Services Officer
E-mail(s): caroline.hanlon@lewes.gov.uk
Tel No(s): 01273 661115

Purpose of Report:

To consider (a) the outgoing Chair's civic programme and (b) the civic programme for the forthcoming year and budget provision.

Officers Recommendation(s):

- 1 To note the Report.
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Information

- 1 The role of the Chair of the Council is as detailed in the Constitution:
 - To Chair Council Meetings.
 - To focus his/her activities on the communities of the District (including communities of interest, as well as geographical ones) and, by focusing on the Council's priorities, strengthen links between those communities and the Council.
 - To act as an enabler and ambassador by arranging meetings between the Council and other parties for the benefit of the District
 - To celebrate those people or groups in the District who do extraordinary things to help others in the community, and to recognise those whose everyday lives are a challenge but who succeed in spite of their difficulties
 - To celebrate successes of partners involved in major projects with the Council, particularly projects steered by the voluntary sector.
 - To encourage activities that recognise and support staff.
- 2 During the year 2014/15, 108 engagements were carried out by the Chair and Vice-Chair, excluding Council meetings. It is important to note that it is not the volume of engagements that a Chair manages to attend or host

during their year of office but the 'quality' of the engagements in terms of the local community that is important.

With regard to 'quality' of engagements, a 'quality' engagement is one which is in support of the Council's priorities and which takes place within the District. If the Chair is invited to attend an event hosted by a Mayor/Chairman of a neighbouring authority, unless the event is something that will enhance or support this Council's priorities and those of its residents, then the Chair is advised not to accept in an official capacity. He/she can of course attend if he/she wishes but attendance is then financed by the Chair him/herself.

- 2.1 One of the first events arranged by the Civic Office was a commemoration service to mark the 70th Anniversary of D-Day which was held at Newhaven Fort. The last event of the year that was organised and hosted by the Chair was a tea and cake thank-you to Council staff held at Southover House.
- 2.2 In January this year, Holocaust Memorial Day was marked by an event held at the White Hart Hotel, Lewes called 'Keep the Memory Alive' which aimed to celebrate the human spirit with an evening of poetry, pictures, songs, film and personal testimonials. The event was organised by the Holocaust Memorial Day Group in association with the Lewes Group in Support of Refugees and Asylum Seekers and Lewes Amnesty International Group. It was supported by Lewes District Council and Lewes Town Council. Councillor Dr. Micheal Turner, Mayor of Lewes, opened the event and the Chair, Councillor Tony Nicholson, provided the closing remarks. It was the first event of its kind and was very well attended. It is hoped that a similar memorial event will take place in January 2016 at the All Saints Centre, Lewes.
- 2.3 The Chair hosted and attended events as diverse as AGMs, award ceremonies, commemorative and remembrance ceremonies, unveiling of monuments, exhibitions and opening ceremonies. The Chair also visited several local businesses as part of his Business Theme, including Breaky Bottom Vineyard and Network Seafoods. Several events formed part of the First World War Centenary programme, including a service to commemorate WW1 at the War Memorial Meridian Park in Peacehaven, the 'Lights Out' national moment of reflection at Southover House, and a service at St Michaels Church in Newhaven organised by the Royal British Legion. The Chair had the honour of attending several Royal visits to the District, including a visit by HRH The Duke of Gloucester at Peacehaven Centenary Park on 15 April 2015.
- 2.4 One of the Chair's last events of the year was 'Unsung Heroes' held at Newhaven Fort on 11 April. Thirty-six volunteers from across the District were put forward by Councillors and Organisations to be recognised as Unsung Heroes. Those recognised included lifeguards, carers and those who run groups for schools, the elderly and people with disabilities. Each hero was presented with a certificate by Mrs Amanda Hamblin, Deputy Lieutenant, and received lunch, a tour of the Fort and a goody bag. A talented young singer called Tamsin Hodges performed a range of songs for the guests.

- 2.5 13% of the Chair's engagements took place outside the boundaries of the District, all of which were in support of Council's initiatives and included the Act of Remembrance at India Gate, Royal Pavilion, Brighton, to mark the courage and sacrifice of Indian soldiers in WW1 on 19 October 2014.
- 2.6 Wherever possible local caterers and/or suppliers of organic produce and fair trade were used for each event.

3 Year 2015/16

Councillor Ruth O'Keeffe would like the focus of her year to be charities and voluntary bodies within the District. She has proposed to visit one charity or voluntary body in each Ward during her year of office.

It is not possible at this time to set out a detailed programme for the whole year; this has still to be determined. The Chair will co-host events in Lewes and Seaford to mark the anniversary of the awarding of a Victoria Cross as part of the WWI Centenary Commemorations as detailed below. The following events will take place/or have taken place:

- An exhibition to mark Srebrenica Memorial Day, 10-12 July 2015
- A ceremony to unveil a WW1 VC paving stone for Sidney Woodroffe at Lewes Library on 30 July 2015.
- A ceremony to unveil a WW1 VC paving stone for Cuthbert Bromley at Seaford War Memorial on 16 August 2015.
- The launch of the Heritage Open Days weekend on 3 September 2015.
- The annual bonfire night party at Lewes House on 5 November 2015.
- An event to mark Holocaust Memorial Day on 27 January 2016.

4 Financial Appraisal

The total budget available to Councillor Nicholson as Chair of the Council in the municipal year 2014/15 was £16,300. Total expenditure incurred to date is £6,227.81. In this time of financial constraints efforts were made to reduce expenditure, which was achieved.

The Chair's budget for 2015/16 has been reduced due to annual underspends, following discussions with the Finance department. The total budget currently available to Councillor O'Keeffe in the municipal year 2015/16 will be £12,000, which covers the period May 2015 to May 2016. The figure includes the Chair's monthly allowance.

5 Legal Implications

There are no legal implications arising from this Report.

6 Sustainability Implications

There are no sustainability implications arising from this Report.

7 Risk Management Implications

There are no risk management implications arising from this Report.

8 Equality Screening

I have completed the initial Equality Analysis screening exercise and have identified no negative impacts arising from this Report. Therefore, a full Equality Analysis is not required.

9 Background Papers

None

10 Appendix

A list of the Chair's engagements for 2014/15 is appended for information.



Lewes District Council

Southover House
Southover Road
Lewes
East Sussex BN7 1AB

Civic Officer: 01273 661115

civic.office@lewes.gov.uk

CHAIR

Councillor TONY NICHOLSON

CHAIR'S ENGAGEMENTS 7 May 2014 – 20 May 2015

Friday 9 May	6.00pm	Chair and Consort: To attend the launch of the Stanley Simmonds Exhibition at Lewes House.
Tuesday 13 May	10.30am	Chair: To attend a visit by HRH Duchess of Cornwall to Ringmer Community College.
Tuesday 13 May	7.30pm	Chair and Consort: To attend 'The Sword of Freedom' a concert to mark the 750 th Anniversary of the Battle of Lewes at Lewes Town Hall.
Wednesday 14 May	3.00pm	Chair and Consort: To attend the unveiling ceremony of the refurbished Battle of Lewes Monument at Priory Park, Lewes.
Thursday 15 May	7.00pm	Chair and Consort: To attend the Mayor Making Ceremony and Annual Meeting of Lewes Town Council at Lewes Town Hall.
Saturday 17 May	10.30am	Chair: To attend a performance of the Battle of Lewes play at the Gun Garden, Lewes Castle.
Sunday 18 May	6.00pm	Chair and Consort: To attend a service of welcome for the new Bishop of Lewes at St Mary's Church, Battle.
Monday 19 May	9.00am	Chair and Consort: To attend the Safety in Action Week at Newhaven Fort.
Monday 19 May	6.00pm	Chair and Consort: To attend the Summer Military Briefing of the South East Reserve Forces & Cadets Association at The Birley Centre, Eastbourne College.
Tuesday 20 May	5.30pm	Vice Chair: To attend the launch of a new Bus Service by Community Transport for the Lewes Area at Linklater Pavilion, Railway Land, Lewes.
Thursday 22 May	7.30pm	Chair and Consort: To attend the AGM of HOMELINK at Cross Way Church, Seaford.

Sunday 25 May	12.00pm	Chair and Consort: To attend a ceremony and reception to mark the signing of a friendship and co-operation agreement between Newhaven and Vinh City, Vietnam at Meeching Hall Newhaven.
Wednesday 28 May	12.00pm	Chair and Consort: To attend the opening ceremony of "Sussex & the Spanish Civil War" and "Antifascistas" exhibitions at Newhaven Fort.
Saturday 31 May	2.00pm	Vice Chair: To attend the Retro Cycle Ride organised by Lewes Cycle.
Thursday 5 June	7.30pm	Chair and Consort: To attend a performance of 'Pack up your Troubles' by Seaford Musical Theatre at The Barn Theatre, Seaford.
Friday 6 June	11.00am	Chair and Consort: To host a service of Commemoration to mark the 70 th Anniversary of D-Day at Newhaven Fort.
Friday 6 June	4.00pm	Chair and Consort: To attend the University of Brighton Faculty of Arts Graduate Show 2014 at Grand Parade, Brighton.
Saturday 7 June	11.00am	Chair and Consort: To attend the 150 th Anniversary of the Brighton to Seaford Railway Line celebrations in Seaford.
Saturday 7 June	10.00am	Vice Chair: To attend the Opening Ceremony of the Southease to Rodmell Bridleway hosted by the Egrets Way Project.
Sunday 8 June	2.30pm	Vice Chair and Consort: To attend the Chattri Memorial service and take part in a wreath laying ceremony at the Chattri Memorial, Patcham.
Wednesday 11 June	6.30pm	Vice Chair and Consort: To attend the Chairman of East Sussex County Council's Summer Reception at Hendall Manor Barns, Herons Ghyll.
Thursday 12 June	6.00pm	Vice Chair and Consort: To attend the High Sheriff's Reception at Bentley Wildfowl and Motor Museum.
Friday 13 June	2.15pm	Chair and Consort: To attend the Plumpton College Awards Ceremony at Plumpton College, Plumpton.

Saturday 14 June	1.00pm	Chair: To attend the Royal Society of St George's dinner to mark HRH The Queen's Official Birthday at The Star, Alfriston.
Saturday 14 June	6.00pm	Chair: To attend the Mayor of Peacehaven's Civic Service at The Evangelical Free Church, Peacehaven.
Thursday 19 June	6.30pm	Chair and Consort: To attend the Chairman of Wealden District Council's Civic Reception at Barnsgate Manor, Herons Ghyll.
Saturday 21 June	9.00pm	Vice Chair: To present prizes to the winners of the Lewes Skittles Tournament at Southover Grange Gardens, Lewes.
Monday 23 June	9.00am	Chair and Consort: To present prizes to pupils as part of Safety in Action Week at Cradle Hill School, Seaford.
Wednesday 25 June	7.30pm	Chair: To attend the Lewes & District Talking Newspaper Association AGM at The House of Friendship, Lewes.
Thursday 26 June	10.30am	Chair and Consort: To attend a Meridian Day service hosted by the Mayor of Peacehaven at the Meridian Monument, Peacehaven.
Thursday 26 June	7.00pm	Chair and Consort: To attend the Mayor of Seaford's Civic Service at Seaford Baptist Church.
Friday 27 June	7.30pm	Chair and Consort: To attend Sussex Downs Youth Orchestra Concert at the Lewes Town Hall.
Saturday 28 June	11.00am	Chair and Consort: To attend Seahaven Veterans and Armed Forces Day at the Esplanade and Martello Fields, Seaford
Sunday 29 June	11.00am	Chair and Consort: To attend the West Sussex Armed Forces and Veterans Day Drumhead at the Steyne Gardens, Worthing.
Sunday 29 June	1.30pm	Vice Chair: To attend a garden party in aid of HOMELINK in Sutton Avenue, Seaford.
Friday 4 July	6.30pm	Chair: To attend the Friends of East Sussex Association of Blind and Partially Sighted People summer drinks reception at Ringmer Park, Lewes.

Saturday 5 July	6.30pm	Chair and Consort: To attend the private view of the 'Treasure from Trash' exhibition at the Linklater Pavilion, Railway Land, Lewes.
Saturday 12 July	7.00pm	Chair and Consort: To attend the Telscombe Town Council Charity Gala Dinner at the Telscombe Civic Centre.
Wednesday 16 July	8.00pm	Chair: To attend the Seahaven District Scouts AGM at the Scout Headquarters, Seaford.
Saturday 26 July	11.00am	Chair and Consort: To attend the opening of the Driftwood Open Garden in Seaford as part of the Macmillan Coastal Garden Trail.
Saturday 26 July	1.00pm	Chair and Consort: To attend the Peacehaven and Telscombe Summer Fayre at The Joff Field, Peacehaven.
Sunday 3 August	3.30pm	Chair: To attend the Green Flag Award presentation and Annual Site Walk at Lewes Railway Land.
Monday 4 August	6.30pm	Chair and Consort: To attend a service hosted by the Royal British Legion and the Mayors of Peacehaven and Telscombe to commemorate the start of the First World War at the War Memorial, Meridian Park, Peacehaven.
Monday 4 August	10.00pm	Lamp to be lit in a window of Southover House as part of the national Lights Out Moment of Reflection to mark the centenary of the start of the First World War.
Sunday 10 August	11.30pm	Chair and Consort: To attend a service to mark the 100 th Anniversary of the outbreak of WWI hosted by the Royal British Legion Newhaven Branch at St Michael's Church, Newhaven.
Sunday 10 August	12.30pm	Chair and Consort: To attend a Memorial Service to mark the 72 nd Anniversary of the Dieppe Raid at Newhaven Fort and the Canadian War Memorial Newhaven.
Friday 15 August	2.30pm	Chair and Consort: To attend the opening of the new lift at Churchill House, Seaford.
Monday 18 August	9.00pm	Chair and Consort: To attend a vigil at Vertus Cemetery, France to mark the 72 nd Anniversary of the Anglo-Canadian Raid.

Tuesday 19 August	9.30am	Chair and Consort: To attend the commemorations of the 72 nd Anniversary of the Anglo-Canadian Raid and take part in wreath laying ceremonies at Vertus Cemetery, Plage de Puys and Square du Canada.
Thursday 21 August	7.00pm	Chair and Consort: To attend the Meeching Amateur Dramatics performance of "The Better 'Ole" at Newhaven Fort.
Friday 22 August	5.00pm	Chair and Consort: To attend the opening of the Artwave Festival at Lewes House.
Friday 22 August	6.00pm	Chair and Consort: To attend Brighton & Hove City Council Mayor's Reception at The Mayor's Parlour, Brighton Town Hall
Saturday 23 August	10.00am	Chair and Consort: To attend the Seaford Photographic Society's Annual Show at The Crypt Gallery, Seaford.
Saturday 23 August – Sunday 7 September	Various	Chair and Consort and Vice-Chair and Consort: to attend various Open House Exhibitions across the District as part of the Artwave Festival.
Thursday 4 September	5.00pm	Vice-Chair and Consort: To attend the launch of the 2014 Lewes Heritage Open Days at Lewes House.
Friday 5 September	6.00pm	Vice-Chair and Consort: To attend 'The Photographer's Eye' talks by photographers on their images of Newhaven as part of the Artwave Festival at the RNLI Building, West Quay, Newhaven.
Friday 12 September	7.30pm	Chair and Consort: To attend the Seaford Musical Theatre cabaret show 'The Singers and Swingers Club' at The Barn Theatre, Seaford.
Saturday 13 September	5.30pm	Chair: To attend the 83 rd Annual Reunion Dinner of the Royal Sussex Regimental Association at Lewes Town Hall.
Sunday 14 September	2.00pm	Chair and Consort: To attend the East Sussex Scouts Open Day the Broadstone Warren Scout Activity Centre, Forest Row.
Thursday 18 September	5.45pm	Chair and Consort: To attend the SaBRE (Supporting Britain's Reservists and Employers) Reception and Beating Retreat at Dover Castle as guests of The Commander 2 (South East)

		Brigade and the Deputy Constable of Dover Castle.
Wednesday 1 October	7.00pm	Chair and Consort: To attend the Lewes Operatic Society's performance of 'Oh What a Lovely War' at Lewes Town Hall.
Sunday 12 October	10.30am	Chair and Consort: To attend the 'Chairman's Special' Train journey and reception at the Bluebell railway to celebrate achievements of the Bluebell Railway's staff.
Sunday 19 October	1.30pm	Chair and Consort: To attend an Act of Remembrance at India Gate, Royal Pavilion, Brighton and take part in a wreath laying ceremony to mark the courage and sacrifice of Indian soldiers in WWI.
Tuesday 21 October	7.00pm	Chair and Consort: To attend the Royal Society of St George's Trafalgar Night Dinner at Deans Place Hotel, Alfriston.
Tuesday 21 October	7.00pm	Vice-Chair and Consort: To attend the South East Reserve Forces & Cadets Association's Lord Lieutenant's Meritorious Awards Presentation Ceremony and Reception at The Hawth Theatre, Crawley.
Wednesday 22 October	9.30am	Chair: To attend the annual Lewes District Town & Parish Conference at the Meridian Centre, Peacehaven.
Wednesday 5 November	5.00pm	Chair and Consort: To host a reception for the Lewes Bonfire Celebrations at Lewes House.
Sunday 9 November	9.45am	Chair and Consort: To attend the Remembrance Sunday Service at St Michael's Church, Newhaven. Followed by a parade to the War Memorial and a Wreath Laying ceremony.
Sunday 9 November	10.20am	Vice-Chair and Consort: To attend the Remembrance Sunday Commemorations at Seaford to including a Wreath laying ceremony at the War Memorial followed by a march and service.
Sunday 9 November	2.30pm	Chair and Consort: To attend the Lewes Remembrance Sunday Commemorations to include a Wreath laying ceremony at the War Memorial followed by a service at St John Sub Castro Church.

Tuesday 11 November	10.40am	Chair and Consort: To attend the Remembrance Day Service at Seaford Cemetery and take part in a wreath laying ceremony followed by a reception hosted by the Seaford Branch Royal British Legion.
Wednesday 12 November	9.00am	Chair: To attend the official opening ceremony and open morning of Continental Surround View, Lewes.
Thursday 13 November	6.30pm	Chair and Consort: To attend the Rotary Club Youth Music Concert at Lewes Town Hall and to present the soloist with a cheque for sponsorship at the concert.
Saturday 15 November	8.30am	Chair and Consort: To attend the East Sussex Prayer Breakfast hosted by the High Sheriff of East Sussex at the East Sussex National Golf Club
Thursday 20 November	7.00pm	Chair and Consort: To attend the Sussex University Royal Naval Unit's Blackbeard Dinner at the Old Ship Hotel, Brighton
Thursday 27 November	11.00am	Chair: To attend a visit to ICS Roofing at Northease Farm, Rodmell - part of the Chair's Business Theme initiative.
Thursday 27 November	2.00pm	Chair: To attend a visit to Network Seafoods, Newhaven - part of the Chair's Business Theme initiative.
Thursday 4 December	11.00am	Chair: To attend a visit at Breaky Bottom Vineyard – part of the Chair's Business Theme initiative.
Thursday 4 December	5.00pm	Chair and Consort: To attend Santa's Grotto – Lewes Late Night Shopping at Lewes House
Sunday 7 December	3.00pm	Vice Chair: To attend the HOMELINK Christmas Concert at The Church of St Thomas More, Seaford.
Sunday 7 December	6.30pm	Chair and Consort: To attend a Solemn Vespers service at Arundel Cathedral.
Monday 8 December	12.00pm	Chair: To attend LEAP Kickstart Programme 2014 at Newhaven Enterprise Centre.

Monday 8 December	4.15pm	Chair and Consort: To attend HMP Lewes Carol Service at HMP Lewes.
Tuesday 9 December	8.00am	Chair and Consort: To attend a Festive visit at the Seaford Delivery Office.
Tuesday 9 December	6.30pm	Chair and Consort: To attend ESCC Chairman's Reception at The Buxted Park Hotel, Uckfield.
Wednesday 17 December	7.30pm	Chair and Consort: To attend Mayor of Lewes's Parish Carol Service at St Anne's Parish Church, Lewes
Friday 16 January	7.30pm	Chair and Consort: To attend the Seaford Musical Theatre performance of Aladdin at The Barn Theatre, Seaford
Friday 30 January	7.00pm	Chair and Consort: To attend Holocaust Memorial Day 2015 at the White Hart Hotel, Lewes and to deliver the closing address.
Sunday 15 February	3.00pm	Chair and Consort: To attend HOMELINK special service of thanksgiving and commitment at Eastgate Baptist Church.
Tuesday 3 March	12pm	Chair: To attend the Lewes District Business Awards Launch at Lewes House.
Wednesday 4 March	12pm	Chair and Consort: To attend John Magness and Philip Pople's Retirement Reception at the Corn Exchange.
Saturday 7 March	11am	Chair: To attend the Big Parks opening at Piddinghoe Avenue Sports Park.
Saturday 7 March	7pm	Chair and Consort: To attend the East Sussex Music Service Spring Concert at Eastbourne Winter Gardens.
Monday 9 March	10am	Chair and Consort: To attend Swift Project celebration and exhibition at the Buxted Park Hotel.
Friday 13 March	6.30pm	Chair and Consort: To attend the High Sheriff's End of Term Eats and Drinks reception.
Thursday 19 March	6pm	Chair: To attend SASBAH 50 th Anniversary celebrations at Bedes Prep School, Eastbourne.
Friday 20 March	7pm	Chair and Consort: To attend 'My Mayoral Year in Music, Song and Pictures' hosted by the

		Mayor of Peacehaven at Community House, Peacehaven.
Monday 30 March	4pm	Chair: To attend presentation on Railway Land Wildlife Trust by John Parry at The Linklater Pavillion.
Saturday 11 April	12.30pm	Chair and Consort: To host 'Unsung Heroes' at Newhaven Fort, Newhaven.
Wednesday 15 April	11am	Chair: To attend a visit by HRH Duke of Gloucester at Peacehaven Centenary Park.
Wednesday 15 April	7.30pm	Chair and Consort: To attend Lewes Operatic Society's performance of 'Anything Goes' at Lewes Town Hall.
Saturday 18 April	11am	Vice Chair: To attend the Oyster Project Charity's Annual Awards presentation at Westgate Chapel, Lewes.
Tuesday 21 April	3pm	Chair and Consort: To host a 'tea and cake' thank-you for LDC staff in the Mezzanine, Southover House.
Thursday 23 April	6pm	Chair and Consort: To attend a St. George's Day special church service and dinner hosted by the Royal Society of St. George in Alfriston.
Sunday 26 April	10.45am	Chair and Consort: To attend the Lewes District Scouts' St. George's Day and Parade in Grange Gardens, Lewes.
Friday 1 May	6pm	Chair and Consort: To attend a Reception hosted by the Mayor and Mayoress of Brighton & Hove to celebrate the life of Martha Gunn at The Mayors Parlour, Brighton Town Hall.
Saturday 2 May	7pm	Chair and Consort: To attend the Mayor of Seaford's May Day Charity Ball at Seaford Head Golf Clubhouse.
Monday 4 May	10am	Chair and Consort: To attend the Lewes Garland Day organised by The Knots of May and to judge the childrens' garlands, in the Gun Garden of Lewes Castle.

Friday 15 May	12pm	Chair and Consort: To attend the official opening of Sun Close, Plumpton hosted by Hastoe Group.
Saturday 16 May	1pm	Chair and Consort: To attend the Parafix Sussex Senior Challenge Cup Final at the AMEX Stadium.
Monday 18 May	2pm	Chair: To host, in conjunction with KSD Group, the official opening of the Lambert Place Affordable Housing Project at Lambert Place, Lewes.

Agenda Item No: 9 **Report No:** 71/15

Report Title: Portfolio Progress and Performance Report
Year End: April 2014 to March 2015

Report To: Scrutiny Committee **Date:** 18th June 2015

Cabinet Member: Councillor Elayne Merry, Portfolio Holder

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): Strategic Performance Manager / Strategic Projects Manager
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Purpose of Report:

1. To consider the Council's progress and performance in respect of key projects and targets for the year ending 31st March 2015.

Officers' Recommendation(s):

2. That progress and performance for the 2014/15 financial year be considered and any relevant recommendations be made to Cabinet;

Reasons for Recommendations

3. To enable the Scrutiny Committee to consider whether there are any particular aspects of Council performance that it would wish to comment upon or consider further as part of its work programme for 2015/16.

Background



4. It is of fundamental importance that the Council monitors and assesses its performance on a regular basis, to ensure we continue to deliver excellent services to our communities in line with targets set. Alongside this, it is also vital to monitor progress against our strategic projects, to ensure we are delivering what we have set out to do.
5. The Scrutiny Committee has a crucial role in terms of providing input into the policy making process, as well as oversight into the performance of the Council. This report sets out the Council performance against its targets and project for the year ending 31st March 2015 and these reports will now be subject to Overview and Scrutiny consideration on a quarterly basis prior to Cabinet consideration.
6. This provides a Scrutiny Committee with the opportunity to regularly monitor the performance of the Council's services,. The Committee will be asked to consider if there are any recommendations it wishes to make to Cabinet with regard to any aspect of Council performance, or if the Committee wishes to request further information of officers, or undertake any scrutiny review in relation to any areas.


The Council's Performance Framework

7. It may be helpful for Members to have a wider understanding of the Council's overall performance framework when considering this report.
8. The Council has an annual cycle (see appendix A) for the preparation, delivery and monitoring of its business and service plans. This cycle enables us to regularly review the council's work, and the targets it sets for performance, to ensure these continue to reflect customer needs and Council aspirations. Plans are reviewed in the autumn each year, alongside the formulation of budgets for the coming year. These are finalised in the winter and early spring, ready for the start of the new council year in April.
9. As we are currently at the start of a new council term, a new overarching Corporate Plan for the council is now under preparation. This will set out the overall priorities and objectives of the Council for the next 4 years, and the high level projects which will help to deliver these objectives. This Plan will be subject to wide consultation before it is formally adopted by Council later in the year. The Corporate Plan will then inform the setting of new service plans, targets and project outcomes. Progress against these will subsequently be reported to Members in quarterly reports such as this.
10. This report looks retrospectively at the period 2014/15.

Performance report for 2014/15

11. The purpose of this report is to provide Members with a range of performance measures and progress updates which reflect the key projects and service targets which the Council was committed to delivering in the 2014/15 council year. This report is effectively an annual performance report, demonstrating how we have done against the projects and targets set out in the 2014/15 Portfolio Holder statements and service plans for the period ending 31 March 2015.
12. The tables set out in appendix B provide the detailed information for Members' consideration, clearly setting out where performance and projects are 'on track' and where there are areas of concern. Where performance or projects not achieving targets/deadlines set, an explanation is provided, together with a summary of the management action being taken to address this.
13. Appendix B is structured following the seven Cabinet Portfolios which were in place during 2014/15. Members will be aware that the Cabinet for 2015/16 now comprises only 6 Portfolios and therefore differs from the Portfolios set out in this report.
14. The Council uses a Project and Performance Management System (Covalent) to record, monitor and report progress and performance (the system also supports the management of risk at the Council). The system uses the following symbols to indicate the current status of projects and performance targets:

-  = Performance that is at or above target/those projects on track (green);
-  = Performance that is slightly below target but is within an agreed (usually +/- 5%) tolerance/projects where there are issues causing significant delay or change to planned activities (amber);


 = Performance that is below target/projects that are not expected to be completed in time or within requirements (red).

Portfolio Progress and Performance – April 2014 to March 2015

15. Appendix B presents a high level summary of progress and performance for each of the 2014/15 Cabinet portfolios and reflects the position at the end of the 4th and final quarter (ie as at 31st March 2015), and, where relevant, for the year in its entirety.

16. In summary,

- 89.5% of the Council's key projects were either complete or on track (9 projects were completed within the period; 25 projects were completed during 2014/15).
- 77% of the Council's performance targets were either met, exceeded or within a 5% variance.
- Only 5 indicators did not meet the planned targets.
- Only one performance target has been subject to change within the year. This related to the delivery of new homes delivered where a new target was agreed as a result of the formal examination of the Core Strategy.
- With regard to customer feedback, during the year 1553 complaints were received and responded to, and 165 compliments were made by customers about council services.

The Good News –  Where progress with projects and service performance met or exceeded targets set:

17. This section of the report highlights, by (2014/15) Portfolio, projects which have been successfully delivered, and areas where performance has been notably high or improved during the year.

The Leader's Portfolio

18. The following was achieved in 2014/15:

- Construction of the University Technical College continues with a view to the college receiving its first cohort of students in September 2015.
- Newhaven flood and infrastructure schemes (involving £9m Local Economic Partnership and Government funding) are all progressing well.
- Construction of the Newhaven shared facility is well underway and on course for occupation in November 2015.
- Lewes House has remained open been in the town centre creating revenue streams for the Council and providing suitable accommodation for a range of businesses.
- The Council website has been refreshed resulting in an increase in the use of e-forms by 40%, 11% more visitors to the website and a 40% increase in page views.
- A Business Rate Retention Scheme was launched in April 2015 funding from which is being used to fund a Business Rate Discount Scheme. To date there have been two applications received, one of which has been approved.

Corporate Services

19. The following was achieved in 2014/15:

- A new telephony system has been implemented at the Council improving the experience for customers;
- The savings targets for 2014/15 amounting to £59.6K were delivered in line with the Medium Term Financial Strategy;
- The Council's Business Continuity Plan was reviewed and updated to improve organisational resilience;
- The Council participated in the National Benefit Fraud Initiative to more effectively tackle fraudulent claims by the matching of data between different organisations;
- The Council recovered 70% of benefit overpayments during 2014/15, in line with its target.
- Significant organisational change projects are moving ahead well. This includes implementation of shared HR and Legal Services with Eastbourne Borough Council and the major procurement exercise for new technology and business change consultants to assist in the next phase of the Nexus Transformation Programme.

Service Delivery

20. There was notably good performance following areas:-

- Council Tax and Business Rate collection rates remained high during 2014/15, exceeding the planned target for Business Rates.
- The number of days to process new council tax and housing benefit applications remained well within target for much of the year; overall it took 18 days (against a target of 20 days).
- The Council aimed to collect at least 95% of Council house rent due. At the end of the year, the Council had exceeded this collecting 98.2% of all rent due
- Eighty empty homes were brought back into use during 2014/15, twice as many as our planned target.

Strategy and Development

21. During 2014/15 The UNESCO Biosphere Reserve was announced, following partnership work and active lobbying by the Council.

22. 100% of major planning applications were determined within 13 weeks during Quarter 4. Overall in 2014/15, decisions were made on 74% of all major applications within this timescale, well above national and our local targets. Minor applications were also determined well within target times.

Community Improvement

23. The following projects were completed as planned during 2014/15:

- A cashless parking scheme was implemented in partnership with others;
- The Council actively consulted on and tendered for a delivery partner to introduce a Locally Sorted digital platform; the project did not add sufficient value to the District to progress beyond early concept stage;
- A new 5 year grounds maintenance contract was let in March 2015;

- Active partnership work with Wave Leisure has ensured the longer term sustainability of the Trust and leisure provision in the District;
- Management of Newhaven Fort was handed over to Wave Leisure.

Stakeholder Improvement


24. The following projects were completed as planned during 2014/15:

- Partnership working was enhanced through another successful Town and Parish Council Conference and the Annual Tenants' Conference;
- Compacts were agreed with a range of private and 3rd sector organisations to make better use of Council facilities. This includes arrangements which sees other agencies and organisations offering advice and support services from Southover House reception;
- Community and voluntary sector grants were reviewed to ensure they continue to reflect need and corporate priorities.
- The Council aims to re-let Council homes within 26 days of them becoming vacant. Overall in 2014/15 we re-let our homes within an average of 25 days, exceeding our target.
- Tenant satisfaction with the remains high at 96.9% (well above target) and we carried out over 99% of urgent repairs within 5 working days.

Internal Improvement

25. The following projects were completed as planned during 2014/15:


- Staff and managers completed training following adoption of a new Competency Framework;
- Senior managers were supported and developed through use of Action Learning Sets, aimed at sharing knowledge and skills across the organisation;
- The annual Staff Survey was completed and results shared with staff;
- Communication with staff was enhanced through a programme of regular 'invitation only' staff briefings by senior management;
- In the lead up to shared service with Eastbourne Borough Council, the HR service plan and recruitment processes were reviewed and adjustments to staffing arrangements were made;
- A Health and Safety improvement plan was developed and delivered to improve the system for reporting and managing health and safety risks;
- Following a self-assessment of the Council's approach to equality and diversity, a new, more strategic approach was developed and streamlined equality analysis arrangements introduced;
- Following the new national Code of Practice, the Council's arrangements for meeting Data Transparency requirements were reviewed and enhanced.

Areas for Improvement –  - Performance very slightly below target or project slightly off track (but within 5% tolerance)

26. The 'amber warning' is used to flag up any areas of performance that have fallen very slightly below target levels, or where projects are slipping behind schedule or going slightly off-track for any reason. There are 8 areas which fell into this category in 2014/15;

- Percentage of invoices paid on time
- Percentage of Council Tax collected during the year
- KG of household waste collected per household
- Deliver at least 2 community/commercial events including 'Whizz Pop Bang' children's festival
- Develop an Event Management Plan
- Percentage of repairs noted as good or satisfactory by tenants
- Update workforce equality profile and equality monitoring
- Undertake Equal Pay audit

27. Information about the management action taken to address these, where necessary, is set out within appendix B.

Areas for Improvement –  Where performance was below target and/or projects were off-schedule or revised:

28. Where service performance falls significantly below target levels, or a project becomes seriously off-schedule, the performance management system enables this to be highlighted to managers straight away. High priority is then given to addressing these issues. There were only 5 such areas at the end of 2014/15. The management actions to address these are set out below.

Households in Bed and Breakfast/emergency accommodation

29. Officers are continuing to reduce reliance on bed and breakfast and inefficient emergency accommodation for homeless households. There has been an increase in emergency homelessness placements over the past few weeks due to an increase in new cases presenting as homeless. The Council is using vacant Council homes to reduce demand for bed and breakfast accommodation.

30. As at 31 March the breakdown of households in Temporary Accommodation was as follows;

Hotels (Bed & Breakfast)	11
Refuge	1
Private Sector Leased Accommodation	18
Council Accommodation	27
Total	57

Removal of Fly-tips

31. The number of days being taken to remove reported fly-tips has gone from 2.7 days to 4.2 days. A management review of fly-tipping procedures is currently being undertaken to determine the reason for the apparent drop in performance. It is considered that that this may be due to both changes in how reports of fly-tips are being recorded and changes to procedures for dealing with fly-tips on Council land. The outcome from this review will be reported to a future meeting.

Recycling Levels

32. Recycling performance has remained below target for the year 2015/16 averaging 24.4%, compared to a target of 30%. In 2014/15 the Council commissioned a report to assess the Council's Waste and Recycling service and propose options for development that would substantially increase the level of refuse that is sent for recycling. A report outlining the proposed and recommended options for development has been written and will be presented to Cabinet in July.

Urban and Rural Regeneration Frameworks

33. Seaford Impact Group has been established and progress is been made on a number of projects. Future work on regeneration projects will be progressed with local stakeholders in line with a refreshed Regeneration Strategy.

Sickness Absence

34. The Council has a workforce of approximately 400 staff including over 100 manual staff working in our Recycling and Waste team. The first part of the 2014/15 year saw a marked reduction in sickness absence, however, over the course of the year there have been 36 cases of long term absence (three weeks or more) of which 9 cases led to absences of over 90 days. 2 of these were for an operation, 1 is for a cancer related absence, 2 for reasons of depression and 4 relate to musculoskeletal issues. 2 of these 36 long term cases were over 200 days. The impact of these long term absences has adversely impacted the overall average figure. Managers and the HR team continue to work to ensure support is given to staff, absence is monitored and targeted intervention is provided as appropriate.

Financial Appraisal

35. Monitoring and reporting project and performance information is contained within existing estimates. Corporate performance information should also be considered within the context of the Council's financial update reports as there is a clear link between performance and budgets/resources.

Legal Implications

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

Sustainability Implications

37. The sustainability implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports.

Risk Management Implications

38. **Risks:-** the Council fails to achieve its strategic objectives/performance targets; poor performance in service levels and quality may lead to greater customer 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 leads to flawed decision-making which may be costly, inefficient or ineffective; poor communication of performance achievements and

outcomes. [Specific project risks are identified and managed by the relevant project manager].

39. **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.

Equality Analysis

40. The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports.

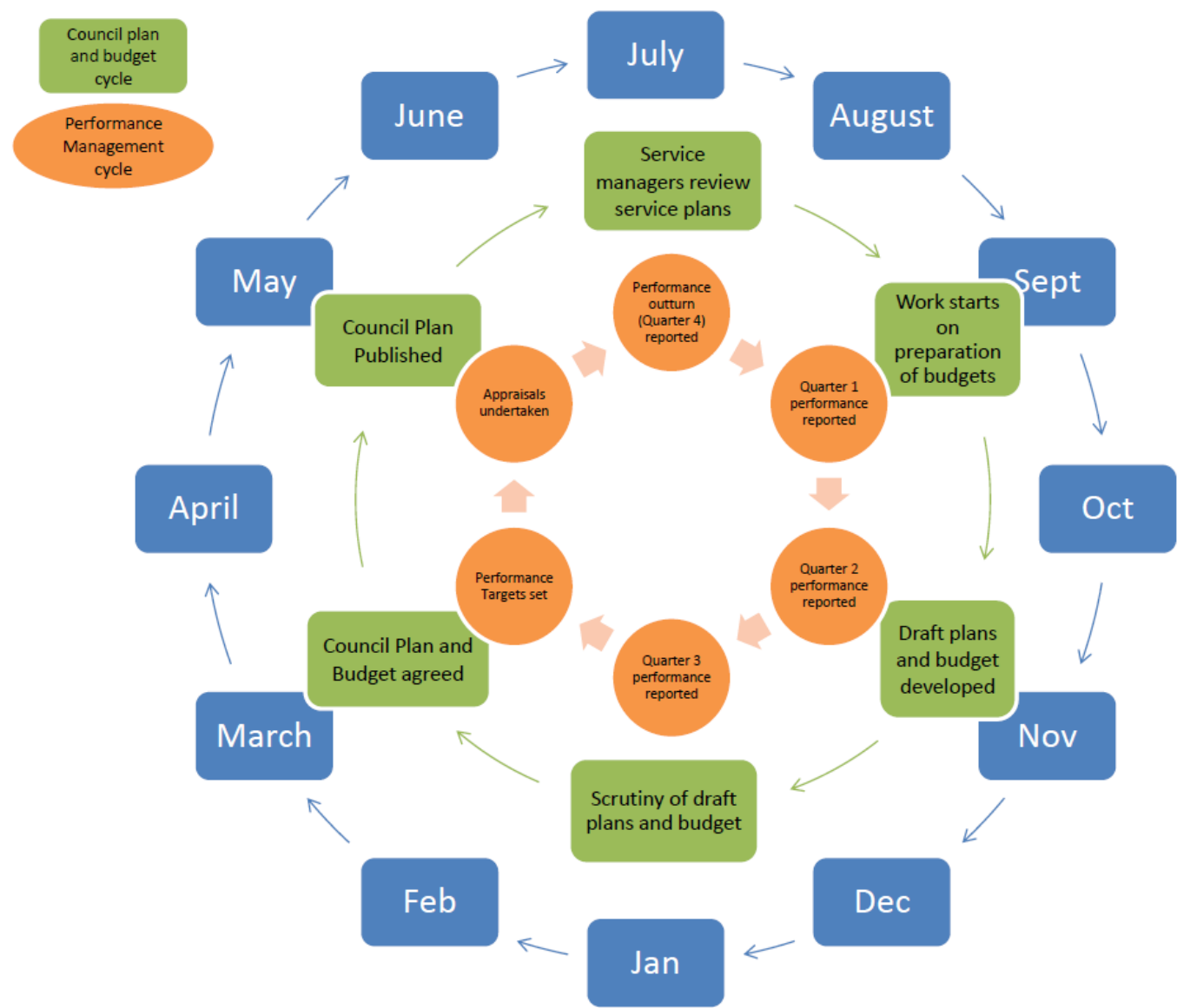
Background Papers

None

Appendices

Appendix A – Performance Matters – The Council's Performance Management Framework

Appendix B - Portfolio Progress and Performance Reports (April 2014 to March 2015)



CABINET: LEADER'S PORTFOLIO

Progress and Performance Report

Period: 1st January 2015 to 31st March 2015 (Quarter 4)

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)		Construction continues. Student recruitment events have been taking place during 2015 in Newhaven, Lewes and Eastbourne.
Newhaven (East Quay and flood defences)		The Council is working in partnership with the Environment Agency. £9m budget has been allocated (£3m from the Local Economic Partnerships and £6m from the Environment Agency). Shorter term projects for 2015/16 have been identified for the following sites: University Technical College to A259; West Bank (from Fisherman's Green to A259) and the railway crossing to the north of Newhaven. Draft outline design options have been prepared. Major works are expected to commence in Spring 2016.
Newhaven Growth Quarter project		Work started on site in May 2015 with completion expected April 2016. A preferred contractor has been appointed and detailed design work is now complete.
Continuing to position Lewes within both Coast to Capital and South East Local Enterprise Partnerships (LEPs)		The Council continues to represent the interests of the District at both of the LEPs. Priority projects include the Newhaven Port access road (Phase 1) (currently under construction) and Newhaven Flood Defence. A successful meeting with the Department for Business, Innovation and Skills took place in March 2015.
Proactively engage with Greater Brighton Economic Board (GBEB) to ensure Newhaven benefits from proximity to Brighton		The GBEB considers upcoming Local Growth Fund projects. Meetings in February and March considered extension of commercial property database and Newhaven Investment package respectively.
Explore the potential of Enterprise Zone in Newhaven		The Local Enterprise Partnership is in discussion with Department of

Project / Initiative	Current status	Update
		Communities and Local Government on the way forward following the submission of an Enterprise Zone bid in October 2014. Other bids were prioritised in the first round. A decision on the next round of bids is expected in July 2015.
Launching a Business Rate Retention Scheme		COMPLETED. A Business Rate Retention Scheme was launched in April 2015, funding from which is being used to fund a Business Rate Discount Scheme. To date there have been two applications received, one of which has already been approved.
Develop new Council website		COMPLETED. The new website was launched in early March 2015. This has resulted in an increased use of e-forms and an improved 'bounce back' rate (ie visitors to the site are remaining on pages for longer suggesting they are finding the information they need). 70% of visitors who completed the online survey were happy with the changes that had been made.
Commence project to develop shared facility in partnership with East Sussex Fire Service		Construction of the new facility is underway in Newhaven with completion expected in Autumn 2015 and occupancy by the end of November 2015.
Agree to bring forward affordable housing across the District with development partner		In September 2014 Cabinet authorised conclusion of negotiations for the Lewes District Property Portfolio. These were concluded and the Development Agreement signed in May 2015. The Council has entered a partnership with Karis Developments Ltd and Southern Housing Group to develop around 415 new homes across the District.
Impact Seaford Regeneration Delivery Framework		Engagement continues with public, private and community stakeholders to deliver the objectives of the Impact Seaford group aimed at attracting investment, supporting business, inspiring learning, welcoming visitors and strengthening partnerships. Draft marketing materials are being prepared and agreed.

CABINET: CORPORATE SERVICES PORTFOLIO

Progress and Performance Report

Period: 1st January 2015 to 31st March 2015 (Quarter 4)

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-Dec	Q4 Jan- Mar	Full Year 14/15	Current status	Explanatory Note
Percentage of overpayments recovered	70%	70%	73%	69%	68%	70%		Performance overall for the year is 70% and in line with the Council's target.
Percentage of invoices paid on time	98%	94%	87%	82%	93%	88.6%		Performance has improved in the fourth quarter but remains below target overall for 2014/15. The Council paid 20,946 invoices during 2014/15 of which 2,383 were late (11.38% overall). The vast majority (1,739) of these late invoices were in respect of property services works. Management action has already resulted in consolidating some invoices from suppliers. Further opportunities to streamline and speed up invoice payments continue to be investigated.

Portfolio Projects and Initiatives

Project / Initiative	Current status	Update
Explore joint services with Eastbourne Borough Council		Cabinet agreed new shared service arrangements with Eastbourne Borough Council for Human Resources and Legal Services. Successful staff transfer between both councils took place on 1 st April 2015.
Procure technology and business change resources to support the transformation programme		March 2015 Cabinet received an update on the procurement of new technology and business change consultants. Invitations to Tender were issued in April 2015 and tenders were received from 3 bidders on 29th May 2015. These are currently being evaluated. We anticipate implementation commencing in October 2015.
Specification for business change partner to assist in IT/process transformation		
Implement new telephony system (Phase 2)		Proposals to optimise use of the new telephony system and develop the Council's

Project / Initiative	Current status	Update
		call handling capabilities is now being addressed as part of wider IT changes planned for later in 2015.
Oversee agreed iESE (Improvement and Efficiency South East) work programme for improved procurement		iESE continues to provide support on a range of current procurement exercises, including substantial support in respect of the successful letting of the new grounds maintenance contract.
Update commercial property portfolio and make best use of our assets		Work is progressing in partnership with Eastbourne Borough Council. The project is aimed at identifying opportunities for joint procurement and better management of Council assets. Staff resources are now being shared and officers in both councils are working together to implement Corporate Landlord arrangements from April 2016. A report is due to come to Cabinet in the Autumn on a Joint Procurement Strategy.
Update Risk Management Strategy and Risk Register		COMPLETED. Cabinet in March 2015 approved the Council's Risk management Strategy and Strategic Risk Register. Officers continue to assess and manage operational and project risks as part of normal management arrangements.

CABINET: SERVICE DELIVERY PORTFOLIO

Progress and Performance Report

1st January 2015 to 31st March 2015 (Quarter 4)

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-Dec	Q4 Jan-Mar	Full Year 14/15	Current status	Explanatory Note
Percentage of Council Tax collected during the year (cumulative)	98.4%	29.9%	28.4%	27.9%	11.9%	98.3%		Although showing below target, the overall Council Tax collection rate was only off target by 0.1%.
Percentage of Business Rates collected during the year (cumulative)	98.5%	32.5%	25.2%	28.3%	12.25%	98.9%		
The number of days taken to process new housing benefit/Council tax benefit claims	20 days	16.5 days	25.5 days	14.5 days	15 days	18.1 days		Overall performance for the year was 18.1 days.
Percentage of rents collected during the year (cumulative)	95%	94.5%	97.4%	97.9%	98.2%	98.2%		
KG of household waste collected per household (cumulative)	500Kg or less	124Kg	128Kg	126Kg	127Kg	505Kg		Although showing below target, the overall household waste collection rate was only off target by 5Kg per household.
Percentage of abandoned vehicles removed within 24 hours	90%	100%	100%	100%	100%	100%		There were 110 vehicles reported as abandoned during Quarter 4. Only 3 were found to be legally abandoned and subsequently removed.
Number of empty homes brought back into use (cumulative)	40	15	28	18	19	80		
Total number of days that families (including pregnant women) need to stay in temporary accommodation	17.5 days	0 days	23.5 days	0 days	0 days	23.5 days		There were no families with children requiring emergency accommodation during Quarter

KPI Description	Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Full Year 14/15	Current status	Explanatory Note										
(B&B)								4.										
Total number of households living in bed and breakfast/emergency accommodation	50 or less	56	57	48	57	57		The data in the full year column is as at 31 st March 2015.										
Performance Improvement Action	<p>Officers are continuing to reduce reliance on bed and breakfast and inefficient emergency accommodation for homeless households. There has been an increase in emergency homelessness placements over the past few weeks due to an increase in new cases presenting as homeless. The Council is using vacant Council homes to reduce demand for bed and breakfast accommodation.</p> <p>As at 31 March 2015 the breakdown of households in Temporary Accommodation was as follows;</p> <table><tr><td>Hotels (Bed & Breakfast)</td><td>11</td></tr><tr><td>Refuge</td><td>1</td></tr><tr><td>Private Sector Leased Accommodation</td><td>18</td></tr><tr><td>Council Accommodation</td><td>27</td></tr><tr><td>Total</td><td>57</td></tr></table>								Hotels (Bed & Breakfast)	11	Refuge	1	Private Sector Leased Accommodation	18	Council Accommodation	27	Total	57
Hotels (Bed & Breakfast)	11																	
Refuge	1																	
Private Sector Leased Accommodation	18																	
Council Accommodation	27																	
Total	57																	
The average number of days taken to remove reported fly-tips	Less than 2 days	2.7 days	2.2 days	3.3 days	4.2 days	3.0 days		There were 51 reports of fly-tips during Quarter 4, compared to 77 for the same period last year. The data collection methodology has changed and further analysis is required.										
Performance Improvement Action	<p>There is currently a management review underway to determine the underlying reason for the apparent drop in performance. Initial investigation suggests this may be due to changes in procedures for dealing with fly-tips on Council land. The review will identify options for addressing under-performance which will be reported to a future meeting.</p>																	
Percentage of household waste sent for reuse, recycling and composting	30%	24.8%	24.2%	24.0%	24.7%	24.4%		The year end figure is the average for the year 2014/15. The confirmed final outturn will be received from the Waste Disposal Authority (ESCC).										
Performance Improvement Action	<p>Officers continue to identify opportunities to improve recycling across the District including promotional campaigns and encouraging take-up of food waste recycling. The Council is currently undertaking an in-depth review of waste management arrangements, looking at a range of options that build on the Council’s commitment to expand and improve recycling services across the District. The Council has had success in raising awareness through the Zero Heroes campaign but has had some feedback</p>																	

KPI Description	Target	Q1 Apr-June	Q2 July-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Full Year 14/15	Current status	Explanatory Note
	from residents that ease of collection of recyclables remains an issue.							
Total number of customer feedback received; a) complaints; b) compliments	Data Only	a) 434 b) 38	a) 483 b) 56	a) 382 b) 50	a) 254 b) 21	a) 1553 b) 165	N/A N/A	Changes have been made to the systems for collecting complaints and compliments data during 2014/15. Missed bins are now recorded and dealt with separately (hence the apparent reduction in the number of complaints in Q4). This will now be used as a base line against which to measure future years' performance.

Portfolio Projects and Initiatives

Project / Initiative	Current status	Update
Complete Waste Review to further improve services and recycling		An independent review of the Council's waste collection and recycling services was commissioned and its recommendations are under consideration. Cabinet in March 2015 agreed to proceed with a green waste trial in Seaford, commencing in Summer 2015.
Review provision of Green waste collection with full consideration to sustainability and financial concerns		
To implement Photo Voltaic schemes across council housing		At its November meeting, Cabinet agreed to appoint a contractor to install PV Panel systems on up to 700 Council homes (subject to funding approval of £2.7m) aimed at reducing the cost of electricity for tenants, reducing CO2 emissions and creating an income stream for the Council. The contract is being finalised and is expected to commence in June with first installation taking place in late June/early July.
To ensure more people have better standard homes in the private rented market		A pilot project involving pro-active inspections of privately rented properties in South Road, Newhaven is underway. Landlords and tenants of 11 properties have been contacted and of these 6 have been inspected. A potential housing benefit fraud was discovered and the housing benefit team have been provided with information for them to investigate.

CABINET: STRATEGY AND DEVELOPMENT PORTFOLIO

Progress and Performance Report

1st January 2015 to 31st March 2015 (Quarter 4)

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-Dec	Q4 Jan-Mar	Full Year 14/15	Current status	Explanatory Note
Percentage of major planning applications determined within 13 weeks (LDC only)	68%	100%	45.4%	67%	100%	74%		Deciding 60% of major planning applications within 13 weeks is a Government target. The Council normally operates well above this target and aims to determine a higher proportion of such applications within 13 weeks. For 2014/15 the overall performance was 74%.
Percentage of minor planning applications determined within 8 weeks (LDC/SDNP combined)	73%	81%	78%	79%	80.4%	81%		The Council operates well above the national target of 65%.
Percentage of planning appeals allowed (LDC/SDNP combined)	Less than 33%	17%	0%	100%	25%	23%		Overall performance for the year was 23%.
Net additional homes provided in the District (cumulative)	255	41	47	105	19	277		Only data for large development sites is collected quarterly (212 overall for 2014/15). The full year figure also includes small development sites. At the start of the year, the target of 304 units was set and based upon the Joint Core Strategy for the period 2010 to 2030. Since this time the Council has prepared an up-to-date housing trajectory that predicts the likely number of housing completions for any given year. This was part of the evidence submitted for the Core

								Strategy Examination. This trajectory identified a revised target of 255 net additional homes to be completed in 2014/15. Hence, although the original target was not met, the more up to date target was.
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Portfolio Projects and Initiatives

Project / Initiative	Current status	Update
Joint Venture in respect of the North Street Quarter in Lewes		The interim joint venture agreement is signed and the subsequent legal agreements are under development. A planning application was submitted at the end of February 2015 and is expected to be determined in September 2015. Joint Venture discussions continue.
Submit the Core Strategy to the Planning Inspectorate and progress through the Examination in Public.		The Council is applying substantial weight to Core Strategy policies and the Inspector's findings in the determination of planning applications, including requirements for affordable housing and protection of viable employment sites.
Progress the Site Allocations and Development Management Policies document, which will eventually form part of the development plan.		The publication of the Proposed Submission document has been delayed until late Autumn 2015. This is because the final report into the Core Strategy needs to be received from the Planning Inspector (expected in October/November 2015) before the Site Allocations and Development Management Policies document can be finalised.
Explore the future of visitor services in Seaford, Peacehaven and Lewes to ensure they reflect the increasing on-line marketplace.		A Strategic Tourism Vision and Action Plan 2015-18 has been agreed. Pilot visitor information points have been agreed and are in the process of being installed.
Seek developer contributions through the Community Infrastructure Levy (CIL)		Examination of the proposed CIL – Charging Schedule took place in mid-April and the Inspector's report is expected by the end of June. Subject to the Inspector finding no shortcomings with our proposed Charging Schedule we will seek to adopt and implement from October 2015.
Urban and rural regeneration frameworks		Seaford Impact Group has been established and progress is been made on a number of projects. Future work on regeneration projects will be progressed with local stakeholders in line with a refreshed Regeneration Strategy.

CABINET: COMMUNITY IMPROVEMENT PORTFOLIO

Progress and Performance Report

1st January 2015 to 31st March 2015 (Quarter 4)

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		Coast Protection - Repairs to the sea defences in Peacehaven are now complete. Coastal Implementation Plan for coastline between Newhaven and Brighton Marina is due in Summer 2015. Work is also progressing on projects in Peacehaven and Newhaven. Public awareness event in March 2015 was well attended. Partnership with Seaford Town Council and others continues. Inland Flood Prevention – Work is progressing on projects in Lewes. Further flood resilience work is planned for the Broyleside, Ringmer. Target implementation by the end of 2015/16.
Administering emergency flood relief		Government Repair and Renewal Grants have been rolled out in affected areas of the District. These have been allocated to 15 properties in the District. Works are expected to be completed by late summer 2015.
Assess viability of an internal drainage board working with neighbouring districts		Cabinet in March 2015 received report on proposals for an Internal Drainage District.
Successfully handover management of Newhaven Fort to Wave Leisure		COMPLETED. Handover of the management of the Fort to Wave Leisure took place on 1 st May 2015, a little later than planned due to the need to address specific issues arising in respect of the staff transfer and historic grants arrangements.
Work to deliver a Public Realm Strategy for the District		The implementation of the Community Infrastructure Levy will provide an opportunity for Town and Parish Councils to implement public realm improvements. The Public Realm Framework has been endorsed by the Planning Inspector as part of the review of the Core Strategy.

Project / Initiative	Current status	Update
Oversee delivery of S106 commitments for parks and open spaces		Improvements to Convent Field play area were completed in October 2014. The Centenary Park project (previously known as Big Parks project) opened to the public in March 2015.
Deliver at least 2 community/commercial events including 'Whizz Pop Bang' children's festival		The children's festival (on Convent Field, Lewes) did not take place as planned due to poor ticket sales. The event organisers decided not to proceed. The 2 nd Lewes Business Awards was launched in March 2015.
Develop an Event Management Plan		A draft events policy and associated guidance note has been drawn up. It is anticipated that an Event Management Plan will be developed over the summer 2015 and reported to Cabinet for approval.

CABINET: STAKEHOLDER IMPROVEMENT PORTFOLIO

Progress and Performance Report

1st January 2015 to 31st March 2015 (Quarter 4)

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 Jul-Sept	Q3 Oct-Dec	Q4 Jan-Mar	Full Year 14/15	Current Status	Explanatory Note
Average number of days to re-let Council homes (excluding temporary lets)	26 days	22 days	28 days	24 days	26 days	25 days		Performance for the year overall is 25 days.
Overall tenants satisfaction	88.5%	90.2%	87%	92.6%	96.9%	91.6%		The survey data is provided by an independent researcher each quarter. The full year figure is the average satisfaction for 2014/15.
Percentage of urgent repairs carried out within Government time limits	98%	97%	98%	98.6%	99.4%	98.2%		The final year figure is the average for 2014/15.
Percentage of repairs noted as good or satisfactory by tenants	97.5%	96.8%	96.4%	98.7%	96.9%	97.2%		Although showing below target, overall tenant satisfaction was only off target by 0.3%. Performance overall in 2014/15 was 96.5%. The final year figure is the average for 2014/15.

Portfolio Projects and Initiatives

Project / Initiative	Current Status	Update
Oversee effective contract monitoring		Work with iESE (Improvement and Efficiency South East) aimed at improving overall contract monitoring and management arrangements at the Council is progressing well.
Review community and voluntary sector grants to reflect need and corporate priorities		COMPLETED. Service Level Agreements with the Citizens Advice Bureau, 3VA and Action in Rural Sussex have been agreed by cabinet and implemented.
Promote LEAP (Local Enterprise and Apprenticeship Platform) with stakeholders		The fourth Entrepreneurs Scheme is underway.
Engage with businesses through the Chambers of Commerce		The Council is a member of the Chambers of Commerce in order to strengthen links and

Project / Initiative	Current Status	Update
		support delivery of existing projects. 2 nd Lewes District Business Awards was launched in March 2015.

CABINET: INTERNAL IMPROVEMENT PORTFOLIO 2014/15

Progress and Performance Report

1st January 2015 to 31st March 2015 (Quarter 4)

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 Jul- Sept	Q3 Oct - Dec	Q4 Jan-Mar	Full Year 14/15	Current status	Explanatory Note
Average working days lost to sickness per FTE equivalent staff (cumulative)	9.0 days	2.3 days	2.15 days	3.08 days	3.56 days	11.1 days		The target is for the full year which equates to 2.25 days per quarter. Total days lost due to sickness for the 2014/15 year is 11.1 days.
Performance Improvement Action			The Council has a workforce of approximately 400 staff including over 100 manual staff working in our Recycling and Waste team. The first part of the 2014/15 year saw a marked reduction in sickness absence, however, over the course of the year there have been 36 cases of long term absence (three weeks or more) of which 9 cases led to absences of over 90 days. 2 of these were for an operation, 1 is for a cancer related absence, 2 for reasons of depression and 4 relate to musculoskeletal issues. 2 of these 36 long term cases were over 200 days. The impact of these long term absences has adversely impacted the overall average figure. Managers and the HR team continue to work to ensure support is given to staff, absence is monitored and targeted intervention is provided as appropriate.					
Satisfaction of staff - Proportion of staff who feel they are treated with fairness and respect at work	Data Only	-	-	57%	-	57%	No target set	The last survey was carried out in October 2014. There is no single measure of staff satisfaction. The annual staff survey seeks feedback on a number of aspects of working life including communication, management arrangements and dignity at work. The results are discussed with staff and used to identify areas for improvement.

Portfolio Projects and Initiatives

Project / Initiative	Current status	Update
Develop LDC Organisational Development Strategy		The Nexus Transformation Programme is taking forward the Organisational Development Strategy, including organisational restructuring and business process remodelling to improve efficiency. The Nexus Transformation Board is overseeing the Programme.
Develop new Performance Management Framework and key performance measures that reflect core business and key priorities		Update Service Plans for the 2015 to 2017 period have been agreed. New Scrutiny Performance Monitoring arrangements have been put in place from April 2015. Further embedding of the new Competency Framework will continue following trial during 2014/15. Development of Covalent performance management and business planning system continues to progress well.
Reduce staff sickness		The Council has a workforce of approximately 400 staff including over 100 manual staff working in our Recycling and Waste team. The first part of the 2014/15 year saw a marked reduction in sickness absence; however, over the course of the year there have been 36 cases of long term absence (three weeks or more) of which 9 cases led to absences of over 90 days. 2 of these were for an operation, 1 is for a cancer related absence, 2 for reasons of depression and 4 relate to musculoskeletal issues. 2 of these 36 long term cases were over 200 days. The impact of these long term absences has adversely impacted the overall average figure. Managers and the HR team continue to work to ensure support is given to staff, absence is monitored and targeted intervention is provided as appropriate.
Review LDC recruitment processes		COMPLETED. A partnership arrangement has been set up with Eastbourne Borough Council (EBC) and LoveLocalJobs.com. New competencies are being used as part of staff recruitment and opportunities are being taken to review and align processes with EBC. A joint Human Resources Manager has been appointed.
Finalise review of Human Resources (HR) policies and procedures including review of appraisal procedure		A number of HR policies have been revised, consulted upon and approved by the Employment Committee. A review of the appraisal process and management systems will take place in the near future. An opportunity to review policies and procedures with Eastbourne will proceed from April 2015 following implementation of new shared service arrangement.
Develop a more strategic approach to equality and diversity		COMPLETED. A review of the Council's approach to equality and diversity has been completed and an Equalities Action Plan was agreed by Cabinet in September 2014. Ongoing work to implement new arrangements is now

Project / Initiative	Current status	Update
		considered to be part of Business as Usual activity.
Complete self-assessment against Equality Framework, develop learning and refresh equality analysis		COMPLETED. Self-assessment completed and appropriate areas for development have been incorporated into the Council Equality Action Plan. Profiles for the District and wards have been produced and copies made available to new councillors as part of Induction process following elections in May 2015.
Update workforce equality profile and equality monitoring		Work on this is underway and expected to be completed by September 2015.
Undertake Equal Pay audit		This work is near completion. The workforce data has been analysed and the full report will be presented to CMT and Employment Committee in August/September 2015. The results will then be published on the website.
Implement new Data Transparency Code		COMPLETED. A revised mandatory Data Transparency Code was issued in October 2014. Work to address a small number of new/additional requirements is being managed as part of Business as usual activity.

Agenda Item No: 10 **Report No:** 72/15
Report Title: Scrutiny Committee Work Programme 2015/16
Report To: Scrutiny Committee **Date:** 18 June 2015
Cabinet Member: Councillor Rob Blackman
Ward(s) Affected: All wards
Report By: Nazeya Hussain, Director of Business Strategy and Development
Contact Officer(s)-
 Name(s): Rachel Allan
 Post Title(s): Performance Officer (Scrutiny)
 E-mail(s): rachel.allan@lewes.gov.uk
 Tel No(s): 01273 471600 x 6228

Purpose of Report:

1. For the Scrutiny Committee to agree its work programme for 2015/16.

Officers Recommendation:

2. That the Scrutiny Committee agree its work programme as set out at Appendix A, together with any additional items agreed by councillors for scrutiny.

Reasons for Recommendation

3. To meet the requirement of the Council's Constitution with regard to the preparation, execution and adjustment of the work programme.

Information

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

- 4 For new items being proposed for the work programme, the Committee may wish to consider the use of a scoring system, as detailed in Appendix B. This would enable the Committee to assess the relative importance and relevance of suggested scrutiny topics in a systematic and considered manner, to ensure the Committee's time is used as constructively and efficiently as possible, for the benefit of the Council.
- 5 Two topics have already been included in the Work Programme as they were agreed at the Full Council meeting on 25 February 2015. Full scoping reports will be brought to the Committee at its meeting in September 2015. These are:
- Village Agent Schemes
 - Lewes District Council becoming a Living Wage authority
- 6 The Committee are therefore asked to consider any other suggestions put forward by Members of the Committee, and agree which, if any of the topics they would wish to consider for detailed review and scrutiny.

Financial Appraisal

- 7 There are no direct financial implications as a result of this report, the Scrutiny Committee has a budget to undertake Scrutiny reviews if required.

Legal Implications

- 8 There are no legal implications arising from this Report.

Sustainability Implications

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

Risk Management Implications

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

Equality Screening

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

Background Papers

- 12 None

Appendices

- 13 Appendix A – Scrutiny Committee Work Programme 2015/16
Appendix B – Potential Scoring System

Appendix A

Scrutiny Committee Work Programme 2015/16

May 2014	No meeting
June 2014	Chair of the Council's Annual Business Report Consider Work Programme Performance Monitoring – Quarter 4
July 2014	No meeting
August 2014	No meeting
September 2014	Village Agent Schemes Scoping Report Living Wage Scoping Report Performance Monitoring – Quarter 1
October 2014	No meeting
November 2014	Performance Monitoring – Quarter 2
December 2014	No meeting
January 2015	Consider budgetary matters and report to Cabinet Voluntary Sector Monitoring
February 2015	No meeting
March 2015	Consider crime and disorder matters Performance Monitoring – Quarter 4
April 2015	Consult relevant bodies for suggestions for 2015/16 Work Programme

Ongoing Matters

Monitoring of Recommendations/Updates on Reviews
Councillor Calls for Action
Call-in

Appendix B – Potential Scoring System

Impact

Score	Indicator
0	No potential benefits likely to result. Reject.
1	Minor potential benefits or benefits affecting only one ward/customer/client group
2	Minor potential benefits affecting two or more ward/customer/client groups or moderate potential benefits affecting only one ward/customer/client group
3	Moderate potential benefits affecting more than one ward/customer/client group or substantial potential benefits affecting one or more ward/customer/client groups
4	Substantial potential benefits community wide or for a significant proportion or section of the community

Importance

Score	Indicator
0	No evidence that topic is related to the council's key aims and priorities. Reject
1	Some evidence that topic linked to council's key aims and priorities but only indirectly
2	Good evidence linking topic to council's key aims but not to council's current priorities
3	Good evidence linking topic to council's key aims and priorities
4	Strong evidence linking topic to council's key aims and priorities