

# Scrutiny Committee

## 13 September 2018



**Time and venue:**

**2.00 pm in the Ditchling Room - Southover House, Lewes**

**Membership:**

**Councillor Peter Gardiner (Chair); Councillors Sam Adeniji, Nancy Bikson, Bill Bovington, Joanna Carter, Nigel Enever, Vic Ient, Ruth O'Keeffe, Sarah Osborne, Julian Peterson and Robbie Robertson**

**Quorum: 2**

*Published: Wednesday, 5 September 2018*

## Agenda

**1 Minutes of the meeting held on 28 June 2018 (Pages 1 - 8)**

**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 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.

**5 Written Questions from Councillors**

To deal with written questions from councillors pursuant to Council Procedure Rule 12.3 (page D8 of the Constitution).

**6 Local Plan Part 2**

Scrutiny Committee to participate in a Q&A regarding the changes to the Local Plan Part 2 following the presentation and briefing held on 12 September 2018.

## **7 Benefits**

Scrutiny Committee to discuss Benefits and clarify their intentions before a formal report is received, a review is undertaken or some other course of action is to be followed.

## **8 Communications**

Scrutiny Committee to discuss Communications (Telephone and Website) and clarify their intentions before a formal report is received, a review is undertaken or some other course of action is to be followed.

## **9 Affordable Housing**

Verbal report by Housing Policy and Development Project Manager.

## **10 Sustainability Policy (Pages 9 - 14)**

Report of Director of Planning and Regeneration.

## **11 Chair of the Council's Annual Business Report (Pages 15 - 28)**

Report of Assistant Director of Legal and Democratic Services.

## **12 Corporate Performance Report - Quarter 1 (Pages 29 - 58)**

Report of Deputy Chief Executive.

## **13 Safeguarding Policy (Pages 59 - 106)**

Report of Director of Service Delivery.

## **14 Scrutiny Annual Work Programme 2018/2019 (Pages 107 - 110)**

Report of Assistant Director of Legal and Democratic Services.

## **15 Forward Plan of Decisions (Pages 111 - 134)**

To receive the Forward Plan of the Council.

## **16 Date of Next Meeting**

To note that the next meeting of the Scrutiny Committee is scheduled to be held on 29 November 2018 in the Ditchling Room, Southover House, Southover Road, Lewes commencing at 2:00pm.

## **Information for the public**

**Accessibility:** Please note that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired. This agenda and accompanying reports are published on the Council's website in PDF format which means you can use the "read out loud" facility of Adobe Acrobat Reader.

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**Public participation:** Please contact Democratic Services (see end of agenda) for the relevant deadlines for registering to speak on a matter which is listed on the agenda if applicable.

## Information for councillors

**Disclosure of interests:** Members should declare their interest in a matter at the beginning of the meeting.

In the case of a disclosable pecuniary interest (DPI), if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

If a member has a DPI or other prejudicial interest he/she must leave the room when the matter is being considered (unless he/she has obtained a dispensation).

**Councillor right of address:** A member of the Council may ask the Leader, a Cabinet Member or the Chair of a committee or sub-committee any question without notice upon an item of the report of the Cabinet or a committee or subcommittee when that item is being received or under consideration by the Council.

A member of the Council may ask the Chair of a committee or sub-committee a question on any matter in relation to which the Council has powers or duties or which affect the District and which falls within the terms of reference of that committee or subcommittee.

A member must give notice of the question to the Head of Democratic Services in writing or by electronic mail no later than close of business on the fourth working day before the meeting at which the question is to be asked.

## Democratic Services

For any further queries regarding this agenda or notification of apologies please contact Democratic Services.

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## Scrutiny Committee

**Minutes of meeting held in Ditchling Room - Southover House, Lewes on 28 June 2018 at 2.00 pm**

### **Present:**

Councillor Peter Gardiner (Chair)

Councillors Sam Adeniji, Bill Bovington, Joanna Carter, Nigel Enever, Vic Ient, Sarah Osborne, Julian Peterson and Stephen Catlin (as substitute for Councillor O'Keefee MBE)

### **Officers in attendance:**

Catherine Knight (Assistant Director Legal and Democratic Services), Andy Chequers (Head of Homes First), Scott Reid (Head of Customer & Neighbourhood Services), Jo Harper (Head of Business Planning and Performance), Millie McDevitt (Performance and Programmes Lead) and Jazmin Victory (Scrutiny Officer)

### **Also in attendance:**

Elizabeth Curtis (Communications and Marketing Manager of East Sussex Fire and Rescue Service), Bernie Gorringe (East Sussex Highways), Howard Hodges (Superintendent of Sussex Police)

### **1 Minutes of the meeting held on 19 April 2018**

The minutes of the meeting held on 19 April 2018 were submitted and approved, and the Chair was authorised to sign them as a correct record.

Members noted the following response, pursuant to the minutes of the Scrutiny committee meeting held on 22 February 2018:

The Director of Service Delivery was pleased to report that the collection figure for both Council tax and rent collection had significantly improved in Quarter 4, with the final years collection against the target reported as:

	Target	Actual
Council tax	98.00%	98.23%
Rents	95%	98%

Universal Credit had only partial been rolled out for Lewes District residents, with a full implementation in September 2018, so the Council would continue to monitor the potential impact through the progress and performance reports

and future Scrutiny committees. The committee noted this positive out-turn and wished to thank all staff involved in the collection of council tax and business rates.

Members noted the following comment, pursuant to the minutes of the Scrutiny committee meeting held on 19 April 2018:

Lewes to Uckfield Railway – East Sussex County Council’s commitment to support and lobby for the re-instatement of the line was set out in the East Sussex Rail Strategy 2013 and its Local Transport Plan 3, which covered the period 2011 to 2026. East Sussex County Council did not have any more responsibility than the District Council for the provision of new rail infrastructure in the County so it was therefore deemed unnecessary for them to attend the Scrutiny committee meeting on 28 June 2018.

## **2 Apologies for absence**

Apologies for absence had been received from Councillors R O’Keeffe MBE and R Robertson.

Councillor S Catlin declared that he was acting as substitute for Councillor R O’Keeffe MBE for the duration of the meeting.

## **3 Declarations of Interest**

There were none.

## **4 Urgent Items**

The Committee noted the inclusion of the Lewes Bonfire Celebrations report. The Chair had authorised this report to be included as an urgent item in order for the committee’s recommendations to be presented to the Cabinet at its meeting on 2 July 2018.

## **5 Written Questions from Councillors**

There were none.

## **6 Order of business**

The Scrutiny Committee agreed to consider agenda item 7 before item 6 due to officer time constraints.

## **7 Joint Equality Monitoring Policy**

The Scrutiny Committee noted the report of the Strategy and Partnerships Lead and the Policy and Engagement Coordinator. The report asked the committee to consider and endorse the proposed Equality Monitoring Policy and make any relevant recommendations in relation to these for Cabinet to consider.

Discussion included:

Members wanted assurance that the Equality Monitoring Questions were transgender-inclusive. Officers informed members that the following two recommendations had been put forward by an external reference group:

- That 'other' be added as an additional gender option.
- That 'other' be added as an additional sexual orientation option.

Members were pleased to note that the Equality Monitoring Questions took into account where residents lived in the District.

**Resolved:**

That the Scrutiny Committee endorse the proposed Equality Monitoring Policy for Cabinet to consider.

**Reason:**

An Equality Monitoring Policy is required to ensure the Council meets its legal duties under Equality Act 2010 and collects the information required to fulfil its Public Sector Equality Duty (PSED) whilst complying with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

## **8 Lewes Bonfire Celebrations**

The Scrutiny Committee received the report of the Director of Service Delivery to consider the consultation event with Members held by the Chair of the Tactical Co-ordination Group for station closures on bonfire night on public safety grounds.

The Superintendent of Sussex Police, the Communications and Marketing Manager of East Sussex Fire and Rescue Service and Council Officers appreciated the cultural and historical significance of the event, along with the impact that the proposed station closures would cause; however there was a notable correlation between attendance and injuries at the event, and the risk to life and property outweighed any inconvenience that may be caused.

Discussion included:

Why there was a need for station closures when the event would be taking place on a Monday which historically had a low turnout. Members were informed of the logistical challenge of not being able to assume how many spectators would attend the event, especially considering the lack of accessibility for the last two years. The proposal recognised that station closures would affect weekday commuters, however advanced warning would allow for ample opportunity to plan ahead.

Disappointment that Parish and Town Councillors were not invited to the consultation event held by the Chair of the Tactical Co-ordination Group which took place on 8 June 2018, and that District Councillors were given such short

notice that not everyone could attend - members commented that this consultation was therefore not a fair representative sample. The Superintendent responded that this was the first year that they held a consultation and that feedback from Councillors would feed into their action plan for future events.

Disappointment that Falmer, Glynde, Southease and Cooksbridge would not be able to access Lewes, despite the Bonfire being a community event. Additionally, if this proposal were to go ahead then members recognised that residents of Cooksbridge would not be able to travel home from London as no trains stop before 17:00. Members were informed that Southern Railway was aware of the inconvenience that the proposal would cause, but their priority was to minimise disruption and maximise safety for the event.

Members commented that last year Councillors were assured that the station closures at the Lewes Bonfire would be a one off, and were therefore disappointed that it was once again being proposed.

**Resolved:**

That the Scrutiny Committee put forward the following recommendations to the Cabinet:

1. That train stations are not shut and access to the event is unrestricted; or
2. That trains stations reopen later in the evening;
3. That station closures are rethought with consideration for the Lewes wider community who wanted to access the Bonfire event; and
4. That there be an increase in carriages for alternative routes to accommodate for commuters taking alternative routes.

**Reason:**

It is recognised that public safety at this event is of considerable concern and of paramount importance; however the impact of station closures would cause significant disruption and disproportionate inconvenience to public users of the service.

## **9 Council Plan 2016 - 2020**

The Scrutiny Committee received the report of the Director of Regeneration and Planning which set out the results of a review and refresh which had been undertaken of the Council's four year plan (2016 – 2020) at the end of the second year. Members noted the design changes of the Corporate Plan and its new focus on key content and outcomes.

**Resolved:**

1. That the Scrutiny Committee recommend to the Cabinet that a reference to the South Downs National Park be included;
2. That the Scrutiny Committee noted the progress made in the second year of delivery of the Corporate plan; and
3. That the Scrutiny Committee noted the design changes to the Corporate Plan.



**Reason:**

During the period of a four year Corporate Plan, adjustments and refinements may need to be made to respond to changed circumstances and emerging opportunities. In acknowledgement of this, an annual review is a helpful way of ensuring that the Plan remains focused on delivery of the organisations overall strategic objectives.

**10 Corporate Performance Quarter 4 2017/18**

The Scrutiny Committee considered the report of the Deputy Chief Executive regarding Quarter 4 2017/18 performance against the Corporate Plan priority actions, performance indicators and targets.

Key discussions and officer actions arising from the report were detailed below:

North Street Quarter – the Project Manager would be invited to the next meeting of the committee to update members regarding how the Council were supporting businesses/social enterprises that were currently on the site, as well as further details regarding the anticipated target completion date of April 2021.

Upper Ouse Flood Protection and Water – members praised Ouse and Adur Rivers Trust and commented that the initiatives were good value for money.

Human Resources - members noted that absence figures had decreased continuously every year for the last 7 years and wished to commend staff on this.

Tenant satisfaction – members were pleased to note that surveys now included an open-ended question to ascertain what clients were dissatisfied about - this allowed the Council to write back to respondents and solve their issues more efficiently.

Local Plan Part 2 - members asked for further details on when this would be coming back to councillors for further comment and for more details on the timetable.

Recycling – members queried how residents that lived in flats were being supported to compost practicality and were informed that flats would be revisited in order to determine the practicality of the current recycling facilities. Members thanked the Customer and Neighbourhood Services team for promptly responding to recent fly-tipping incidents in Falmer and Malling.

Contact Centre – members noted that there was a 25% vacancy rate in the department and, although 5 positions were recently filled, new starters would require approximately 3 months of training and development. Due to a higher than normal call volume, a triage officer actively encouraged callers to

complete their transactions online (when possible), supporting the aspirations of the Channel Shift Strategy and managing the call queue.

Website – members commented that the new website was not easily accessible, and that there were too many steps required to complete transactions. Comments would be passed to the Customer Communications and Engagement Lead and to the Web Governance Board.

Housing – members noted the following amendments to the end of year average values:

- Number of Households living in temporary accommodation – 75 days
- Total number of households living in emergency (nightly paid) accommodation – 12

Committee members also requested that definitions be provided for the following terms in future reports: ‘prevention duty’, ‘relief duty’ and ‘full homelessness duty’.

The following queries regarding housing development were raised during the meeting and passed on to the Development Project Manager who would be attending the Scrutiny Committee meeting on 13 September 2018.

- That an explanation be provided regarding the low 160 Net additional homes provided target for 2018/19; and
- That further information be provided regarding the Modular Temporary Accommodation project and any potential sites that had been identified.

Members thanked the Development Project Manager and his team for the delivery of 22 new homes in 2017/18.

Devolution of Open Spaces – the Director of Legal and Democratic Services informed the committee that the devolution of Landport Bottom had been completed. The 5 sites in Newhaven Town were all progressing, but were subject to the resolution of issues regarding third party rights for the industrial estates and contamination issues.

**Resolved:**

That the Scrutiny Committee note the achievements and progress against Corporate Plan priorities for 2017/18, as set out in this report.

**Reason:**

To demonstrate the discharge of the Scrutiny Committee function to monitor all aspects of performance management activities as required by Part 3 section 2.2 (7) of the Constitution of the Council.

**11 Forward Plan of Decisions – 1 June 2018 – 30 September 2018**

The committee received the Forward Plan for the period from 1 February 2018 – 31 May 2018.

**Resolved:**

That the Forward Plan of the Council for the period from 1 June 2018 – 30 September 2018, be noted.

**Reason:**

To demonstrate the discharge of the Scrutiny Procedure Rule 9 (d) to have regard to the Forward Plan of Decisions.

**12 Work Programme 2018-19**

The committee considered the Work Programme, which set out in-year variations to the Annual Scrutiny Work Programme for the forthcoming year.

**Resolved:**

That the Scrutiny Committee Work Programme be noted.

**Reason:**

To demonstrate the Scrutiny Committee's entitlement of in-year variations to the Work Programme, as indicated by Part 4 Rule 7 (c) of the Constitution of the Council.

The meeting ended at 4.45 pm

Councillor Peter Gardiner (Chair)

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<b>Report to:</b>	<b>Scrutiny Committee</b>
<b>Date:</b>	<b>13 September 2018</b>
<b>Title:</b>	<b>Sustainability Policy</b>
<b>Report of:</b>	<b>Ian Fitzpatrick, Director of Planning and Regeneration</b>
<b>Ward(s):</b>	All
<b>Officer recommendation(s):</b>	<b>(1) To consider the proposed Sustainability Policy</b> <b>(2) To refer observations or recommendations to Cabinet</b>
<b>Reasons for recommendations:</b>	To support the development of the Sustainability Policy for Lewes District Council
<b>Contact Officer(s):</b>	Name: Jane Goodall Post title: Strategy and Partnership Lead, Quality Environment E-mail: jane.goodall@lewes-eastbourne.gov.uk Telephone number: 01273 085383

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## **1 Introduction**

1.1 On 2 July 2018, Cabinet authorised the Strategy & Partnership Lead, Quality Environment, in consultation with the Portfolio Holder for Environmental Impact, to prepare a Sustainability Policy to provide a framework for council activities for consideration and approval at Cabinet later in the year.

1.2 The sustainability policy aims to consist of a number of core values guided by the generally accepted definition of sustainable development:

“Development that meets the needs of the present without compromising the ability of future generations to meet their own needs” Brundtland Report, 1987

The core values will echo commitments already made to residents in the Corporate Plan and will direct them as to how we operate our own business.

## **2 Proposal**

2.1 That this policy is considered at Scrutiny Committee.

2.2 Following due consideration, that this policy is recommended for adoption at Cabinet.

## **3 Outcome expected and performance management**

3.1 The adoption of a set of guiding principles in the form of an overarching Sustainability Policy would bring Lewes District Council into line with many other councils nationally. The policy would support planning policy and guidance,

guide procurement decisions, potentially reduce costs with regards to energy and waste (through staff education and project initiatives) and generally work to ensure the council has 'its own house in order' before guiding others.

- 3.2 The policy is intended to provide a high level framework to inform the work of the council through future projects activities and plans.

#### **4 Consultation**

- 4.1 Observations from Scrutiny deliberations will be referred to Cabinet for consideration.

#### **5 Corporate plan and council policies**

- 5.1 Corporate Plan: We expect the district to remain a clean and beautiful place to live, work and visit, as a result of continued effort to protect the quality of the local environment

#### **6 Business case and alternative option(s) considered**

- 6.1 Future projects and activity arising from the adoption of this policy will be subject to viability analysis.

#### **7 Financial appraisal**

- 7.1 *No financial implications arising from this report. Future projects and activity arising from adoption of this policy will be subject to viability analysis and due diligence. Await comments from PA*

#### **8 Legal implications**

- 8.1 Under the Localism Act 2011 section 1, the general power of competence, the Council has the power to do anything that an individual can do that is not specifically prohibited or to which a more particular power or duty does not apply. The actions proposed in this Report fall within this power. Report considered by Legal on 31 August 2018 ( IKEN-007643-LDC-OD).

#### **9 Risk management implications**

- 9.1 The risk of not developing a sustainability policy is that the organisation will lack a coherent framework by which it considers environmental impacts in its approach to plans projects and activities.

#### **10 Equality analysis**

- 10.1 *Tbd*

## **11 Appendices**

- Appendix 1 – Draft Sustainability Policy

## **12 Background papers**

The background papers used in compiling this report were as follows:

- Decisions taken by the Cabinet on 2 July 2018

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## Draft Sustainability Policy, September 2018

### Lewes District Council

The government has set a clear agenda to be “the first generation to leave the environment in a better state than it was found”, with plans to deliver on a range of objectives, from cleaner air and water to minimising waste, and a greenhouse gas emissions target of 80% reduction by 2050.

Lewes District Council acknowledges the community leadership and enabling role the council plays in the long-term sustainability of our communities as it continues to provide new homes, infrastructure, regeneration and public realm improvements throughout the district. This is reflected in the priority themes within the Council Plan and the vision to deliver outstanding customer service and provide communities with a great place to live, work and enjoy.

The basic principles of sustainable development are generally accepted as:

- Living within environmental limits
- Ensuring a strong, healthy and just society
- Achieving a sustainable economy
- Promoting good governance
- Using sound science responsibly

This policy sets out high-level principles that we will endeavour to apply to our work and developments. The policy is set out according to the 3 pillars of sustainability: the environment, the economy and social community. We accept that actions we take will be in line with the council’s overarching vision and objectives and will be subject to viability analysis.

Actions that result to implement and fulfil this policy are embedded within the theme plans, service plans and the work of our CLEAR Futures Joint Venture (through which we will deliver many of our building projects with an emphasis on energy and sustainability).

**We are aware of and will work to reduce our environmental impact wherever it is within our power to control or influence this:**

We will embed sustainability into our procurement practices;

We will seek out opportunities to improve biodiversity and green infrastructure within our district;

We will seek to improve air quality and mitigate concerns where it is within our power to do so;

We will develop our coastal asset plan to integrate coastal issues and risk management in harmony with the natural environment;

We will reduce waste and increase recycling in our own operations and enable residents to do the same;

We will use our CLEAR Futures Joint Venture to encourage the highest standards in our developments, going above and beyond minimum standards;

We will become more efficient in our use of energy at our sites, making targeted improvements where cost effective to do so.

**We will facilitate sustainable economic growth, for example:**

We will work with private and public sector partners to drive projects on key strategic sites in conjunction with infrastructure and housing projects to enable sustainable communities;

We will provide advice and support to small businesses and the self-employed;

We will work with others to address the skills gap and tackle employability issues;

We will work with the region's educational establishments to enable the further development of a knowledge-based, innovative economy;

**We will enable our communities to thrive, for example:**

We will seek to deliver affordable housing that provides the best possible living environment for residents;

We will work to tackle fuel poverty and improve the energy efficiency of existing housing stock;

We will enable resilient communities and create places where people can and want to live into the future;

We will seek to reduce the risk to our communities from flood events and coastal erosion;

We will work in partnership with the voluntary & community sector so that communities can be encouraged to mobilise themselves to solve local problems and meet local needs;

We will promote equality and foster positive relationships;

We will promote the health and well-being of our residents and improve access to health services, working with CCGs on the provision of Health Hubs.

**Report to:** Scrutiny Committee

**Date:** 13 September 2018

**Title:** Chair of Lewes District Council's Civic Programme

**Report of:** Catherine Knight, Assistant Director of Legal and Democratic Services

**Ward(s):** All

**Purpose of report:** To consider (a) the Chair's 2017/18 civic programme and (b) the civic programme for the forthcoming year and budget provision.

**Officer recommendation(s):** To note the report.

**Contact Officer(s):** Name: Caroline Hanlon  
Post title: Civic & Member Services Officer  
E-mail: caroline.hanlon@lewes-eastbourne.gov.uk  
Telephone number: 01273 085030

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## Information

- 1 The role of the Chair of the Council is as detailed in the Constitution:
- To Chair Council Meetings.
  - To focus his/her activities on the communities of the District (including communities of interest, as well as geographical ones) and, by focusing on the Council's priorities, strengthen links between those communities and the Council.
  - To act as an enabler and ambassador by arranging meetings between the Council and other parties for the benefit of the District.
  - To celebrate those people or groups in the District who do extraordinary things to help others in the community, and to recognise those whose everyday lives are a challenge but who succeed in spite of their difficulties.
  - To celebrate successes of partners involved in major projects with the Council, particularly projects steered by the voluntary sector.
  - To encourage activities that recognise and support staff.

## **2 Chair's engagements 2017/2018**

2.1 During the year 2016/17, 62 engagements were carried out by the Chair (Councillor Stephen Gauntlett) and Vice-Chair (Councillor Linda Wallraven), excluding Council meetings. It is worth noting that it is not the volume of engagements that a Chair manages to attend or host during their year of office but the 'quality' of the engagements in terms of the local community that is important.

A 'quality' engagement is one which is in support of the Council's priorities and which takes place within the District. If the Chair is invited to attend an event hosted by a Mayor/Chairman of a neighbouring authority, unless the event is something that will enhance or support this Council's priorities and those of its residents, then the Chair is advised not to accept in an official capacity. He/she can of course attend if they wish but attendance is then financed by the Chair themselves.

2.2 One of the first events attended by the Chair was a Royal Visit by Her Royal Highness The Duchess of Gloucester to Chailey Heritage Foundation for the official opening of Patchwork Farm on 14 June 2017.

2.3 The Chair's theme of office for 2017/18 was 'to encourage and affirm wildlife conservation throughout the District, particularly with young people'. Councillor Gauntlett attended a variety of engagements in order to develop this theme, such as the 'Marine and Clean' event at West Beach, Newhaven, the Lewes Railway Land Summer Festival, and a series of 'Greenhavens in the Biosphere' meetings. Following re-election as Chair in May 2018, Councillor Gauntlett plans to develop his theme further throughout 2018/19.

2.4 Lewes Heritage Open Days (held 6-9 September 2018) was once again supported by Lewes District Council, and the Chair hosted the launch event at Lewes House on 30 August 2018 and provided the welcome remarks. Guests at the launch event included the MP for Lewes, Maria Caulfield, and the Mayor of Lewes, Councillor Janet Baah.

2.5 In January 2018, Holocaust Memorial Day was marked in Lewes by events held at the Depot Cinema and Lewes Library, following the theme for the year, 'The Power of Words'. The events were organised by the Lewes Holocaust Memorial Day Group, and supported by Lewes District Council, Lewes Town Council, and the Depot Cinema.

The Mayor of Lewes for 2017/18, Councillor Michael Chartier, hosted a launch event at Lewes Town Hall on Friday 26 January, and this was followed by a film event entitled 'The Power of Testimony' at the Depot Cinema on Saturday 27 January at which the Chair provided the closing remarks. On Sunday 28 January, the film 'Cabaret', was shown, followed by the event 'The Power of Words' which featured Brecht songs and readings from the Holocaust and other genocides, with Klezmer music by 'Matzos'. An exhibition 'Refugees and Asylum Seekers' was displayed in the Studio Depot Cinema, along with the photos from the 2017 exhibition of refugees, 'How Can Life Go On?' by Jenny

Matthews.

The events were successful and very well-attended. Collections at the events raised £422.50 for three local refugee charities.

This was the fourth Holocaust Memorial event organised by the Lewes Holocaust Memorial Day Group. It is expected that the 2019 events, following the theme, 'Torn from Home' will also take place at the Depot Cinema.

- 2.6 One of the Chair's last events of the year celebrated the 'Unsung Heroes' of the District, and was held at Lewes House on 28 April 2018. Guests received drinks and a buffet lunch, and were entertained by a group of musicians called The Constance Owen Trio. The 19 Unsung Heroes were also presented with a framed certificate by Mr Bill Shelford, Deputy Lieutenant. Amongst those who received a certificate were three members of the Sea Cadets (nominated by Councillor Liz Boorman), three members of the Seaford Lifeguards (nominated by Councillor Linda Wallraven), members of HOMELINK (nominated by Joan Wignall, Chair of HOMELINK), and volunteers who run the local youth sail training group in Newhaven (nominated by Councillor Bill Giles).
- 2.7 The event was the fifth of its kind to be hosted by the Chair of Lewes District Council, and was once again a great success.
- 2.8 In 2017/18, the Chair hosted and attended events as diverse as award ceremonies, festivals, exhibitions, theatre productions, AGMs, remembrance events, and concerts.
- 2.9 19% of the Chair's engagements took place outside the boundaries of the District, all of which were in support of the Council's initiatives, and included the SERFCA awards ceremony in Worthing hosted by the Lord Lieutenants of Sussex, the 75<sup>th</sup> Anniversary of the Dieppe Raid Commemorations in Dieppe, Eastbourne Borough Council's Holocaust Memorial Day event, and the East Sussex Prayer Breakfast hosted by the High Sheriff in Uckfield.

### **3 Year 2018/19**

- 3.1 Councillor Stephen Gauntlett's theme of office for 2018/19 continues to be 'to encourage and affirm wildlife conservation throughout the District, particularly with young people.'

It is not possible at this time to set out a detailed programme for the whole year; this has still to be determined. The following events will take place/or have taken place:

- The 76<sup>th</sup> Anniversary of the Dieppe Raid Commemorations, 18-19 August 2018.
- The annual bonfire night celebrations at Lewes House, 5 November 2018.
- Remembrance events to mark the conclusion of the First World War centenary, 11 November 2018.
- A film festival at the Depot Cinema to mark Holocaust Memorial Day, 26 January 2019.

- A 'Community Champions' event in April 2019.

#### **4 Financial Appraisal**

- 4.1 The total budget available to Councillor Gauntlett as Chair of the Council in the municipal year 2017/18 was £10,000. Total expenditure incurred was £7,878.64. As Councillor Gauntlett was re-elected as Chair in May 2018, the remaining budget can be utilised in the 2018/19 term of office, and any remaining can be donated to the Chair's chosen charities at the end of this term. The budget allocation for the Chair's 2018/19 term is £10,000.

#### **5 Legal Implications**

- 5.1 There are no legal implications arising from this report.

#### **6 Risk Management Implications**

- 6.1 There are no risk management implications arising from this report.

#### **7 Equality analysis**

This is a routine, procedural report with no potential for negative impacts.

Therefore, an Equality Analysis is not required.

#### **8 Appendices**

- Appendix 1 – Chair's engagements 10 May 2017 – 2 May 2018



## Lewes District Council

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**CHAIR**

**Councillor STEPHEN GAUNTLETT**

### CHAIR'S ENGAGEMENTS 10 May 2017 – 21 July 2017

Friday 12 May	2pm	Chair: To attend the High Sheriff of East Sussex Judges' Service (St Anne's Church, Lewes) and Summer Reception (Glyndebourne).
Thursday 18 May	7pm	Chair: To attend Lewes Town Council's Annual Council and ceremony of Mayor Making at Lewes Town Hall, Lewes.
Thursday 1 June	2.30pm	Chair: To attend a meeting for newly appointed Mayors/Chairs with the Lord Lieutenant at the Mayor's Parlour, Brighton Town Hall.
Friday 2 June	6.45pm	Chair: To attend the Newhaven and Seaford Sea Cadets Royal Navy Parade and celebration at 80 Chapel Street, Newhaven.
Wednesday 14 June	1.30pm	Chair: To attend a Royal visit by HRH The Duchess of Gloucester to Chailey Heritage Foundation to the official opening of Patchwork Farm.
Thursday 15 June	6pm	Chair: To attend the SERFCA Armed Forces Briefing for the Counties of East and West Sussex at the Army Reserve Centre, Brighton.
Saturday 17 June	1.30pm	Chair: To attend the Newhaven Cricket Club celebration of 17 years of sponsorship from local accountants Tasker Osman & Co at Fort Recreation Ground, Newhaven.
Saturday 17 June	7pm	Chair: To attend the The Royal Society of St George – Seahaven Branch's Commemoration of the Official Birthday of HM The Queen, Royal Patron at The View, Seaford Head Golf Club.
Sunday 18 June	11am	Chair: To attend the Railway Land Summer Festival at Lewes Railway Land, Lewes.
Thursday 22 June	10am	Chair: To meet with Reverend Dr Mark Betson, Rural and Environment Officer, Diocese of Chichester, to discuss the Chair's theme of office for 2017-18 at

		Southover House, Lewes.
Saturday 24 June	11am	Chair: To attend Seaford Town Council's Veterans and Armed Forces Day at the Martello Fields in Seaford.
Saturday 24 June	7pm	Chair: To attend the Rotary Club of Lewes's annual skittle event and to present the prizes at Grange Gardens, Lewes.
Monday 26 June	6.30pm	Chair and Consort: To attend the Chair o ESCC's Summer Reception at Ashburnham Place, Battle.
Wednesday 28 June	7.30pm	Chair and Consort: To attend the East Sussex Academy of Music Summer Concert at Sussex Downs College.
Friday 30 June	11am	Chair: To attend a meeting with Tony Whitbread, Sussex Wildlife Trust, to discuss the Chair's theme of office for 2017-18 at Southover House, Lewes.
Saturday 1 July	10.30am	Chair and Consort: To attend the 'Marine and Clean' event at West Beach, Newhaven.
Sunday 9 July	5pm	Chair and Consort: To attend the ABF The Soldiers' Charity Reception, Band Concert and Beating Retreat at Herstmonceaux Castle.
Thursday 13 July	6.30pm	Chair: To attend the Lewes District Business Awards at Lewes Town Hall.
Friday 21 July	4.30pm	Chair and Consort: To attend the East Sussex Music Service Summer School Concert at Lewes Town Hall.





## Lewes District Council

Southover House  
Southover Road  
Lewes  
East Sussex BN7 1AB

Civic Officer: 01273 085030

civic.office@lewes.gov.uk

**CHAIR**

**Councillor STEPHEN GAUNTLETT**

### 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 <sup>th</sup> 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 <sup>th</sup> 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.





## Lewes District Council

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Civic & Member Services Officer: 01273 085030

**CHAIR**  
Councillor **STEPHEN GAUNTLETT**

**VICE-CHAIR**  
Councillor **LINDA WALLRAVEN**

[civic.office@lewes-eastbourne.gov.uk](mailto:civic.office@lewes-eastbourne.gov.uk)

### **CHAIR'S ENGAGEMENTS** 9 October 2017 – 6 December 2017

Tuesday 10 October	7pm	Vice-Chair: To attend Her Majesty's Lord Lieutenants of Sussex SERFCA presentation of awards ceremony at The Long Furlong Barn, Worthing.
Friday 13 October	6pm	Chair: To attend the opening of the Lewes Light festival, and to say some words of welcome, at Lewes Town Hall.
Thursday 26 October	10am	Chair: To attend the Lewes District Council Tenants Conference at Seahaven Academy.
Monday 30 October	3pm	Chair: To attend a Lewes Twinning Association meeting with guests from Blois, and to talk to guests about the role of the District Council and Chair, in the Council Chamber, Lewes Town Hall.
Saturday 4 November	5pm	Chair and Consort: To host the Lewes Bonfire celebrations for staff and civic guests at Lewes House.
Sunday 12 November	10am	Chair: To attend Seaford Town Council's Remembrance Sunday events at Seaford War Memorial followed by a service at St Leonards Church.
Sunday 12 November	2pm	Chair: to attend Lewes Town Council's Remembrance Sunday events at Lewes War Memorial followed by Divine Worship in the Church of St Michaels.
Thursday 16 November	6.30pm	Chair and Consort: to attend the Lewes

		Youth Music concert at Lewes Town Hall.
Saturday 18 November	8am	Chair and Consort: to attend the East Sussex Prayer Breakfast at East Sussex National Golf Resort, Uckfield.
Tuesday 21 November	11am	Chair: To attend the British Empire Medal Queen's Birthday Honours Investiture ceremony hosted by the Lord Lieutenant at the Council Chamber, Brighton Town Hall and the Civic Parlour.
Sunday 3 December	3pm	Chair and Consort: To attend the HOMELINK Christmas concert by the Ashdown Singers at The Church of St Thomas More, Seaford.



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**VICE-CHAIR**  
Councillor **LINDA WALLRAVEN**

[civic.office@lewes-eastbourne.gov.uk](mailto:civic.office@lewes-eastbourne.gov.uk)

### **CHAIR'S ENGAGEMENTS** **7 December 2017 – 19 February 2018**

Thursday 7 December	6pm	Vice-Chair: To attend the Peacehaven Player's production of Beauty and the Beast at the Meridian Centre, Peacehaven.
Thursday 7 December	6pm	Chair: To host the Lewes Late Night Shopping Santa's Grotto on behalf of the Chamber of Commerce at Lewes House, Lewes.
Sunday 10 December	6.30pm	Chair and Consort: To attend Pontifical Sung Vespers hosted by the Diocese of Arundel and Brighton at Arundel Cathedral.
Wednesday 10 January	7pm	Chair: To attend a Green Havens in the Biosphere meeting at Riverside Hall, Newhaven.
Wednesday 17 January	10am	Chair: To attend the 3VA Annual General Meeting at Boship Lions Farm Hotel, Hailsham.
Thursday 18 January	10.30	Chair: To attend a meeting with Deputy Lieutenant Bill Shelford at Southover House, Lewes.
Thursday 25 January	7pm	Chair: To attend Eastbourne Borough Council's Holocaust Memorial Day event at the Tennis Centre, Eastbourne.
Friday 26 January	6pm	Chair: To attend the Launch of the Lewes Holocaust Memorial Day events hosted by the Mayor of Lewes at Lewes Town Hall Council Chamber.
Saturday 27 January	2pm	Chair: To attend Lewes Holocaust Memorial Day Group's event, 'The Power of Testimony' at the Depot Cinema, Lewes.





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### CHAIR

Councillor STEPHEN GAUNTLETT

### VICE-CHAIR

Councillor LINDA WALLRAVEN

[civic.office@lewes-eastbourne.gov.uk](mailto:civic.office@lewes-eastbourne.gov.uk)

### CHAIR'S ENGAGEMENTS 20 February 2018 – 2 May 2018

Monday 12 March	10.30am	Chair: To attend the official unveiling of a Blue Plaque to celebrate the British West Indies Regiment at Seaford Station, organised by the Nubian Jak Community Trust.
Sunday 18 March	4pm	Chair and Consort: To attend a champagne and afternoon tea reception to launch the Ramped Access Fund and the planned new kitchen & toilet facilities fund at the Church of St Anne's, Lewes hosted by the High Sheriff and Canon Richard.
Wednesday 28 March	7.30pm	Chair and Consort: To attend the East Sussex Academy of Music Spring concert at Sussex Downs College, Lewes.
Tuesday 3 April	11am	Chair: To attend the official launch of Neighbourhood First for Lewes District Council at Saxon House, Newhaven.
Thursday 12 April	7.30pm	Chair and Consort: To attend LOS Musical Theatre's production of 'Chess' at Lewes Town Hall.
Tuesday 17 April	7pm	Chair: To attend a Greenhavens in the Biosphere meeting at Lewes Road Hut, Newhaven.
Saturday 21 April	2pm	Chair and Consort : To attend a guided tour of St Andrews Church and Churchyard, Bishopstone, followed by a Cream Tea in the Parish Hall.
Sunday 22 April	10.30am	Chair and Consort : To attend the Lewes District Scouts Annual St. George's Day Parade in Grange Gardens followed by 'Scouts Own' and refreshments at Lewes Town Hall.
Monday 23 April	6pm	Chair: To attend the Royal Society of St George (Seahaven Branch) commemoration of St George's Day at St Andrews Church and Deans Place Hotel, Alfriston.
Thursday 26 April	6.30pm	Chair: To attend a reception and briefing by the Army Engagement Team with Brigadier PWC Kimber OBE at the AMEX Community Stadium,

		Brighton.
Saturday 28 April	12.30pm	Chair and Consort: To host an event to celebrate Unsung Heroes of the District at Lewes House, Lewes.



<b>Report to:</b>	<b>Scrutiny</b>
<b>Date:</b>	<b>13 September 2018</b>
<b>Title:</b>	<b>Portfolio Progress and Performance Report 2018/19 - Quarter 1 (April - June 2018)</b>
<b>Report of:</b>	<b>Ian Fitzpatrick, Director of Regeneration and Planning</b>
<b>Cabinet member:</b>	<b>Councillor Elayne Merry, Portfolio Holder</b>
<b>Ward(s):</b>	All
<b>Purpose of report:</b>	To consider the Council's progress and performance in respect of key projects and targets for the first quarter of the year (April to June 2018 (Quarter 1)) as shown in Appendix 1.
<b>Officer recommendation(s):</b>	Consider progress and performance for Quarter 1 and make any relevant recommendations to Cabinet.
<b>Reasons for recommendations:</b>	To enable Scrutiny and Cabinet to consider specific aspects of the Council's progress and performance.
<b>Contact Officer(s):</b>	Name: Millie McDevitt Post title: Projects and Performance Lead E-mail: Millie.McDevitt@lewes-eastbourne.gov.uk Telephone number: 01273 085637 / 01323 415637







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## **1 Introduction**

- 1.1 The Council has an annual cycle for the preparation, implementation and monitoring of its business plans and budgets. This cycle enables us regularly to review the Council's work, and the targets it sets for performance, to ensure these continue to reflect customer needs and Council aspirations.
- 1.2 It is important to monitor and assess progress and performance on a regular basis, to ensure the Council continues to deliver priority outcomes and excellent services to its customers and communities.
- 1.3 The Scrutiny Committee has a key role in terms of oversight of the Council's progress and performance and challenging areas of under-performance. This report sets out the Council's performance against its targets and projects for the first quarter of 2018/19 (the period running from 1st April to 30th June 2018).

## 2 Performance in the First Quarter of 2018/19

- 2.1 Appendix 1 provides a high level summary of progress and performance arranged by Cabinet portfolio. The summary shows where performance and projects are 'on track/on target' and where there are areas of risk, concern or under-performance. Where performance or projects are 'off track/below target', an explanation of the management action being taken to address this is also provided.
- 2.2 Detailed project/performance tracking information is recorded in the Council's performance management information system (Pentana (formerly known as Covalent)). The system uses the following symbols to indicate the current status of projects and performance targets:

-  = Performance that is at or above target;
-  = Project is on track;
-  = Performance that is slightly below target but is within an acceptable tolerance/projects where there are issues causing significant delay or change to planned activities;
-  = Performance that is below target/projects that are not expected to be completed in time or within requirements;
-  = Project has changed or been discontinued;
-  = Data with no performance target.

## 3 Scrutiny Annual Report 2017/18

- 3.1 2017/18 was once again a productive year for the Lewes Scrutiny Committee. The Council performance was reviewed on a quarterly basis ahead of Cabinet, and this has been helpful in providing Members with early information about any performance issues/concerns, as well as assuring Members that such issues are being addressed by robust management actions.
- 3.2 Performance and budget monitoring remains an integral part of the work of the Scrutiny Committee, and along with a thorough assessment of the Council's performance every quarter, the Scrutiny Committee has also given consideration to various other issues as part of its overview and scrutiny function. These have included:
- Scrutiny of the Chair of the Council's Civic Programme
  - Scrutiny of North Street Quarter Due Diligence
  - Scrutiny of the Annual Lewes District Community Safety Partnership Report
  - Scrutiny of the Annual Equalities Report
  - Scrutiny of the Voluntary Sector Support
  - Scrutiny of the Draft Lewes Tourism Strategy 2018-2021
  - Scrutiny of the Council's Budget Overview and Tax base Setting
  - Scrutiny of the Council's Sickness/Absence statistics within the

Council

- Participation in a Q&A session with external representatives regarding the reinstatement of the Lewes to Uckfield railway line, and invite discussion regarding their existing strategy and proposal

3.3 The Scrutiny Committee continued to consider significant issues within the community and engaged external witnesses. The Committee were pleased to welcome the following representatives to their meetings:

- Mr Adam Chugg, Chief Executive of 3VA
- Ms Teresa Gittins, Deputy Chief Executive and Head of Services of Action in Rural Sussex
- Mr Rob Whitehead, Advice & Inclusion Services Programme Manager of Sompriti
- Ms Jackie Wilkes, District Manager of Lewes District Citizens Advice Bureau
- Mr Jonathan Knight, Chief Financial Officer of MAS REI
- Mr Roger Blake, National Board Vice-Chair, London & South East regional branch of Railfuture
- Mr Chris Page, National Board Chair of Railfuture


3.4 During 2017/2018 two Panel Groups were established to scrutinise particular aspects of the Council's work:

- Establishment of a scrutiny review to investigate the impact of transport options within Lewes District and their effect on the local economy, also taking into account the Air Quality motion. This review is currently underway.
- Establishment of a scrutiny review to investigate 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. This review is currently underway and will report back to the Committee in February 2019.

#### **4 Portfolio Progress and Performance – Quarter 1**

4.1 An overview of the Council's performance for the year as at the end of the 1<sup>st</sup> quarter is set out below:

- 79% of the Council's key projects were either completed or on track at the end of the 1<sup>st</sup> quarter.
- 68% of the Council's performance targets were either met, exceeded or within acceptable levels during the 1<sup>st</sup> quarter.
- 9 indicators did not meet their planned targets during the 1<sup>st</sup> quarter (see paragraph seven below).

**5 The Good News for Quarter 1 –**  Notable project milestones or service performance achieved

5.1 This section of the report provides specific highlights by portfolio in terms of notable project progress or performance achievements.

5.2 Regeneration and Business

The **Newhaven Town Centre** project aiming to deliver the mixed use regeneration of the town centre was allocated funding by Cabinet in quarter one, and consultation is expected in the autumn.

5.3 People and Performance

The year on year performance for **Average days lost per FTE employee due to sickness** during Quarter one has improved from 2.15 days (2017/18 Q1) to 1.62 days (2018/19 Q1).

5.4 Environmental Impact

Lewes District Council is leading in the fight against single use plastics, successfully launching the **Single use plastic reduction in council offices** project in Quarter One which seeks to significantly reduce their use across council sites.

5.5 Housing

In the **Welfare reform project**, in Q1 the Job CentrePlus presentation for staff, RSLs and Voluntary Sector on Universal Credit was arranged (took place on 24/25 July).

Lewes CABs delivering Assisted Digital Support and Personal Budgeting Support on Councils' behalf.

BHT awarded £30k to recruit a benefits advisor to work 25 hours a week alongside the Homes First team to identify those Lewes residents most in need of support to claim Universal Credit and will provide practical 1:1 support to customers through the whole claims process and to ensure they are able to maintain their claim in the longer term. Further details are in the annexe.

5.6 Planning

The **Neighbourhood Planning** project has now “made” Neighbourhood Plans for *Plumpton* and for *Ditchling, Streat & Westmeston*, and continues to lead and contribute to six more Plans in the District.

5.7 Waste and Recycling Transformation

The roll-out of the **LDC co-mingled recycling** service was completed in Quarter One, with increases in recycling already being reported.

## 5.8 Customer and Partners

Performance for **Number of people registering for our email service** continues to out-perform expectations, delivering over half the annual target in the first three months of 2018/19 (1,235 against a target of 2,004).

## 6 **Areas for Improvement** – Project/performance is slightly off track (but within acceptable/5% tolerance). The 'amber' warning flags up performance that has fallen very slightly below target or projects that are slipping behind schedule or going slightly off-track.

### 6.1 The following performance indicators which fell into this category during the first quarter included:

- **Percentage of Council Tax collected during the year - Lewes:** The collection rate for Quarter One is down on the quarter target by 0.26%. On 6th June 2018, the revenues service transitioned in to the future model. As we are now establishing the new ways of working, collection has been affected but it is anticipated that as the structure beds in, collection performance will return to projected levels.
- **Percentage of Business Rates collected during the year - Lewes:** The collection rate for Quarter One is down on the quarter target by 0.59%. Business Rates was also effected by the revenues service transition in June, but it is anticipated that collection performance will return to projected levels.
- **Percentage of Rent Collected During the Year (Cumulative):** Quarter 1 performance is below the profiled target. This is mainly due to the cross skilling training that is being delivered within the team in order to create future service resilience across both Councils. As a result this has meant that there has been a slight reduction in the number of officers available to process work, however this is being carefully managed to minimise the impact on performance which we expect to improve as more staff are cross-skilled'.

### 6.2 The following projects are being reported as amber at the end of the second quarter.


**Newhaven Port Access Road (ESCC Project):** The final formatting of business and strategic cases was prepared in Q1 and submitted in July. Positive conversations are being held between ESCC and DfT

The contractor is lined up and ready to start as soon as authorisation is received.

6.3 **Devolution of Open Spaces:** Lewes Town Council: The devolution of Landport Bottom successfully completed.

Newhaven Town Council: The first "wave" of transfers was being processed by LDC and NTC solicitors includes a) East Side Recreation Ground, b) Avis Road Recreation Ground, c) Drove Park Recreation Ground, d) Lewes Road Recreation Ground, and e) Valley Road Recreation Ground.

- **Modular Housing:** Feasibility appraisals are being completed on a range of Council owned and non-Council owned sites – legal searches and initial capacity studies will be undertaken and potential contractors have been identified, who can fulfil the criteria of accelerated delivery. A Cabinet report is planned for the end of October, with consultation with Ward and Town Councillors, as well as local residents before any sites move to the construction phase. The report to Cabinet will include the outcome of options appraisals.

7 **Areas for Improvement** –  Performance well below target and/or project significantly off-schedule or revised. Where service performance falls well below target levels, or a project is significantly off track or has been significantly revised or cancelled, priority is given to addressing these issues.

- **Average number of days to re-let LDC Council homes (excluding temporary lets):** The average re-let time for Q1 was 27.5 days. This exceeds the voids target of 25 days. During June we re-let 13 properties. Low numbers are skewing this PI and we expect this to return within target shortly.
- **Performance Improvement Plan**  
There was one late unexpected re-allocation required that led to an extended period of re-let delay. The target is closely monitored and the Neighbourhood Housing Team continue to let the properties promptly upon completion of the void works.
- **The Local Plan (Part 2):** The concurrent 'Call for Sites' to deliver the Gypsy and Traveller pitches yielded no results, however further options identified are being considered, with no final decision made. The identification within Local Plan Part 2 of suitable site(s) for the delivery of 5 permanent pitches is established within Core Policy 3 of the Local Plan Part 1, the Core Strategy.
- **Percentage of major applications determined within 13 weeks (LDC only):** It is acknowledged that this PI poses significant swings given the very low volume of applications determined. For Quarter One two applications were determined out of time. Going forward extension of time agreements and close scrutiny of caseload by the SSA's will support an improvement in performance.

- **Percentage of minor planning applications determined within 8 weeks (LDC/SDNP combined):** 17 out of 56 minor planning applications did not meet the deadline. Resource has been assigned to cover knowledge transfer and the processing of applications. This should see an upturn in performance by the end of Quarter Two.
- **The number of days taken to process new housing/council tax benefit claims:** The average days to process new claims for Quarter One was 48.4 days against a target of 20 days. The activity involved in the transition of the benefits service to the new ways of working, which was successfully completed on 6 June, coupled with several new starters led to a dip in performance during April, May and June. It is expected the target to be met from August onwards.
- **Days to process change of circons. (Housing / Council Tax Benefit):** The average days to process changes for Quarter One was 10.5 days against a target of 8 days. As with the PI for *The number of days taken to process new housing/council tax benefit claims* The activity involved in the transition of the benefits service to the new ways of working, which was successfully completed on 6 June, coupled with several new starters led to a dip in performance during April, May and June. It is expected the target to be met from August onwards.
- **Increase the percentage of calls to the contact centre answered within 60 seconds – Lewes:** The speed of answer has increased during Quarter One due to the implementation of revenues and benefits as a new service for Customer Advisors with an additional 7,000+ calls, and the ongoing induction into the new ways of working.

A significant amount of time has been spent training the team to handle these new calls, and queue busting has been implemented to provide customers with alternatives to waiting on the line including going online, using automated services or calling back at less busy times. A recruitment drive was launched in May with eight candidates being offered roles, all of whom are anticipated to be in place and training by the middle of Quarter Two. There are still 6 vacancies with interviews and recruitment underway. Residents who call and have an active enquiry with a back office case worker are also being directed straight through rather than having to wait for call-backs or chasing multiple times.

- **Reduce the numbers of abandoned calls to the contact centre – Lewes:** Higher than normal call volumes resulted in a spike in abandoned call at the start of Quarter One, but the number of abandoned calls has decreased across the quarter. Queue busting continues to take place to answer calls within 5mins to reduce the amount of abandoned calls. A recruitment drive was completed with 8 preferred candidates offered roles, all of whom are expected to start by the end of August.

## **8 Financial Appraisal**

- 8.1 Project and performance monitoring and reporting arrangements are contained within existing estimates. Corporate performance information should also be considered alongside the Council's financial update reports (also reported to Cabinet each quarter) as there is a clear link between performance and budgets/resources.

## **9 Legal Implications**

- 9.1 Comment from the Legal Services Team is not necessary for this routine monitoring report.

## **10 Risk Management Implications**

- 10.1 It is important that corporate performance is monitored regularly otherwise there is a risk that reductions in service levels, or projects falling behind schedule, are not addressed in a timely way.

## **11 Equality Analysis**

- 11.1 The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports or as part of programmed equality analysis. The equality implications of projects that form part of the Joint Transformation Programme are addressed through separate Equality and Fairness assessments.

### **Appendices**

Appendix 1 – Portfolio Progress and Performance Report (Quarter One 2018/19).

### **Background Papers**

[Council Plan 2016 to 2020](#)



## Appendix 1

# Lewes District Council Portfolio Progress and Performance Report Quarter One 2018-2019 (April to June 2018)

**Regeneration and Business Portfolio : Cllr Andy Smith – Projects and Initiatives**

**People and Performance Portfolio : Cllr Elayne Merry – Key Performance Indicators and Projects and Initiatives**

**Environmental Impact Portfolio : Cllr Isabelle Linington – Projects and Initiatives**









**Finance Portfolio : Cllr Bill Giles – Key Performance Indicators**

**Housing Portfolio : Cllr Ron Maskell - Key Performance Indicators and Projects and Initiatives**

**Planning Portfolio : Cllr Tom Jones - Key Performance Indicators and Projects and Initiatives**

**Waste and Recycling Transformation Portfolio : Cllr Paul Franklin - Key Performance Indicators and Projects and Initiatives**


**Customers and Partners Portfolio : Cllr Tony Nicholson - Key Performance Indicators and Projects and Initiatives**





Key	
	Performance that is at or above target Project is on track
	Performance that is below target Projects that are not expected to be completed in time or within requirements
	Project has been completed, been discontinued or is on hold
	Performance that is slightly below target but is within an acceptable tolerance Projects : where there are issues causing significant delay, changes to planned activities, scale, cost pressures or risks
	Direction of travel on performance indicator : improving performance
	Direction of travel on performance indicator : declining performance
	Direction of travel on performance indicator : no change
	Data with no performance target



# LDC Regeneration and Business Portfolio: Councillor Andy Smith: 2018/19

## Portfolio Projects and Initiatives

### Portfolio Projects and Initiatives

Project / Initiative	Description	Target completion	Status	Update
North Street Quarter	Regeneration of the North Street Quarter area in Lewes to provide over 400 homes; health hub; car park and new commercial space.	Q1 2021/22		<p>The NSQ planning team has made significant progress with SDNP around the information submitted for the discharge of pre-commencement planning conditions. The process is progressing well.</p> <p>The NSQ landowners are finalising the final Land Collaboration Agreement with a view to agreeing the document as soon as possible.</p> <p>Once the LCA is agreed, the landowners will go to market to secure a developer for the scheme. The marketing information is currently being prepared by the two landowners.</p> <p>The landowners continue to progress resolution of outstanding third party land / title matters, including those relating to LDC title.</p> <p>LDC has been granted permission for the early demolition of LDC owned buildings on North Street, due to concerns over the condition of these buildings. A planning application for a temporary car park on the site, during construction of Phase 1 of the NSQ scheme, was submitted in July 2018.</p> <p>A sum of £50,000 was ring-fenced by Council in February 2016 to assist the privately owned businesses trading from land owned and leased by LDC at the NSQ site to relocate within the Lewes District. So far £20,000 of this funding has been used to assist Compass buses with the costs of relocating their depot from the North Street site to the Cliffe Industrial Estate in Lewes. Whilst neither landowner (the Council and MAS REI) have an obligation to find new premises for tenants at the North Street site, the Council will</p>


Project / Initiative	Description	Target completion	Status	Update
				continue to work with all remaining tenants at the site in an attempt to help them find them new accommodation in the Lewes District if they need our help with this.
Newhaven Port Access Road (ESCC Project)	A new road that will remove Port traffic from existing roads to enhance access and economic growth, as well as safeguarding existing residential areas from the impact of Port traffic.	Q1 2019/20		The final formatting of business and strategic cases was prepared in Q1 and submitted in July. Positive conversations are being held between ESCC and DfT  The contractor is lined up and ready to start as soon as authorisation is received.
Newhaven Enterprise Zone	NEZ covers 8 key sites of strategic importance with the aim of driving economic growth through the creation of up to 55,000m <sup>2</sup> of new employment floorspace, refurbishing 15,000m <sup>2</sup> of existing employment floorspace and creating / sustaining up to 2,000 FTE jobs over a 25-year period.	Q4 2041/42		<ul style="list-style-type: none"> <li>• Updated Strategy now in draft form linked to Coast to Capital's new Strategic Economic Plan. A delivery plan is being prepared to highlight the transition of strategic objectives into action.</li> <li>• Article 4 Direction. Approved at Planning Committee on 27th June and will be implemented from 5 November 2018. This confirms the withdrawal of permitted development rights to help to protect key existing and future employment space.</li> <li>• Plans progressing for LDC land at Town Centre and Railway Quay.</li> <li>• Coastal Communities Fund bid submitted for Town Centre. Awaiting outcome.</li> <li>• Phase 2 of Eastside South development under way which will see a further three units added to the two built in Phase 1..</li> <li>• Closure of UTC at Railway Quay is disappointing, but mitigation is already underway.</li> </ul>
Newhaven Town Centre	Delivery of mixed use regeneration scheme within NEZ.	Q4 2020/21		Following Cabinet 2 July, an allocation of up to £500,000 to develop the town centre scheme, up to the letting of the construction contract, was agreed at Cabinet. The scheme will include an anchor food store, car parking, further retail units in the town square and a hotel. The development proposal is split across three key sites; Newhaven Square, Seahaven Leisure Centre and Lower Car Park site. Public consultation on the plans is schedule for the autumn.
Downs Leisure Centre	Project to renovate the Downs Leisure Centre to better serve the community's health needs.	Q3 2020/21		Business case and Investment report scheduled for Cabinet 17 September 2018. Preliminary plans include an updated Downs Leisure Centre with Health Hub provisions incorporated within the Wave Leisure Centre complex.



Project / Initiative	Description	Target completion	Status	Update
				Discussions with the CE of Wave, Seaford Town Council and other stakeholders have taken place. A small convenience store and 8 to 12 residential units are planned within the designated site area, subject to Cabinet approval and Planning permission.
Springman House- New Community Fire Station	Relocation of key emergency services to create a blue light services hub that supports delivery of the North Street Quarter.	Q3 2019/20		Plans for the site are progressing with continued discussions with the Blue Light Services to develop a scheme that is agreeable to all parties
Set up and Energy Services Company (ESCO) for North Street Quarter (LDC)	Establishment of an ESCO to support delivery of the North Street Quarter.	Q3 2019/20		Following the completion of the government's Heat Delivery Network Unit Study, it will be necessary to consider the two recommended options further, along with assessing the feasibility of establishing an Energy Services Company for North Street Quarter.

# LDC People and Performance Portfolio: Councillor Elayne Merry: 2018/19

## Key Performance Indicators Portfolio Projects and Initiatives

### Portfolio Projects and Initiatives

Project / Initiative	Description	Target completion	Status	Update
Joint Transformation Programme	A major programme to integrate the Eastbourne Borough Council and Lewes District Council workforces, and transform the service delivery model for both organisations. Deliver £2.7m savings while protecting services	Q4 2020		<p>The Programme delivered a number of significant actions/progress towards actions within the Quarter, including:</p> <ul style="list-style-type: none"> <li>• New systems were launched: Civica Financials which enable the councils to make the best use of modern technology to deliver services efficiently and in ways our customers want.</li> <li>• Further services continue to transition to new systems and ways of working - primarily, the Revenues and Benefits teams - enhancing and modernising the way in which we provide services to and interact with residents and businesses.</li> <li>• The ambition to encourage more customers who are able to communicate and interact with us online continues to be realised (in accordance with the aspirations set out in the Channel Shift Strategy). Customers completed 20% of their transactions online in May 2018 compared with 6.3% a year earlier.</li> <li>• The teams working on delivering the aims of the Joint Transformation Programme continue to listen and respond to feedback - mainly in relation to the joint website and the availability of staff on the phones.</li> <li>• Planning for the next stage in the transformation journey : JTP Phase 3 has commenced and further details of the planned change and savings will be communicated to Members over the coming months.</li> </ul> <p>The JTP tackles the same challenges and risks that all change management programmes of this scale and ambition face eg issues relating to technologies, personnel and the relationships with third party suppliers are known and are being managed appropriately. Delivery of the transformation is being managed within the £6.8m budget and the £2.8m of savings for JTP Phases 1 and 2 have been achieved.</p>



Project / Initiative	Description	Target completion	Status	Update
Vote 100	The project will organise events and activities to commemorate the centenary of the Representation of the People Act 1918 which first extended the right to vote to women and to encourage greater diversity in public life.	Q3 2018/19		A successful event was held at Pelham House on 9th July with around 100 attending. Discussions are underway to plan further events in the form of a road show.
Lewes District Lottery	A lottery for good causes for Lewes District	Q4 2018/19		Officers are in the process of gaining a Gambling Commission licence for this project.

## LDC People and Performance Portfolio: Councillor Elayne Merry: 2018/19

## Key Performance Indicators Portfolio Projects and Initiatives

### Key Performance Indicators





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KPI Description	Annual Target 2018/19	Value	Q1 2018/19		Direction of travel between Q4 17/18 and Q1 18/19	Latest Note
			Q1 Target	Status		
Average days lost per FTE employee due to sickness	<b>8.0 days</b>	<b>1.62 days</b>	<b>2 days</b>			<p>This is the first quarter of reporting average days lost due to sickness for our entire staff group, altogether. 1.62 days is a pleasing outcome for Quarter One and represents a decrease from the same period last year which was 2.16.</p> <p>A few long term cases have been resolved recently which has helped with the figure, although there 5 employees were off for the entire quarter all of whom are being supported by their manager with support from HR and progressing through the Attendance Management process.</p> <p>The areas which have the highest overall percentage absence rates are within the service delivery areas and whilst in some respects this is understandable and predictable (e.g. staff who come into regular contact with the public pick up more short term illnesses), the HR team will be paying particular attention to supporting managers in these specific areas to deal with the absence levels.</p>





# LDC Environmental Impact Portfolio: Councillor Isabelle Linington: 2018/19

## Portfolio Projects and Initiatives

### Portfolio Projects and Initiatives

Project / Initiative	Description	Target completion	Status	Update
Clear Futures: Joint Venture for Energy and Sustainability	A joint venture between Eastbourne and Lewes Council and a private sector organisation to deliver local energy and sustainability ambitions for the next 20-30 years. The Joint Venture will follow a programme of work.	Q1 2037/38		The monthly JV Steering Board meetings have taken place and numerous New Project Request (NPR) forms have been progressed. The next Board meeting to take place on 21st August.
Single use plastic reduction in council offices	Project aiming to reduce the amount of single use plastic items used in Lewes and Eastbourne Councils' offices.	Q4 2018/19		SUPs around the offices have been replaced by reusable alternatives and an audit of staff use of SUPs has been completed. An internal promotional campaign is now planned after which the audit will be redone to understand the impact of the project.
Upper Ouse Flood Protection and Water	3 year programme of flood protection work across the District	Q4 2018/19		The <i>Ouse and Adur River Trust</i> and <i>Sussex Flow Initiative</i> group met in May to plan for 18/19.  Plans for reinstating flood plains for the River Ouse at Barcombe and the River Uck at Isfield were developed, potential improvements to Bevern Stream and water storage in Pashetts and Park Wood were explored, and LDC continue to collaborate on developing rain gardens and other flood protection projects.
Newhaven Flood Alleviation Scheme (Environment Agency)	Enabling the delivery of key infrastructure projects in Newhaven.	Q4 2018/19		Area 2 (south) is now complete and Area 2 (north) is expected to be completed in Quarter Two. The Environment Agency are investigating alternative options to reduce cost and mitigate against loss of access for existing commercial operators in Area 5 (Newhaven Port).. A feasibility study has been commissioned and will report back shortly.  Overall scheme completion date (November 2019) remains on schedule.

Key Performance Indicators





KPI Description	Annual Target 2018/19	Value	Q1 2018/19		Direction of travel between Q4 17/18 and Q1 18/19	Latest Note
			Target	Status		
Percentage of Council Tax collected during the year - Lewes	97.06%	29.78%	30.04%			The collection rate for Quarter One is down on the quarter target (30.04%) by 0.26%. On 6th June 2018, the revenues service transitioned in to the new ways of working in JTP. As we are now establishing the new ways of working, collection has been affected but it is anticipated that as the structure beds in, collection performance will return to projected levels.
Percentage of Business Rates collected during the year - Lewes	98.50%	28.59%	29.18%			The collection rate for Quarter One is down on the quarter target (29.18%) by 0.59%. On 6th June 2018, the revenues service transitioned in to the new ways of working in JTP. As we are now establishing the new ways of working, collection has been affected but it is anticipated that as the structure beds in, collection performance will return to projected levels.



# LDC Housing Portfolio: Councillor Ron Maskell: 2018/19

## Key Performance Indicators Portfolio Projects and Initiatives

### Portfolio Projects and Initiatives











Project / Initiative	Description	Target completion	Status	Update
Welfare Reform	To support those vulnerable residents affected by the government's welfare reform programme.	Q4 2020		<p>Job Centre Plus presentation for staff, RSLs and Voluntary Sector on Universal Credit arranged on 24/25 July.</p> <p>Lewes CABs delivering Assisted Digital Support and Personal Budgeting Support on Councils' behalf.</p> <p>BHT awarded £30k to recruit a benefits advisor to work 25 hours a week alongside the Homes First team to identify those Lewes residents most in need of support to claim Universal Credit and will provide practical 1:1 support to customers through the whole claims process and to ensure they are able to maintain their claim in the longer term.</p> <p>The service will be focused primarily on homeless people living in temporary accommodation, people at risk of homelessness, and council tenants who are claiming Universal Credit and struggling to pay their rent. The adviser will be co-located with the Council's Homes First staff but the service will be made available from a range of venues including and people's own homes and take account of the particular needs of people living in rural areas.</p>
Housing Delivery : Local Growth Fund	Deliver up to 30 new Council homes for rent on 7 sites.	Q2 2018		This project has now delivered 22 new homes and only remains active due to the defects period which runs to July 2018.
Rural Housing	A project looking at rural housing in the district.	Q2 2019		<p>Guidance on adding annexes to property and the council tax implications of this has been published.</p> <p>A paper is being drawn up to identify findings from research.</p>
Modular Housing	Delivery of modular housing options.	Q2 2019		Feasibility appraisals are being completed on a range of Council owned and non-Council owned sites – legal searches and initial capacity studies will be undertaken and potential contractors have been identified, who can fulfil the criteria of accelerated delivery. A Cabinet report is planned for the end of





Project / Initiative	Description	Target completion	Status	Update
				October, with consultation with Ward and Town Councillors, as well as local residents before any sites move to the construction phase. The report to Cabinet will include the outcome of options appraisals.



# LDC Housing Portfolio: Councillor Ron Maskell: 2018/19

## Key Performance Indicators Portfolio Projects and Initiatives

### Key Performance Indicators

KPI Description	Annual Target 2018/19	Q1 2018/19		Direction of travel between Q4 17/18 and Q1 18/19	Latest Note
		Value	Status		
Disabled Facilities Grants: Time taken from council receiving fully completed application to the council approving the grant	28 days	7		New PI	Performance is expected to improve when the Occupational Therapists (OT's) co-locate with us as LDC will be giving them direction and will be able to set a start time for the process. Senior Practitioners are expected to be in post by the end of October and OT's by January 2019.
Number of Licensed HMO's Inspected per Quarter	8	0		New PI	Licensed HMO's are required by legislation to be inspected once every 5 years and are generally inspected on receipt of the licence application. There were no HMO's inspected this quarter as there were none up for renewal.  New HMO regulations state the new definition of an HMO for licensing purposes will be any property occupied by five or more people, forming two or more separate households. This is in contrast to the existing HMO definition which is a property occupied by 5 or more people, forming two or more separate households and comprises three or more storeys.
Percentage of rent collected during the year (cumulative)	96%	90.92%			Quarter 1 performance is below the profiled target. This is mainly due to the cross skilling training that is being delivered within the team in order to create future service resilience across both Councils. As a result this has meant that there has been a slight reduction in the number of officers available to process work, however this is being carefully managed to minimise the impact on performance which we expect to improve as more staff are cross-skilled'.
Total number of days that families need to stay in emergency (nightly paid) accommodation	70	0			This PI relates to the number of days that families need to stay in non self-contained B&B rooms. There have been none in Q1 as families are in self-contained accommodation.
Total number of households living in emergency (nightly paid) accommodation	15	13			There were 13 households living in emergency accommodation in June. In April there were 8 households and May 13.  There continues to be a steady rise in the number of clients going into Temporary Accommodation (TA) across the country.
Average number of days to re-let LDC Council homes (excluding temporary lets)	25	27			The average re-let time for Q1 was 27.5 days. This exceeds the voids target of 25 days. During June we re-let 13 properties. Low numbers are skewing this PI and we expect this to return within target shortly.


KPI Description	Annual Target 2018/19	Q1 2018/19		Direction of travel between Q4 17/18 and Q1 18/19	Latest Note
		Value	Status		
					<p><b>Performance Improvement Plan</b></p> <p>There was one late unexpected re-allocation required that led to an extended period of re-let delay. The target is closely monitored and the Neighbourhood Housing Team continue to let the properties promptly upon completion of the void works.</p>
Overall tenants' satisfaction	75%	88%			95 tenants responded to this question. From these 84 were either very satisfied or fairly satisfied.
Number of households who are at risk of homelessness within the next 56 days and "prevention duty" has been accepted to prevent this	18/19 will be used as baseline figures	n/a	n/a		<p>This is a new PI following the introduction of the Homelessness Reduction Act (HRA). What this refers to is that we have accepted duty under HRA to work with clients who we believe to be eligible and at risk of homelessness within 56 days. The prevention duty lasts for 56 days and it requires the LA to support the client to prevent themselves from becoming homeless. It involves a full assessment of needs, issuing a personal housing plan outlining actions for the client to take and actions for the authority (i.e resolving issues with landlord or finding alternative PRS before eviction date), which should be reviewed and updated as needed. Prevention options can include home visits, mediation, budgeting and debt management advice, referrals to specialist agencies, rent deposit offers. If homelessness is not prevented we would go onto the RELIEF duty.</p> <p>Q1 data unavailable due to technical issues but will have Q2 figures in time</p>
Number of households who are already homeless where "relief duty" has been accepted to relieve their homelessness	18/19 will be used as baseline figures	n/a	32		<p>This is a new PI following the introduction of the Homelessness Reduction Act (HRA). What this refers to is that the client is eligible to assistance and is already homeless. The relief duty requires us to support the client to relieve their homelessness. Again lasts for 56 days. It also includes full assessment and personal housing plan if these have not already been completed (some clients skip the prevention stage if they approach us on the day they are homeless). Option within relief can include budgeting and debt management advice to support with sustainability of future tenancies, referrals to specialist agencies, rent deposit offers. Some, but not all clients will be offered temporary accommodation during this duty (those who are believed to be eligible, homeless and in priority need). If we cannot relieve homelessness we would need to make a decision on whether or not we owe a full homeless duty</p>
Number of households where a "full homelessness duty" has been accepted as unable to prevent or relieve homelessness	18/19 will be used as baseline figures	n/a	6		<p>This is a new PI following the introduction of the Homelessness Reduction Act (HRA). What this refers to is that we have been unable to relieve or prevent homelessness, and assessed the client as being owed a full duty under the housing act. Clients who are eligible, homeless, in priority need, not intentionally homeless and have a local connection will be accepted. A s.184 letter will be issued confirming this decision and client can remain in temporary accommodation until a suitable property is offered. This could be either social housing or a 12-month tenancy in the private rented sector.</p>


KPI Description	Annual Target 2018/19	Q1 2018/19		Direction of travel between Q4 17/18 and Q1 18/19	Latest Note
		Value	Status		
					Awaiting data from Locata – deadline for is the end of August therefore data will be available for the Q1 meeting. Target has not been set as this this is a new year and data from this year will be used to benchmark performance for next year.
Proportion of homeless households where decision has been made within 10 working days	18/19 will be used as baseline figures	100%			Awaiting data from Locata – deadline for completion is the end of August therefore data will be available for the Q1 meeting. Target has not been set as this this is a new year and data from this year will be used to benchmark performance for next year.  All applications decided within deadline.
Number of households where homelessness has been successfully prevented	18/19 will be used as baseline figures	n/a			Unavailable due to technical issues but will have Q2 figures in time.  25 households were assisted with loans for rent in advance and deposit via Home Link – these would be considered as prevention/relief.  We are continuing to see applicants for housing assessments and work with households to either enable them to remain in their current home or identify alternative accommodation. We have now recruited an interim member of staff to liaise with landlords and lead on our landlord incentive scheme, this will increase the options available to applicants to help us secure privately rented homes.
The number of days taken to process new housing/council tax benefit claims	20.0	48.4			The average days to process new claims for Quarter One was 48.4 days against a target of 20 days.  <b>Performance Improvement Plan</b> The activity involved in the transition of the benefits service to the new ways of working, which was successfully completed on 6 June, coupled with several new starters led to a dip in performance during April, May and June. It is expected the target to be met from August onwards.
Days to process change of circs. (Housing / Council Tax Benefit)	8.0	10.5			The average days to process changes for Quarter One was 10.5 days against a target of 8 days.  <b>Performance Improvement Plan</b> See Performance Improvement Plan above.

# LDC Planning Portfolio: Councillor Tom Jones: 2018/19

## Key Performance Indicators Portfolio Projects and Initiatives

### Portfolio Projects and Initiatives




Project / Initiative	Description	Target completion	Status	Update
Neighbourhood Planning	Work with local communities on neighbourhood Plans, to guide future land use and identify where housing can be built.	Q4 2019/20		<p><b>Plumpton</b></p> <p>The Plumpton Neighbourhood Plan was 'made' at the Council Meeting on 2nd May and the South Downs National Park 'made' the Neighbourhood Plan on 12th April 2018.</p> <p><b>Seaford</b></p> <p>Further work on the submission documents is ongoing.</p> <p><b>Newhaven</b></p> <p>The Town Council anticipate submitting their amended Neighbourhood Plan in accordance with Regulation 15 within the coming months.</p> <p><b>Peacehaven and Telscombe</b></p> <p>The Steering Group carried out numerous public engagement events in early/mid-April 2018. The Steering Group have opened a call for sites.</p> <p><b>Barcombe</b></p> <p>The Steering Group are still making relevant amendments requiring public engagement in January.</p> <p><b>Chailey</b></p> <p>The Neighbourhood Planning Officer provided detailed comments on the most complete draft documents, including the draft policies.</p> <p><b>Ditchling, Streat &amp; Westmeston</b></p>

Project / Initiative	Description	Target completion	Status	Update
				<p>On 2nd May the Neighbourhood Plan was 'made' at Full Council following a successful Referendum and Examination. The South Downs National Park Authority made the Plan on 10th May 2018.</p> <p><b>Lewes Town (SDNPA-led and will form part of the SDNPA development plan, not LDC's)</b></p> <p>The Town Council formally submitted the Submission Plan to the SDNPA (documents are not submitted to LDC, however, relevant service areas of LDC can comment on the submitted documents). The Reg. 16 consultation began on 11th June and ended on 23rd July 2018.</p>
The Local Plan (Part 2)	Local Plan Part 2 will allocate land for different types of development (including new housing and Gypsy and Traveller pitches) as well as land to be protected.	Q3 2019/20		<p>Local Plan Part 2 consultation responses on the Draft Plan are being considered, the Statement of Consultation is being prepared and necessary amendments are being made to the Plan accordingly.</p> <p>The schedule for the publication of the Pre-Submission Local Plan Part 2 (Regulation 19) is currently September 2018.</p> <p>The concurrent 'Call for Sites' to deliver the Gypsy and Traveller pitches yielded no results. The identification within Local Plan Part 2 of suitable site(s) for the delivery of 5 permanent pitches is established within Core Policy 3 of the Local Plan Part 1, the Core Strategy.</p> <p>Further options have been identified for Gypsy and Traveller sites, and these are being considered, with a final decision expected in time for the Pre-Submission deadline.</p>









# LDC Planning Portfolio: Councillor Tom Jones: 2018/19

## Key Performance Indicators Portfolio Projects and Initiatives

### Key Performance Indicators

KPI Description	Annual Target 2018/19	Q1 2018/19		Direction of travel between Q4 17/18 and Q1 18/19	Latest Note
		Value	Status		
Percentage of major applications determined within 13 weeks (LDC only)	65%	50%		↓	<p>2 out of 4 applications took longer than 13 weeks to determine. It should be noted that this PI has significant swings given the very low volume of applications determined.</p> <p>Of the 2 applications referred to, 1 was a significant application with many planning and legal issues. An extension of time was originally agreed, however this application required lengthy legal discussions.</p> <p>The other application was for the development which was refused following a consultee response. This consultee response (external) was submitted late and given that the application was refused there was little likelihood of the applicant agreeing to an extension of time.</p> <p><b>Performance Improvement Plan</b> Going forward extension of time agreements and closer scrutiny of caseloads by the senior specialist advisors will support an improvement in performance.</p> <p>NB. At the time of publication, 100% of applications were determined within the deadline.</p>
Percentage of minor planning applications determined within 8 weeks (LDC/SDNP combined)	75%	70%		↓	<p>17 out of 56 minor planning applications did not meet the deadline. The reasons for the delays relate to a validation backlog; this has now been cleared and going forward there should be an upward move in performance</p> <p><b>Performance Improvement Plan</b> Resource has been assigned to cover knowledge transfer and the processing of applications. This should see an upturn in performance by the end of Quarter Two.</p>
Processing of other planning applications within 8 weeks (LDC/SDNP combined)	75%	82%		▬	<p>169 out of 205 "Other" Applications were successfully processed within 8 weeks during Quarter One of 2018/19.</p>





KPI Description	Annual Target 2018/19	Q1 2018/19		Direction of travel between Q4 17/18 and Q1 18/19	Latest Note
		Value	Status		
Percentage of all planning appeals allowed (officer/committee decisions)	10.0%	0%			
Outcome of planning appeals (Costs awarded (£))	£0	£0			
Number of appeals where the Inspector has considered that there has been unreasonable behaviour by the Local Planning Authority	0	0			
Number of major applications for new housing granted planning permission following appeal (LDC only)	0	0			

# LDC Waste and Recycling Transformation Portfolio: Councillor Paul Franklin: 2018/19

## Key Performance Indicators Portfolio Projects and Initiatives

### Portfolio Projects and Initiatives





Project / Initiative	Description	Target completion	Status	Update
Waste mobilisation programme - overarching	Programme to improve Lewes waste services in conjunction with EBC.	Q4 2020/21		<p>The well-received LDC co-mingled recycling service has been rolled out across the district, as detailed separately.</p> <p>Costs associated with the trade waste service are under review to establish further efficiencies before the anticipated trial of a new trade recycling service.</p> <p>The 'recycling on the go' project has begun with locations agreed for 10 new bins, to be ordered</p>
LDC co-mingled recycling	All households able to accommodate wheelie bins will receive them and co-mingled dry recycling collections will be rolled out across Lewes District.	Complete		<p>Phase Four of the roll out (Lewes, Ringmer and surrounding villages) was completed in April, and Phase Five (Burgess Hill to Cooksbridge) was completed in June, which together brought another 16,000 properties into the co-mingled collection service. All electric vehicles have now been retired, and recycling rates have shown a year-on-year increase from 27% (2017) to 34% in April 2018. All phases of the roll-out are now complete and a review will be undertaken towards the end of Quarter Two.</p>

## LDC Waste and Recycling Transformation Portfolio: Councillor Paul Franklin: 2018/19

### Key Performance Indicators

### Portfolio Projects and Initiatives

#### Key Performance Indicators

KPI Description	Annual Target 2018/19	Q1 2018/19		Direction of travel between Q4 17/18 and Q1 18/19	Latest Note
		Value	Status		
The average no. of working days taken to remove reported fly tips	2	2.7			<p>Removal of some fly tips required the assistance of external contractors (due to asbestos etc ). This is work outside of the council's control and therefore in some cases resulted in the removal of fly-tips taken longer than usual.</p> <p><u>Tackling fly tips:</u></p> <p>In Q1 we installed a temporary CCTV camera at our Fairlight Avenue bring site which was a known hot spot and we saw an immediate reduction of 60% of dumped waste here – we are also following up 2 recorded incidents here.</p> <p>Neighbourhood First have been working with Town and Parish councils again identifying problem areas to see where appropriate fly-tipping aware signage can be installed.</p>
Percentage of household waste sent for reuse, recycling and composting	32%	37%			

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## LDC Customers and Partners Portfolio: Councillor Tony Nicholson: 2018/19

### Key Performance Indicators


### Portfolio Projects and Initiatives

#### Portfolio Projects and Initiatives







Project / Initiative	Description	Target completion	Status	Update
Devolution of Open Spaces	Work with new grounds maintenance contractor, Town and Parish Councils and local volunteers to maintain high quality public parks and community spaces.	Q4 2018/19		<p>Lewes Town Council: The devolution of Landport Bottom has successfully completed.</p> <p>Newhaven Town Council: The first "wave" of transfers</p>





## LDC Customers and Partners Portfolio: Councillor Tony Nicholson: 2018/19

## Key Performance Indicators Portfolio Projects and Initiatives

				currently being processed by LDC and NTC solicitors includes a) East Side Recreation Ground, b) Avis Road Recreation Ground, c) Drove Park Recreation Ground, d) Lewes Road Recreation Ground, and e) Valley Road Recreation Ground.
New Arts and Culture Brand and Tourism offer	Promote a strong arts and culture brand across the County.	Q4 2018/19		We currently work with ESCC on the Cultural Partnership and Cultural Advisory Board. With the appointment of the new Director of the Towner and the fact that the gallery is now becoming outward-facing, Eastbourne and Lewes are now becoming more involved in county-wide cultural initiatives including submitting a bid to the Cultural Development Fund and joint research and data interpretation initiatives.

### Key Performance Indicators

KPI Description	Annual Target 2018/19	Q1 2018/19		Direction of travel between Q4 17/18 and Q1 18/19	Latest Note
		Value	Status		
Number of new sign-ups to the Councils' social media channels	600	592			Social media campaigns included in Q1: Report It app, tenancy fraud reporting, recycling promotion, cliff top safety, ranger events, Neighbourhood First promotion, Self Serve
Number of people registering for our email service	2,004	1,235			GDPR in May led to a spike in re-registrations of users.
Increase the percentage of calls to the contact centre answered within 60 seconds - Lewes	80%	43.47%			The speed of answer has increased during Quarter One due to the implementation of revenues and benefits as a new service for Customer Advisors with an additional 7,000+ calls, and the ongoing induction into the new ways of working.  In the first 6 weeks of Q2, the percentage of calls answered within the target time was 25.5%. The number of calls offered in the first six weeks alone in Q2 was 28086 compared with 46759 calls in Q1.

KPI Description	Annual Target 2018/19	Q1 2018/19		Direction of travel between Q4 17/18 and Q1 18/19	Latest Note
		Value	Status		
					<p><b>Performance Improvement Plan</b> A significant amount of time has been spent training the team to handle these new calls, and queue busting has been implemented to provide customers with alternatives to waiting on the line including going online, using automated services or calling back at less busy times. A recruitment drive was launched in May with eight candidates being offered roles, all of whom are anticipated to be in place and training by the middle of Quarter Two. There are still 6 vacancies with interviews and recruitment underway. Residents who call and have an active enquiry with a back office case worker are also being directed straight through rather than having to wait for call-backs or chasing multiple times.</p>
Reduce the numbers of abandoned calls to the contact centre - Lewes	5%	22.3%			<p>Higher than normal call volumes resulted in a spike in abandoned call at the start of Quarter One, but the number of abandoned calls has decreased across the quarter.</p> <p>In the first 6 weeks of Q2, the percentage of calls abandoned was 23.4%.</p> <p><b>Performance Improvement Plan</b> See Performance Improvement Plan above.</p>
Improve our ranking compared to similar authorities in relation to all crime - Lewes	5	1			<p>Lewes district remains a low crime area and is ranked lowest for crimes per 1000 population in its MSG this quarter.</p> <p>The Community Safety Partnership has had a focus on tackling youth related anti-social behaviour across the district. This involves setting-up a new multi-agency youth intervention group is to help support young people involved in crime and ASB address their underlying behaviour.</p>

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<b>Report to:</b>	<b>Scrutiny</b>
<b>Date:</b>	<b>13 September 2018</b>
<b>Title:</b>	<b>Review of Safeguarding Children and Vulnerable Adults Policy</b>
<b>Report of:</b>	<b>Tim Whelan, Director of Service Delivery</b>
<b>Cabinet member:</b>	<b>Councillor Elayne Merry</b>
<b>Ward(s):</b>	All
<b>Purpose of report:</b>	To inform the committee of the proposed joint Safeguarding Children and Vulnerable Adults Policy and seek their views
<b>Decision type:</b>	Key Decision
<b>Officer recommendation:</b>	Scrutiny Committee is asked to consider and endorse the proposed Safeguarding Policy and make any relevant recommendations in relation to these for Cabinet to consider when it meets on 24 October 2018.
<b>Reasons for recommendation:</b>	To update the previous policy bringing it into line with recommended practice and with current pan-Sussex policies and procedures.
<b>Contact Officer(s):</b>	Name: Laura Lea Post title: Policy and Engagement Coordinator E-mail: <a href="mailto:laura.lea@lewes-eastbourne.gov.uk">laura.lea@lewes-eastbourne.gov.uk</a> Telephone number: 01323 415447

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## **1 Introduction**

- 1.1 Under the Children Act 2004 the council has a duty to cooperate to improve well-being and safeguard children and promote their welfare. The Working Together to Safeguard Children (DfES, 2018) guidance sets out how organisations and individuals should work together to safeguard and promote the welfare of children.
- 1.2 The role and responsibilities of local authority staff with responsibilities for children living or present in East and West Sussex and Brighton and Hove are set out in the Pan Sussex Child Protection and Safeguarding Procedures Manual. This includes staff in district and borough councils providing services to children and young people, such as housing and activities for young people. The manual covers key issues for the council, notably on information sharing and confidentiality, referrals and reporting.

1.3 The Pan Sussex Child Protection and Safeguarding Procedures Manual states:

*“Responsibility for the protection of children must be shared because children are safeguarded only when all relevant agencies and individuals accept responsibility and co-operate with one another.”*

1.4 The Pan Sussex Child Protection and Safeguarding Procedures Manual is updated every 6 months to take account of new legislation and guidance and learning from Serious Case Reviews. Recent updates take account of the Care Act 2014 and “Working Together to Safeguard Children” 2015.

1.5 The Care Act 2014 places Safeguarding Adults on a statutory footing. Part 1 of the Act covers responsibilities for Safeguarding and came into force on 1 April 2015.

1.6 The Sussex Multi-Agency Policy and Procedures set out local arrangements for raising and responding to concerns relating to the suspected abuse or neglect of adults.

1.7 Section 6 of the Care Act includes a requirement for cooperation between the Local Authority and each of its relevant partners to protect adults experiencing or at risk of abuse or neglect and to establish a Safeguarding Adults Board.

1.8 An internal review of Eastbourne Borough and Lewes District Council’s policies and procedures has been carried out in order to produce a single joint policy that complies fully with the latest legislation and guidance.

1.9 The re-modelling of service roles and responsibilities under the Joint Transformation Project has also necessitated a review of lines of responsibility, training procedures and arrangements for information recording, storage and sharing to ensure the council meets the required standards and cooperates effectively with other agencies and in line with locally adopted procedures.

## **2 Proposal**

2.1 Section 11 of the Children Act 2014 places a duty on local authorities to ensure their functions are discharged having regard to the need to safeguard children and promote their welfare. At the request of the Local Safeguarding Children Board (LSCB) a self-assessment was completed in April 2018 to assess the Council’s compliance with current legislation and guidance. In addition, an internal audit has been carried out to identify any gaps in the existing policies and in implementation of these.

2.2 Amendments incorporated in the policy cover:

- Aligned procedures to operate across both areas
- Updated details to represent the changes brought about by the JTP
- Inclusion of an e-safety policy
- Addition of Prevent responsibilities and contact details
- Inclusion of responsibilities around private fostering
- Details on Domestic Violence procedures



- Updated information on reporting concerns based on current guidance and agrees Pan Sussex procedures; including the role of the Single Point of Advice (SPOA).

### **3 Outcome expected and performance management**

- 3.1 Adopting the aligned and updated policy will help ensure that the council is compliant with Pan Sussex Procedures and complies with its legal duties in safeguarding children, young people and vulnerable adults.

### **4 Consultation**

- 4.1 The East Sussex Local Safeguarding Children Board and the East Sussex Safeguarding Adults Board will be consulted to ensure the proposed policy meets their expectations.

### **5 Corporate plan and council policies**

- 5.1 The policy and its appendices will provide staff with clear guidelines to ensure that the council's policies and practices comply with current legislation and agreed Pan Sussex procedures. The principles set out in the policy will allow officers to make a judgement about when they should report safeguarding concerns, the procedure for reporting and the roles and responsibilities that different officers have.

### **6 Business case and alternative option(s) considered**

- 6.1 The alignment of the Eastbourne Borough and Lewes District Councils' Safeguarding policies and procedures is designed to ensure that the policy is robust and is implemented effectively. The amendments from the previous policies are designed to cover all areas in which the council is involved and to minimise the risks to those council services, resources and premises and to council staff, volunteers, contractors and other partners.
- 6.2 The duty to co-operate quoted in paragraph 1.1 above is a reference to section 10 of the Children Act 2004, which requires local authorities to make arrangements to promote co-operation between the authority, each of their relevant partners, and any other partners, and any other persons the authority considers appropriate with a view to improving the wellbeing of children in the authority's area, in relation to:
- a) Physical and mental health and emotional wellbeing;
  - b) Protection from harm and neglect;
  - c) Education training and recreation;
  - d) The contribution made by those children to society
  - e) Social and economic wellbeing.

In making arrangements under this section, a local authority must have regard to the importance of parents and other persons caring for children in the wellbeing of children

## **7 Financial appraisal**

7.1 There are no significant financial or staff resource implications arising from the recommendations of this report.

## **8 Legal implications**

8.1 The draft Joint Safeguarding Children and Vulnerable Adults Policy at Appendix 1 is consistent with:

- Sections 10 and 11 of the Children Act 2004 (the council's duty to make arrangements to promote co-operation between the council and relevant partners, with a view to improving the well-being of children in the council's area; and the council's duty to make arrangements for ensuring that the council discharges its functions, having regard to the need to safeguard and promote the welfare of children).
- Section 6 of the Care Act 2014 (the council's duty to co-operate with each of its relevant partners in exercising its functions relating to adults with needs for care and support).
- Section 26 of the Counter-Terrorism and Security Act 2015 (the council's duty to have due regard to the need to prevent people from being drawn into terrorism)

*Lawyer consulted 22.08.18*

*Legal ref: 007629-LDC-OD*

## **9 Risk management implications**

9.1 Reviewing the Council's policies and performance on a regular basis provides an assurance that the Council is fulfilling its functions in a way that protects children and vulnerable adults and reduces the risk of harm. It also reduces the risk of reputational damage to the Council by minimising the risk of its own actions or inaction leading to serious harm caused to a child or vulnerable adult.

## **10 Equality Analysis**

10.1 The policy is designed to protect children, young people and those adults most at risk of abuse or neglect. This includes anyone who is, or may be in need of community services due to age, illness or a mental or physical disability and may include, for example, people who are frail due to age, those who have specific disabilities and those at risk of exploitation. No negative impact on groups protected under the Equality Act 2010 have been identified.

10.2 An initial Equality and Fairness Analysis has been carried out and is being consulted on. This is available from the report author.

## **11 Appendices**

- Appendix 1 - Draft Joint Safeguarding Children and Vulnerable Adults

## Policy

### **12 Background papers**

The background papers used in compiling this report were as follows:

LDC Safeguarding Policy – November 2015

[Safeguarding - Lewes and Eastbourne Councils](#)

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## 1. Scope

1.1. This policy is the responsibility of all:

- Councillors
- Staff and volunteers
- Contractors and partners working for or on behalf of the council.

References to staff in this policy include all workers (e.g. permanent and temporary staff, agency staff, casual staff, volunteers, apprentices and those undertaking internships or work experience). The Staff Code of Conduct requires compliance with the policy.

1.2. Children and young people are defined as those aged under 18.

1.3. A vulnerable adult is someone aged 18 or over who:

- Has needs for care and support (where or not the local authority is meeting any of these needs) and
- Is experiencing, or at risk of, abuse or neglect; and
- as a result of these care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

For example a person who:

- Is frail due to age
- Has drug or alcohol problems
- Has a learning disability
- Has mental or physical ill health or disability
- Has been trafficked for purposes such as forced labour or sexual exploitation.

Vulnerability is related to how able an adult is to make and exercise their own informed choice, free from duress or undue influence, and to protect themselves from abuse, neglect and exploitation. There is no hard and fast rule: an adult should be assumed to be covered by this policy unless there is information to indicate that they are not.

## **2. Reasons for the policy**

- 2.1. Everyone, including children, young people and vulnerable adults, has the right not to be abused. We recognise the need to ensure their welfare when they come into contact with the services we provide. The council has wide ranging contacts with potentially vulnerable children and adults. It is essential that a clear and consistent approach to safeguarding is followed across the all council services.
- 2.2. It is known that some individuals will actively seek employment or voluntary work with vulnerable people, particularly with children and young people in order to control harm and 'control' them. People who work with children, young people and adults who may be at risk, contractors and other partners of the council have a role to play in protecting them from harm and safeguarding their welfare.
- 2.3. It is also important to recognise additional vulnerability in terms of race, disability, religion, ethnicity or language. Specific reference is made to these issues in the Pan Sussex Children Protection and Safeguarding Procedures and in the Sussex Multi Agency Policy and Procedures for Safeguarding Vulnerable Adults.
- 2.4. The Children Act 2004 and the Care Act 2014 place specific duties on District and Borough councils to have regard to the need to safeguard and promote the welfare of children and vulnerable adults, and to co-operate with other agencies to improve the wellbeing of children and vulnerable adults. The council is a partner of the East Sussex Local Safeguarding Children Board (LSCB) and the East Sussex Local Safeguarding Adults Board (LSAB) and is required, where appropriate, to contribute information to Serious Case Reviews (SCRs) and Safeguarding Adults Reviews (SARs), and to ensure learning from these is disseminated and acted on within the council.

## **3. Safeguarding statement**

- 3.1. Lewes District and Eastbourne councils work to ensure that all children, young people and vulnerable adults coming into contact with the council and its employees are protected and treated with respect. The council will endeavour to create an organisational culture where staff, councillors and contractors are sensitive to abuse and exploitation and take responsibility for and feel confident

in reporting concerns. The council will cooperate with relevant partners in order to protect children and adults experiencing or at risk of abuse in accordance with arrangements and procedures agreed by the Local Safeguarding Children Board and the Safeguarding Adults Board.

- 3.2. It is not the policy of the council to encourage staff to investigate suspicions or allegations, but to make all staff aware of the issues surrounding child and vulnerable adult protection and to have clear procedures in place to ensure that staff are aware of how and to whom any concerns should be reported. All staff involved in the provision of services should know what to do if there are any concerns about abuse and what procedures and guidelines they should follow.

#### **4. Safeguarding roles and responsibilities**

- 1.1. Safeguarding children from abuse and promoting their welfare means:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

- 1.2. Safeguarding vulnerable adults means protecting them from maltreatment, and preventing injury or significant harm. Abuse violates an adult's human and civil rights. It can vary from treating someone with disrespect in a way which significantly affects the person's quality of life, to causing actual physical suffering.

- 1.3. A safeguarding concern arises if abuse is suspected or disclosed. Abuse can happen anywhere – at home, in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment or in the street.

- 1.4. It is the responsibility of all those working within or on behalf of the council to be vigilant and report alleged or suspected incidents of child, young person and/or vulnerable adult abuse.

- 1.5. A minimum of five team leaders or other officers in key roles within the council will act as **Safeguarding Contacts** supporting staff and ensuring that concerns are reported appropriately and in accordance with current guidance. The role and responsibilities of the Safeguarding Contacts are set out in more detail in Section 8.

- 1.6. The **Named Senior Officer**, the Director of Service Delivery, has overall responsibility for safeguarding, including e-safety. This responsibility includes:

- keeping this policy up to date and ensuring its conformity with the Pan Sussex LSCB and LSAB guidance;



- making sure this policy is implemented, and that staff, councillors, contractors, organisations receiving financial support from the Councils and partners understand their responsibilities;
  - checking that appropriate steps are taken in the event of any allegations against a councillor or member of staff, and that the council liaises appropriately and effectively with authorities responsible for investigating these safeguarding concerns: the Police and/or East Sussex County Council Children's and Adults' Services. The Named Senior Officer oversees liaison between the responsible authorities and the councils to determine how any internal and external investigations can be conducted properly, preserving evidence and avoiding unnecessary duplication and delay. Investigation by the responsible authorities normally takes precedence over council investigations under the complaints, grievance or disciplinary procedures
  - supporting the Safeguarding Contacts and other staff, providing direction, advice and guidance where appropriate;
  - ensuring that the council actively supports all Serious Case Reviews (SCRs) and Safeguarding Adults Reviews (SARs) where the council may have had involvement / contact with the victim; and
  - ensuring that the council acts on lessons learnt from SCRs and SARs and other safeguarding issues, grievances or disciplinary proceedings.
- 1.4. The **Prevent Lead**, the Strategy and Partnerships Lead – Thriving Communities, has overall responsibility for the Council's Prevent duties. These include:
- attending meetings of the East Sussex Prevent Board and maintaining up to date knowledge of the Council's duties and locally agreed procedures for reporting concerns
  - ensuring that staff, councillors, contractors, organisations receiving financial support from the Council and partners understand their responsibilities under the Counter Terrorism and Security Act 2015;
  - supporting the Safeguarding Contacts and other staff, providing direction, advice and guidance where appropriate.
- 1.5. Specific safeguarding responsibilities are tabulated at Appendix A.

## 5. Types of abuse

- 1.7. The Care Act 2014 includes a list of some types and patterns of abuse and neglect and the different situations in which this may take place. This is intended as an illustration rather than an exhaustive list and the Councils should not limit its view of what constitutes abuse or neglect to examples illustrated. The list below is included as an illustration of the types of abuse and neglect that may arise.
- 1.8. **Physical: causing physical harm**, including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraint, failing to provide physical care and aids to living;

- 1.9. **Sexual:** including sexual assault, rape, inappropriate touching/molesting, forcing or enticing, someone into sexual acts they don't understand or feel powerless to refuse; grooming a child or young person in preparation for abuse, including on-line activity;
- 1.10. **Emotional or psychological:** persistent emotional ill treatment or rejection (domestic or otherwise), including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, belittling, silencing, controlling or humiliating;
- 1.11. **Exploitation:** either opportunistically or premeditated, unfairly manipulating someone for profit or personal gain;
- 1.12. **Financial or material: illegal or improper use of an adult's property, money or other assets without their informed consent or where the consent is obtained by fraud.** It can include withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing money and not repaying. In relation to an adult's financial affairs or arrangements this could include wills, property, inheritance or financial transactions of the misuse or misappropriation of property, possessions or benefits;
- 1.13. **Neglect and acts of omission:** persistent or severe failure to meet a person's basic physical and psychological needs. It will result in serious impairment of their health or development, and can include withholding shelter, food, drink, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk, failing to ensure adequate supervision or unresponsiveness to the basic emotional needs of a child;
- 1.14. **Discriminatory abuse:** including slurs, harassment and maltreatment due to a protected characteristic (Equality Act 2010);
- 1.15. **Institutional abuse:** including neglect and poor care practice within an institution or specific care setting such as a hospital, care home or children's home;
- 1.16. **Unintentional abuse:** this may be the result of negligence or ignorance;
- 1.17. **Child Sexual Exploitation (CSE):** includes forcing or enticing a child aged under 18 to take part in sexual activities whether or not the child is aware of what is happening. This may include situations or relationships where children receive something (e.g. food, drugs, alcohol, cigarettes, affection, gifts, accommodation and money) linked to sexual activity. CSE also occurs remotely, not necessarily with the child's awareness through the use of technology, e.g. posing sexual images on the internet;

- 1.18. **Modern slavery:** recruiting people by deception or coercion and moving them to a new place where they can be exploited. This includes human trafficking;
- 1.19. **Domestic abuse:** an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Children who have witnessed domestic abuse may also need safeguarding.
- 1.20. **Honour Based Abuse (HBA):** A collection of practices which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour and which can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code;
- 1.21. **Forced Marriage (FM):** A marriage conducted without the valid consent of one or both parties and where duress is a factor. FM is now a specific offence under section 121 of the Anti-Social Behaviour, Crime and Policing Act 2014;
- 1.22. **Female Genital Mutilation (FGM):** FGM is a collective term for a range of procedures which involve partial or total removal of the external female genitalia for non-medical reasons, sometimes referred to as female circumcision or female genital cutting. FGM of girls is regarded as child abuse;
- 1.23. **Human Trafficking:** The recruitment, transportation, transfer, harbouring or receipt of people by means of threat or use of force or other forms of coercion, abduction, fraud, of deception, abuse of power or inducements for the purpose of exploitation through prostitution or others forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or removal of organs. Victims may be physically or psychologically 'imprisoned';
- 1.24. **Self-neglect:** Self-neglect is the 'inability (intentional or non-intentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of people who self-neglect and perhaps even to their community' (Gibbons, 2006);
- 1.25. **Prevent:** This is the Government counter-terrorism strategy. From July 2015 local authorities have a responsibility to work with and support individuals and communities who may be vulnerable to the threat of violent extremism and terrorism. Children and vulnerable adults may be at risk of being drawn into extremism. Early intervention can help protect them before illegality occurs, and concerns relating to extremism can be reported as a Safeguarding concern.

## 6. Signs of abuse

- 1.26. There are many possible signs of abuse, none being conclusive on their own. Examples include:
- Unexplained injury / weight loss / cuts and bruises / dirtiness
  - Changes in behaviour

- Depression / low self-esteem / anxiety
- Lack of self-care / dehydration / abnormal eating pattern
- Harm to self
- Obsessive behaviour
- Bills not being paid
- An overly critical or disrespectful carer (or boss, for trafficking) who may control, bully or undermine
- Isolation from usual network of friends, family or community
- No access to GP / local services and legal documents e.g. passport (trafficking).

## 7 Reporting safeguarding concerns

- 1.27. We all have a responsibility to report any safeguarding concerns over the welfare of children, young people or vulnerable adults. This extends to the identification of signs of abuse, poor practice by staff, councillors and others acting for or on behalf of the council, allegations brought to our attention by a member of the public. This includes the need to report concerns relating to children who have witnessed domestic abuse. Reporting safeguarding concerns can prevent serious abuse or harm from happening, or from escalating.
- 1.28. All staff, volunteers, members contractors and partners of the council are expected to act promptly and effectively in communicating concerns relating to child and adult protection either through one of the council's Safeguarding contacts or directly to East Sussex Children's Services or Adult Social Care Service.
- 1.29. A list of the council's **Safeguarding Contacts** is maintained by the Strategy and Partnerships Lead for Thriving Communities. Staff must not attempt to investigate abuse themselves; neither must they confront anyone who is allegedly responsible for abuse nor tell them that allegations have been made against them.
- 1.30. **Inside normal office hours** safeguarding concerns must be reported to a Safeguarding Contact at the earliest possible opportunity and within **one working day** of recognising the risk. Verbal reports must be confirmed on the CRM within one working day.
- 1.31. **Outside normal office hours** safeguarding concerns must be reported immediately to the East Sussex County Council Emergency Duty Service. A record must be made of everything that is said and a Safeguarding Contact must be informed on the next working day and the details of the report recorded on the CRM.

1.32. **Dial 999** if a child, young person or vulnerable adult may be in imminent danger or a criminal offence may have been committed before taking the above steps.

1.33. The Safeguarding Contact should be given as much factual information as possible. For example:

- The child, young person or vulnerable adult's name and address (and parents'/carers' address if different);
- The reason for concern – a note of significant events or conversation should be made as promptly as possible to assist with any referral and subsequent investigation. Evidence such as texts or social media entries should be preserved;
- Any other known factors which may be contributing to the problem;
- Additional information such as age (or date of birth), ethnicity, religion, language and disabilities/specific needs.

However, it is not the role of council staff to investigate suspicions or allegations and any safeguarding concern should be reported whether or not the information is complete.

7.8 If there are doubts about whether a safeguarding concern has been handled in accordance with the Safeguarding Policy, these should be raised with the Named Senior Officer. If this is not appropriate, the concern should be raised with another member of the council's Corporate Management Team.

7.9 Variations to these arrangements may be agreed with specific terms (e.g. sheltered housing) to ensure that safeguarding concerns are dealt with promptly.

## **8 Role of Safeguarding Contacts**

8.1 A Safeguarding Contact is responsible for receiving reports of safeguarding concerns inside normal office hours from any councillor or staff member **regardless** of which team they work in and for maintaining appropriate records on behalf of the council, seeking advice from East Sussex County Council (ESCC) Children's and Adult Services and informing the Named Senior Officer of the concern and advice received.

8.2 To discharge this responsibility the Safeguarding Contact must inform the ESCC Children's or Adult Services of the Safeguarding concern, where possible on the same working day as it is received and **within 24 hours** and obtain their advice about the appropriate action to be taken. For Children's Services the point of contact will be the Single Point of Advice (SPOA). Advice may also be received from the police if appropriate.

- 8.3 It is not the job of the Safeguarding Contact or the Named Senior Officer to establish whether or not abuse is taking place, or whether a crime has been committed. That is the job of the “responsible authorities” (Police, ESCC Children’s or Adult Services).
- 8.4 Safeguarding Contacts are also responsible for supporting staff who report concerns directly to ESCC whether this is out of normal hours or in situations where they have not been able to locate a Safeguarding Contact.

## **9 Confidentiality, record keeping and sharing information**

- 9.1 Information about safeguarding concerns should be regarded as **confidential** and should be channelled through a Safeguarding Contact. The information is not secret, however, and the Safeguarding Contact will seek advice from ESCC Children’s and Adults’ Services and be guided by the information set out at Appendix H. Information sharing must be necessary, proportionate, relevant, accurate, timely and secure.
- 9.2 If someone discloses abuse, but asks that it should be kept a secret, they should be told that if what they have said indicates that they, or someone else, may be harmed, there is a duty to report it to a Safeguarding Contact. This is called acting in the public interest.
- 9.3 If a witness who is not a councillor or member of staff requests anonymity, they should be told that it is much better if they are willing to give their name, but if not, their concern will still be reported to a Safeguarding Contact.
- 9.4 Records should be written in plain English, and should always differentiate clearly between fact and opinion or judgement. All must be dated, and stored securely. Any paper records must be signed, and appropriately destroyed after scanning.
- 9.5 Information about a safeguarding concern may be shared by a Safeguarding Contact or the Named Senior Officer at the earliest opportunity with appropriate others in accordance with information sharing principles (Appendix H). For example:
- The council’s HR Manager in the case of an allegation against staff
  - The council’s Monitoring Officer in the case of an allegation against a councillor
  - Where safeguarding concerns and allegation relate to contractors or partners the appropriate company/organisation manager and council senior manager overseeing the contract or partnership;

- The alleged victim or their parent/carer where appropriate (regarding the safeguarding concern and steps being taken to deal with it).

- 1.1. A secure GCSX compliant email system must be used where there is a need to share safeguarding or other confidential information with external organisations (in accordance with the information sharing requirements of this policy).
- 1.2. Records will be stored in accordance with the council's policies and procedures governing information management and record/document retention and disposal.

## **10 Allegations against staff, councillors, contractors or partners**

- 1.3. If someone witnesses behaviour by a councillor, member of staff, contractor or partner, or an allegation is made about them that indicates that they have, or may have:
  - harmed a child, young person or vulnerable adult, or put them at risk of harm;
  - possibly committed a criminal offence against or related to a child, young person or vulnerable adult, or;
  - behaved in a way that indicated they may pose a risk of harm to children young people or vulnerable adults.

they must report it as a safeguarding concern to a Safeguarding Contact (see section 8).

- 1.4. It is acknowledged that an allegation against any member of staff will generate concern amongst other staff. The way in which any such allegations are dealt with should be professional and fair and, above all, protect the welfare of the child, young person or vulnerable adult. Staff will be supported if they disclose information about a colleague.
- 1.5. A councillor or member of staff, whether paid or unpaid, must report any allegation made against them to a Safeguarding Contact following the procedure in Section 7 of this policy.
- 1.6. Safeguarding concerns and allegations relating to staff will be dealt with in accordance with the council's disciplinary procedures (including instances where the member of staff resigns or leaves). However, investigations by the responsible authorities will take precedence over internal council procedures relating to conduct. The HR Manager will liaise with the responsible authorities to agree the appropriate course of action.

- 1.7. The HR Manager will seek advice from ESCC Children's or Adult Services or the police prior to informing a member of staff of an allegation against them. The HR Manager will offer appropriate welfare support to the member of staff and ensure they are kept appropriately informed during any investigation process.
- 1.8. In accordance with the law the council will refer to the Disclosure and Barring Service (DBS) any member of staff who:
- was dismissed because they harmed a child or adult;
  - was dismissed or removed from working in a regulated activity because they might otherwise have harmed a child or adult;
  - would have been dismissed for either of the above reasons but they resigned first; or,
  - who works with children or vulnerable adults in regulated activity and has been cautioned or convicted for a relevant offence.
- 1.9. Safeguarding concerns and allegations relating to councillors will be referred to the Monitoring Officer and dealt with in accordance with the council's Code of Conduct of Members and liaison with the lead officer responsible for safeguarding.
- 1.10. The council will implement procedures to deal with the outcome of any investigation including:
- advice and reassurance to the public;
  - media attention;
  - dealing with staff in the event of allegations being unfounded;
  - dealing with staff should an allegation about a staff member be proven.

## **11 Recruitment and selection**

- 1.11. The council will take all reasonable steps to prevent unsuitable people working with children, young people and vulnerable adults on behalf of the council. Procedures will be deployed consistently for all staff whether in full time, part time, permanent or temporary employment and whether paid or voluntary.
- 1.12. The need to recruit quickly will not be allowed to take precedence over safe recruitment principles. They are incorporated into the council's recruitment policies and practices, and the HR Manager is responsible for their implementation and review. Key aspects are:



- a commitment to safeguarding must be included in all future employment contracts
  - criminal record checks will be made where appropriate. Roles that involve regulated activities, such as caring for, supervising or being in sole charge of children or vulnerable adults, require an enhanced Disclosure and Barring Service (DBS) Check. This may include checking whether someone is included in the two DBS 'barred lists' of individuals who are unsuitable for working with children and adults. DBS checks must be obtained for staff and volunteers undertaking these roles, and they will not be permitted to commence unaccompanied work until they have been received. It is against the law for employers to employ someone, or allow them to volunteer for this kind of work if they are on one of the barred lists.
  - a commitment to safeguarding must be included in all employment contracts.
  - any post-specific requirements relating to safeguarding must be included in the relevant job description and person specification.
  - offers of employment or placements are subject to receipt of satisfactory references and identity checks. Where the post involves significant contact with children, young people or vulnerable adults, former employers will be asked about the suitability of the candidate and whether there have been any concerns, allegations or disciplinary investigations related to safeguarding.
  - managers and HR staff must comply with corporate policies on the security of DBS records and on the Rehabilitation of Offenders to ensure the confidentiality of information received in relation to applicants.
- 1.13. Managers are responsible for ensuring that employment agencies used by the council offer safe recruitment and selection processes. Employment agencies must be made aware of this policy, must provide the council with a copy of their safeguarding procedure and must agree to share with the council any safeguarding concern within the agency relating to individual staff.

## **12 Information and training**

- 1.14. Information will be made available in council premises to raise awareness and to let people know how to voice any safeguarding concerns they may have.
- 1.15. Appropriate information will be made available to staff councillors, contractors and partners in the form of this policy and appendices.
- 1.16. All training carried out will be consistent with the recommendations of the Local Safeguarding Children Board and Safeguarding Adults Board.

1.17. Induction for new staff and councillors on safeguarding must be completed within 3 months of the start of their employment/placement/term of office. It will include:

- signposting this policy, procedures for reporting safeguarding concerns and contact details of safeguarding contacts.
- awareness training on safeguarding and role boundaries.

1.18. Existing staff and councillors will be required to undertake refresher awareness training on safeguarding and role boundaries every 3 years.

1.19. Requirements for more advanced training for staff who have significant contact with children young people or vulnerable adults will be identified as part of the induction and/or appraisal process, dependant on the nature of the post.

1.20. Requirements for additional training for HR Officers, Safeguarding Contacts, the Monitoring Officer, the Named Senior Officer and the Prevent Lead will be identified as part of the induction and/or appraisal process and refreshed at appropriate intervals.

### **13 External organisation licensed by, or working with for or on behalf of the council**

1.21. The council works with and through a number of external organisations such as charities, contractors, licensees, other public sector bodies, etc. Checks that relevant external organisations operate safe recruitment practices must be made at the tender/quotation stage.

1.22. Where these external organisations are likely to have significant contact with children, young people or vulnerable adults as a direct result of their work for, on behalf of or in partnership with the council, they are required to have safeguarding procedures, such as safe recruitment and selection process in place. They must be aware of this policy, must provide the council with a copy of their safeguarding procedure and must agree to share with the council any safeguarding concern within their organisation relating to relevant individuals who undertake work for or on behalf of the council.

1.23. Support for programmes which involve children, young people or vulnerable adults (funding, premises, etc.) will be subject to those organisations providing evidence of effective policy and procedures on child and vulnerable adult protection. This includes all those managing any of the council's building or with a licence to run services from any of the council's buildings.

1.24. Heads of Service and managers are responsible for ensuring that their teams are made aware of and comply with the provisions set out in 13.2. and 13.3.

1.25. Heads of Service and managers are responsible for obtaining assurances that external organisations have implemented their own safeguarding procedures once they have been alerted to a safeguarding concern under section 7. Senior Heads of Service and managers will also take appropriate steps to address any risk that may be posed by an individual in the course of their organisation's work for or on behalf of the council.

1.26. The council will undertake DBS checks in accordance with national guidelines as part of the licence application process (e.g. taxi licence applications).

#### **14 Policy review and version control**

This policy will be reviewed annually or in line with new advice from the LSCB or SAB or changes to the Pan Susses procedures.

<b>Date reviewed</b>	<b>Reviewed by</b>	<b>Approved by</b>
August 2018	Laura Lea/Pat Taylor	Tim Whelan (Head of Service Delivery)

**Appendix A – table of specific responsibilities in relation to safeguarding**

Role			
Named Senior Officer	Safeguarding Contacts	HR Manager	Others
Maintain policy – update and ensure conformity with East Sussex LSCB and LSAB guidance.	Receive reports of safeguarding concerns and seek advice from ESCC Children’s and Adults’ Services	Manage allegations against staff <ul style="list-style-type: none"> <li>• Implement disciplinary procedure where appropriate;</li> <li>• Liaise with responsible authorities</li> <li>• Share information with appropriate others;</li> <li>• Offer appropriate welfare support to person against whom allegations have been made;</li> <li>• Make referrals to the DBS when appropriate.</li> </ul>	<b>Cabinet Member for Direct Assistance Services</b>  <b>Customer Communications and Lead</b>  Ensure Communications including social media comply with Safeguarding policies and standards and the Pan Sussex E-Safety Strategy
Oversee policy implementation and ensure awareness and understanding.  Ensure Corporate Risk	Raise concerns and submit reports to SPOA and HSCC as appropriate and ensure information is recorded and stored securely on appropriate system	Implement safe recruitment practices including <ul style="list-style-type: none"> <li>• DBS checks where applicable;</li> <li>• Information in application pack;</li> <li>• Pre-employment checks.</li> </ul>	<b>Heads of Service / Managers</b> <ul style="list-style-type: none"> <li>• Ensure departmental compliance with the policy including completion, updating and recording of risk assessments on Pentana;</li> </ul>

<p>Assessment is carried out, updated and recorded on Pentana</p>			<ul style="list-style-type: none"> <li>• Implement section 13 (external organisations).</li> <li>• Implement section 11.3 (employment agency checks)</li> <li>• Managers and Safeguarding Contacts ensure information is properly protected and shared, and use monitored.</li> </ul>
<p>Oversee management of allegations against councillors including</p> <ul style="list-style-type: none"> <li>• Implementation of appropriate procedures;</li> <li>• Liaison with responsible authorities.</li> </ul>		<p>Arrange appropriate induction and training</p>	<p><b>Assistant Director for Corporate Governance</b></p> <ul style="list-style-type: none"> <li>• Ensure appropriate induction and training is provided for councillors.</li> <li>• Ensure that safeguarding concerns and allegations relating to councillors are dealt with in accordance with the Code of Conduct of Members of the Council.</li> </ul>
<p>Ensure policy and procedures are implemented by staff</p> <p>Maintain and publicise a list of Safeguarding Contacts.</p>	<p>Maintain appropriate records of concerns, advice, decisions and actions taken.</p>	<p>Ensure staff agreements relating to IT Acceptable Use are in place covering e-safety</p> <p>Arrange appropriate induction and training for staff.</p>	<p><b>Heads or Service / Managers</b></p> <p>Ensure safeguarding issues are covered appropriately in induction, 1:1 and team meetings and staff appraisals and that mandatory training is completed.</p>

<p>Deliver policy with respect to contracts and grants</p>			<p><b>Heads of Service / Managers</b></p> <p>Ensure procurement and grant processes comply with policy and procedures</p> <p><b>Specialist Advisor - Licensing</b> Implement national guidance on DBS checks as part of the licence application process.</p>
<p>Ensure appropriate information is shared with Safeguarding Contacts and Senior Managers of Service</p> <p>Support Serious Case Reviews and Safeguarding Adult Reviews</p> <ul style="list-style-type: none"> <li>• Active co-operation;</li> <li>• Lessons learnt.</li> </ul> <p>Support and direct the Safeguarding Contacts, in the light of advice from ESCC Children’s and Adults’ Services</p>	<p>Share information with appropriate others.</p>		

## Appendix B – General Guidance for Staff and Managers

We can reduce likely situations for abuse of children and help protect our staff and volunteers from false accusations by making sure that everyone is aware that **it is not acceptable to:**

- Spend time alone with children away from others;
- Take children alone in a car on journeys, however short;
- Take children to their home.

In exceptional circumstances where it is **absolutely unavoidable** that these things do happen, they should **only** occur with the full knowledge and consent of the senior head or their deputy.

You should make it clear to all staff and volunteers in your organisation that they should **never:**

- Engage in rough physical games, including horseplay (apart from structured sports activities);
- Allow or engage in inappropriate touching of any form;
- Allow children to use inappropriate language unchallenged;
- Make sexually suggestive comments about, or to, a child;
- Let allegations a child makes go unchallenged or unrecorded;
- Do things of a personal nature for children or vulnerable adults.

## Appendix C – Guidance For Managers: Supervision of Children

Making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm of any kind whilst taking part in organised programmes or whilst at Council facilities.

### Planning

- Organisers **must** plan and prepare a detailed programme of activities for the children who are involved in the project, **including preparing a risk assessment prior to the event.**
- Managers must ensure that all staff and volunteers have got required appropriate DBS clearance in place.
- Organisers are responsible for the welfare and safety of the children for the whole time they are in their care.
- Young people should not be left to their own devices when undertaking a supervised programme.
- All children should be adequately supervised and engaged in suitable activities at all times.
- In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers should have a number of alternative activities planned.

### Supervision

- Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so.
- Children must be supervised at all times.
- Children must not be left unsupervised at any venue whether it is indoors or out of doors.
- Workers should know at all times where children are and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Children will be safer if supervised by two or more adults.
- Dangerous behaviour by children should not be allowed.

### Adult/Child Ratios

Level of supervision must be adequate whether at the organisation's venue or on a journey/visit. Therefore, when deciding how many adults are required to supervise, manager must take into consideration a range of practical matters:



- The number of participants in the group
- The nature of the site/venue and of the activity involved
- It is important that each individual supervisor knows the responsibilities he/she is expected to bear.

It is for the Manager in charge to exercise his/her professional judgement in deciding the level of supervision taking into account the appropriate national guidance. Risk assessments should be carried out in advance of programming the activity.

**Guidelines for listening to a child, young person or vulnerable adult who claims he or she has been abused:**

- React calmly so as not to frighten the child, young person or vulnerable adult
- Tell them they are not to blame and that they were right to tell
- Take what they say seriously, recognising how difficult it was for them to confide in you
- Always reassure them but do not make promises of confidentiality. Immediately afterwards, make a full, detailed record of what has been said, heard and/or seen.

## Appendix D – What to do if you have concerns – reporting incidents or allegations

**All staff** must report any incidents or allegations to one of the council's **Safeguarding Contacts**, or, in their absence, to a direct line manager.

If a disclosure is made it **must be reported**. If in doubt contact one of the Safeguarding Contacts, your line manager, Human Resources or the Director of Service Delivery.

The Safeguarding Contacts will be identified to the member of staff at the start of their employment.

These include:

- Customer Contact Manager
- Customer Contact Team Leaders
- Neighbourhood First Team
- Specialist Advisor – Housing
- Manager - Sports Team
- Events Coordinator

A full list may be found on the council's intranet.

The Safeguarding Contact or manager will contact the relevant team at East Sussex County Council during working hours or the Emergency Duty Team if outside office hours.

The Safeguarding Lead and Senior Named Officer should be informed.

In an emergency, if it is out of office hours or you are unable to contact a Safeguarding Contact, report your concerns directly.

If a child, young person or vulnerable adult is in **immediate danger ring 999**.

If the person you are concerned about is **injured, call an ambulance** or contact a doctor.

When requested by East Sussex Children's Services use the Safeguarding Referral Form at Appendix F as a checklist and to record information relating to a concern about a child or young person but **do not send this other than by secure (GCSX) email**.

This form can be also be used as guidelines:

- If you observe something that gives you concern, or witness and incident that involves a child or young person

- If you are concerned about the behaviour of a member of Eastbourne Borough Council staff towards a child or young person adult
- If a child, young person or vulnerable adult discloses abuse or neglect.

Pass this report to a Safeguarding Contact, or, if they are not available, to the Named Senior Officer or another member of the Corporate Management Team.

If you are unable to answer all the questions, do not delay making a report. Do not try to gather any further information. Staff, volunteers, members and partners are **not** expected to investigate suspected incidents but **must** act promptly and effectively in communicating the issues to child and adult protection professionals.

### **Reporting Concerns about child protection**

- Concerns relating to child protection should be reported to the Single Point of Advice on 01323 46422 or by secure (GCSX) email to [0-19SPOA@eastsussex.gcsx.gov.uk](mailto:0-19SPOA@eastsussex.gcsx.gov.uk) during office hours – by the Safeguarding Contact or manager who has been notified of the incident, or, if none of these is available, by the member of staff raising the concern.
- Out of hours, in the case of urgent childcare issues which cannot wait until the following day, staff should raise their concerns directly through the Out of Hours service on 01273 335906 or 01273 335905. This service is available out of office hours, including weekends and Public Holidays.
- All allegations should be reported regardless of their nature or who receives them. If you are unsure whether the concern should be referred, you should contact the Single Point of Advice on 01323 464222.

### **Reporting suspected abuse of an adult at risk**

- Concerns relating to suspected abuse of an adult at risk should be reported to East Sussex Adult Social Care Direct on 0345 6080 191.

### **Reporting concerns under the duty to Prevent extremist behavior**

- Concerns relating to a child or young person under 18 being drawn into extremist activity, should be reported through Safeguarding Contacts to SPOA in the usual way.
- Concerns relating to a vulnerable adult being drawn into extremist activity, should be reported to East Sussex Adult Social Care Direct in the usual way.
- You may be asked to complete and submit a Channel Referral Form. This can be found at Appendix F and should be sent by secure (GCSX) email.

### **Other useful contacts**

- Action on Elder Abuse  
Phone: 080 8808 8141  
Website: [www.elderabuse.org.uk](http://www.elderabuse.org.uk);

- Healthwatch  
Phone: 0300 0683 000  
email: [enquiries@healthwatch.co.uk](mailto:enquiries@healthwatch.co.uk)  
website: [www.healthwatch.co.uk](http://www.healthwatch.co.uk)
- Public Concern at Work (for staff concerned about bad practice in the workplace)  
Phone: 020 7404 6609;  
Website: [www.pcaw.org.uk](http://www.pcaw.org.uk)
- NHS Direct  
Phone: 111
- Samaritans (centre office)  
Phone: 0208 394 8300
- Carers Direct National Helpline  
Freephone: 0300 123 1053
- Care Quality Commission  
Phone: 03000 616161
- National Domestic Violence Helpline (24-hour helpline)  
Freephone: 0808 2000 247

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## **Appendix E - Allegations against a member of staff or councillor**

### **Allegations against a member of staff or councillor**

If you are concerned about the behaviour of a member of council staff or councillor towards a child, young person or vulnerable adult you must report this.

Where an allegation is made against an employee:

- the matter will be investigated in accordance with the council's disciplinary procedure.
- an appropriate person will be appointed to investigate;
- an immediate evaluation will be carried out to determine if there needs to be a full investigation;
- the employee may be suspended in cases of a more serious nature;
- if during the investigation there are suspicions of criminal activity or intent, the case will be referred to the police and/or social services.

Where an allegation is made against a councillor:

- The matter will be referred to the council's Monitoring Officer and will be investigated in accordance with the Code of Conduct of Members of the Council;
- If during the investigation there are suspicions of criminal activity or intent, the case will be referred to the police and/or social services.

If you report your concerns, you will be treated with sensitivity and fully supported by the council.

## Appendix F – Reporting Forms



### East Sussex Statement of referral

**To make a referral to children’s services you need to contact the countywide SPOA service:  
Tel: 01323 464222 / Email: 0-19.SPOA@eastsussex.gov.uk**  
**The SPOA Worker will ask if you have discussed with your agency Safeguarding lead with reference to the East Sussex Continuum of Need prior to calling and which level of need the case sits on, the concerns should be discussed in this way first, unless a significant immediate risk of harm is identified. Referrals should be followed up in writing using this form within 24 hours**

For more information on the Continuum of Need please go to <https://czone.eastsussex.gov.uk/Continuum>

- If handwritten, please complete in BLOCK CAPITALS
- If you run out of space please attach a separate sheet

<b>To: (name of contact at East Sussex County Council)</b>	<b>Today’s date:</b>
--	----------------------

**Please attach any relevant additional information e.g. Chronology, Early Help Plan, CAF (information from attached documents **does not** have to be repeated on this form)**  
**Please tell us what documents you have attached:**

1. Child / young person you are concerned about			
Full name		Gender	
Date of Birth		Educational setting	
Address		Phone number	
NHS number			

2. All other children & young people you are aware of in the household					
Full name	Date of birth	Gender	Relationship to above	Educational setting	NHS number

2a. Ethnicity of children & young people in the household			
White	Mixed	Asian or Asian British	Black or Black British
<input type="checkbox"/> British	<input type="checkbox"/> White & Black	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> African
<input type="checkbox"/> Gypsy/Roma	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other*
<input type="checkbox"/> Irish Traveller	<input type="checkbox"/> Other*	<input type="checkbox"/> Other*	
<input type="checkbox"/> Other*	<input type="checkbox"/> Arab	<input type="checkbox"/> Chinese	<input type="checkbox"/> Prefer not to say

**\*Other Ethnic Group:**

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**3. Adults you are aware of in the household**

Full name	Gender	Relationship	Parental responsibility? Y/N

**3a. Any other significant adults, children or young people who live elsewhere**

Full name	Gender	Relationship	Parental responsibility? Y/N

**4. Why are you worried about this child / family? What is your risk assessment for them?**

Please include a chronology if not already attached/hi-light risks ie CSE/PREVENT/PHYSICAL ABUSE

--

**5. Do you know what has already been tried to support this family and the outcome of that support?  
(include attachments as appropriate)**

--

**6. What help do you think Children's Services – Early Help or Social Care can give in this case?**

--

**7. Who in the family is aware of this referral? What do they think about this referral being made?**

--

Please note: it is possible that this SOR and its contents will be discussed within the SPOA team and also within MASH if the SOR is passed through to that service. MASH is a multi-agency team and consists of staff from Children's Social Care, Police and other key early help services, information will be shared in order to work out the best way to respond to the concerns. We use the principles of information sharing as set out within Working Together 2015.

**8. Please list any organisations or services you think are working with any members of the family**

**9. Referrer information: Please tell us about you**

Name		Role	
Service		Contact details	
Signature			



# Pan-Sussex Channel referral and assessment form

Restricted when complete (this document is only disclosed to those partners who have an information sharing agreement in place).

<b>Pan-Sussex Channel referral and assessment form</b>			
<b>Referral Details</b>			
<b>Name:</b>			
<b>Alternative name:</b>			
<b>Date of Birth:</b>		<b>Gender:</b>	
<b>Address:</b>			
<b>Nationality:</b>		<b>Ethnicity:</b>	
<b>Language (first):</b>		<b>Faith:</b>	
<b>School/college or Occupation/workplace:</b>			
<b>Family or Carer details:</b>			
<b>Referring Agency Details</b>			
<b>Referral Author and Contact Details:</b>			
<b>Agency:</b>			
<b>Date of Referral:</b>			

<b>Vulnerability Factors</b>		
<b>Factor</b>	<b>Notes</b>	<b>Y/N</b>
<b>Faith/Ideology</b>	e.g. concerning comments relating to faith or ideology, or association with extremists	
<b>Social Mobility</b>	e.g. poverty, lack of education or employment, immigration issues	
<b>Physical or mental health</b>	e.g. disability, learning difficulties, mental health support needs	
<b>Risk or harm factor</b>	e.g. threat posed by family member (Domestic Violence issues), victim of hate crime or personal attack: Perpetrator of Hate Crime.	
<b>Criminal Activity or</b>	e.g. involved in criminal activity or	

<b>association</b>	associating with known criminals	
<b>Isolation or exclusion</b>	e.g. lack of social activity, isolation, absent peer groups	
<b>Other factor</b>	Any other factors Please specify: e.g Jordan is a violent young man who seems to enjoy fighting. He's also quite charismatic and intelligent and also appears to be quite manipulative.	
<b>Is the individual aware of the referral?</b>	It is not always necessary to notify the individual, but it can be beneficial if they are aware.	

### Restricted when Completed

<b>Summary reason for referral</b>
Outline main reasons for referral:
<b>Existing agency involvement</b>
<i>Outline and existing agency involvement (that you are aware of) e.g. CAF (Common Assessment framework), MAPPA (Multi Agency Public Protection Arrangements), Safeguarding:</i>
<b>Any other relevant information</b>
<p><b>Notes:</b> A Channel referral places an individual into a multi-agency assessment and support process which aims to reduce their vulnerability to extremist-related activity. Each referral is screened for suitability. Further information will be sought from partner agencies before any support mechanisms are put in place. Your referral is important and does not mean an individual is a terrorist or will become a terrorist, only that vulnerabilities have been identified which require further investigation or help. Please provide as much detail as possible.</p> <p>If you have any questions or concerns please do not hesitate to discuss with your head of safeguarding, your nominated Single Point of Contact or local <i>Prevent</i> Engagement Officer:</p> <p>Naomi Watkinson - Prevent Officer Force Counter Terrorism Intelligence Unit Sussex Police Telephone 07788 566585</p> <p>Email: <a href="mailto:naomi.watkinson@sussex.pnn.police.uk">naomi.watkinson@sussex.pnn.police.uk</a></p>

When completed please email to [channel@sussex.pnn.police.uk](mailto:channel@sussex.pnn.police.uk)

## Appendix G – Risk Assessment

The Named Senior Officer is responsible for ensuring that a corporate risk assessment covering safeguarding is carried out and recorded on Pentana.

Heads of Service are responsible for ensuring risk assessments are carried out in their service areas and recorded on Pentana.

For the purposes of this policy the type of work shown is indicative of the type of areas where protection of children and vulnerable adults should be considered. It is not intended to be comprehensive or exclusive.

Managers of work areas have responsibility for identifying “at risk” staff and other groups.

**High Risk:** Staff who enter people’s homes where Children or Vulnerable Adults may be, e.g.

- Leisure Centre & Sports Centre Staff
- Events staff
- Neighbourhood Advisors
- Contractors
- Volunteers

**Low Risk:** Staff who work out of the office but have no direct contact with Children, e.g.

- Contract inspectors
- Planning Officers / Building Control Officers

**No Risk:** Staff who are office based and have no contact with Children or Vulnerable Adults, e.g. Financial or Legal staff

When considering risk the same methodology should be applied to Council members, staff, contractors and volunteers.

## Appendix H – Information Sharing

Working Together to Safeguard Children 2015 states that:

*“Effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision.*

*Early sharing of information is the key to providing effective early help where there are emerging problems. At the other end of the continuum, sharing information can be essential to put in place effective child protection services. Serious Case Reviews (SCRs) have shown how poor information - sharing has contributed to the deaths or serious injuries of children.*

*Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.” (Working Together 2015)*

Professionals often feel confused or concerned when they are asked to provide information to Children’s or Adult Social Care. Usually, this concern centres on the Data Protection Act and whether or not the professional has to obtain the consent of a parent before personal information can be shared.

There have been occasions when attempts to protect children from significant harm have been obstructed or delayed by a professional’s reluctance to share relevant information.

No professional should assume that someone else will pass on information which they think may be critical to keeping a child safe. If a professional has concerns about a child’s welfare and believes they are suffering or likely to suffer harm, then they should share the information with local authority children’s social care.

### **What is the legal basis for sharing information?**

Sharing information with Children’s or Adult Social Care when they are discharging their legal duty to safeguard children or vulnerable adults is enshrined in legislation, statutory guidance, and in inter-agency safeguarding procedures.

- The Children Act 1989 requires local authorities to make child protection enquiries if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, and requires other organisations to assist them with those enquiries if asked to do so.
- The Children Act 1989 places a general duty on local authorities to provide services for children in need in their area; section 27 of the act enables local authorities to request the help of other organisations to exercise this duty.
- Section 10 of the Children Act 2004 requires organisations to cooperate with the local authority to make arrangements to improve the wellbeing of children in their area.

- Section 11 of the Children Act 2004 places a duty on organisations to make arrangements to ensure their functions are discharged with regard to the need to safeguard and promote the welfare of children; this includes ensuring arrangements are in place for appropriate information sharing.
- Section 175 of the Education Act 2002 requires governing bodies of maintained schools and further education colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. Section 157 of the Education Act 2002 requires proprietors of independent schools (including academies, Free Schools and city technology colleges) and The Non-Maintained Special Schools Regulations 1999 require governing bodies of non-maintained special schools to make similar arrangements to safeguard and promote the welfare of children. Collaborative work and information sharing is necessary to fulfil these duties.
- Clause 45 of the Care Act focuses on 'supply of information'. This relates to the responsibilities of others to comply with requests for information from the Safeguarding Adults board

Staff should be aware of:

- 'Working Together to Safeguard Children' 2018, which replaces the guidance issued in 2015 (<http://www.workingtogetheronline.co.uk/>)
- The 'Care and Support Statutory Guidance' 2018 (<http://www.safecic.co.uk/>)
- Local requirements as set out in the *Sussex Safeguarding and Child Protection Procedures* (<https://sussexchildprotection.procedures.org.uk/>)
- Local requirements as set out in the *Sussex Safeguarding Adult – Policy and Procedures* (<http://sussexsafeguardingadults.procedures.org.uk/>)

The general principle is that information will only be shared with the consent of the subject of the information.

However, consent should not be sought:

- If it would place a child or adult at increased risk of harm
- If it would prejudice the prevention of detection of a serious crime
- If it would lead to unjustified delay in making enquiries about allegations of significant harm to a child
- If required by a statutory duty or a court order to share information

Consent is not necessary in cases where Children's Social Care are making child protection enquiries under section 47 of the Children Act 1989 – information needs to be shared with them; staff should ensure they record that the information has been shared.

## Seven Golden Rules

- i. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
- ii. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- iii. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
- iv. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgment on the facts of the case. See also [Further Information to Inform Decision Making Procedure](#) regarding the need for consent.
- v. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and wellbeing of the person and others who may be affected by their actions.
- vi. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- vii. Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

(Extract from “Information sharing: Guidance for Practitioners and Managers”)

### Further information can be found at:

[www.eastsussexlscb.org.uk](http://www.eastsussexlscb.org.uk) or <http://sussexsafeguardingadults.procedures.org.uk/>

## **Appendix I**

### **Multi-agency Public Protection Arrangements (MAPPA)**

The purpose of the MAPPA framework is to reduce the risks posed by sexual and violent offenders in order to protect the public, including previous victims, from serious harm.

The responsible authorities in respect of MAPPA are the police, prison and probation services. They have a duty to ensure that MAPPA is established in each of their geographic areas in order to ensure the risk assessment and management of all identified MAPPA offenders (primarily violent offenders on licence or mental health orders and all registered sex offenders).

Police, prison and probation services have a clear statutory duty to share information for MAPPA purposes. Other organisations have a duty to cooperate with the responsible authority, including housing providers. This information includes sensitive personal data where a need-to-know approach applies.

The council sends a representative to MAPPA meetings and contributes to minimising risk in the community through its participation. The council's Senior Specialist Advisor – Housing is the council's lead representative for MAPPA.

### **Multi-agency Risk Assessment Committee (MARAC)**

As a housing services provider the council makes referrals to and participates in casework at MARAC meetings when an incident of domestic violence, stalking or 'honour'-based violence triggers a risk concern. The MARAC data sharing protocol adopts a need-to-know approach. This requires the council to provide a Single Point of Contact (SPOC) to manage the security and appropriate dissemination of information and to co-ordinate council officer case involvement.

The council's Senior Specialist Advisor – Housing is the council's Single Point of Contact for MARAC and is responsible for ensuring attendance at MARAC meetings.

Where domestic violence is being experienced by an adult at risk, safeguarding procedures provide the overarching process for ensuring the coordination of multi-agency involvement. The MARAC process is used in addition to ensure that issues relating to domestic abuse are covered effectively.

The council's safeguarding contacts, managers and team leaders are responsible for ensuring legislative compliance, best practice, up-to-date contact details and effective liaison with partners at an operational level.

## Appendix J – e-Safety policy

This policy has been developed to support the council’s commitment to safeguarding and promoting the welfare of children and young people in a digital age.

The council recognises that being safe on line is not just a matter of technology and a comprehensive approach to e-safety is necessary.

### Background

“All agencies providing services to children have a duty to understand e-safety issues, recognising their role in helping children to remain safe online while also supporting adults who care for children.”

*Becta 2008, Safeguarding Children in a Digital World*

E-safety is the process of limiting risks to children and young people when using Information and Communications Technology (ICT). E-safety is primarily a safeguarding issue not a technological issue, which relates to the use of all ICT-fixed or mobile; current, emerging and future ICT.

ICT is used daily as a tool to improve teaching, learning, communication and working practices to the benefit of our children and young people and those that work to support them. The use of ICT is recognised as being of significant benefit to all members of our community, in personal, social, professional and educational contexts. However alongside these benefits, there are potential risks that we have a statutory duty of care to manage, to ensure they do not become actual dangers to children and young people in our care or for employees.

### E-Safety Risks & Issues

Some E-safety risks and issues are illustrated below

	<b>Commercial</b>	<b>Aggressive</b>	<b>Sexual</b>	<b>Values</b>
<b>Content</b> (child as recipient)	Adverts Spam Sponsorship Personal info	Violent/hateful content	Pornographic or unwelcome sexual content	Bias Racist Misleading info or advice
<b>Contact</b> (child as participant)	Tracking Harvesting personal info	Being bullied, harassed or stalked	Meeting strangers; being groomed	Self-harm Unwelcome persuasions
<b>Conduct</b> (child as actor)	Illegal downloading Hacking Gambling Financial scams Terrorism	Bullying or harassing another	Creating and uploading inappropriate material	Providing misleading info or advice.

*DSCF, 2008 - Safer Children in a Digital World: The report of the Byron Review*



## **e-Safety lead officer**

The Head of ICT is the council's e-Safety lead officer, responsible for ensuring that this policy is disseminated, implemented and reviewed.

The e-Safety lead officer is responsible for:

- Ensuring that appropriate Acceptable Use of ICT policies are in place and included in the suite of policies that all staff, volunteers and council Members sign to confirm their compliance
- Ensuring that procedures are in place for reporting an e-safety incident, e.g. clear lines of reporting incidents of misuse of ICT by users and safeguarding incidents when a user is at risk or has come to actual harm through the use of ICT.

## **Procedures**

All staff and volunteers are responsible for reporting any incidents of misuse of ICT by users that they become aware of to their line manager or Head of Service.

All council Members are responsible for reporting any incidents of misuse of ICT that they become aware of to the council's Monitoring Officer.

All staff and volunteers are responsible for reporting any safeguarding incidents when a user is at risk or has come to actual harm through the use of ICT through the council's agreed Safeguarding Procedures.

## **Infrastructure & Technology**

The council will:

- Identify all routes to access the Internet in council run buildings and carry out risk assessments with regards to e-Safety;
- consider the use of additional software and/or settings for technologies to limit the e-safety risk;
- use up to date security software / solutions for technologies;
- where Internet access is available, ensure that all web content filtering products or services used, as a minimum:
  - subscribe to the Internet Watch Foundation Child Abuse Images and Content (CAIC) URL List;
  - block 100% of illegal material identified by the Internet Watch Foundation (IWF);
  - are capable of blocking 90% of inappropriate content in each of the following categories:
    - Pornographic, adult, tasteless or offensive material;

- Violence (including weapons and bombs, radicalisation);
- Racist, extremist and hate material;
- Illegal drug taking and promotion;
- Criminal skills and software piracy.

### **Training**

Where Council staff, volunteers and members have contact with children and young people the Council aims to raise awareness of e-safety through induction and training programmes.

All staff, volunteers and Council Members are made aware of the Council's policies and procedures governing Safeguarding, including this Policy on e-safety.

The Council also aims to promote awareness of e-safety and to encourage staff and partner organisations to attend training covering issues of e-safety.

### **Policy review**

This policy will be reviewed annually or in response to new technologies or e-safety incidents if sooner.

## **Appendix K: Private Fostering**

There is a duty on parents and private foster carers who enter into a private fostering arrangement to notify Children's Services of this.

Private Fostering is when a child under the age of 16 (or under 18 if the child is disabled) is cared for by someone who is not their parent or a 'close relative' through a private arrangement made between a parent and a carer for 28 days or more.

A 'close relative' can include step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half-bloods or by marriage).

If any private fostering arrangements come to our attention the Council will check with SPOA to ensure they have been made aware of the situation.

DRAFT

## Appendix L – Domestic Abuse

### Definition

Domestic abuse can encompass, but is not limited to, the following types of abuse:

- Psychological;
- Physical;
- Sexual;
- Financial;
- Emotional.

Whilst women are more likely to experience the most serious forms of domestic violence and abuse, it is important to acknowledge that there are female perpetrators and male victims and that domestic violence and abuse also occurs within same sex relationships.

The definition of 'harm' in Section 31A of the Children Act 1989 (introduced by the Adoption and Children Act 2002) recognises that a child may suffer harm through witnessing domestic violence and abuse. Research evidence also indicates a strong link between domestic violence and abuse and all types of abuse and neglect.

Officers dealing with cases where domestic abuse has been reported, should ensure their response safeguards both the child and the non-abusing parent. Local arrangements set out how this assessment is undertaken including use of the [DASH Risk Assessment Tool](#) and referral to the Multi-Agency Risk Assessment Conference (MARAC) process. The MARAC is a process involving the participation of all the key statutory and voluntary agencies who might be involved in supporting victims of domestic violence and abuse. The objective is to share information and establish a simple multi-agency action plan to support the victim and make links with other public protection procedures, particularly safeguarding children, vulnerable adults and the management of offenders.

Any staff member who becomes aware of domestic violence and abuse should safeguard the safety of the victim and:

- ascertain whether there are any children living in the household or if the victim is pregnant and, if so, refer the case to Children's Services
- make a preliminary determination of the degree of exposure of the children to the incidents of violence and its consequent impact;
- where possible provide the victim with information on local support services and refuge details, taking into account any ethnic or cultural issues (available from local domestic violence forums).

Staff need also to be aware of **The Domestic Violence Disclosure Scheme** (DVDS) (also known as '**Clare's Law**'). This gives members of the public a formal mechanism to make enquires about an individual who they are in a relationship with, or who is in a relationship with someone they know, where there is a concern that

the individual may be violent towards their partner. This scheme adds a further dimension to the information sharing about children where there are concerns that domestic violence and abuse is impacting on the care and welfare of the children in the family.

Members of the public can make an application for a disclosure, known as the 'right to ask'. Anybody can make an enquiry, but information will only be given to someone at risk or a person in a position to safeguard the victim. The scheme is for anyone in an intimate relationship regardless of gender. Partner agencies, such as local authorities, can also request disclosure is made of an offender's past history where it is believed someone is at risk of harm. This is known as 'right to know'.

If a potentially violent individual is identified as having convictions for violent offences, or information is held about their behaviour which reasonably leads the police and other agencies to believe they pose a risk of harm to their partner, the police will consider disclosing the information. A disclosure can be made if it is legal, proportionate and necessary to do so.

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<b>Report to:</b>	<b>Scrutiny</b>
<b>Date:</b>	<b>13 September 2018</b>
<b>Title:</b>	<b>Scrutiny Annual Work Programme 2018/2019</b>
<b>Report of:</b>	<b>Catherine Knight, Assistant Director of Legal and Democratic Services</b>
<b>Ward(s):</b>	All
<b>Purpose of report:</b>	For the Scrutiny Committee to agree its Annual Work Programme for 2018/19 prior to it going to Cabinet on 29 October 2018 and to Full Council on 26 November 2018.
<b>Decision type:</b>	Non-key
<b>Officer recommendation:</b>	That the Scrutiny Committee agree its work programme as set out at Appendix A.
<b>Reasons for recommendation:</b>	To meet the requirement of the Council's Constitution with regard to the preparation, execution and adjustment of the work programme.
<b>Contact Officer:</b>	Name: Jazmin Victory Post title: Scrutiny Officer E-mail: <a href="mailto:jazmin.victory@lewes-eastbourne.gov.uk">jazmin.victory@lewes-eastbourne.gov.uk</a> Telephone number: 01273 485811

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## 1 Information

- 1.1 Scrutiny is a process for councillors to review decisions and policies of the Council and Cabinet, and to consider whether they are right for the District. Scrutiny gives councillors the opportunity to explore issues in depth and undertake reviews on specific topics where appropriate as well as examine the Council's performance.
- 1.2 It is usual for Committees to agree their work programme at the first meeting of a new Council year. For the Scrutiny Committee, the work programme may require more flexibility than some other committees, to allow for the scrutiny of emerging issues during the year. However, there are a number of on-going issues that form the normal part of the Committee's business, such as monitoring of the Council's performance and the Council's budget.
- 1.3 These standard items, together with some further items which officers are suggesting be considered, are included in a draft work programme set out at Appendix A.
- 1.4 Any new topics which are suggested and agreed by the Committee would then be brought forward, initially in the form of a scoping

report, to a future meeting for further consideration.

- 1.5 Scrutiny Procedure Rule 7(a) requires the Work Programme to be reviewed on an annual basis in liaison between the Scrutiny Committee, the Cabinet and the Corporate Management Team before being submitted to Council for approval.

## **2 Financial appraisal**

- 2.1 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.

## **3 Legal implications**

- 3.1 There are no legal implications arising from this report.

## **4 Risk management implications**

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

## **5 Equality analysis**

- 5.1 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.

## **6 Appendices**

- Appendix A – Scrutiny Committee Work Programme 2018/2019

## **7 Background papers**

The background papers used in compiling this report were as follows:

- None



## Scrutiny Annual Work Programme 2018/2019

Meeting date	Item
<p><b>13 September 2018</b></p>	<p><b>Benefits</b>  <i>Contact: Bill McCafferty, Lead for Revenues, Benefits and Service Support, bill.mccafferty@lewes-eastbourne.gov.uk</i></p> <p><b>Affordable Housing</b>  <i>Contact: Leighton Rowe, Housing Policy and Development Project Manager, leighton.rowe@lewes-eastbourne.gov.uk</i></p> <p><b>Sustainability Policy</b>  <i>Contact: Jane Goodall, Strategy and Partnership Lead, Quality Environment, jane.goodall@lewes-eastbourne.gov.uk</i></p> <p><b>Performance Monitoring 2018/2019 – Quarter 1</b>  <i>Contact: Millie McDevitt, Performance and Programme Lead, millie.mcdevitt@lewes-eastbourne.gov.uk</i></p> <p><b>Safeguarding Policy</b>  <i>Contact: Pat Taylor, Strategy and Commissioning Lead for Community Partnerships, pat.taylor@lewes-eastbourne.gov.uk</i></p> <p><b>Chair of the Council’s Annual Business Report</b>  <i>Contact: Caroline Hanlon, Civic &amp; Member Services Officer, caroline.hanlon@lewes-eastbourne.gov.uk</i></p> <p><b>Forward Plan of Decisions</b>  <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p> <p><b>Scrutiny Annual Programme 2018/2019</b>  <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p>
<p><b>29 November 2018</b></p>	<p><b>Performance Monitoring 2018/2019 – Quarter 2</b>  <i>Contact: Millie McDevitt, Performance and Programme Lead, millie.mcdevitt@lewes-eastbourne.gov.uk</i></p> <p><b>Community Safety Partnership Annual Report</b>  <i>Contact: Harry Williams, Policy and Engagement Coordinator, harry.williams@lewes-eastbourne.gov.uk</i></p> <p><b>Transport Panel – Final Report</b>  <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-</i></p>

## Scrutiny Annual Work Programme 2018/2019

	<p><i>eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions  <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p>
<b>7 February 2019</b>	<p>Performance Monitoring 2018/2019 – Quarter 3  <i>Contact: Millie McDevitt, Performance and Programme Lead, millie.mcdevitt@lewes-eastbourne.gov.uk</i></p> <p>Council Budget proposals 2019/2020  <i>Contact: Alan Osborne, Deputy Chief Executive, alan.osborne@lewes-eastbourne.gov.uk</i></p> <p>Voluntary Sector Report  <i>Contact: Pat Taylor, Strategy and Commissioning Lead for Community Partnerships, pat.taylor@lewes-eastbourne.gov.uk</i></p> <p>Equality and Fairness Annual Report  <i>Contact: Pat Taylor, Strategy and Commissioning Lead for Community Partnerships, pat.taylor@lewes-eastbourne.gov.uk</i></p> <p>Affordable Workspaces in the Lewes District Panel – Final Report  <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions  <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p>
<b>21 March 2019</b>	<p>Forward Plan of Decisions  <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p> <p>Consult relevant bodies for suggestions for 2019/2020 Work Programme  <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p>

**Meetings take place at 2:00pm in Southover House, Southover Road, Lewes, BN7 1AB**



Lewes District Council

## **FORWARD PLAN OF DECISIONS**

Period covered by this Plan:

1 September to 31 December 2018

Date of publication:

17 August 2018

**Councillor Andy Smith:** Leader of the Council and Chair of Cabinet. Cabinet member for regeneration and business.

**Councillor Paul Franklin:** Cabinet member for waste and recycling.

**Councillor Bill Giles:** Cabinet member for finance.

**Councillor Tom Jones:** Cabinet member for planning.

**Councillor Isabelle Linington:** Cabinet member for environmental impact.

**Councillor Ron Maskell:** Cabinet member for housing.

**Councillor Elayne Merry:** Cabinet member for people and performance.

**Councillor Tony Nicholson:** Cabinet member for customers and partners.

Please see the explanatory note appended to this Plan for further information and details of how to make representations and otherwise contact the Council on matters listed in the Plan. Documents referred to will be available at least 5 clear working days before the date for decision.

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Portfolio progress and performance report Quarter 1 - 2018-2019</b></p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 1 2018/19 period.</p> <p>(Lead Cabinet member: Councillor Elayne Merry)</p>	All Wards	Non-key decision	Cabinet	17 Sep 2018	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049  <a href="mailto:jo.harper@lewes-eastbourne.gov.uk">jo.harper@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Finance update - performance quarter 1 - 2018-2019</b></p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 1 2018/2019 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Bill Giles)</p>	All Wards	Key decision	Cabinet	17 Sep 2018	Open	Not applicable	Report	<p>Deputy Chief Executive (Alan Osborne)</p> <p>Alan Osborne, Deputy Chief Executive Tel: (01323) 415149  <a href="mailto:alan.osborne@lewes-eastbourne.gov.uk">alan.osborne@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Council plan refresh</b></p> <p>2018 refresh of the 2016-2019 Lewes District Council Plan. This went to full Council in July and was not approved so is being re-submitted.</p> <p>(Lead Cabinet member: Councillor Andy Smith)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	17 Sep 2018  26 Nov 2018	Open	Scrutiny Committee will consider the plan on the 13 September 2018.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 <a href="mailto:millie.mcdevitt@lewes-eastbourne.gov.uk">millie.mcdevitt@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Wave Leisure Trust Annual Review 2017/2018</b></p> <p>To seek Cabinet approval of the objectives stated within the 2019-20 Annual Service Statement between Lewes District Council and Wave Leisure Trust.</p> <p>(Lead Cabinet member: Councillor Tony Nicholson)</p>	All Wards	Non-key decision	Cabinet	17 Sep 2018	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Bee Lewis, Head of Property and Facilities Tel: (01273) 661101 <a href="mailto:bee.lewis@lewes-eastbourne.gov.uk">bee.lewis@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Lewes District Local Plan Part 2: Pre-Submission Document</b></p> <p>To seek Cabinet approval to progress the Lewes District Local Plan Part 2: Site Allocations and Development Management Policies through to its formal submission to the Secretary of State and to seek approval for the arrangements for the Local Plan Examination in Public process.</p> <p>(Lead Cabinet member: Councillor Tom Jones)</p>	All Wards	Key decision	Cabinet	17 Sep 2018	Open	All Town and Parish Councils within or adjoining Lewes district, all other statutory consultees as prescribed in the relevant planning regulations, and any persons or organisations who have previously registered their interest in the Local Plan will be notified by 3 August 2018.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Natalie Carpenter, Planning Policy Officer Tel: 01273 085454 <a href="mailto:natalie.carpenter@lewes-eastbourne.gov.uk">natalie.carpenter@lewes-eastbourne.gov.uk</a></p> <p>Robert King, Senior Planning Policy Officer Tel: 01273 085455 <a href="mailto:robert.king@lewes-eastbourne.gov.uk">robert.king@lewes-eastbourne.gov.uk</a></p>



## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Asset Development: Sutton Road, Seaford</b></p> <p>Report to Cabinet requesting authorisation to undertake work to develop the scheme up to the letting of the construction contracts.</p> <p>(Lead Cabinet members: Councillor Andy Smith, Councillor Bill Giles)</p>	Seaford North	Key decision	Cabinet	17 Sep 2018	Part exempt  Exempt information reason: 3	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Bee Lewis, Head of Property and Facilities Tel: (01273) 661101 <a href="mailto:bee.lewis@lewes-eastbourne.gov.uk">bee.lewis@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Electric Vehicle Charging Points Technical Guidance Note</b></p> <p>The report presents an Electric Vehicle Charging Points Technical Guidance Note, which has been produced to provide guidance to developers and the public in terms of what Electric Vehicle Charging Point infrastructure should be provided in developments. This is in response to the motion that was resolved at Full Council in October 2017.</p> <p>(Lead Cabinet member: Councillor Tom Jones)</p>	All Wards	Non-key decision	Cabinet	17 Sep 2018	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Tondra Thom, Planning Policy Lead Tel: 01323 415677  <a href="mailto:tondra.thom@lewes-eastbourne.gov.uk">tondra.thom@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Telscombe Tye Public Spaces Protection Order</b></p> <p>Report outlining proposals to introduce a Public Spaces Protection Order - in conjunction with Telscombe Town Council - on Telscombe Tye, subject to consultation. The PSPO aims to reduce the number of sheep attacks and incidents of sheep worrying by requiring dog walkers to keep their dogs under proper control.</p> <p>(Lead Cabinet member: Councillor Isabelle Linington)</p>	East Saltdean and Telscombe Cliffs	Key decision	Cabinet	17 Sep 2018	Open	A pre-consultation will be held in July 2018. A formal consultation on the proposed orders will be held between September and November, subject to Cabinet approval.	Report, Equality and Fairness Analysis, Proposed Orders, Results of pre-consultation	<p>Interim Director of Service Delivery (Tim Whelan)</p> <p>Harry Williams, Policy and Engagement Coordinator Tel: 01323 416403 <a href="mailto:harry.williams@eastbourne.gov.uk">harry.williams@eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Brokerage Services to other public sector organisations</b></p> <p>To enable the Council, through a new joint venture, to generate commercial revenues by brokering funding and related services to other local authorities and public sector agencies.</p> <p>(Lead Cabinet member: Councillor Bill Giles)</p>	All Wards	Key decision	Cabinet	29 Oct 2018	Fully exempt  Exempt information reason: 3	Not applicable	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Paul Turton, Regeneration Director Tel: 01323 436314 <a href="mailto:paul.turton@eastbournehomes.org.uk">paul.turton@eastbournehomes.org.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Safeguarding policy and update</b></p> <p>To seek Cabinet approval for a Joint Safeguarding Policy and update members on arrangements for safeguarding children and vulnerable adults.</p> <p>(Lead Cabinet member: Councillor Elayne Merry)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	29 Oct 2018  26 Nov 2018	Open	Not applicable	Draft Safeguarding Policy; Equality and Fairness analysis (background paper)	<p>Interim Director of Service Delivery (Tim Whelan)</p> <p>Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 <a href="mailto:pat.taylor@lewes-eastbourne.gov.uk">pat.taylor@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Local council tax reduction scheme</b></p> <p>To approve the local council tax reduction scheme and agree any amendments as necessary. It is a legal requirement that the council approve the scheme annually.</p> <p>(Lead Cabinet member: Councillor Bill Giles)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	29 Oct 2018  26 Nov 2018	Open	With such persons and groups as the council considered likely to have an interest in the operation of the scheme.	Report	<p>Interim Director of Service Delivery (Tim Whelan)</p> <p>Bill McCafferty, Revenues and Benefits Manager Tel: (01323) 415171 <a href="mailto:bill.mccafferty@lewes-eastbourne.gov.uk">bill.mccafferty@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Sustainability framework</b></p> <p>A report to provide a framework for the Council's approach to sustainability issues.</p> <p>(Lead Cabinet member: Councillor Isabelle Linington)</p>	All Wards	Key decision	Cabinet	29 Oct 2018	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383 <a href="mailto:Jane.Goodall@lewes-eastbourne.gov.uk">Jane.Goodall@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Joint transformation programme update.</b></p> <p>Report will provide an update on the joint transformation programme. In October 2015, cabinet approved a strategy for the development of shared services between Lewes District Council and Eastbourne Borough Council based on the integration of the majority of council services.</p> <p>(Lead Cabinet member: Councillor Andy Smith)</p>	All Wards	Non-key decision	Cabinet	29 Oct 2018	Open	Communication with staff representatives throughout mobilisation period. The Joint Transformation Programme Consultative Forum will continue to meet on a bimonthly basis, involving a range of staff representatives including UNISON representatives.	Report	<p>Assistant Director of Human Resources and Organisational Development (Becky Cooke)</p> <p>Lee Banner, Joint Transition Programme Manager Tel: 01323 415763  <a href="mailto:lee.banner@lewes-eastbourne.gov.uk">lee.banner@lewes-eastbourne.gov.uk</a></p>



## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Newhaven Enterprise Zone</b></p> <p>To provide Cabinet with an update on progress / achievements with the Newhaven Enterprise Zone since its commencement on 1 April 2017 and to present the emerging Strategic Framework.</p> <p>(Lead Cabinet member: Councillor Andy Smith)</p>	Newhaven Denton and Meeching; Newhaven Valley	Key decision	Cabinet	29 Oct 2018	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Corinne Day, Newhaven Enterprise Zone Programme Manager Tel: 01273 085920 <a href="mailto:Corinne.day@lewes-eastbourne.gov.uk">Corinne.day@lewes-eastbourne.gov.uk</a></p> <p>Peter Sharp, Head of Regeneration Tel: 01273 085044 <a href="mailto:Peter.Sharp@lewes-eastbourne.gov.uk">Peter.Sharp@lewes-eastbourne.gov.uk</a></p>

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<p><b>Asset investments and disposals</b></p> <p>Update on the council's asset investments and disposals. (Lead Cabinet member: Councillor Andy Smith)</p>	All Wards	Key decision	Cabinet	29 Oct 2018	Fully exempt  Exempt information reason: 3, 5	Not applicable	Report	<p>Deputy Chief Executive (Alan Osborne)</p> <p>Alan Osborne, Deputy Chief Executive Tel: (01323) 415149 <a href="mailto:alan.osborne@lewes-eastbourne.gov.uk">alan.osborne@lewes-eastbourne.gov.uk</a></p>
<p><b>Portfolio progress and performance report quarter 2 - 2018-2019</b></p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 1 2018/19 period.  (Lead Cabinet member: Councillor Elayne Merry)</p>	All Wards	Non-key decision	Cabinet	5 Dec 2018	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 <a href="mailto:jo.harper@lewes-eastbourne.gov.uk">jo.harper@lewes-eastbourne.gov.uk</a></p>

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<p><b>Finance update - performance quarter 2 - 2018-2019</b></p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 2 2018/2019 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Bill Giles)</p>	All Wards	Key decision	Cabinet	5 Dec 2018	Open	Not applicable	Report	<p>Chief Finance Officer (Alan Osborne)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 <a href="mailto:pauline.adams@lewes-eastbourne.gov.uk">pauline.adams@lewes-eastbourne.gov.uk</a></p>

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<p><b>Theme plans for 2019/20</b></p> <p>For Cabinet to agree the plans which have been drawn up for 2019/2020 for each of the four cross-council themes, including proposed performance targets.</p> <p>(Lead Cabinet member: Councillor Elayne Merry)</p>	All wards	Key decision	Cabinet	5 Dec 2018	Open	Consultation with staff and, informally, with Cabinet Members, has been undertaken between September and November 2018.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 <a href="mailto:millie.mcdevitt@lewes-eastbourne.gov.uk">millie.mcdevitt@lewes-eastbourne.gov.uk</a> ,</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 <a href="mailto:jo.harper@lewes-eastbourne.gov.uk">jo.harper@lewes-eastbourne.gov.uk</a></p>

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<p><b>2019/20 Budget overview and tax base setting</b></p> <p>To explain the emerging General Fund and Housing Revenue Account budgets for 2019/20. The report also recommends the level at which the council tax base for 2019/20 should be set and the approach to be taken to determining the projected amount of non-domestic rating income for that year.</p> <p>(Lead Cabinet member: Councillor Bill Giles)</p>	All Wards	Key decision	Cabinet	5 Dec 2018	Open	Not applicable	Report	<p>Chief Finance Officer (Alan Osborne)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 <a href="mailto:pauline.adams@lewes-eastbourne.gov.uk">pauline.adams@lewes-eastbourne.gov.uk</a></p>

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<p><b>Community safety partnership annual report and plan</b></p> <p>Adoption of action plan.</p> <p>(Lead Cabinet member: Councillor Tony Nicholson)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	5 Dec 2018  25 Feb 2019	Open	The proposals and action plan are being developed in consultation with members of the current Community Safety Partnerships.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Harry Williams, Policy and Engagement Coordinator Tel: 01323 416403 <a href="mailto:harry.williams@eastbourne.gov.uk">harry.williams@eastbourne.gov.uk</a></p>
<p><b>Fees and charges</b></p> <p>To propose a revised schedule of fees and charges to apply from 1 April 2019.</p> <p>(Lead Cabinet member: Councillor Bill Giles)</p>	All Wards	Non-key decision	Cabinet	5 Dec 2018	Part exempt  Exempt information reason: 3	Not applicable	Report	<p>Chief Finance Officer (Alan Osborne)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 <a href="mailto:pauline.adams@lewes-eastbourne.gov.uk">pauline.adams@lewes-eastbourne.gov.uk</a></p>

# Explanatory Note

The Council is required to publish information about all key decisions at least 28 days in advance of the decision being taken.

This plan is a list of the decisions likely to be taken over the coming four months. The list is not exhaustive as not all decisions are known that far in advance. The Plan is updated and re-published monthly.

The forward plan shows details of key decisions intended to be taken by the Cabinet and Chief Officers under their delegated powers.

The plan shows:-

- the subject of the decisions
- what wards are affected
- the decision type
- who will make the decision
- when those decisions will be made
- expected exemption class (open, part exempt or fully exempt.)
- what the consultation arrangements are
- what documents relating to those decisions will be available
- who you can contact about the decision and how to obtain copies of those documents referred to in the plan

## What is a key decision?

"Key decisions" relate to a decision, which is likely:-

(1) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or

(2) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Council's area.

## What is budget and policy framework?

When a decision is marked as "budget and policy framework", it requires the approval of Full Council.

## Confidential and exempt information

From time to time, the forward plan will indicate matters (or part thereof) which may need to be considered in private, during which time the press and public will be excluded. This is in accordance with the provisions of Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Any representations that such matters should not be considered in private should be sent to the contact officer.

Information given to the Council by a Government Department on terms which forbid its disclosure to the public, information which cannot be publicly disclosed by a Court Order and information, the disclosure of which is prohibited by an enactment are all legally defined as “Confidential Information” and must not be disclosed. All other local authority information which it is desired should not be disclosed has to be categorised under one or more of the following “Exempt Information” reasons (as given under Schedule 12A of the Local Government Act 1972) and subject to the public interest test.

<b>Category</b>	<b>Condition No.</b>
1. Information relating to any individual.	See conditions 9 and 10 below.
2. Information which is likely to reveal the identity of an individual.	See conditions 9 and 10 below.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).	See conditions 8, 9, 10 and 12 below.
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.	See conditions 9, 10, 11 and 12 below.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	See conditions 9 and 10 below.
6. Information which reveals that the authority proposes—  (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or  (b) to make an order or direction under any enactment.	See conditions 9, 10 and 12 below.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.	See conditions 9 and 10 below.

<b>Conditions</b>
8. Information is not exempt information if it is required to be registered under: (a) the Companies Acts (as defined in section 2 of the Companies Act 2006); (b) the Friendly Societies Act 1974; (c) the Friendly Societies Act 1992; (d) the Industrial and Provident Societies Acts 1965 to 1978; (e) the Building Societies Act 1986; or (f) the Charities Act 1993.



“Financial or business affairs” includes contemplated as well as past or current activities.

9. Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

10. Information which:

(a) falls within any of paragraphs 1 to 7 above; and

(b) is not prevented from being exempt by virtue of paragraph 8 or 9 above, is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

11. “Labour relations matter” means:

(a) any of the matters specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 (matters which may be the subject of a trade dispute, within the meaning of that Act); or

(b) any dispute about a matter falling within paragraph (a) above;

and for the purposes of this definition the enactments mentioned in paragraph (a) above, with the necessary modifications, shall apply in relation to office-holders under the authority as they apply in relation to employees of the authority;

“Office-holder”, in relation to the authority, means the holder of any paid office appointments to which are or may be made or confirmed by the authority or by any joint board on which the authority is represented or by any person who holds any such office or is an employee of the authority.

“Employee” means a person employed under a contract of service.

12. “The authority” is a reference to the council or a committee or sub-committee of the council or a joint committee of more than one council.

## Further information

The plan is available for inspection, free of charge upon request from Reception at the Council Offices at Southover House, Southover Road, Lewes between 9.00am and 5.00pm on Monday to Friday; Saxon House, Meeching Road, Newhaven between 10.00am and 2.00pm on Monday to Friday; the Tourist Information Centre at 37 Church Street, Seaford between 9.00am and 4.45pm on Monday to Friday and the Information Office, Meridian Centre, Peacehaven between 9.00am and 4.00pm on Monday to Friday and 9.00am to 12.00noon on Saturday, website at <http://www.lewes-eastbourne.gov.uk/councillors-committees-and-meetings/cabinet-and-committees/>

If you have any questions about the Forward Plan please contact Simon Russell, Committee Services Lead, on (01323) 415021, or e-mail [simon.russell@lewes-eastbourne.gov.uk](mailto:simon.russell@lewes-eastbourne.gov.uk)

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