

Scrutiny Committee

7 February 2019



Time and venue:

2.00pm in the Ditchling Room, Southover House, Southover Road, Lewes, BN7 1AB

Membership:

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

Quorum: 3

Published: Wednesday, 30 January 2019

Agenda

1 Minutes (Pages 1 - 6)

To confirm and sign the minutes of the previous meeting held on 29 November 2018 (attached herewith).

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.

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 Recruitment

Scrutiny Committee to discuss recruitment (regarding customer contact centre) and clarify its intentions before a formal report is received, a review is undertaken or some other course of action is to be followed.

- 7 Discretionary housing payment amended policy 2019/2020** (Pages 7 - 18)
Report of Head of Customer First.
- 8 Equality and fairness annual report** (Pages 19 - 32)
Report of Director of Regeneration and Planning.
- 9 Voluntary sector support** (Pages 33 - 46)
Report of Director of Regeneration and Planning.
- 10 Performance monitoring 2018/2019 - quarter 3** (Pages 47 - 70)
Report of Deputy Chief Executive.
- 11 General fund revenue budget 2019/20 and capital programme 2018/19 - 2021/22** (Pages 71 - 96)
Report of Chief Finance Officer.
- 12 HRA revenue budget and rent setting 2019/2020 and HRA capital programme 2018/2022** (Pages 97 - 112)
Report of Chief Finance Officer.
- 13 Forward plan of decisions** (Pages 113 - 132)
To receive the Forward Plan of the Council.
- 14 Scrutiny work programme** (Pages 133 - 134)
To receive the Scrutiny Work Programme.
- 15 Date of next meeting**
To note that the next meeting of the Scrutiny Committee is scheduled to be held on 21 March 2019 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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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

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Lewes District Council

Scrutiny Committee

Minutes of meeting held in Ditchling Room - Southover House, Lewes on 29 November 2018 at 2.00 pm

Present:

Councillor Peter Gardiner (Chair)
Councillors Sam Adeniji, Nancy Bikson, Joanna Carter, Vic lent, Ruth O'Keeffe, Sarah Osborne and Julian Peterson

Officers in attendance:

Jo Harper (Head of Business Planning and Performance), Millie McDevitt (Performance and Programmes Lead), Harry Williams (Policy and Engagement Coordinator), Gareth Robinson (Deputy Chief Finance Officer) and Jazmin Victory (Committee Officer)

Also in attendance:

Councillor Tony Nicholson, District Commander Anita Turner and Huw Oxburgh (Sussex Express)

28 Minutes of the meeting held on 13 September 2018

The minutes of the meeting held on 13 September 2018 were submitted and approved, and the Chair was authorised to sign them as a correct record, subject to it being made clear that 'the group as a whole' in the extract below referred specifically to The Tactical Co-ordination Group:

Lewes Bonfire Celebrations – The Functional Lead for Quality Environment provided the following update following the recommendations that the Scrutiny Committee made to Cabinet on 28 June 2018:

*The Tactical Co-ordination Group... had noted the views of Scrutiny Committee. These views had been carefully considered, but **the group as a whole** still believed that the decision to bring in changes to transport and travel on 5 November 2018...*

29 Apologies for absence

An apology for absence had been received from Councillor N Enever.

30 Declarations of Interest

There were none.

31 Urgent Items

There were none.

32 Written Questions from Councillors

There were none.

33 Community Safety Partnership Annual Report

Members received the report which outlined the current performance of the Lewes Community Safety Partnership, and welcomed District Commander Anita Turner and Councillor T Nicholson, Cabinet Member for Customers and Partners.

Discussion included:

Road Safety – The District Commander provided an overview regarding Community Speedwatch initiatives; it was suggested that a presentation by the County Speedwatch Co-ordinator would be beneficial for all Councillors. Members noted the multi-agency project Road Safety Action Group between Wealden and Lewes, but requested that Lewes District Council form its own Road Safety Action Group to allow for the input of local expertise.

County Lines – The District Commander explained that the Community Safety Partnership was taking a holistic approach to tackle County Lines; such as identifying vulnerable people who may be involved and sending outreach officers to explain services that were available to them, rather than waiting for them to attend clinics. The District Commander also highlighted that child exploitation was often involved where children and young people were being used for drug distribution.

Rough Sleeping – The District Commander emphasised the complexity of differentiating between rough sleepers, people begging and homeless people, and the subsequent difficulty in providing support for people with complex issues who sometimes refused housing and wished to remain on the street. The Community Safety Partnership allowed for a multiple organisational approach which could identify those most at risk of harm and, not only offer them housing, but provide advice regarding issues such as substance misuse and mental health.

Modern Slavery – The Community Safety Partnership had successfully launched a pilot project in Hastings (the Partnership Project Discovery) which involved officers visiting organisations where reports of modern slavery may be occurring, such as carwashes and fast food outlets. The District Commander emphasised how valuable members of the community could be for reporting people who could be at risk of exploitation; but understood that the wider community needed to be educated regarding what Modern Slavery was, how to identify it, and where to report it.

Members praised the work of the Community Safety Partnership and thanked District Commander Anita Turner and Councillor Nicholson for attending the meeting and contributing to the discussion.

Resolved:

- 1) That the Scrutiny Committee note the achievements and activities of the Lewes Community Safety Partnership during 2017/18 and future risks/opportunities to performance; and
- 2) That the Scrutiny Committee recommend to Cabinet that Lewes District Council set up a Road Safety Action Group.

Reason:

To allow the Scrutiny Committee to consider progress on delivery of the current Community Safety Plan.

34 Homelessness

The Policy & Engagement Co-ordinator delivered a presentation which covered the following topics:

- A year-on-year increase in homelessness nationally, reported by Shelter
- The Homeless Reduction Act 2018 and the Council's Duty to assess, prevent, relieve and refer;
- Temporary Accommodation costs;
- The Homelessness Pressures Project and the recognition of homelessness as a council-wide priority;
- A Landlord Reward Scheme; and
- A Trainee Caseworker Programme which was currently being undertaken by the Council whereby 7 Trainee Caseworkers were undertaking an intensive training programme.

Discussion included:

Emergency Accommodation – Members were informed that the statistics the committee receive regarding emergency accommodation were a standalone figure and therefore did not account for how many households had come out of emergency accommodation. Officers would look into this to see if anything could be incorporated into the narrative of the quarterly corporate performance report.

Affordable Housing – Members discussed the limited amount of affordable housing available in Lewes which meant that some households had to be rehomed outside of Lewes, and questioned how the Council were working to avoid this happening. Officers assured the committee that a priority was preventing households from becoming homeless and providing help as soon as someone was at risk to avoid them having to be rehomed. The Council were also actively working on acquiring properties in the District and offering them as affordable housing.

Universal Credit – Whilst an increase in household rent arrears was predicted, officers reported that it was too soon to determine whether there was any link between the rollout of Universal Credit and homelessness.

Rural Areas – Members commented on the possibility of households being rehomed from rural areas to cities/towns in Lewes District due to the lack of affordable housing, and Officers once again stressed the Council's priority of preventing homelessness to reduce the possibility of households being rehomed to other areas. Members suggested that local parishes receive an introduction from relevant contacts in the Council so that they were aware they could report households struggling and who may be at risk.

Resolved:

That members noted the update provided by the Policy & Engagement Co-ordinator regarding homelessness.

Reason:

Demonstrating the Scrutiny Committee's capacity to invite any senior officer to attend before it to explain matters within their remit, the Chair of the Scrutiny Committee had requested that an officer attend the meeting on 29 November 2018 to discuss homelessness.

35 Corporate Performance Report - Quarter 2

Members received the report which presented the Council's progress and performance in respect of key projects and targets for the second quarter of the year (July- September 2018).

Discussion included:

North Street Quarter – The committee questioned which officers should be contacted regarding business resettlement support and requested that officers would relay this information to members before the next meeting.

Springman House – Members queried the narrow focus of the update. Officers agreed to check whether the Corporate Performance Report Quarter 3 narrative could be expanded to give details of other development on the site.

Air quality – Members remained concerned at the lack of progress in replacing the air quality measurement apparatus in Newhaven, asked for a further report on progress on this, and that they had asked for an entry on air quality in the quarterly performance report. Members were informed that officers were in the process of developing proposals for how air quality performance could best be reported (data and/or action plan progress), and that the new performance measure would be included in the quarterly corporate performance report 2019/20.

Council tax – The committee noted the improvement regarding Council tax collection rates and commended the department.

Modular housing – Members noted that the six potential sites for modular housing had been reduced to one, and requested that officers provide an update whether other sites had been identified and were being considered.

Benefits – The committee suggested that the target for ‘The number of days taken to process new housing/council tax benefit claims’ should be changed from 20 days to 23 days, in line with the national average. The committee also noted that the benefits processing times performance had improved in October and commended the department.

Planning – Members requested that the Functional Lead for Housing and Development be invited to attend the next Scrutiny Committee meeting on 4 February 2019 to provide an update regarding planning applications, including a comparison of planning applications received this year and last year.

Fly tips – The committee requested additional data regarding the volume of fly tips during Quarter 3. Officers assured the committee that they would look into if there were any issues/delays with fly tips being reported via Report It app in Lewes.

Solution Sprint Project – Members were updated regarding a new Council project whereby the Corporate Management team requested the Business Planning and Performance team to help improve the performance of areas which were not meeting their targets. Currently, the Performance & Programme Lead was working closely on benefits processing and looking to see how the work could be more efficient. The project was going well and the team foresaw it being deployed to other areas of the Council.

Website – Members commented on the improved usability of the website now that it has a search function, however still felt that there were too many steps needed to land on the correct page. Members were encouraged to report any constructive feedback to the Customer Communications & Engagement Lead to help with the ongoing development of the website.

Resolved:

- 1) That the Scrutiny Committee note progress and performance for Quarter 2 and;
- 2) That the Scrutiny Committee recommend to Cabinet that the target for ‘The number of days taken to process new housing/council tax benefit claims’ be changed from 20 days to 23 days in line with the national average.

Reason:

To enable Scrutiny to consider specific aspects of the Council’s progress and performance.

The committee received the Forward Plan for the period from 1 November 2018 to 28 February 2019.

Resolved:

That the Forward Plan of the Council for the period from 1 November 2018 to 28 February 2019 be noted.

Reason:

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

37 Scrutiny Work Programme

The committee considered the work programme, which set out in-year variations to the annual scrutiny work programme for the forthcoming year.

Members were disappointed that no officers were available to attend the Scrutiny Committee meeting on 29 November 2018 regarding recruitment, but noted that would be added to the agenda for the meeting on 7 February 2019.

The Chair, in agreement with the committee, requested that it be recorded in the minutes that they were disappointed in members of the committee who had not attended the meeting and not sent apologies.

Resolved:

That the Scrutiny 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 4.30 pm

Councillor Peter Gardiner (Chair)

Report to:	Scrutiny Committee
Date:	7 February 2019
Title:	Discretionary Housing Payment Amended Policy 2019/2020
Report of:	Head of Customer First
Ward(s):	All wards
Purpose of report:	For the Scrutiny Committee to review the revised Discretionary Housing Payment Policy for Lewes District Council and Eastbourne Borough Council.
Officer recommendation(s):	(1) To adopt the revised policy across Eastbourne Borough and Lewes District Councils.
Reasons for recommendations:	To ensure that the Discretionary Housing Payment scheme is administered consistently across both authorities.
Contact Officer(s):	Name: Angy Weaver Post title: Senior Specialist Advisor (Thriving Communities) E-mail: angy.weaver@lewes-eastbourne.gov.uk Telephone number: 01273 085096

1 Introduction

Prior to JTP and Shared Service each authority had its own Discretionary Housing Payment Policy (DHP), broadly similar in nature. Moving forward it was considered that one policy would be appropriate. The Policies have therefore been reviewed and amalgamated into one policy.

DHPs have been in place since 2001 and are designed to give additional financial help to someone who gets Housing Benefit or the Housing Element of Universal Credit but are still struggling to meet their rental obligations or are unable to get accommodation.

DHPs are intended to be short term help and are not meant to continuously bridge the gap between a customers rents and the benefit they receive.

DHPs are not available to help someone pay their council tax.

2 Information

2.1 Central Government allocate a contribution for Discretionary Housing Payments. Overall funding for 2018/2019 was £153 million. Funding from the government covers four separate areas

- Core funding
- Local Housing Allowance
- Removal of the Spare Room Subsidy
- Benefit Cap

For 2018/2019 Lewes District Council's allocation was £224,072.

Local Authorities can top up the DHP budget spend up to 2.5 times this amount from their own resources.

Customers have to apply for a DHP and supply an income and expenditure form. Consideration is given to their incomings and outgoings and a decision is made on whether or not to award a DHP.

There is an expectation that customers will reduce any unnecessary expenditure and apply for any welfare benefits they are likely to be entitled to.

3 Main Changes to the Policy

3.1 Non Dependant Deductions will not be covered on an ongoing basis.

If a customer has a deduction made from their Housing Benefit or Universal Credit Housing Costs because they have adults other than their partner living in their household then a deduction may be made from their help with housing costs. This is based on the income of the adult. It is expected that the non-dependant contributes the amount of the deduction to the customer in order to make up the shortfall.

The amount of the deduction is set by Central Government and for 2018/2019 the deductions are made in the following circumstances:

Aged under 25 and on Income Support, Income based Job Seeker's Allowance or Income Related Employment and Support Allowance which does not include a component	£15.25
Main phase of Income Related ESA	£15.25
Aged over 18 and working more than 16 hours per week	
• Gross income less than £139.00	£15.25
• Gross income £139.00 – £203.99	£35.00
• Gross income £204.00 - £264.99	£48.05
• Gross income £265.00 to £353.99	£78.65
• Gross income £354.00 to £438.99	£89.55
• Gross income £439.00 and above	£98.30

4 Financial appraisal

The financial awards made under this policy are made from the contribution from Central Government. Any additional expenditure must be met by the Local Authority. In previous years both authorities have spent the allocation in full as any residue must be returned to Central Government.

5 Legal implications

The administration of Discretionary Housing payments are governed by the Discretionary Financial Assistance Regulations 2001.

6 Appendices

Appendix 1 - Discretionary Housing Payment (DHP) Policy 2019/2020.

7 Background papers

None.

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Lewes District Council and Eastbourne Borough Council Discretionary Housing Payment (DHP) Policy 2019/2020

The Discretionary Housing Payment (DHP) Policy 2019/2020

Eastbourne Borough Council and Lewes District Council receive separate allocations from Central Government and may only make awards from their separate allocations. Any payments made above the allocation can only be made if Members of the Individual Councils agree to give additional funds. Records for payments made and Government returns must be kept separately for each Local Authority.

1 Background

- 1.1 This scheme began on 2 July 2001. The regulations covering DHPs are The Discretionary Financial Assistance Regulations 2001 referred to as 'the regulations'.
- 1.2 The DHP Policy will follow guidance provided by the Department for Work and Pensions.
- 1.3 The regulations give the Council a very broad discretion. However, decisions must be made in accordance with ordinary principles about good decision making, i.e. administrative law. In particular, The Council has a duty to act fairly, reasonably and consistently.
- 1.4 This updated policy reflects any new guidance issued by the Department for Works and Pensions in response to legislative changes.
- 1.5 The main legislative changes are:
 - Council Tax liability will not be recognised as a Housing cost because Council Tax Benefit will be replaced by a Council Tax Reduction Scheme. Therefore DHP cannot be employed as further financial assistance in relation to Council Tax liability.
 - DHP award is extended to include specific support for those applicants affected by welfare reform. Namely those affected by the benefit cap, the social sector size criteria and the Local Housing Allowance (LHA) reforms
- 1.6 All applications will continue to be considered in line with the policy but the decision to award (or not award) a DHP is discretionary.
- 1.7 Discretionary Housing Payments cannot cover ineligible service charges or deductions from Housing Benefit or Universal Credit Housing Costs to recover an overpayment.
- 1.8 Any reduction due to a Non-dependant deductions will not be eligible to be covered by Discretionary Housing Payment

2 What are Discretionary Housing Payments (DHPs)

- 2.1 Discretionary Housing Payments (DHPs) provide successful applicants with further financial assistance when the Council considers that help with housing costs is needed.
- 2.2 The following objectives are at the heart of the decision making process
 - Promoting and sustaining appropriate tenancies
 - Homelessness prevention
 - Supporting the vulnerable in the local community
 - Helping applicants through personal and difficult events
 - Promoting financial and social inclusion
 - Benefit cap cases will be considered a priority
- 2.3 The Council's specialist teams in Customer First and Homes First will work together and with third parties (landlords, appointees, advice and advocacy groups, etc) to promote DHP and to identify and support applicants whose needs meet the objectives of the scheme.

3 **Housing costs that can be considered**

- 3.1 Housing costs are not defined in the regulations and this gives the Council a broad discretion to interpret the term. The minimum qualifying criteria is that to award DHP in relation to rent the applicant must be in receipt of:
- Housing Benefit (HB); **or**
 - Universal Credit (UC) Housing Costs element; **and**
 - has a rental liability **and**
 - requires further financial assistance with housing costs.
- 3.2 In the narrowest sense, if an applicant has entitlement to Housing Benefit (HB), or Universal Credit (UC) Housing Costs element, then housing costs mean rent.
- 3.3 A wider interpretation can be applied to include rent in advance, deposits and other lump sum costs associated with a housing need such as removal costs.
- 3.4 The level of award may cover all or part of a shortfall or assist with the cost of taking up a tenancy. In effect this means there are three broad uses of the DHP fund
- to assist an applicant in receipt of HB/UC who has a shortfall between the level of their benefit and their ongoing rental liability (their housing costs)
 - to assist with the cost of taking up a tenancy
 - To help clear rent arrears to maintain a tenancy
- 3.5 An award of DHP is at the discretion of the Council and every application will be considered on its own merit.
- 3.6 Examples of housing circumstances that might be considered for an award of DHP are:
- Local Housing Allowance reforms
 - Social size criteria
 - The Housing Benefit cap.
 - Other cases whose circumstances merit an award

4 Factors we may take into account.

4.1 Some of the factors that may be taken into account when deciding on the eligibility for Discretionary Housing Payments are:

- The level of the shortfall between HB/UC and housing costs.
- Whether there is a genuine risk of eviction because of the shortfall.
- What steps the applicant has taken to alleviate the problem.
- Is there a guarantor for the rent
- Whether the Landlord has insurance to cover rent arrears
- Whether more affordable accommodation is available which the applicant could move to.
- Whether the applicant, or anyone in the household, suffers from a health condition, illness or disability, which means their choice of housing is restricted either temporarily or permanently
- If the applicant has other debts to pay, which make meeting the shortfall more difficult. Discretionary Housing Payments are not to be provided to pay off other debts.
- If the applicant has debts, have they taken advice on how to manage these effectively.
- If the applicant or anyone in their household, has any exceptional expenses which make it harder than normal for them to meet the shortfall (e.g. frequent travel to hospital).
- If there has been a recent change of circumstances, which makes it more difficult to meet the shortfall.
- Could the applicant reduce other expenditure so that they can meet the shortfall?
- The applicant's rent has been increased during a benefit period which cannot be allowed because of the eligible rent rules.
- Is the claimant or member of their household fleeing domestic violence
- The extent of the shortfall between rent and Housing Benefit/UC, including whether the claimant has any capital or disregarded income which can be used to meet it, or whether anyone else is able and willing to help to meet it

5. Making an application

- 5.1 Regulations require that an application has to be made for a DHP and that the Council must act consistently.
- 5.2 Applications will only be accepted in writing (email or letter on the prescribed form).
- 5.3 The person who applies for a DHP will be the person entitled to HB/UC or someone acting on behalf of the person concerned, such as an appointee or a landlord, if it is reasonable to do so. The application must be signed by the claimant or the appointee.
- 5.4 Only a Council can accept applications for DHPs. Our policy is that DHPs are administered by a Specialist Officer to ensure consistency of decision making and to facilitate payment alongside the existing HB/UC scheme.
- 5.5 An applicant can make a new application at the end of an award but there is no automatic extension of awards. The new award will be considered on its own merits

6 Assessing an application

- 6.1 Decisions may be made collaboratively between Customer First and Homes first staff. This ensures that due consideration is given to the impact of the decision on issues of homelessness and sustainable housing.
- 6.2 If the application is for a payment to cover rent arrears the Local Authority may take into account whether there is a guarantor or if the landlord has insurance that includes cover for unpaid rent.

7 Limits on the size of an award

- 7.1 Regulations place a limit on the DHP award so that it does not exceed the weekly eligible rent on the applicant's home. The limit only applies where the award is calculated as a weekly sum, for example, to meet a shortfall.

8 Duration of a DHP award

- 8.1 The length of time over which a DHP is awarded is discretionary. In most cases payments will not extend beyond the end of the financial year in which an application is made. The length of time is determined on a case by case basis.
- 8.2 A DHP award is not intended to be an ongoing payment. It is designed to assist on a short term basis to provide applicants with an opportunity to address their housing situation.
- 8.3 The Council can use DHPs for a rent deposit or rent in advance for a property that the applicant is yet to move into if they are already entitled to HB/UC Housing Element for their present home. If the applicant is moving in to the Local Authority area consideration will be given as to whether an application has been made to the previous authority for a Discretionary Housing Payment for rent in advance.

- 8.4 There are no rules on backdating other than the duty to act consistently.

9 Notification of decisions

- 9.1 Applicants will be notified of the outcome of the decision in writing. This includes the amount and duration of the award where applicable and how to dispute the decision.

10 Appeals

- 10.1 There is no recourse to appeal a DHP decision in law as DHPs are discretionary and do not form part of Social Security legislation.
- 10.2 The Council's policy is that any request to review a DHP decision will be considered by a different officer from the Decision Maker who will not normally be involved in the original decision making process.
- 10.3 Where appropriate the applicant's landlord will also be notified of the DHP decision, in accordance with data protection.

11 Paying an award of DHP

- 11.1 DHPs will normally be paid to the person or organisation in receipt of HB alongside the existing HB payment method. If UC is in payment the payment will be separate from the UC housing costs payment.
- 11.2 In the case of council tenants and council placements payment would usually be in the form of a rebate to the rent account.
- 11.3 DHP may be paid to someone other than the applicant if it is considered reasonable to do so. That could be an agent, an appointee or a landlord.
- 11.4 Where a DHP is used to meet the cost of moving to a new home (rent in advance or deposit) making the payment to the landlord will be considered in most cases.

12 Change of Circumstances

- 12.1 It is the applicant's responsibility to notify the Council of any change of circumstance which may affect the award of a DHP. For example, if a change in income resulted in an increase in HB/UC which meant the DHP was no longer required.
- 12.2 DHPs can be stopped where the award was made on the basis of the applicant's misrepresentation or failure to disclose a material fact.
- 12.3 DHPs can be stopped where they have been paid on the grounds of an error.
- 12.4 In all cases DHPs are recoverable from the applicant to the fund, at the discretion of the Council.

13 Recovery of overpaid DHP

- 13.1 The only method of recovery if a DHP is overpaid is to request repayment of the debt from the applicant. This is generally in the form of an invoice. Overpaid DHP cannot be recovered by reducing future Housing Benefit payments.

Body:	Scrutiny Committee
Date:	7th February 2019
Subject:	Equality and Fairness Annual Report
Report of:	Director of Regeneration and Planning
Cabinet member:	Councillor Elayne Merry
Ward(s):	All
Purpose of the report:	The report sets out progress against the Council's current Equality Objectives and 2018/19 Action Plan seeks approval of an Action Plan for 2019/20.
Decision type:	Key decision
Recommendations:	(1) That the committee note the Annual Report of activities carried out in 2018, set out at Appendix A. (2) That the committee consider and comment on the Action Plan proposed at Appendix B.
Reasons for recommendations:	To promote equality and fairness and eliminate discrimination, ensuring fair access to services and opportunities and comply with the Council's duties under the Equality Act 2010.
Contact:	Pat Taylor, Telephone 01323 415909 or internally on extension 5909. Email: pat.taylor@lewes-eastbourne.gov.uk

1.0 Introduction

- 1.1 The council has statutory equality responsibilities, both as an employer and in the provision of public services under the Equality Act 2010.
- 1.2 The Public Sector Equality Duty requires the council, in the exercise of its functions, to have due regard to the need to:
- eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act;
 - advance equality of opportunity between people who share a protected characteristic (as specified in paragraph 1.3 below) and people who do

not share it (for example by meeting specific needs; minimising difficulties faced or encouraging participation in public life); and

- foster good relations between people who share a protected characteristic and people who do not share it.

1.3 The protected characteristics covered by the Equality Duty are:

- age
- disability
- gender reassignment
- marriage and civil partnership (but only in respect of eliminating unlawful discrimination)
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – this includes lack of belief
- sex (gender)
- sexual orientation

2.0 Background

2.1 Specific duties which came into force in 2011 require public bodies, such as the council, to publish information annually which shows their compliance with the general Equality Duty. This report details progress against the council's Equality Objectives during 2018/19 and summarises some of the equality related work undertaken. This enables Members to scrutinise the council's work in this area, and ensure that the council is fulfilling this duty.

2.2 The council reviewed its Equality Objectives in 2017/18 and agreed the following objectives at its meeting on 7th February 2018:

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

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

Objective 3: We will promote fairness and accessibility.

3.0 Annual Report 2018/19

3.1 Phase 2 of the Joint Transformation Programme was completed early in 2018 with the establishment of integrated service delivery teams working across both Lewes and Eastbourne councils.

3.2 To support the integration of services a Joint Equality and Fairness Planning Group has been established to enable senior officers to review the council's work on equality and fairness, and oversee the process for assessing the

impact of decisions and services on groups protected under the Equality Act and identified as needing particular consideration.

- 3.3 In addition a Joint Equality and Fairness Stakeholder Group has met to provide an external view from members from a range of protected groups across both Eastbourne and Lewes on the council's policies and services. This group has reviewed proposals and contributed comments on these and on service reviews in development.
- 3.4 Work to align policies and procedures has been undertaken during this year with a number of joint policies and procedures presented to Members for their consideration and approval. These have all been supported by Equality and Fairness analyses.
- 3.5 Key policies and procedures reviewed and assessed during the year for their impact on groups protected under the Equality Act were the:
- Christmas Working Policy
 - Flexitime Policy
 - Travel Policy
 - Joint Agile Working Policy
 - Equality Monitoring Policy
 - Safeguarding Policy
 - Code of Conduct
 - Dignity at Work Policy
 - Recruitment Policy
 - Unreasonable and unreasonably persistent complainant policy
 - JTP Phase 3 consultation and restructure process.
- 3.6 In addition to these policy reviews, service teams within the councils have begun reviewing their functions and how these impact on groups protected under the Equality Act. An update on progress is included within the Action Plan update at Appendix A.
- 3.7 A programme of staff training was developed and delivered during the year covering:
- Equality and Fairness – delivered to all service delivery staff
 - Equality and Fairness analysis and reviews – for staff responsible for service development, reporting and service reviews
 - Access training – delivered to Neighbourhood First staff to enable them to carry out inspections and audits.
- 3.8 The council has also considered a range of planning policies and development proposals, and policies designed to address environmental issues. Officers work closely with local access groups to ensure all new developments address the needs of disabled people.
- 3.9 Eastbourne Borough Council, which is the primary employer for staff delivering Lewes District Council services, also published its Gender Pay Gap report in April 2018. As reported in June 2018, this showed that, at 31st March 2017, the council's workforce consisted of 488 women and 423 men. The figures showed

that the council had a mean gender pay gap of 3.5% and a median pay gap of -8.6%. There was a reasonably even, but not equal percentage of men and women in posts in the lower quartile, the lower middle quartile and the upper quartile. In the upper middle quartile there are significantly more females.

- 3.10 As well as the policy and service reviews carried out, which are designed to eliminate discrimination and to advance equality of opportunity, the council has continued its work to foster positive relations between protected groups and other community members. In 2018 a major focus of work in Lewes was the centenary of the Representation of the People Act 1918 and the extension of the vote to some women. Four events were organised to celebrate this anniversary and to encourage women and people from under-represented groups to become more involved in local decision-making and the political process.
- 3.11 The council also provides funding to Sussex Community Development Association for its Sompriti project, to work with local black and minority ethnic residents to integrate them in community activities. .
- 3.12 The council's work with Syrian refugees also continues. To date the Council has identified housing for twenty-eight people in the Lewes district, ensured they had basic furniture and equipment they would need, and arranged transport from the airport, translation services and appointments with key services, such as GP surgeries, schools, colleges, job centres and banks. We continue to provide ongoing, intensive support, in partnership with the statutory services and voluntary organisations to help them integrate into their communities with a particular focus on English language learning and pathways into work. We have been offered a further two properties and are on track to meet our government target to house forty individuals by the Spring 2019.

4.0 Action Plan 2019/20

- 4.1 Following council's adoption of the new Joint Equality Monitoring policy in 2018, a key task in 2019/20 will be the review of equality monitoring data collected within our different services. The council needs to ensure that the new systems developed for recording service activity and outcomes are recording and reporting on equality data appropriately and in line with the policy.
- 4.2 Work reviewing the impact on different members of our community of council services will also continue with a full programme of service reviews..
- 4.3 The council is also committed to continuing its engagement with members and representatives of groups protected under the Equality Act.
- 4.4 We will also continue our work with a range of partners to promote awareness of Domestic Abuse through the White Ribbon Campaign and will review our own policies and procedures, and contribute to the development of a local domestic abuse strategy and commissioning plans.

4.5 The action plan proposed for 2019/20 is attached at Appendix B.

5.0 Consultation

5.1 The council consulted on its Equality and Fairness Policy and Equality Objectives in 2017 and has consulted on its Equality Monitoring Policy in 2018. Comments received were considered and amendments incorporated into the final policies and objectives at that stage.

5.2 Officers will continue consulting with members of the Equality and Fairness Planning Group and Stakeholder group on proposals and service delivery during the coming year in line with the procedures established for this in 2018.

6.0 Resource Implications

6.1 There are no additional financial costs associated with this report. The proposal to integrate governance and procedures for overseeing compliance with the Council's duties under the Equality Act is in line with the broader project to integrate Lewes District Council and Eastbourne Borough Council services to realise savings through the efficient use of resources.

7.0 Legal Implications

7.1 Under the Public Sector Equality Duty the council is required to publish information annually which shows their compliance with the general Equality Duty. This report enables Members to scrutinise the council's and ensure the council complies with this duty.

8.0 Risk Management Implications

8.1 The following risks will arise if the recommendations set out at 13.1 below are not

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

No new risks will arise if the recommendations are implemented.

10.0 Implications for Equality and Fairness

10.1 This report is designed to meet the Council's duties under the Equality Act. An Equality and Fairness Analysis has been completed and is available with the Background Papers for this meeting.

11.0 Appendices

11.1 Appendix A - LDC Equality and Fairness Action Plan 2018/2019

Appendix B – LDC Draft Equality and Fairness Action Plan 2019/2020

12 Background Papers

12.1 [Equality Act 2010: guidance - GOV.UK](#)

Equality and Fairness Analysis – please contact report author.

LDC Equality and Fairness Action Plan 2018/2019

Ref	Action	Lead Officer	Target date	
1.	Review and report on equality profile in relation to recruitment and development of staff	Human Resources Manager	December 2018	Completed
2.	Publish Gender Pay Gap report	Human Resources Manager	April 2018	Completed
3.	Establish joint Equality and Fairness Planning Group with EBC	Strategy and Partnerships Lead – Thriving Communities	March 2018	Completed
4.	Establish joint Equality and Fairness Stakeholder Group with EBC	Strategy and Partnerships Lead – Thriving Communities	March 2018	Completed
5.	Identify representatives of women's interests to join Equality and Fairness Stakeholder Group	Strategy and Partnerships Lead – Thriving Communities	March 2018	Completed
6.	Continue supporting Sompriti to ensure effective engagement with BAME communities	Strategy and Partnerships Lead – Thriving Communities	December 2018	ECIG meets four times a year and DRI are delivering a good service convening and coordinating meetings and events..
7.	Identify approaches to engagement which encourage participation by young people, women, people living in rural areas, faith communities, BAME communities and LGBT people and increase the proportion of responses from these groups	Customer Communications and Engagement Lead	December 2018	Ongoing. Officers attended meetings of the Your Town Project, the Children and Young People's Trust and ESCC Take Over Day. The council contributes funding to Eastbourne Pride.
8.	Provide training and guidance on Equality Duties and Equality Analysis for Heads of Service, Managers and Team Leader, Project Managers and members of Planning Group and Stakeholder Group	Strategy and Partnerships Lead – Thriving Communities	May 2018	Completed.

Ref	Action	Lead Officer	Target date	
9.	Arrange training on Access Issues to Neighbourhood First teams and ensure Neighbourhood Officers are able to respond confidently and effectively to customer enquiries relating to access issues	Strategy and Partnerships Lead – Thriving Communities	June 2018	Completed
10.	Promote 'White Ribbon' Activities and implement action plan in partnership with EBC and Domestic Abuse Working Group.	Specialist Advisor – Community Safety	Dec 2018	Completed – White Ribbon status confirmed.
11.	Promote activities commemorating the centenary of the Representation of the People's Act 1918	Customer Communications and Engagement Lead	Dec 2018	Completed
12.	Review and align LDC/EBC Equality Monitoring Policies for JTP	Strategy and Partnerships Lead – Thriving Communities	April 2018	Completed.
13.	Work with voluntary sector partners to promote equality and fairness through training and network meetings	Strategy and Partnerships Lead – Thriving Communities	Decr 2018	Ongoing – 3VA cover this within their programme of training for voluntary sector organisations.
14.	Implement a 3-year programme of functional reviews following completion of Phase 2 JTP	Strategy and Partnerships Lead – Thriving Communities	April 2018 to 2021	Forms and process agreed – reviews are now ongoing. See 20 below.
15.	Monitor use and quality of translation and interpreting services	Strategy and Partnerships Lead – Thriving Communities	Dec 2018	Ongoing. Council Hub information on BSL services improved following consultation with DeafCOG and other BSL speakers.

Ref	Action	Lead Officer	Target date	
16.	Undertake self-assessment against Equality Framework for Local Government	Strategy and Partnerships Lead – Thriving Communities	Deferred pending completion of JTP (2019/20)	n/a
17.	Carry out a programme of service reviews: <ul style="list-style-type: none"> Projects and Performance monitoring Communications Community Grants Tourist Information Services Marketing Homelessness Services Housing Grants and Loans Customer Advice services – telephone and reception Business rate setting and collection 	Responsible service leads for: <ul style="list-style-type: none"> Performance and Programmes Customer Advice Strategy and Partnerships — Thriving Communities Tourism and Enterprise Tourism and Enterprise Homes First Homes First Customer Advice Functional lead – Growth and Prosperity with Accounts manager 	31 st Dec 18 31 st March 19 31 st Dec 18 31 st March 19 31 st March 19 31 st Dec 18 31 st March 19 31 st March 19 31 st Dec 18	Completed In hand – discussed with stakeholder group Sept 18 Completed In hand – will be discussed with stakeholder group March 19 In hand – will be discussed with stakeholder group March 19 To be merged with review of housing options in 2019/20 In hand – discussed with stakeholder group June 18 In hand – discussed with stakeholder group Dec 18 To be merged with review of Council Tax setting and collection in 2019/20

Appendix A

Ref	Action	Lead Officer	Target date	
	<ul style="list-style-type: none"> Household waste collections, recycling, bulky waste, trade waste 	Waste collection services	31 st Dec 18	Delayed pending recruitment of new service manager
		Human Resources	31 st Dec 18	tbc
	<ul style="list-style-type: none"> Recruitment 	Democratic Services	31 st March 19	Delayed until after local elections
	<ul style="list-style-type: none"> Committees and Councillors 			
	<ul style="list-style-type: none"> Rent setting and collection 	Strategy and Partnerships – Thriving Communities	31 st Dec 18	Completed – presented to stakeholder group Dec 18
	<ul style="list-style-type: none"> Budgeting 		31 st Dec 18	Agreed this needs to be incorporated into Service and Financial Planning process ensuring responsible service heads assess impact of any budget proposals.

LDC Draft Equality and Fairness Action Plan 2019/20

Ref	Action	Lead Officer	Target date
1.	Review equality information collected and used within different service areas.	Strategy and Corporate Projects Officer – Thriving Communities with Heads of Service	March 2020
2.	Update/improve information on local community profiles	Strategy and Corporate Projects Officer – Thriving Communities	March 2020
3.	Continue working to encourage participation of young people, women, faith communities, BAME communities and LGBT people.	Strategy and Corporate Projects Officer – Thriving Communities with Customer Communications & Engagement Lead	March 2020
4.	Ensure new council members have access to high quality information and training on the Public Sector Equality Duty and procedures	Strategy and Corporate Projects Officer – Thriving Communities	June 2020
5.	Provide training and guidance on Equality Duties and Equality Analysis for new staff within the council	Strategy and Corporate Projects Officer – Thriving Communities	Sept 2020
6.	Review policies and procedures on domestic abuse, and maintain White Ribbon status	Strategy and Partnerships Lead – Housing and Communities with Strategy and Corporate Projects Officer – Thriving Communities	March 2020
7.	Continue funding for projects which promote the inclusion of BAME people in community activities.	Strategy and Corporate Projects Officer – Thriving Communities	February 2020
8.	Review and monitor use and quality of translation and interpreting services	Strategy and Corporate Projects Officer – Thriving Communities	March 2020

Ref	Action	Lead Officer	Target date
9.	Integrate equality and fairness review to service and financial planning process, including setting fees and charges	Projects and Performance Lead	August 2019
10.	Complete year 1 service reviews <ul style="list-style-type: none"> • Communications • Housing Grants and Loans • Tourist Information • Marketing 	Responsible service leads for: <ul style="list-style-type: none"> • Business Planning and Performance • Housing Needs • Tourism and Leisure 	March 2019
11.	Carry out 'year 2' service reviews: <ul style="list-style-type: none"> • Consultation and Engagement • Homelessness / housing options • Business rate and council tax setting and collection • Committees and Councillors • Regeneration, business advice & support • Community Safety • Planning Policy Development • Sports and Leisure Facilities • Seafront Services • Art, cultural and heritage services • Tenant Participation and Involvement • Customer Contact – on-line services • Parks and Gardens management • Health and Safety advice and inspections • Private housing inspection and licensing • Food hygiene and inspection • Access Advice • Response to neighbor complaints – e.g. noise, 	Responsible service leads for: <ul style="list-style-type: none"> • Customer Communications & Engagement • Housing Needs • Functional Lead- Growth & Prosperity / Accounts Manager • Democratic Services • Economic Development • S&PL – Housing and Communities • Planning Policy • Tbc • Tourism and Leisure • Tourism and Leisure • Neighbourhood Housing • Customer Advice • Specialist Advice • Specialist advice • Housing Needs • Specialist Advice • Neighbourhood First • 	June 2019

Appendix B

Ref	Action	Lead Officer	Target date
	graffiti, abandoned vehicles <ul style="list-style-type: none"> • Staff Development • Electoral services 	<ul style="list-style-type: none"> • Specialist Advice (Private) / Neighbourhood Housing (Council)Human Resources • Human Resources • Democratic Services 	
12.	Undertake self-assessment against Equality Framework for Local Government	Strategy and Corporate Projects Officer – Thriving Communities	Deferred pending completion of JTP (2019/20)

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Report to:	Scrutiny Committee
Date:	7 February 2019
Title:	Voluntary Sector Support
Report of:	Director of Regeneration and Planning
Cabinet member:	Cllr. Tony Nicholson
Ward(s):	All
Purpose of report:	<ol style="list-style-type: none">1) To inform Scrutiny Committee of proposed amendments to the Council's policy on grants to voluntary organisations.2) To report on the performance of those voluntary organisations funded by the Council in 2018/19.3) To set out the recommendations for grant funding for 2019/20.
Decision type:	Key decision
Officer recommendation(s):	<p>(1) To note the proposed policy amendments on grant funding, as set out in section 2 of this report and incorporated at Appendix A.</p> <p>(2) To note the proposed extension to the grant awarded to BHT in 2018/19 for their support to Lewes District residents needing to claim Universal Credit.</p> <p>(3) To note the proposed allocation of funding to voluntary organisations for 2019/20 as set out in paragraph 2.26 subject to the grant conditions set out in Appendix A.</p>
Reasons for recommendations:	<p>The council may choose to give grants to voluntary organisations and currently funds a small number of strategic voluntary sector organisations which provide a range of essential services to our residents which address key council priorities.</p> <p>The proposed amendments to the council's Voluntary Sector Grants Policy are designed to ensure that awards of grants comply with current European State Aid regulations and with Data Protection legislation.</p> <p>The proposed grants are in line with the council's Voluntary Sector Grants policy and Cabinet decisions made on 5 February 2018.</p>

Contact Officer(s): **Name:** Pat Taylor
Post title: Strategy and Partnerships Lead – Thriving Communities
E-mail: pat.taylor@lewes-eastbourne.gov.uk
Telephone number: 01323 415909

1 Introduction

- 1.1 The council makes funding available to voluntary organisations each year in line with its Voluntary Sector Grants Policy. The council recognises and highly values the significant contributions that the community and voluntary sector play in delivering services to our residents. Partnership working is a key priority for Lewes District, and the council is committed to working with voluntary and community organisations through the giving of community grants. This helps support a thriving voluntary sector in the Lewes District. In addition, the giving of funding to such groups can also provide a cost effective way of delivering the council's objectives.
- 1.2 At its meeting on 5 February 2018 Cabinet agreed a Voluntary Sector Grants Policy setting out the key principles and standards which underpin decisions to award grants. The proposed additions to the policy are set out in full in Appendix A. In summary, the additions:
- clarify the basis for the allocation of funding to voluntary and community organisations
 - set out the requirements of the European Union relating to State Aid and the process the council will follow for ensuring compliance with these
 - address potential data protection issues which may need be covered by data sharing agreements within the grant funding agreements or as separate documents when required.
- 1.3 The grants proposed at paragraph 2.26 are those agreed in principle by Cabinet in 2018 subject to compliance with the terms of a grant agreement, satisfactory delivery of the services supported by the grant and the availability of funds along with an extension of the £30,000 allocated to BHT during 2018/19 for work on Universal Credit.
- 1.4 All grants are subject to grant agreements covering the specific services funded and outcomes to be delivered. These provide a mechanism for the council to monitor the organisations' performance and delivery closely through written reporting and review meetings. The agreements specify the amount of funding, what activities the grant can be used for, minimum legal and service requirements, monitoring and evaluation processes. It should be noted, however, that all grant agreements contain clauses enabling review, termination and/or renegotiation of terms should the need for the service change or to address any performance issues encountered.

2 Proposal

2.1 Additions to Policy

The committee is asked to note the recommended additions, specified in paragraphs 2.2 to 2.4 below, as incorporated into the amended Voluntary Sector Grants Policy attached at Appendix A to this report.

- 2.2 The legal basis for local authority grant-making has been added as an introduction to the policy.
- 2.3 Sections on State Aid have been added to the policy. These explain the European Union regulations relating to the use of public funding to support economic activity and the need to apply to the EU Commission for approval to implement aid where this exceeds certain thresholds. The policy sets out the process which officers will follow in liaison with the council's Legal Services to ensure compliance with the regulations before making a grant payment.
- 2.4 The policy also recognises the need in some cases for personal data to be shared between the organisation being awarded a grant and the council. To ensure that data processing is carried out in accordance with data protection legislation, primarily the General Data Protection Regulation (EU 2016/679) and the Data Protection Act 2018, the Council will, where necessary, enter into a data sharing agreement with the grant recipient. Such agreements would be prepared in consultation with the council's Information Governance Manager or Data Protection Officer and may be incorporated within the grant agreement or drafted as a stand alone agreement.

Performance 2018/19

- 2.5 Monitoring data is provided by funded organisations by the end of the month following completion of the previous quarter and is available, at the time of writing, for Quarter 2 – July to September 2018.

Lewes District Citizens' Advice

- 2.6 The Lewes District Citizens' Advice helps people resolve their legal, money and other problems by providing free, independent and confidential advice. The most recent quarterly monitoring figures show that 898 residents used the service between July and September 2018 seeking advice on 2,528 issues. Of these, the largest proportion related to welfare benefits, most relating to Personal Independent Payments (258) and Employment Support Allowance (157). A high proportion of customers have long-term health conditions.
- 2.7 During 2018 Lewes District Citizens' Advice moved to its new premises in Newhaven. The move was designed to ensure advice services were easily accessible to residents in an area of need and has achieved a higher proportion of service use by residents from Newhaven and the surrounding coastal area. Monitoring data for Quarter 2 showed that 170 clients were from Newhaven, compared with 139 from Seaford, 113 from Peacehaven, 112 from Lewes, 35 from Telscombe and 60 from other parts of the district.

- 2.8 Advice services have a positive impact on the lives of individual clients, but also contribute to the council's own services. In the first half of the year, for example, 28 council tenants benefited financially from the specialist Benefits Advice service with a total financial gain from benefits of £149,966. This supports council tenants to meet their housing costs and pay their Council Tax. In the same period from April to September, 16 were helped to manage their debts.

3VA

- 2.9 3VA provides support for voluntary and community organisations across the Eastbourne, Lewes District and Wealden areas of East Sussex. They provide a range of practical support to charities and community groups including start-up support, funding advice, help with governance and training. Their services help to inform, sustain and develop the voluntary and community sector in the area.
- 2.10 In Quarter 2, 3VA provided 'group support' with information, advice, guidance and extended support to 18 different groups based in Lewes. In addition, they continued to publish their weekly e-news to subscribers updating them on current funding opportunities, consultations, training, events and jobs in the sector. Their ongoing work also includes training provision and the development and support of networks. They currently work with the Locality Link teams bringing together health and social care services to deliver quarterly network meetings for voluntary organisations in Lewes and the Havens and in Seaford.
- 2.11 As part of their monitoring reports, 3VA highlight current trends and needs. Over the last year these have focused particularly on social isolation and loneliness, and, more recently, on the difficulties many smaller groups face recruiting and supporting volunteers. They continue to support two Dementia Action Alliances in the district.

Action in Rural Sussex

- 2.12 AiRS is the Rural Community Council for Sussex. The organisation's purpose is to provide practical help and support to rural communities across both East and West Sussex enabling them to be vibrant, living and working places. The funding provided by the council is specifically to support the organisation's work with the village halls and community buildings in the Lewes district.
- 2.13 The council awards a grant of £3,500 each year and asks for an annual monitoring report and meeting. In 2017/18 AiRS provided information and support to 8 subscriber groups managing village halls in Barcombe, Cooksbridge, Ditchling, Kingston, Newick, Ringmer and Wivelsfield and consultancy services to groups in Barcombe, Ditchling, Ringmer and Wivelsfield. They also ran 6 workshops and seminars, provided training on portable appliance testing and held an East Sussex Village Halls and Community Buildings Conference.

Sompriti

- 2.14 Sompriti supports black and minority ethnic (BME) communities and individuals across East Sussex. They work with individuals from a range of different

backgrounds and heritage, organising community events, and providing bilingual support to residents in a variety of community languages.

- 2.15 Over the last year, Sompriti has focused on supporting BME residents in the Lewes district to access a range of employability, health and wellbeing, and social activities, including 'Let's Get Working', World Kitchen and Grub Club and one-off events such as a Family Fun event at half-term. They have supported eighteen BME residents with employability services; between five and twenty people at different health and wellbeing events and activities; and twelve people with advice services. They also support individual BME residents with advice and interpreting services.

Lewes District Churches Homelink

- 2.16 This service provides housing deposits and rent in advance to homeless households and those at risk of homelessness referred by the council's housing needs officers. The grant is supplemented by a grant of £13,200 from East Sussex County Council. This service is a key part of the council's work to prevent and relieve homelessness. Officers refer those households who are not covered by the council's own statutory duties for rehousing, such as those who do not have a priority need for rehousing under the terms of the Housing Act 1996. Under the terms of the grant agreement, this funding may only be used for essential costs, such as rent deposits.
- 2.17 Lewes District Churches Homelink has provided this service to 50 different households in the period April to September 2018 with loans totalling £75,658. In addition to the funding secured from the councils, these loans are financed by repayments from existing and previous loans, and from the group's own fundraising.

Funding to meet the needs of Universal Credit claimants

- 2.18 At its meeting on 6th December 2017, Lewes District Council resolved to allocate £30,000 in 2018/19 to award as grant to a voluntary organisation to help mitigate the impact of the rollout of Universal Credit Full Service scheduled to begin in September 2018. This allocation was intended as a one-off grant for one year only.
- 2.19 In February 2018 Cabinet agreed that a specification for a service be drawn up and bids invited from suitably qualified voluntary organisations to undertake this work. Based on the proposals received and interviews with the short-listed organisations, the funding was awarded to BHT Eastbourne Advice to deliver a casework service to Lewes residents focusing particularly on homeless households, those at risk of homelessness, council tenants and residents in rural areas. It was agreed that this service should start at the end of September when the full roll-out of Universal Credit began.
- 2.20 To date, since the service started at the end of September 2018, BHT have assisted sixteen households needing support to claim Universal Credit. A further six were advised that they did not need to claim Universal Credit. As well as supporting residents to complete claims for Universal Credit, BHT have been

able to offer wider advice on benefit entitlements, such as Council Tax reduction. Five of those supported were tenants of Lewes District Council and two were homeless households.

- 2.21 BHT have done extensive publicity work, using leaflets and attending meetings with council staff teams, local Job Centres, Lewes District Councillors and tenants' meetings. They will also be attending the Tenants Conference in January to promote the service. However, the number of referrals in the first three months was small, reflecting the fact that the roll-out of Universal Credit is gradual, occurring only when people need to make a new claim or have a specific change in their circumstances. There were seven referrals in December compared with two in September and four in October.
- 2.22 Given the slow start to Universal Credit roll-out and the number of people seeking support specifically for help with this, BHT, working closely with council officers, have taken a proactive approach seeking out those with wider needs. In particular, they have worked with council tenants known to have significant rent arrears and be at risk of losing their homes. This has uncovered a wider need for support to tenants on claiming benefits to which they are entitled and some cases where tenants are not yet claiming Universal Credit but could increase their income by doing so.
- 2.23 It is expected that demand will increase as the number of people required to claim Universal Credit rises over the coming year and it would be helpful to build on the work BHT has carried out to date, laying strong foundations for a proactive service available to all residents needing support with their benefit claims. A further grant of £30,000 is therefore being proposed to enable BHT to continue this work.

Grant allocations 2019 to 2020

- 2.24 In February 2018 Cabinet allocated the grants for 2018/19 as set out in the table at paragraph 2.26 and agreed that grant be allocated for the following three years, 2019/20 to 2021/22, subject to compliance with the terms of a grant agreement, satisfactory delivery of the services supported by the grant and the availability of funds.
- 2.25 Cabinet also agreed that grant agreements be reviewed annually to ensure best use is made of the grants budget. Based on the performance of the voluntary organisations supported in 2018/19, Cabinet is asked to confirm the same level of funding for 2019/20.

Organisation	2018/19 grant (£)	2019/20 proposed (£)
Lewes District Citizens Advice	Core Grant 140,340 (HRA benefits advice) 17,500 (HRA money advice) <u>17,500</u> <u>175,340</u>	Core Grant 140,340 (HRA benefits advice) 17,500 (HRA money advice) <u>17,500</u> <u>175,340</u>
3VA	28,000	28,000
Action in Rural Sussex	3,500	3,500
SCDA – Sompriti	10,000	10,000
Lewes District Churches Homelink	11,800	11,800
BHT Eastbourne Advice – Universal Credit service	30,000	30,000

3 Outcome expected and performance management

- 3.1 The amendments proposed to the Voluntary Sector Grants Policy are designed to ensure the council meets its legal requirements under GDPR and the Data Protection Act 2018, and European Union regulations on State Aid.
- 3.2 The allocation of grants reflects the council's recognition of the financial and social challenges which some of our residents face and the continuing importance of voluntary sector involvement in supporting those people most at risk in our communities.

4 Consultation

- 4.1 The provision of grant funding is based on regular discussion with voluntary sector agencies, including surveys of local voluntary organisations carried out each year by 3VA. Of the 48 organisations who responded to this survey in 2018, 31 identified secure, long-term funding as a priority.

5 Corporate plan and council policies

- 5.1 The proposed allocations comply with the council's Voluntary Sector Grants Policy and will contribute to the Corporate Plan strategic outcomes for resilient, healthy and engaged communities underpinning our work with our voluntary sector partners delivering key advice and support services.

6 Business case and alternative option(s) considered

- 6.1 Grant aid to voluntary and community organisations enables the council to meet the needs of residents whilst maximising the contributions of voluntary activity. This approach provides excellent value for money and reduces the demand on the council's own services and resources.
- 6.2 Regular monitoring and reviews are carried out to ensure best use is made of council funds and that only those organisations which provide high quality services and value for money are awarded funding.

7 Financial appraisal

- 7.1 The recommendations of this report are in line with the council's current budgets for voluntary sector grants. As such, there is no impact on budgets arising from the recommendations set out in this report.

8 Legal implications

- 8.1 Section 137 of the Local Government Act 1972 and section 1 of the Localism Act 2011 permit the Council to make community grants to the voluntary sector.
- 8.2 The legal position on state aid is set out in the policy document appended to this report.

The UK is scheduled to leave the EU on 29 March 2019. If there is an Implementation Period, the State Aid rules will continue to apply as now and will be subject to control by the EU Commission as at present. If the UK leaves the EU without a negotiated Withdrawal Agreement, the Government has announced its intention to transpose EU State Aid rules into UK domestic legislation, with only technical modifications to correct deficiencies with the transposed EU law to ensure the regime continues to operate effectively in a domestic context.

Lawyer consulted 03.01.19

Legal ref: 007954-LDC-OD

9 Risk management implications

- 9.1 If Cabinet does not allocate the funding it has budgeted for grants there are risks both to the council's reputation in relation to this high profile activity and to the council's own services which could experience increased demand from customers who would normally use those services provided by voluntary organisations.
- 9.2 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 complies with current legislation. The proposed policy amendments are designed to reduce the risk to the council of being in breach of legislation governing Data Protection and State Aid.

10 Equality analysis

- 10.1 An Equality and Fairness Analysis was completed in February 2017 and is available from the report author. The analysis identified a need to ensure grant recipients' equality policies were in place and compliant with the Equality Act. These policies were provided and checked as part of the grant agreement process.
- 10.2 An Equality and Fairness review of the council's grants policies and procedures has been carried out and presented to the Equality and Fairness Stakeholder Group. The review is available from the report author.

11 Appendices

- Appendix A – Proposed Voluntary Sector Grants Policy

12 Background papers

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

- Lewes District Council Voluntary Sector Grants Policy – <https://www.lewes-eastbourne.gov.uk/community/lewes-voluntary-sector-grants/>
- Equality and Fairness Analysis – available from report author

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Appendix A - Lewes District Council Community Grants Policy

Introduction

The Council recognises and highly values the significant contributions that the community and voluntary sector play in delivering services to our residents. Partnership working is a key priority for Lewes District, and the Council is committed to working with voluntary and community organisations through the giving of community grants. This helps support a thriving voluntary sector in Lewes District. In addition, the giving of funding to such groups can also provide a cost effective way of delivering the Council's objectives.

Legal Framework

Section 137 of the Local Government Act 1972 applies to expenditure incurred or contributions made to charitable organisations or to not-for-profit organisations providing a public service. It states that a local authority may incur expenditure which in their opinion is *'in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants'*.

Section 1(4)(c) of the Localism Act 2011 permits a local authority to do anything that individuals generally may do, in any way whatever, including power to do it for, or otherwise than for, *'the benefit of the authority, its area or persons resident or present in its area.'*

Policy

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

State Aid

1) Background:

- a) Article 107(1) of the Treaty on the Functioning of the European Union provides that:

"Save as otherwise provided in this Treaty, any aid granted by a Member State or through State resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods shall, in so far as it affects trade between Member States, be incompatible with the common market"

- b) Grants awarded from public funds may constitute 'state aid' and, where the grant is to be used to support 'economic activity', are subject to rules under (1) EU Regulation 1407/2013 governing De Minimis aid and (2) EU Regulation 800/2008 – The General Block Exemption Regulation (GBER).
- c) Unless the de minimis rule or GBER applies, it is likely that state aid will be unlawful until it has been notified and, in the case where European Commission approval is required, approved - even if the aid is in fact compatible.

2) Mitigation:

- a) Prior to making any grant payment, the council will carry out a simple assessment to check whether it is:
- state aid and;
 - if so, whether it is exempt from prior notification under the de minimis provisions or a block exemption. If not, the grant may require notification to the European Commission.
- b) Council officers will, in consultation with Legal Services where appropriate, complete the State Aid Checklist (based on the 4 characteristics of State aid) below and will require recipients to sign the De Minimis Declaration (also below) confirming that the grant will not breach the relevant de minimis threshold.

Data Protection

- 1) The making of community grants may involve the transfer, receipt or sharing of personal data to, from or between the Council and the grantee. Where this occurs, the parties will consider entering into a data sharing agreement setting out the nature and scope of any personal data processing, and how both parties will ensure that processing is carried out in accordance with the General Data Protection Regulation (EU 2016/679) and the Data Protection Act 2018.
- 2) Any such data sharing agreement may be incorporated within the grant funding agreement or prepared as a discrete document, as appropriate.
- 3) Data sharing agreements must be prepared in consultation with the Council's Information Governance Manager or Data Protection Officer.

Policy agreed at XXX

State Aid Checklist

The four characteristics of State aid:

- 1) State aid is granted through state resources.
- 2) State aid favours certain undertakings, or the production of certain goods.
- 3) State aid distorts competition (or threatens to do so).
- 4) State aid affects trade between member states

State Aid – De Minimis Declaration

Please refer to the State Aid Guidance issued with your application pack (available on-line at [State aid - GOV.UK](http://Stateaid-GOV.UK)).

I declare that the grant offered by the Council will comply with the law on State Aid on the basis that, including this grant, *(name of organisation)*
shall not receive more than €200,000 in total of de minimis aid within the current financial year or the two previous financial years.

SignedDate
(to be signed by an authorised officer)

Position in organisation.....

Company/Organisation (*full Legal Name*).....

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Report to:	Scrutiny Committee
Date:	7 February 2019
Title:	Performance Monitoring 2018/2019 – Quarter 3
Report of:	Director of Regeneration and Planning
Cabinet member:	Councillor Elayne Merry, Portfolio Holder
Ward(s):	All
Purpose of report:	To consider the Council's progress and performance in respect of key projects and targets for the second quarter of the year (October-December 2018 (Quarter 3)) as shown in Appendix 1.
Decision type:	Non-key
Officer recommendation(s):	Consider progress and performance for Quarter 3 and make any relevant recommendations to Cabinet.
Reasons for recommendations:	To enable Scrutiny to consider specific aspects of the Council's progress and performance.
Contact Officer(s):	Name: Millie McDevitt Post title: Projects and Performance Lead E-mail: Millie.McDevitt@lewes-eastbourne.gov.uk Telephone number: 01273 085637 / 01323 415637

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 third quarter of 2018/19 (the period running from 1st October to 31st December 2018).

2 Performance in the Third 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 Portfolio Progress and Performance – Quarter 3

- 3.1 **The Good News for Quarter 3** –Notable project milestones or service performance achieved include:
- a) North Street Quarter: Demolition has begun on site.
 - b) Downs Leisure centre: Footprint has now been agreed and there will be a public consultation event in January.
 - c) Blue Services Hub: Planning is going ahead for this.
 - d) Sickness absence rates: Whilst marginally below target, should still be recognised as a notable achievement when compared to sickness rates previously experienced at LDC.

4. Issues

- 4.1 In Q3, areas of the Council's work which missed their targets including housing, benefits and calls. Focussed intervention work has been taking place and there is improvement in these service areas.. That said external pressures (such as the national housing crisis and Universal credit pressures) continue to affect the authority. Further details on some of these areas is provided below.

- 4.2 **a) Housing:** In this quarter, there was an average of 34 households in emergency accommodation. This is despite excellent work done by the teams which has resulted in more clients leaving emergency accommodation. The homelessness pressures project During this quarter 9 households were placed into EA and 8 households were taken out.
- 4.3 **b) Benefits processing:** Processing times were over target times in Q2, however through systematic management support of training and coaching, performance on processing new claims is improving.
- 4.4 **c)Calls:** As previously reported, a number of interventions are taking place. As a result, call handling times and abandonment figures have significantly improved.

5 Financial Appraisal

- 5.1 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.

6. Legal Implications

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

7 Risk Management Implications

- 7.1 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.

8 Equality Analysis

- 8.1 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.

9 Appendices

- 9.1 Appendix 1 – Performance Monitoring 2018/2019 – Quarter 3

10 Background Papers: [Council Plan 2016 to 2020](#)

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Appendix 1

Lewes District Council Performance Monitoring 2018/2019 – Quarter 3 (Oct to Dec 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

CPR 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 landowners have continued to work to finalise and agree the Land Collaboration Agreement, and to go to the market to secure a developer for the scheme. Phase 1 pre-commencement conditions were discharged by the planning authority (SDNP) in December 2018. Having discharged the relevant conditions (including those relating to heritage and archaeology) NSQL will begin demolition of buildings on its Phase 1 land (8 – 11 Phoenix Place) in Q4. Demolition is due to be completed by the end of February 2019. The remainder of the Phase 1 demolition will take place once a developer is on board.</p> <p>Applications for the NSQ Phase 2 and 3 Reserved Matters have been submitted to SDNP. LDC is in the process of securing the remaining third party freehold land interests at the site and has appointed an independent negotiator to progress this.</p>
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		Translocation of newts completed before Christmas. Contractor commenced site mobilisation on 7 January and project remains on schedule.
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 ² of new employment floorspace, refurbishing 15,000m ² of existing employment floorspace and creating / sustaining up to 2,000 FTE jobs over a 25-year period.	Q4 2041/42		This is progressing well. In year 1 5000m ² of employment space was refurbished. This is 1/3 of the 25 year target. The team is receiving increased enquiries for companies wishing to relocate to Newhaven with strong demand for new light industrial zone units. The business rate uplift has been higher than expected.
Newhaven Town Centre	Delivery of mixed use regeneration scheme within NEZ.	Q4 2020/21		<p>The outcome of the bid to Central Government's One Public Estate programme to fund the next stage of survey, feasibility study/options appraisal and develop a business case for the entire site will be announced in Q4.</p> <p>A Project Manager has been appointed on a short term contract to liaise with health care practitioners and receive firm commitments of their intentions to relocate to the new Health Hub. A second stakeholder meeting is due to take place in February 2019.</p>

Project / Initiative	Description	Target completion	Status	Update
				<p>Once the business case is developed for the entire site the scheme will go out for consultation with local residents currently scheduled for early summer (pre-school holidays).</p> <p>A decision on SELEP Local Growth Funding has been delayed and is expected in March 2019.</p>
Downs Leisure Centre	Project to renovate the Downs Leisure Centre to better serve the community's health needs.	Q3 2020/21		<p>Footprint for the Health Hub is now agreed, with the internal layout still in discussion with GP's and ESHT. Doctors to meet to discuss the detail of how they will work together in the new building.</p> <p>Wave Leisure has agreed with their Board to take over the lease of the Flint Barn to enable them to issue a licence to the 60's club as their current arrangement with Age Concern finished at the end of January 2019. Public consultation event scheduled for end of January.</p>
Springman House- Blue light services hub	Relocation of key emergency services to create a blue light services hub that supports delivery of the North Street Quarter.	Q3 2019/20		The architect Corstorphine & Wright and LDC have worked with the Blue Light Services to develop a design for the Blue Light Hub that accommodates Sussex Police, ESFRS and SECAMB which is acceptable to all parties. The Fire Authorities Policy and Resources Panel met on the 17 January and have approved the latest scheme. Optional plans for the adjoining commercial site (Springman House) will now be explored.
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 Heat Network Delivery Unit (HNDU) Study, it is necessary to consider the two recommended options further along with assessing the feasibility of establishing an Energy Services Company for North Street Quarter.

CPR 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 2019/20		<p>The primary focus over the last quarter has been the final preparations for and the implementation of the new Housing system which went live week commencing 3 December 2018. Within the overall JTP, this piece of work has been, by far, the most challenging and complex of all the activities and colleagues across the councils worked incredibly hard to deliver this on time and to the required standard. The initial assessment is that the system was implemented effectively and the volume and severity of the issues being identified are not of the scale that could have been anticipated. Colleagues are working to resolve the issues that have been identified to ensure the full benefits of the system are realised.</p> <p>The JTP Phase 3 consultations and plans have progressed well since they were launched on 9 November 2018. The ICT consultation has concluded and the changes have been implemented and the consultation for Corporate Property will launch early in 2019.</p> <p>The teams working on delivering the aims of the JTP continue to listen and respond to feedback - mainly in relation to the joint website and the availability of staff on the phones. The Supporting Change Steering Group is driving this continuous improvement and the commitment is to ensure that all feedback is assessed and, where necessary, action is taken. Specific issues relating to the accessibility of documents for Planning applications have been identified within the quarter and targeted action has taken place to resolve these.</p> <p>The JTP tackles the same challenges and risks that all change management programmes of this scale and ambition face. Delivery of the transformation is being managed within budget and the £2.8m of savings for JTP Phases 1 and 2 have been achieved and the planned £400,000 of savings/additional income for Phase 3 are on target to be delivered.</p>
Vote 100	The project will organise events to mark the centenary of the Representation of the People Act 1918 which gave women the right to vote and to encourage greater diversity amongst public representatives.	Q3 2018/19		A further event held in Ditchling was successful and the project is now completed.
Lewes District Lottery	A lottery for good causes for Lewes District	Q4 2018/19		This is with the Gambling Commission. We are in communication with Gatherwell on a feasible start date.

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

Key Performance Indicators Portfolio Projects and Initiatives





Key Performance Indicators

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Cumulative Target	Status	Value	Cumulative Target	Status		
Average days lost per FTE employee due to sickness	8.0 days	1.62 days	2.0 days	✓	3.73 days	4.0 days	✓	6.49	6.0 days	⚠	↓	<p>This is the third quarter of reporting average days lost due to sickness for our entire staff group. 2.76 represents a slight increase from the same period last year which was 2.37, and is the highest quarterly figure so far this year (which was predicted given we're in the winter months). Only 3 employees were off for the whole of Q3 which is a decrease from Q1.</p> <p>The total days lost for Q1, 2 and 3 is 6.49. It is possible we will exceed the annual target of 8 days given Q4 absence tends to be similar to Q3, however the HR team are monitoring absences closely to ensure they are being appropriately managed.</p> <p>If we remove LDC Waste Services, the Q3 figure reduces to 2.35 and Waste Services on its own is 5.21 days for Q3.</p>

CPR 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		There are roughly 20 projects that are being progressed through the Joint Venture for Lewes and Eastbourne Councils. These are at various stages of development and new participants have joined.
Single use plastic (SUPs) reduction in council offices	Project aiming to reduce the amount of single use plastic items used in offices in LDC and EBC.	Q4 2018/19		<p>The project is now complete and has been successful in achieving the following objectives.</p> <ul style="list-style-type: none"> The use of SUPs in council offices, in relation to day to day activity reduced by 94%. During their working day, members and officers reduced usage of SUPs (e.g. plastic lined coffee cups, stirrers and carrier bags) by 93%. <p>Further details from the surveys:</p> <ul style="list-style-type: none"> Knowledge of single-use plastics : 83% in June which increased to 90% in December. Two thirds of respondents heard about SUPs and the issues surrounding them from internal council communications e.g. The Hub, Hub News, posters around the buildings. <p>An increase in the number of respondents advising they are no longer using take-away coffee cups, disposable cutlery, drinking straws, plastic bottles, cups or stirrers.</p>
Upper Ouse Flood Protection and Water	3 year programme of flood protection work across the District	Q4 2018/19		The project continues to develop. There is new focus on Ringmer, Wivelsfield, Isfield (floodplain of the river Uck and Ouse) and potentially work in Meeching valley in Newhaven.
Newhaven Flood Alleviation Scheme (Environment Agency)	Enabling the delivery of key infrastructure projects in Newhaven.	Q4 2018/19		<p>No specific issues, but potential future issues subject to final legal agreements with key stakeholder.</p> <p>The majority of the flood control works is now complete.</p>

CPR LDC Finance: Councillor Bill Giles: 2018/19 Key Performance Indicators



Key Performance Indicators

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Percentage of Council Tax collected during the year - Lewes	97.06%	29.78%	30.04%		57.81%	58.28%		85.57	85.77%			0.2% below profiled target however this is an improvement from Q2 which was 0.47% below.
Percentage of Business Rates collected during the year - Lewes	98.50%	28.59%	29.18%		54.64%	56.37%		84.07%	85.05%			0.98% below target. This is due to large refunds earlier in the year suppressing collection. Direction of travel is positive from Q2.

CPR 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 (Universal Credit)	To support those vulnerable residents affected by the government's welfare reform programme.	Q4 2019/20		The Full (Digital) Universal Credit Service went live across the whole of Lewes on 26 September. We have written to all Lewes District Council working age tenants to advise them of this and pointed out where they can get support to make a claim for UC. We have several support mechanisms in place. The Citizens Advice Bureau is providing Assisted Digital and Personal Budgeting Support. Brighton Housing Trust (BHT) is also assisting LDC tenants, IT for You volunteers at libraries are able to help people get online and set up email addresses and some Homes First staff have tablets and can help people in their own homes. We have also held awareness events for registered social and private sector landlords. Brighton Housing Trust (BHT) delivered a training session to councillors during November to compliment the session already delivered by DWP. There was meeting with the voluntary sector in mid-December to share initial findings on the impact on residents and to raise any major problems. Another landlord's forum and a meeting for the voluntary sector will be arranged in the new year.
Modular Accommodation	Delivery of modular housing options.	Q2 2018/19		There are 2 projects to deliver affordable modular accommodation. The first of these is nearing completion and will deliver 6 new affordable homes on a council owned site in Peacehaven. The second modular scheme will provide 13 new affordable homes in Fort Road, Newhaven – again due to be constructed in Newhaven. A planning application has been submitted, and all 13 homes should be complete by Q4 2019/20. These homes will primarily be used as temporary accommodation, but are built to be also suitable for permeant accommodation as local needs evolve over time.









CPR 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			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
DFGs - Time taken from council receiving a fully complete application to the council approving the grant	28 days	7 days	28 days	✓	14 days	28 days	✓	10 days	28 days	✓	↑	The improvement over the quarters reflects tighter control of the processes under the authority's control. Occupational Therapists (OT) will start working within the Council from mid-February. The entire DFG process (target 100 days) will then be even more streamlined and enables a more holistic way of working with our disabled customers.
Number of Licensed HMO's Inspected per Quarter	8	0	2	✗	4	2	✓	3	2	✓	↓	New HMO legislation came in on 1 October 2018, removing the requirement of a licensable HMO to be 3 storeys or above. In anticipation of this we started inspecting the HMOs we knew would require a licence. Because of this legislation there has been an influx of applications which will continue for the next couple of months before the inspection rates return to average levels.
Percentage of rent collected during the year (cumulative)	96%	90.92%	92.74%	⚠	93.61%	95.3%	⚠	96.06%	95.6%	✓	↑	Rent arrears are currently being managed within an acceptable level given the wider economic context.
The number of days taken to process new housing/council tax benefit claims	23.0	36.1	20.0	✗	50.0	20.0	✗	36.7	23.0	✗	↑	<p>October to December</p> <p>The outturn of 36 days is a significant improvement on the Q2 figure of 50 days. We continue to make payments on account.</p> <p>Performance Improvement Plan</p> <p>An intensive project to look at performance was started in Q3.</p> <p>This resulted in several actions. One action has been co-location of the Caseworkers and Specialists who are working</p>



KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
												<p>on benefits. This will enable more support to be given to caseworkers and allow the sharing of expertise across the whole team as multi skilling across systems takes place. This will also encourage the team to think as one team.</p> <p>The eClaim form is planned to go live at the beginning of February which will reduce the amount of data officers need to enter into the system thus reducing the time taken to assess a claim.</p> <p>Two new staff started at the beginning of January to fill vacant posts. They will be undergoing training for several weeks before being able to assist on assessment work.</p>
Days to process change of circs. (Housing / Council Tax Benefit)	8.0	9.0	8.0		12.0	8.0		13.1	8.0			<p>The outturn at the 13th January is 11.5 days, which shows an improvement on previous months. We expect this to be back to 8 days by the end of the quarter. When calculating the number of days taken to process claims, bank holidays have to be included but are not workable days so this has had an impact on performance out-turn.</p> <p>Oct to Dec commentary for Q3:</p> <p>Q3 outturn at 13 days is slightly above the Q2 figure however the focus in the third quarter has been on new claims to ensure we pay benefit to residents as quickly as possible.</p> <p>Performance Improvement plan: see above PI</p>
Total number of days that families need to stay in emergency (nightly paid) accommodation	70	0	70		0	70		0	70			<p>This PI relates to the number of days that families need to stay in non self contained B&B rooms.</p> <p>All families placed in self-contained accommodation.</p>
Total number of households living in emergency (nightly paid) accommodation	15	13	15		28.33	15		34	15			<p>In November Shelter reported that 320,000 people were estimated to be sleeping rough nationally – a 13,000 (or 4%) increase from last year.</p>

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
												<p>Whilst homelessness and demand for housing services is relatively low in Lewes district we are still feeling the effects of this national rise. By the end of Q3 there 37 households in Emergency Accommodation (EA). During this quarter 9 households were placed into EA and 8 households were taken out.</p> <p>Our Severe Weather Emergency Protocols (SWEP) was also activated during this quarter, on a number of occasions. SWEP provides emergency accommodation for rough sleepers when the 'feels like' temperature drops to 0°C or less. 1 person in the district was provided emergency accommodation under the SWEP.</p> <p>Homelessness Pressures Project (HPP) - designed to help reduce the pressures on our homelessness service - came to an end during this quarter. HPP delivered on a number of work-streams, including setting up a triage service, launching a landlord incentive scheme, establishing a Trainee Caseworker Programme and purchasing a number of properties for households in EA.</p> <p>The Housing Needs team has also developed a business plan which outlines how the service will continue to deal with the national changes over the coming months and years</p>
Average number of days to re-let LDC Council homes (excluding temporary lets)	25	27	25		32	25		26	25			<p>12 properties re-let: 2 were exceptional voids. Average re-let time for minor voids was 16 days.</p> <p>Neighbourhood Management have put further monitoring measures in place to put greater scrutiny on the voids. We are also exploring additional ways to let hard-to-let properties</p>
Overall tenants' satisfaction		88.42%			90.83%			84.7%				

CPR 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>Seaford : A 2nd pre-submission consultation (Reg. 14) ran between 1 November to 13 December 2018. Representations will be reviewed ahead of potential submission (Reg. 15) in the New Year.</p> <p>Newhaven : The draft Neighbourhood Plan has been finalised and submitted to LDC.</p> <p>Peacehaven and Telscombe : The consultation with the relevant bodies for the SEA Screening took place in Q3. The Steering Group are applying for funding and support via Locality for the next financial year.</p> <p>Ringmer : The Neighbourhood Planning Officer will attend a meeting in the Parish to further discuss the modification process of Neighbourhood Plans and the implications of the 3 and 5 year housing land supplies.</p> <p>Chailey : LDC has informally reviewed the draft pre-submission NP and provided feedback. A pre-submission consultation date has not been confirmed.</p> <p>Lewes Town (SDNPA-led and will form part of the SDNPA development plan, not LDC's) : The Examination of the LNP has finished and the SDNPA anticipates that the final draft of the Examiner's report will become available in the coming weeks. A decision on this document will then be made by the SDNPA's Planning Committee.</p> <p>General Neighbourhood Plan information : The Town/Parish Councils and Steering Groups have been advised of the updated five year housing land supply position as at 1 October 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		Full Council approved the submission of Local Plan Part 2 for independent Examination. A commitment was made for a Schedule of Minor Changes to be submitted alongside the Plan and for the Lead Members of each party to be consulted on its contents. This consultation took place on 10 January.

Project / Initiative	Description	Target completion	Status	Update
				<p>The submission of the Plan is to be completed and this includes the publication of the full submission document. A dedicated examination webpage has been set up and will be regularly updated throughout the examination process.</p> <p>The examination begins on submission of the Plan and hearings usually take place after 3 months. These will be preceded by written matter statements in response to a series of questions posed by the Inspector. All correspondence with the Inspector will be through the Programme Officer and will be available on the examination webpage on the Lewes District Council website.</p>

CPR 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			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Percentage of major applications determined within 13 weeks (LDC only)	65%	No data provided	65%	?	40%	65%	⛔	66.67%	65%	✅	⬆️	2 of 3 major applications determined within 13 weeks.
Percentage of minor planning applications determined within 8 weeks (LDC/SDNP combined)	75.00%	69.64%	75.00%	⛔	54.17%	75.00%	⛔	75.00%	75.00%	✅	⬆️	36 out of 48 minor planning applications were determined within 8 weeks during Q3. Performance for Q3 is on target. It is anticipated that close monitoring of cases due for a decision will result in sustained performance.
Processing of other planning applications within 8 weeks (LDC/SDNP combined)	75.00%	82.44%	75.00%	✅	71.19%	75.00%	⛔	68.50%	75.00%	⚠️	⬇️	87 applications out of 127 were processed within 8 weeks. Whilst performance did not hit the target for Q3, overall

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
												annual out-turn is still on track.
Percentage of all planning appeals allowed (officer/committee decisions)	10.0%	No data provided	10.0%	?	50.0%	10.0%		25%	10.0%		↑	In Q3 a total of 4 appeal decisions were received. 3 were dismissed and 1 allowed (officer delegated decision). The allowed appeal was at Oaklea Warren. The Inspector considered that whilst conflicting with policy CT1, with no 5 year housing land supply the development would provide 4 much needed houses without material harm to the character or appearance of the area.
Outcome of planning appeals (Costs awarded (£))	n/a	No data provided	n/a		£1,000.00	n/a		£0	n/a		↑	No costs awarded in Q3.
Number of appeals where the Inspector has considered that there has been unreasonable behaviour by the Local Planning Authority	0	0	0	✓	1	0		0	0	✓	↑	
Number of major applications for new housing granted planning permission following appeal (LDC only)	0	No data provided	0	?	0	0	✓	0	0	✓	→	

Portfolio: Councillor Paul Franklin: 2018/19

Portfolio Projects and Initiatives



Key Performance Indicators

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
The average no. of working days taken to remove reported fly tips	2	2.7	2		2.5	2		1.86	2			<p>Performance has improved from Q2 (2.5 days). A process has been implemented where the Neighbourhood Advisor completes a form on site identifying the size of the fly tip, its content, exact location, includes a photograph and sends directly to LDC waste and recycling. This ensures there are no delays in submitting the information. Q3 results have shown how effective the new process is.</p> <p>There is a marked increase in the number of fly tips compared with last year. October - 26 (12 last year), November - 15 (8 last year), December - 17 (7 last year). Q3 totalled 58 compared to 27 last year. The total no of fly tips for the year to-date is 145 (89 last year).</p> <p>Our review of this data for Q3 shows that the fly tips are fairly well spread across the District with no particular hot spots. Household waste has been the most common and there have been some items of furniture, mattresses and fridge freezers. There has also been a spate of Asbestos being fly tipped especially along the A26 corridor between The Hollow at South Highton and Beddingham roundabout.</p> <p>In previous years fly tipping has declined through the winter but this year, possibly due to the mild weather, there has been no sign of this trend. Increased signage at hot spots, high visibility patrols by Neighbourhood First Advisors and two infra red CCTV cameras for use in Lewes District are being purchased as a deterrent and an enforcement tool.</p>
Percentage of household waste sent for reuse, recycling and composting	32.00%	37.58%	32.00%		37.07%	32.00%		38.74%	32.00%			Above target.

CPR 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 2017/18		<p>The Newhaven Devolution sites are progressing and the proposed arrangements for Lewes Road Recreation Ground and Riverside Countryside Park were included for discussion at the Devolution Committee meeting held on 14 January 2019.</p> <p>East Chiltington: Hollycroft Field site also discussed at the Devolution Committee meeting on 14 January.</p> <p>The following sites are under discussion with Lewes Town Council ; Land at Mountfield Road (land not held in Trust) Land at Mountfield Road (land held in Trust) <i>Stanley Turner Recreation Ground</i> (land held in Trust)</p> <p>The decision on whether the above sites can be devolved will go to Cabinet (the land not held in Trust) and LDC Full Council and the Charity Commission (both pieces of land held in Trust) for approval.</p>
New Arts and Culture Brand and Tourism offer		Q4 2018/19		A new Tourism & Arts Manager started on the 28th January, due to the vacancy created by the resignation of the previous post-holder. The priorities for the next six months are to increase Lewes's digital presence and develop the events programme.

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

Key Performance Indicators Portfolio Projects and Initiatives

Key Performance Indicators

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
Number of new sign-ups to the Councils' social media channels	600	592	150	✓	454	150	✓	896	150	✓	↑	This is a joint target. Sign ups were high particularly during the period around Bonfire night.
Number of people registering for our email service		1,235	501	✓	686	501	✓	589	501	✓	↓	
Increase the percentage of calls to the contact centre answered within 60 seconds - Lewes	80%	38.33%	80%	✗	21.92%	80%	✗	51.63%	80%	✗	↑	In the wb 17 Dec average call answering times were 1min 9 secs. Oct to Dec commentary for Q3: The Customer Advisors have been working hard on improving the performance during December with the percentage of calls answered within 60seconds unfortunately decreasing slightly when compared to November. The percentage of calls answered for the Quarter has however gone up from 21.92% in Q2 to 51.63% for Q3 which is a vast improvement. The last recruitment event that took place in December filled all our vacancies with the remaining 7 due to start in January/early February where they will start with the 2 weeks class room based training; which has shown to be effective in speeding up the training

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
												<p>process overall.</p> <p>Performance Improvement Plan: Queue busting continues to take place to assist with answering calls within 60 seconds, with additional phone support being provided by back office teams. Although the need for this back office support has started to reduce, it is allowing calls to be answered quickly with a greater amount of staff being available to deal with queries efficiently and at first point of contact. The improved way of working that started back in October has continued to result in stats improving week on week. The additional support has also continued to allow Customer Advisors to concentrate on the training of the new starters who are all now taking calls in addition to those that also joined us in November. With our vacancies now full and new members joining</p>
Reduce the numbers of abandoned calls to the contact centre - Lewes	5%	24.71%	5%		27.92%	5%		16.27%	5%			<p>Wb 17 Dec, the call abandonment rate was 10.2%.</p> <p>Oct to Dec commentary for Q3: The Customer Advisors have been working hard on improving the performance during December with the number of abandoned calls decreasing for the month of December when compared to November. The percentage of abandoned calls for the Quarter has also gone down from 27.92% in Q2 to 16.27% for Q3 which is a huge improvement. The last recruitment event that took place in December filled all our vacancies with the remaining 7 due to start in January/early February where they will start with the 2 weeks class room based training; which has shown to be effective in speeding up the training process overall.</p> <p>Performance Improvement Plan: Queue busting continues to take place to assist with reducing the amount of abandoned calls, with additional phone support being provided by back office teams. Although the need for this back office support has started to reduce, it is allowing calls to be answered quickly with a greater amount of staff being available to deal with queries efficiently and at first point of contact. The improved way of working that started back in October has continued to result in stats improving week on</p>

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Q3 2018/19			Direction of travel between Q2 18/19 and Q3 18/19	Latest Note
		Value	Target	Status	Value	Target	Status	Value	Target	Status		
												week. The additional support has also continued to allow Customer Advisors to concentrate on the training of the new starters who are all now taking calls in addition to those that also joined us in November. With our vacancies now full and new members joining us over the coming weeks, further improvement on reducing the number of abandoned calls is expected.
Improve our ranking compared to similar authorities in relation to all crime - Lewes	5	1	5	✓	1	5	✓	1	5	✓	➡	Lewes has maintained its ranking as the lowest area for crime per 1000 population with other areas in the most similar group. The Community Safety Partnership (CSP) is reviewing its objectives for the year ahead due to concerns about the level of organised and drug-related crime and the targeting of young people by County Lines. Funding will be targeted to address these issues. An application has been made to the Police and Crime Commissioner to merge the Eastbourne and Lewes CSPs.

Body:	Scrutiny Committee
Date:	7 February 2019
Subject:	General Fund Revenue Budget 2019/20 and Capital Programme 2018/19 - 2021/22
Report Of:	Chief Finance Officer
Cabinet member	Councillor Bill Giles (Portfolio Holder for Finance)
Ward(s)	All
Purpose	To agree the detailed General Fund budget proposals for 2019/20 and Capital Programme 2018/22.
Decision Type:	Key Decisions requiring approval of Full Council.
Recommendation:	<p>Scrutiny is being asked to note the following recommendations to be considered by the Cabinet on 11th February 2018:</p> <ul style="list-style-type: none">(i) General Fund budget for 2018/19 (Revised) and 2019/20 (original) Appendix 1 including growth and savings proposals for 2019/20 as set out in Appendix 2.(ii) An increase in the Council Tax for Lewes District Council of 1.99% resulting in a Band D charge for general expenses of £187.08 for 2019/20.(iii) Revised General Fund capital programme 2018/22 as set out in Appendix 3.(iv) Notes the section 151 Officers sign off as outlined in 1.6.
Reason for recommendations:	The Cabinet has to recommend to Full Council the setting of a revenue budget and associated council tax for the forthcoming financial year by law.
Contact:	Homira Javadi, Chief Finance Officer E-mail address: Homira.Javadi@lewes-eastbourne.gov.uk

1.0 Introduction

- 1.1 This report sets out the general fund revenue budget proposals for 2019/20 and a rolling medium term capital programme for 2018/22.
- 1.2 The Housing Revenue Account 2019/20 and associated capital programme, together with rent setting for 2019/20 is subject of a separate report elsewhere on this agenda.
- 1.3 The Council approved its Medium Term Financial Strategy (MTFS) in February 2018 and the Cabinet recommended a resulting draft 2019/20 budget proposal in December 2018 following the service and financial planning process in the autumn.
- 1.4 The MTFS and the draft budget have been subject to consultation as reported to Cabinet and Scrutiny since December.
- 1.5 The budget is the product of various plans and strategies as part of an integrated and corporate planning process and is linked principally to:
 - The MTFS
 - Asset Management Plans
 - The Corporate Plan
 - Workforce Strategy
 - Treasury Management Strategy
 - Service Plans
 - HRA business plan
 - Joint transformation programme with Eastbourne BC
- 1.6 The Chief Finance Officer has a specific legal responsibility to give positive assurances on:
 - The robustness of the estimates used in the budget
 - The level of reserves

If the recommendations of this report are agreed, then these assurances will prevail.

2.0 Summary of recommended budget proposals

- 2.1 The budget proposals include:
 - An increase in the Council Tax in 2019/20 of 1.99%.
 - Dealing with further reductions in Government funding of £0.190m.
 - Overall savings/new income totalling £0.6m (4% of the net budget).
 - Efficiency savings of £0.4m (3% of the net budget).
 - New and increased income £0.2m (1% of the net budget).
 - Inflation and unavoidable costs of £0.5m (3% of the net budget).
 - Other recurring service growth of £0.5m.
 - Non recurring service investments met from general reserves of £0.5m.
 - General Working Balance £2.0m (in line with existing minimum recommended of £2m).

2.2 The budget represents continued management of financial risks by:

- Building on a balanced outturn position.
- Balancing the base budget requirement without needing to use reserves for recurring expenditure.
- Managing the new and increased demand on services, such as homelessness.
- Identifiable and deliverable savings with accountability and no general unidentified targets.
- Reserves above the minimum level.
- Providing the funding required for the Joint Transformation Programme to deliver the future savings required by the MTFS as well as capital investments in revenue generating assets.

3.0 2019/20 General Fund Resources

Government Funding

3.1 The underlying methods of Local Government financing have changed significantly in recent years including the wrapping up of grants in the base “Standard Funding Assessment” notably:

- The council tax freeze grants (2011-15)
- Some new burdens grants
- Homelessness grant
- Grant for Flood Defence Levy

3.2 For Lewes the Headline figures of the Government settlement are:

- No revenue support grant.
- Further reduction in new homes bonus of £0.192m from the 2018/19 level.
- A real reduction in resources from Government of over 72% since 2016-2020.

3.3 The NNDR business rate base has remained volatile largely as a result of the economic uncertainty, continued provision for appeals and resulting collection fund deficit, despite an inflationary increase which is linked to the September 2018 CPI and a potential overall increase yet to be confirmed in the gross rateable values. The Government will reassess the “needs formula” to reflect demand for services and adjust redistribution accordingly from 2020 onwards.

Following the government’s invitation for authorities to submit an application for the 75% business rates retention pilot and success of East Sussex submission, the Council is likely to benefit from an additional £100k retained income.

3.4 The Government has announced that Lewes will receive just under £0.5m in total of new homes bonus due to the growth in housing in the area. The settlement reduced the period from 6 to 4 years that NHB is payable as well as a minimum threshold of 0.4% increase in Band D equivalents before qualifying.

- 3.5 The Government approved the Council's joint efficiency statement and application for the 4-year settlement (to 2020). Over 97% of Councils have opted for the fixed settlement including all neighbouring authorities.

Council Tax

- 3.6 The aggregate Band D Council requirement comprises two elements:

- Special Expenses in respect of the cost of managing and maintaining parks and open spaces. The cost of each site is charged to the council taxpayers of that part of the district area in which it is located.
- General Expenses, all other costs.

- 3.7 The Council has made a commitment to passing on changes in the cost of the upkeep of open spaces, reflecting the devolution of these assets to town and parish councils. Special Expenses amounts are shown in the table below:

Town/Parish Area	Special Expense 2019/20 £	Band D 2019/20 £	Special Expense 2018/19 £	Band D 2018/19 £
Lewes	334,370	54.31	338,830	55.03
Newhaven	155,620	43.60	155,150	43.47
Telscombe	53,400	20.61	53,230	20.55
Seaford	54,760	5.64	54,590	5.62
Peacehaven	37,930	7.85	37,810	7.83
Chailey	1,070	0.82	1,060	0.81
Ringmer	4,180	2.19	4,170	2.18
Total	641,330	17.45	644,840	17.41

As and when site ownership of open spaces is devolved to parishes, the Special Expenses reduce accordingly to reflect that the town and parish Councils will pick up the costs of management and maintenance. Work to achieve the devolution of these sites is ongoing.

- 3.8 Applying a 1.99% increase to the General Expenses element of the Council Tax gives a Band D tax amount of £187.08 as shown in the table below:

	2018/19	2019/20	Change	Change
	£	£	£	%
Band D				
Special Expenses	17.41	17.45	0.04	0.23%
General Expenses	183.43	187.08	3.65	1.99%
Total	200.84	204.53	3.69	1.84%

- 3.9 The Council has to give an indication of likely future council tax rises, it is still expected that council tax will rise in line by inflation 2% to 3% per annum for each of the next three years. This is within the Government's target for inflation (1-3%) and also the current ceiling on rises that would otherwise require a referendum.
- 3.10 Within this context, for 2019/20, the Council will raise £7.5m from its share of the council tax. This is determined by multiplying the council tax base of Band D equivalent dwellings by the Band D tax rate of £204.53 per annum.
- 3.11 In addition, there is a distribution of £0.059m payable to LDC from the collection fund due to a collection fund surplus.
- 3.12 **Summary – 2019/20 Resources**

A summary of the resources available is shown below:

Source:	<u>£'m</u>
Other Government Grants	(0.4)
Retained business rates	(3.1)*
New Homes Bonus	(0.5)
Contribution from East Sussex Business Rate Pool	(0.2)
Council tax	(7.5)
Total Resources Available	<u>(11.7)</u>

**To be finalised*

- 3.13 In order to achieve a balanced budget the Council needs to set a net recurring budget for 2019/20 of £11.2m, this includes an allowance of £700k to be set aside to meet any in year service demands. The contribution to reserves of £500k provides the opportunity to maintain reserves at a level to safe guard against adverse financial conditions and risks.

In addition, the Council will fund non-recurring investments of £0.5m from reserves.

4.0 Specific Grants

- 4.1 In addition to the general grant distributed through the new formula grant system, which is given towards financing the Council's net expenditure, the Government also provides some specific grants. These specific grants will fund in part or in full, service costs.

Grant	2019/20 £'m
Housing Benefit Subsidy	(33)*
H B Administration Grant	(0.4)
<i>* Approximate</i>	

4.2 Housing Benefit Subsidy:

As part of a national scheme delivered locally, this grant is intended to reimburse the Council for the awards of benefit it makes to eligible tenants in both the private and public rented sector. Not only is this by far the largest single specific grant that the Council receives, but it is performance related. The Council has maintained its good performance in recent years.

The system of universal credit (UC) is due to be completed in this parliament which will see the caseload moved to the Department for Work and Pensions. Currently only new applicants are put on universal credit. In line with most of local authorities caseloads remain constant resulting in an increase in Housing Rent arrears, and the number of families presenting as homelessness with a reduction in the private sector rental market.

The Housing Benefit admin grant has been reduced by at least 5% per annum for the last 7 years from £0.8m to £0.4m. The caseload has reduced only marginally in that time, and additional complexity has been introduced as part of the welfare reform programme.

4.3 Homelessness:

This is intended to assist with prevention and to find alternative accommodation other than bed and breakfast. This grant has now been subsumed into the main grant system. The government did announce a special grant for homelessness prevention during 2018/19. The Council has adopted an affective homeless prevention model to reduce the cost of families put into temporary accommodation. Homelessness continues to present a significant financial risk to the Council as not all costs are funded by Housing Benefit.

4.4 New Homes Bonus:

This was introduced in 2011/12 (£0.519m) and grew to £1.592m in 2016/17 awards are currently guaranteed for four years which is a change from the original scheme which was 6 years. The Government has top-sliced an amount equivalent to 0.4% growth to divert resources to upper tier authorities for adult care services. Further reductions down to approximately £0.2m per annum are expected by 2020.

5.0 **Budget movements 2018/19 to 2019/20**

5.1 The detailed budget proposals are set out in **(Appendix 1)** show in detail the movement from the 2018/19 budget to the 2019/20 proposed budget. The movements are summarised below: -

5.2	Movement from 2018/19 Base Budget	<u>£m</u>
	Change in resources:	
	Government grants	0.2
	Business Rates	<u>0.2</u> 0.4
	Cost increases:	
	Inflation and unavoidable costs	0.5
	Other growth and changes	<u>1.0</u> 1.5

Savings:

Efficiency savings	(0.3)	
Increased Income/other changes	<u>(0.2)</u>	(0.5)
Change in contribution to reserves		<u>(1.4)</u>
		<u>0.0</u>

- 5.3 If Cabinet approves the proposals set out in the report it will be able to recommend to Council on 25th February a balanced budget in line with available resources without the need to use reserves for recurring expenditure.
- 5.4 The Council now follows a rolling three-year financial planning cycle and the service and financial plans have been set out in detail for 2019/20. The next MTFS update due in July will project forward a further three years and continue to provide the basis of service and financial planning for the medium term. It should be noted that at a significant level the savings required for the next MTFS have already been identified, further reports to Cabinet will detail the business plans under the Joint transformation programme and income generation initiatives.
- 5.5 The Government set out a revised four year programme of reductions in funding and the Council's current MTFS already takes account of this overall however the MTFS will be refreshed in July following the year-end outturn for 2018/19.

6.0 Setting the Council Tax

- 6.1 The calculation of the overall tax requirement will be presented to the Council on 25th February 2019, when all the precept details are will be known, including both the major preceptors (East Sussex County Council, East Sussex Fire Authority and Sussex Police, and all the Town and Parish Council precepts.

7.0 Risks, Contingencies and Reserves

- 7.1 All budgets contain an element of financial risk. The Council sets an operational budget with careful consideration of known risks, but accepts that this cannot cover every eventuality. As a consequence, the Council sets a contingency budget and holds a minimum level of general reserve as a hedge against additional and significant financial turbulence.

7.2. Principal Risks

The key areas of financial risk that the Council faces in the operation of its 2019/20 budget are: -

- Economic uncertainty
- Housing Benefit Performance
- Welfare reform and Homelessness
- Inflation on goods and services
- Income from services linked to customer choice

- Legal challenges
- Savings or new income streams being delayed
- Excessive demand for services
- Failure to realise capital receipts to finance the capital programme

On an exception basis, information on each of the risk areas identified above, together with any new and significant risks that may emerge over the course of the year, will be included in each financial performance report to Cabinet and Scrutiny during 2019/20.

7.3 Contingencies

The 2019/20 budget includes appropriate levels of corporate contingency budget to allow for unexpected expenditure or reductions in income. This is in addition to the known inflation that has been built into the service budgets and reserves.

7.4 Reserves

Part 2 of the 2003 Local Government Act requires the Chief Finance Officer to report on the adequacy of the proposed financial reserves, and determine the minimum level required. There is no statutory minimum requirement, but reserves must be set at a prudent level given the activities of individual Councils and potential liabilities that they face or may face in the future i.e. a risk based approach. The Council's earmarked reserves are reviewed at least annually for adequacy. If at any time the adequacy is in doubt the Chief Finance Officer is required to report on the reasons, and the action, if any, that she considers appropriate.

- 7.5 The Council will always seek to contain any unforeseen additional costs within allocated annual budgets, including the contingency budget. However, it is proposed that in addition the minimum level of general reserves be set at £2m based on the following risk analysis :

Risks	Cost	Impact	Likelihood	Detail and possible mitigations
0.25% change in interest rates on our existing capital programme	£56m	£0.14m	High	The Bank of England has suggested 2 rise of 0.25% per year probably for the next 3 years. Therefore, the Council could look to borrow earlier then when it needs to – up to 2 years in the future. The main lesson learned is that all projects need to cover borrowing costs unless the Council chooses to increase its savings target.
1% change in pay	£8m	£0.08m	Low	This is set nationally and pay is growing slightly over 2% per year, except next year due to a review of pay scales. A possible mitigation is that all services would need to cover any inflation by holding vacancies
1% change in average price inflation	£10m	£0.1m	Medium	Current inflation and Brexit means there is a significant likelihood of above average rises However, the main contracts that are funded are only worth £30m so a £30k impact is possibly more likely

1% change in pensions	£8m	£0.08m	Low	It is expected that Lewes will continue to see its lump sum increase by £50k per year to clear the existing deficits but this is already included in our assumptions. The risk is that the actuaries will adjust their assumptions requiring a higher contribution rate due to a more negative view on our investment returns. This is difficult to predict at present.
Unfunded business rate discounts by Government	£m?	£m?	Medium	This is a common strategy of Central Government when it can offer tax cuts at no cost to itself. The impact is unknown but so far has been containable.
9% Reduction in retained NNDR	£2.8m	£0.25m annually	High	This reduction has already been modelled as the 9% reduction in reduced core funding (NNDR+RSG) was the original approach of the Coalition Government. Any over-provision could offset other costs in future years.

- 7.6 It is the view of the Chief Finance Officer that this level of reserves remains adequate to meet the current commitments and proposals detailed within this report and any unforeseen expenditure that cannot be met by external resources.
- 7.7 Should the budget recommendations be followed, the level of general fund reserves (the working balance and earmarked reserves) is projected at £6m by March 2019 (**Appendix 1**). In addition to acting as a potential buffer against future risks, this should create further opportunities for one off investments in the future.

Other earmarked revenue reserves:

- 7.8 The Council has been following a process of consolidating its reserves into the corporate reserves above. This better facilitates corporate priority planning. The only further reserves that the Council holds have other obligations attached (e.g. Section 106/partnership contributions).
- 7.9 The Chief Finance Officer is satisfied that the integrated budget and corporate planning process provides a robust basis for identifying appropriate budget estimates and appropriate level of reserves.

8.0 Capital Programme 2018/2022

- 8.1 The principles for formulating the capital programme were set out in the draft budget report submitted to Cabinet on 5th December 2018. All schemes have been agreed by the Council previously. The proposed Capital Programme is attached at appendix 3.
- 8.2 The Council has a policy of only using borrowing for schemes that are invest to save and can generate enough savings or additional income to service the financing costs. The funding requirements are set out within appendix 3.

- 8.3 The 18/19 Budget has not yet been re-profiled to reflect any slippage in spending between years, this will be done for both quarter three and year end and reported to Cabinet in March and June respectively.
- 8.4 The Housing Revenue Account capital programme is set out in another report on the agenda and is financed entirely from HRA resources. Once approved it will be amalgamated with the general fund programme.
- 8.5 No future capital receipts have been factored into the available resource where there is not a significant chance of them materialising. There will be opportunities to supplement the programme as the three-year period progresses.

9.0 Consultation

- 9.1 The Council's medium term financial strategy and the resulting draft budget proposal for 2019/20 as reported to Cabinet in December have been subject to wide and varied consultation. The Scrutiny Committee has been invited to comment on the budget proposals at its meetings in February.

10.0 Implications

10.1 Financial

The financial implications of all budget proposals are set out throughout the report and/or within its Appendices.

10.2 Legal

Section 151 of the Local Government Act 1972 requires that every local authority make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs. .

Sections 32 and 43 of the Local Government Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating their budget requirement.

The Chief Finance Officer, appointed under sec 151 mentioned above, has a duty to report on the robustness of estimates and adequacy of reserves under section 25 of the Local Government Act 2003.

10.3 Risk Management implications

A full risk assessment was provided as part of the MTFS approved by Cabinet in December 2018.

10.4 Equality Analysis

The equality implication of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports. The recommendation in

this report does not have any disproportionate impact on any specific group. The approved Council Tax Reduction Scheme offers targeted support to low income households.

11.0 Conclusion

The Council is reasonably placed financially to meet the demands on its services as well as the reductions in Government support. However, the challenge over the medium term is profound and more change is necessary to move to a sustainable position. The Council is more dependent on commercial activities than it has ever been and this requires a high level of monitoring and risk management.

Homira Javadi (FCCA, ACCA, CPFA)
Chief Finance Officer

Appendices

Appendix 1 – General Fund Summary, Reserves and Service Analysis 2019/20

Appendix 2 - Savings and Growth proposals for 2019/20

Appendix 3 – Capital Programme

Background Papers:

The Background Papers used in compiling this report were as follows:

Cabinet reports:

December 2018

- Council Tax Base for 2019/20
- Draft Budget Proposals 2019/20

To inspect or obtain copies of background papers please refer to the contact officer listed above.

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General Fund Summary

	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Budget £'000
Corporate Services			
Corporate Management	548	562	561
Strategic Finance	1,898	1,998	2,622
Human Resources	436	356	401
Business Transformation	1,417	1,457	1,547
Legal and Local Democracy	1,056	1,017	1,100
	5,355	5,390	6,231
Service Delivery			
Case Management and Specialist Services	2,510	2,111	2,074
Customer and Neighbourhood Services	1,251	1,237	1,278
Waste and Recycling	3,036	3,017	3,158
Homes First	2,080	1,916	1,999
	8,877	8,281	8,509
Regeneration and Planning			
Regeneration	358	476	344
Planning	(66)	(131)	(307)
Estates and Property	(950)	(576)	(479)
Business Planning and Performance	803	879	799
	145	648	357
Tourism and Enterprise Services			
Tourism	123	148	138
Wave Leisure	405	478	301
	528	626	439
Other Income and Expenditure			
Capital Financing	200	200	200
Interest and Investment income	(200)	(200)	(200)
Recharges to the Housing Revenue Account	(3,312)	(3,156)	(3,235)
Reserves used to finance non-recurring expenditure	(291)	(291)	(464)
Target for Efficiency Savings	(1,000)	(550)	(600)
	10,302	10,948	11,237
Recurring Net Expenditure			
Contributions to Reserves	1,850	1,204	510
Lewes District Council Budget Requirement	12,152	12,152	11,747
Financed by			
Council Tax	(7,438)	(7,438)	(7,530)
Council Tax Collection Fund Surplus	(130)	(130)	(59)
Retained Business Rates	(3,182)	(3,182)	(3,119)
Business Rates Pool	(272)	(272)	(200)
Business Rates Growth - NewHaven Enterprise Zone	(101)	(101)	-
Retained Business Rates Deficit on Collection Fund	312	312	
Contribution from Uncommitted Reserve	(312)	(312)	
Government Grants:			
- Revenue Support	(2)	(2)	-
- New Homes Bonus	(649)	(649)	(457)
- Housing Benefit and Council Tax Support administration	(378)	(378)	(382)
Sources of Finance	(12,152)	(12,152)	(11,747)

Corporate Services Budget 2018/19

Appendix 1

	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Budget £'000
Corporate Management	548	562	561
Financial Services Team	647	646	650
Corporate Finance	994	1,110	1,708
Internal Audit and Corporate Fraud	257	242	264
Strategic Finance	1,898	1,998	2,622
Human Resources	436	356	401
Information Technology	1,417	1,457	1,547
Legal Services	335	336	398
Local Democracy	721	681	702
Legal and Local Democracy	1,056	1,017	1,100
Total Corporate Services	5,355	5,390	6,231

Service Delivery Budget 2018/19

Appendix 1

	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Budget £'000
Head of Case Management and Specialist Services	2,238	47	49
Case Management	5	528	533
Account Management		432	428
Specialist Advisory	267	1,104	1,064
Case Management and Specialist Services	2,510	2,111	2,074
Customer Contact	NIL	554	708
Neighbourhood First	1,251	683	570
Customer and Neighbourhood Services	1,251	1,237	1,278
Waste and Recycling Services	3,036	3,016	3,158
Head of Housing First	192	36	38
Neighbourhood Management	730	722	757
Housing Property Services	614	614	636
Housing Needs and Standards	544	544	568
Homes First	2,080	1,916	1,999
Total Service Delivery	8,877	8,280	8,509

**Strategy, Planning and Regeneration
Budget 2018/19**

Appendix 1

	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Budget £'000
Regeneration	358	476	344
Planning	(66)	(131)	(307)
Corporate Landlord	(1,481)	(1,229)	(1,310)
Facilities Management	736	858	987
Surplus Assets	59	59	63
Car Parking	(490)	(490)	(458)
Public Conveniences	226	226	239
Estates and Property	(950)	(576)	(479)
Business Planning and Performance	803	879	799
Total Regeneration and Planning	145	648	357

Tourism Enterprise Budget 2018/19

Appendix 1

	2018/19 Original Budget £'000	2018/19 Revised Budget £'000	2019/20 Budget £'000
Tourism & Enterprise Services			
Tourism	123	148	138
Wave Leisure	405	478	301
Total Tourism & Enterprise Services	528	626	439

Earmarked Reserves

	Balance at 1 April 2019 £000	Transfers to Reserves £000	Transfers from reserves to meet		Balance at 31 March 2020 £000
			revenue expenditure £000	capital expenditure £000	
Asset Management	(1,635)	(31)	31	400	(1,235)
Economic Regeneration	(623)	0	0	0	(623)
Revenue Grants and Contributions	(396)	0	0	0	(396)
Strategic Change	(1,481)	(479)	433	100	(1,427)
Vehicle and Equipment Replacement	(1,414)	0	0	1,114	(300)
General Fund Working Balance	(2,093)	0	0	0	(2,093)
	(7,642)	(510)	464	1,614	(6,074)

Summary

	December Cabinet	February Cabinet
	2019/20	2019/20
	£'000	£'000
Savings or Income Generation		
Corporate Services	(258)	(214)
Service Delivery	(129)	(129)
Regeneration and Planning	(47)	(69)
Tourism and Enterprise	(1)	(105)
TOTAL Savings or Income Generation	(435)	(517)
Growth Items		
Corporate Services	327	508
Service Delivery	262	262
Regeneration and Planning	148	233
Tourism and Enterprise	0	0
TOTAL Growth	737	1,003
Non-Recurring Growth		
Corporate Services	410	410
Service Delivery	23	23
Regeneration and Planning	31	31
Tourism and Enterprise	0	0
TOTAL Non Recurring Growth	464	464
Total Budget Movement	766	950

CORPORATE SERVICES

	December Cabinet 2019/20 £'000	February Cabinet 2019/20 £'000
SAVINGS		
Corporate Services		
Joint Transformation Programme	(200)	(200)
Council Tax reduction scheme grant to Town and Parish Councils	(30)	
Fees and Charges	(14)	0
IT		
DR Contract	(10)	(10)
Canon Contract	(1)	(1)
HR		
Provision of HR support to external organisation, 3VA	(3)	(3)
New Saving and Income Proposals	(258)	(214)
GROWTH ITEMS		
Corporate		
Pay Award and Increments	223	305
Pension Contributions		58
Inflation	23	21
Emergency Planning		
East Sussex Emergency Partnership	13	13
Local Democracy		
Audio minutes add on for Modern.Gov	2	2
Members Allowance review	5	5
ADSO Certificate in Democratic Services Knowledge	3	3
Atlas - Boundary review and boundary changes module	1	1
Legal		
Apprentice Paralegal	9	9
Reduced income target		43
IT		
PSN Compliance	7	7
Blackberry Licence and Support	18	18
Cloud Storage	8	8
UPS Maintenance	2	2
PCIDSS Scans	3	3
New MFDs	10	10
TOTAL GROWTH ITEMS	327	508
NON RECURRING GROWTH ITEMS		
JTP implimentation assumed revenue exp	400	400
Recruitment of HR apprentice	10	10
TOTAL NON RECURRING GROWTH ITEMS	410	410

Direct Service Delivery

December Cabinet	February Cabinet
2019/20	2019/20
£'000	£'000

SAVINGS OR INCOME GENERATION

Review of Fees and Charges	(129)	(129)
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TOTAL Savings or Income Generation	(129)	(129)
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GROWTH ITEMS

Customer and Neighbourhood First

Ash Die Back	1	1
Welfare Funerals	1	1
Rodent and Pest Control cessation of chargeable services	10	10
Community Engagement fly tipping, littering and the ASB	2	2

Waste Service

Additional operational salary increase	118	118
WEBASPX licence fee	7	7
Workshops Admin software plus annual licencing and wifi costs	10	10
Waste service Fuel inflation plus additional mileage due to using HGV's tipping at Pevensey	30	30
Trade waste disposal charges	7	7
increased Fly tipping clearance costs.	20	20
11 x vehicle data download charges	1	1
Tech 2 vehicle diagnostic equipment	15	15
HMU depot charges now picked up by Waste services following shut down of the HMU section.	30	30
Driver training budget	10	10

TOTAL GROWTH ITEMS	262	262
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NON RECURRING GROWTH ITEMS

Waste Services

Driver Training Budget	10	10
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Specialist & Case Management

Empty Homes review to maximise the NHB	13	13
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TOTAL NON RECURRING GROWTH ITEMS	23	23
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Regeneration and Planning

December Cabinet	February Cabinet
2019/20	2019/20
£'000	£'000

SAVINGS AND INCOME

Review of Fees and Charges	(47)	(47)
Newhaven Enterprise centre improved financial performance		(22)

New Saving and Income Proposals

(47)	(69)
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GROWTH ITEMS

Property and Facilities

Coindition Surveys	50	50
Property Asset Management System	12	12
Revenue support to new pay and display machines	8	8
Free hour parking at Newhaven	6	6
Commerical Property income reduction from change in usage		85

Business Planning and Performance

Gov Delivery	7	7
Town and Parish Council Conference	2	2
Smart Survey	1	1

Planning

Conservation Area Appraisals	10	10
BCIS online subscription	2	2

Regeneration

Regeneration and Economic Iniatives	50	50
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TOTAL GROWTH ITEMS

148	233
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NON RECURRING GROWTH ITEMS

Property and Facilities

DPT Rapid chargers	5	5
Telescombe Playing Fields Portacabin	11	11
Minimum Energy Efficiency Standards	10	10
Rating Revlautions	5	5

TOTAL NON RECURRING GROWTH ITEMS

31	31
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Tourism and Enterprise

December Cabinet	February Cabinet
2019/20 £'000	2019/20 £'000

New Saving and Income Proposals

Review of Fees and Charges	(1)	(1)
Wave Lesiure service fee reduction		(104)

Total Savings or Income Generation

(1)	(105)
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Line No.		Original Programme 2018/19 £'000	Current Programme 2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
1	General Fund Housing Investment Capital Programme					
2	Mandatory Disabled Facilities Grants	920	1,738	1,001	1,001	1,001
3	Private Sector Housing Grants	135	245	135	135	135
4	Temporary Accommodation		2,200			
5	Total General Fund Housing	1,055	4,183	1,136	1,136	1,136
6						
7						
8	GENERAL FUND CAPITAL PROGRAMME					
9	LDC/Aspiration Homes - loans to facilitate delivery	15,000	20,000			
10	JTP		429			
11	Regeneration					
12	Commercial Property acquisitions and developments	4,000	2,533	4,000	4,000	4,000
13	North Street Quarter	3,400	4,630			
14	Asset Development - Newhaven	1,000	1,600			
15	Asset Development - Seaford	1,300	18,700			
16	Avis Way Depot		4,100			
17	Denton Island		550			
18	Waste					
19	Vehicles	156	986	964	227	-
20	Other Equipment	71	978			
21	Specialist					
22	Coastal Defence Works		166			
23	Air Quality Monitoring Station Newhaven	80	80			
24	Flood Protection Measures	136	188	136	136	136
25	Tree Survey Works	10	10			
26	IT					
27	IT Block Allocation	150	150	150	150	150
28	Asset Management					
29	Asset Management - Block Allocation	250	256	250	250	250
30	Asset Management - Other works		813			
31	Robinson Road Depot - Priority works	55	250			
32	Parks, Pavilions etc. - Remedial works	50	854	50	50	50
33	Newhaven Fort - Major repairs and improvements	50	210	50	50	50
34	Indoor Leisure Facilities - Major repairs and improvements	50	240	50	50	50
35	Newhaven Square - Completion of fit out works	100	100			
36	CIL		322			
37	Finance Transformation			100		
38						
39	Total General Fund Capital Programme	25,858	58,145	5,750	4,913	4,686
40						
41	TOTAL CAPITAL PROGRAMME REQUIREMENT	26,913	62,328	6,886	6,049	5,822
42						
43						
44	FUNDING AVAILABILITY					
45	Borrowing	24,700	53,792	4,000	4,000	4,000
46	Capital Receipts	135	1,248	135	135	135
47	Disabled Facilities Grant	920	1,738	1,001	1,001	1,001
48	General Fund Reserves	1,022	4,288	1,614	777	550
49	Capital Expenditure Financed from Revenue	136	213	136	136	136
50	Community Infrastructure Levy (CIL)		322			
51	Developer Contributions (S106)		351			
52	Other Capital Contributions		376			
53	Total Funding Availability	26,913	62,328	6,886	6,049	5,822

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Body:	Scrutiny Committee
Date:	7 February 2019
Subject:	HRA Revenue Budget and Rent Setting 2019/2020 and HRA Capital Programme 2018/2022
Report of:	Chief Finance Officer
Cabinet member:	Councillor Ron Maskell, Portfolio holder for Housing Councillor Bill Giles, Cabinet Portfolio holder for Finance
Ward(s):	All
Purpose of the report:	To agree the HRA budget proposals, rent levels and service charges for 2019/2020, and the HRA Capital Programme 2018/2022.
Decision type:	Key Decision
Recommendation:	<p>Scrutiny is being asked to note the following recommendations to be considered by the Cabinet on 11th February 2018:</p> <ul style="list-style-type: none">i) The HRA budget for 2019/2020 and revised 2018/2019 as set out in Appendix 1.ii) That social and affordable rents (including Shared Ownership) are decreased by 1% in line with government policy.iii) That private sector leased property rents are increased by 3.3%.iv) That delegated authority is given to the Chief Finance Officer, in consultation with the Cabinet Portfolio holders for Finance and Cabinet Portfolio holder for Housing to take measures in the management of the Week 53 rent year.v) That the revised service charges are implemented.vi) That garage rents are increased by 3.30%.vii) The HRA Capital Programme as set out in Appendix 2

Reasons for recommendations: The Cabinet has to recommend to Council the setting of the HRA revenue and capital budget and the level of social and affordable housing rents for the forthcoming year.

Contact: Pauline Adams, Head of Finance
Telephone 01323 415979 or internally on extension 5979.
E-mail address: pauline.adams@lewes-eastbourne.gov.uk

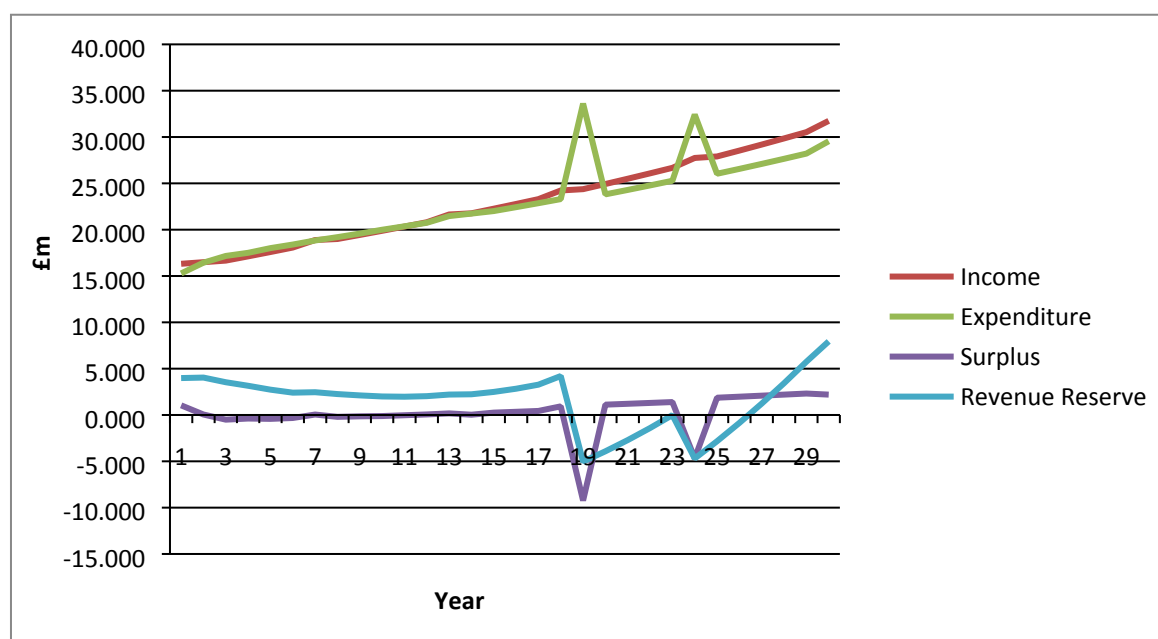
1.0 Introduction

1.1

The HRA is a statutory ring-fenced account that represents all landlord functions. The HRA is required to be self-financing, which means that expenditure has to be entirely supported from rental and other income. The main tool for the future financial management of the HRA is the 30 year Business Plan.

1.2 The Business plan was last updated in August 2018, and shows income marginally in excess of expenditure, for the first 19 years. The original assumption at the start of the self-financing regime was that all borrowing would be repaid within 20 years, unfortunately due to the decrease in rents over the last four years; this strategy is no longer viable as is demonstrated below. The plan and borrowing strategy will need to be reconsidered the next time it is updated.

The level of reserves at the beginning of the plan starts at £3m for 2018/19 rising marginally to £4m by 2036/37.



The business plan will be reviewed and updated again once the 2018/2019 accounts have been completed.

2.0 2019/2020 HRA Revenue Budget

2.1 The 2019/2020 budget has been prepared following the principles adopted within the HRA 30 year Business Plan and is attached at **Appendix 1**

2.2 The 2019/2020 budget is showing a surplus of £29K from a surplus of £312k in 2018/2019, a change of £283k, which is mainly due to the factors listed below.

2.3 The major changes between the 2018/2019 and the 2019/2020 budgets are:

Changes in income and expenditure and re-profiling of contributions to reserves:

- 1% rent reductions £147k
- Other Rental Movements £160k
- Service Charges £64k
- Corporate & Democratic Core £45k
- Contribution to JTP £196k
- Contribution to capital programme (£349k)

2.5 The HRA budget is performing in line with expectations in the 30 year business plan, with the exception of one off items relating to JTP. The additional costs have been offset by removing the contribution to debt repayment. This will be reviewed 2020/2021.

2.6 The Major Repairs Reserve is funded from cash backed depreciation of £5.634m and is expected to provide sufficient resources to fund the demands of the asset management plan in the longer term.

2.7 The HRA debt outstanding at 31 March 2018 was £65.126m, which is £10.122m less than the maximum borrowing permitted under the self-financing settlement, which is £75.248m (the 'borrowing cap'). The Government announced that it is changing legislative policy to remove the 'borrowing cap' in the HRA to enable Councils to build more homes. Management will be considering its strategy in relation to future developments over the next few months.

2.8 The Council's treasury management advisors are predicting a gradual rise in interest rates going forward into 2019/2020 and the interest budget has been prepared on this basis

2.9 The HRA outturn for 2018/2019 is expected to deliver a (£312k) surplus, a variance of (£312k) over the original budget. This is as a result of:

Property rentals (£16k); Debtors impairment £45k; Depreciation £162k; JTP programme £294k; Contribution to capital programme £349k; Debt repayment (£1,146m)

2.10 The HRA Business Plan is based on a policy for a minimum level of HRA balance of £1.5m to maintain a prudent level of reserve to ensure that the HRA remains sustainable in the longer term and is able to deal with any risks posed by the current economic climate.

The forecast balances on HRA and Reserves are as follows:

	HRA Working Balance	Major Repairs Reserve
	£'000	£'000
Balance at 1/4/2018	1,939	6,032
Surplus/(Deficit)	312	
Revenue Contribution		
Depreciation		5,647
Major Works expenditure		(6,051)
Estimated Balance		
31/3/2019	2,251	5,628
Surplus/(Deficit)	29	
Revenue Contribution		
Depreciation		5,634
Major Works expenditure		(4,815)
Estimated Balance		
31/3/2020	2,280	6,447

These are within the HRA strategy and policy expectations of the Business Plan.

At 31 March 2018, the HRA working balance had two ring fenced elements; self-insurance £275k and special projects £1.170m.

3.0 Rent Levels for 2019/2020

- 3.1 The Council has been following the Government's guidance on rents for social housing since December 2001. In May 2014, the Government issued new guidance setting out its policy on rents for social housing from April 2015 (for rents to increase annually by September CPI + 1.0%).
- 3.2 The Welfare Reform and Work Act 2016 suspended this policy from 2016/2017 and rents on social housing properties are to be reduced by 1% a year for a four year period. The financial year commencing 1st April 2019 is the last year that the rent reduction is to be applied to all socially rented and affordable rented properties
- 3.3 Rents for Shared Ownership properties are excluded from the Welfare Reform and Work guidance. However, it is recommended that rents for all Shared Ownership properties are reduced by 1%.
- 3.4 Every six to seven years 53 Mondays fall in a financial year and this will be the case for 2019/2020. As rent debts are raised on Mondays this means that the HRA ordinarily benefits from an 'extra' week's rents when there are 53 Mondays in a year.

This creates the following two immediate issues:

- The 1% rent decrease under Welfare Reform Act 2016 means that the 53 week year can be interpreted as taking the Council over the required 1% decrease. The MHCLG initial response was that the reduction had to be applied on an annual basis and that landlords would either have to offer up a rent free week or collect 52 weeks' worth of rent over 53 payments (effectively reducing the weekly rent by 1.27%). Either way the Council would lose a week's rent (£280k) and furthermore a 53 week rent year would have a lasting impact of reducing rental income for future years (£40k for 2020/2021 and increasing by CPI+1% annually thereafter). However a number of authorities are challenging this view and have interpreted the legislation differently arguing that rents are calculated on a daily basis and collected weekly, thus allowing for 53 weeks' worth of rent to be charged as normal. MHCLG officials have emphasised that it is for individual authority to satisfy itself that it is complying with the legal position.
- A further complicating issue is that Universal Credit (UC) legislation does not allow for 53 Monday years and therefore UC Claimants would find themselves a week in arrears if charged 53 week's rent. It has been suggested that this could be amended through a statutory instrument;

however the Department for Work & Pensions (DWP) is not supportive of this approach. Alternatively Government could resolve this through somehow topping up rents for 2019/2020. However there is no detailed view on what this solution might be.

The budget figures currently include a 1% reduction over the 52 week year.

Given the complexity of the issues raised it is recommended that delegated authority be given to the Chief Finance Officer, in consultation with the Cabinet Portfolio holders for Financial Services and Direct Assistance Service, to take measures in the management of the Week 53 rent year.

4.0 Service Charges

- 4.1 For properties in shared blocks, these charges cover common services such as communal heating, lighting, equipment maintenance contracts, cleaning and grounds maintenance. In Sheltered Accommodation the charges additionally include Scheme Managers, lift maintenance contracts, communal furniture and carpets maintenance and internal re-decorations. These costs should be charged separately from the rent in those properties to which they apply. The services charges are outlined in more detail in the following sections.

5.0 The Supported Housing Service

- 5.1 The review of the sheltered housing service and the continuing organisational change within the Council is reflected in the service charge.

The service charge has been updated to reflect the 2019/2020 budget to achieve full cost recovery.

The communal element of the service charge is eligible for housing benefit and Universal Credit

- 5.2 The above review is planned to be completed in the first quarter of 2018/2019, it is therefore recommended that delegated authority be given to the Director of Service Delivery, in consultation with the Portfolio Holders for Financial Services and Direct Assistance Service, to set the Supported Housing Service Charge that covers the costs incurred in the provision of the service.

6.0 The Supported Housing Service Charge

- 6.1** Following the withdrawal of East Sussex County Council from the Supporting People scheme, the Council introduced, from May 2016, a redesigned Support Scheme for tenants in sheltered accommodation.

The charge for 2018/2019 was £2.89 per week. The charge has now been reviewed to reflect experience of the redesigned scheme. The charge achieves full cost recovery and will increase to £3.04 per week in 2019/2020.

7.0 The Homeless Accommodation Service Charge

- 7.1** The service charge relates to the services provided at homelessness accommodation held within the Housing Revenue Account.

The Homeless Accommodation Service Charge for 2019/2020 has been reviewed, in accordance with agreed Council policy, to achieve full cost recovery. The communal element of the service charge is eligible for housing benefit and Universal Credit.

7.0 The Communal Service Charge

- 7.1** The charge recovers the cost of communal services provided to non-sheltered flats. The services provided include grounds maintenance, maintenance of lifts, caretaking and cleaning, door entry & alarm systems, TV aerials, laundry services and communal lighting.

- 7.2** The average service charge is £5.22, with the lowest at £0.33 and the highest at £15.38. The communal element of the service charge is eligible for housing benefit and Universal Credit.

8.0 Other Service Charges

- 8.1** All other service charges have been updated to reflect the 2019/2020 budget and achieve full cost recovery. This includes charges for digital television reception, residual lifeline services and domestic cookers provided at certain properties.

9.0 Garage Rents

- 9.1** Garage Rents are not within the scope of Government control. It is left to each Council to formulate their policy on garage rents.

A market review of garage rents is undertaken every five years and in November 2015, District Valuer Services undertook a review of market rents. The new rents were implemented from April 2016. Following a market review, garage rentals are uprated each subsequent year by September RPI (3.30%).

10.0 Capital Programme

- 10.1 The Capital Programme as set out in Appendix 2 has been prepared to meet the Council's strategies, as adjusted to reflect the availability of resources. Total budget expenditure for 2019/2020 is £5,015,000.
- 10.2 The major works element of the programme is in line with the asset management plan and the self-financing business plan model. Funding is from the Major Repairs Reserve.
- 10.3 The majority of schemes approved as part of the Stock Improvement Programme and Ashington Gardens Development, which are funded from HRA resources, are expected to be completed by the end of the current year. If there is any slippage this will be re-profiled as part of the year end process. This programme has been funded from borrowing, capital receipts and HCA grant.

11.0 Consultation

- 11.1 The rent decrease reflects the requirements under the Welfare Reform and Work Act 2016.
- 11.2 A copy of this report will be considered by the next meeting of the Scrutiny Committee on 7 February 2019. Any feedback will be reported verbally.
- 11.3 An integral part of the Budget process is a constructive dialogue with The Tenants of Lewes District Group (TOLD). Officers will meet with TOLD to review the Revenue Budget and Capital Programme.

12.0 Corporate plan and council policies

- 12.1 This report contributes to delivering the Council's vision for a housing market which includes affordable housing for those families in need and for a sustainable asset base contributing effectively to the delivery of public services.

Rents will be more affordable following the reduction in rent proposed and increases in service charges to our customers have been kept to the minimum required to cover the costs of delivering these services.

13.0 Outcome expected and performance management

- 13.1 The HRA budget will be monitored regularly during 2019/2020 and performance will be reported to members quarterly.
- 13.2 The Council is obliged to ensure that all tenants are given 28 days' notice of any changes to their tenancy including changes to the rent they pay

14.0 Financial appraisal

- 14.1 These are included in the main body of the report

15.0 Legal implications

- 15.1 Local housing authorities are required by Section 74 of the Local Government and Housing Act 1989 to keep a Housing Revenue Account (HRA) unless the Secretary of State has consented to their not doing so. The account must show credits and debits arising from the authorities' activities as landlord. The HRA identifies the major elements of housing revenue expenditure, such as maintenance, administration and contributions to capital costs, and how there are funded by rents and other income.
- 15.2 Section 76 of the 1989 Act states that budgets must be set for the HRA on an annual basis in January or February before the start of the financial year. A local authority may not budget for an overall deficit on the HRA and all reasonable steps must be taken to avoid a deficit.
- 15.3 Section 24 of the Housing Act 1985 gives local authorities the power to make reasonable charges for the tenancy or occupation of dwellings. Rent setting must be seen in the context of the statutory duty to set a balanced HRA budget.
- 15.4 The Welfare Reform and Work Act 2016, passed in March 2016, set the rent setting policy for 4 years whereby social rents in England are to be reduced by 1%. In October 2017 the government confirmed details for future social rents

and for the five years from 2020/2021 providers will be able to increase rents up to a limit of CPI plus 1% each year. This policy is designed to provide more certainty over rent levels.

- 15.5 Under The Local Authorities (Functions and Responsibilities) Regulations 2000, the task of formulating a plan for determining the Council's minimum revenue provision (i.e. its budget) is the responsibility of Cabinet, whilst the approval or adoption of that plan is the responsibility of the full Council. This explains why Cabinet is being asked to recommend its budget proposals to Council.

16.0 Equality analysis

- 16.1 The 1% reduction in rents will have a short term positive impact on all existing tenants and for those in the Council's Shared Ownership properties. However, it is considered unsustainable for the provision of longer term housing needs.

There are moderate changes in service charges (including heating charges) which continue to be set at levels to achieve full cost recovery.

17.0 Conclusion

- 17.1 The HRA Revenue Budget has been produced based on the policies set out in the HRA 30 year business plan and is showing an overall surplus of £29k for 2019/20.
- 17.2 The underlying HRA surplus has decreased between 2018/2019 and 2019/2020 principally due to a 1% rent decrease & rental movements £307k; the major variance are listed at paragraph 2.3 above.
- 17.3 The HRA working balance at 31 March 2020 is forecast to be £2.280m. The Major Repairs Reserve is forecast to have a balance of £6.447m.
- 17.4 The rent levels have been prepared in accordance with the government's requirement to reduce rents by 1% a year for each of the four years from 2016-2017 based on the rent charge as at 8 July 2015.
- 17.5 Service charges set at a level to recover the expected actual cost to be incurred for the respective properties in the forthcoming year.

- 17.6 Garage rents are recommended to increase, in line with the September RIP, by 3.3%.
- 17.7 Total budgeted expenditure on the HRA Capital Programme is planned at £5.015m for 2019/2020. All planned capital expenditure is solely on major repairs or disabled adaptations, which is funded from cash backed depreciation, but consideration of new schemes is being considered now that the borrowing debt cap has been lifted. The Major Repairs programme is in line with the asset management plan and HRA business plan model.

Appendices

- 1. HRA 2018/2019 Revised budget and 2019/2020 Budget**
- 2. HRA Capital Programme 2018/2019-2021/2022**

Background papers

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

HRA 2019/20 Budget working papers held by Lewes District Council
HRA Self Financing 30 year Business Plan

To inspect or obtain copies of background papers please refer to the contact officer listed above.

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HOUSING REVENUE ACCOUNT

2018-2019			2019-2020
Original Budget £' 000	Revised Budget £'000		BUDGET £' 000
INCOME			
(14,520)	(14,531)	Dwelling Rents	(14,224)
(452)	(457)	Non-Dwelling Rents	(445)
(1,237)	(1,237)	Charges for Services and Facilities	(1,173)
(204)	(204)	Contributions towards Expenditure	(179)
(16,413)	(16,429)	GROSS INCOME	(16,021)
EXPENDITURE			
4,400	4,400	Repairs and Maintenance	4,439
1,702	1,702	Supervision and Management	1,685
1,313	1,313	Special Services	1,344
173	173	Rents, Rates, Taxes and Other Charges	178
50	95	Increase in Impairment of Debtors	50
		Depreciation of Fixed Assets	
4,794	4,826	- Dwellings	4,826
685	815	- Other Assets	805
6	6	Amortisation of Intangible Assets	3
47	47	Debt Management Costs	42
(300)	(156)	Joint Transformation Programme Savings	(60)
	150	Joint Transformation Programme Contribution	250
12,870	13,371	GROSS EXPENDITURE	13,562
(3,543)	(3,058)	NET COST OF HRA SERVICES	(2,459)
576	576	HRA share of Corporate and Democratic Core	621
(2,967)	(2,482)	NET OPERATING COST OF HRA	(1,838)
Capital Financing and Interest Charges			
1,866	1,866	Interest Payable	1,850
(45)	(45)	Interest Receivable	(41)
(5,485)	(5,647)	Reversal of Depreciation and Amortisation	(5,634)
5,485	5,647	Transfer to Major Repairs Reserve	5,634
1,146	0	Repayment of Internal Borrowing	
	349	Revenue Contribution to Capital	
2,967	2,170	Total Capital Financing and Interest Charges	1,809
0	(312)	HOUSING REVENUE ACCOUNT (SURPLUS) / DEFICIT	(29)
HOUSING REVENUE ACCOUNT WORKING BALANCE			
(2,945)	(1,939)	Working Balance at 1 April	(2,251)
0	(312)	(Surplus) or Deficit for the year	(29)
(2,945)	(2,251)	Working Balance at 31 March	(2,280)
Allocation of Working Balance:			
(1,500)	(1,456)	- General Working Balance	(1,735)
(1,170)	(520)	- Special Projects	(270)
(275)	(275)	- Self Insurance	(275)
(2,945)	(2,251)	Working Balance at 31 March	(2,280)

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HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME 2018/19 - 2021/22							
Scheme	Total Scheme Cost	Spend to 31 March 2018	Original Allocation 2018/19	Revised Allocation 2018/19	2019/20	2020/21	2021/22
Ashington Gardens Development	Ongoing	58,850	-	1,341,150	-	-	-
Saxonbury Redevelopment	Ongoing	14,511	-	1,485,500	-	-	-
Buy-back of RTB Properties			200,000	200,000	200,000	200,000	200,000
Improvements to Stock			4,352,000	5,425,800	4,350,000	4,350,000	4,350,000
Disabled adaptations			415,000		415,000	415,000	415,000
Lift replacements			312,000				
Conversions & Additional Rooms			165,000	531,950	-	-	-
Recreation & Play Areas			50,000	94,250	50,000	50,000	50,000
HRA Share of JTP				186,950			
Total HRA Capital Programme			5,494,000	9,265,600	5,015,000	5,015,000	5,015,000
Funded by:							
Borrowing			200,000	2,393,250	200,000	200,000	200,000
Capital Receipts				471,850			
Major Repairs Reserve			5,294,000	6,051,950	4,815,000	4,815,000	4,815,000
Revenue Contribution				348,550			
Total Financing			5,494,000	9,265,600	5,015,000	5,015,000	5,015,000

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Lewes District Council

Agenda Item 13

February 2019

FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 February to 31 May 2019

Date of publication:

11 January 2019

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:
General fund budget 2019/20 To recommend to Council, the general fund revenue budget for 2019/20. (Lead Cabinet member: Councillor Bill Giles)	All Wards	Budget and policy framework	Cabinet Full Council	11 Feb 2019 25 Feb 2019	Open	None	Report	Chief Finance Officer (Homira Javadi) Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk
Investment strategy Report will contain Capital Investment Strategy and Treasury Management Strategy. (Lead Cabinet member: Councillor Bill Giles)	All Wards	Budget and policy framework	Cabinet Full Council	11 Feb 2019 25 Feb 2019	Open	None	Report	Chief Finance Officer (Homira Javadi) Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk

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:
Housing revenue account budget 2019/2020 Recommendations to full Council in February 2019 in respect of the housing revenue account for 2019/20. (Lead Cabinet member: Councillor Ron Maskell)	All Wards	Budget and policy framework	Cabinet Full Council	11 Feb 2019 25 Feb 2019	Open	None	Report	Chief Finance Officer (Homira Javadi) Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk

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>Retail rate relief</p> <p>The Government expects local authorities to have in place arrangements to administer and award reliefs for the new financial year. As granting the reliefs falls under the Council's Discretionary powers it is necessary to have a local policy for each of the reliefs.</p> <p>(Lead Cabinet member: Councillor Bill Giles)</p>	All Wards	Key	Cabinet	11 Feb 2019	Open	With local ratepayers	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Nick Ducatel, Functional Lead (Growth and Prosperity) Tel: (01323) 415914 nick.ducatel@lewes-eastbourne.gov.uk</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>Council tax reduction exceptional hardship policy</p> <p>Report following approval of notice of motion at Full Council meeting in November 2018.</p> <p>The report will give options on how to broaden the Exceptional Hardship Policy to make it more accessible to those self-employed and to include those self-employed who do not qualify for a Council Tax Reduction due to the application of the minimum income floor.</p> <p>(Lead Cabinet member: Councillor Bill Giles)</p>	All Wards	Key	Cabinet	11 Feb 2019	Open	To be confirmed	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Bill McCafferty, Revenues and Benefits Manager Tel: (01323) 415171 bill.mccafferty@lewes-eastbourne.gov.uk</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>Strategic implications for leaving the European Union</p> <p>Report for noting only, pursuant to a motion carried at Full Council on 26 November 2018. The report will consider the main issues for LDC stemming from the UK's withdrawal from the EU, based on the permutations available to the UK Government at the time of writing (e.g. leaving the EU in accordance with the Withdrawal Agreement or under a No Deal scenario).</p> <p>(Lead Cabinet member: Councillor Andy Smith)</p>	All Wards	Non-Key	Cabinet	11 Feb 2019	Open	None	Report	<p>Assistant Director of Legal and Democratic Services (Catherine Knight)</p> <p>Oliver Dixon, Solicitor oliver.dixon@lewes.gov.uk</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>Chinese/sky lanterns and balloons</p> <p>The report will consider the options available to the Council to enforce a ban on releasing Chinese/sky lanterns and/or balloons on Council owned land and further.</p> <p>(Lead Cabinet member: Councillor Isabelle Linington)</p>	All wards	Key	Cabinet	11 Feb 2019	Open	Internally with various officers.	Report	<p>Assistant Director of Legal and Democratic Services (Catherine Knight)</p> <p>Oliver Dixon, Solicitor oliver.dixon@lewes.gov.uk</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>Discretionary Disabled Facilities Grants</p> <p>To approve a Discretionary Funding Policy for Disabled Facilities Grants in light of additional allocation of funding from Central Government.</p> <p>(Lead Cabinet member: Councillor Ron Maskell)</p>	All Wards	Key	Cabinet	11 Feb 2019	Open	None	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Rebecca Wynn, Senior Specialist Advisor – Private Housing Tel: 01273 085491 Rebecca.wynn@lewes-eastbourne.gov.uk</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>Voluntary sector support</p> <p>Report on the performance of those voluntary organisations funded by the Council and for Cabinet to agree the Council's policy on grants to voluntary organisations and the levels of grant funding for the coming year</p> <p>(Lead Cabinet member: Councillor Tony Nicholson)</p>	All Wards	Key	Cabinet	11 Feb 2019	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 pat.taylor@lewes-eastbourne.gov.uk</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>Community Infrastructure Levy Recommendations for Spending</p> <p>The report will present the recommendations of the CIL Management and Executive Boards following the assessment of infrastructure project bids by Members and officers.</p> <p>(Lead Cabinet member: Councillor Tom Jones)</p>	All Wards	Key	Cabinet	11 Feb 2019	Open	Infrastructure Providers will be invited to submit bids over a 6 week window from 10 September 2018. The bids will be assessed by the CIL Management Board (19 November 2018) and Executive Board (11 December 2018) formed of officers and councillors.		<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Emma Kemp, Planning Policy Officer Tel: 01273 085756 emma-kemp@lewes-eastbourne.gov.uk ,</p> <p>Tondra Thom, Planning Policy Lead Tel: 01323 415677 tondra.thom@lewes-eastbourne.gov.uk</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:
Business rate pilot Proposed business rate pilot. (Lead Cabinet member: Councillor Bill Giles)	All Wards	Key	Cabinet	11 Feb 2019	Open	Not applicable	Report	Chief Finance Officer (Homira Javadi) Homira Javadi, Chief Finance Officer homira.javadi@lewes-eastbourne.gov.uk
Mobile app parking services To seek Cabinet approval for a five year Contract Procedure Rule waiver in order to maintain consistency of service, align services with ESCC via an existing supplier and reduce charges. (Lead Cabinet member: Councillor Bill Giles)	All Wards	Non-Key	Cabinet	11 Feb 2019	Fully exempt Exempt information reason: 3	None	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Mark Langridge Kemp, Senior Manager, Asset Development, Property and Facilities Shared Service Tel: 07900 057102 mark.langridge-kemp@eastbourne.gov.uk

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:
Water & sewerage services To seek Cabinet approval for an additional one year Contract Procedure Rule waiver prior to review of services in 2020. (Lead Cabinet member: Councillor Bill Giles)	All Wards	Non-Key	Cabinet	11 Feb 2019	Fully exempt Exempt information reason: 3	None	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Mark Langridge Kemp, Senior Manager, Asset Development, Property and Facilities Shared Service Tel: 07900 057102 mark.langridge-kemp@eastbourne.gov.uk

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:
Newhaven Enterprise Centre Review of future management options for Newhaven Enterprise Centre. (Lead Cabinet member: Councillor Andy Smith)	Newhaven Valley	Key	Cabinet	11 Feb 2019	Part exempt Exempt information reason: 3	None	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Peter Sharp, Head of Regeneration Peter.Sharp@lewes-eastbourne.gov.uk , Bee Lewis, Head of Capital Development Tel: (01273) 661101 bee.lewis@lewes-eastbourne.gov.uk

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>Portfolio progress and performance report quarter 3 - 2018-2019</p> <p>Lead Cabinet member will update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 3 2018/19 period.</p> <p>(Lead Cabinet member: Councillor Elayne Merry)</p>	All Wards	Non-Key	Cabinet	27 Mar 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk</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:
Finance update - performance quarter 3 - 2018-2019 To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter3 2018/2019 and explain the impact on the current financial position. (Lead Cabinet member: Councillor Bill Giles)	All Wards	Key	Cabinet	27 Mar 2019	Open	Not applicable	Report	Chief Finance Officer (Homira Javadi) Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk

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:
Equality and Fairness Annual Report 2018 and Action Plan 2019 To report on activities to undertaken in 2018 to promote equality and fairness and recommend an action plan for 2019. (Lead Cabinet member: Councillor Elayne Merry)	All Wards	Non-Key	Cabinet	27 Mar 2019	Open	Equality and Fairness Stakeholder Group - 12 th December 2018 Scrutiny Committee – 7 February 2019	Equality and fairness analysis	Director of Regeneration and Planning (Ian Fitzpatrick) Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 pat.taylor@lewes-eastbourne.gov.uk
Wave Leisure Service Plan 2019/20 To receive and approve the Wave Leisure service delivery plan for 2019/20 (Lead Cabinet member: Councillor Tony Nicholson)	All Wards	Non-Key	Cabinet	27 Mar 2019	Open	None	Report	Director of Tourism and Enterprise (Philip Evans) Robert Brennan, Procurement Manager Tel: 01323 415502 robert.brennan@lewes.gov.uk

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.

Category	Condition No.
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.

Conditions
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.

<p>“Financial or business affairs” includes contemplated as well as past or current activities.</p>
<p>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.</p>
<p>10. Information which:</p> <p>(a) falls within any of paragraphs 1 to 7 above; and</p> <p>(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.</p>
<p>11. “Labour relations matter” means:</p> <p>(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</p> <p>(b) any dispute about a matter falling within paragraph (a) above;</p> <p>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;</p> <p>“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.</p> <p>“Employee” means a person employed under a contract of service.</p>
<p>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.</p>

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 and Civic Services Manager, on (01323) 415021, or e-mail simon.russell@lewes-eastbourne.gov.uk

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Scrutiny Annual Work Programme 2018/2019

Meeting date	Item
7 February 2019	<p>Discretionary Housing Payment Amended Policy 2019/2020 <i>Contact: Angy Weaver, Senior Specialist Advisor (Thriving Communities), angy.weaver@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>Voluntary Sector Support <i>Contact: Pat Taylor, Strategy and Commissioning Lead for Community Partnerships, pat.taylor@lewes-eastbourne.gov.uk</i></p> <p>Performance Monitoring 2018/2019 - Quarter 3 <i>Contact: Millie McDevitt, Performance and Programme Lead, millie.mcdevitt@lewes-eastbourne.gov.uk</i></p> <p>General Fund Revenue Budget 2019/20 and Capital Programme 2018/19 - 2021/22 <i>Contact: Homira Javadi, Chief Finance Officer, homira.javadi@lewes-eastbourne.gov.uk</i></p> <p>HRA Revenue Budget and Rent Setting 2019/2020 and HRA Capital Programme 2018/2022 <i>Contact: Homira Javadi, Chief Finance Officer, homira.javadi@lewes-eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions <i>Contact: Committee Officer, committees@lewes-eastbourne.gov.uk</i></p>
21 March 2019	<p>Affordable Workspaces in the Lewes District Panel – Final Report <i>Contact: Committee Officer, committees@lewes-eastbourne.gov.uk</i></p> <p>Transport Panel <i>Contact: Committee Officer, committees@lewes-eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions <i>Contact: Committee Officer, committees@lewes-eastbourne.gov.uk</i></p> <p><u>Consulting relevant bodies for suggestions for 2019/2020 Work Programme</u></p>

Scrutiny Annual Work Programme 2018/2019

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

To be scheduled:

- Monitoring of Recommendations/Updates on Reviews
- Call in