



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 Southover House, Southover Road, Lewes** on **Thursday, 12 January 2017** at **10:00** which you are requested to attend.

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

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

04/01/2017

Catherine Knight
Assistant Director of Legal and Democratic Services

Agenda

- 1 Minutes**
To approve the Minutes of the meeting held on 8 November 2016 (copy previously circulated).
- 2 Apologies for Absence/Declaration of Substitute Members**
- 3 Declarations of Interest**
Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct.
- 4 Written Questions**
To deal with written questions from councillors pursuant to Council Procedure Rule 12.3 (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 2017/18 Budget overview and Tax Base (page 3)**
To consider the Report of the Deputy Chief Executive (Report No 9/17 herewith)
- 7 Annual Equalities Report 2016 (page 16)**
To consider the Report of the Director of Service Delivery (Report No 10/17 herewith)
- 8 Voluntary Sector Support (page 28)**
To consider the Report of the Director of Service Delivery (Report No 11/17 herewith)
- 9 Scoping Report for proposed Scrutiny Review of Tourism (page 36)**
To consider the Report of the Director of Tourism and Enterprise (Report No 12/17 herewith)
- 10 Scrutiny Committee Work Programme 2016/17 (page 41)**
To consider the Scrutiny Work Programme 2016/17 (copy herewith)
- 11 Date of Next Meeting**
To note that the next meeting of the Scrutiny Committee is scheduled to be held on Friday, 17 February 2017 in the Ditchling Room, Southover House, Southover Road, Lewes commencing at 10:00am.

For further information about items appearing on this Agenda, please contact Jen Norman at Southover House, Southover Road, Lewes, East Sussex, BN7 1AB. Telephone 01273 471600

Distribution:

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

Agenda Item No: 6 **Report No:** 9/17
Report Title: 2017/18 Budget overview and Tax Base
Report To: Scrutiny **Date:** 12 January 2017
Ward(s) Affected: All
Report By: Alan Osborne, Deputy Chief Executive
Contact Officer(s)-
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Purpose of Report:

To provide an update on financial matters affecting the General Fund Revenue Account and the Housing Revenue Account. The report also notes the setting of the council tax base for 2017/18.

Officers Recommendation(s):

That Scrutiny Committee:

- 1 Notes the emerging 2017/18 budget context and high level proposals.
- 2 Notes the calculation of the Council Tax Base for 2017/18.
- 3 Notes that Cabinet delegates the setting of the final demand on the business rates collection fund for 2017/18 to the Deputy Chief Executive in consultation with the portfolio holder.
- 4 Notes that the Council has operated within its limits set for treasury management activity for the period up to 30 November 2016.
- 5 The Committee forward any comments to Cabinet ahead of the budget cabinet in February.

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 2017/18 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 2017/18 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 2016 is in accordance with the strategy and limits set.

6 Council Tax Base 2017/18

- 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 2017/18 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 98.2%, an increase of 0.2% compared with the current year. This reflects current collection performance, which is closely monitored throughout the year.
- 6.8** **Appendix 1** sets out details of the Tax Base for the whole District. The total number of dwellings in the District (line 2) on 30 November 2016 (the prescribed date of this calculation) was 44,580 an increase of 312 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 2017/18 (line 34). A number of data sources including Planning 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 548.5 from 35,797.1 to 36,345.6 Band D Equivalents. The increase can be analysed as follows:

	Band D equivalents
Increase in chargeable properties	474.5
Increase in collection rate	74.0
Net increase	548.5

The increase in chargeable properties exceeds the prudent projection of 0.5% recurring annual growth used over the duration of the Council's Medium Term Finance Strategy (MTFS), which equated to 179 additional Band D equivalent dwellings in 2017/18.

- 6.11** Cabinet is recommended to approve the constituent parts of the total tax base relating to Towns and Parishes shown at **Appendix 2**. These will be used to calculate the Special Expenses council tax amounts for 2017/18, 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.
- 6.12** In 2013/14 the Council introduced a system of grant payments to the local Town and Parish Councils to offset increases in their council tax amounts which would otherwise arise as a result of reductions in their tax bases following the introduction of the Council Tax Reduction Scheme. The Government had made funding available to district councils for such grant schemes through the Revenue Support Grant and Business Rates Retention mechanism. In response to reductions in Government funding, the Council has reduced the grants that it pays to the Town and Parish Councils by 15% each year, and this will continue in 2017/18. Payment of grant to Lewes Town Council is expected to be adjusted for the unbudgeted cost of LDC continuing to manage and maintain open spaces which were not devolved to the Town Council as intended.

7 Retained Business Rates Income

- 7.1** Following a national revaluation exercise, a new 'Rating List' will come into effect from 1 April 2017. As a result, the amounts paid by individual business ratepayers will vary compared with 2016/17, subject to a transitional relief scheme which will mitigate significant increases or decreases. A large number of appeals against the new Rating List can be expected. The Government has noted that the impact on local authorities of the new Rating List should be broadly neutral.
- 7.2** On 1 April 2017, an Enterprise Zone (EZ) will be established for a defined area of Newhaven. Non-domestic properties within the EZ will be eligible for business rates discounts, the cost of which will be reimbursed to the Council by government grant. The Council will also be able to retain the benefit of growth in the business rates base arising from businesses expanding within or relocating to the EZ.
- 7.3** The final estimate of business rate income for 2017/18, taking account of both the significant changes noted above, is currently being prepared. The income estimates will be notified to the Government in January 2017, setting the basis for transactions to and from the East Sussex Business Rates pool. The report seeks delegation to the Deputy Chief Executive as the Council's statutory Chief Finance Officer to determine the final demand on the business rates collection fund for 2017/18.

8 National and Local Context to the 2017/18 Budget

National

- 8.1** The Department for Communities and Local Government (DCLG) has confirmed that the Council is now part of the multi-year finance settlement following publication of an efficiency plan in October 2016. 97% of councils applied to be part of the multi-year settlement.
- 8.2** The Government will need to take account of future events such as the transfer of functions to local government, transfers of responsibility for functions between local authorities, mergers between authorities and any other unforeseen events. However, barring exceptional circumstances, the Council can expect the following core funding allocations:

	2017/2018 £'000	2018/2019 £'000	2019/2020 £'000
Revenue Support Grant	375	2	0
Transition Grant	84	0	0

- 8.3** As reported to the last meeting of Cabinet, the Government intends that district councils will be allowed to increase council tax in 2017/18 by less than 2% or up to and including £5 whichever is higher. An increase above this level would trigger a referendum of local taxpayers. The MTFs assumes an increase of 1.9%.

Local

- 8.4** 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 2017/18.
- 8.5** 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.
- 8.6** 2017/18 will be the second year of the Council's medium term savings and income programme which the MTFs identified to reduce the annual net General Fund budget by £2.8m by 2019/20 compared with the 2015/16 base year. As previously explained to Cabinet in quarterly financial performance reports, progress on the savings measures in 2016/17 has been positive. There continue to be three primary sources for the remaining three year period :
- Leisure savings via Wave Leisure (£0.3m)
 - New income generation (£0.5m)
 - Joint Transformation Programme (£1.2m plus any unmet target deferred from 2016/17 as a result of timing of activity).

- 8.7** The Council applies inflation to its fees and charges and a detailed report can be found elsewhere on this agenda. In total the Council's income budgets will reduce by £1,900 per annum should the fees and charges recommended be accepted, reflecting changes in demand for charged services. This contrast with an increase of £50,000 projected within the MTFS.
- 8.8** 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 £30k per annum.
- 8.9** Pay awards and contractual increments add approximately £235k per annum to the cost of staff engaged on LDC activity in 2017/18, shared by the General Fund (£160k) and Housing Revenue Account (£75k). This represents the baseline figure, ahead of reductions to be achieved through the Joint Transformation Programme. As previously reported, LDC will no longer be a direct employer of staff in 2017/18, with all current employees expected to transfer to Eastbourne Borough Council (EBC) on 1 February 2017. The Government is introducing a national Apprenticeship Levy from 6 April 2017 on all employers with an annual pay bill in excess of £3m. With the change of employer, LDC will not pay this levy (estimated to be £34k) directly but may be required to reimburse EBC with a share of any additional cost that it incurs.
- 8.10** A summary of the estimated main movements in the emerging budget between 2016/17 and 2017/18 is shown at **Appendix 3**. 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 2017/18 with no draw on reserves for recurring expenditure.
- 8.11** The overall budget has the ability to finance one off service investments directly from reserves, although it should be noted that the 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) 2017/18

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** 2017/18 will be the second year in which rents reduce by 1% as required by Government regulation. The estimated effect of this change is a reduction in rents of £150k per annum from the existing budget level.
- 9.3** The Government has clarified its intentions on two proposed legislative measures:
- levy on local housing authorities based on the sale potential of 'high value' properties, which is intended to provide funding for the

extension of Right to Buy to housing association tenants. The Government remains committed to delivering this commitment, but local authorities will not be required to make levy payments in 2017/18.

- a mandatory scheme requiring local authorities to set higher rents for higher income council tenants will not now proceed, although local authorities will continue to have the discretion to implement the policy for tenants with incomes over £60,000.

Local Factors

- 9.4** 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 2017/18. However, with rent income reducing it may no longer be possible to sustain these repayments.
- 9.5** A 30 year business plan was first 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. This business plan is currently being refreshed to take account of updated housing stock condition information following the completion of a detailed survey in autumn 2016. It will be used to inform the revenue budgets in 2017/18 and the medium term.
- 9.6** The HRA has and will continue to receive benefits of efficiencies made in costs through the Joint Transformation Programme and other initiatives, for example the reprocurement of the contract for responsive housing repairs.

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 2017/18. 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 2017/18. 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** Delivery of savings through the JTP is key to both the General Fund Medium Term Financial Strategy and the HRA Business Plan. Regular reports will be made to Cabinet on the progress of the JTP.

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 2017/18 which will be concluded at the meetings of Cabinet and Council in February 2017. 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 2016/17

Council Financial Plan 2016/17

Appendices

Appendix 1 – Council Tax Base Calculation 2017/18 - Summary

Appendix 2 – Council Tax Base Calculation 2017/18 by Parish/Town Council area

Appendix 3 – Summary of the General Fund emerging budget proposals 2017/18

Appendix 1

Council Tax Base Calculation 2017/2018 – 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		4,293	6,000	13,363	9,589	5,785	3,004	2,319	227	44,580.00
3 Less: Exempt Dwellings Class A - W		90	87	154	104	84	29	17	7	572.00
4 Less: Demolished Properties		1	0	0	2	0	0	1	1	5.00
5 Disabled Banding Reductions -)		5	22	83	78	57	35	28	13	321.00
6 Disabled Banding Reductions +	5	22	83	78	57	35	28	13	0	321.00
7 ITEM H Chargeable Dwellings	5	4,219	5,974	13,204	9,462	5,679	2,968	2,286	206	44,003.00
8 Discounts										
9 <u>Dwellings entitled to Single Person Discount</u>	75	2,692	2,748	4,398	2,754	1,397	560	312	12	14,948.00
10 Discount Percentage	25%	25%	25%	25%	25%	25%	25%	25%	25%	
11 D1 Adjustment for Single Person Discount	18.75	673.00	687.00	1,099.50	688.50	349.25	140.00	78.00	3.00	3,737.00
12 <u>Dwellings entitled to a '2 x 25%' Discount</u>	0	1	8	9	9	5	12	18	4	66.00
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	0.50	4.00	4.50	4.50	2.50	6.00	9.00	2.00	33.00
15 <u>Second Homes</u>	0	28	48	82	77	47	19	20	5	326.00
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	3	8	14	10	3	4	6	1	49.00
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	1.50	4.00	7.00	5.00	1.50	2.00	3.00	0.50	24.50
21 <u>Prescribed Class C Empty Dwellings</u>	0	26	21	28	11	7	2	1	0	96.00
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	26.00	21.00	28.00	11.00	7.00	2.00	1.00	0.00	96.00
24 <u>Annexe Discount</u>	0.38	14.64	1.00	1.00	0.88	0.00	0.00	0.50	0.00	18.40
25 Discount Percentage	100%	100%	100%	100%	100%	100%	100%	100%	100%	
26 D6 Adj for Annexes	0.38	14.64	1.00	1.00	0.88	0.00	0.00	0.50	0.00	18.40

27	ITEM Q Discounts (D1+D2+D3+D4+D5+D6)	19.13	715.64	717.00	1,140.00	709.88	360.25	150.00	91.50	5.50	3,908.90
28	Premiums	DISA	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
29	<u>Dwellings (Long Term Empty)</u>	0	18	11	20	14	4	4	7	0	78.00
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	9.00	5.50	10.00	7.00	2.00	2.00	3.50	0.00	39.00
32	ITEM E Premiums	0.00	9.00	5.50	10.00	7.00	2.00	2.00	3.50	0.00	39.00
33	Dwellings - Estimated changes in year										
34	<u>Estimate of new dwellings</u>	0	0	0	0	140	0	0	0	0	140.00
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	140	0	0	0	0	140.00
37	Discounts - Estimated changes in year										
38	<u>Estimate of new discounts</u>	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	140.00	0.00	0.00	0.00	0.00	140.00
42	ITEM Z Local Council Tax Reduction Scheme	0.00	1,134.76	1,186.71	1,412.43	503.28	149.99	34.28	10.99	0.00	4,432.44
43	(ITEM H - ITEM Q + ITEM E + ITEM J) - ITEM Z	-14.13	2,377.60	4,075.79	10,661.57	8,395.84	5,170.76	2,785.72	2,187.01	200.50	35,840.66
44	Ratio Item F	$\frac{5}{9}$	$\frac{6}{9}$	$\frac{7}{9}$	$\frac{8}{9}$	$\frac{9}{9}$	$\frac{11}{9}$	$\frac{13}{9}$	$\frac{15}{9}$	$\frac{18}{9}$	
45	Ratio Item G	$\frac{5}{9}$	$\frac{6}{9}$	$\frac{7}{9}$	$\frac{8}{9}$	$\frac{9}{9}$	$\frac{11}{9}$	$\frac{13}{9}$	$\frac{15}{9}$	$\frac{18}{9}$	
46	(ITEM H - ITEM Q + ITEM E + ITEM J) - ITEM Z) x (F/G) *	-7.9	1,585.2	3,170.2	9,477.0	8,396.0	6,319.8	4,024.0	3,645.9	401.6	37,011.8
47	ITEM A Band D Equivalentents										37,011.8

Calculation of the Tax Base

ITEM A Total Relevant Amounts (Band D)	37,011.8
ITEM B Collection Rate	98.2%
COUNCIL TAX BASE (ITEM A x ITEM B)	36,345.6

***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 2

Town/Parish Area	Council Tax Base Calculation 2017/2018 - Band D Equivalents										
	DISA	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total	98.2%
Barcombe	-	10.9	25.5	87.9	94.8	109.6	129.4	165.8	16.0	639.9	628.4
Beddingham/Glynde	-	4.7	6.9	64.4	14.2	23.2	23.0	30.5	20.0	186.9	183.5
Chailey	0.8	27.7	37.4	161.4	145.6	196.7	295.4	409.2	47.6	1,321.8	1,298.0
Ditchling	-	8.2	19.2	64.4	68.0	314.2	194.7	421.7	69.0	1,159.4	1,138.5
East Chiltington	-	0.9	4.5	54.9	40.8	9.7	17.0	52.2	18.0	198.0	194.4
Falmer	-	0.3	6.4	15.4	18.2	15.4	3.6	10.0	2.0	71.3	70.0
Firle	-	2.8	9.6	15.9	26.3	27.6	9.4	23.8	7.6	123.0	120.8
Hamsey	-	12.2	16.6	50.7	34.1	39.8	33.1	51.7	14.0	252.2	247.7
Iford	-	0.7	3.7	3.1	11.5	35.1	16.6	18.3	6.0	95.0	93.3
Kingston	-	9.8	4.4	5.8	13.3	56.6	184.7	149.7	11.0	435.3	427.5
Lewes	0.4	190.3	638.8	1,821.7	1,285.2	896.9	663.3	708.7	31.6	6,236.9	6,124.6
Newhaven	0.4	306.3	900.4	1,265.4	787.4	363.5	31.8	31.0	-	3,686.2	3,619.8
Newick	-	8.7	12.8	121.0	204.9	240.2	238.5	261.3	12.0	1,099.4	1,079.6
Peacehaven	0.4	347.1	422.6	1,974.2	1,389.2	470.6	141.7	24.7	2.0	4,772.5	4,686.6
Piddinghoe	-	1.0	1.2	22.0	8.1	26.9	44.1	30.8	-	134.1	131.7
Plumpton	-	8.0	10.6	91.6	148.1	107.9	96.5	189.7	21.6	674.0	661.9
Ringmer	-	14.3	57.6	311.5	593.9	418.5	300.7	184.7	26.0	1,907.2	1,872.9
Rodmell	-	6.2	10.3	26.0	12.1	21.4	37.3	84.2	21.6	219.1	215.2
St Ann Without	-	2.0	1.6	4.8	6.5	4.6	11.6	10.0	-	41.1	40.4
St John Without	-	1.3	-	5.8	3.8	2.2	1.4	10.7	4.0	29.2	28.7
Seaford	-	503.5	735.0	2,134.2	2,257.8	2,297.0	1,298.3	427.8	4.0	9,657.6	9,483.8
Southeast	-	0.7	0.8	1.8	1.8	4.9	4.3	7.5	2.0	23.8	23.4
South Highton	-8.6	24.6	19.3	188.8	24.9	16.5	6.9	13.3	2.0	287.7	282.5
Streat	-	0.9	0.4	7.6	13.8	8.3	9.4	34.7	6.0	81.1	79.6
Tarring Neville	-	2.0	1.6	3.1	0.8	1.2	-	1.7	-	10.4	10.2
Telscombe	-	77.2	204.5	838.2	960.6	360.3	61.4	30.0	5.0	2,537.2	2,491.5
Westmeston	-1.3	7.2	1.4	7.6	13.0	30.4	25.3	54.7	23.0	161.3	158.4
Wivelsfield	-	5.7	17.1	127.8	217.3	220.6	144.6	207.5	29.6	970.2	952.7
TOTAL	-7.9	1,585.2	3,170.2	9,477.0	8,396.0	6,319.8	4,024.0	3,645.9	401.6	37,011.8	36,345.6

Summary of emerging budget proposals

Item	Basis	£'000
Reduction in grants	Based on 4 year settlement	620
Pay award	Chancellor's announcement	80
HRA recharges	Share of Joint Transformation Programme savings	100
Increments	Calculated on pay budget	80
Inflation on contracts	Based on current inflation	30
Pension costs	Known increase per actuary	100
Total net cost increases		1,010
Increase in Tax base	Council tax to be generated	(100)
New income streams	Commercial Property	(200)
Wave Leisure agreement	Agreed	(100)
Reduced Town/Parish grants	Agreed programme	(30)
Shared services/transformation	Joint Transformation Programme target	(400)
Council Tax increase	Assumed 1.9%	(120)
Total net cost reductions		(950)

Agenda Item No: 7 **Report No:** 10/17
Report Title: Annual Equalities Report 2016
Report To: Scrutiny **Date:** 12th January 2017
Cabinet 8th February 2017
Cabinet Member: Councillor Elayne Merry
Ward(s) Affected: All
Report By: Ian Fitzpatrick, Director of Service Delivery
Contact Officer(s)-
Name(s): Lisa Tiller
Post Title(s): Performance Officer (Equalities)
E-mail(s): lisa.tiller@lewes.gov.uk
Tel No(s): 01273 471600 ext 1370

Purpose of Report:

The report sets out progress against Lewes District Council's (LDC) Equalities Objectives for 2016 and seeks approval of the planned activities for 2017.

Scrutiny Committee is recommended to:

- 1 Consider progress against LDC's Equality Objectives during 2016 and make any relevant recommendations to Cabinet.

Cabinet is recommended to:

- 1 Consider progress against LDC's Equality Objectives during 2016.
 - 2 Consider any relevant recommendations made by Scrutiny Committee.
 - 3 Approve the proposed Equalities Action Plan 2017 set out in Appendix C.
-

1 Reasons for Recommendations

- 1.1** The Equality Act 2010 protects people from discrimination on the basis of the protected characteristics of disability, race, sex, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, and marriage and civil partnership. The Act applies to employment rights, service provision, and the provision of goods and facilities.
- 1.2** The Act includes a general Public Sector Equality Duty, which requires public authorities to proactively consider equality implications in all they do. This involves giving due regard to the need to eliminate discrimination and harassment, advance equality of opportunity, and foster good relations between groups of people with protected characteristics.
- 1.3** In addition, the Act imposes specific duties on public authorities for the purpose of enabling the better performance by the authority of the general duty referred to above. The specific duties require local authorities to set one or more Equality Objectives, publish information annually to show how they have met the provisions of the Act, and review their objectives at least every four years.
- 1.4** This report details progress against LDC's Equality Objectives during 2016 and summarises some of the equalities related work undertaken. This enables Members to scrutinise the Council's work in this area, and ensures that LDC fulfils the specific equality duties set out above.

2 Equality Analysis of Council Services

- 2.1** At LDC, we demonstrate we are giving the due regard required to the equality duties by carrying out Equality Analysis (EA). We regularly analyse our services and our policies, as well as any planned changes to them. There has been in place a three-year rolling Programme of Scheduled Equality Analyses of service delivery areas. EA is also carried out for any key decision, such as new service or policy proposals or project initiation, as part of committee reporting process and structures. This helps to ensure that key decisions to be made by the Cabinet or Council have considered equalities implications.
- 2.2** The analysis prompts consideration of whether the service, policy or the key decision being proposed unreasonably discriminates against people who have one or more of the protected characteristics as set out in the Act. It also assesses how equality of opportunity and good relations between groups are to be promoted, and what positive impacts there are for equalities.
- 2.3** 6 EAs are scheduled to be carried out as part of the 2016 programme, and 12 EAs have been carried out for key decisions as of the end of November. These EAs have resulted in 17 recommendations being

made. Examples of actions completed in 2016 that came out of equality analysis undertaken in 2015 and 2016 include:

- Planning forms were amended to enable people making representations to include their equalities monitoring information, with the aim of being able to identify what groups are using the service so improvements to meeting their needs can be made.
- Increased use of social media and greater engagement with young people and harder to reach groups, such as ethnic minorities and disabled people, to promote electoral registration and voting.
- The introduction of regular social activities and increased support and information around rent and support charges for Sheltered Housing Tenants.
- Increased review frequency of the most vulnerable Sheltered Housing Tenants and liaison with Adult Social Care regarding potential support measures.

2.4 Examples of recommendations arising from EA that are due to be completed during 2017 include:

- Ensuring equality monitoring information for staff is as complete and up-to-date as possible.
- Effective communication and consultation for staff and external stakeholders for JTP processes.
- Robust affordability assessments for homelessness applicants housed in private sector accommodation.
- Improved equality monitoring for people using the licensing service.

2.5 In February 2016 the Programme of Scheduled Equality Analysis for 2014/17 was reviewed in light of Joint Transformation Programme (JTP). It was noted that a number of the services included in the Programme were either already shared with Eastbourne Borough Council (EBC) or were in the scope of the first phases of the JTP. As such, the decision was taken by the Corporate Management Team (CMT) to revise the Programme of Scheduled Equality Analysis to remove those that were in the immediate scope of the JTP and to retain those already shared with EBC but carry out analysis in conjunction with them. The revised Scheduled Programme of Equality Analysis can be found at Appendix A.

2.6 The importance of giving due regard to equalities implications for both service users and staff throughout JTP processes has been recognised. A new joint approach to EA for the various stages and projects within the JTP is to be developed by LDC/EBC officers. The new services and

policies developed as part of the JTP will be analysed using this joint approach rather than the LDC only EA process as set out in our current committee reporting structure. This new approach will involve consultation with both staff and external stakeholders to ensure robust and quality analysis is undertaken. Developing and then undertaking this joint approach to equalities analysis for the JTP will form a significant amount of the equalities work to be completed during the 2017 year.

3 Progress towards meeting LDC Equality Objectives

3.1 In 2015, LDC reviewed the three high-level Equality Objectives adopted for 2012/16 and agreed that these objectives remain relevant and can guide LDCs current programme of work on equalities. As the Council is in a period of significant change, and will continue to be so over the next 12 months, it was agreed by Members that the objectives be retained and reviewed again in 2017.

3.2 The objectives are:

Theme: inspire exceptional contribution – awareness and understanding

- Objective: ensure all councillors and staff receive appropriate learning opportunities so that good practice in equality and diversity is embedded in the culture and work practices of the organisation.

Theme: unswerving commitment to customer service – flexibility and responsiveness

- Objective: ensure effective use of engagement, consultation, monitoring and equality analysis to develop services responsive to the diverse needs of our community.

Theme: fairness and accessibility

- Objective: ensure offices and services are accessible to people with disabilities.

3.3 An Annual Equalities Action Plan sets out specific equalities-related work the Council commits to undertaking to help it meet these objectives. Appendix B details progress against the 2016 Equalities Action Plan, which included:

- Equalities training sessions were provided for Councillors.
- An on-line equalities training module for staff was introduced to provide an annual 'refresher' to supplement face-to-face induction sessions.

- Training was provided for Managers and Project Leads on Equality Analysis.
- Use of Ward Profiles, detailing information about the demographic make-up and economic situation for each area, were promoted to Councillors.
- The Celebrating Diversity themes promoted to staff during the year were Men's Health and International Women's Day.
- We continued work on our two-year project to make our District more Dementia Friendly. The focus during this first year was to train two Officers to become Dementia Friends Champions who then delivered dementia awareness information sessions to staff and Councillors.
- Our Food Hygiene Team delivered training to the Turkish food businesses on 'how to achieve 5 and keep it' in their community language.
- We continued to support the White Ribbon Campaign and promote it at events within the District, such as the Tenants Conference, the RISE Living Library and the Lewes District Business Awards. In November we achieved reaccreditation of White Ribbon status in partnership with EBC.

3.4 Equality is at the heart of all that the Council does, and many other projects have a significant impact on the achievement of our Equality Objectives. A number of key achievements over the 2016 year, which promoted equality and aimed to eliminate discrimination, included the following:

- We continued to support the education and personal development of young people in the District, promoting work experience, apprenticeship and graduate trainee schemes.
- We continued to work with Plumpton College to support their Supported Internship Programme for young people with learning disabilities. We provided talks at the college, tours of our work places, activities out in the community with our Rangers and internship placements within our Waste and Recycling and Customer Service teams.
- Our Community Grants programme maintained grants to key organisations such as the Citizens Advice Bureau and Sussex Community Development Agency at existing levels.
- We continue to work with the Black and Minority Ethnic (BME) Advocacy service 'Sompriti' to provide outreach and advocacy support to BME residents. In 2015/16 they provide bilingual advocacy to 10 clients around issues such as housing, benefits,

and health. They ran 3 well attended Women's Group meetings that included activities such as health walks, dementia information sessions, and promotion of council services. Ongoing support was provided for the BME business forum, with two meetings incorporating a training session on health and safety. An IT workshop for older BME community members held. They ran two community events, which included story-telling and lantern-making in the Newhaven Community Space Garden and marking the Chinese New Year at St Leonards Church in Seaford.

- 3.5** In February 2016, in light of the implications of the JTP, CMT made the decision to defer undertaking a self-assessment against the Equality Framework for Local Government. This will be completed in conjunction with Eastbourne Borough Council once the Joint Transformation Programme is complete.

4 Equalities Work Programme for 2017

- 4.1** The proposed action plan for 2017 is set out in appendix C.
- 4.2** A significant new area of focus is ensuring the equalities implications of the JTP are given robust and due regard. There will be focus on how the transformation will impact both our staff and customers.
- 4.3** We will review our Equality Objectives and related policies in conjunction with Eastbourne Borough Council as part of the JTP policy alignment work-stream.
- 4.4** We will embark on the second year of our campaign to help make the District more 'Dementia Friendly'. We will be running more information sessions for staff and Councillors and will be working with partners to establish two Local Dementia Action Alliances within the District.
- 4.5** We will implement the White Ribbon Campaign action plan and continue to campaign against violence against women and girls.

Financial Appraisal

- 5** There are no direct financial implications as a result of this report.

Legal Implications

The Legal Services Department has made the following comments:

- 6** The general public sector equality duty referred to in paragraph 1 above is conferred by section 149(1) of the Equality Act 2010; and the specific equality duties also referred to in paragraph 1 are set out in the Equality Act 2010 (Specific Duties) Regulations 2011.

The information which the council is required to publish annually under its specific equality duties must include, in particular, information relating to

persons who share a relevant protected characteristic (e.g. disability, race, sex, age) who are—
(a) its employees;
(b) other persons affected by its policies and practices.

Information about this and the council's equality objectives must be published in such a manner that ensures the information is accessible to the public.

This report fulfils the council's specific equality duties.

(Lawyer consulted: OD – 1.12.16)

Risk Management Implications

7 No risks are identified.

Equality Screening

8 It is the function of this report to scrutinise the progress of the Council towards meeting its equality objectives in eliminating discrimination, promoting equality of opportunity and fostering good relations. For this reason it is not considered necessary to carry out a separate Equality Analysis of the report itself.

Background Papers

9 [Equality Act 2010 Guidance](#)

10 [LDC Equality Policy](#)

Appendices

11 Appendix A - Revised Programme of Equality Analysis 2016

Appendix B – Equalities Action Plan 2016

Appendix C - Draft Equalities Action Plan 2017

Appendix A - Revised Programme of Equality Analysis 2016

	Focus	Responsible Manager	Target Date	Comment
HR	Recruitment and Development	Helen Knight	April 2016	This will now be completed as part of the wider JTP HR Policy Alignment Project.
Legal and Democratic	Legal Enforcement and Advice	Mark Reynard (Lead TBC)	June 2016	Review as scheduled in conjunction with EBC
Facilities	Property and Estate Management	Bee Lewis (Contracts Manager)	Dec 2016	Review as scheduled in conjunction with EBC
Business Strategy and Performance	Partnerships and Grant Funding	Jo Harper (Lead TBC)	Dec 2016	A governance review of Partnerships is taking place so this EA will be retained as part of that process
Waste and Recycling	Waste Review	Greg Martin	June 2016	As the Waste Review is taking place, an EA of that process will be retained ahead of the JTP process
Facilities	Car Parking	Bee Lewis (Contract Manager)	Dec 2016	Review as scheduled in conjunction with EBC
Facilities	Public Conveniences	Bee Lewis (Contracts Manager)	Dec 2016	Review as scheduled in conjunction with EBC

Appendix B – Equalities Action Plan 2016

Ref	Action	Lead Officer	Resources	Target date	Year End Position
1.	Provide training for managers and lead officers on equality analysis	Equalities Officer	Officer time	Complete for all heads of service and managers by March 2016	Completed
2.	Develop e-learning courses for staff and councillors on equalities topics on Learning Pool/Nexus Academy	Equalities Officer/Human Resources Manager	Officer time	March 2016	Completed
3.	Promote internal learning and promotion of equalities through seasonal Celebrating Diversity themes	Equalities Officer/Communications Officer	Officer time, design and print costs	3 themes completed during 2015/16	Completed
4.	Undertake an Equal Pay Review	Human Resources Manager	Officer time	n/a	Deferred until after Phase 1 of JTP
5.	Develop equalities data reporting on the workforce profile in line best practice and open data transparency	Equalities Officer/Performance Officer/Human Resources Manager	Officer time.	n/a	Deferred until after Phase 1 of JTP
6.	Provide Cabinet with Annual Equalities Report for 2015/16	Equalities Officer	Officer time	January 2017	Completed
7.	Promote use of equality profiles for wards within Lewes district with staff and Councillors	Equalities Officer	Officer time	March 2016	Completed

Ref	Action	Lead Officer	Resources	Target date	Year End Position
8.	Review equality monitoring policy and procedures	Equalities Officer	Officer time, possible investment in software/technologies	n/a	To be completed as part of JTP Policy alignment
9.	Provide training to managers and lead officers on equality monitoring policy	Equalities Officer	Officer time	n/a	Deferred until after Phase 1 of JTP
10.	Develop publicity to support equality monitoring	Equalities Officer/ Communications Officer	Officer time, design and print costs	n/a	Deferred until after Phase 1 of JTP
11.	Offer 'Dementia Friends Information Sessions' to all staff and Councillors	Equalities Officer/Access Officer	Officer time	December 2016	Completed and Ongoing
12.	Investigate the resources needed and partners available to assist with seeking accreditation as a 'Dementia Friendly Community'	Equalities Officer	Officer time	March 2016	Completed, decision made not to proceed with accreditation.
13.	Promote 'White Ribbon' Activities and seek reaccreditation as White Ribbon authority in partnership with ESCC and the Lewes Domestic Abuse Working Group	Equalities Officer	Officer time	November 2016	Completed and Ongoing
14.	Promote external awareness and equality through seasonal Celebrating Diversity themes	Equalities Officer/Communications Officer	Officer time, design and print costs	3 themes completed during 2015/16	Completed

Appendix C - Draft Equalities Action Plan 2017

Ref	Action	Lead Officer	Resources	Target date
1.	Develop joint LDC/EBC approach to Equality Analysis for the Joint Transformation Project.	Performance Officer (Equalities)	Officer time	Jan 2017
2.	Set up Equality and Fairness Forum for consideration of equalities implications of JTP	Performance Officer (Equalities)	Officer time	Jan 2017
3.	Set up Equality and Fairness External Stakeholder Group for JTP	Performance Officer (Equalities)	Officer time	Jan 2017
4.	Provide training and guidance on Equality Duties and Equality Analysis for JTP Project Leads and Equalities Champions, Equality and Fairness Forum and Equality and Fairness External Stakeholder Group	Performance Officer (Equalities)	Officer time	Jan 2017
5.	Provide Scrutiny Committee and Cabinet with Annual Equalities Report for 2017	Performance Officer (Equalities)	Officer time	Dec 2017
6.	Offer 'Dementia Friends Information Sessions' to all staff and Councillors	Performance Officer (Equalities)	Officer time	March 2017
7.	Develop Local Dementia Action Alliance for Havens and Lewes areas.	Performance Officer (Equalities)	Officer time	March 2017
8.	Promote 'White Ribbon' Activities and implement action plan in partnership with EBC and Domestic Abuse Working Group.	Community Safety Officer	Officer time	Dec 2017

Ref	Action	Lead Officer	Resources	Target date
9.	Highlight 2 'Celebrating Diversity' themes to promote equality and diversity internally	Performance Officer (Equalities)	Officer time	Dec 2017
10.	Review and align LDC/EBC Equality Objectives and Equality Policies for JTP	Performance Officer (Equalities)	Officer time	Deferred until after Phase 1 of JTP (2017/18)
11.	Review and align LDC/EBC Safeguarding Policies for JTP	Performance Officer (Equalities)	Officer time	Deferred until after Phase 1 of JTP (2017/18)
12.	Review and align LDC/EBC Equality Monitoring Policies for JTP	Performance Officer (Equalities)	Officer time	Deferred until after Phase 1 of JTP (217/18)
13.	Undertake an Equal Pay Review	Human Resources Manager	Officer time	Deferred until after Phase 1 of JTP (2017/18)
14.	Develop equalities data reporting on the workforce profile in line best practice and open data transparency	Performance Officer (Equalities)	Officer time	Deferred until after Phase 1 of JTP (2017/18)
15.	Provide training for staff on all new joint LDC/EBC equalities related policies and practices.	Performance Officer (Equalities)	Officer time	Deferred until after Phase 1 of JTP (2017/18)
16.	Undertake self-assessment against Equality Framework for Local Government	Performance Officer (Equalities)	Officer time	Deferred until after completion if JTP (2019/20)

Agenda Item No: 8 **Report No:** 11/17
Report Title: Voluntary Sector Support
Report To: Scrutiny **Date:** 12 January 2017
Cabinet 8 February 2017
Cabinet Member: Cllr Tony Nicholson
Ward(s) Affected: All
Report By: Director of Service Delivery
Contact Officer(s)-
Name(s): Jo Harper
Post Title(s): Head of Business Strategy and Performance
E-mail(s): Jo.harper@lewes.gov.uk
Tel No(s): 01273 661374

Purpose of Report:

- 1 To report on the performance of those voluntary organisations funded by the Council in 2016/17 under a service level agreement and confirm arrangements for 2017/18.

Officers Recommendations (to Scrutiny):

- 2 To scrutinise the performance of those voluntary organisations that received funding from the Council in 2016/17.
- 3 To note the proposed allocation of funding to relevant voluntary organisations for 2017/18.

Officers Recommendations (to Cabinet):

- 4 To consider any recommendations arising from the Scrutiny Committee's consideration of the report on 12 January 2017.
- 5 To agree the allocation of funding to relevant voluntary organisations for 2017/18 as set out in para 34, in line with the Service Level Agreements agreed in 2015.

Reasons for Recommendations

- 6 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

- 7 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.
- 8 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

- 9 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.
- 10 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.
- 11 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 2016/17

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

CAB

- 13 The CAB helps people resolve their legal, money and other problems by providing free, independent and confidential advice. LDC currently provides the majority of their core funding, with the Town Councils across the district also

providing smaller contributions. LDC makes a specific contribution, through HRA funds, for specialist benefits and money advisors to be employed by the bureau, in recognition that many of the clients making use of this service will be LDC housing tenants.

- 14 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 likely to have seen over 4000 clients at the Bureau's various locations by the end of the year. Benefits (44%) and debt (16%) and housing issues (7%) forming a significant proportion of the enquiries.
- 15 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 2016/17 was £603,072 which compares with £471,492 in the same quarter of the previous year.
- 16 The Bureau is reaching clients from across the district with the largest numbers coming from Seaford (27%), Newhaven (18%), Peacehaven (14%) and Lewes (21%).
- 17 A significant development in the past year has been the decision by the CAB to move their main offices to Newhaven, supported and enabled by the Council. It was agreed by Cabinet in September 2017 to approve capital investment of up to £175,000 at Newhaven Square, Newhaven, to refurbish premises to enable the relocation. The refurbishment works are currently underway and it is hoped that the move will take place later in the year. Once the main office is relocated to Newhaven, the CAB will continue to operate a service in Lewes from Southover House, making use of part of the LDC main reception area.

3VA

- 18 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.
- 19 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 1,824 groups, organisations and individuals. In the first half of the year, 11 Lewes based organisations received one to one help and advice from 3VA and 2 local training courses were delivered. The service's local Community Development Officer (CDO) for the Lewes area has started to operate out of Southover House reception during the past year. This has been welcomed by local groups as being a more accessible, central location than their previous office base. The CDO also meets with groups at other locations across the district as needed, depending on the group being supported.

Funding provided by LDC in addition to the core grant has enabled 3VA to work with the council specifically on a Dementia Friends project. This has been successful in supporting the development of two local Dementia Action Alliances as well as providing a range of training and advice. The project has run over two years, but will end in March 2017, with the last few months being focused on ensuring the on-going sustainability of the Alliances into the future.

AiRS

- 20 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.
- 21 Over the past year, AirS has provided regular e-newsletters to subscribers to the Village Halls and Community Buildings Service, alongside the Village Halls Advisor offering face to face and phone advice where appropriate. If questions need a legal answer these are referred to the Village Halls National Association (ACRE) who have a retained specialist charity lawyer for these services. There have been an average of 6 email or telephone questions each week to this service.
- 22 AirS has worked in particular with hall management committees at Barcombe, Cooksbridge, Newick, Kingston and Ringmer. AirS has also worked with Newhaven, Rodmell, Wivelsfield and Firle Village Halls on specific initiatives mainly relating to developing new activities in the hall. At the request of Lewes District Council AirS contacted Newhaven Town Council with regard to Shakespeare Hall offering advice and services.
- 23 AirS has organised 2 village halls seminars this year focusing on understanding health and safety issues and with speakers from Insurers, Police and Fire Services and PAT testing services. Two more workshops are also scheduled for January and February.
- 24 In addition AirS has worked with Wave Leisure to bring exercise activities to village halls in Lewes District. The 'Strength and Balance' classes have been organised with the village hall in 2 locations – Rodmell and Firle and there are now discussions about the same activities being provided in Wivelsfield. This pilot that lasted for 6 weeks in Rodmell is now completely self financing and has produced very positive results with participants reporting improved health and the village hall benefiting from the increased income and service provision. In Newick AirS has supported the development of a new lunch club in the community run from the church hall. The AirS Village Agents regularly attend activities in village halls, whether they are subscribers or not, and have assisted in more informal ways in providing information and advice and have support the halls to provide new activities.

Sompriti

- 25 Sompriti is a project run by Sussex Community Development Association that supports black and minority ethnic (BME) communities and individuals across

East Sussex. They work with people from a range of different backgrounds, organising community events and provide bilingual support to residents in a variety of community languages.

- 26 In the past year the project has provided bilingual advocacy to 10 clients and their families. Support was provided in five languages this year – Arabic, Bengali, Mandarin, Romanian and Turkish – and included assistance with issues such as housing, benefits, council tax, children and health.
- 27 Sompriti also runs support groups for local BME women and businesses. The women’s group has 24 members representing 12 different nationalities, and 3 well attended meetings were held in the past year. The meetings included activities such as health walks, dementia information sessions, and promotion of council services. Ongoing support was provided for the BME business forum and outreach work to promote the group and increase membership was undertaken. The group held two meetings and a training session on health and safety. Sompriti focused their engagement with older BME community members on running an IT workshop at the Phoenix Centre in Lewes. The Centre is run by SCDA and this gave a good opportunity for members to find out more about what is on offer there. Members were taught the basics of computers, how to send emails and attachments and how to get on the internet to search websites. Lunch and transport were provided, which encouraged attendance.
- 28 Conversational English language courses were run in Peacehaven and attended by 8 residents from Kurdish, Palestinian, Bengali and Romanian backgrounds. Crèche facilities were provided so those with young children could also attend. Feedback from the sessions was good, with attendees saying it increased their confidence to speak to people from different backgrounds.
- 29 Sompriti also ran two community events. One celebrated the use of light in by communities when marking special occasions and included story-telling and lantern-making in the Newhaven Community Space Garden. The other was marking the Chinese New Year at St Leonards Church in Seaford, which included Chinese brush painting demonstrations, tea tasting and paper crafts, along with traditional food and sweets.
- 30 Supporting this organisation assists the Council in fulfilling its Public Sector Equality Duty under the Equality Act 2010. We are required to give due regard to the need to eliminate discrimination and harassment, advance equality of opportunity, and foster good relations between groups of people with protected characteristics. Sompriti helps us to achieve this in a number of ways. The bilingual advocacy service helps improve access to Council services for BME communities, the support groups enables the Council to communicate and engage with potentially harder to reach groups, and the outreach activity and community events help foster integration and good relations within the wider community.

East Sussex Credit Union

- 31 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.
- 32 The funding that has been provided by the Council was specifically for the Credit Union to work with LDC tenants affected by welfare reform and those on low incomes. This included providing basic banking facilities for those who were unable to access mainstream banking and providing training in money management.
- 33 Funding for this project started in September 2015 and was granted for 18 months, up until August 2017. Given that the East Sussex Credit Union was committed to becoming a financially self-sufficient organisation, it was decided that funding would not be ongoing beyond this time.

Proposed Funding for 2017/18

- 34 It is proposed that core funding for CAB, 3VA, AiRS and Sompriti be granted in 2017/18 at the same level as for 2016/17. This is detailed in the table below.

Org	Funding £ (16/17)	Proposed Funding £ (17/18)
CAB	140,340 (HRA benefits advice) 13,400 (HRA money advice) <u>13,465</u> <u>167,205</u>	140,340 (HRA benefits advice) 13,400 (HRA money advice) <u>13,465</u> <u>167,205</u>
3VA	28,000 (Dementia Friends: 1 yr only) <u>3,500</u> <u>31,500</u>	28,000
AiRS	3,500	3,500
Sompriti	10,000	10,000
East Sussex Credit Union	(HRA Apr16 – Aug16) 11,663 (HRA Sept 16 – Mar 17) <u>8,330</u> <u>19,994</u>	0

Financial Appraisal

- 35 The core elements of funding for 2017/18 proposed in this report are consistent with the agreed SLAs and can be met from base budgets.

Legal Implications

The Legal Services Department has made the following comments:

- 36 Since the proposed allocation of council funds specified in paragraph 23 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) within the EU from giving financial advantages to certain organisations in a way which distorts or could distort competition between Member States.
- 37 Public funding of any organisation up to a maximum of 200,000 euros over a rolling period of 3 years is classed by the EU 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, and Sompriti falls within the scope of de minimis aid.
- 38 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.
- 39 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.
- 40 Accordingly, it is considered lawful – in terms of State Aid – to proceed with the funding as proposed, without the need for prior EU Commission notification or approval.

(Lawyer consulted: OD 1.12.16)

Risk Management Implications

- 41 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: 9 **Report No:** 12/17
Report Title: Scoping Report for proposed Scrutiny Review of Tourism
Report To: Scrutiny Committee **Date:** 12 January 2017
Cabinet Member: Councillor Tony Nicholson
Ward(s) Affected: All wards
Report By: Philip Evans, Director of Tourism and Enterprise
Contact Officer(s)-
Name(s): Jo Harper
Post Title(s): Head of Business Strategy and Performance
E-mail(s): jo.harper@lewes.gov.uk
Tel No(s): 01273 661374

Purpose of Report:

1. To consider a potential future scrutiny review into the role of Lewes District Council in relation to tourism and, in particular, the part this plays in relation to economic sustainability.

Officers Recommendations:

1. To agree the scope for a scrutiny review of tourism, as set out in Appendix A, and
2. If the Committee wish to proceed with a scrutiny review.

Reasons for Recommendation

3. To provide a focussed programme of work which will enable the District Council to consider whether any changes to its existing policies, or any other actions, are to be recommended.
-

Information

- 1 The topic under consideration within this report was put forward by a Member of this Committee at its meeting on 8 November 2016. Details of the potential scope for the review are listed in Appendix A for Members consideration.
- 2 The Committee is asked to consider whether the scope, set out in Appendix A, adequately covers all the matters members wish to examine in any review, or whether any adjustments are required. Members are then asked to agree whether they would wish to pursue this within a scrutiny review.

- 3 Given the fairly specific and limited nature of the topic under consideration it is not suggested that a Scrutiny Panel be convened on this occasion. It is proposed that, should the Committee wish to proceed, that a report be prepared to be presented to the whole Scrutiny Committee for consideration as part of a normal meeting.

Financial Appraisal

- 4 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 review proposed are expected to be minor, given that the research work can be carried out by Council staff.

Legal Implications

- 5 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

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

Equality Screening

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

Background Papers

- 8 None

Appendices

- 9 Appendix A – Scoping Report for Transport

Scoping Proposal: The role of Lewes District Council in relation to tourism and, in particular, the part this plays in delivering economic sustainability.

Report Author: Jo Harper, Head of Business Strategy and Performance

Reasons for Scrutiny
<p>The suggestion for scrutiny in this area arose from a request by a Scrutiny Committee Member on the 8 November 2016. The submission made set out the following reasons for a review being beneficial;</p> <ul style="list-style-type: none">• Comments from local businesses wanting to see different practices adopted.• Concerns that service passive rather than active in reaching out to potential tourists• Reported experiences from residents present in TIC <p>In addition, the following potential benefits were set out;</p> <ul style="list-style-type: none">• Assessment of current outputs from tourism offering for both retail businesses and tourists• Improvement of effective use of resources• Development of new more tailored, proactive strategy• Uplift in economic receipts from tourism
Background Information
<p>The council's strategy in relation to tourism falls into six main areas;</p> <ol style="list-style-type: none">1. Visitor Information Provision - How key information about the District's visitor offer is collected and disseminated to visitors and residents alike.2. Online Destination Marketing - How the District and its tourism assets are promoted and marketed to both visitors and residents alike3. Events & Attractions - How events and attractions can be effectively supported through the Council's position as a strategic leader4. Local Business Engagement- How the Council can effectively engage with and help support the wider tourism industry5. Wider Partnerships - How the Council can effectively engage with and work with strategic and tactical partners and stakeholder6. Research & Intelligence - How the Council can support the wider tourism industry through essential research and intelligence gathering
Link to Strategic Objectives

The LDC Council Plan for 2016-2020 states;

“(we will) provide visitor services across the district in line with our Tourism Strategy 2015-2018.”

The Strategic Tourism Vision & Action Plan 2015-18 states;

“By 2018, our Vision is to have a distinctive, well packaged, clearly signposted and well marketed tourism, arts and culture offer where leisure and business visitors come to the area, confident of the choice available and quality of provision. We will work with tourism, arts and cultural partners; seek external funding and support from businesses to achieve this.

By 2018, the value of tourism to the local economy will have grown on average by 3% per year, generating an additional 600 jobs, contributing to the wider Vision to improve the reputation of the District as a place for investment, to live, to study and to visit.

This will be achieved by getting the basics right, increasing our focus on cultural tourism, having the right infrastructure in place and improving our destination marketing in partnership with our tourism businesses.

Lewes District Council’s primary role will therefore be to act as an enabler, supporter, facilitator and advocate of the tourism sector and wider visitor economy.”

Objectives of the Review

For the Scrutiny Committee to;

- To better understand LDC’s Strategic Tourism Vision & Action Plan 2015 -2018 (agreed by Cabinet 29 September 2014) and the role of Tourist Information service within this
- To consider role of LDC in relation to tourism and, in particular, the part this plays in delivering economic sustainability
- To make relevant recommendations in light of the above

Not in Scope of Review

The scope of the review will be limited to those issues covered within the LDC’s Strategic Tourism Vision & Action Plan 2015 -2018.

Timeframe

Scrutiny to be undertaken as part of a meeting of the Scrutiny Committee to be agreed. Any recommendations arising to be reported to a subsequent meeting of the Cabinet.

Outlining the stakeholders and evidence required	
Evidence to be provided by Council officers as part of their presentation of the report to the Committee.	
Resources	
Officer time from the Strategic Policy team. No financial resources are considered likely at this stage.	
Approval of Scope	
(a) Head of Service	Max Woodford
(b) CMT	Phil Evans
(c) Scrutiny Committee	

Scrutiny Committee Work Programme 2016/17

1 July 2016	Chair of the Council's Annual Business Report Work Programme for 2016/17 Performance Monitoring – Quarter 4 / Year end Waste Improvement Project Newhaven Air Quality
8 September 2016	Performance Monitoring – Quarter 1
8 November 2016	Performance Monitoring – Quarter 2 Petition : youth facilities in Lewes Scoping report : rail / public transport services Housing Company (arising from Housing Supply and Demand Scrutiny Review)
12 January 2017	Council Budget proposals for 2017/18 Voluntary Sector Support Equalities Annual Report Scoping report for potential tourism review
17 February 2017	Performance Monitoring – Quarter 3 Annual report of the Community Safety Partnership Council Tax Reduction Scheme
March 2017 tba	Tourism review (if agreed by the Committee)

To be scheduled:

Recommendations from Housing Supply and Demand Scrutiny Review (part 2)