



## Lewes District Council

### **To all Members of the Scrutiny Affordable Workspace Panel (2017/2018)**

A meeting of the **Scrutiny Affordable Workspace Panel (2017/2018)** will be held in the **Warren Room, Lewes House, High Street, Lewes** **Lewes House, High Street, Lewes** on **Wednesday, 17 January 2018** at **14:00** 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.

09/01/2018

Catherine Knight  
Assistant Director of Legal and Democratic Services

### **Agenda**

- 1 Apologies for Absence/Declaration of Substitute Members**
- 2 Election of the Chair for this Scrutiny Panel.**
- 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 Scrutiny Review of affordable workspace in the Lewes District (page 3)**  
To receive the report of the Scrutiny Officer.

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 lent, R O'Keeffe, S Osborne, J Peterson and C Sugarman

**Agenda Item No:** 4

**Report Title:** Scrutiny Review of affordable workspace in the Lewes District

**Report To:** Scrutiny Affordable Workspace Panel      **Date:** 17 January 2018

**Cabinet Member:** Councillor Andy Smith

**Ward(s) Affected:** All wards

**Report By:** Scrutiny Officer, Democratic Services

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**Purpose of Report:**

1. To finalise the scope and terms of reference for a scrutiny review into the supply of low-cost and affordable workspace in the Lewes District, and with specific attention to the employment space requirements of the creative sector.

**Officers Recommendations:**

2. To agree the scope for a Scrutiny Review of affordable workspace in the Lewes District.

**Reasons for Recommendation**

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

4. The topic under consideration within this report was put forward for consideration by this Committee at its meeting on 17 February 2017.
5. At its meeting on 14 September 2017, the Committee was asked to consider three options for the potential scope of the review, and members subsequently decided to pursue all three options. The three areas were:

- (1) How could Lewes District Council engage and influence South East Creative Economy Network and other strategic partnerships to support the development of affordable workspaces.

- (2) What could Lewes District Council do better to support creative businesses.
  - (3) How effective were the commercial property databases and the Locate East Sussex service in searching for affordable and creative workspace.
6. Part 4 of the Constitution of the Council sets out how Panels will operate. Members' attention is drawn to 10 (c):

“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.”

7. The Head of Regeneration will present officer considerations to the Scrutiny Affordable Workspace Panel, at its first meeting on 17 January 2018.

### **Financial Appraisal**

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

### **Legal Implications**

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

### **Risk Management Implications**

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

### **Equality Screening**

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

### **Background Papers**

12. [Scoping Report for proposed Scrutiny Review of Affordable Workspace in the Lewes District.](#)

### **Appendices**

13. None