

Lewes District Council



Council Agenda

Monday, 09 October 2017

Southover House, Lewes

Robert Cottrill
Chief Executive

Lewes District Council



Council Meeting

Councillors are kindly requested to switch off their mobile 'phones and other mobile devices prior to the commencement of the meeting.

Note: At the commencement of the meeting the Chair will ask for a period of silence to enable councillors to focus their thoughts on the meeting or to pray silently.

To all Members of the Council

A meeting of the **Council** will be held in the **Council Chamber, County Hall, St Annes Crescent, Lewes BN7 1UE** on **Monday, 09 October 2017** at **18:00** which you are requested to attend. Please note the start time and that the venue for this meeting 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.

Agenda

1 Minutes

To confirm and sign the Minutes of the Meeting of the Council dated 17 July 2017 (copy previously circulated).

2 Apologies for Absence

3 Declarations of Interest

Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct.

4 Announcements

To receive any announcements from the Chair of the Council, Leader of the Council, Members of the Cabinet or the Chief Executive.

A list of the Chair of the Council's engagements since the Meeting of the Council on 17 July 2017 is enclosed [page 5](#).

5 Urgent Items

Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972.

6 Questions from Members of the Public

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

7 Petitions

To receive petitions from councillors or members of the public in accordance with Council Procedure Rule 13 (if any).

8 Written Questions from Councillors

To deal with written questions which councillors may wish to put to the Chair of the Council, a Lead Councillor on the Cabinet or the Chair of any committee or sub-committee in accordance with Council Procedure Rule 12. Questions received from Councillor Robertson herewith - page 7.

9 Questions to the Leader of the Council

To deal with questions (if any) which councillors may wish to put to the Leader of the Council. It will be at the Leader's discretion to re-direct questions to relevant Members of the Cabinet. A councillor wishing to raise a question must notify the Chair of the Council of the text of the question prior to the commencement of the meeting. *(NB This item is limited to a maximum of 5 questions, with no more than 1 question being asked per councillor. If a question requires a detailed or technical response, the Leader may decide that a written response is more appropriate).*

10 Ward Issues

To deal with ward issues which councillors wish to raise. A councillor wishing to raise a ward issue must notify the Chair of the Council prior to the commencement of the meeting in accordance with Council Procedure Rule 12.8 (if any).

11 Urgent Decisions taken by the Cabinet or Cabinet Members

In accordance with Scrutiny Procedure Rule 17, to receive details of any urgent decisions taken by the Cabinet or Cabinet Members since the Meeting of the Council on 17 July 2017.

12 Recommendations from Cabinet

To consider the recommendations from the meeting of the Cabinet held on 27 September 2017 (if any).

13 Notices of Motion

To consider the Notices of Motion which have been received from Councillors (herewith - page 9).

14 Lewes District Council – Updated Code of Corporate Governance - Report

To consider the Report of the Head of Audit and Counter Fraud (herewith - page 13).

15 Memberships

To note the appointments to the following committees, outside bodies and advisory boards:

- Audit and Standards Committee – Councillor J Denis replaces Councillor T Rowell.
- Housing Working Party – Councillor J Denis replaces Councillor T Rowell.
- 3VA Board (Voluntary Action Lewes) – Councillor S Gauntlett replaces Councillor S Osborne.
- Energy & Sustainability Joint Venture Member Board - Councillors A Smith, I Linington and P Gardiner.
- Upper Ouse Flood Protection and Water Retention Works Working Group - Councillors P Gardiner and I Linington.

16 Reporting Back on Meetings of Outside Bodies

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



Robert Cottrill
Chief Executive

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



Lewes District Council

Southover House
Southover Road
Lewes
East Sussex BN7 1AB

Civic & Member Services Officer: 01273 085030

CHAIR
Councillor STEPHEN GAUNTLETT

civic.office@lewes.gov.uk

CHAIR'S ENGAGEMENTS 21 July 2017 – 9 October 2017

Monday 31 July	7pm	Chair: To attend a Greenhavens in the Biosphere networking meeting at the Hillcrest Centre, Newhaven.
Thursday 3 August	10am	Chair and Consort: To attend the Brickfield Wildlife picnic, at the Old Brickfield, Seaford.
Sunday 13 August	12.30pm	Chair: To attend 75 th Anniversary of the Dieppe Raid commemorations hosted by Newhaven Town Council at Newhaven Fort and the Canadian Memorial, Newhaven.
Friday 18 August - Sunday 20 August	Various	Chair and Consort: To attend 75 th Anniversary of the Dieppe Raid commemorations in Dieppe.
Thursday 31 August	5pm	Chair and Consort: To host the Launch of the Heritage Open Days weekend and provide the welcome speech at Lewes House, Lewes.
Friday 1 September	5.30pm	Chair and Consort: To attend 'Stories Seen Through a Glass Plate 1914-1918: Lewes Remembers' at Lewes Town Hall.
Friday 8 September	7.30pm	Chair: To attend the Seaford Photographic Society Opening & Soiree for the Annual Exhibition "In the Frame" at The Crypt, Seaford.
Friday 15 September	7pm	Chair and Consort: To attend the Royal Society of St George, Seahaven Branch Battle of Britain Day commemoration dinner at Seaford Golf Club.
Saturday 23 September	2.30pm	Chair: To attend the Seaford Baptist Church Induction Service followed by refreshments at Seaford Baptist Church, Seaford.

Friday 29 September	11am	Vice-Chair: To attend the MacMillan Coffee Morning at Southover House, Lewes.
Wednesday 4 October	7pm	Vice-Chair: To attend LOS Musical Theatre's production of Into The Woods at Lewes Town Hall.
Monday 9 October	10am	Chair: To attend the LDC Tenant of the Year judging at Southover House, Lewes.

Council

9 October 2017

Written Questions from Councillors (Agenda Item No 8)

The following written questions have been submitted by Councillor Robertson which he wishes to ask of the Cabinet Member for Housing, Councillor Maskell (question 1) and the Cabinet Member for Environmental Impact, Councillor Linington (questions 2, 3 and 4).

Question 1:

It has come to my attention that the Housing Advice Surgery is no longer held in Peacehaven on a Monday morning?

After reading the citizens advice report, most of the people who attended the drop in session come to get advice on Housing, because this service has now been cancelled it means that residents will now have to travel out of the town to Newhaven.

This may well cause further hardship to people who are already struggling and congestion and pollution to already overused roads. Please advise further.

Question 2:

Should charities be charged for use of the cliffs at Friars Bay in Peacehaven for abseiling?

Can the Chairman of the Environment waive the fee?

Question 3:

In light of the recent cliff falls, when was the last inspection done in this area and should we be allowing residents down the cliff face?

Question 4:

In Meridian Park, repair work has been done on the paving slab area, is this a temporary repair as the ground is uneven, looks unsightly and is not in keeping with what was originally there? Can I please also have a breakdown of costs so far?

Agenda Item No: 13



Notices of Motion for consideration by Council at the Meeting of the Council on Monday, 9 October 2017

(a) In accordance with Council Procedure Rule 14, Councillor Barnes has submitted the following Notice of Motion for consideration of the Council:

"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"

(b) In accordance with Council Procedure Rule 14, Councillor Robertson has submitted the following Notice of Motion for consideration of the Council:

"That officers set up a mechanism whereby an email notification is sent to all councillors in the event of the district council making any expenditure, for whatever reason, in excess of £1million.

That a provision to this effect be inserted in the Financial Procedure Rules and that the Deputy Chief Executive and Head of Democratic Services be authorised to make such revision".

(c) In accordance with Council Procedure Rule 14, Councillor Robertson has submitted the following Notice of Motion for consideration of the Council:

“That if a site is allocated as a strategic site, for whatever purpose,(residential or otherwise), in the Local Plan then officers, in conjunction with the Chair of the Planning Applications Committee, will wherever practicable, and subject to the cost, availability and suitability of venue, arrange for the application to be heard locally”

(d) In accordance with Council Procedure Rule 14, Councillor lent has submitted the following Notice of Motion for consideration of the Council:

Provision for electric charging points for vehicles in new homes and businesses in the 21st-century

Preamble

As members will know, Michael Gove, the Secretary of State for Environment, Food and Rural Affairs, has announced a government plan to ban the sale of all petrol and diesel cars by 2040. This being the case, over the next 23 years the UK will have to ramp up the provision of charging points to provide the infrastructure to fuel electric vehicles.

Motion commentary

New electric vehicles can only be supported if there are charging points available. Accordingly, planning permission for newbuild residential and business premises should include for the provision of an electric charging point.

The council has the opportunity to make a significant contribution to reducing carbon emissions and helping the government move towards its 2040 electric car target. Therefore, please let us require new planning applicants, from 2018 onwards, to include an 'electric vehicle charging scheme' for housing and business/commercial developments such that the planning application should include an 'electric vehicle charging scheme' plan.

Therefore, my motion is as follows:

“That from 1 January 2018 all new housing and business/commercial planning applications to Lewes District Council include the provision of an 'electric vehicle charging scheme'; and that any such scheme would not become binding on the applicant unless included by the local planning authority as a condition of any planning permission granted”.

Sub-text: The applicant would propose a scheme and offer an analysis of its viability or otherwise. Council officers can then advise members as to whether any particular development is suitable for an electric car charging scheme thus leading to the conditioning of the planning permission in appropriate cases.”

(e) In accordance with Council Procedure Rule 14, Councillor Ient has submitted the following Notice of Motion for consideration of the Council:

Powering new homes and businesses in the 21st-century

Preamble

The National Planning Policy Framework (“NPPF”)

The NPPF states in section 17, under the heading of Core Planning Principles:

“Support the transition to a low carbon future in a changing climate, taking full account of flood risk and coastal change, and encourage the reuse of existing resources, including conversion of existing buildings, and encourage the use of renewable resources (for example, by the development of renewable energy);”

Further it states that:

“93. Planning plays a key role in helping shape places to secure radical reductions in greenhouse gas emissions, minimising vulnerability and providing resilience to the impacts of climate change, and supporting the delivery of renewable and low carbon energy and associated infrastructure. This is central to the economic, social and environmental dimensions of sustainable development”.

And

“95. To support the move to a low carbon future, local planning authorities should:

- plan for new development in locations and ways which reduce greenhouse gas emissions;
- actively support energy efficiency improvements to existing buildings; and
- when setting any local requirement for a building’s sustainability, do so in a way consistent with the Government’s zero carbon buildings policy and adopt nationally described standards”.

“97. To help increase the use and supply of renewable and low carbon energy, local planning authorities should recognise the responsibility on all communities to contribute to energy generation from renewable or low carbon sources. They should:

- have a positive strategy to promote energy from renewable and low carbon sources;

“• identify opportunities where development can draw its energy supply from decentralised, renewable or low carbon energy supply systems and for co-locating potential heat customers and suppliers”.

Lewes District Council Core Strategy

In furtherance of these national planning policies the Lewes District Council in its joint core strategy under Core Policy 14 (renewable and low carbon energy and sustainable use of resources) provides us with a **key strategy objective:**

“To ensure that the district reduces locally contributing causes of climate change and is proactive regarding climate change initiatives”.

Further, in the following core policy 14 statement on page 129, it begins by saying under Item 1 “Encourage renewable and low carbon energy in all development....”

Motion commentary

Currently it appears that in the planning application process this council does not specifically refer applicants to either the NPPF renewable and low carbon energy policies or our own. This motion aims to bring up-to-date the application of key policies in giving planning permission in this area. In all housing and industrial newbuild projects there are opportunities to include for the provision of renewable energy as an alternative to using mains electricity or gas. This could include provision for solar roofs, air source heating, ground source heating or community renewable energy projects etc.

The council has the opportunity to make a significant contribution to reducing carbon emissions and helping the government move towards its 2050 targets for climate change. Therefore please let us require new applicants from 2018 onwards to include a 'renewable energy scheme' for housing and business/commercial developments such that the planning application should include a 'renewable energy scheme' plan.

.

Therefore, my motion is as follows:

“That from 1 January 2018 all new housing and business/commercial planning applications to Lewes District Council include the provision of a 'renewable energy scheme'; and that any such scheme would not become binding on the applicant unless included by the local planning authority as a condition of any planning permission granted”.

Sub-text to the motion: The applicant would propose a scheme and offer an analysis of its viability or otherwise. Council officers could then advise members as to whether any particular development is suitable for a renewable energy scheme thus leading to the conditioning of the planning permission in appropriate cases.

Agenda Item No: 14 **Report No:** 142/17

Report Title: Lewes District Council – Updated Code of Corporate Governance

Report To: Council **Date:** 9 October 2017

Ward(s) Affected: All

Report By: David Heath, Head of Audit and Counter Fraud

Contact Officer(s): Name(s): David Heath
Post Titles(s): Head of Audit and Counter Fraud
Email (s): david.heath@lewes.gov.uk
Tel No(s): 01273 484157

Purpose of Report:

To seek approval for the updated Code of Corporate Governance, which has been approved by the Audit and Standards Committee, to be included in the Constitution of Lewes District Council.

Officers Recommendation(s):

- 1 Full Council approves inclusion of the updated Code of Corporate Governance within the Constitution of Lewes District Council.
-

Reasons for Recommendations

- 1 To ensure the Council follows the best practice set out in the Delivering Good Governance in Local Government Framework, which was published in April 2016.
- 2 To standardise the approach of including the Code of Corporate Governance within the constitutions of both Lewes District Council and Eastbourne Borough Council.

Information

3 Background

3.1 Lewes District Council recognises the importance of effective corporate governance so that local communities can place trust in the way that the Council carries out its duties. Corporate governance for councils in simple terms is ensuring they are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

3.2 The Council has had a Code of Corporate Governance (Code) in place since June 2004 when it was approved by the then Audit Committee. This Code was developed taking account of the national guidance -

Delivering Good Governance in Local Government Framework by CIPFA (Chartered Institute of Public Finance) / SOLACE (Society of Local Authority Chief Executives). The framework was updated in 2007 and the Committee was informed of the changes.

- 3.3** In April 2016 a revised framework was published by CIPFA/SOLACE to take account of changes in legislation and the local government environment since the previous code. The key changes in the revised framework are as follows:
- It is less prescriptive which means councils can adopt more innovative approaches in preparing their codes and their annual governance statements;
 - It focuses on the sustainability of councils, and the links between governance and public financial management in times of austerity;
 - It has seven key principles whereas the previous framework had six. Principle D (see below) is the one with the least correlation with the previous framework; and
 - The wording of the key principles has been revised. However, there is a good deal of commonality between the sub principles.
- 3.4** The Code at Appendix A has therefore adopted a more simplified approach. A glossary of terms has been included at the end of the Code to explain some of the terms used in the principles and sub principles of the framework.
- 3.5** Local authorities are required to prepare an Annual Governance Statement (AGS) in order to report publicly on the extent to which they comply with their own Code. This includes how they have monitored and evaluated the effectiveness of their governance arrangements in the year. The AGS therefore provides the Audit and Standards Committee with the mechanism to monitor the effectiveness of the Code.
- 3.6** The Audit and Standards Committee meeting of 19 June 2017 approved the current AGS. The report explained the relationship between the AGS and the Code, and advised that a review of the Council's Code and that of Eastbourne Borough Council was underway to take account of the revised principles of the framework.
- 3.7** The above work is now completed having been undertaken by the Head of Audit and Counter Fraud and the Assistant Director – Corporate Governance. The revised Code is at Appendix A. Subject to minor differences, the Code is almost the same for both Lewes District Council and Eastbourne Borough Council. The practice at Eastbourne Borough Council has been to incorporate the Code of Corporate Governance within the Council's Constitution as it summarises many of the elements of the Constitution. At Lewes District Council, the Code has been separate from the Constitution. It is now considered timely for Lewes District Council to include the Code in its Constitution.

3.8 The draft Code was subject to consultation with the Corporate Management Team and was approved by the Audit and Standards Committee at its meeting of 25 September 2017.

4 The Updated Framework

4.1 Reflecting the legislative and environmental changes affecting local government the framework sets out seven core principles, underpinned by a range of sub principles, designed to achieve the intended outcomes while acting in the public interest at all times. The core principles are as follows:

- **Core Principle A:** Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law.
- **Core Principle B:** Ensuring openness and strong stakeholder engagement.
- **Core Principle C:** Defining outcomes in terms of sustainable economic, social and environmental benefits.
- **Core Principle D:** Determining the interventions necessary to optimize the achievement of outcomes.
- **Core Principle E:** Developing the entity's capacity, including the capability of its leadership and the individuals within it.
- **Core Principle F:** Managing risks and performance through robust internal control and strong financial management.
- **Core Principle G:** Implementing good practices in transparency, reporting and audit, to deliver effective accountability.

4.2 The core principles and a summarised version of the sub principles are set out in further detail within the draft Code attached at Appendix A. The guidance advises that it is up to each local authority to:

- Set out its commitment to the principles of good governance included in the Framework, and
- Determine its own governance structure.

4.3 This report recommends that compliance against these criteria will be achieved through the adoption and application of the updated Local Code of Corporate Governance in the current year, and that it will be reviewed annually when the AGS is produced.

4.4 The content of the Code will be subject to review and possible modification to reflect any updates, and to ensure that it remains relevant and fit for purpose. In the event that such modifications are required, they will be made in liaison with the Chair of the Audit and Standards Committee.

5 Financial Appraisal

5.1 There are no additional financial implications from this report.

6 Risk Management Implications

6.1 Failure to maintain proper corporate governance arrangements can reduce the likelihood of the Council meeting its aims and objectives and attract criticism from the Council's stakeholders and the Council's external auditor. Maintenance of a local Code of Corporate Governance which concords with best practice and is regularly reviewed will ensure that the corporate governance arrangements remain effective.

7 Sustainability Implications

7.1 I have not completed the Sustainability Implications Questionnaire as this report is exempt from the requirement because it is a progress report.

8 Legal Implications

8.1 There are no legal implications arising from the report.

9 Equality Screening

9.1 I have given due regard to equalities issues and, as this is an internal monitoring report, screening for equalities is not required.

10 Background Papers

10.1 None.

11 Appendices

11.1 Appendix A: Local Code of Corporate Governance

**LEWES DISTRICT COUNCIL
LOCAL CODE OF CORPORATE GOVERNANCE**

Introduction

Corporate governance is a term used to describe the way that organisations direct and control what they do. For local authorities, it includes the systems, policies and processes as well as the cultures and values that underpin a Council's arrangements for effective:

- Leadership
- Management
- Performance
- Delivery of positive customer outcomes
- Community engagement
- Stewardship of public money

Good Corporate Governance

Lewes District Council is committed to the principles of good corporate governance identified in the CIPFA/SOLACE guidance "Delivering Good Governance in Local Government" and confirms its on-going intentions through the adoption, monitoring and development of its own Local Code of Corporate Governance. The Council recognises that achieving high standards of corporate governance will encourage the public in the District and other stakeholders to have confidence in us and will allow the Council to undertake its role with its community.

This document sets out the Lewes District Council's Local Code of Corporate Governance and the processes for monitoring its effectiveness. The Code provides the framework for the Council to achieve its aims and objectives. It applies to all staff, elected Councillors and any person, agent, contractor or other body carrying out functions on behalf of the Council.

The processes for monitoring its effectiveness are:

- Reviewing the operation of the Code on an annual basis through the preparation of the Annual Governance Statement;
- Ongoing monitoring and review;
- Reporting to the Audit and Standards Committee annually on compliance with the Code and any significant changes that may be required to ensure its continued effectiveness; and
- Reporting to the Audit and Standards Committee any updates or changes to the CIPFA/ SOLACE guidance and how they impact the Code.

The code has seven core principles:

Core Principle A: Behaving with integrity, demonstrating commitment to ethical values and respecting the rule of law.

Core Principle B: Ensuring openness and comprehensive stakeholder engagement.

Core Principle C: Defining outcomes in terms of sustainable economic, social and environmental benefits.

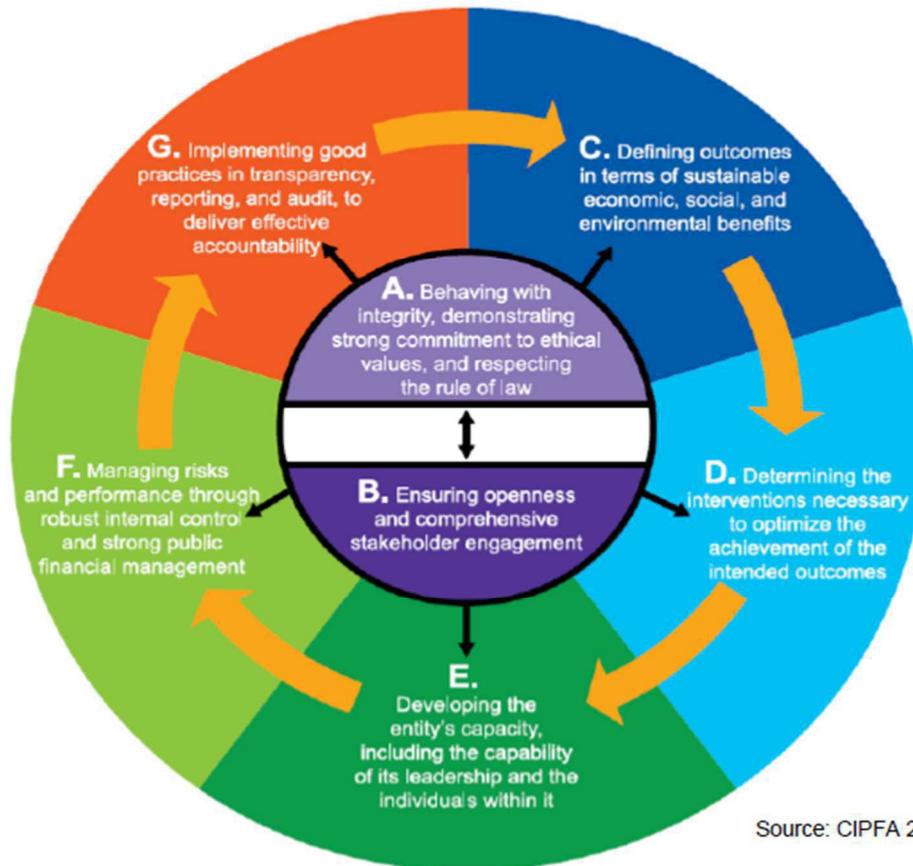
Core Principle D: Determining the interventions necessary to optimise the achievement of outcomes.

Core Principle E: Developing the entity's capacity, including the capability of its leadership and the individuals within it.

Core Principle F: Managing risks and performance through robust internal control and strong public financial management.

Core Principle G: Implementing good practices in transparency, reporting and audit, to deliver effective accountability.

**Achieving the Intended Outcomes
While Acting in the Public Interest at all Times**



The diagram above is taken from the International Framework: Good Governance in the Public Sector 2014. It illustrates the principles of good governance in the public sector and how they relate to each other. Principles A and B influence principles C to G. It also shows the good governance is an ongoing process and that Councils (and other public sector bodies) should be committed to improving governance on a continuous basis through a process of evaluation and review.

The following table sets out how the Council will meet these core principles. In particular:

- The core principles and supporting principles from the Framework,
- How the Council will achieve these principles, and
- The evidence of achievement.

Principle A – Behaving with Integrity, demonstrating strong commitment to ethical values, and respecting the rule of law		
Supporting Principles	To achieve this Lewes District Council will:	This is evidenced by:
<ul style="list-style-type: none"> • Behaving with Integrity • Demonstrating Strong Commitment to Ethical Values • Respecting the Rule of Law 	<ul style="list-style-type: none"> • Publish an Annual Governance Statement which reviews the effectiveness of the Council’s governance framework. • Maintain an Assurance Group with responsibility for monitoring this framework and governance matters. • Maintain shared values which underpin an ethos of good governance communicated in Organisational Values & Behavioural Standards. • Comply with legislation and all relevant professional standards. • Maintain formal codes of conduct defining standards of behaviour expected of both Councillors and Officers. • Publicise Gifts and Hospitality Guidelines. • Maintain a policy framework to address the risks of fraud and corruption including an Anti-Fraud & Corruption Strategy, Whistleblowing Policy and Anti Bribery Policy. • Maintain effective systems to protect the rights of staff, including a whistleblowing policy which is accessible and communicated. • Maintain a register of interests and seek declarations to be made at the start of Council meetings. • Maintain arrangements to investigate complaints against Members and Officers including alleged misconduct. • Maintain an effective Standards Committee. 	<ul style="list-style-type: none"> • Annual Governance Statement • Codes of Conduct • Organisational Values & Behavioural Standards (inc core competencies) • Full public access to Council meetings and associated minutes • Anti-Fraud & Corruption Strategy • Whistleblowing Policy • Anti-Bribery Policy • Audit Charter • Internal Audit Reports to the Audit & Standards Committee • Register of Interests • Register of Gifts & Hospitality • Complaints & Customer Feedback Policy • Contract Procedure Rules • Financial Regulations • Statement of Accounts • External inspection of the Statement of Accounts • Standards Committee • Council reports including implications from Finance and Legal Officers • The Constitution which includes: <ul style="list-style-type: none"> ○ Financial Procedure Rules ○ Contract Procedure Rules ○ Codes of Conduct for Councillors and officers ○ Scheme of Delegation to officers

Principle B - Ensuring openness and comprehensive stakeholder engagement		
Supporting Principles	To achieve this Lewes District Council will:	This is evidenced by:
<ul style="list-style-type: none"> • Openness • Engaging comprehensively with Institutional stakeholders • Engaging stakeholders effectively, including citizens and service users 	<ul style="list-style-type: none"> • Seek the views of its stakeholders and respond appropriately. • Provide a variety of opportunities for the public to engage effectively with the Council including rights to information, participation and how to complain or comment. • Ensure Council meetings are accessible. • Publish Agendas, minutes, report packs and a calendar for a full year for Council meetings. • Ensure compliance with requirements under the transparency code – published on the Councils’ website under data transparency information. • Set a balanced budget. • Publish an Annual Statement of Accounts and Annual Auditors report to inform stakeholders and service users of the previous year’s achievements and outcomes. • Encourage and assist citizens to inspect the Statement of Accounts in accordance with regulations. 	<ul style="list-style-type: none"> • Periodic Residents Survey • Statement of Community Involvement • Full public access to Council meetings • Constitution • Medium Term Financial Strategy (MTFS) • Statement of Accounts • External Auditors report on Statement of Accounts • Public inspection of Accounts by citizens • Data transparency and publication scheme pages on the web site • Transformation Programme (ongoing)
Principle C - Defining outcomes in terms of sustainable economic, social, and environmental benefits		
Supporting Principles	To achieve this Lewes District Council will:	This is evidenced by:
<ul style="list-style-type: none"> • Defining Outcomes • Sustainable economic, social and environmental benefits 	<ul style="list-style-type: none"> • Make a clear statement of the Council’s purpose and vision and use it as a basis for all corporate & service planning. • Publish on the Council’s website all annual reports to communicate the Council’s activities and achievements including its financial position and performance. • Prioritise resources to deal with competing demands and consider the impact of decisions in the medium term financial strategy. • Identify and manage risks to the achievement of outcomes. 	<ul style="list-style-type: none"> • Council Plan (Commitments to Communities, Customers, Place and Value for Money) • Service plans • Statement of Accounts • External Auditors Letter & report • Medium Term Financial Strategy (MTFS) • Strategic Risk Reports

Principle D – Determining the interventions necessary to optimise the achievement of the intended outcomes		
Supporting Principles	To achieve this Lewes District Council will:	This is evidenced by:
<ul style="list-style-type: none"> • Determining Interventions • Planning Interventions • Optimising achievement of intended outcomes 	<ul style="list-style-type: none"> • Make a clear statement of the Council’s purpose and aims and use this as a basis for corporate and service planning. • Regularly report on key performance indicators which have been established across the various services. • Ensure budgets are prepared in accordance with organisational objectives and regularly reported upon. • Provide senior managers and Councillors with timely financial and performance information. 	<ul style="list-style-type: none"> • Council Plan • Corporate Performance Framework • Medium Term Financial Strategy • Regular finance and performance reporting to Cabinet • Transformation Programme (Ongoing)
Principle E – Developing the Council’s capacity, including the capability of its leadership and the individuals within it		
Supporting Principles	To achieve this Lewes District Council will:	This is evidenced by:
<ul style="list-style-type: none"> • Developing the entity’s capacity • Developing the capability of the entity’s leadership and other individuals • Implementing good practice in transparency • Implementing good practices in reporting • Assurance and effective accountability 	<ul style="list-style-type: none"> • Set out a clear statement of the respective roles and responsibilities of the Council’s Cabinet, Full Council and individual members through the Constitution. • Set out a protocol to address the working relationship between the Chief Executive and Leader enabling each to fulfil their respective roles. • Maintain an effective workforce plan to enhance the strategic allocation of resources. • Maintain officer and Councillor induction programmes. • Assess the skills required by officers through the appraisal process and address any training gaps to enable roles to be carried out effectively. • Develop the capabilities of Councillors through training • Regularly review the scheme of delegation and Constitution and update when required. • Ensure structures are in place to encourage public participation. • Ensure arrangements are in place to maintain the health and wellbeing of the workforce. 	<ul style="list-style-type: none"> • Constitution • Staff appraisals and training needs assessments • Effective induction programme • Protocol on Councillor/Office Relations • Councillor/ officer training • Periodic Residents Survey • Public participation arrangements • Occupational Health Policy • Staff Health and Wellbeing Strategy • Schemes of delegation for Councillors and officers • Workforce Strategy

Principle F – Managing risks and performance through robust internal control and strong public financial management		
Supporting Principles	To achieve this Lewes District Council will:	This is evidenced by:
<ul style="list-style-type: none"> • Managing Risk • Managing Performance • Robust Internal Control • Managing data • Strong public financial management 	<ul style="list-style-type: none"> • Maintain an effective Audit & Standards Committee independent of Cabinet & Scrutiny functions • Maintain an effective Scrutiny function • Ensure robust and integrated risk management arrangements are in place and responsibilities for managing individual risks are clearly allocated • Manage performance by ensuring the Corporate Performance Framework is adhered to • Ensure publication of Agendas and minutes are published • Maintain regular programme of training for the Audit & Standards Committee to enable effective performance • Maintain financial regulations to ensure consistency and clear financial protocols • Maintain a transparent complaints and feedback procedure • Internal Audit annual risk based programme of internal audits informed by the councils strategic risk register. • Ensure effective counter fraud and anti-corruption arrangements are in place • Ensure effective information governance arrangements are in place to support compliance with existing and emerging legislation for data protection and e-privacy • Ensuring financial management supports decision making and provides sufficient information to support the delivery of the Councils objectives. 	<ul style="list-style-type: none"> • Audit & Standards Committee • Regular reporting on risk matters to the Audit & Standards Committee • Risk Management Strategy • Standards Committee • Strategic Risk Register • Corporate Performance Framework • Regular Councillor training • Financial Regulations • Complaints & Customer Feedback procedure • Audit Charter • Regular Internal Audit reports to Audit & Standards Committee • Regular reports on results of Internal Audit work • Counter Fraud & Corruption Strategy • Fraud & Corruption Policy Framework • Annual Governance Statement • Information Governance Policies and Procedures covering data protection, information management and security, records management • Regular finance and performance reporting to Cabinet • Medium Term Financial Strategy • Monthly budget monitoring reports

Principle G – Implementing good practices in transparency, reporting, and audit to deliver effective accountability		
Supporting Principles	To achieve this Lewes District Council will:	This is evidenced by:
<ul style="list-style-type: none"> • Implementing good practice in transparency • Implementing good practices in reporting • Assurance and effective accountability 	<ul style="list-style-type: none"> • Maintain compliance with the local government transparency code and publish required information in a timely manner • Maintain effective and accessible arrangements for dealing with complaints • Maintain an effective scrutiny function which encourages constructive challenge • Maintain an effective Audit and Standards Committee independent of the Cabinet & Scrutiny Committee • Publish all Committee reports unless there is a legitimate need to preserve confidentiality on the basis of the statutory test • Maintain and communicate the Whistleblowing Policy • Ensuring performance information is prepared on a consistent and timely basis • Assurance Group meet monitor compliance with the Governance Framework including areas for improvement as part of the Annual Governance Statement process • Maintain an effective Internal Audit function which conforms to the Public Sector Internal Audit Standards (PSIAS) and the CIPFA Statement on the Role of the Head of Internal Audit 	<ul style="list-style-type: none"> • Data transparency and publication scheme pages on website • Publication of FOI procedures and Dealing with FOIs within the required timescales • Information Governance Policies and Procedures covering data protection, information management and security and records management • Complaints and Customer Feedback Policy • Scrutiny Committee • Audit & Standards Committee • Whistleblowing Policy • Corporate Performance Framework • Annual Governance Statement • Audit Charter • Regular summaries of internal audit reports to Audit & Standards Committee • Opportunity for the Audit & Standard Committee members to meet both Internal & External Auditors privately • Internal audit quality assurance and improvement programme • Medium Term Financial Strategy • Regular Finance & Performance reports

Glossary of Terms (in respect of the principles and sub principles in the Framework)

Accountability: The obligation of public sector organisations (*the Council*) to citizens and other stakeholders to account, and be answerable to, democratically chosen supervisory bodies (*e.g. external audit*), for their policies, decisions, actions, particularly in relation to public finances.

Assurance: Assurance is an evaluated opinion, based on evidence, on the Council's Governance, Risk Management and Internal Control framework. In simple terms, assurance is about knowing what is actually going on and having strong evidence to prove it. The Council needs assurance to ensure that its Governance arrangements are supporting the achievement of its objectives.

Capacity: The underlying governance and staffing structures of the Council necessary to remain fit for purpose.

Entity: The Council.

Ethical Values: Standards or principles that are commonly considered to be good.

Institutional Stakeholders: Organisation/ bodies that the Council needs to work with to improve services and outcomes for which it is accountable e.g. East Sussex County Council, Lewes Town Council, Sussex Police, East Sussex Healthcare NHS Trust and the South Downs National Park.

Integrity: Holders of public office must avoid putting themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family or friends. They must declare and resolve any such interests and relationships.

Internal controls: Internal controls are the means by which managers ensure that systems and services work properly. Controls can include policies, procedures, plans, instructions, standards, supervision, checks and reconciliations, performance monitoring, budgets and a sound organisational structure in which systems can operate as they should.

Interventions: The means by which the public sector achieves its outcomes: These include:

- Enacting legislation or regulations.
- Delivering services.
- The ownership of assets or joint ventures.

Outcomes: The impacts on the community which occur as a result of the Councils' outputs, existence and operations.

Outputs: The services provided by the Council to those outside of the organisation.

Rule of Law: Observing legal requirements.

Stakeholders: Any person, group or entity that has an interest in the Councils' activities. Stakeholders include councillors, residents, customers, employees, external audit and suppliers.

Stakeholder engagement: Communication and consultation between the Council and its internal and external stakeholders.

Sustainability: The capacity of the Council to continue to survive successfully by meeting its intended economic, environmental and social outcomes while living within its resource limits.

Transparency: Openness about the outcomes the Council is pursuing, the resources necessary or used and the performance achieved.

Future Updates

The content of this Code is subject to modifications as a result of updates and to ensure that it remains fit for purpose. In the event that such modifications are required, responsibility for this will be undertaken by the Council's Monitoring Officer and Head of Audit and Counter Fraud in liaison with Chair of the Audit and Standards Committee.