



Lewes District Council

To all Members of the Scrutiny Committee

A meeting of the **Scrutiny Committee** will be held in the **Ditchling Room, Southover House, Southover Road, Lewes** on **Thursday, 14 January 2016** at **10:15** 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.

05/01/2016

Catherine Knight
Assistant Director - Corporate Services

Agenda

- 1 Minutes**
To confirm and sign the Minutes of the Meeting of the Scrutiny Committee dated 19 November 2015 (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 Written Questions from Councillors**
To deal with written questions from Councillors pursuant to Council Procedure 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 Voluntary Sector Report (page 3)**
To consider the Report of the Director of Business Strategy and Development (Report No 11/16 herewith)
- 7 Scoping Reports for Proposed Scrutiny Reviews (page 11)**
To consider the Report of the Director of Business Strategy and Development and Director of Service Delivery (Report No 12/16 herewith)
- 8 The Council Plan 2016-2020 (page 21)**
To consider the Report of the Director of Business Strategy and Development (Report No 13/16 herewith)
- 9 Finance Update - including 2016/17 Budget Overview and Tax Base Setting (page 38)**
To consider the Report of the Director of Corporate Resources (Report No 14/16 herewith)
- 10 Forward Plan (page 51)**
To receive the Forward Plan for the Council (copy herewith)
- 11 Scrutiny Committee Work Programme 2016 (page 57)**
To consider the Scrutiny Work Programme 2016 (copy herewith)
- 12 Date of Next Meeting**
To note that the next meeting of the Scrutiny Committee is scheduled to be held on Thursday 3 March 2016 in the Telscombe Room, Southover House, Southover Road, Lewes commencing at 10:00am

For further information about items appearing on this Agenda, please contact:

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Distribution:

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

Agenda Item No: 6

**Report No:
11/16**

Report Title: Voluntary Sector Support

**Report To: Scrutiny
Cabinet**

**Date: 14 January 2016
8 February 2016**

Cabinet Member: Cllr Tony Nicholson

Ward(s) Affected: All

Report By: Director of Business Strategy and Development

Contact Officer(s)-

**Name(s): Jo Harper
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Purpose of Report:

- 1 To report on the performance of those voluntary organisations funded by the Council in 2015/16 under a service level agreement and confirm arrangements for 2016/17.

Officers Recommendations (to Scrutiny):

- 2 To scrutinise the performance of those voluntary organisations that received funding from the Council in 2015/16.
- 3 To note the allocation of funding to relevant voluntary organisations for 2016/17.

Officers Recommendations (to Cabinet):

- 4 To consider any recommendations arising from the Scrutiny Committee's consideration of the report on 14 January 2016.
- 5 To agree the allocation of funding to relevant voluntary organisations for 2016/17 as set out in para 39, in line with the Service Level Agreements agreed in 2015.
- 6 To agree that an additional sum of £13,465 from HRA be added to the annual payment to the Lewes District Citizens Advice Bureau for the provision of money advice to Council tenants and that this form part of the Service Level Agreement with that organisation in future years.
- 7 To agree the additional allocation of £3,500 to 3VA for one year only (2016/17) to support the Dementia Friends project.

Reasons for Recommendations

- 8 The Council has historically provided support to a number of strategic voluntary sector organisations, which provide a range of direct services to our residents, in line with the Council's priorities. In 2015/16 this arrangement was formalised by the negotiation of Service Level Agreements with these key organisations.

Information

- 9 The Council recognises the significant contributions that the community and voluntary sector play in delivering services to our residents. Partnership working is a key priority for Lewes District, and the Council is committed to working with voluntary and community organisations through the giving of community grants. This helps support a thriving voluntary sector in Lewes District. In addition, the giving of funding to such groups can also provide a cost effective way of delivering the Council's objectives.
- 10 Historically, the Council has provided funding to a small number of voluntary and community organisations on a recurring basis, these being; the Citizen's Advice Bureau (CAB), 3VA, Action in Rural Sussex (AiRS) and Sompriti. These particular organisations have been funded because of the core role they play in enabling and supporting other parts of the community and voluntary sector (3VA and AiRS) or because of the unique advisory role they provide to those experiencing hardship or disadvantage (CAB and Sompriti).

Service Level Agreements

- 11 In February 2015, the Council agreed a three year Service Level Agreement (SLA) for each of the four key organisations which the Council has previously funded on a regular basis (CAB, AiRS, 3VA and Sompriti). These SLAs provide certainty to organisations for a three year period. This enables them to plan ahead and ensure consistent delivery of service. Having the security of a 3 year SLA with the Council can also assist voluntary organisations in the leverage of further funding from other sources.
- 12 The SLA also provides a mechanism for the Council to closely monitor the organisations' performance and delivery. The SLAs are agreements that specify the amount of funding, what activities it covers, legal requirements, monitoring and evaluation processes. It should be noted, however, that all SLAs contain clauses enabling review, termination and/or renegotiation of terms should the need for the service change or performance issues be encountered.
- 13 During 2015/16 a fifth Service Level Agreement has been negotiated. The SLA is with East Sussex Credit Union. This organisation has received funding in the past from the Council, through the Housing Revenue Account. In order to bring about greater consistency in the funding and monitoring of voluntary organisations an SLA has been agreed, initially for one year, from September 2015 to August 2016.

Performance in 2015/16

- 14 Regular quarterly monitoring meetings have been held with those organisations which receive larger awards. The lower level SLAs are subject to annual monitoring.

CAB

- 15 The CAB helps people resolve their legal, money and other problems by providing free, independent and confidential advice. LDC currently provides around 82% of their core funding with the Town Councils across the district providing the remaining 18%.
- 16 In the past year the CAB has continued to provide advice services for a range of clients across the district. Most recent data indicates that the CAB is seeing around 4000 clients at the Bureau's various locations each year. Benefits (40%) and debt (14%) and housing issues (9%) forming a significant proportion of the enquiries.
- 17 One of the key measures used to determine the success of the Bureau is the financial outcomes for clients (in terms of income gain, debts written off or repayments rescheduled) resulting from the help provided through CAB advice. This is expressed as an 'annualised value'. The total value for the second quarter of 2015/16 was £471,492 this is similar to levels achieved in previous quarters.
- 18 The Bureau is reaching clients from across the district with the largest numbers coming from Newhaven (16%), Peacehaven (19%) and Lewes (20%). As part of their SLA, the CAB have made a commitment, in light of the geographical spread of demand on the service, to move their main office from Lewes to Newhaven, whilst retaining a presence in Lewes through shared space in Southover House reception. We are working with the Bureau currently to help them investigate options for suitable accommodation in Newhaven for this purpose.

3VA

- 19 As a Council for Voluntary Service, 3VA provides support for voluntary and community organisations across the Eastbourne, Lewes District and Wealden areas of East Sussex. They provide a range of practical support to charities and community groups including start-up support, funding advice, help with governance and training. Their services help to inform, sustain and develop the voluntary and community sector in the area.
- 20 In the past year 3VA has continued to provide valuable up-to-date information to local groups through its digital newsletter, 3View, which currently reaches 1,828 groups, organisations and individuals. In the first half of the year, 26 Lewes based organisations received one to one help and advice from 3VA and 7 training courses were delivered. In addition to the work currently funded by LDC, 3VA have also been bringing partners together to develop local Dementia Action Alliances in the past year. As is set out in para 37 below, it is recommended that the Council provide some additional funding to support this work in 2016/17.

AiRS

- 21 AiRS is the Rural Community Council for Sussex. The organisation's purpose is to provide practical help and support to rural communities across both East and West Sussex enabling them to be vibrant, living and working places. The funding provided by the Council is specifically to support the organisations work with village halls and community buildings.
- 22 In the past year AiRS have continued to produce a regular newsletter with information and advice which is sent to village hall management committees in the district. They have delivered training (most recently on Emergency Planning) and provided one-to-one advice and assistance to individual village halls as needed. Barcombe, Wivelsfield and the Shakespeare Hall in Newhaven have been particular recipients of assistance in the past year.

Sompriti

- 23 Sompriti supports black and minority ethnic (BME) communities and individuals across East Sussex. They work with individuals from a range of different backgrounds and heritage, organising community events, and providing bilingual support to residents in a variety of community languages.
- 24 The organisation has provided 85 hours of advocacy and support to clients accessing LDC services in the past year. The majority of clients have needed help accessing housing support, with access to council tax and housing benefit being the next most common area of advice sought.
- 25 Sompriti also run support groups for local BME women, older people and businesses, run 'English for Speakers of Other Languages' courses and put on community events to promote good understanding between different sections of our local communities. In recent months the organisation has engaged with Filipino and South Asian communities in Telscombe Cliffs who work in Care Homes. Contact has also been made with a group in Seaford seeking to set up an Islamic Community Organisation. English Conversation classes have been held in Peacehaven recently, which were attended by residents from Peacehaven and Newhaven.
- 26 The current SLA with Sompriti limits the bilingual element of their work to advocacy, which is a higher level of support provided by trained advocates. However, following conversations with the provider, it has become evident that there is also a need for a less intensive level of assistance, which would be classed as 'bilingual support' (rather than 'bilingual advocacy') and can be provided by support workers rather than community advocates. It is proposed that the SLA be amended to reflect this need and to ensure that residents requiring all forms of bilingual assistance receive the service they need.
- 27 Supporting this organisation financially assists the Council in fulfilling its equalities duties under the Equality Act 2010, as it improves access to Council services for BME communities (through bilingual support).

East Sussex Credit Union

- 28 The East Sussex Credit Union is a not-for-profit savings and loans co-operative. It helps customers to save money and offer cost effective and flexible loans which meet individual needs. It also works in partnership with local communities and other agencies to provide joint solutions to money related issues. There is a particular emphasis on those who are disadvantaged, marginalised or poorly served by mainstream financial providers.
- 29 The funding provided by the Council is specifically for the Credit Union to work with LDC tenants affected by welfare reform and those on low incomes. This includes providing basic banking facilities for those who are unable to access mainstream banking and providing training in money management.
- 30 Funding for this project started in September 2015 and was granted for one year, up until August 2016.
- 31 The Credit Union has 483 members in the Lewes District, 70% of which are LDC tenants. One of the main benefits to our residents of using the Credit Union is that it provides a less costly alternative to using so-called 'doorstep' or 'payday' loan providers. An estimated £14,000 has been saved in interest payments by residents in the last quarter alone.
- 32 The Union also provides a savings scheme into which local residents have currently contributed over £300,000 of savings, a rise of £7.5k on the previous year.
- 33 Given that the East Sussex Credit Union is working toward becoming a financially self-sufficient organisation, it is not proposed that funding be ongoing. However, given the added value that this organisation provides to LDC tenants in particular, Members may be minded to agree a continued grant to the Credit Union until 31 March 2017 whilst they process towards their target of self-sufficiency. On this basis, an additional allocation of £8,330 is recommended in 2016/17.

Funding for 2016/17

- 34 It is proposed that core funding for CAB, 3VA, AiRS and Sompriti be granted in 2016/17 at the same level as for 2015/16. There are two additional payments which Cabinet are asked to consider for 2016/17. These are detailed below.

CAB - Money Advice

- 35 In previous years HRA funds have been used to make a separate payment to the CAB for 14 hours a week of money advice purely for LDC housing tenants who are experiencing rent or council tax arrears. This grant has helped those experiencing debt problems to help them manage their repayments and at the same time helped to reduce the Council's court/eviction costs.
- 36 It is proposed that £13,465 continues to be paid to CAB for this purpose, but that it be built into their SLA for future years.

3VA - Dementia Friends

- 37 A major strand of the Council's equalities work over the past and coming year is the Dementia Friends project. This project aims to make the Lewes District a more friendly and understanding place for people living with dementia and their carers. It involves raising awareness of the condition among staff, councillors and the wider population of the District. It also involves working with local and regional Dementia Action Alliances to improve partnership working across a variety of sectors.
- 38 In order to support us in our multi-agency approach to promoting the Dementia Friends approach with local communities in the current year, £3.5k has been allocated to 3VA in the current year to assist with community development and training activities. It is proposed that a further £3.5k be allocated in 2016/17, for one year only, to conclude this two year project.

2016/17 Funding Schedule

- 39 The funding proposed for 2016/17 is detailed in the below table. Funding for the third year of the SLA period will be brought to Cabinet for consideration next year.

Org	£ funded (15/16)	Proposed Funding £ (16/17)
CAB	140,340 (HRA benefits advice) <u>13,400</u> <u>153,740</u>	140, 340 (HRA benefits advice) 13,400 (HRA money advice) <u>13,465</u> <u>167,205</u>
3VA	28,000	28,000 (Dementia Friends) <u>3,500</u> <u>31,000</u>
AiRS	3,500	3,500
Sompriti	10,000	10,000
East Sussex Credit Union	(HRA Sept15 – Mar16) 8,330	(HRA Apr16 – Aug16) 11,663 (HRA Sept 16 – Mar 17) <u>8,330</u> <u>19,994</u>

Financial Appraisal

- 40 The core elements of funding for 2016/17 proposed in this report are consistent with the agreed SLAs and can be met from base budgets. In preparing the draft HRA budget for 2016/17, which is presented elsewhere on this Agenda, a provision of £13,700 has been made for a money advice service to tenants to

be delivered by the CAB. Should the Scrutiny Committee/Cabinet not be in favour of this initiative, the provision will be released into the HRA working balance.

Legal Implications

The Legal Services Department has made the following comments:

- 41 Since the allocation of council funds recommended at paragraphs 5 and 6 above constitutes public funding, regard must be had to EU rules on State Aid. The purpose of the State Aid regime is to prevent governments (including local government) from giving financial advantages to organisations in a way which could distort competition between Member States.

Public funding of any organisation up to a maximum of 200,000 euros over a rolling period of 3 years is classed as “de minimis aid” (subject to certain other qualifying criteria). The EU considers that this amount of aid has a negligible impact on competition and trade, and does not need notification or approval by the Commission. The level of proposed funding to 3VA, AiRS, Sompriti, and East Sussex Credit Union falls within the scope of de minimis aid.

The proposed funding to CAB exceeds the de minimis aid threshold. However, the nature of CAB’s activities means that local public support measures (such as local authority funding) can be granted without prior Commission approval. Guidance issued by the Commission in April 2015 indicates that public support to purely local operations do not involve state aid within the meaning of EU rules, because they are unlikely to have a significant effect on trade between Member States.

CAB’s advice is aimed only at the local population, competition for which only exists at local level. Further, language issues, and features of the local health, benefits and debt systems (the principal topics dealt with by CAB) make cross-border competition unlikely.

Accordingly, it is considered lawful to proceed with the state funding as proposed, without the need for prior EU Commission notification or approval.

Risk Management Implications

- 42 I have completed a risk assessment. No new risks will arise if the recommendations are not implemented. The following risks will arise if the recommendations are implemented, and I propose to mitigate these risks in the following ways:
- a) Close monitoring of voluntary groups to ensure services are delivered.
 - b) Funding only provided to groups if satisfied with relevant evaluation.

Equalities Analysis

- 37 Equalities screening was undertaken on 6 November 2014. As only positive implications were identified, a full equalities analysis was not required. The nature of the services provided by the organisations referred to in this report

have not changed since the screening was undertaken and therefore a new impact assessment is not required.

Background Papers

- 38 The performance monitoring reports relating to each of the organisations funded are held by the Business Strategy and Performance Team.

Agenda Item No: 7

Report No: 12/16

Report Title: Scoping Reports for proposed Scrutiny Reviews

Report To: Scrutiny Committee

Date: 14 January 2016

Cabinet Member: Councillor Ron Maskell

Ward(s) Affected: All wards

Report By: Nazeya Hussain, Director of Business Strategy and Development / Gillian Marston, Director of Service Delivery

Contact Officer(s)-

Name(s): Jo Harper

Post Title(s): Head of Business Strategy and Performance

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Purpose of Report:

1. To consider two potential future scrutiny reviews; one relating to housing supply and demand and one relating to public consultation on the New Homes Project.

Officers Recommendations:

2. To agree the scope for a scrutiny review of Housing Supply and Demand, as set out in Appendix A,
3. To agree the scope for a scrutiny review of New Homes Public Consultation, as set out in Appendix B, and
4. If the Committee wish to proceed with a scrutiny review of either or both, to agree the appointment, including size and make up, of Scrutiny Panels to oversee the work.

Reasons for Recommendation

5. To provide a focussed programme of work which will enable the District Council to consider whether any changes to its existing policies are to be recommended.
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Information

- 1 The two topics under consideration within this report were put forward for consideration by the Chair of this Committee at its meeting on 19 November 2015. The two topics are;

- Housing Supply and Demand

- New Homes Public Consultation

- 2 Details of the potential scope for both reviews are listed in Appendix A and B.
- 3 The Committee is asked to consider whether the scopes , set out in Appendix A and B, adequately cover all the matters members wish to examine in any review, or whether any adjustments are required.
- 4 If the Committee wish to proceed with either review, or both, a Scrutiny Panel will need to be appointed. It is usual for Scrutiny Panels to be made up of an odd number of Members (either 3 or 5) and maintaining political balance.
- 5 Should a review, or reviews, be agreed, a Project Plan for the review would be prepared by officers in conjunction with the Scrutiny Panel.

Financial Appraisal

- 6 An annual budget of £1,000 is available to support the work of the Scrutiny Committee and its Scrutiny Panels. Any costs associated with the two reviews proposed are expected to be minor, given that the research work can be carried out by Council staff in both instances.

Legal Implications

- 7 In considering the recommendations of this report, the Committee should adhere to the Scrutiny Procedure Rules set out in part 4 of the Council's constitution.

Risk Management Implications

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

Equality Screening

- 9 An equalities impact assessment is not considered necessary at this stage. If the Committee decides to proceed with either Review, an equality analysis would be undertaken as part of the review and would be reported along with the review findings.

Background Papers

- 10 None

Appendices

- 11 Appendix A – Scoping Report for Housing Supply and Demand
Appendix B – Scoping Report for New Homes Public Consultation

Scoping Proposal: Housing Supply and Demand

Report Author: Edward Sheath, Head of Strategic Policy

Reasons for Scrutiny

The suggestion for scrutiny in this area arose from a request from Cllr Peter Gardiner, which was agreed by the Scrutiny Committee on the 19th November. The reasons given for having a review into this issue were as follows;

There is a need for an up-to-date picture of housing demand and supply in Lewes District especially as there have been and will in the short term be changes in legislation (particularly the Housing and Planning Bill) affecting what we do and how we do it. Such a piece of work will be invaluable to Town and Parish Council's, particularly those working on neighbourhood plans. Also, with housing delivery being a Council priority it is important that Councillors and Officers are fully aware of what the up to date position is regarding housing demand and supply.

All of this information should ensure that the Council makes informed and well evidenced decisions regarding housing and that there is a better public understanding on the issues of housing supply and demand in the district.

Background Information

Context

Housing delivery is a key Government priority, as well as being a priority to the District Council and the two Devolution proposals (3SC and Greater Brighton) that are currently being considered by Government. The Government see the Housing and Planning Bill, which is due to receive Royal Assent in April 2016, as a key piece of legislation in driving forward a number of housing and planning reforms that have the collective aim of increasing housing delivery across the country.

Planning for housing needs and supply

The District Council have been working in partnership with the South Downs National Park Authority to prepare the Joint Core Strategy (JCS), which will set the strategic level policies for the amount and distribution of new housing in the district up until 2030. A large amount of evidence has been collated to inform these policies, which includes assessments of housing need, housing market analysis and assessments of the capacity of the district to accommodate future housing growth.

Much of this evidence has been collated on a joint authority basis, particularly those authorities within a common housing market area to Lewes District, and the District Council are continuing to explore the common issues of housing needs, supply and delivery with these authorities. In particular this is taking place through the Coastal West Sussex and Greater Brighton Strategic Planning Board.

The JCS is planning for a significant increase in house building rates in Lewes District, in comparison to the rates experienced over the past 20 years. The Council will closely monitor the rates of delivery and is already doing so to ensure that the strategic plans for housing are being delivered. However, what is planned for, in terms of new housing, and

what is actually delivered on the ground can often be two very different things.

Delivering Housing

Continued changes to housing and planning legislation is having an impact upon how and when housing development sites come forward. This particularly impacts upon affordable housing delivery, with developers seeking to change the proposed mix of housing from what was originally agreed with the local authority.

How developments are financed and how the major house builders operate (and where they operate) are also impacting upon housing delivery.

Planning and Housing Bill

Significant reform is being proposed to the planning and housing systems to facilitate an acceleration of housing delivery in the country. These reforms are likely to include, changes to the definition of affordable housing, promotion of Starter Homes, implementing the Right to Buy for Housing Association properties and implementing measures to accelerate the delivery of Local Plans and ensuring that housing sites are deliverable.

Reducing budgets

Within the context of the issues highlighted above, there is likely to be an increasing number of households that are being declared homeless. This places a significant pressure on authorities such as Lewes District, who have a duty to find suitable accommodation for such households. With wider financial pressures and reduced budgets being a common factor with all local authorities, this is likely to lead to this issues being exacerbated.

Link to Strategic Objectives

Objectives of the Review

One of the main objectives of the review will be to understand the future deliverability of housing and affordable housing in the district and what actions can be undertaken. To do this, there will need to be a collective understanding of the following;

- the housing market dynamics in Lewes District, including what are the main drivers behind the housing need in the district.
- what the level of housing need is in Lewes District and the wider housing market area and how this could change in the context of recent and emerging legislative changes and budget reductions.
- in planning policy terms, what the District Council and National Park Authority are doing to try and meet the housing need in the District. To also understand what other authorities within the common housing market areas are doing to address housing need.

Another objective will be to explore and understand the position on housing delivery in Lewes District. This will include; establishing whether planned housing growth is being delivered, or not; if there are delays in housing delivery, what are the causes; how the current and future economic climate may impact upon housing delivery; the ability of the private sector to meet this need; the likely activity of housing associations in delivering

affordable housing (particularly within the context of legislative changes) and; what can be done to help accelerate housing delivery.

The final objective of the review will be to explore the implications of the Housing and Planning Bill, which should be enacted by the time this objective is addressed, particularly in terms of market and affordable housing delivery. As part of meeting this objective, consideration will be given as to how the Bill could impact upon housing delivery and supply in Lewes District, in both a positive and negative manner, and what the District Council can do to ensure the Bill/Act is implemented in a way to best address the issue of housing need in the district. All of this will need to be undertaken within the context of changing and reduced budgets for local authorities and partner organisations.

Not in Scope of Review

The following items will not be considered as part of the review:

- Any reconsideration of the housing delivery target and the policies that distribute planned new housing and strategic sites, as contained within the Joint Core Strategy.
- The Council's planning position on housing led development proposals.

Timeframe	
<p>A potential timeframe for this is suggested below:</p> <p>January 2016: Consideration and agreement of the scope for the review.</p> <p>April 2015: Presentation of evidence on housing market dynamics, housing need and demand, current housing supply and delivery.</p> <p>July 2016: Consider the aspects of the Housing and Planning Act that impact upon housing delivery in Lewes District</p> <p>September 2016: Engage with key organisations (e.g. Registered Social Landlords, market housing developers, TOLD, SDNPA, Town and Parish Council's) to gain their views on housing supply and demand and the local implications from the Housing and Planning Bill/Act.</p> <p>November 2016: Identification of recommended actions to address housing supply and delivery in Lewes District and ensure that the district is best placed to take advantage of the Bill/Act.</p>	
Outlining the stakeholders and evidence required	
<p>The majority of the stakeholders will be engaged with in September 2016 – see timeframe above for who these will be.</p> <p>Much of the evidence that is likely to be required already exists and has been prepared for the Joint Core Strategy.</p>	
Resources	
Officer time from the Strategic Policy team. No financial resources are considered likely at this stage.	
Approval of Scope	
(a) Head of Service	Approved by Ed Sheath, Head of Strategic Policy 14 December 2014
(b) CMT	Approved by CMT 16 December 2015
(c) Scrutiny Committee	

Scoping Proposal: New Homes Project Consultation

Report Author: Bryn Mabey, Engagement Manager

Reasons for Scrutiny
<p>This scrutiny review proposal was put forward by the Chair of the Scrutiny Committee on 19 November 2015. His view was that it would be timely and beneficial to undertake a review of Wave 1 of the New Homes Project consultation with a view to making recommendations which may assist the planning of consultation associated with Wave 2.</p> <p>The Chair's proposal stated that "There appears to be public misunderstanding of Wave 1 which LDC should learn from"</p> <p>The purpose of a review would be to carry out a retrospective evaluation of the public consultation events held as part of Wave 1 consultation so that lessons can be learned in advance of Wave 2.</p>
Background Information
<p>The New Homes project has been developed in recognition that the Council can help address the housing crisis in the District and make the best use of its assets and build high quality Council homes funded through additional borrowing and sales of other assets.</p> <p>The Council has undertaken the project in order to be able to build affordable homes for local people, to deliver market and affordable housing with a high standard of design, and to prioritise wider community and economic benefits to the towns and the District as a whole.</p> <p>The Council is undertaking a programme of proactive community consultation prior to the submission of any planning applications. Before the Council proposes to submit a planning application, it will have conducted three consultation events in each town where a major site is located.</p> <p>Wave 1 of the project covers the sites for which Lewes District Council is the planning authority and includes sites in Seaford (The Buckle), Newhaven (Meeching Down and Robinson Road) and Peacehaven (a number of car park sites). Wave 2 will cover the sites that fall within the South Downs National Park planning authority area, including those in East Chiltington, Lewes and one site in Seaford (Alfriston Road).</p> <p>In addition to the public consultation events prior to the submission of the planning applications, all sites will be subject to the statutory and usual planning process which will include opportunities for residents and businesses to comment on the proposals.</p>

Local Context

Residents within Lewes District have vastly different experiences of finding decent, affordable and secure homes. The Council is committed to increasing affordable housing alongside looking at its current asset base to deliver value for money for residents.

There are approximately 1,700 people on the Housing Register and this number is forecast to grow by 549 per year at the same time as only 244 homes become available. The Council's current mix of housing stock does not meet the demand for one and two bedroom homes and the lack of availability means that the Council cannot offer housing within the short term to anyone but those in the most difficult circumstances. The Council currently also has 53 families placed in temporary accommodation waiting to be permanently housed.

National Context

We are missing the national shortage of homes, the costs to buy and rent, the impact on how people live and other impacts, the commitments cross party – that is the context of the Bill below is seeking to address. Previous Cabinet reports have this and Phoebe may have data

On the 13 October, the Government published the Housing and Planning Bill. It is expected to receive Royal Assent in April 2016. Proposals in the Bill include:

- Introducing starter homes (homes sold at a discount of at least 20% of market value with a cap of £250,000, with a requirement for the homes to remain affordable for 5 years) as part of the definition of affordable housing, and creating a legal duty on local planning authorities to promote the supply of starter homes.
- Creating Permissions in Principle (PiPs) for brownfield sites deemed suitable for housing development where they are identified within a Strategic Housing Land Availability Assessment (SHLAA).
- Introducing a requirement for all local authorities to identify their high-value vacant housing and make a payment to the Department for Communities and Local Government based on the market value of the property, incentivising the local authority to sell these properties. These funds will be distributed by the Government to housing associations to fund the construction of new affordable housing

Link to Strategic Objectives

Place: Delivering sustainable new housing and infrastructure (as expressed in the draft Council Plan, to be found elsewhere on this agenda)

Objectives of the Review

The purpose of a review would be to carry out a retrospective evaluation of the public consultation events held as part of Wave 1 consultation so that lessons can be learned in advance of the consultation events held for Wave 2.

<p>Included in the scope of the review would be:</p> <ul style="list-style-type: none"> - How the events were publicised - The format of the events and materials presented - Clarity of roles and responsibilities - How residents' feedback was captured and fed into the project development process
<p>Not in Scope of Review</p>
<p>The following areas will not be considered as part of the review:</p> <ul style="list-style-type: none"> - Activities prior to May 2015 when the list of sites was announced - The process for how the long-list of sites was selected - The tender process for the chosen developer
<p>Timeframe</p>
<p>Scrutiny Panel to report back to Scrutiny Committee in March 2016, with a view to making any relevant recommendations to Cabinet in April 2016.</p>
<p>Outlining the stakeholders and evidence required</p>
<p>Stakeholders the Panel may wish to involve in this review:</p> <ul style="list-style-type: none"> - LDC staff involved in planning and delivering the consultation activity. - Colleagues at partner organisations involved in planning and delivering the consultation activity; Karis, Southern Housing Group, Conran and Partners, Cobb PR. - Representatives of Town and Parish Councils, through the Lewes District Association of Town and Parish Councils. - Consideration will need to be given by the Scrutiny Panel as to how they may wish to ascertain feedback from those being consulted. <p>Evidence required</p> <ul style="list-style-type: none"> - Consultation and associated promotional materials - Accounts from the key officers and partners of the consultation planning, delivery and outcomes - Views of other stakeholders - Evidence of how views expressed through the consultations have influenced the project's development
<p>Resources</p>
<p>Review Panel to be supported by Head of Business Strategy and Performance</p>
<p>Approval of Scope</p>

(a) Head of Service	Approved by Jo Harper, Head of Business Strategy and Performance, 14 December 2015
(b) CMT	Approved by CMT 16 December 2015
(c) Scrutiny Committee	

Agenda Item No: 8

**Report No:
13/16**

Report Title: The Council Plan 2016 - 2020

Scrutiny

Date: 14 January 2016

Report To: Cabinet

Date: 8 February 2016

Cabinet Member: Councillor Andy Smith

Ward(s) Affected: All wards

Report By: Nazeya Hussain, Director of Business Strategy and Development

Contact Officer(s)-

Name(s): Sue Harvey

Post Title(s): Strategic Performance Manager

E-mail(s): sue.harvey@lewes.gov.uk

Tel No(s): 01273 471600 x 6119

Purpose of Report:

1. For Scrutiny Committee and Cabinet to consider and recommend the draft Council Plan 2016 – 20 (with or without amendment) to full Council for adoption.

Officers Recommendations (to Scrutiny):

2. To consider the draft Council Plan for 2016-2020.
3. To consider the feedback from consultation with partner organisations and other stakeholders that commenced on 18th December 2015 and is due to finish on 8th February 2016.
4. To recommend the draft Council Plan 2016-2020 (with or without amendment) to full Council for approval.

Officers Recommendations (to Cabinet):

5. To consider the draft Council Plan for 2016 – 2020.
6. To consider the feedback from consultation with partner organisations and other stakeholders that commenced on 21th December 2015 and is due to finish on 8th February 2016.
7. To consider any recommendations arising from the Scrutiny Committee's consideration of the report on 14 January 2016.
8. To recommend the draft Council Plan (with or without amendment) to full Council for adoption.

Reasons for Recommendations

9. To enable the Council to set out its strategic vision, objectives and priority projects for the next four years and provide a firm basis for forward planning and performance management.

Information

10. Following the District Council election in May 2015, the Council has an opportunity to refocus on its vision, ambitions and priorities for the Lewes District over the next four years.
11. The Council Plan is a key corporate document. It sets out the Council's commitments to its residents and businesses and outlines a programme of important strategic projects and outcomes for the District. The Plan draws upon a range of statistical data, as well as the views of key stakeholders, to inform and help shape the policy priorities for the Council.
12. Whilst there is no longer a statutory requirement to produce a Council Plan, it remains important to ensure the Authority has a robust framework within which to monitor and assess performance and achievements.

Development of the draft Council Plan 2016-2020

13. The Council Plan aims to encapsulate the continuing ambitious aspirations of the organisation. The draft Plan (appendix 1) continues the strong existing commitment to improving services for customers and communities, achieving more by working together with key partners and delivering efficient, customer focussed services. This is set against the challenging financial backdrop which requires the Council to make the best possible use of its resources.
14. The draft Council Plan has been prepared for Members' consideration having regard to the following:
 - The Council's existing programme of transformation projects, community initiatives and policy commitments;
 - The Residents' Survey 2015 which was conducted during the summer 2015; and
 - The financial and policy drivers likely to impact the Council in the short to medium term.
15. The Plan is divided into three sections;
 - Customers – focussing on improved customer service and how we work to make our communities more resilient, healthy and engaged.
 - Place – focussing on growth and prosperity, how we deliver sustainable new housing and infrastructure, and how we keep the district clean and green.
 - Value for Money – here, following the recent Council decision to adopt a strategy for the development of shared services, the focus is on how the Council will deliver its savings, in part by the integration of the staff and services of Lewes and Eastbourne Councils.

Consultation and engagement on the draft Council Plan 2016-2020

16. Engagement with the residents and other stakeholders of the district has been an important part of the development of the Plan.
17. Initial consultation was through a Residents' Survey, undertaken over the summer period which took account of the views of nearly 1,000 local residents. This independently run survey used an LGA approved research methodology based on a weighted sample of residents to ensure the demographics and make-up of the District (in terms of age, gender, ethnicity and electoral ward) was reflected. The survey provided a statistically robust evidence base on which to develop the Plan, ensuring it reflects the views, priorities and aspirations of local people. The full results of the Residents' Survey have been provided previously to all Members, and are published on the Council's website.
18. As well as the Residents Survey, other methods of engagement have been adopted to gain feedback from partners and other stakeholders that will help inform the development of the Plan. Staff Forums have been held to enable staff to understand and comment on the emerging Plan. In addition, the draft Plan is currently published on the Council's website and residents and key partner organisations (as listed in Appendix B) have been invited to comment. Comments and feedback will be welcomed up until the report is considered by Cabinet on 8 February 2016.
19. Any feedback received from residents, partners and other stakeholders will be provided in the form of a written update to the report which will be circulated at the meeting.
20. The Scrutiny Committee's consideration of the draft Plan also forms part of the consultation process.

Adoption and Delivery of the Council Plan

21. Following adoption by Members, the final Council Plan will be published on the Council website. Although a four year plan, it is considered a dynamic document that will develop over time and therefore will be subject to annual review and refresh, with appropriate consultation, throughout its lifespan.
22. Progress against key success measures and project deliverables contained within the document will be reported to Members on a regular basis, as part of the council's usual performance management arrangements.

Financial Appraisal

1. The Council Plan has been drafted in light of current and planned projects and work programmes. It is consistent with the Medium Term Financial Strategy and draft 2016/17 budgets which Cabinet are being asked to consider elsewhere on this Agenda. Any significant implications arising from the Council Plan consultation or budget proposals will be taken into consideration in the final draft of the Plan which will be reported to Council at its meeting in February 2016 when the final 2016/17 budget is set.

Legal Implications

2. Cabinet may formulate the Council Plan but only full Council may adopt it; regulation 4 of the Local Authorities (Functions and Responsibilities) Regulations 2000 refers.

3. In formulating the Plan, Cabinet may choose whether to have regard to any recommendations submitted by Scrutiny Committee in relation to the Plan.
4. Scrutiny Committee is entitled to make its own recommendations direct to full Council.

Risk Management Implications

5. The risk management implications of individual decisions relating to the projects and initiatives covered in this report will be addressed as part of the planning and delivery of those individual projects.

Equality Analysis

6. Equality Analyses will be undertaken in relation to the individual projects which make up the Council Plan, and therefore it is not considered necessary to undertake an overarching analysis of the Plan as a whole.

Background Papers

Residents Survey report available online at <http://www.lewes.gov.uk/council/24056.asp>

Appendices

Appendix A – The draft Council Plan 2016 – 2020

Appendix B – Key partner organisations invited to give feedback

APPENDIX B

Key partner organisations invited to give feedback on the Council Plan

- Town and Parish (all Clerks)
- East Sussex County Council - Chief Executive
- East Sussex Fire and Rescue - Chief Executive
- Hastings and Rother Clinical Commissioning Group and Eastbourne, Hailsham and Seaford CCG - Chief Officer
- High Weald Lewes and Havens Clinical Commissioning Group – Chief Executive
- Sussex Police and Crime Commissioner, Chief Executive
- South Downs National Park Authority - Chief Executive
- Environment Agency - Chief Executive
- All Gov Delivery *consultation* and *business* subscribers (currently 1,009 subscribers)
- Chambers of Commerce
- Relevant voluntary and community sector organisations
- Council housing tenants groups; Tenants of Lewes District (TOLD) and Lewes Association of Scattered Tenants (LAST)
- Note: All residents have an opportunity to comment on the draft Plan via the Council's website

Council Plan

2016 → 2020



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CUSTOMERS PLACE VALUE FOR MONEY

DRAFT

Council Plan

2016 → 2020



CUSTOMERS PLACE VALUE FOR MONEY

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COMMUNITIES – Resilient, healthy and engaged communities

CUSTOMERS – Improved customer service

PLACE – Delivering sustainable new housing and infrastructure

PLACE – Growth and prosperity

PLACE – Clean and green district

VALUE FOR MONEY – Making best use of our resources

VALUE FOR MONEY – Our budget and spending 2016/17

- 3 Welcome to our draft four year Council Plan which sets out our priorities and key projects over the next few years.
- 4
- 5 This draft plan will be the subject of consultation both within the Council, and with relevant stakeholders and local residents before being adopted. It will be a living plan that will respond to changing times whilst keeping a focus on the key priorities for local people.
- 6
- 7
- 8
- 9
- 10 We welcome feedback on this Council Plan. Send your comments/questions to the Business Strategy and Performance Team, Southover House, Lewes BN7 1AB by no later than 8 February 2016.
- 11
- 12

Introduction from the Leader



**Councillor
Andy Smith**

Lewes District Council is an innovative, efficient and forward thinking council with a proven track record of delivering good quality services and responding dynamically to the changing needs of its customers and communities. We are committed to providing value for money for our residents, and keeping Council Tax levels as low as possible, despite the challenging financial climate.

Over the past five years we have reduced our costs by modernising, whilst at the same time delivering real improvements around the district, both on our own and in partnership. Local residents have noticed what we are doing. Satisfaction with how the Council runs things has improved from 45% to 63% since 2008.

Some of our recent achievements

- 68% of people who contacted us during 2015 rated the quality of service as good.
- Recycling rates have improved from 22% in 2012/13 to 26% in 2015; a green waste service is being trialled in Seaford so customers do not have to take garden waste elsewhere for disposal.
- 45 local entrepreneurs were supported with start-up training during 2015; 33 of these have started their own businesses. 118 young people have taken on apprenticeships at 56 local businesses.
- 110 new students started their first year at the University Technical College.
- Denton Island Growth Quarter development project in Newhaven commenced.
- Over £70 million of additional funding and investment has been attracted into our communities to deliver strategic infrastructure project over the next 5-10 years.
- A further £18 million has been secured for flood defences and £10 million for a new port access road in Newhaven.

“ *This Plan shows how, over the next four years, we will work to make Lewes District an even better place in which to live, work and visit. There are significant challenges ahead, not least of which is the need to save £3 million by 2020.*

As Leader of the Council, I have made a strong commitment to listen to and work with all political groups on the Council, key partners in the public, private, community and voluntary sectors and Council staff, to deliver some significant projects in the district as well as a major joint transformation programme in partnership with Eastbourne Borough Council.

”

The Lewes district

Our people and places



Our residents, businesses and visitors benefit from beautiful landscapes and historic environment. Our diverse and attractive countryside includes chalk cliffs and downlands, shingle beaches, heathland, wetland and areas of ancient woodland. Our County Town, Lewes, is at the heart of the district and is a popular historic tourist destination.

Lewes district has
a population of **97,500**

77% of residents live within the five urban areas of Lewes, Newhaven, Peacehaven, Seaford and Telscombe Cliffs/East Saltdean. The rest live in our **23** rural parishes.

This diversity of landscapes and communities is a great strength. Community life is a strong and distinctive feature of the district. Residents identify closely with our towns, neighbourhoods and villages. However it inevitably also provides some challenges in terms of connectivity and issues of rural isolation for some of our communities.

Our population of 97,500 is projected to grow by 8% by 2027. During this time the proportion of people living with long term illness or disabilities is likely to rise by 16.5%. It is therefore important that we work with our partners to ensure the needs of our changing communities are met. We want to help support people in maintaining healthy and active lifestyles, and to remain living in their own homes.

We benefit from an entrepreneurial economy with self-employment being a significant feature of our district, representing 18% of the economically active population. Over 36% of residents are employed in managerial or professional roles.

Small companies of between 1 and 10 employees account for 88% of all local businesses. It is critical that we support these businesses to grow and prosper, through advice and guidance as well as suitable, high quality employment premises, so they can provide future employment within the district.

Alongside this, we want to put particular emphasis on supporting our young people to ensure they have the training and skills they need to thrive in the future.



Our commitments



CUSTOMERS

Our population has a higher percentage of residents over 65 years of age compared to the national average and this is expected to increase by around 45% between 2010 and 2030. These changes will need to be taken into account as we develop our services over the coming years.

Although not an area experiencing high levels of deprivation, there are some parts of our district which require more support than others, due to factors such as low incomes or social isolation. We will work to ensure that these needs are understood and reflected in the way our services are planned in the future.

We will deliver improvements for customers and communities.

PLACE

The Lewes district is a vibrant and diverse place. Balancing the need for growth with the desire to protect and enhance the environment is important to local people.

A recent survey showed that local people viewed provision of affordable housing, economic regeneration, supporting business and campaigning for improved road/rail infrastructure to be important roles for the Council. These views have been reflected in this Plan.

We will work with key partners to achieve investment in our towns and villages.

VALUE FOR MONEY

Financially the future is challenging throughout local government. The funding we receive from central Government is likely to reduce significantly over the next few years, and ending completely from 2020. We need to find £2.7 million each year if we are to keep a balanced budget.

At the same time, our 2015 survey indicated that residents would like the Council to keep Council Tax at or below the target rate of inflation. This Plan sets out how we will balance residents priorities within our diminishing resources.

We will keep close control of our budgets and make the best use of our resources.

Communities

Resilient, healthy and engaged communities



The Council will continue to work with its partners to enable local communities to become stronger and more able to support themselves, and for individuals to retain their independence. Key to this is the provision of good, relevant information and on-going two way engagement with these communities.

Through our Community Safety Partnership we will work to address environmental crime and antisocial behaviour and aim to reduce the fear of crime. 69% of residents feel we are working to make the area safer, a 6% improvement compared to 2008.

With our partners Wave Leisure, we will work to promote healthy lifestyles and support people to maintain their health and wellbeing.

We will also continue to fund key voluntary organisations in the area to support the most vulnerable, with a particular emphasis on dementia awareness, given the ageing population of the district.

We will achieve this by

- Working with Wave Leisure and other health partners to provide activities and services that meet the needs of rural areas and an ageing population.
- Working with our voluntary sector partner 3VA to promote dementia awareness across the district.
- Improved engagement with local communities, particularly focusing on how we connect with young people, through the delivery of a new social media strategy
- Further develop our relationships with Town and Parish Councils to ensure we work collaboratively on local issues, such as housing, infrastructure and rural isolation.
- Working closely with our voluntary sector partners (3VA, Sompriti, Citizens' Advice Bureau, AiRS and East Sussex Credit Union) to deliver key advice services and make effective use of grant funding.

Measuring our success

- Residents feel we are working to make the area safer.
- Increased participation in leisure activities amongst older people and in rural areas.
- More visitors to our leisure facilities.
- Mystery visit satisfaction score of 80% or more at our leisure centres.
- Reduction in levels of environmental crime.
- Increased sign up to the Council's social media channels, particularly by young people.

82% of people who receive the Council's magazine *District News* think it provides useful information.

Around **45%** of residents would like to get more involved in decisions which affect them.

58% of people aged 18 to 34 would like to get more engaged with us through social media.

Customers

Improved customer service



The Council provides a wide range of quality services that are valued by local residents. We have a strong record of high quality customer service, placing much importance on ensuring we put the customers' needs first.

This part of the plan focuses on how we can make best use of new technology to improve our customer service further. By joining up our computer systems, we will be able to provide instant access to our customers' records, enabling us to deliver a faster, better service.

In addition we will offer more services on-line, so they can be accessed by customers 24 hours a day, 7 days a week. We hope that this will provide more choice and convenience for our residents.

We will achieve this by

- Improving our customer service team to ensure more of our enquiries can be dealt with by just speaking to one person.
- Delivering high quality services for our customers including options to self-serve on our website and increasing use of social media and email alerts.
- Investing in new technology to speed up and improve the service people receive when they contact the Council.

Measuring our success

- Increasing the proportion of phone calls answered within 30 seconds.
- Monitoring, acting on and learning from the customer complaints and compliments we receive.
- Increasing the number of people registering for our email alert service. We aim to sign up 1,500 new users each year.

Around **7,500** calls to our switchboard each week

63% of customers contact us by phone; **75%** of these calls are about our waste and recycling services

20% of customers contact us via email

Over **800** e-forms submitted via our website each month

83% of residents use the internet

Place

Delivering sustainable new housing and infrastructure



Lewes is the second most expensive market town in England in which to buy a home. The average house price is £408,641, making it a challenging place for first time buyers as well as those on lower incomes. As the housing authority we have over 1,700 people on our housing register and in 2013 we estimated this would increase by 549 people per year. We estimate that only 244 new homes will become available each year.

As a Council, we have a clear commitment to deliver affordable housing. We have established a range of public/private arrangements which will see the Council using its assets to stimulate growth in the housing market at a local level. We have an ambitious house building programme, which will see over 5,800 new homes built by 2030.

Campaigning to improve local road and rail infrastructure is a top priority for local people

We will achieve this by

- Using our planning powers (including our policy to ensure 40% of new housing is affordable) to encourage and enable developers to deliver further, suitable and sustainable housing in the district.
- Our New Homes project – working with our partners Karis and Southern Housing Group to deliver around 415 new homes on around 30 council owned sites across the district, of which at least 40% will be affordable.
- North Street Regeneration Scheme with Santon – delivering 416 new homes, 40% of them (165) affordable in Lewes.
- The Local Growth Fund project – delivering 30 new affordable homes on 6 Council-owned sites.
- Working with local communities on Neighbourhood Plans, to guide future land use and identify where housing can be built.
- Campaigning for improvements to the A27, rail infrastructure and rail services.

- Installing photovoltaic panels on council homes and buildings and encouraging local renewable energy projects.
- Enabling the delivery of key infrastructure projects in Newhaven, in particular a flood alleviation scheme and the Port Access Road.

Measuring our success

- Delivery of over 1,000 new homes across the district, 40% of these being affordable.
- 10 adopted Neighbourhood Plans in place by 2020.
- Flood Alleviation Scheme delivered to unlock development sites in Newhaven.
- Flood defences in Lewes completed.
- Southern part of Newhaven Port area made accessible for development.
- 550 photovoltaic panels installed by spring 2016, providing reduced energy bills for tenants and the Council.

Place

Growth and prosperity

The district is an outstanding location for business and enterprise. It has a diverse business community of over 4,700 businesses providing a range of services and products. These employ over 30,000 people drawn from a wide catchment area. Key sectors include public administration, tourism, education and health, retail and manufacturing.

Lewes, Seaford and Newhaven have good rail links to London, Gatwick and the towns along the Sussex coast and beyond. The district benefits from good access to the trunk road network, with the A27/A26 linking Lewes and Newhaven to neighbouring Brighton and Eastbourne and the nearby A23/M23 providing access to London, Gatwick and the M25.

The port of Newhaven provides cross channel passenger and freight services to Dieppe, in Haute Normandie, France, and beyond to northern European. There is great potential to open up a European market in excess of 450 million customers.

We plan to deliver an area attractive to inward investment and supportive to new and developing businesses. We will work in partnership to bring about regeneration in the parts of the district where it is needed.

We will achieve this by

- Developing the Enterprise Zone in Newhaven which has the potential to deliver 2,000 new jobs.
- Working to deliver super fast broadband to businesses across the district.
- Supporting businesses to grow and invest.
- Continue to make the case for Gatwick as the most sustainable location for a second runway in the South East.

Measuring our success

- Increase in the number of businesses assisted through Business Rate Relief Scheme.
- Delivery of an annual business awards scheme with good uptake from local businesses.
- Level of investment into local businesses secured through partners.
- Enterprise Zone established, resulting in increased occupied commercial floor space of 55,000m² in Newhaven.
- Increased broadband coverage and speed in the district.
- 700m² of new modern floor space for growing businesses on Denton Island.
- 140,000m² of commercial space in Lewes.
- 300 public car parking spaces in Lewes.
- Delivery of a new 1,864m² health centre in Lewes.



Place

Clean and green district

Our residents rightly value our high quality environment. They believe rubbish and litter is more of a problem now than in 2008. We expect the district to remain a clean and beautiful place to live, work and visit, as a result of continued effort to protect the quality of the local environment.

We know that one of the most important services we provide to our residents is waste collection and recycling. We are currently below the national average recycling rate for district councils in the South East (42.9%). We will invest significantly in our recycling services and aim to encourage much higher rates of recycling.

By 2020, the district will have attracted a greater number of visitors. Residents' quality of life will be enhanced by our beautiful parks and open spaces.

Our natural and historic environments will be preserved and park facilities and community spaces will have been improved, as we work with Towns and Parish Councils to devolve these areas to local communities.

We will achieve this by

- Introducing a waste service that prioritises recycling and ensure these services are easy to use and collected frequently – recyclable waste (including food waste) to be collected every week and the remaining household waste to be collected fortnightly.
- Extending the chargeable fortnightly green waste collection service, currently piloting in Seaford, to the whole of the district.
- Developing a high profile campaign on new recycling services, so residents are well informed.
- Devolving some of our parks and open spaces to Town and Parish Councils.
- Exploring new opportunities to increase income.
- Working with the police and other agencies to tackle environmental crime such as litter and fly tipping.

Measuring our success

- Increased levels of recycling – we aim to recycle 47% of household waste by 2019.
- A new Materials Recovery Facility in Newhaven bringing together our waste operations to one location, thereby reducing costs and providing future commercial opportunities.
- The number of parks and open spaces devolved to local communities.

88% of local people are satisfied with our refuse collection service.

Our current recycling rate is around **26%**, better than in 2014/15 but short of our ambitious target.

74% of people are satisfied with our recycling service.



Value for money

Delivering sustainable services



The financial outlook for Local Government continues to be bleak. Having already absorbed cuts of 40%, we anticipate that our Revenue Support Grant will be completely withdrawn by 2020. We are already well on the way to managing this reduction, but recognise that we need to continue to remain agile and flexible in how we manage our services within a tightening financial environment.

We have an ambitious capital investment programme, which will yield new income streams for the Council. But at the same time, we must continue to explore new ways of delivering services.

A significant element of our future savings will be achieved through our Joint Transformation Programme, which will see us integrate all our services with Eastbourne Borough Council by 2020 and deliver savings of £3m per year.

We will achieve this by

Implementing a Joint Transformation Programme with Eastbourne Borough Council, building on the back-office services that are already shared between the two Councils. This Programme will reduce costs for both Councils, whilst at the same protecting, or in many cases improving, the quality of services delivered to local residents and creating two stronger Councils which can operate more strategically within the region.

Integrating the staff and services of both Councils, saving money and making services more sustainable, resilient and flexible. The focus will be on the 'Customer Experience'. We aim to meet communities' and individual customers' expectations to receive high quality, modern services focused on local needs and making best use of modern technology.

Retaining the sovereignty of each council, meaning that Lewes District Councillors will continue to set the priorities for Lewes District, and Eastbourne Councillors will set them for Eastbourne.

Measuring our success

- Council tax precept remains below target rate of inflation.
- Deliver a balanced budget.
- Encourage our residents to self serve, using our website.
- Percentage of invoices paid on time.

Our total spend reduced by 4% in 2013/14; we were in the lowest third compared to other similar councils.

We have reduced spending by 2% since 2012/13 and spend is in the lowest third amongst similar councils.

We increased the value of our assets by 6% in 2013/14.

Value for money

Our budget and spending 2016/17



Our budget and spending 2016/17

Text text text to come

Where does the money come from?

Pie chart to follow

Our capital programme 2016/17

Pie chart to follow

Where does the money go?

Pie chart to follow

2016/17 Council Tax

The average level of Council Tax (for Band D properties) in the Lewes district will be £X,xxx.xx for the year from 1 April 2016.

Agenda Item No: 9

Report No: 14/16

Report Title: Finance Update – Including 2016/17 Budget Overview and Tax Base Setting.

Report To: Scrutiny

Date: 14 January 2016

Cabinet Member: Councillor Bill Giles

Ward(s) Affected: All

Report By: Alan Osborne, Director of Corporate Services

Contact Officer(s)-

Name(s): Alan Osborne
Post Title(s): Director of Corporate Services
E-mail(s): alan.osborne@lewes.gov.uk
Tel No(s): 01273 484468

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. The report also recommends the setting of the council tax base for 2016/17.

Officers Recommendation(s):

That Scrutiny:

- 1** Notes the emerging 2016/17 budget context and proposals.
 - 2** Notes the calculation of the Council Tax Base for 2016/17.
 - 3** Notes that, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the 2016/2017 Council Tax Base for the whole of the area shall be 35,797.1 and that the Council Tax Base for each of the Town and Parish areas of the District shall be as set out in Appendix 3 of this report.
 - 4** Notes that the setting of the business rate tax base for 2016/17 is delegated to the Director of Corporate Services.
 - 5** Notes that the Council has operated within its limits set for treasury management activity for the period up to 30 November 2015.
-

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.

- 2 The Council's budget setting process is well underway for 2016/17 and the report sets out some of the national and local context as well as some of the main assumptions that are being made. It will act as part of the consultation process with stakeholders including the scrutiny committee.
- 3 The Council's Treasury Management function deals with high value transactions on a daily basis as well as monitoring the limits set by the Council under the prudential code.
- 4 Cabinet is required to approve the Tax Base which will be used for the purposes of calculating the 2016/17 Council Tax in respect of Town and Parish Councils and Special Expenses.

Information

5 Treasury Management

- 5.1 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 the Cabinet.
- 5.2 All activity in the period to 30 November 2015 is in accordance with the strategy and limits set.

6 Council Tax Base 2016/17

- 6.1 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.
- 6.2 The Tax Base will be used in the 2016/17 calculation of:
 - Lewes District Council's own council tax demand.
 - The amount of Special Expenses which will be charged to taxpayers in each area of the District.
 - The council tax of each Town and Parish Council.
- 6.3 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.
- 6.4 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 1991)</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

- 6.5** 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.
- 6.6** 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.
- 6.7** In setting the Tax Base, an assessment is made of the anticipated in-year collection rate of the Council Tax. It is considered appropriate to set the anticipated collection rate at 98.0%, a reduction of 0.5% compared with the current year. This reduction is in response to changes to the Council Tax Reduction Scheme, notably the introduction of a 20% minimum payment from all claimants which may prove difficult to collect. Collection performance is closely monitored throughout the year.
- 6.8** **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 2015 (the prescribed date of this calculation) was 44,268 an increase of 203 on the previous year.
- 6.9** 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 2016/17 (line 34). A number of data sources including Planning department records have been used to project the number of dwellings which are considered likely to be constructed or converted in the year.
- 6.10** The total Tax Base, net of the collection rate adjustment) increases by 817.3 from 34,979.8 to 35,797.1 Band D Equivalents. The increase can be analysed as follows:

	Band D equivalents
Increase in chargeable properties	194.0
Change to CTRS	806.0
Increase allowance for non-collection	-182.7
Net increase	817.3

The increase in chargeable properties is consistent with the projection used in the Council's Medium Term Finance Strategy, which estimated 220 additional Band D equivalent dwellings in 2016/17.

- 6.11** Cabinet is 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 2016/17, 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 provisionally advised of these individual tax bases in order that each can assess the impact of the precept in its area.

7 Retained Business Rates Income

- 7.1** The final estimate of business rate income for 2016/17 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, and Retail Relief. Any erosion of the retained rates in respect of these national measures are compensated for by "Section 31" Grants direct from Government.
- 7.2** The income estimates will be notified to the Government in January 2016, setting the basis for transactions to and from the East Sussex Business Rates pool. The report seeks delegation to the Director of Corporate Services as the Council's statutory Chief Finance Officer to determine the final demand on the business rates collection fund for 2016/17.
- 7.3** The East Sussex business rates pool was set up in 2015/16 and will lead to additional retention of business rates over time. The Council has agreed to set aside the additional rates towards economic regeneration activities include the business rate relief scheme. The additional retention is expected to be around £100k per annum.
- 7.4** In the Chancellor's Autumn Statement it was announced that the Council had been successful in obtaining enterprise zone status for part of Newhaven. This will allow further relief against business rates in particular areas. Details of the scheme, which is expected to be introduced on 1 April 2017, are currently being worked on and Cabinet will be informed of its implications in due course.
- 7.5** Overall for 2016/17 the retained business rates and Section 31 grants are expected to be broadly consistent with the current year (£3.007m) as any increase in the rate multiplier is likely to be offset by increases in the provision for appeals.

8 National and Local Context to the 2016/17 Budget

National

- 8.1** The Government's "stability" budget in July 2015 and the ensuing comprehensive spending review (CSR) set the scene for the funding of local government primarily via the Department of Communities and Local

Government (DCLG) although some grants such as the Housing Benefit Administration Grant are via the Department of Work and Pensions (DWP).

- 8.2** Overall the Government has agreed a reduction of 30% in funding to DCLG for the remainder of this parliament. The actual effect on Local Government could be in the region of 40% depending on the split between local government and the department's own spending.
- 8.3** The Council's Medium Term Financial Strategy (MTFS) is broadly in line with these announcements and can be reviewed routinely in turn with the budget setting process in February.
- 8.4** The Government announced that by the end of the parliament it wishes to phase out the revenue support grant (RSG) and instead allow a greater proportion of business rates (currently 50%) to be retained by local government. Detail on these announcements is awaited including the mechanism for redistribution between areas of high yield relative to need and vice versa.
- 8.5** The actual amount of support to LDC via the RSG and retained business rates mechanisms was not known at the time of writing this report but is estimated at a reduction of 20% in the first year (£350k) offset partially by an RPI increase in business rates (£50k)
- 8.6** The Government has made various other announcements previously in relation to changes in pensions, national insurance and the advent of a mandatory national living wage effective from 2016/17 at £7.20 per hour rising to £9 per hour by 2020. The chancellor has also announced that public sector pay increases will be capped at 1% for the next four years.
- 8.7** The Government has been slowly introducing universal credit and has been reducing the direct grant receivable for the administration of housing benefit over the last few years. A reduction of 0-20% is estimated for 2016/17 (mid-point assumed). This would cost the Council £50,000 in lost grant. There is a possibility that the Government will delay a reduction due to the slower than anticipated roll out of universal credit.
- 8.8** The Government has signalled that it wishes to retain the New Homes Bonus (NHB) (currently £1.4m for LDC) but wishes to consult on the scheme being a 4 year scheme (currently 6 years) Currently the income from the NHB is used to finance economic regeneration initiatives and the transformation programme via the capital programme.
- 8.9** No announcements have yet been made in respect of capping council tax increases however the level of capping has been generally guided by the Government's own inflation target of 2%. Upper tier authorities may also be able to increase council tax by a further 2% in order to partially fund increased demand on care budgets.

Local

- 8.10** In addition to the effects of the above, there are various effects on the LDC general fund budget from existing policies that need to be factored into the budget setting process for 2016/17.
- 8.11** The Council has a good track record of delivering against budget and has a healthy level of reserves which are used for investment as well as contingency.
- 8.12** From the 2014/15 outturn and from the budget monitoring reported quarterly to Cabinet there is one area that requires addressing in relation to the base budget, namely income from recycling materials. An adjustment of approximately £200k to the base budget of £350k per annum is required to address the shortfall which will likely prevail over the medium term.
- 8.13** There is a requirement to grow the revenue contribution to the Council's capital programme and recognise the effect on the general fund of debt repayments by the Housing Revenue Account (HRA) overall the effect of these is estimated at £100k per annum.
- 8.14** The Council has a medium term savings and income programme which the MTFS identifies as being in the region of £2.7m per annum by 2020. Progress on the savings measures is positive and there are three primary sources:
- Leisure savings via Wave Leisure (£400k)
 - New income generation (£600k)
 - Transformation and shared services (£1.6m) in line with the high level business case agreed at Cabinet in September 2015.
- 8.15** The Council applies inflation to its fees and charges and a detailed report can be found elsewhere on this agenda. In total the Council will grow its income budgets by approximately £80k per annum should the fees and charges recommended be accepted.
- 8.16** In keeping with most Councils inflation on goods and services is only budgeted for where there is a contractual liability to apply. The grounds maintenance budget and the Council's own business rates liabilities are examples. Overall this requires estimated growth of £20k per annum.
- 8.17** Pay awards and contractual increments add approximately £140k per annum to the Council's cost of employees for 2016/17.
- 8.18** Changes to employers National Insurance due to the loss of the rebate for "contracting out" will cost the Council in the region of £100k per annum from 2016/17.
- 8.19** A summary of the estimated main movements in the budget between 2015/16 and 2016/17 is shown at **appendix 1**.

- 8.20** At this point in the budget setting cycle although there are many detailed figures to be applied as they become available, the Council should be able to produce a budget for 2016/17 with no draw on reserves for recurring expenditure.
- 8.21** The overall budget has the ability to finance one off service investments directly from reserves, although it should be noted that opportunity to use reserves is available at any time as the budget requirement and level of council tax is not affected.

9 The Housing Revenue Account (HRA) 2016/17

National Factors

- 9.1** The Council keeps a separate HRA which statutorily contains all transactions that appertain to its landlord role with tenants as well as leaseholders that have exercised the right to buy.
- 9.2** A 30 year business plan was put together in 2012 and adopted by the Council following the introduction of “self-financing” when the Government ended the housing subsidy regime that had been used to redistribute resources between Councils depending on local rent levels.
- 9.3** The Government has announced that a 1% rent reduction will apply in most circumstances each year for the next 4 years. This is instead of the previously agreed rent formula increase of the Consumer Price Index (CPI) plus 1%, which the Council had also agreed to supplement with a maximum additional £3 per week increase for properties below target rent. The estimated effect of this change is a reduction in rents of £150k per annum from the existing budget levels. This is set to rise to an effect against current rent receipts of approximately £600k per annum by 2020.
- 9.4** Another announcement made in the July budget was that “high value” voided properties (defined as the top third) in each area would be made available for sale on the open market from 1 April 2017. Whilst the legislation to accompany this is not finalised it will mean an effective levy on the HRA based on previous void history. Proceeds from sales would have to be set aside to pay the “levy” and there would be a subsequent loss of stock. The process would also affect the stock mix as the high value properties sold are likely to be larger homes.
- 9.5** The Government has also announced that outside London “households” that have income in excess of £30k per annum will have to pay market rents instead of social or affordable rents from 1 April 2017. Any additional income raised by the change will be paid direct to Government and will not benefit the HRA. As well as being complex to administer, this change could lead to more tenants exercising their Right to Buy in preference to paying higher rent.
- 9.6** The proceeds from the measures outlined in 9.4 and 9.5 will be used to fund more starter homes and the loss of value suffered by housing

associations when the Right to Buy legislation is extended to include them.

Local Factors

- 9.6** East Sussex County Council has begun consultation with Districts over the withdrawal of 'Supporting People' funding. LDC currently receives £160k of this funding per annum.
- 9.7** The HRA has been setting aside funds to repay debt each year, leading to a reduction in debt costs of approximately £25k per annum from 2016/17. However, with rent income reducing it may no longer be possible to sustain these repayments.
- 9.8** The HRA has and will continue to receive benefits of efficiencies made in costs and will now have to make significant savings. The 30 year HRA business plan is currently being updated and will be used to inform the budget setting process in the medium term.

10 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.

11 Risks

- 11.1** 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.
- 11.2** 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 2016/2017. If the tax base is 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 2016/2017. The council has a track record in producing a small surplus each year as a product of the approach to setting the tax base.
- 11.3** The Council has been working for some years on a transformational efficiency agenda to improve services at the same time as reducing costs and increasing income. The changes to the Housing Revenue Account are new and far reaching. In reviewing the 30 year HRA business plan the Council will need to introduce measures to counteract the reduction in rents as well as the new "levy" on "high value" properties

that will be paid to Government subject to regulations. Failure to do so would require a fundamental look at how the Council's stock is managed.

12 Equality Screening

This Finance Update is a routine report for which detailed Equality Analysis is not required to be undertaken. It gives an overview of the national and local context to the budget setting process for 2016/17 which will be concluded at the meetings of Cabinet and Council in February 2016. The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports.

13 Background Papers

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

Budget 2015/16 – February 2015

Council Financial Plan 2015/16 – March 2015

Audit Committee Minutes 2015/16

Appendices

Appendix 1 – Summary of the General Fund emerging budget proposals 2016/17

Appendix 2 – Council Tax Base Calculation 2016/17 - Summary

Appendix 3 – Council Tax Base Calculation 2016/17 by Parish/Town Council area

Appendix 1

Item	Basis	£'k
Reduction in RSG/Rates	Estimated 20%, RPI on Business Rates	300
Pay award	Chancellors Announcement 1%	70
Pay increments	Calculated on pay budget	70
Inflation on contracts	Calculated on key contracts	20
HB Grant reduction	Estimated 10% reduction (potentially delayed until 2017/18)	50
Capital Financing	Calculated on capital programme	100
National Insurance changes	Calculated on pay budget	100
Waste recycling income	Based on current position	200
Pension back funding	Known based on actuarial valuation	<u>40</u>
	Total additional costs / reduced income	<u>950</u>
Increase in Tax base	Assumed c2% overall	(155)
Fees and charges inflation	Based on January Cabinet Report	(80)
Wave Leisure Savings	Agreed	(100)
Reduced Parish grants	Previously Agreed programme	(35)
Shared services/transformation	Programme Target	(400)
Council Tax increase	Assumed 1.9%	<u>(135)</u>
	Total savings / new income	<u>(905)</u>

Appendix 2

Council Tax Base Calculation 2016/2017 - 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
1 Chargeable Dwellings										
2 Valuation List Totals		4,221	5,974	13,278	9,543	5,758	2,974	2,297	223	44,268.00
3 Less: Exempt Dwellings Class A - W		99	93	160	107	82	26	18	5	590.00
4 Less: Demolished Properties		1	0	0	2	0	1	1	1	6.00
5 Disabled Banding Reductions -)		5	19	81	82	57	35	26	14	319.00
6 Disabled Banding Reductions +	5	19	81	82	57	35	26	14	0	319.00
7 ITEM H Chargeable Dwellings	5	4,135	5,943	13,119	9,409	5,654	2,938	2,266	203	43,672.00
8 Discounts										
9 <u>Dwellings entitled to Single Person Discount</u>	4	2,664	2,718	4,476	2,792	1,410	555	321	15	14,955.00
10 Discount Percentage	25%	25%	25%	25%	25%	25%	25%	25%	25%	
11 D1 Adjustment for Single Person Discount	1.00	666.00	679.50	1,119.00	698.00	352.50	138.75	80.25	3.75	3,738.75
12 <u>Dwellings entitled to a '2 x 25%' Discount</u>	0	0	8	7	9	5	12	20	2	63.00
13 Discount Percentage	50%	50%	50%	50%	50%	50%	50%	50%	50%	
14 D2 Adj for Dwellings entitled to a '2 x 25%' Discount	0.00	0.00	4.00	3.50	4.50	2.50	6.00	10.00	1.00	31.50
15 <u>Second Homes</u>	0	28	46	84	82	49	21	21	5	336.00
16 Discount Percentage	0%	0%	0%	0%	0%	0%	0%	0%	0%	
17 D3 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	12	6	14	16	8	2	8	0	66.00
19 Discount Percentage 50% UP TO ONE YEAR	50%	50%	50%	50%	50%	50%	50%	50%	50%	
20 D4 Adj for Class A Exempt Dwellings	0.00	6.00	3.00	7.00	8.00	4.00	1.00	4.00	0.00	33.00
21 <u>Prescribed Class C Empty Dwellings</u>	0	37	25	41	19	4	1	2	0	129.00
22 Discount Percentage 100% for 1 month	100%	100%	100%	100%	100%	100%	100%	100%	100%	
23 D5 Adj for Class C Empty Dwellings	0.00	37.00	25.00	41.00	19.00	4.00	1.00	2.00	0.00	129.00
24 <u>Annexe Discount</u>	0.38	11.64	1.00	1.00	0.88	0.00	0.00	0.50	0.00	15.40
25 Discount Percentage	100%	100%	100%	100%	100%	100%	100%	100%	100%	
26 D6 Adj for Annexes	0.38	11.64	1.00	1.00	0.88	0.00	0.00	0.50	0.00	15.40
27 ITEM Q Discounts (D1+D2+D3+D4+D5+D6)	1.38	720.64	712.50	1,171.50	730.38	363.00	146.75	96.75	4.75	3,947.65

	DISA	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
28 Premiums										
29 Dwellings (Long Term Empty)	0	31	9	12	14	4	3	1	0	74.00
30 Premium Percentage (50% = 150% charge)	50%	50%	50%	50%	50%	50%	50%	50%	50%	
31 D6 Adj for Dwellings (Long Term Empty)	0.00	15.00	4.50	6.00	7.00	2.00	1.50	0.50	0.00	37.00
32 ITEM E Premiums	0.00	15.50	4.50	6.00	7.00	2.00	1.50	0.50	0.00	37.00
33 Dwellings - Estimated changes in year										
34 Estimate of new dwellings	0	0	0	0	150	0	0	0	0	150.00
35 Less: Exempt dwellings at 0% of total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
36 Estimate of net new dwellings	0	0	0	0	150	0	0	0	0	150.00
37 Discounts - Estimated changes in year										
38 Estimate of new discounts	0	0	0	0	0	0	0	0	0	0.00
39 Discount Percentage	25%	25%	25%	25%	25%	25%	25%	25%	25%	
40 Estimated value of discount changes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41 ITEM J Adjustment for dwelling and discount changes	0.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00	150.00
42 ITEM Z Local Council Tax Reduction Scheme	0.00	1,089.52	1,210.58	1,485.74	547.76	165.04	38.55	10.90	0.00	4,548.10
43 (ITEM H - ITEM Q + ITEM E + ITEM J) - ITEM Z	3.62	2,340.34	4,024.42	10,467.76	8,287.86	5,127.96	2,754.20	2,158.85	198.25	35,363.25
44 Ratio Item F	<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>	
45 Ratio Item G	<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>	
46 (ITEM H - ITEM Q + ITEM E + ITEM J) - ITEM Z) x(F/G) *	2.0	1,560.4	3,130.2	9,304.8	8,288.2	6,267.3	3,979.0	3,598.8	397.0	36,527.7
47 ITEM A Band D Equivalents										36,527.7
<div> <div>Calculation of the Tax Base</div> <div> <div>ITEM A Total Relevant Amounts (Band D)</div> <div>36,527.7</div> </div> <div> <div>ITEM B Collection Rate</div> <div>98.0%</div> </div> <div> <div>COUNCIL TAX BASE (ITEM A x ITEM B)</div> <div>35,797.1</div> </div> </div>										
*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

	Council Tax Base Calculation 2016/2017 - Band D Equivalents										
Town/Parish Area	DISA	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total	98.0%
Barcombe	-	10.5	25.0	88.6	94.4	106.8	127.5	166.7	16.0	635.5	622.8
Beddingham/Glynde	-	4.7	5.8	65.5	13.9	23.7	21.2	29.7	20.0	184.5	180.8
Chailey	0.8	28.9	38.1	157.7	140.1	198.1	288.9	400.8	47.6	1,301.0	1,275.0
Ditchling	-	7.5	17.2	65.0	69.6	307.5	171.5	412.8	70.0	1,121.1	1,098.7
East Chiltington	-	1.6	4.5	54.4	40.2	9.5	17.8	53.0	18.0	199.0	195.0
Falmer	-	0.7	7.0	13.8	18.5	16.4	3.6	9.7	2.0	71.7	70.3
Firle	-	3.1	9.7	18.3	24.3	29.1	9.8	24.2	7.6	126.1	123.6
Hamsey	-	10.2	14.7	48.6	30.6	37.5	33.5	53.3	16.0	244.4	239.5
Iford	-	0.7	3.8	3.1	11.6	34.5	16.3	18.3	6.0	94.3	92.4
Kingston	-	9.7	3.6	4.7	14.8	56.6	186.8	145.8	12.6	434.6	425.9
Lewes	0.4	203.1	644.2	1,802.4	1,301.0	885.1	644.9	688.0	24.0	6,193.1	6,069.2
Newhaven	0.4	289.7	894.4	1,261.4	785.9	362.1	33.8	28.7	-	3,656.4	3,583.3
Newick	-	8.7	12.4	120.6	204.0	239.2	237.3	258.2	12.0	1,092.4	1,070.6
Peacehaven	0.4	336.7	407.2	1,898.8	1,381.7	473.5	141.0	26.0	2.0	4,667.3	4,574.0
Piddinghoe	-	2.3	0.5	22.3	9.5	25.3	40.9	30.5	-	131.3	128.7
Plumpton	-	7.9	10.5	93.2	143.8	107.3	100.1	190.8	21.0	674.6	661.1
Ringmer	-	15.5	55.3	306.0	592.8	400.3	302.9	182.5	24.0	1,879.3	1,841.7
Rodmell	-	5.3	10.7	25.1	12.9	20.4	35.1	83.0	21.6	214.1	209.8
St Ann Without	-	2.0	1.6	4.7	6.8	4.6	11.3	10.0	-	41.0	40.2
St John Without	-	1.3	-	5.6	3.5	2.2	3.8	12.2	4.0	32.6	31.9
Seaford	-	497.1	716.8	2,098.2	2,214.9	2,299.6	1,295.8	427.7	6.0	9,556.1	9,365.0
Southeast	-	-	0.8	1.1	1.8	3.7	5.8	8.3	2.0	23.5	23.0
South Heighton	-	19.6	23.3	163.3	24.5	17.1	6.5	13.0	2.0	269.3	263.9
Streat	-	0.7	0.4	7.2	12.8	9.5	9.4	36.7	6.0	82.7	81.0
Tarring Neville	-	2.0	0.8	3.4	0.8	1.2	-	1.7	-	9.9	9.7
Telscombe	-	78.8	201.3	834.3	950.8	352.4	64.7	27.5	4.0	2,513.8	2,463.5
Westmeston	-	6.1	1.9	7.6	15.5	29.6	26.4	54.2	23.6	164.9	161.6
Wivelsfield	-	6.0	18.7	129.9	167.2	214.5	142.4	205.5	29.0	913.2	894.9
TOTAL	2.0	1,560.4	3,130.2	9,304.8	8,288.2	6,267.3	3,979.0	3,598.8	397.0	36,527.7	35,797.1

Report No

Forward Plan of Decisions – 1 February 2016 to 31 May 2016

Published: January 2016

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:

Revenue Budgets, Capital Programme and Treasury Management Strategy 2016/17 (Lead Councillor: Councillor Giles)	8 February 2016	None	Direct to Contact Officer by email, writing or telephone by 27 January 2016	None	Alan Osborne Director of Corporate Services 01273 661377 finance@lewes.gov.uk
The Council Plan 2016 to 2020 (Lead Councillor: Councillor Smith)	8 February 2016	With partners and staff during November/December 2015	Not applicable	Residents Survey results 2015	Sue Harvey Strategic Performance Manager 01273 471600 (ext 6119) sue.harvey@lewes.gov.uk
To consider options for the Coastal Management Implementation plan (Lead Councillor: Councillor Franklin)	8 February 2016	Key Stakeholders have been consulted	None	Report by external consultants	Ian Morris Head of Customer Service 01273 484079 ian.morris@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 endorse the refreshed version of the Coastal West Sussex and Greater Brighton – Local Strategic Statement (Lead Councillor: Councillor Jones)	8 February 2016	The refresh of the Local Strategic Statement has been informed by consultation with key stakeholders in and around the area.	Not applicable	Original version of the Local Strategic Statement - http://www.lewes.gov.uk/Files/plan_LSS.pdf	Edward Sheath Head of Strategic Policy 01273 661119 Edward.sheath@lewes.gov.uk
Financial Update: Revenue Budgets and Capital Programme (Lead Councillor: Councillor Giles)	21 March 2016	None	Direct to Contact Officer by email, writing or telephone by 8 March 2016	None	Alan Osborne Director of Corporate Services 01273 661377 finance@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>Report to present to Cabinet a detailed business case for the Joint Transformation Programme and to invite Cabinet to authorise the initiation of the Programme and agree governance arrangements.</p> <p>(The Report and/or its Appendices 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 it 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).</p> <p>(Lead Councillor: Councillor Smith).</p>	21 March 2016	Not applicable	Not applicable	<p>Lewes District Council Cabinet, 24 September 2015, "Shared Services" (Report No 118/15, Minute 22 refers).</p> <p>Eastbourne Borough Council Cabinet, 21 October 2015, "Sustainable Service Delivery Strategy (SSDS) / Shared Services Update" (Minute 34 refers).</p>	<p>Alan Osborne, Director of Corporate Services 01273 471600 alan.osborne@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
Lewes Leisure Centre Boiler Replacement (The Appendix is likely to contain Exempt (ie confidential) information as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended), as it 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 Maskell)	21 March 2016	None	None	None	Bee Lewis Head of Property and Facilities 01273 661101 bee.lewis@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
Financial Update: Revenue Budgets and Capital Programme (Lead Councillor: Councillor Giles)	28 April 2016	None	Direct to Contact Officer by email, writing or telephone by 15 April 2016	None	Alan Osborne Director of Corporate Services 01273 661377 finance@lewes.gov.uk

Non-Key Decisions:

Portfolio Progress and Performance Report (Lead Councillor: Councillor Merry)	8 February 2016	Internal only	Not applicable	None	Sue Harvey Strategic Performance Manager 01273 471600 (ext 6119) sue.harvey@lewes.gov.uk
Grant to Voluntary Sector Organisations – Annual Monitoring (Lead Councillor: Councillor Merry)	21 March 2016	With voluntary sector organisations	Not applicable	Not applicable	Jo Harper Head of Business Strategy and Performance 01273 661374 jo.harper@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
Portfolio Progress and Performance Report (Quarter 3) (Lead Councillors: Councillors Smith and Merry)	21 March 2016	Not applicable	Not applicable	None	Sue Harvey Strategic Performance Manager sue.harvey@lewes.gov.uk , 01273 471600 Ext 6119
Adoption of the draft Engagement Strategy and Social Media Policy (Lead Councillor: Councillor Merry)	31 March 2016 (this will be a Lead Councillor decision)	This has already been completed in the form of residents survey	None	Documents in development	Bryn Mabey Engagement Manager, Business Strategy and Performance 01273 471600 (ext 6150) bryn.mabey@lewes.gov.uk

Scrutiny Committee Work Programme 2015/16

May 2015	No meeting
June 2015	Chair of the Council's Annual Business Report Consider Work Programme Performance Monitoring – Quarter 4
July 2015	No meeting
August 2015	No meeting
September 2015	Village Agent Schemes Scoping Report Living Wage Scoping Report Performance Monitoring – Quarter 1
October 2015	No meeting
November 2015	Performance Monitoring – Quarter 2 Equalities Annual Report
December 2015	No meeting
January 2016	Council Budget proposals for 2016/17 Voluntary Sector Support Council Plan Scoping reports for proposed Scrutiny Reviews
February 2016	No meeting
March 2016	Annual report of the Community Safety Partnership Performance Monitoring – Quarter 3 Report from Scrutiny Panel on New Homes Project Consultation (if agreed)
April 2016	Consult relevant bodies for suggestions for 2015/16 Work Programme