



Lewes District Council

To all Members of the Scrutiny Committee

A meeting of the **Scrutiny Committee** will be held in the **Warren Room, Lewes House, High Street, Lewes** on **Thursday, 18 January 2018** 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.

10/01/2018

Catherine Knight
Assistant Director of Legal and Democratic Services

Agenda

- 1 Minutes**
To confirm and sign the Minutes of the meeting held on 9 November 2017 (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 from Councillors**
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. A Supplementary Report will be circulated at the meeting to update the main Reports with any late information.

- 6 Equality Annual Report (page 3)**
To consider the report of the Director of Business Strategy and Development.
- 7 Voluntary Sector Support (page 31)**
To consider the report of the Director of Business Strategy and Development.
- 8 Draft Lewes Tourism Strategy 2018-2021 (page 47)**
To consider the report of the Director of Tourism and Enterprise.
- 9 Budget Overview and Taxbase Setting (page 55)**
To consider the report of the Deputy Chief Executive.
- 10 Sickness Report (page 69)**
To receive the report of the Assistant Director for Human Resources and Organisational Development.
- 11 Scrutiny Work Programme Report (page 83)**
To consider the report of the Assistant Director of Legal and Democratic Services.
- 12 Forward Plan of Decisions - 1 February 2018 - 31 May 2018 (page 87)**
To receive the Forward Plan of the Council.

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

Distribution:

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

Agenda Item No: 6

Report Title: Equality Annual Report

Report To: Scrutiny **Date:** 18 January 2018

Cabinet Member: Councillor Elayne Merry

Ward(s) Affected: All

Report By: Nazeya Hussain, Director of Regeneration and Planning

Contact Officer(s)-

Name(s): Pat Taylor
Post Title(s): Strategy and Partnerships Lead – Thriving Communities
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Purpose of Report:

The report provides Members with an update on the council's activities in relation to equalities over the past year and seeks Cabinet's adoption of a new action plan for 2018. In addition, it proposes a revised set of Equality Objectives for 2018 to 2021, for the Scrutiny Committee to consider and which Cabinet are recommended to adopt.

Scrutiny Committee is recommended to:

- 1 Note progress made against the 2017 Equality Action Plan (appendix B).
- 2 Consider the Action Plan for 2018 (appendix D), the proposed revised Equality Objectives for 2018 to 2021 (appendix C) and make any relevant recommendations in relation to these for Cabinet to consider when it meets on 5 February 2018.

Reasons for Recommendations

- 1 The Equality Act 2010 seeks to protect 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.
- 2 The Act includes a general Public Sector Equality Duty, which requires public authorities to 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.

- 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 regularly review their objectives.
- 4 This report details progress against the equalities action plan during 2017 and summarises some of the equality related work undertaken. This enables Members to scrutinise the Council's work in this area, and ensures that the council fulfils its equality duties.

Progress against the 2017 Equalities Action Plan

- 5 The council's annual Equality Action Plan sets out specific equality-related work which the Council commits to undertaking to help meet its equality objectives. Appendix B details progress against the 2017 Equality Action Plan.
- 6 A significant new area of focus in the past year has been to ensure the equality implications of the Joint Transformation Programme were fully considered. This has been in relation to potential impact of the changes on both staff and customers.
- 7 In the past year we have also reviewed our Equality and Fairness Policy (now joint with EBC). This was approved by Cabinet at its meeting on 13th November 2017.
- 8 In line with legislation we have consulted on a refreshed set of Equality Objectives. Paras 18 -21 provide more information about this.
- 9 We have completed the second year of our campaign to help make the District more 'Dementia Friendly'. We have run a number of information sessions for staff and Councillors and funded 3VA to provide support to the new Lewes Dementia Action Alliance and Havens Dementia Action Alliance.
- 10 We continue to support and promote the White Ribbon Campaign to raise awareness of issues relating to violence against women and girls. We have had stands at a number of events, issued press releases and used social media to promote the national '16 days of action' campaign.

Equality Analysis of Council Services

- 11 To ensure the council is taking fair and equitable approaches in its policies, services and projects, we carry out a programme of Equality Analyses. For every key decision, such as new service development or policy proposal or at initiation of a new project initiation such an analysis is undertaken and documented. In particular this helps to ensure that

Cabinet and Council members making key decisions have the considered equality implications.

- 12 In the past year the majority of our equality analyses have focused on service and policy changes brought about as a result of the Joint Transformation Programme. This has enabled us to be confident that the council is not inadvertently introducing any discriminatory practices through the changes it is making.
- 13 All the JTP projects that have started in 2017 have been screened for Equality and Fairness and a total of eleven full analyses have been completed to date. Actions arising from these have included:
- Adjustments to the website to improve accessibility
 - Website user testing
 - Ensuring alternative formats and languages are offered where appropriate
 - Ensuring face to face service options continue to be available where there are access issues.
- 14 Cabinet have considered Equality Analyses alongside a number of reports they have received this year, including, for example, the introduction of Public Space Protection Orders, the new Housing Allocations Policy and a range of Planning Policies.
- 15 For the coming year, a new programme of Equality Analyses has been developed (Appendix A). This will cover the period from 2018/19 to 2020/21. This will enable us to ensure, over a three year period, that all our services and functions are fully considering the equalities implications of their policies and practices.

Equality Objectives

- 16 All Councils are required by legislation to have an adopted set of equality objectives which have been subject to consultation and which are regularly reviewed. The council's current objectives have been in place since 2012, with Cabinet having agreed annually since that time that they continued to remain relevant.
- 17 The current 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 services – 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

- 18** With the Council now going through a period of significant change, it was agreed by Members that the objectives should be reviewed in 2017. A revised set of Equality Objectives has been drawn up for 2018 to 2021. These are similar to the previous Objectives but are more simply stated.

Objective 1: Ensure that equality and diversity is at the heart of everything we do and good practice is embedded in the Council's culture and work.

Objective 2: Build respect and understanding of each other across our communities by working with them to tackle prejudice, discrimination and hate crime.

Objective 3: Promote fairness and accessibility.

- 19** Public consultation on these proposed Equality Objectives took place between 7th November and 15th December 2017. A copy of the full consultation document is attached at Appendix C along a summary of the responses.

- 20** We received 49 responses to the consultation of which 42 were from individuals and 7 from organisations. The majority of those who responded agreed with the objectives overall. The percentage of those who agreed with specific actions detailed under each objective ranged from 79% to 92%.

- 21** An additional Objective was suggested during the consultation and it is proposed that this be added to the specific objectives listed under Objective 2 as follows:

- working to improve the Councils' understanding of the needs of different communities in the District through effective community profiling, consultation, liaison and involvement

This gives a fuller picture of the work which the Council undertakes to engage with different communities.

2018 Equality Action Plan

- 22** Subject to Members' approval of the new Equalities Objectives, an Action Plan for 2018 has been drawn up which will enable the Council to begin to deliver against those objectives. This is set out in Appendix D. Key areas of activity will include the delivery of training in equality and fairness to all new staff, training in equality analysis and on Prevent, the development of wider links with representatives of groups protected under the Equality Act, and activities to mark the centenary of the Representation of the People Act 1918 which first introduced women's

suffrage.

Financial Appraisal

- 23** There are no direct financial implications arising from this report.

Legal implications

- 24** This report provides evidence of how the council is fulfilling its public sector equality duty under section 149(1) of the Equality Act 2010, and its specific equality duties under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

Lawyer consulted 13.12.17. Legal ref:006982-JOINT-OD

Risk Management Implications

- 25** The following risks will arise if the recommendations set out at 13.1 below are not implemented:

- Failure to comply with statutory obligations under the Equality Act 2010 and
- Increased risk of incurring vicarious liability for acts of discrimination, harassment or victimisation in the event of litigation.

No new risks will arise if the recommendations are implemented

Equality screening

- 26** 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. A full Equality and Fairness Analysis has been completed covering the Council's Equality and Fairness Policy. For this reason it is not considered necessary to carry out a separate Equality Analysis of the report itself.

Background Papers

- 1** [Equality Act 2010 Guidance](#)
- 2** [Joint Equality and Fairness Policy – Cabinet Report November 2017](#)
- 3** [Consultation on the councils' equality objectives](#)

Appendices

- 4** Appendix A – Equality and Fairness Review of Council Functions Programme 2018/19 to 2020/21

Appendix B – Update on Equality and Fairness Action Plan 2017

Appendix C – Equality objectives consultation questions and responses

Appendix D - Proposed Equality and Fairness Action Plan 2018

Appendix E - Equality and Fairness Analysis

Appendix A - Equality and Fairness review of Council Functions – 3 year programme 2018/19 to 2020/21

Strategy, Planning and Regeneration:	2018/19	2019/20	2020/21
Projects and Performance monitoring	Performance and Programmes Lead		
Communications	Customer Communications and Engagement Lead		
Consultation and engagement		Customer Communications and Engagement Lead	
Housing acquisition and development		Housing and Development	
Regeneration, business advice and support – 2019/20		Regeneration and Planning Policy	
Community Safety		Thriving Communities	
Community development and voluntary sector support services			Thriving Communities
Community grants	Thriving Communities		
Planning Policy development		Regeneration and Planning Policy	
Commercial Businesses and Property development		Group Head of Commercial Businesses	
Partnerships (in tandem with governance review of partnerships)		Thriving Communities	
Tourism and Enterprise:			
Tourist information services	Tourism and Enterprise		
Marketing	Tourism and Enterprise		
Sports and leisure facilities		Tourism and Enterprise	
Seafront services		Tourism and Enterprise	
Art, cultural and heritage services		Tourism and Enterprise	
Events			Tourism and Enterprise
Theatres			Tourism and Enterprise
Catering			Tourism and Enterprise

Homes First:			
Homelessness services	Housing Needs and Allocations		
Housing advice and options		Housing Needs and Allocations	
Housing Needs registration and rehousing processes			Housing Needs and Allocations
Housing Grants and Loans – DFGs, Small Works, Energy saving etc.	Tenancy Services		
Housing repairs, maintenance and estate management			Tenancy Services
Tenancy management, tenancy support, complaints incl. neighbour nuisance		Tenancy Services	
Tenant participation and involvement		Tenancy Services	
Customer First, Account Management, Casework and Specialist Advice:			
Customer contact – phone and reception services and facilities	Customer Advice		
Customer contact – on-line services, website, on-line processes and ‘report it’		Customer Advice	
Business Rate setting and collection	Specialist Advice / Growth and Prosperity		
Household waste collections, recycling, bulky waste, trade waste	Specialist Advice / Quality Environment		
Management of parks and gardens		Specialist Advice / Quality Environment	
Health and Safety advice and inspections		Specialist Advice	
Cemeteries and crematoria, funeral services – including welfare funerals			Specialist Advice
Licensing and enforcement			Specialist Advice
Private housing inspection and HMO licensing		Specialist Advice	
Food hygiene and inspection		Specialist Advice	

Parks, gardens			Specialist Advice
Parking permits, fines and car parks			Specialist Advice
Neighbourhood First:			
Public Health – pests, filthy and verminous premises, pollution			Specialist Advice / Neighbourhood First
Neighbourhood response to complaints – e.g. graffiti, vandalism, etc.		Specialist Advice / Neighbourhood First	
Animal welfare			Specialist Advice / Neighbourhood First
Access Advice		Specialist Advice / Neighbourhood First	
Human Resources			
Recruitment	Human Resources		
Staff development		Human Resources	
Democratic Services			
Committees and Councillors	Democratic Services		
Electoral Services		Democratic Services	
Finance			
Rent setting and collection	Financial Services / Account Management		
Council Tax setting and collection		Financial Services / Account Management	
Budgeting	Financial Services		
Service charges and fees		Financial Services	
Legal Services			
Legal Enforcement and Advice	Legal Services		
Property and Facilities			

Property and Estate Management		Property and Facilities Shared Service	
Car Parking	Property and Facilities Shared Service		
Public Conveniences			Property and Facilities Shared Service

Appendix B – Update on Equality and Fairness Action Plan 2017

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

Ref	Action	Lead Officer	Resources	Target date	Year End
	Working Group.				
9.	Highlight 2 'Celebrating Diversity' themes to promote equality and diversity internally	Performance Officer (Equality and Fairness)	Officer time	Dec 2017	Approach adjusted due to focus on JTP activities
10.	Review and align LDC/EBC Equality Objectives and Equality Policies for JTP	Performance Officer (Equality and Fairness)	Officer time	Deferred until after Phase 1 of JTP (2017/18)	Completed
11.	Review and align LDC/EBC Safeguarding Policies for JTP	Performance Officer (Equality and Fairness)	Officer time	Deferred until after Phase 1 of JTP (2017/18)	Policies were aligned in 2016; updated policies to be presented to Cabinet in 2018
12.	Review and align LDC/EBC Equality Monitoring Policies for JTP	Performance Officer (Equality and Fairness)	Officer time	Deferred until after Phase 1 of JTP (2017/18)	Report to Cabinet in 2018
13.	Undertake an Equal Pay Review	Human Resources Manager	Officer time	Deferred until after Phase 1 of JTP (2017/18)	Equal Pay data will be published by 31 st March 2018.
14.	Develop Equality and Fairness data reporting on the workforce profile in line best practice and open data transparency	Performance Officer (Equality and Fairness)	Officer time	Deferred until after Phase 1 of JTP (2017/18)	Equality data has been monitored and will be published early in 2018
15.	Provide training for staff on all new joint LDC/EBC Equality and Fairness related policies and practices.	Performance Officer (Equality and Fairness)	Officer time	Deferred until after Phase 1 of JTP (2017/18)	Training will take place when new staff are in post: by May 2018
16.	Undertake self-assessment against Equality Framework for Local Government	Performance Officer (Equality and	Officer time	Deferred until after completion	To be carried forward

Ref	Action	Lead Officer	Resources	Target date	Year End
		Fairness)		if JTP (2019/20)	

Appendix C – Equality objectives consultation questions and responses

How we consulted

- We carried out a public consultation from 7 November to 15 December 2017 in Lewes district.
- We published a consultation page on the council website which included information about the Equality Act 2010 and the council's equality duties under the act and the draft equality objectives.
- We provided an online survey for respondents to provide their feedback and made the offer of providing the consultation information available as paper copies and alternative formats and languages on request.
- We also invited responses in writing by email and in hard copy.
- Paper copies of the consultation information and survey were requested by Newick Parish Council.

How we publicised the consultation

- We issued a press release to the local media which resulted in coverage in the Sussex Express.
- We promoted the consultation through our social media channels including twitter and facebook throughout the duration of the consultation period.
- We sent an email alert to our consultation email subscriber mailing list at the beginning of the consultation and one week before it closed.
- We emailed a number of relevant community groups including; the Seaford and Newhaven Access Group, the Lewes Area Access Group, East Sussex Disability Organisation, Seahaven seniors, East Sussex Association of Blind and Partially Sighted People, Lewes Seniors and hearing issues, Tenants of Lewes District, Lewes District BME seniors group, 3VA, the Joint Transformation Equality and Fairness External Steering Group, the Lewes Equalities Working Group, Age Concern UK and the East Sussex Equality Involvement Network.
- We promoted the consultation to Lewes District Council members through the Members First internal newsletter.
- We encouraged staff to take part in the consultation by including an article about it in Council Briefing, the council's internal staff newsletter.

Consultation Document

Background

Lewes District Council has a responsibility and commitment to meet the Public Sector Equality Duty to:

- eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it (for example by meeting specific

- needs; minimising difficulties faced or encouraging participation in public life);
and
- foster good relations between people who share a protected characteristic and people who do not share it.

Protected characteristics covered by the Equality Act 2010

- Age
- Disability
- Pregnancy and maternity
- Marriage and civil partnership
- Race
- Religion and belief
- Sex
- Gender reassignment
- Sexual orientation

Our equality objectives

Under the act, we are required to publish the council's equality objectives. These objectives set out how we will ensure we comply with our equality duties. Our current equality objectives were set in 2012. We have reviewed these and are now proposing a new set of objectives for both councils which bring the separate objectives together.

Proposed equality objectives of Lewes District Council

Objective 1: We will ensure that equality and diversity is at the heart of everything we do and that good practice is embedded in the councils' culture and work. We will do this by:

- ensuring fair recruitment and staff development practices are in place
- developing consultation and engagement opportunities and supporting local communities to have a greater say in the way we design our services and make decisions about the future of the Eastbourne and Lewes district
- Establishing an effective shared Equality and Fairness review process across both councils.
- Providing translation and interpreting services to meet local needs
- Ensuring 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. (keep)

Objective 2: We will build respect and understanding across our communities by working with them to tackle prejudice, discrimination and hate crime. We will do this by:

- Promoting equality and fairness in our work with voluntary and community organisations through community networks and training in liaison with voluntary sector partners
- Engaging with representatives of protected groups in Eastbourne and Lewes district

- Working with partners in the Safer East Sussex Partnership, Local Safeguarding Children Board, Prevent Board, and Safeguarding Adults Board on counter terrorism, hate crime, modern slavery, human trafficking, domestic abuse and child exploitation.
- Delivering the councils' responsibilities for Prevent and Protect.

Objective 3: We will promote fairness and accessibility. We will do this by:

- Developing and implementing an access policy covering the councils' buildings
- Ensuring relevant staff are trained and confident in responding to customer enquiries relating to access issues.
- Ensuring proposed developments, replacement and refurbishment of council properties are discussed in liaison with representatives of disabled people and their organisations.

Consultation responses

- We received 49 responses to the consultation. 42 of these were from individuals, 7 were from organisations.
- The majority of those who responded agreed with the objectives overall. The percentage of those who agreed with specific actions detailed under each objective ranged from 79% to 92%.
- Aggregating the responses to the actions proposed under Objective 1, 84% of respondents agreed, 10% disagreed, 5% said they did not know, and 1% did not answer some of the questions.
- Aggregating the responses to the actions proposed under Objective 2, 86% of respondents agreed, 10% disagreed, and 4% said they did not know.
- Aggregating the responses to the actions proposed under Objective 3, 88% of respondents agreed, 9% disagreed, 1% said they did not know and 2% did not respond.

Appendix D - Proposed Equality and Fairness Action Plan 2018

Ref	Action	Lead Officer	Resources	Target date
1	Review and report on equality profile in relation to recruitment and development of staff	Human Resources Manager	Officer time	December 2018
2	Publish Gender Pay Gap report	Human Resources Manager	Officer time	April 2018
3	Establish joint Equality and Fairness Planning Group with EBC	Strategy and Partnerships Lead – Thriving Communities	Officer time	March 2018
4	Establish joint Equality and Fairness Stakeholder Group with EBC	Strategy and Partnerships Lead – Thriving Communities	Officer time	March 2018
5	Identify representatives of women’s interests to join Equality and Fairness Stakeholder Group	Strategy and Partnerships Lead – Thriving Communities	Officer time	March 2018
6	Continue supporting Sompriti to ensure effective engagement with BAME communities	Strategy and Partnerships Lead – Thriving Communities	Officer time	December 2018
7	Identify approaches to engagement which encourage participation by young people, women, people living in rural areas, faith communities, BAME communities and LGBT people and increase the proportion of responses from these groups	Customer Communications and Engagement Lead	Officer time	December 2018
8	Provide training and guidance on Equality Duties and Equality Analysis for Heads of Service, Managers and Team Leader, Project Managers and members of Planning Group and Stakeholder Group	Strategy and Partnerships Lead – Thriving Communities	Officer time	May 2018
9	Arrange training on Access Issues to Neighbourhood First teams and ensure Neighbourhood Officers are able to respond confidently and effectively to customer enquiries relating to access issues	Strategy and Partnerships Lead – Thriving Communities	Officer time	June 2018

Ref	Action	Lead Officer	Resources	Target date
1	Promote 'White Ribbon' Activities and implement action plan in partnership with EBC and Domestic Abuse Working Group.	Specialist Advisor – Community Safety	Officer time	December 2018
1	Promote activities commemorating centenary of the Representation of the People's Act 1918	Customer Communications and Engagement Lead	Officer time	December 2018
1	Review and align LDC/EBC Equality Monitoring Policies for JTP	Strategy and Partnerships Lead – Thriving Communities	Officer time	April 2018
1	Work with voluntary sector partners to promote equality and fairness through training and network meetings	Strategy and Partnerships Lead – Thriving Communities	Officer time	December 2018
1	Implement a 3-year programme of functional reviews following completion of Phase 2 JTP	Strategy and Partnerships Lead – Thriving Communities	Officer time	April 2018 to 2021
1	Monitor use and quality of translation and interpreting services	Strategy and Partnerships Lead – Thriving Communities	Officer time	December 2018
1	Undertake self-assessment against Equality Framework for Local Government	Strategy and Partnerships Lead – Thriving Communities	Officer time	Deferred until after completion if JTP (2019/20)

Appendix E

STRONGER together



Equality and Fairness Analysis Findings report – Equality and Fairness Policy

Policy = the full range of our policies, practices, activities, projects, procurement and decisions, whether it is formally written down or whether it is informal custom and practice. This includes all existing policies and any new policies under development.

Person responsible for analysis	Pat Taylor	
Person responsible for policy development	Pat Taylor	
Policy area (or function)	Compliance with Public Sector Equality Duty	
Service area responsible for implementing the policy	All	
Originator (if not the Council)	n/a	
Is the policy proposed (new) or existing?	Proposed	
Is it an LDC/EBC policy or a partnership initiative?		Partnership
Key people involved in the policy development and its implementation	Business Planning and Performance officers; members of LDC and EBC internal officer groups responsible for overseeing Equality and Fairness, and of external EaFA Stakeholder Group	
Decision making bodies the policy will be referred to	Council, Cabinet, Cabinet Members, Heads of Service and Team Leaders	
Who is the responsible Director/Assistant Director?	Nazeya Hussain	
Date of first equality quality check (internal)		
Date of external equality stakeholder group		

The Public Sector Equality Duty

The public sector equality duty is made up of a 'general equality duty' which in turn is supported by 'specific duties'. The general equality duty is set out in section 149 of the Equality Act 2010 and came into force on 5th April 2011. The general equality duty sets out what is required of public authorities and the specific duties help public authorities comply with the statutory obligations.

As a summary, we must, in the exercise of our functions, have due regard to the need to:

1. Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
2. Advance equality of opportunity between people who share a characteristic and those who do not share it;
3. Foster good relations between people who share a characteristic and those who do not share it.

These are commonly referred to as the three aims of the general duty.

The second aim (advancing equality of opportunity) involves, in particular, having due regard to the need to:

- Remove or minimise disadvantages experienced by people because of their protected characteristics.
- Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people.
- Encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The Equality Act further states that the steps involved in meeting the needs of disabled persons that are different to the needs of persons who are not disabled include, in particular, steps to take account of a disabled persons' impairment.

It describes the third aim (fostering good relations) as tackling prejudice and promoting understanding between people who share protected characteristics and those who do not.

It explains that compliance with the general equality duty may involve treating some people more favourably than others, as long as this is within the law.

The duty also covers a 'person' who is not a public authority but who exercises public functions. We retain the responsibility for the 'person' having due regard to the three aims when delivering a service on our behalf. This should be written into their contract with us.

By thoroughly assessing what we do against the general duty we are able to make better decisions about what we do, leading to better outcomes for people who work for us and for people who access our services and facilities.

Context and Scope

What is the purpose of the policy and why is it needed?

The Equality and Fairness Policy is needed to underpin the Councils' approach to ensuring that full consideration of equality and fairness is given in the development, design and delivery of all services and policies and in the recruitment and development of staff. The Policy sets the framework for the development of Equality and Fairness Objectives, as required under the Public Sector Equality Duty (2010) and Action Plans, and for the day to day consideration of equality and fairness in Council work.

In what context will it operate and who is it intended to benefit?

The Policy will apply to all the Council's activities and decision-making whether this is at Council or Cabinet level covering major service or policy development, or the interpretation of policy and procedures at a front-line operational level. It is intended to benefit all sectors of the community and specifically groups protected under the Equality Act 2010 who might otherwise be adversely affected by Council decisions and activities.

What are the expected outcomes/longer term benefits of the policy?

Equal access to services and opportunities provided by the Council for all residents and increased fairness, inclusion and participation in activities.

Information and Research

List all sources of information and relevant data that was obtained and considered in the assessment and include the groups you consulted with?

- Equality Act 2010
- Public Sector Equality Duty Technical Guidance
- East Sussex in Figures
- Equality Policy and Objectives 2012 – 2016 – Lewes District Council
- Equality and Fairness Strategy and Objectives 2012 – 2016 – Eastbourne Borough Council

Were any gaps identified in this information and if so, what are these and what actions are being taken to address them?

There is no data on sexual orientation or gender re-assignment. This was previously included in data collection surveys and the Census, but was dropped in 2011 because of its sensitive nature and the perceived intrusiveness of questions on this.

Both Councils will need to ensure data collection within different service areas complies with good practice and is in line with national data collection.

Analysis and Assessment

What are the main findings, trends and themes arising out of the research and information you have gathered and any consultation you have carried out?

17.2% of Eastbourne residents are under 16 and 24.5% of Eastbourne residents are aged 65 and over, significantly higher than the average for England (17.9%). 17.4% of Lewes District residents are under 16 and 25% are aged 65 and over. Both groups, along with those aged 17-25 will be affected by policies and services which impact differently on their age groups.

Eastbourne has a significantly higher percentage of one person households (36.2%) compared with England and Wales (30.2%) and East Sussex (32.8%). This has implications for the provision of housing and of support services. The percentage of one person households is 30.2%, the same as the national average.

The concerns associated with an ageing population are particularly high in both local authority areas and the Councils need to ensure it works closely with health and care partners to reduce the risks associated with this, both through health and personal resilience work and in the provision of suitable housing and related support services to meet needs.

At the same time, both Councils need to identify more effective ways of engaging with young residents to increase their participation in the democratic process and in their local communities.

51.6% of Eastbourne residents and 51.4% of Lewes District residents are women, higher than the England average of 50.4% and likely to be associated with the older age profile in both areas. There is no representation on the Councils' external stakeholder group at present to cover either transgender or women's issues specifically. Whilst a number of staff and external stakeholder representatives on the internal officer group and Stakeholder Group proposed are women, it would be helpful to identify two additional representatives to join the Stakeholder Group, one each from organisations addressing the barriers which women face and those which transgender people face.

There is no data available covering sexual orientation and gender reassignment, but Government estimates that 5 to 7% of the population is Lesbian, Gay and Bisexual. A

member of BourneOut LGBT sits on the Equality and Fairness Stakeholder Group and this will improve the focus on barriers faced by LGBT people in future consideration of Lewes District Council policies and services.

87.4% of Eastbourne residents and 92.5% of Lewes District residents are White British and Northern Irish; 1% of Eastbourne residents and 0.8% of Lewes District residents are White Irish; 0.1% of residents in both Eastbourne and Lewes are Gypsy or Irish Traveller; and 5.6% of Eastbourne and 3.2% of Lewes residents are 'other White'. 2.8% of Eastbourne residents and 1.4% of Lewes residents are Asian / Asian British; and 0.8 % of Eastbourne residents and 0.4% of Lewes residents are Black / Black British. 1.8% of Eastbourne residents and 1.3% of Lewes residents are of Mixed Heritage; and 0.5% in Eastbourne and 0.3% in Lewes are 'other ethnic group'.

In terms of country of birth (2011 figures), 94.5% of Eastbourne residents and 95.9% of Lewes residents were born in Europe; 2.9% of Eastbourne residents and 1.6% of Lewes District residents were born in the Middle East and Asia, 1.5% of Eastbourne residents and 1.2% of Lewes District residents were born in Africa; 0.8% of Eastbourne residents and 0.9% of Lewes District residents were born in the Americas and the Caribbean; and 0.3% of Eastbourne residents and 0.4% of Lewes District residents were born in Antarctica and Oceania.

1,213 overseas nationals entered the UK in 2016 and were registered in Eastbourne for National Insurance. Of these 1,049 were from the European Union. 365 entered the UK in 2016 and were registered for National Insurance in Lewes District. Of these 278 were from the European Union.

Language is an issue for a significant number of households. Of Eastbourne's 45,012 households, 1,705 had no member with English as a main language, 237 had only members aged under 16 with English as a main language, and a further 1,333 had at least one member who did not have English as a main language. Of Lewes District's 42,181 households, 516 had no member with English as a main language, 112 had only members aged under 16 with English as a main language, and a further 925 had at least one member who did not have English as a main language.

Language support including translation, interpreting, related advocacy and English language training are clearly key to ensuring these households are able to participate fully in activities, services and employment. The Equality Policy and Objectives include an important focus on engagement with the full range of protected organisations, and this is particularly important in ensuring that households settling in Eastbourne and those who do not have English as a main language have access to the support they need. Both Councils have service agreements through the Sussex Translation and Interpreting Framework and with Vandu Language Services for translation and interpreting in relation to Council services.

59.6% of Eastbourne residents and 57% of Lewes District residents identified as Christian in the 2011 Census; 1.5% in Eastbourne and 0.6% in Lewes District identified as Muslim; 0.5% in Eastbourne and 0.5% in Lewes District as Buddhist; 0.4% in Eastbourne and 0.3% in Lewes District as Hindu; 0.2% in Eastbourne and 0.3% in Lewes District as Jewish; and 0.1% in Eastbourne identified as Sikh. 0.6% in both Eastbourne and Lewes identified themselves with other religions. 29% in Eastbourne and 32.5% in Lewes District said they had no religion. 8% in Eastbourne did not respond to the Census question asking about religion and 8.2% did not respond in Lewes District.

33.3% of Eastbourne residents and 28.7% of Lewes District residents aged 16 and

over are single; 42.8% in Eastbourne and 49.6% in Lewes District are married; 0.4% in Eastbourne and 0.5% in Lewes are in a registered same-sex civil partnership; 3% in Eastbourne and 2.5% in Lewes are separated; 11.5% in Eastbourne and 10.2% in Lewes are divorced; and 9.1% in Eastbourne and 8.4% in Lewes are widowed.

There were 1,070 live births to Eastbourne residents in 2015 and 877 to Lewes residents. Teenage pregnancy has reduced significantly across the country and in Eastbourne from 62 conceptions in 2010 to 36 in 2015, and in Lewes from 53 in 2010 to 29 in 2015.

21% of Eastbourne residents and 19.5% of Lewes residents had a long-term health problem or disability at the last Census in 2011. 11.3% in Eastbourne and 10.9% in Lewes were those whose day-to-day activities were limited a little, and 9.7% in Eastbourne and 8.7% in Lewes were those whose day-to-day activities were limited a lot. East Sussex County Council estimate the increase in people with a long-term limiting illness to increase in Eastbourne from 22,550 in 2015 to 23,557 by 2018 and 24,665 by 2021, and the increase in the number of disabled people from 18,413 in 2015 to 19,204 by 2018 and 20,204 by 2021. In Lewes ESCC calculate an increase in the number of those with a long-term limiting illness from 20,366 in 2015 to 21,338 in 2018 and 22,460 in 2021; and an increase in the number of disabled people from 16,598 in 2015 to 17,435 in 2018 and 18,415 in 2021.

15,064 Eastbourne residents (15.1%) were estimated to be affected by income deprivation in 2012 (2015 Indices of Deprivation) in Eastbourne. 10,894 Lewes District residents (11.1%) were estimated to be affected by income deprivation.

The establishment of a shared Equality and Fairness Stakeholder Group will deliver additional benefits to both Councils arising from engagement with a wider range of representatives.

Responses from consultation included a gap in training on equality and fairness for voluntary and community organisations and request that the Councils open any training arranged for their own staff to these organisations where possible.

<p>Which protected groups will it affect/benefit the most?</p> <p><i>Considering who the policy is intending to benefit and what the expected outcomes are, assess each characteristic and indicate whether the policy has 'M' more, 'L' less, or 'E' equal relevance. Highlight the finding.</i></p>	Age	M	E
	Disability	M	E
	Gender reassignment	M	E
	Marriage and civil partnership	M	E
	Maternity and pregnancy	M	E
	Race	M	E
	Religion or beliefs	M	E
	Sex	M	E
Sexual orientation	M	E	

Which parts of the Public Sector Equality Duty are most relevant to the policy?	1. Eliminate discrimination, harassment and victimisation	M	E
	2. Advance equality of opportunity	M	E
	3. Foster good relations	M	E

Please explain your reasons for the above assessments and how you have given consideration to the different needs of people and taken steps to minimise potential disadvantages and maximise equality of opportunity

By their nature, the Equality and Fairness Policy, governance and review arrangements are designed to ensure all protected groups are covered, and each of the PSED duties are taken into consideration. They set the basis for addressing all of these in the review of all Council functions and assessment of the impact of any service and policy changes.

Based on your findings is there a need to balance conflicting views or counter resentment and inaccurate perceptions, if so what will you do?

The policy is designed to ensure that all decisions made by the Councils relating both to policy, and practice take account of the impact these may have on groups protected by the Equality Act and others at risk of exclusion, such as those on very low incomes. The policy itself recognises that there may be limitations in some instances on what the Councils and their partners are able to do to overcome some of the barriers addressed and that a balanced view needs to be taken. The decision-making and review process is designed to include challenge from members of protected communities and to draw up actions to mitigate any potentially negative impacts where these are identified.

Action Planning

If you have identified specific areas that require action to promote equality, what steps are you going to take to ensure this work is carried out and completed?

Issue Identified	Action Required	Lead Officer	Required Resources	Target Date	Measure of Success
Lack of specific representation of women's organisations or issues on Stakeholder Group	Identify an appropriate representative able to contribute on barriers that women face	Pat Taylor	None	31 March 2018	Representative invited to attend identified and agreed
Lack of training and sufficient understanding of equality issues in voluntary and community sector	Review training needs with 3VA and ensure training on equality and fairness is offered to the VCS	Pat Taylor	None	30 June 2018	Training courses identified and VCS members invited
Need to ensure data collection in service areas is in line with good practice and national data collection.	Review as part of Equality and Fairness Reviews of functions	Heads of Service	Non	31 st March 2021 as part of programme of EaF reviews	Consistent data collection and complete data covering protected groups in line with good practice

Outcome

Considering all the evidence and the potential or actual effect of the policy on equality, it is concluded that:

*1. **No major changes are needed** – the policy is robust and evidence shows no potential for discrimination and all opportunities to advance equality and foster good relations between groups has been taken.

Quality Assurance

How will you implement any recommendations made through quality checking?	<i>n/a</i>
How will the issues covered in the action plan be monitored and reviewed and who will do this?	The Strategy and Partnerships Lead – Thriving Communities will identify representatives for the Equality and Fairness Stakeholder Group and will liaise with 3VA. She will work with the Functional Lead to ensure data collected is in line with good practice and national guidance
Who will sign off the action plan once all actions are completed?	Head of Business Planning and Performance
How will you share the results with stakeholders?	Ongoing through the Stakeholder Forum

Approval

Report Author	Pat Taylor
Signed	
Dated	10 th November 2017

Director/Assistant Director	Nazeya Hussain
Signed	
Dated	10 th November 2017

Agenda Item No: 7

Report Title: Voluntary Sector Support

Report To: Scrutiny **Date:** 18 January 2018

Cabinet Member: Cllr Tony Nicholson

Ward(s) Affected: All

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

Contact Officer(s)-

Name(s): Pat Taylor
Post Title(s): Strategy and Partnerships Lead – Thriving Communities
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Purpose of Report:

1. The purpose of this report is to report on the performance of those voluntary organisations funded by the Council in 2017/18 and for Cabinet to agree the Council's policy on grants to voluntary organisations and the levels of grant funding for 2018/19 .

Officers Recommendations:

2. To scrutinise the performance of those voluntary organisations that received funding from the Council in 2017/18 as set out in paragraphs 18 to 34.
3. To note the proposed policy on Grant funding to voluntary organisations in the Lewes District as set out in paragraph 14.
4. To note the proposed allocation of funding to voluntary organisations for 2018/19 as set out in the table at paragraph 39.
5. To endorse the approach set out in paragraph 38 to allocation of the additional £30,000 for voluntary organisations to mitigate risks raised by the roll-out of Universal Credit.

Reasons for Recommendations

6. The Council may choose to give grants to voluntary organisations subject to delivery of agreed activities and outcomes. The Council funds a small number of strategic voluntary sector organisations which provide a range of essential services to our residents which address key Council priorities. The proposed policy set out in this document is designed to make explicit the reasons for funding these organisations and the terms on which these grants are offered.

Background

7. The Council recognises and highly values 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. For many years 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).

Proposed Grants Policy

9. The Council's approach to providing grants to voluntary organisations has remained similar over many years. In this report the opportunity is being taken to make that approach explicit within the following policy statement;
 - a) The policy is to offer grant funding to a small number of organisations which provide essential services to our residents, particularly those experiencing hardship or disadvantage, or which play a key role providing infrastructure services to enable and support a thriving community and voluntary sector in the District.
 - b) The Council only offers grants to organisations which are well embedded in the Lewes District and are able to deliver services which build on strong links with local communities.
 - c) Organisations funded must be fully inclusive, and in a position to deliver services across the whole geographical area.
 - d) Grants will only be given to organisations which have a need for grant funding; which have sound governance arrangements and financial management; which can demonstrate good value for money and a significant use of volunteers in the delivery of their services; and which have clear policies on safeguarding where appropriate and on equality and inclusion covering service users, volunteers and staff and encompassing, as a minimum, all those groups protected under the Equality Act 2010.
 - e) Given current constraints on all Council budgets, the Council will not make any allowance for inflation.

Grants

10. In February 2015, the Council agreed to award grants for a three year period to CAB, 3VA, AiRS and Sompriti. It is proposed that grant be awarded in 2018/19 to these same organisations and to Lewes District Churches Together Homelink to continue providing the service already funded through a housing grant.
11. It is proposed that grant be allocated for the following three years, 2019/20 to 2021/22 subject to compliance with the terms of a grant agreement, satisfactory delivery of the services supported by the grant and the availability of funds. This is in line with the agreement in 2015 to award three year funding, thereby providing financial certainty enabling these organisations to plan ahead and ensure consistent delivery of service. Having the security of a three year grant from the Council can also assist voluntary organisations in leveraging in further funding from other sources.
12. The grant agreement will continue to provide a mechanism for the Council to monitor the organisations' performance and delivery closely. The agreements specify the amount of funding, what activities the grant can be used for, minimum legal and service requirements, monitoring and evaluation processes. It should be noted, however, that all grant agreements will contain clauses enabling review, termination and/or renegotiation of terms should the need for the service change or to address any performance issues encountered.

Performance in 2016/17 and 2017/18

13. Regular quarterly monitoring meetings have been held with those organisations which receive larger grants (Lewes District CAB, 3VA and Sompriti) and annual meetings with those receiving smaller grants (AiRS).
14. In addition, at the request of the Scrutiny Committee, presentations were given to Members on 9 November 2017 by the four organisations receiving grants in the current year. These presentations provided Members with information about the services provided by those organisations and some examples of particular achievements and successes over the past year.

Lewes District CAB

15. The CAB helps people resolve their legal, money and other problems by providing free, independent and confidential advice. LDC currently provides around 84% of their core funding with the Town Councils across the district providing the remaining 16%. The CAB is currently awaiting the outcome of discussions with the Town Councils about grant for 2018/19, but it is anticipated that the proportion of funding borne respectively by LDC and the Town Councils will be the same as in the current financial year.
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. The most recently quarterly figures showed that Benefits/ Tax Credits accounted for 42% of cases, Debt accounted for 13%, Housing accounted for 10%, Relationship / Family issues accounted for 8%, and Employment issues for 6%.

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 2017/18 was £438,124, similar to levels achieved in previous quarters. When presenting to Members in November, the CAB stated that in 2016/17 they had been successful in securing £1,388,473 in benefits for their clients.
18. The Bureau is reaching clients from across the district with the largest numbers coming from Peacehaven (23%), Seaford, (22%), Newhaven (18%), and Lewes (16%).
19. In recognition of the geographical spread of demand on their service, together with the socio-economic make-up of the district the council has been working with the CAB to move their main office from Lewes to Newhaven. The council approved a capital investment of up to £175,000 in September 2016 to refurbish premises to help enable this. The refurbishment works have taken place during the latter part of 2017. The Bureau will also retain a presence in Lewes through use of shared space in Southover House reception for 3 days each week. At the time of writing the CAB is in the process of making those moves and a formal opening of the new premises in Newhaven is likely to take place in March 2018.

3VA

20. 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.
21. In the past year 3VA has continued to provide valuable up-to-date information to local groups through its weekly digital newsletter. In the first half of 2017/18 3VA supported thirty Lewes-based organisations with one to one help and advice as well as five county-wide groups. 3VA continued to support the local Dementia Action Alliances in Lewes and the Havens. Both Alliances are now meeting on a regular basis and 3VA will continue to support them in future years as part of their core service.
22. A significant development in the past year has been the successful establishment of two community networks, one covering Lewes and the Havens, the other covering Seaford. This work has been supported by funding from East Sussex County Council and closely linked with the health and social care programme, Better Together. The networks are proving invaluable allowing groups to share experience, information and resources and 3VA to develop a greater understanding the needs and aspirations of voluntary and community groups.

AiRS

23. 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 organisation's work with village halls and community buildings in the Lewes district.
24. In the past year AiRS have continued to produce a monthly newsletter with information and advice which is sent to village hall management committees in the district. They have delivered training and provided one-to-one advice and assistance to individual village halls as needed. Ditchling, Ringmer, Barcombe and Wivelsfield Village Halls have benefited from this assistance in the past year.

Sompriti

25. 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.
26. In 2016/17 they supported twelve families to improve their mental wellbeing; supported Syrian refugee families to make connections with local services and communities; supported small BME business and trained fourteen local businesses in Food Hygiene; ran Tour of Lewes walks; and organised four local events attended by 125 local BME residents. They also recruited 22 volunteers to work for them.
27. The grant awarded to Sompriti has assisted the Council in fulfilling its duties under the Equality Act 2010, by improving access to Council services for BME communities and advancing equality of opportunity.

Lewes District Churches Together Homelink

28. LDC Housing has also granted Lewes District Churches Together Homelink £11,800 towards their work providing housing deposits and rent in advance to homeless households and those at risk of homelessness referred to them by the Council's housing needs officers. The grant will be supplemented by a grant of £15,600 from East Sussex County Council towards this work. This service is a key part of the Council's work to prevent and relieve homelessness. Officers refer those households who are not covered by the Council's own statutory duties for rehousing, such as those who do not have a priority need for rehousing under the terms of the Housing Act 1996. Under the terms of the grant agreement, this funding may only be used for essential costs, such as rent deposits.
29. Between January 2017 and end of September 2017, Homelink made loans totalling £103,723 for housing deposits and rent in advance to 81 households.

Funding for 2018/19 to 2021/22

30. It is proposed that core funding for CAB, 3VA, AiRS, Sompriti and Homelink be granted in 2018/19 at the same level as for 2017/18 with two exceptions.

31. Funds have previously been allocated to the CAB from HRA specifically for Specialist Money and Benefits Advice for LDC housing tenants who are experiencing rent or council tax arrears. This grant has contributed to 52 hours of Specialist Advice services for tenants and has helped those experiencing debt problems to help them manage their repayments and at the same time importantly helped to reduce the Council's court/eviction costs.
32. The Specialist Advice Services are provided by salaried, highly experienced and trained specialists, unlike other aspects of the service which are delivered mainly by volunteers. To ensure appropriate staff can be recruited and retained, and that service levels and quality can be sustained through the likely period of high demand (due to Universal Credit) it is proposed that funding from the HRA for Specialist Services is increased by around £4k for each specialist service.
33. At its meeting on 6th December, Council resolved to allocate £30,000 to award as grant to a voluntary organisation to help mitigate the impact of the rollout of Universal Credit Full Service scheduled to begin in September 2018. It is proposed that a specification for a service be drawn up and bids be invited from suitably qualified voluntary organisations to undertake this work.

2018/19 Funding Schedule

34. The funding proposed for 2018/19 is detailed in the below table. Funding for the second, third and fourth years of the grant period will be brought to Cabinet for consideration in future years.

Org	£ funded (17/18)	Proposed Funding £ (18/19)
CAB	Core Grant 140, 340 (HRA benefits advice) 13,400 (HRA money advice) <u>13,465</u> <u>167,205</u>	Core Grant 140, 340 (HRA benefits advice) 17,500 (HRA money advice) <u>17,500</u> <u>175,340</u>
3VA	28,000	28,000
AiRS	3,500	3,500
Sompriti	10,000	10,000
Homelink	11,800	11,800
To be allocated		30,000 One year only – to mitigate impact to Universal Credit full service. Bids to be invited from suitably qualified

Org	£ funded (17/18)	Proposed Funding £ (18/19)
		organisations

Financial Appraisal

35. The core elements of funding for 2018/19 to 2021/22 proposed in this report can be met from base budgets. Allowance for the increased funding from the Housing Revenue Account will be included in the draft HRA budget for 2018/19, which is presented elsewhere on this Agenda.

Legal Implications

36. Since the allocation of council funds recommended at paragraphs 8 and 9 above constitutes public funding, regard must be had to EU rules on State Aid. The purpose of the State Aid regime is to prevent public authorities (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 an amount of aid below this threshold has a negligible impact on competition and trade, and does not need notification or approval by the EU Commission. The level of proposed funding to 3VA, AiRS, Sompriti and Homelink is likely to fall within the scope of de minimis, and therefore legitimate, state 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 funding as proposed, without the need for prior EU Commission notification or approval under State Aid rules.

Lawyer consulted 04.01.18. Legal ref: 005822-LDC-OD

Risk Management Implications

37. If Cabinet agrees the recommendations in this report the following risks need to be addressed:

- a) There is a risk that public funding does not deliver the outcomes expected. This risk will be mitigated by close monitoring of the organisations funded through quarterly monitoring reports and meetings. In the event of poor performance or non-compliance with the conditions of funding, the grant agreements allow for grant to be withheld.

38. A number of risks have been identified in the event that the recommendations in this report are not approved:

- a) there would be a reduction in the level of services available to Lewes District residents arising from the lack of funding for provision of these. This would be particularly acute in the case of advice services which are experiencing high demand at present.
- b) there would also be risks to the Council's reputation if it fails to support key voluntary sector and BME communities in the district.

Equality and Fairness Analysis

37 An Equality and Fairness Analysis is attached at Appendix A.

Background Papers

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

STRONGER together



Lewes District Council



Working in partnership with Eastbourne Homes

Equality and Fairness Analysis Findings report – Voluntary Sector Support

Policy = the full range of our policies, practices, activities, projects, procurement and decisions, whether it is formally written down or whether it is informal custom and practice. This includes all existing policies and any new policies under development.

Person responsible for analysis	Pat Taylor	
Person responsible for policy development	Pat Taylor	
Policy area (or function)	Business Planning and Performance	
Service area responsible for implementing the policy	Business Planning and Performance	
Originator (if not the Council)	n/a	
Is the policy proposed (new) or existing?	Proposed	
Is it an LDC/EBC policy or a partnership initiative?	LDC only	
Key people involved in the policy development and its implementation	Voluntary Sector partners currently in receipt of funding	
Decision making bodies the policy will be referred to	LDC Cabinet	
Who is the responsible Director/Assistant Director?	Nazeya Hussain	
Date of first equality quality check (internal)		
Date of external equality stakeholder group		

The Public Sector Equality Duty

The public sector equality duty is made up of a 'general equality duty' which in turn is supported by 'specific duties'. The general equality duty is set out in section 149 of the Equality Act 2010 and came into force on 5th April 2011. The general equality duty sets out what is required of public authorities and the specific duties help public authorities comply with the statutory obligations.

As a summary, we must, in the exercise of our functions, have due regard to the need to:

1. Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
2. Advance equality of opportunity between people who share a characteristic and those who do not share it;
3. Foster good relations between people who share a characteristic and those who do not share it.

These are commonly referred to as the three aims of the general duty.

The second aim (advancing equality of opportunity) involves, in particular, having due regard to the need to:

- Remove or minimise disadvantages experienced by people because of their protected characteristics.
- Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people.
- Encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The Equality Act further states that the steps involved in meeting the needs of disabled persons that are different to the needs of persons who are not disabled include, in particular, steps to take account of a disabled persons' impairment.

It describes the third aim (fostering good relations) as tackling prejudice and promoting understanding between people who share protected characteristics and those who do not.

It explains that compliance with the general equality duty may involve treating some people more favourably than others, as long as this is within the law.

The duty also covers a 'person' who is not a public authority but who exercises public functions. We retain the responsibility for the 'person' having due regard to the three aims when delivering a service on our behalf. This should be written into their contract with us.

By thoroughly assessing what we do against the general duty we are able to make better decisions about what we do, leading to better outcomes for people who work for us and for people who access our services and facilities.

Context and Scope

What is the purpose of the policy and why is it needed?

The Council has historically funded a small number of strategic voluntary sector organisations which provide a range of essential services to our residents which address key Council priorities. The proposed policy is designed to make explicit the reasons for funding these organisations and the terms on which these grants are offered. The Cabinet Report asks Council Members to approve the allocation of grants to these organisations in 2018/19.

In what context will it operate and who is it intended to benefit?

The Council recognises the key strategic value of the services offered by the organisations applying for grants. Grants are designed to ensure residents have access to essential services and local voluntary and community organisations have the support they need to thrive.

What are the expected outcomes/longer term benefits of the policy?

The policy proposed makes it clear that the Council offers grants to organisations which

- provide essential services to our residents, particularly those experiencing hardship or disadvantage,
- are well embedded in the Lewes District and able to deliver services which build on strong links with local communities,
- are fully inclusive, and in a position to deliver services across the whole geographical area, and which
- have clear policies on equality and inclusion covering service users, volunteers and staff, encompassing, as a minimum, all those groups protected under the Equality Act 2010.

In addition, the funding is tailored to meet specific needs and address barriers, namely those faced by BAME communities, rural communities and residents who face difficulties relating to their socio-economic status.

Specific intended outcomes are:

- Advice services offered by CAB across the district to enable people to secure the benefits and pay to which they are entitled, and meet their living costs.
- Sompriti work with BAME people to ensure they have access to the services they need to secure employment, develop their own businesses and build links with people in their own and other communities.
- 3VA provides information, advice, guidance, support, training and other services to voluntary and community groups within the district working to improve the lives of a wide range of the Council’s residents.
- Action in Rural Sussex (AiRS) provide key support to committees running local village halls to ensure they have the practical information, advice and help they

need to work effectively.

- Lewes District Churches Together Homelink provide financial support to enable homeless households which the Council does not have a duty to rehouse – to enable them to secure housing.

Information and Research

List all sources of information and relevant data that was obtained and considered in the assessment and include the groups you consulted with?

Equality Act 2010

Equality and Fairness Policy – Lewes District Council

East Sussex in Figures

Monitoring data from grant recipients

Were any gaps identified in this information and if so, what are these and what actions are being taken to address them?

There is no data on sexual orientation or gender re-assignment. This was previously included in data collection surveys and the Census, but was dropped in 2011 because of its sensitive nature and the perceived intrusiveness of questions on this.

The Council aims to ensure data collection complies with good practice and is in line with national data collection.

Monitoring data is agreed with individual organisations in receipt of LDC grants and includes different levels of customer profiling according to the type of service offered. The CAB provides comprehensive equality data. 3VA and AiRS provide data on groups rather than statistical data on use and Sompriti provide reports on the number of activities and participants rather than detailed profiling of participants.

The Council does not currently hold copies of the Equality policies of the organisations supported, so needs to obtain these prior to signing new grant agreements.

Analysis and Assessment

What are the main findings, trends and themes arising out of the research and information you have gathered and any consultation you have carried out?

10,894 Lewes District residents (11.1%) are estimated to be affected by income deprivation. Ensuring the continued delivery of comprehensive advice services and increasing the funding available to provide Specialist Benefits and Debt advice will help meet the needs of these residents and is a key priority for the Council.

CAB statistics show slight differences in the profile of users compared with the population of the district as a whole. The ages of people using their services are broadly in line with general population profiles, although with a sharper reduction in use by groups past retirement age. The proportion of service users who identified their ethnic origin as White British / Irish / other was slightly higher than in the wider population.

The main difference was in the proportion of women using the service (62%) compared with men (38%), and with the proportion of residents who are female (51.4%).

Almost a quarter of people in the Lewes District (22,329) living in rural areas, compared with 75,173 in the urban areas. Whilst residents in rural areas do not have access in their immediate neighbourhood to face to face advice services (and this would not be financially viable), they are able to access advice services through the Advice Line telephone service and on-line sources.

Funding for Lewes District Churches Together Homelink is specifically targeted at people who are homeless or at immediate risk of becoming homeless.

The grant to 3VA supports their work with a wide range of organisations, including BAME groups, and the funding for AiRS contributes to the efforts of Parish Councils and rural communities to provide activities and services through their local village halls.

Similarly, the funding to Sompriti supports their efforts to engage with BAME people to increase their engagement in local activities and access to services.

Between them, the grants awarded to these organisations go some way to overcoming the barriers that residents may face.

Which protected groups will it affect/benefit the most? <i>Considering who the policy is intending to benefit and what the</i>	Age	M	E
	Disability	M	E
	Gender reassignment	M	E
	Marriage and civil partnership	M	E

<p><i>expected outcomes are, assess each characteristic and indicate whether the policy has 'M' more, 'L' less, or 'E' equal relevance. Highlight the finding.</i></p>	Maternity and pregnancy	M	E
	Race	M	E
	Religion or beliefs	M	E
	Sex	M	E
	Sexual orientation	M	E
<p>Which parts of the Public Sector Equality Duty are most relevant to the policy?</p>	1. Eliminate discrimination, harassment and victimisation	M	E
	2. Advance equality of opportunity	M	E
	3. Foster good relations	M	E

Please explain your reasons for the above assessments and how you have given consideration to the different needs of people and taken steps to minimise potential disadvantages and maximise equality of opportunity

The grants awarded fund services which are available to all protected groups. Some, such as the grants to Sompriti and to AiRS are designed to overcome specific barriers faced by communities in the district.

Based on your findings is there a need to balance conflicting views or counter resentment and inaccurate perceptions, if so what will you do?

No

Action Planning

If you have identified specific areas that require action to promote equality, what steps are you going to take to ensure this work is carried out and completed?

Issue Identified	Action Required	Lead Officer	Required Resources	Target Date	Measure of Success
Council does not currently hold Equality policies of funded groups	Obtain policies prior to signing grant agreements	Strategy and Partnerships Lead – Thriving Communities	None	31 st March 2018	Policies on file

Outcome

Considering all the evidence and the potential or actual effect of the policy on equality, it is concluded that:

***1. No major changes are needed** – the policy is robust and evidence shows no potential for discrimination and all opportunities to advance equality and foster good relations between groups has been taken.

Quality Assurance

How will you implement any recommendations made through quality checking?	Strategy and Partnerships Lead will consider recommendations and present any proposals for consideration by Cabinet portfolio holder and Head of Business Planning and Performance
How will the issues covered in the action plan be monitored and reviewed and who will do this?	Strategy and Partnerships Lead will request policies as part of negotiations on grant agreements
Who will sign off the action plan once all actions are completed?	Head of Business Planning and Performance
How will you share the results with stakeholders?	In report to Stakeholder Group

Approval

Report Author	Pat Taylor
Signed	Pat Taylor
Dated	8 December 2017

Director/Assistant Director	
Signed	
Dated	

Agenda Item No: 8
Report Title: Draft Lewes Tourism Strategy 2018-2021
Report To: Scrutiny **Date:** 18 January 2018
Cabinet Member: Councillor Tony Nicholson
Ward(s) Affected: All
Report By: Philip Evans, Director of Tourism and Enterprise
Contact Officer(s)-
Name(s): Phil Evans
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Purpose of Report:

To update the Strategic Tourism Vision and Action Plan (2018 to 2021) and to recognise the opportunities for joint working for tourism services between Lewes DC and Eastbourne BC

Officers Recommendation(s):

- 1 To support the implementation of the updated Strategic Tourism Vision and Action Plan
-

Reasons for Recommendations

- 1 To build on the success of the former three year Strategic Tourism Vision and Action Plan (2015-2018). This document is aimed to provide a summary of work priorities and is not intended to replace but rather to complement and update previous policies and to take into consideration the joint working arrangements within Council Departments that Lewes and Eastbourne have agreed.

Information

- 2 The Strategic Tourism Vision and Action Plan was published three years ago and it set out LDC plans to ensure the District remains a vibrant and attractive destination for future visitors. This Tourism Strategy, as well as building on the priorities already identified, will also act as an interim document that takes full account of the Joint Transformation process and its implications for the delivery of tourism services. It will seek to optimise the opportunities created through Eastbourne and Lewes working more closely together and supporting any areas of work that strengthen the local visitor economy either through the Tourism and

Enterprise (T and E) Department or working with other Council services that impact on tourism.

Priorities and Themes:

Six main priorities were identified in the former document and these have been used to help inform policies. A number of successful outcomes have been, or are continuing to be, achieved.

The Action Plan was built around the following themes:

2.1 Visitor Information Provision

How key information about the District's visitor offer is collected and disseminated to visitors and residents alike.

The joint management of Tourist Information Centres has been widely regarded as an improvement and the service has won first place in a regional tourism awards scheme. The five existing jointly-branded South Downs National Park (SDNPA) visitor information points continue to be successfully used across the district and this branding is being further rolled out in the Information Centres. The exterior of Lewes TIC has been re-painted for the 2017/18 season.

2.2 Online Destination Marketing

How the District and its tourism assets are promoted and marketed to both visitors and residents alike.

The 'Stay Lewes, Coast & Country' website has offered a low cost channel to market. This is now being augmented through joint promotion of Lewes assets through the 'Visit Eastbourne' site. Both authorities are members of 'Love Sussex' – a pan-Sussex visitor marketing portal.

2.3 Events & Attractions

How events and attractions can be effectively supported through the Council's position as a strategic leader.

Artwave and the Lewes Business Awards have gone from strength to strength with a new food and drink event that was launched at the end of September. A joint Eastbourne and Lewes walking festival to promote walking throughout the year was also launched in September with more walking weekends planned in 2018.

2.4 Local Business Engagement

How the Council can effectively engage with, and help support, the wider tourism industry.

By using the resources of Eastbourne's larger T and E team, Lewes tourism businesses now have access to a wider range of tourism support including advice on business development and getting a voice with

national tourism organisations such as VisitEngland, the Tourism Alliance and British Destinations.

2.5 Wider Partnerships

How the Council can effectively engage and work with strategic and tactical partners and stakeholders.

Lewes has engaged with county, regional and national agencies to raise its profile in areas such as television and filming locations, working with academic partners such as the University of Brighton and with thematic partnerships including the Greater Brighton Film Partnership and East Sussex Arts Partnership in the cultural sector. This work is expanding through joint representation with Eastbourne.

2.6 Research & Intelligence

How the Council can support the wider tourism industry through essential research and intelligence gathering.

Lewes has signed up to the East Sussex Tourism Data Warehouse project to help collate tourism data at a county-wide level and to support future bids for external funding.

2.7 Progress over the past 12 months

From 4th January 2017, the tourism, events and culture function within Economic Development was transferred to the Director of Tourism and Enterprise. One officer has been working one day a week at Eastbourne to integrate with the Tourism and Enterprise team and to act as a conduit for all Eastbourne T and E staff assigned work duties in Lewes. Existing events in Lewes such as the annual Business Awards and Artwave have been maintained.

The Artwave Festival is now in its 24th year. The possibility of adjoining an Eastbourne element of Artwave was considered for 2017 but it was decided not to follow through with this approach as it clashed with existing arrangements amongst the community arts sector in Eastbourne. However, the T and E team is now working towards joint promotion of arts and culture across both districts and to work with bigger partners such as Towner, Ditchling Museum and Glyndebourne.

The Lewes Business Awards were re-vamped for 2017, looking for a wider business and tourism remit with a view to expanding participation and income generation. This worked successfully and the event is looking to expand further in this area in 2018.

For the first time Lewes has hosted a 'Sussex Gin and Fizz' Festival in Southover Grange Gardens on 30th September. This was a ticketed event featuring live music, marquees and samples of local gin, sparkling wine and locally produced foods. The event attracted 1000 paying guests with traders reporting excellent returns and it is proposed that it will be expanded for future years.

Lewes DC offers a consumer-based website promoted as 'Stay Lewes Coast & Country'. The visitor website will be augmented with support from staff at EBC with some common design elements being used.

Through 2017/18 we will be looking at ways we can achieve greater digital integration between the two districts. The Lewes element of the 'Love Sussex' link will continue to be supported and opportunities to work more closely with external tourism organisations such as Tourism South East will be developed.

For the past 18 months, the Tourist Information Centres (TICs) in Lewes and Seaford have been given additional support. The TIC Manager at EBC will continue to lead both Lewes and Seaford TICs in developing their activities and in achieving higher income streams and expansion of their offer. Eastbourne TIC is also focusing on more Lewes District promotions and activities.

A Sustainable Tourism initiative is being developed in liaison with the University of Brighton. Future bids will be submitted to support the development of sustainable tourism based on walking, cycling and exploration of the District. The plan is to look at ways that public transport provision (principally rural bus services) can be supported through visitor promotions based on explorer routes and to create a network of routes that allow flexibility and connections for people visiting the area.

The District will continue to contribute to and play an active role in the East Sussex Tourism Data Warehouse working with TSE Research.

The relationship with major visitor attractions such as Glyndebourne, Ditchling Museum and Charleston will be strengthened, exploring the option of tourism packaging, now that legislation in this area is being reformed.

The gateway role of the Bluebell Railway to Lewes will be investigated with a view to partnerships and tie-ins with the operator.

The opportunity to work more closely with the South Downs National Park will be explored, linking in to both the sustainable tourism programme and SDNP tourism programmes, branding and promotions.

2.8 Next Steps

The six priorities and themes outlined earlier will continue to be applied over the next three-year period (2018-2021). In addition the following drivers will be incorporated into the themes outlined above:

- Share resources and integrate staff between the two authorities
This process has already started but there is opportunity to expand into other areas such as events and leisure provision

- Capitalise on the complementary visitor offer in Lewes and Eastbourne
Lewes incorporates historic towns, spectacular coastline and an attractive rural landscape including the National Park; Eastbourne has extensive accommodation supply but little room to develop further attractions. By promoting both districts jointly, there is scope to widen the visitor experience and to encourage longer dwell timers or repeat visits
- Establish greater connectivity to SDNP and 'National Park gateway' role
Lewes is a town uniquely within the National Park but there are other points within the district that act a gateway for visitors- joint branding opportunities with SDNP will be explored so that Lewes District becomes synonomous with being in the National Park
- Focus on Health and Well-being themes to develop new markets
This sector is rapidly growing and with the work already being led by Wave Leisure there is scope to incorporate Health and Wellbeing themes into wider generic tourism marketing, for example promoting healthy weekend breaks
- Exploit Lewes connection to food and drink offer
The food and drink offer both within the District and within its catchment area is extensive providing opportunities to promote local food and drink themes for events and to develop local supply chains for visitor providers
- Encourage greater use of public transport for visitor use
Whilst not everywhere in the district is well connected by public transport, there are key points which can be promoted for visitors to explore using both rail and bus connections
- Develop an 'explore' approach to visitor promotions to spread the benefits of visitor expenditure over a wider area
This policy will be aimed mainly at repeat visitors to encourage exploration of smaller settlements and villages where there are opportunities to benefit from visitor spend
- Develop closer ties with existing visitor attractions
There are several key attractions within the district that have an international visitor reputation but they tend to work independently from the Council- there is an opportunity to develop closer links and to explore concepts such as holiday 'packages' incorporating local accommodation and a visit to a major attraction
- Develop marketing drive through the wider use of social media
The use of social media continues to grow and is constantly evolving- this is one area where the expertise of the wider T and E team can be supplemented in Lewes
- Strengthen the Annual Events programme
The success of the events programme demonstrates that there is room for expansion, especially in the food and drink sector

- Develop Seaford - Eastbourne Coastal Link for future promotions
The frequent bus service between Eastbourne and Brighton already attracts many tourists- by working more closely with the operators there is the ability to expand the Seaford to Eastbourne walking routes for a variety of users

Integration and joint cooperation agreements are part of a dynamic process that contributes to the outcomes of teams promoting the joint attractiveness of Lewes and Eastbourne as visitor destinations. Visitors take little notice of political boundaries and see tourism products in an area as being simply things they can do, places they can visit or stay, and things that enable them to 'package' a holiday. The local authority role in destination management helps to maintain or to improve the quality of that experience. By building on the strengths of both Lewes and Eastbourne, we can help ensure that the visitor has a consistently good experience across both districts. The levels of service in areas such as tourist information, accommodation booking, events, entertainment, access to digital visitor services, itinerary planning and more will all be aided by tapping into joint staff resources and expertise. The contrasting nature of the two districts helps create a wider and more exciting offer for visitors, with greater choice and access to tourism services and experiences.

Supplementary business guides will be published over subsequent months to explain elements of this strategy to stakeholders and to encourage them to work with the T and E team accordingly.

3 Financial Appraisal

- 3.1** There are no direct implications of this report.
- 3.2** The council has a budget of £147,000 that pays for the Tourist Information Centre in Lewes as well as a presence in the Town Council Offices of Seaford and Peacehaven.
- 3.3** From time to time one off amounts have been approved as part of the budget setting process for particular events.
- 3.4** The budget will be reviewed as part of the budget setting process for 2018/19 onwards.

4 Legal Implications

- 4.1** There are no legal implications arising directly from this report.

Lawyer consulted 26.10.17. Legal ref: 06813-LDC-OD.

5 Risk Management Implications

- 5.1** The changes/issues covered by this report are not significant terms of risk. No new risks will arise whether or not the recommendations are implemented or rejected.

6 Equality Screening

- 6.1** This Strategy is intended as a high level document and an Equality and Fairness Analysis is in development to ensure that implementation of the Strategy takes account of the impact on people protected under the Equality Act 2010. It will be presented to members of the Council's Working Group and representatives of protected groups in due course and their comments will be taken into consideration as the Strategy is implemented.

7 Background Papers

- 7.1** None

8 Appendices

- 8.1** None

Agenda Item No: 9

Report Title: 2018/19 Budget overview and Tax Base setting.

Report To: Scrutiny **Date:** 18 January 2018

Cabinet Member: Councillor Bill Giles

Ward(s) Affected: All

Report By: Alan Osborne, Deputy Chief Executive

Contact Officer(s)-

Name(s): Steve Jump
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Purpose of Report:

To explain the emerging General Fund and Housing Revenue Account budgets for 2018/19. The report also recommends the level at which the council tax base for 2018/19 should be set and the approach to be taken to determining the projected amount of non-domestic rating income for that year.

Officers Recommendation(s):

That Scrutiny:

- 1 Notes the emerging 2018/19 budget context and proposals.
 - 2 Approves the calculation of the Council Tax Base for 2018/19.
 - 3 Approves that, in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, the 2018/19 Council Tax Base for the whole of the area shall be 37,034.0 and that the Council Tax Base for each of the Town and Parish areas of the District shall be as set out in Appendix 2 of this report.
 - 4 Delegates the setting of the projected amount of non-domestic rating income for 2018/19 and the demand on the business rates Collection Fund to the Deputy Chief Executive.
-

Reasons for Recommendations

- 1 The Council's budget setting process is well underway for 2018/19 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.
- 2 Cabinet is required to approve the Tax Base which will be used for the purposes of calculating the 2018/19 Council Tax in respect of Town and Parish Councils and Special Expenses.
- 3 The Council is required to forecast the amount of its non-domestic rating income for the forthcoming financial year and to notify the Government and major precepting authorities by 31 January 2018.

Information

4 Council Tax Base 2018/19

- 4.1 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.
- 4.2 The Tax Base will be used in the 2018/19 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.
- 4.3 Cabinet has 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.
- 4.4 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

- 4.5** 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.
- 4.6** 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.
- 4.7** 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%, unchanged from 2017/18. This reflects current collection performance, which is closely monitored throughout the year.
- 4.8** **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 2017 (the prescribed date of this calculation) was 44,809, an increase of 229 on the previous year.
- 4.9** 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 2018/19 (line 34). A number of data sources including records of Planning application approvals have been used to project the number of dwellings which are considered likely to be constructed or converted in the year. This approach to projecting the increase in the taxbase has proved to be robust in previous years.
- 4.10** The total Tax Base, net of the collection rate adjustment, increases by 688.4 from 36,345.6 to 37,034.0 Band D Equivalentents. 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 182 additional Band D equivalent dwellings in 2018/19.
- 4.11** 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 2018/19, 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.
- 4.12** 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 each year and the same value of reductions, £30,000 in total will be applied in 2018/19, resulting in aggregate payments of £141,000.

5 Retained Business Rates Income

- 5.1** Following a national revaluation exercise, a new 'Rating List' came into effect from 1 April 2017. As a result, the amounts paid by individual business ratepayers have varied compared with 2016/17, subject to a national transitional relief scheme designed to mitigate significant increases or decreases. In order to support those businesses which faced the steepest increases in their business rates bills as a result of the revaluation, the Government has made available a discretionary fund of £300 million nationally. Local authorities have been allocated a share of the fund, to be administered and awarded to local businesses through their discretionary relief powers. This Council approved its Business Rate Revaluation Support Policy in November 2017.
- 5.2** A large number of appeals against the 2017 Rating List can be expected. The appeals process changed with effect from April 2017 with the Government introducing a new three-stage 'Check, Challenge, Appeal' approach. The Valuation Office Agency advise that cases may take fifteen months to reach the 'challenge' stage. The 'Appeal' stage falls within the remit of the Valuation Tribunal and local authorities have yet to receive information on the process and format of data that will be made available to them in respect of appeals received. In this context,
- 5.3** On 1 April 2017, an Enterprise Zone (EZ) was established for a defined area of Newhaven. Non-domestic properties within the EZ are 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.
- 5.4** The estimate of business rate income for 2018/19, taking into account the changes and associated risks noted above, is currently being finalised. The income estimates will be notified to the Government in January 2018. 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 2018/19.
- 5.5** In September 2014, Cabinet agreed that the Council should enter into an East Sussex Business Rates Pool with effect from 1 April 2015 comprising the other District and Borough Councils, East Sussex County Council and East Sussex Fire Authority. Under this arrangement, 50% of any growth in business rate income which would otherwise be paid as a levy to the Government can be retained by the Pool to be redistributed to its participating authorities in accordance with an agreed memorandum of understanding. All the members of the Pool decided not to operate the Pool for 2017/18 due to the uncertainty around the impact that the new Rating List would have on business rate income. Now that this uncertainty has significantly diminished, it is the intention for the Pool to recommence in 2018/19 and the Government has been notified accordingly.

6 National and Local Context to the 2018/19 General Fund Budget

National

- 6.1** The Chancellor delivered his Autumn budget speech on 22 November 2017. This had little direct impact on the Council's own revenue budgets with the effects principally limited to a change in the inflation index used for the annual increase in business rates payable and the freezing of fuel duty.
- 6.2** While the Council has chosen to be part of the multi-year finance settlement for the years up to and including 2019/20, at the time of writing this report the Department for Communities and Local Government (DCLG) has yet to confirm the position in respect of:
- Business Rates Reset (last carried out in 2013)
 - New Homes Bonus grant (general reward allocation based on the year on year increase in local housing stock above a specified threshold)
 - Housing Benefit Administration Grant
 - Homelessness Support Grant
 - Transition Grant (DCLG had initially intended that this would be distributed for two years only, 2016/17 and 2017/18)
 - Council tax referendum principles specifying an acceptable level of increase
 - Changes to DCLG guidance in respect of the calculation by councils of amounts that they should provide for the repayment of debt
- 6.3** The National Employers, who negotiate pay on behalf of 350 local authorities in England, Wales and Northern Ireland, have offered a two-year pay increase which, if accepted, would give a 2% uplift in salaries on 1 April 2018 and a further 2% on 1 April 2019. The finance settlement assumes an increase of 1%.

Local

- 6.4** 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 2018/19.
- 6.5** 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. The Council has adopted the approach of paying New Homes Bonus grant directly into reserves and using it to fund non-recurring expenditure. By doing so, reductions in New Homes Bonus grant do not require a compensating saving in the underlying General Fund budget.
- 6.6** 2018/19 will be the third 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 progress on the savings measures has been positive. There continue to be three primary sources for the remaining two year period :
- Leisure savings via [Page 50 of 90](#) (£0.2m)

- New income generation (£0.2m)
- Joint Transformation Programme (£0.6m plus any unmet target deferred from 2017/18 as a result of timing of delivery of Phase 2 of the programme).

- 6.7** The Council applies inflation to its fees and charges within the remit of an established set of Guiding Principles. A detailed report can be found elsewhere on this agenda. The MTFS assumed that £72,000 would be generated by increases in fees and charges, but the actual increase in income budgets is £232,000. Of this amount £150,000 is in respect of the Council's green waste collection service, which is largely offset by additional costs of collection.
- 6.8** In keeping with the approach taken by 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 £46,000 per annum.
- 6.9** Pay awards, contractual increments and increases in employers' pension contributions will add approximately £190,000 per annum to the cost of staff engaged on General Fund activity in 2018/19. This represents the baseline figure, ahead of reductions to be achieved through Phases 2 and 3 of the Joint Transformation Programme (JTP). As noted above, the pay offer for 2018/19 exceeds that provided for within the finance settlement, and there is a potential funding shortfall of approximately £80,000. This would be offset if Government continues to allocate Transition Grant at its current level, £84,000.
- 6.10** As a result of the transfer of staff to Eastbourne Borough Council as sole employer from February 2017, employers' pension contributions to the East Sussex Pension Fund are now being made at a lower rate than required previously. This enables a £95,000 reduction in the budget.
- 6.11** A net additional cost of £490,000 is included within the draft budget in respect of the recycling service. Co-mingled collection from households is being introduced in stages across the District, with the roll-out expected to be completed by July 2018. Recyclate collected under the new arrangements will be received, sorted and marketed by Viridor under a contract which runs until mid-2019. Previously, material collected from households was sold direct to the market by the Council, exposing the budget to the risk of falling prices for recyclates.
- 6.12** The draft budget assumes a rise in the General Expenses (ie excluding Special Expenses) element of the council tax of 1.9% consistent with the MTFS. If the Government's council tax referendum principles remain unchanged for 2018/19, this is within the acceptable level of increase, specified as an increase in the total council tax (including Special Expenses) of up to 2% or £5, whichever is the higher.
- 6.13** A summary of the estimated main movements in the emerging budget between 2017/18 and 2018/19 is shown at **Appendix 3**. At this point in the budget setting cycle, total expected increases in costs and reductions in funding are matched by increases in income and cost reductions. This means that the

Council should, as in previous years, be able to produce a budget for 2018/19 with no draw on reserves for recurring expenditure.

- 6.14** As in 2017/18, the draft budget for 2018/19 continues to hold a resource for service priorities (£109,000). At its meeting in November 2017 Cabinet considered a report regarding updating the Council's Strategic Tourism Vision and Action Plan and noted that specific amounts to fund the activities set out in the plan may be included as part of the budget setting process. £100,000 of the service priorities budget could be utilised for this purpose.
- 6.15** 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.

7 The Housing Revenue Account (HRA) 2018/19

National Factors

- 7.1** The Council keeps a separate HRA which statutorily contains all transactions that appertain to its landlord role with tenants as well as leaseholders in properties previously owned by the Council and which have been sold under the Right to Buy scheme.
- 7.2** 2018/19 will be the third year in which rents reduce by 1% as required by Government regulation. The estimated effect of this change is a reduction in rents of £150,000 per annum from the existing budget level. The Government has confirmed plans to revert to the previous policy of limiting rent increases to CPI + 1% from 2020/21.
- 7.3** The Government has yet to clarify its intentions on two proposed measures:
- levy on local housing authorities based on the sale potential of 'high value asset' (HVA) properties. Although power to introduce a HVA Levy to fund the extension of a Right to Buy to housing association tenants was introduced in the Housing and Planning Act 2016 the necessary Regulations have not yet been laid before Parliament. The previous Housing Minister Gavin Barwell announced in November 2016 that councils would not be expected to pay the HVA Levy until after April 2018 and it appears this will continue to be the case until at least April 2019. At the Autumn Budget the Chancellor announced that the Government would fund an extended pilot of the Right to Buy for housing association tenants in the West Midlands area, however it would appear the Government are not prepared to abandon the idea of a HVA Levy at some stage in the future.
 - lifting of HRA borrowing caps. As part of the Autumn budget, the Government announced a selected lifting of borrowing caps for councils in areas of high affordability pressure to enable them to build more homes. Councils will be invited to bid for increases in their caps from 2019/20. It is unlikely that this Council will qualify for an increase in its borrowing cap.

Local Factors

- 7.4** The HRA has been setting aside funds to repay debt each year, leading to a reduction in debt costs. However, with rent income continuing to reduce both because of the national rent policy and as a consequence of sales under the Right to Buy scheme, it may no longer be possible to sustain these repayments.
- 7.5** New HRA borrowing to fund new homes constructed on former garage sites, at Ashington Gardens and the redevelopment of Saxon House will increase annual interest costs to the HRA by £33,000. These costs will be serviced by the additional rent income generated from the new homes.
- 7.6** A newly procured contract for responsive repairs is expected to reduce costs by approximately 8%.
- 7.7** As part of the JTP, the shared 'Homes First' team will be in place from January 2018. A new housing management and repairs system is currently being implemented and is expected to go live later in 2018. A proportion of savings resulting from these changes will pass through to the HRA to recognise the balance of delivery of HRA/General Fund services.
- 7.8** A 30 year business plan has been in place since 2012 when the Government introduced "self-financing" arrangements for local authority housing. This business plan is currently being refreshed to take account of updated housing stock condition information, recent and planned additions to stock, Right to Buy sales and the budget pressures explained above. Financial projections from the business plan will be presented to Cabinet as part of the HRA budget report in February 2018.

8 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.

9 Risks

- 9.1** 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.
- 9.2** 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 2018/19. 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 2018/19. The Council has a track

record in producing a small surplus each year as a product of the approach to setting the tax base.

- 9.3** 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.

10 Equality Screening

This is a routine report for which detailed Equality Analysis has not been undertaken. It gives an overview of the national and local context to the budget setting process for 2018/19 which will be concluded at the meetings of Cabinet and Council in February 2018. The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports.

11 Background Papers

Budget 2017/18 and Medium Term Finance Strategy

<http://www.lewes-eastbourne.gov.uk/access-to-information/financial-information/medium-term-financial-statement-and-annual-budget/>

Appendices

Appendix 1 – Council Tax Base Calculation 2018/19 - Summary

Appendix 2 – Council Tax Base Calculation 2018/19 by Parish/Town Council area

Appendix 3 – Summary of the General Fund emerging budget proposals 2018/19

Appendix 1

Council Tax Base Calculation 2018/2019 – 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		4,326	6,030	13,394	9,676	5,817	3,013	2,322	231	44,809.00
3 Less: Exempt Dwellings Class A - W		107	107	163	119	95	33	23	7	654.00
4 Less: Demolished Properties		1	0	0	2	0	0	1	1	5.00
5 Disabled Banding Reductions -)		5	21	77	77	56	32	28	13	309.00
6 Disabled Banding Reductions +	5	21	77	77	56	32	28	13	0	309.00
7 ITEM H Chargeable Dwellings	5	4,234	5,979	13,231	9,534	5,698	2,976	2,283	210	44,150.00
8 Discounts										
9 <u>Dwellings entitled to Single Person Discount</u>	4	2,761	2,773	4,524	2,796	1,427	553	327	15	15,180.00
10 Discount Percentage	25%	25%	25%	25%	25%	25%	25%	25%	25%	
11 D1 Adjustment for Single Person Discount	1.00	690.25	693.25	1,131.00	699.00	356.75	138.25	81.75	3.75	3,795.00
12 <u>Dwellings entitled to a '2 x 25%' Discount</u>	0	2	7	10	7	6	13	17	3	65.00
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	1.00	3.50	5.00	3.50	3.00	6.50	8.50	1.50	32.50
15 <u>Second Homes</u>	0	29	38	72	70	50	17	21	5	302.00
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	31	32	46	25	12	14	8	1	169.00
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	15.50	16.00	23.00	12.50	6.00	7.00	4.00	0.50	84.50
21 <u>Prescribed Class C Empty Dwellings</u>	0	28	24	23	17	8	5	0	0	105.00
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	28.00	24.00	23.00	17.00	8.00	5.00	0.00	0.00	105.00
24 <u>Annexe Discount</u>	0.00	12.39	0.50	1.00	1.00	0.00	0.00	0.50	0.00	15.39
25 Discount Percentage	100%	100%	100%	100%	100%	100%	100%	100%	100%	
26 D6 Adj for Annexes	0.00	12.39	0.50	1.00	1.00	0.00	0.00	0.50	0.00	15.39
27 ITEM Q Discounts (D1+D2+D3+D4+D5+D6)	1.00	747.14	737.25	1,183.00	733.00	373.75	156.75	94.75	5.75	4,032.39

	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	18	21	17	17	5	3	5	0	86.00
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	10.50	8.50	8.50	2.50	1.50	2.50	0.00	43.00
32 ITEM E Premiums	0.00	9.00	10.50	8.50	8.50	2.50	1.50	2.50	0.00	43.00
33 Dwellings - Estimated changes in year										
34 Estimate of new dwellings	0	0	0	0	317	0	0	0	0	317.00
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	317	0	0	0	0	317.00
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	317.00	0.00	0.00	0.00	0.00	317.00
42 ITEM Z Local Council Tax Reduction Scheme	0.00	1,092.34	1,162.34	1,190.41	368.41	84.30	19.04	4.26	0.00	3,921.10
43 (ITEM H - ITEM Q + ITEM E + ITEM J) - ITEM Z	4.00	2,403.52	4,089.91	10,866.09	8,758.09	5,242.45	2,801.71	2,186.49	204.25	36,556.51
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) *	2.2	1,602.4	3,181.2	9,658.8	8,758.3	6,408.0	4,047.8	3,645.1	409.0	37,712.8
47 ITEM A Band D Equivalentents										37,712.8

<u>Calculation of the Tax Base</u>	
ITEM A Total Relevant Amounts (Band D)	37,712.8
ITEM B Collection Rate	98.2%
COUNCIL TAX BASE (ITEM A x ITEM B)	37,034.0

*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 2018/2019 - Band D Equivalents										
	DISA	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total	98.2%
Barcombe	-	11.2	30.8	99.7	95.7	107.6	136.9	164.2	16.0	662.1	650.2
Chailey	0.6	34.3	34.1	158.5	154.0	201.7	295.0	405.8	46.0	1,330.0	1,306.1
Ditchling	-	7.3	22.4	65.0	75.8	335.6	171.2	422.2	70.6	1,170.1	1,149.0
East Chiltington	-	0.9	4.5	49.7	40.9	9.8	18.1	52.5	18.0	194.4	190.9
Falmer	-	1.0	6.5	15.5	17.6	17.4	3.6	10.0	2.0	73.6	72.3
Firle	-	3.3	12.8	15.6	26.5	27.7	9.1	25.0	7.6	127.6	125.3
Glynde & Beddingham	-	3.5	7.5	66.4	16.2	24.8	23.1	31.7	19.0	192.2	188.7
Hamsey	-	11.2	13.6	52.7	35.6	41.9	35.1	50.8	14.0	254.9	250.3
Iford	-	0.7	2.3	3.1	12.4	36.9	15.2	15.8	6.0	92.4	90.7
Kingston	-	9.5	4.7	4.3	13.5	57.8	185.0	150.5	15.0	440.3	432.4
Lewes	0.4	190.1	606.2	1,842.2	1,315.2	905.2	660.3	715.0	35.0	6,269.6	6,156.7
Newhaven	0.8	283.9	857.3	1,238.6	821.2	367.3	32.4	30.8	2.0	3,634.3	3,568.9
Newick	-	9.2	19.1	135.5	240.8	241.8	234.7	258.0	12.0	1,151.1	1,130.4
Peacehaven	0.4	344.8	431.7	2,052.6	1,432.9	482.7	145.5	27.2	2.0	4,919.8	4,831.2
Piddinghoe	-	1.3	3.1	23.6	8.7	24.2	44.1	30.5	-	135.5	133.1
Plumpton	-	8.0	12.1	93.8	149.8	113.9	98.7	182.3	21.6	680.2	668.0
Ringmer	-	15.5	61.5	317.4	625.7	420.8	298.3	178.7	25.6	1,943.5	1,908.5
Rodmell	-	4.0	10.7	24.5	12.0	23.2	37.6	84.3	21.6	217.9	214.0
St Ann Without	-	2.0	1.6	5.2	6.5	4.6	11.3	10.0	-	41.2	40.5
St John Without	-	1.3	-	6.4	3.5	2.2	2.6	12.5	4.0	32.5	31.9
Seaford	-	526.2	752.6	2,201.2	2,350.5	2,310.6	1,302.2	437.2	4.0	9,884.5	9,706.6
Southeast	-	0.5	0.8	1.8	1.8	4.6	4.3	8.0	2.0	23.8	23.4
South Heighton	-	30.7	19.4	172.0	21.0	16.3	6.5	11.3	2.0	279.2	274.2
Streat	-	1.2	0.8	7.7	15.3	7.1	9.8	39.7	6.0	87.6	86.0
Tarring Neville	-	2.0	2.2	2.5	0.8	1.2	-	1.7	-	10.4	10.2
Telscombe	-	85.7	238.1	862.1	989.1	363.9	62.4	31.7	5.0	2,638.0	2,590.5
Westmeston	-	5.4	3.0	7.1	16.5	27.1	27.9	52.2	23.0	162.2	159.3
Wivelsfield	-	7.7	21.8	134.1	258.8	230.1	176.9	205.5	29.0	1,063.9	1,044.7
TOTAL	2.2	1,602.4	3,181.2	9,658.8	8,758.3	6,408.0	4,047.8	3,645.1	409.0	37,712.8	37,034.0

Summary of emerging budget proposals

Item	Basis	£'000
Reduction in grants	Based on 4 year settlement	460
Pay award	Chancellor's announcement 1%	80
Waste Pay Harmonisation	Agreed by cabinet`	80
HRA recharges	Share of Joint Transformation Programme savings	100
HB Grant reduction	Estimated 5% reduction	30
Increments	Calculated on pay budget	60
Inflation on contracts and other unavoidable costs	Based on current inflation	170
SDNP Planning Service fee reduction	Agreed change	60
Recycling Service	Contract sum and operational cost change	490
Pension costs	Known increase per actuary	50
Total net cost increases		1,580
New income streams	Target	(200)
Increased Fees and Charges	Cabinet report	(200)
Wave Leisure agreement	Agreed	(100)
Miscellaneous savings eg telephony, post	Delivered	(150)
Reduced Town/Parish grants	Agreed programme	(30)
Joint Transformation Programme (Phase 2)	Delivered	(400)
Joint Transformation Programme (Phase 3)	Target	(100)
Pension savings	Harmonisation with Eastbourne BC	(100)
Council Tax increase	Assumed 1.9%	(140)
Council Tax Base growth	Known	(160)
Total net cost reductions		(1,580)

Agenda Item No: 10
Report Title: Sickness Report
Report To: Scrutiny Committee **Date:** 18 January 2018
Cabinet Member:
Ward(s) Affected: All
Report By: Becky Cooke
Contact Officer(s)-
Name(s): Helen Knight
Post Title(s): Head of HR, Shared Service/
E-mail(s): Helen.knight@lewes.gov.uk
Tel No(s): 07966 645102

Purpose of Report:

To update the Scrutiny Committee regarding the Council's sickness figures.

Officers Recommendation(s):

- 1 To note the report.
-

1 Reasons for Recommendations

The Committee have asked for a regular item to be presented regarding the absence statistics within the Council.

2 Information

- 2.1 The figures for Quarter 2 of 2017/18 (1 July to 30 September 2017) are presented as appendices to this report. The average number of days' absence per employee for Q2 was 2.85.
- 2.2 An excel spreadsheet showing the Council's sickness figures for Quarter 2 (1 July to 30 September) is Appendix 1.
- 2.3 The overall sickness for Lewes for the year 2016/17 was 10.9 days per FTE which did not meet the Council's target of 9 days although it did reflect a reduction on the last couple of years which have been 12.5 days. The first two quarters of 2017/18 have totalled 5.65 so although we are currently above our target the management of sickness absence continues to be a priority within the organisation with close scrutiny and management by line managers and HR.

- 2.4 As demonstrated by the reasons for absence by service area breakdown at Appendix 2 the reasons for absence during Q2 continue to be varied. In the long term absences there are some related to stress and depression, these are known to their manager and HR and being supported appropriately.
- 2.5 Of the eight long term absences shown in the appendixes five have either returned to work or left the Council (voluntarily) since the end of Quarter 2.
- 2.5 Unison previously requested a review of the attendance management policy which was introduced in September 2016 and this has commenced, this should be finalised by the end of December 2017. Details of this review will be circulated amongst the members when available.
- 2.6 There continues to be close monitoring of attendance management within the councils with support available to staff and managers from HR. HR are working with key managers and colleagues in Finance to ensure robust follow up of information from managers regarding return to work dates and interviews. HR continue to analyse the levels of absence monthly and quarterly to assess whether they are trends or concerns in any particular service area or any specific reasons for absence. To date the reasons for absence have been varied and aside from musculoskeletal injuries in Waste no themes by service area have been identified.
- 2.7 With affect from 1 February 2017 the majority of employees have been employed by Eastbourne Borough Council so it will not be possible to continue reporting just on sickness for former Lewes employees. From Q3 of 2017/18 all absence information will be presented for employees across Lewes and Eastbourne, we will still give a breakdown of service areas and reasons for absence so that management and Employment Committee can consider any particular concerns or recurring themes.

3 Financial Appraisal

- 3.1 The financial implications of this report are the number of working days lost to sickness. The Head of Finance at Lewes has been consulted on this and had no comments to add.

4 Legal Implications

- 4.1 There are no legal implications arising from this report

5 Risk Management Implications

- 5.1 I have completed the Risk Management Implications questionnaire and this report is exempt from the requirement because it is a progress report/budget monitoring report/development control report

6 Equality Screening

- 6.1 Equality analysis is not required as this is an information only report with no key decisions attached.

7 Background Papers

None

8 Appendices

- 8.1 Appendix 1 - The Council's sickness figures for Quarter 2 (1 July to 30 September).
- 8.2 Appendix 2 - Reasons for absence (by service area) during Quarter 2.

Appendix 1

DEPARTMENT	15/16 Q3 FTE	15/16 Q4 FTE	16/17 Q1 FTE	16/17 Q2 FTE	16/17 Q3 FTE	16/17 Q4 FTE	17/18 Q1 FTE	17/18 Q2 FTE	17/18 Q3 FTE	17/18 Q4 FTE
Customer Services (Casework - Planning, Revenues & Benefits)	47.58	51.59	56.09	57.25	57.98	49.12	55.9	54.29		
Customer Services (Hub, including Mobile Team and Parks)	39.77	43.02	39.51	42.51	45.98	35.53	31.6	30.54		
Customer Services (Casework - Housing & Environmental Health)	66.41	66.56	66.06	68.22	68.86	67.01	61.21	58.98		
Waste Services	85.76	90.76	92.40	88.40	89.40	93.92	96.45	101.08		
Property & Facilities	10.14	8.81	9.29	9.29	9.29	10.30	10.97	10.29		
Regeneration & Investment	7.68	8.22	8.66	7.55	8.85	8.05	8.13	5.54		
Business Strategy & Performance	8.16	8.67	9.06	7.94	6.94	3.49	3.00	5.00		
Strategic Policy	7.50	9.5	6.50	6.50	7.50	6.50	2.00	1.00		
Democratic Services (inc Chief Exec's Office)	15.81	13.81	10.20	10.20	10.20	10.20	9.60	9.60		
Legal Services	8.97	9.05	9.05	10.05	10.05	10.05	10.05	10.05		
Finance	16.58	15.37	15.10	16.10	16.10	15.90	15.91	15.51		
Audit, Fraud and Procurement	5.45	5.05	5.05	5.05	5.13	4.13	4.13	4.13		
IT	16.44	16.44	13.44	13.44	1.00	0.00	0.00	0.00		
TOTAL	336.25	346.85	340.41	342.50	337.28	314.20	308.95	306.01		

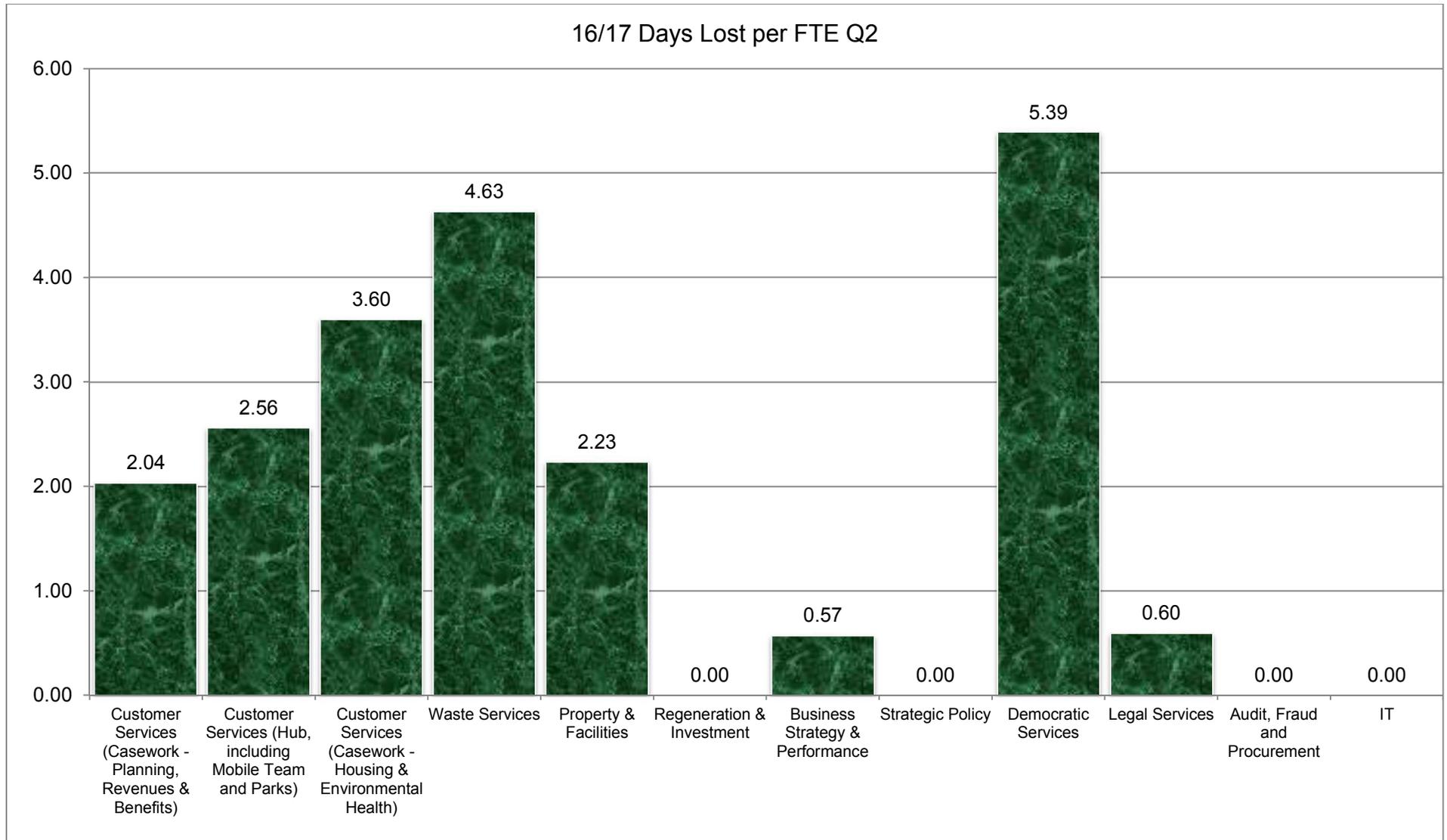
Appendix 1

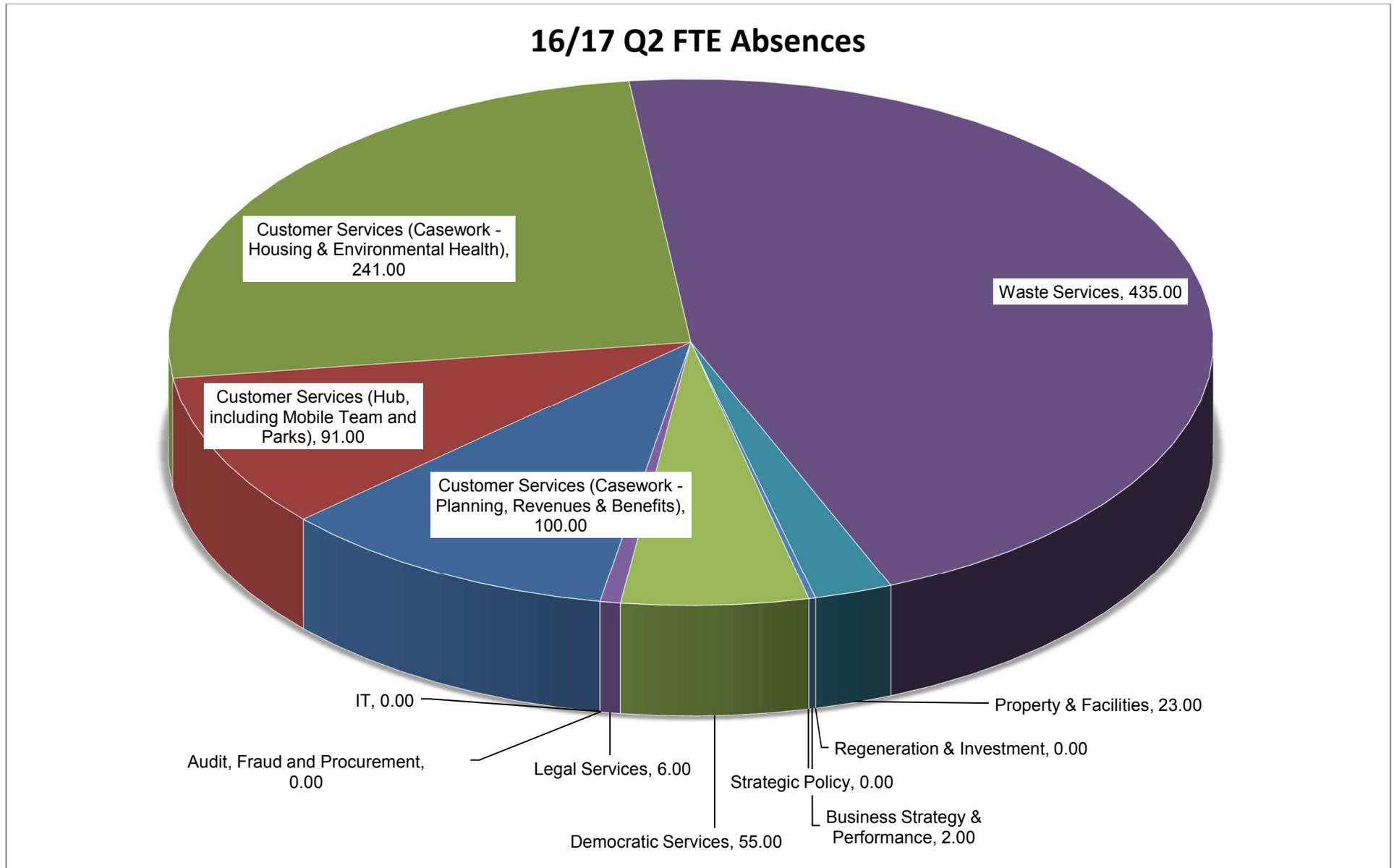
DEPARTMENT	ABSENCES									
	15/16 Q3	15/16 Q4	16/17 Q1	16/17 Q2	16/17 Q3	16/17 Q4	17/18 Q1	17/18 Q2	17/18 Q3	17/18 Q4
Customer Services (Casework - Planning, Revenues & Benefits)	78.00	63.82	167.5	103.00	157.50	100.00	82.00	58.00		
Customer Services (Hub, including Mobile Team and Parks)	252.00	207.37	104	87.00	159.50	91.00	61.00	86.00		
Customer Services (Casework - Housing & Environmental Health)	252.00	251.17	173	103.00	133.50	241.00	152.00	298.00		
Waste Services	527.00	546.37	511	327.00	319.00	435.00	465.00	336.00		
Property & Facilities	35.00	8.67	1	4.00	14.50	23.00	41.00	91.00		
Regeneration & Investment	0.00	6.03	5.5	2.00	6.00	0.00	0.00	0.00		
Business Strategy & Performance	8.00	17.14	4	13.00	69.00	2.00	0.00	0.00		
Strategic Policy	10.00	5.00	3	2.00	9.00	0.00	0.00	0.00		
Democratic Services	7.00	10.39	5	5.00	4.50	55.00	0.00	2.00		
Legal Services	5.00	26.89	6	6.50	9.00	6.00	0.00	0.00		
Audit, Fraud and Procurement	0.00	-	0	6.00	4.00	0.00	0.00	0.00		
IT	23.00	25.00	5	2.00	2.00	0.00	0.00	0.00		
TOTAL	1197	1167.85	985	660.5	887.50	953.00	801.00	871.00		

Appendix 1

DEPARTMENT	DAYS PER FTE									
	15/16 Q3	15/16 Q4	16/17 Q1	16/17 Q2	16/17 Q3	16/17 Q4	17/18 Q1	17/18 Q2	17/18 Q3	17/18 Q4
Customer Services (Casework - Planning, Revenues & Benefits)	1.64	1.24	2.99	1.80	2.72	2.04	1.47	1.07		
Customer Services (Hub, including Mobile Team and Parks)	6.34	4.82	2.63	2.05	3.47	2.56	1.93	2.82		
Customer Services (Casework - Housing & Environmental Health)	3.79	3.77	2.62	1.51	1.94	3.60	2.48	5.05		
Waste Services	6.15	6.02	5.53	3.70	3.57	4.63	4.82	3.32		
Property & Facilities	3.45	0.98	0.11	0.43	1.56	2.23	3.74	8.84		
Regeneration & Investment	0.00	0.73	0.64	0.26	0.68	0.00	0.00	0.00		
Business Strategy & Performance	0.98	1.98	0.44	1.64	9.94	0.57	0.00	0.00		
Strategic Policy	1.33	0.53	0.46	0.31	1.20	0.00	0.00	0.00		
Democratic Services	0.44	0.75	0.49	0.49	0.44	5.39	0.00	0.21		
Legal Services	0.56	2.97	0.66	0.65	0.90	0.60	0.00	0.00		
Audit, Fraud and Procurement	0.00	0.00	0.00	1.19	0.78	0.00	0.00	0.00		
IT	1.40	1.52	0.37	0.15	2.00	0.00	0.00	0.00		
TOTAL	3.56	3.37	2.89	1.93	2.63	3.03	2.59	2.85		

Appendix 1





Q2 Sickness Reasons	
Vertigo	1
Cold	9
Abdominal Pain	1
Cellulitis	2
Fractured Limb	1
Tonsillitis	1
Investigations	1
Sinus	1
Virus	4
Throat Infection	1
Migraine	9
UTI	1
Operation	2
Stomach / Bowel	8
Pneumonia	1
Pulmonary Embolism	1
Leg / Knee / Foot	7
Dizziness	1
Vomiting	2
Reaction to medicine	1
Back Pain	5
Eye Infection	1
Blood Pressure	1
Tendonitis	1
Infection	1
Stress	3
Hernia	1
Heart Problem	1
Shoulder Pain	1

Q2 Sickness Reasons By Department (SHORT TERM)		
Department	Reason	Absences
Strategy and Democracy		
	Common Cold	1
Property and Facilities		
	Abdominal Pain	1
	Cellulitis	1
	Fractured Limb	1
	Tonsillitis	1
	Sinus Problem	1
Corporate Services		
	Throat Infection	1
	Migraine/Headache	4
	Urinary Tract Infection	1
	Operation	1
	Stomach /Bowel	3
	Pneumonia	1
Housing and Environmental Health	Migraine/Headache	2
	Leg Injury	1
	Common Cold	2
	Dizzy/Faint	1
	Viral Infection	3
	Vomiting	1
	Stress	1
	Stomach / Bowel	2
	Reaction To Medication	1
	Back Pain	1
	Eye Infection	1
	Blood Pressure	1
Planning, Revenues and Benefits		
	Viral Infection	1
	Stress	1
	Stomach / Bowel	1
	Tendonitis	1
	Vomiting	1
	Common Cold	1
Customer Services Hub	Infection	1
	Myocardial Infarction	1
	Migraine / Headache	1
	Vertigo	1

Appendix 2

	Common Cold	2
	Foot Injury	1
Waste Services	Hernia	1
	Foot Injury	3
	Back Pain	4
	Migraine/Headache	2
	Shoulder Pain	1
	Operation	1
	Investigations	1
	Stomach / Bowel	1
	Stress	2
	Ankle Injury	1
	Knee Injury	2
	Cellulitis	1
	Infection	1
	Vertigo	1
	Common Cold	2

Q2 Sickness Reasons by Department (LONG TERM)		
Property & Facilities		
Investigations		1
Housing and Env Health		
Cancer		1
Psychosis		1
Pulmonary Embolism		1
Stress		1
Planning Revenues and Benefits		
Jaundice		1
Customer Services Hub		
Back Pain		1
Waste Services		
Depression		1

Agenda Item No: 11

Report Title: Scrutiny Work Programme 2017/2018

Report To: Scrutiny Committee **Date:** 18 January 2018

Cabinet Member: n/a

Ward(s) Affected: All wards

Report By: Catherine Knight, Assistant Director for Legal and Democratic Services

Contact Officer(s)-
Name(s): Jazmin Victory
Post Title(s): Scrutiny Officer
E-mail(s): jazmin.victory@lewes.gov.uk
Tel No(s): 01273 661374

Purpose of Report:

1. For the Scrutiny Committee to agree any amendments to its Work Programme for 2017/2018.

Officers Recommendations:

2. That the Scrutiny Committee set a focused scope, terms of reference and realistic time-scale for a Scrutiny Review of Transport with regard to the A259 and associated matters, pursuant the Scrutiny Committee resolution on 9 November 2017.
3. That the Scrutiny Committee consider the Uckfield to Lewes railway line matter pursuant the motion carried at the Full Council meeting on 17 October 2017, a copy of which is attached at Appendix B.

Reasons for Recommendation

4. To meet the requirement of the Council's Constitution with regard to the preparation, execution and adjustment of the Work Programme.
-

Information

5. At its meeting of the Scrutiny Committee on 9 November 2017, the officer recommendation for the meeting was that the Committee agree the scope for a Scrutiny Review of Transport. The resolution of the meeting was:

"That Councillor Ient, along with any other members of the Scrutiny Transport Panel that wished to, liaise with officers directly to determine a realistic and effective scope for the Transport Panel. Members of the

Transport Panel would then report back to the Scrutiny Committee at its next meeting on 18 January 2018.”

6. Members are requested to note that at its meeting on 9 November 2017, the Scrutiny Committee decided that consideration of the Uckfield to Lewes railway line matter, pursuant the motion carried at the Full Council meeting on 17 October 2017, would be deferred until the next Scrutiny Committee on 18 January 2018.

7. Members’ attention is drawn to Part 4 10 (c) of the Constitution of the Council:

“The Scrutiny Committee will set the Panels’ terms of reference and time-scale for completing each review or activity. Should pressure on officer resources be such that the agreed timescale might become unrealistic, the matter shall be referred back to the Committee.”

8. Members’ attention is drawn to Part 4 10 (f) of the Constitution of the Council:

“No more than four Panels shall be in existence at any one time (excluding those convened to consider call-in requests or matters identified in the forward plan of key decisions).”

Financial Appraisal

9. There are no direct financial implications as a result of this report. The Scrutiny Committee has a limited budget for use when undertaking scrutiny reviews if required.

Legal Implications

10. There are no legal implications arising from this report.

Risk Management Implications

11. There is no requirement for an analysis of risk.

Equality Screening

12. An equalities impact assessment is not considered necessary for this routine report. Individual projects and service areas are subject to separate equality analysis as part of the Council’s wider equality programme.

Background Papers

13. None

Appendices

14. Appendix A – Scrutiny Committee Work Programme 2017/2018

Appendix B - Minute Extract from the meeting of the Council held on 9 October 2017

Scrutiny Committee Work Programme 2017/2018

22 February 2018	Performance Monitoring 2017/2018 – Quarter 3 Forward Plan
19 April 2018	Consult relevant bodies for suggestions for 2018/2019 Work Programme Performance Monitoring 2017/2018 – Quarter 4 Forward Plan

To be scheduled:

- Monitoring of Recommendations/Updates on Reviews
- Call in

Minute extract from the meeting of the Council held on 9 October 2017

30 Urgent Decisions taken by the Cabinet or Cabinet Members

The Chair of the Council reported that no urgent decisions had been taken by the Cabinet or Cabinet Members since the Meeting of the Council on 17 July 2017.

31 Notices of Motion

(a) The Chair reported that a Notice of Motion had been submitted under Council Procedure Rule 14 by Councillor Barnes relating to the re-opening of the Uckfield to Lewes railway line.

In accordance with Council Procedure Rule 14 Councillor Barnes moved, and Councillor Enever seconded, the Notice of Motion as follows:

"Lewes District Council resolves to positively continue its long standing support for the much needed re-opening of the Uckfield to Lewes railway line.

This is something which hundreds of Lewes District residents have called for over many years, and it would be a strategic addition to the rail network for the Lewes District. This vital transport link, especially if electrified, would help Lewes District Council meet their sustainable transport aspirations.

Other examples of successful projects along these lines include the Borders Railway line".

With the agreement of the Council, Councillor Barnes agreed to the amendment of his Notice of Motion to read:

“.....much needed re-opening of the Uckfield to Lewes railway line and the Council asks the Scrutiny Committee to consider and propose what actions the Council and potential partner organisations might take to further this outcome.

This is something which hundreds.....”

Councillor Catlin seconded the amended Motion.

The amended Motion was put to the meeting, Declared Carried, and it was

Resolved:

31.1 Accordingly.

DRP/
ADLDS
(Scrutiny
Officer)

Lewes District Council's Forward Plan of Decisions – 1 February 2018 – 31 May 2018

Published: 4 January 2018

KD = Key Decision

NKD = Non-Key Decision

C = Decision to be taken by the Council

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	Director/Contact Officer
<p>Community Safety Partnership Annual Report and Plan (C)</p> <p>(Lead Councillor: Councillor Nicholson)</p>	<p>5 February 2018</p>	<p>Developed in consultation with the CSPs (Lewes and Eastbourne), the Police and Crime Commissioner, Sussex Police, the Safer East Sussex team, East Sussex Fire and Rescue, Joint Action Groups in each area, including local businesses, voluntary agencies such as Neighbourhood Watch and Town Council representatives. Consultation will take place between August - October 17.</p>	<p>By email from stakeholder organisations and their members by 31 October 2017.</p>	<p>None</p>	<p>Harry Williams Policy and Engagement Coordinator 01323 415432 harry.williams@lewes-eastbourne.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	Director/Contact Officer
<p>Voluntary Sector Support - to report on the performance of those voluntary organisations funded in 2017/18 and propose grants for 2018/19 (KD)</p> <p>(Lead Councillor: Councillor Nicholson)</p>	5 February 2018	Not applicable	Not applicable	<p>Performance monitoring reports – held by Business Planning and Performance</p> <p>Equality and Fairness analysis – held by Business Planning and Performance</p>	<p>Pat Taylor Strategy and Partnerships Lead – Thriving Communities 01323 415909 pat.taylor@lewes-eastbourne.gov.uk</p>
<p>Revenue Budgets, Capital Programme and Treasury Management Strategy 2018/19 (KD)</p> <p>(Lead Councillor: Councillor Giles)</p>	5 February 2018	None	Direct to Contact Officer by email, writing or telephone in time for the preparation of the final version of the Report	None	<p>Alan Osborne Deputy Chief Executive 01273 085149 finance@lewes.gov.uk</p>
<p>Equality Objectives, Annual Report and Action Plan for 2018 (KD)</p> <p>(Lead Councillor: Councillor Merry)</p>	5 February 2018	Emailed organisations representing groups protected under the Equality Act; 3VA email to voluntary groups; Council website	None	Cabinet Report on Equality and Fairness Policy – 13 November 2017; Equality and Fairness Analysis – to accompany reports	<p>Pat Taylor Strategy and Partnership Lead – Thriving Communities 01323 415909 Pat.taylor@lewes-eastbourne.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	Director/Contact Officer
Quarterly Financial Update: Revenue Budgets and Capital Programme (KD) (Lead Councillor: Councillor Giles)	19 March 2018	None	Direct to Contact Officer by email, writing or telephone.	None	Steve Jump Deputy Head of Finance 01273 085257 Steve.Jump@lewes-eastbourne.gov.uk
Quarterly Corporate Performance – Q3 LDC (NKD) (Lead Councillor: Councillor Smith)	19 March 2018	None	None	Council Plan 2016-2020	Jo Harper Head of Business Planning and Performance 01273 484049 jo.harper@lewes-eastbourne.gov.uk
Wave Leisure Service Plan 2018/19 (NKD) (Lead Councillor: Councillor Nicholson)	19 March 2018	None	None	Wave Service Plan 2018/19	Robert Brennan Procurement Manager 01323 415502 robert.brennan@lewes.gov.uk
Joint transformation programme – update (NKD) (Lead Councillor: Councillor Smith)	19 March 2018	Communication with staff representatives throughout mobilisation period. The JTP Consultative Forum meets bimonthly, involving staff/UNISON representatives	None	None	Becky Cooke Assistant Director of Human Resources and Organisational Development 01323 415106 becky.cooke@lewes-eastbourne.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	Director/Contact Officer
<p>Community Infrastructure Levy Recommendations for Spending (KD)</p> <p>(Lead Councillor: Councillor Jones)</p>	<p>23 April 2018</p>	<p>Infrastructure Providers will be invited to submit bids over a 6 week window from 8 January 2018. The bids will be assessed by the CIL Management Board (w/c 5 March 2018) and Executive Board (w/c 12 March 2018) formed of officers and councillors.</p>	<p>All bids received from Infrastructure Providers will be assessed by officers from 19 February to 2 March 2018 and the CIL Boards (dates to be confirmed). The CIL Boards will make their recommendations on the preferred proposals.</p>	<p>Draft Infrastructure Delivery Plan (IDP) November 2017 Regulation 123 List November 2015 http://www.lewes-eastbourne.gov.uk/planning-policy/community-infrastructure-levy-cil/infrastructure-delivery-plan-and-regulation-123-list/</p>	<p>Estelle Maisonnial, Senior Planning Policy Officer (Infrastructure), 01273 085402, estelle.maisonnial@lewes-eastbourne.gov.uk</p>