

Scrutiny Committee

3 December 2018

EASTBOURNE
Borough Council



Working in partnership with **Eastbourne Homes**

Time and venue:

6.00 pm in the Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG

Membership:

**Councillor Penny di Cara (Chair); Councillors Dean Sabri (Deputy-Chair)
Colin Belsey, Md. Harun Miah, Pat Rodohan, Robert Smart, Steve Wallis and
Pat Hearn**

Quorum: 2

Published: Friday, 23 November 2018

Agenda

- 1 Minutes of the meeting held on 3 September 2018 (Pages 1 - 8)**
- 2 Apologies for absence**
- 3 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.**
- 4 Questions by members of the public**

On matters not already included on the agenda and for which prior written notice has been given (total time allowed 15 minutes).
- 5 Urgent items of business**

The Chairman to notify the Committee of any items of urgent business to be added to the agenda.
- 6 Right to address the meeting/order of business**

The Chairman to report any requests received to address the Committee from a member of the public or from a Councillor in respect of an item listed below and to invite the Committee to consider taking such items at the commencement of the meeting.
- 7 Corporate Performance Report - Quarter 2 (Pages 9 - 34)**

Report of Deputy Chief Executive.
Part B to follow.

- 8 Sustainability Policy Development** (Pages 35 - 40)
Report of Director of Planning and Regeneration.
- 9 Community Safety Partnership Annual Report** (Pages 41 - 46)
Report of Director of Regeneration and Planning.
- 10 Scrutiny Work Programme** (Pages 47 - 48)
To receive the Scrutiny Work Programme.
- 11 Forward Plan of the Council** (Pages 49 - 66)
To receive the Forward Plan of the Council.
- 12 Date of the next meeting**
To note that the next meeting of the Scrutiny Committee is scheduled to be held on 4 February 2019 in the Court Room, Eastbourne Town Hall, BN21 4UG commencing at 6:00pm.

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.

Filming/Recording: This meeting may be filmed, recorded or broadcast by any person or organisation. Anyone wishing to film or record must notify the Chair prior to the start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

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

Information for councillors

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

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

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

Councillor right of address: Councillors wishing to address the meeting who are not members of the committee must notify the Chairman and Democratic Services in advance (and no later than immediately prior to the start of the meeting).

Democratic Services

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

Email: committees@lewes-eastbourne.gov.uk

Telephone: 01323 410000

Website: <http://www.lewes-eastbourne.gov.uk/>



modern.gov app available

View upcoming public committee documents on your [iPad](#) or [Android Device](#) with the free modern.gov app.

This page is intentionally left blank

Scrutiny Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 3 September 2018 at 6.00 pm

Present:

Councillor Penny di Cara (Chair)

Councillors Dean Sabri (Deputy-Chair), Colin Belsey, Md. Harun Miah, Jim Murray, Pat Rodohan, Robert Smart and Steve Wallis

Officers in attendance:

Pauline Adams (Head of Finance), Andy Chequers (Head of Homes First), Katie Dawkins (Housing Needs and Allocations Lead), Peter Finnis (Assistant Director of Corporate Governance), Jo Harper (Head of Business Planning and Performance), Millie McDevitt (Performance and Programmes Lead), Lisa Rawlinson (Strategy and Partnership Lead for Growth and Prosperity) and Tim Whelan (Interim Director of Service Delivery)

11 Minutes of the meeting held on 11 June 2018

The minutes of the meeting held on 11 June 2018 were submitted and approved, and the Chair was authorised to sign them as a correct record.

Members noted the following updates, pursuant to the minutes of the Scrutiny committee meeting held on 11 June 2018:

Homelessness - The Head of Homes First and the Housing Needs and Standards Lead delivered a presentation which covered the following topics:

- The Homeless Reduction Act 2018 and the Council's Duty to assess, prevent, relive and refer;
- Temporary Accommodation costs;
- IT systems;
- The number of households living in emergency (nightly paid) accommodation;
- The Homelessness Pressures Project and the recognition of homelessness as a council-wide priority; and
- A Landlord Reward Scheme.

Members commented on the impressive work of the team, especially when taking into account the national shortage of affordable social housing, and thanked the officers for attending the meeting and providing such an informative update.

Clear Futures – The Strategy & Partnership Lead (Growth & Prosperity) attended the meeting and clarified to members that Clear Futures was a Joint Venture set up between Eastbourne and Lewes Councils and Robertson and AECOM to deliver local energy and sustainability ambitions. Officers were assured that public transport was a key objective of the Joint Venture and carbon neutral alternatives such as cycling/walking routes were considered with all new projects.

Budget - Members noted that the request recorded in the minutes of the last meeting for further information in respect of recent capital asset acquisitions, revenue returns, and a breakdown of the corporate landlord cost centre, had not yet been circulated. This was acknowledged by officers as an oversight and the Head of Finance would circulate this information as a matter of urgency.

12 Apologies for absence

There were none.

13 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct

There were none.

14 Questions by members of the public

There were none.

15 Urgent items of business

There were none.

16 Sickness

Pursuant to the minutes of the meeting held on 11 June 2018, the Assistant Director of Human Resources and Transformation attended the meeting to provide a verbal update regarding sickness absence reasons for 2017/18, analysis of the sickness reasons, breakdown of absence by department and further discussion regarding and the Council's proposed sickness target for 2018/19.

Absence Reasons for 2017/18 – Member noted that stress was not the leading absence reason reported during 2017/18, and that the new Attendance Management policy and procedure encouraged line managers to analyse patterns of short-term illnesses and detect whether stress could be an underlying factor.

A breakdown of absence by department – The Assistant Director of Human Resources and Transformation was requested to provide a breakdown of absence by department and she confirmed that she would circulate further information.

Sickness target 2018/19 – Following feedback from the Scrutiny Committee regarding the proposed sickness target for 2018/19, the Corporate Management Team had revised the sickness target from 9 days to 8 days, with the view to it being reduced to 7 days next year. Whilst officers understood that this target was still higher than the historical average of Eastbourne Borough Council's sickness statistics, the averages of both Eastbourne and Lewes Councils were taken into consideration. Officers also reminded members that a significant factor was Lewes District Council's in-house waste service due to the physical nature of the job and the subsequent musculoskeletal injuries. The current target was also in line with the public sector generally and, specifically, local government.

Members were informed that having a sickness target was seen as organisational best practice for the management of staff absence; the purpose of the target was not for it to act as an entitlement figure, but rather as a figure to beat and to reduce over time.

Members thanked the Assistant Director of Human Resources and Transformation for attending the meeting.

Resolved:

That members noted the update regarding sickness and that further breakdown information would be circulated in due course.

Reason:

To comply with the minutes of the Scrutiny Committee meeting on 11 June 2018; that Assistant Director of Human Resources and Transformation attend the Scrutiny Committee meeting on 3 September 2018 and provide more information regarding Sickness.

17 Corporate Performance Report - Quarter 1 (Part A)

The Scrutiny Committee considered the report of the Deputy Chief Executive regarding Quarter 1 2018/19 performance against the Corporate Plan priority actions, performance indicators and targets.

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

Wish Tower Restaurant – Members requested an update regarding the contracts in development and were informed that the final draft lease was with Bistrot Pierre for signing.

Household Waste – Members queried the missing data from East Sussex County Council, officers responded that this was due to personnel constraints, such as vacancies at East Sussex County Council which was causing a delay.

Disabled Facility Grants – Members were informed that not all officers had permission to approve grants, and therefore due to key officer absences in Quarter 1, the time taken from receipt of fully completed applications to grants being approved had been delayed.

Property re-let time – Members questioned if the failure to meet the re-let time key target was because of delays caused by previous tenants damaging the property. Officers responded that during June, 18 properties were re-let, 2 of which needed major works including extensive repairs and adaptation installations.

Contact Centre – The Director of Service Delivery informed members that in addition to there being a 32% average vacancy rate in the contact centre, there had been a 49% increase in calls, 14% increase in emails and 93% increase in web enquiries. Due to the high staff turnover within the contact centre, the Council had recently held an open day at which they handed out 60 job packs to interested parties with the intention of creating a Staff Bank to back-fill posts. Officers were however pleased to report the increased number of new sign-ups to the Council's social media channels, as this proved a positive step with regard to the Council's channel shift strategy.

Crime – Officers advised on the advantages of the current performance management system regarding crime, including the benefit of being able to continually compare the Council's crime statistics with other authorities with similar demographics and geographies. Members noted that at the Scrutiny Committee meeting on 3 December 2018 they would receive the Annual Community Safety Partnership Report.

Devolved budgets – Members were informed that there was no limit to how often an organisation could apply for funding from any of the wards, however the funding would only be allocated with regard to specific projects rather than ongoing general funding support.

Resolved:

That the Scrutiny Committee note the achievements and progress against Corporate Plan priorities for 2018/19, as set out in the report.

Reason:

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

18 Corporate Performance Report - Quarter 1 (Part B)

The Scrutiny Committee considered the report of the Deputy Chief Executive regarding the Council's Financial Performance for Quarter 1 2018/19.

The Head of finance reported that it was too early in the financial year to draw any conclusion from the quarter 1 monitoring figures and that spending is generally in line with expectation for the quarter. The outstanding business rate appeals are still the biggest risk to the collection fund.

The Head of Finance reported that the Council was being proactive and continually monitoring interest rates for opportunities which allowed them to offset long term borrowing costs with short term borrowing.

Members questioned whether there was enough staff to ensure that contracts were being paid correctly and on-time. Officers responded that the finance department acts on behalf of service departments, and therefore all capital expenditure was processed by the appropriate project team and signed off by the service department and budget manager. Levels of delegation were in place to ensure that large capital sums could only be authorised at the necessarily senior level.

Resolved:

1. That members note the General Fund, HRA and Collection Fund financial performance for the quarter ended June 2018, as set out in the report;
2. That the committee note the amended capital programme as set out at Appendix 3;
3. That the committee note the Treasury Management performance as set out in Section 6 of the report; and
4. That the committee note the Final outturn for 2017/18 as set out in Section 7.

Reason:

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

19 Safeguarding Policy and Update

The committee noted the report of the Director of Service Delivery regarding the proposed joint Safeguarding Children and Vulnerable Adults Policy.

Members noted that the amendments incorporated in the proposed policy were following the self-assessment of the Council's compliance with current legislation and guidance, as well as an internal audit.

Resolved:

That the Scrutiny Committee endorse the proposed Safeguarding Policy.

Reason:

To enable the previous policy to be updated and brought into line with the recommended practice and with current pan-Sussex policies and procedures.

20 Scrutiny Annual Work Programme 2018/2019

The Committee noted the report of the Assistant Director of Legal and Democratic Services. The report detailed the draft Annual Work Programme for Scrutiny which enables the process for the committee to review proposed policies of the Cabinet, the outcome of such decisions and the call-in of alleged unlawful decisions in accordance with constitutional rules.

The Committee was pleased to note that an officer from the Strategic Economic Infrastructure team at East Sussex County Council would once again be attending a Scrutiny Committee meeting on 3 December 2018 to give an update on progress re the A27 improvements, and that all members of the Council would be invited to attend that session.

Members also noted the inclusion of the Cabinet's forward plan of key decisions as a standard item on the agenda; with permission from the Chair this was to be trialled to allow members to regularly scrutinise the Forward Plan, and indicate whether they would like to invite officers to future meetings for clarification regarding any items.

Members were reminded that if they wish to submit a Scrutiny Review Request the deadline would be 30 September 2018.

Resolved:

1. That the Annual Work Programme be **recommended** to Council on 14 November 2018.
2. That the proposed Scrutiny Review re Eastbourne's night time economy, as attached at Appendix B of the report, be declined on the grounds that the committee did not consider it to be of sufficient community impact to warrant a full scale review.
3. That any further proposals for scrutiny reviews be submitted on completed scoping documents to the Scrutiny Officer by the end of September and that their addition to the programme be subject to liaison with the Chair and Deputy Chair.

Reason:

To discharge scrutiny procedure rule 7.1 to prepare and submit an Annual Work Programme to the Full Council.

21 Forward Plan of Decisions

The committee received the Forward Plan for the period from 1 September 2018 – 31 December 2018.

Resolved:

That the Forward Plan of the Council for the period from 1 September 2018 – 31 December 2018, be noted.

Reason:

To demonstrate the discharge of the Scrutiny Procedure Rule 13.2 that the Scrutiny Committee will have access to the Cabinet's Forward Plan.

The meeting ended at 8.15 pm

Councillor Penny di Cara (Chair)

This page is intentionally left blank

Report to:	Scrutiny
Date:	3 December 2018
Title:	Corporate Performance Q2 2018/19
Report of:	Deputy Chief Executive Director of Strategy, Planning and Regeneration
Cabinet member:	Councillor Colin Swansborough
Ward(s):	All
Purpose of report:	To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q2 2018/19 period
Decision type:	Non Key
Officer recommendation(s):	(1) Consider progress and performance for Q2 (2) Consider whether there are any particular aspects of Council progress or performance that it wishes to comment upon or consider further as part of its work programme in 2018/19.
Reasons for recommendations:	To enable Scrutiny and Cabinet to consider specific aspects of the Council's progress and performance
Contact Officer(s):	Name: Jo Harper Post title: Head of Business Strategy and Performance E-mail: jo.harper@lewes-eastbourne.gov.uk Telephone number: 01273 085049 Name: Millie McDevitt Post title: Performance and Programmes Lead E-mail: millie.mcdevitt@lewes-eastbourne.gov.uk Telephone number: 01273 085637/01323 415637

1 Introduction

- 1.1 The performance of the Council is of interest to the whole community. People expect high quality and good value for money services. Performance monitoring, and a strong performance culture helps us to ensure we continue to deliver excellent services and projects to our communities in line with planned targets.

1.2 This report sets out the Council's performance against its targets and projects for the first quarter of 2018/19 (April to June 2018).

1.3 The Council has an annual cycle for the preparation, delivery and monitoring of its corporate and service plans. 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.





2 Themes and Priority Visions

2.1 The Corporate Plan was developed with four themes to focus delivery of improvement activity for the borough. Each of these themes had its own priority vision for how the authority and its stakeholders wanted Eastbourne to develop. Performance is measured against these themes and objectives.

3 2018/19 Q2 Performance Overview

3.1 Appendix 1 provides detailed information on progress and performance for Members' consideration, clearly setting out where performance and projects are 'on track/on target' and where there are areas of under-performance/concern. Where performance or projects have not achieved target, an explanation is provided, together with a summary of the management action that has been taken to address this. The Appendix is structured around the key Theme areas.

The Council uses a Project and Performance Management System (Pentana - formerly known as Covalent) to record, monitor and report progress and performance. The system uses the following symbols to indicate the current status of projects and performance targets:

	<ul style="list-style-type: none">• Performance that is at or above target• Project is on track
	<ul style="list-style-type: none">• Performance that is slightly below target but is within an agreed (usually +/- 5%) tolerance• Projects where there are issues causing significant delay, changes to planned activities, scale, cost pressures or risks
	<ul style="list-style-type: none">• Performance that is below target• Projects that are not expected to be completed in time or within requirements
	Project has completed, been discontinued or is on hold

4 4.0 Summary of Progress and Performance – Q2 2018/19

4.1 Achievements:

There were a number of significant achievements to report including:

- Bandstand patrons: numbers have far exceeded our targets.
- The Beacon: Next, H&M, Fat Face and Costa Coffee are all open for

- business.
- Planning: almost all targets met.
- Eastbourne Park initiatives project: Completed ahead of schedule.
- DFG processing times: considerably improved.
- Sickness figures: are within target for the year although we expect a drop as flu/cold season approaches.

4.2 In Q2, 3 areas of the Council's work missed their targets. For all of these areas, as outlined below, focussed intervention work has been taking place and latest performance figures (Oct 2018) show that the situation is improving. That said external pressures (such as the national housing crisis and Universal credit pressures continue to affect the authority).

a) Housing: Numbers in emergency accommodation remain around the 150 mark. This is despite excellent work done by the teams which has resulted in more clients leaving emergency accommodation. The homelessness pressures project, which kicked off earlier this year, achieved the following in Q2:

The landlord's reward scheme is slowly gaining momentum and interest, having secured its first tenancy, with several lined up to start over the coming months.

There are seven new trainees all ready to start the trainee programme on 12th November, so this will support with demand/resourcing.

b) Benefits processing: Processing times were over target times in Q2, however through systematic management support of training and coaching, performance was above target in Oct.

c)Calls: As previously reported, a number of interventions are taking place. As a result, the call handling times and abandonment figures have both significantly improved.

5 Community Ward Projects - Devolved Budget

5.1 The last section of Appendix 1 details the current Devolved Budget spend by ward and the projects that have been supported through this scheme.

Each ward has a total of £10,000 available to spend each year on schemes requested by the local community.

6 Financial appraisal

6.1 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.

7 Legal implications

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

8 Risk management implications

8.1 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.

9 Equality analysis

9.1 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.

10 Appendices

- Appendix 1 – Corporate Performance Report Q2 2018/19

11 Background papers

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

[Council Plan 2016 to 2020](#)

Appendix 1

Eastbourne Borough Council Corporate Performance Report Q2 2018-19

1. Prosperous Economy

- 1.1 Prosperous Economy Key Performance Indicators
- 1.2 Prosperous Economy Projects & Programmes

2. Quality Environment

- 2.1 Quality Environment Key Performance Indicators
- 2.2 Quality Environment Projects & Programmes









3. Thriving Communities

- 3.1 Thriving Communities Key Performance Indicators
- 3.2 Thriving Communities Projects & Programmes

4. Sustainable Performance

- 4.1 Sustainable Performance Key Performance Indicators
- 4.2 Sustainable Performance Projects & Programmes

Community Projects – Devolved Ward Budgets Q2

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 Ebn 1 Prosperous Economy 18-19

1.1 Prosperous Economy Key Performance Indicators

1.1 Prosperous Economy Key Performance Indicators

a Investing in housing and economic development




KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Target	Status		
Increase the number of affordable homes delivered (gross)	30	0	0		0	0			<p>There were no homes delivered in Q2 as expected. The target for this PI has been profiled through the year. There are no deliveries expected until Q1 2019 (June/July 2019).</p> <p>The following are being delivered by the Development Team : 12 units at Northbourne Road, 7 units at Fort Lane</p> <p>The following are being delivered in conjunction with Clear Futures: 9 units at 183 Langney Road, 8 units at Lanark Court, 4 units at Timberley Road, 5 units at Biddenden Close and 7 units at Brede Close. Expected to be on site in Q1/Q2 2018/19.</p>

Page 14

b Providing opportunities for businesses to grow and invest

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Target	Status		
Town centre vacant retail business space	7.1%	5.51%	7.1%		5.66%	7.1%			In Q2 the vacancy rate has risen slightly from 5.51% in Q1 to 5.66%. This is still below the national vacancy rate and also within target.

c A great destination for tourism, arts, heritage and culture

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Target	Status		
Increase numbers of bandstand patrons	38,000	18,446	8,000		45,003	30,000			Bandstand performance is up by around 30% compared to last year. With an extended season up to 15 October, targets have been exceeded.




Page 15 CPR Ebn 1.2 Prosperous Economy Projects & Programmes 18-19

1.2 Prosperous Economy Projects & Programmes



1.2 Prosperous Economy Projects & Programmes

a Supporting investment in infrastructure





Project / Initiative	Description	Target completion	Status	Update
Town Centre Public Realm Improvements	Significant improvements to the pedestrian environment in Terminus Road and Cornfield Road to be delivered alongside the extension to the Arndale. Joint Partnership Project with ESCC.	Q1 2019/20		Monthly meetings held with Mildren and ESCC. Paving is progressing well in Terminus Road and Cornfield Road. A 3 metre wide footway has been provided outside Next and H&M. H&M and Next opened in October.
Extension to Arndale Shopping Centre (The Beacon)	Led and financed by Legal and General. An £85m scheme to provide 22 new retail units, 7 restaurants and 9 screen cinema.	Q3 2018/19		External works along Terminus Road and Ashford Road are almost complete. H&M unit is fully fitted out and opened on 12 October. Next, Fat Face and Costa are also now open for

Project / Initiative	Description	Target completion	Status	Update
				business.
Sovereign Centre Review	A new leisure centre	Q4 2019/20		<p>The scheme is now on track with Revised RIBA Stage 3 report due mid October 2018. Planning application will be made December 2018 with start on site due early summer 2018 with opening targeted for early Spring 2021.</p> <p>The construction contractor has been selected through the CSF process. The consultancy/design team are in the process of being transferred to CSF.</p> <p>Negotiations are underway to appoint Serco to operate the existing Centre until the new Centre opens.</p>
Delivery of Community Centre to serve the Sovereign Harbour Neighbourhood	EBC working with Sea Change Sussex to deliver a Community Centre at Sovereign Harbour.	Q2 2018/19		Construction work complete. Have arranged a meeting on site to agree outstanding internal and external works (snagging list). Kitchen and gas connection was completed in Q3.
Bedfordwell Road - EBC New Build Housing	One project within the Housing and Economic Development Programme to deliver refurbished and redeveloped housing within the Borough.	Q1 2025/26		ClearFutures are taking over programme, with internal EBC resource oversight. The survey and report to identify wind and water tight works at the Pump House was recently carried out. Site plans are being drawn up for pre-planning. Site in part is under licence to Mildren for storage of materials during works at the new shopping centre.

b Providing opportunities for businesses to grow and invest

Project / Initiative	Description	Target completion	Status	Update
Sovereign Harbour Innovation Park (SHIP)	New contemporary business premises at Sovereign Harbour Innovation Park	Q4 2021/22		Occupancy of Pacific House remains at 80%. Meeting held with John Shaw from Sea Change Sussex on 11 September to discuss the delivery of Phase 2 of the SHIP.
Hampden Retail Park	The acquisition and development of Hampden Retail Park as part of the Property Acquisition and Investment Strategy (PAIS).	Q2 2019/20		Exchange of contracts on the land adjacent to the car park from East Sussex County Council took place this quarter which will allow for the scope of development at the site. New tenants 'Office Depot' now in the empty unit left by the closure of Maplins.

c A great destination for tourism, arts, heritage and culture










Project / Initiative	Description	Target completion	Status	Update
Refurbish the Redoubt Fortress	Restoration of the fort - Create a new entrance, lift access, opening of remaining casements, environmental improvements.	Q4 2019/20		<p>Planning is progressing well for the refurbishment and building works that will enable improved access and increased use of the Redoubt.</p> <p>Non-intrusive investigations to the fabric of the building will begin when the Redoubt closes to the public in November 2018. Building works are due to commence in mid 2019.</p> <p>The Redoubt will open for weekend 'Hard-Hat' tours by early summer 2019.</p>
Wish Tower Restaurant	Scheme to deliver a flagship restaurant	Q1 2019/20		<p>Construction of the restaurant started on site 19/11/18 with Clear Sustainable Futures leading on the contract management of Sunninghill. The design and build specification and associated lease have been finalised.</p>
New Museum	A purpose built museum on the site of the Pavilion, which will house the story of Eastbourne, with a cafe, shop and education facilities.	Q4 2019/20		<p>Work towards 'The Story of Eastbourne' in Victoria Mansions progressing well.</p> <p>Heritage team currently bringing the narrative and display together and all external illustrations have been commissioned and completed.</p> <p>Works to the unit are starting in October and due to be complete by mid-December 2018. The Heritage Team will then complete the fit-out to ensure the facility opens to the public in Spring 2019.</p>
Devonshire Park Redevelopment	Significant investment to establish Devonshire Park as a premier conference and cultural destination to include: New welcome building: Restoration of Congress, Winter Garden and Devonshire Park Theatres: Improving Accessibility: Improving tennis facilities: New Conference/exhibition Space & Cafe: Public realm improvements	Q3 2020/21		<p>Welcome Building (expected completion 24 March 2019) External panels and concrete cladding on-going. Curtain walling and glazing proceeding well. Internal fit out commenced. Bridge connection to Congress Theatre underway. Congress (expected completion 24 March 2019) M&E installation progressing well; boilers and plant room complete. Decoration and finishing BOH on-going. Lighting bridge and balcony lighting almost complete. FOH refurbishment on-going including terrazzo in toilets. Stage tech installation proceeding well. Internal scaffold strike has begun; rear stalls area clear for new flooring/seating infrastructure installation. Racquet Court Storage options in development. Winter Garden (expected completion - late 2019) Final design drawings complete. Reviewing procurement options with Clear Futures. West facade to be replaced following detailed survey. Tennis Devonshire Halls demolition complete. Drainage and resurfacing to commence mid-October. Misc Remobilisation planning ongoing. IT equipment on order. Highways work commenced; starting in Compton Street. Kitchen design to be adjusted to incorporate refinements to fire escape from Winter Garden and Stage Door.</p>

CPR Ebn 2 Quality Environment 18-19




2.1 Quality Environment Key Performance Indicators

2.1 Quality Environment Key Performance Indicators


a High Quality Built Environment

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Target	Status		
Increase the percentage of Major Planning Applications processed within 13 weeks	65%	100%	65%		100%	65%			Performance remains above target for Q2. Three major planning applications were processed within 13 weeks during this quarter.
Increase the percentage of minor planning applications processed within 8 weeks	75%	73%	75%		74%	75%			34 out of 46 minor planning applications were processed within 8 weeks. Q2 shows a modest increase in performance but remains slightly under the target of 75%. Attention to caseload following transition will result in enhanced performance for the coming quarter.
Increase the percentage of other planning applications processed within 8 weeks	75%	73%	75%		78%	75%			65 out of 83 other planning applications were processed within 8 weeks. Performance is above target and has improved this quarter (Q1: 73%).

b A clean and attractive town

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Target	Status		
Decrease the number of reported fly-tipping incidents	600	102	150		130	150			Performance within target for Q2. Therefore at the end of Q2 the yearly maximum figure of 600 is also on track.

c Less waste and low carbon town


KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Target	Status		
Increase the percentage of household waste sent for reuse, recycling and composting	36.00%	37.40%	36.00%		tbc	36.00%	tbc	tbc	We are awaiting Q2 data. As with every quarter there is a lag with receiving the verified waste data flow.

CPR Ebn 2.2 Quality Environment Projects and Programmes 18-19

2.2 Quality Environment Projects and Programmes

2.2 Quality Environment Projects and Programmes

a High Quality Built Environment




Title	Description	Target Completion	Status	Update
Conservation area appraisals	<p>This relates to the Seafront & Town Centre Conservation area.</p> <p>Project to appraise Eastbourne's conservation areas. Every 5-10 years a conservation area appraisal is required to audit the heritage value of the conservation area. This audit will identify areas of the Conservation Area that have retained heritage value and areas that are showing signals of decline, along with an assessment of whether the boundary/extent of the conservation area should be retained/extended/reduced.</p>	31-Mar-2019		<p>Town Centre and Seafront Conservation Area appraisal is complete and recommends extending the boundary in key locations. These recommended extensions are under review by officers and will be reported to the necessary committees in the future.</p> <p>College Conservation Area Appraisal has been commissioned and begun. The results will be reported to the necessary committees.</p>

Page 20

b Excellent parks and open spaces

Project / Initiative	Description	Target completion	Status	Update
Eastbourne Park Initiatives	<p>Delivery of priority initiatives identified in the Eastbourne Park Supplementary Planning Document including conservation and enhancement of the existing environmental, ecological and archaeological characteristics of Eastbourne Park for future generations. Sensitive management of the area to provide appropriate leisure and recreational uses.</p>	Q4 2019/20		<p>Information boards and new gates all installed and snagging completed.</p> <p>The project is now complete and finished ahead of time.</p>

c Less waste and a low carbon town




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		Joint Venture (JV) Steering Board meetings to take place every other month. The meetings provide an update on what progress has been made on projects that are being delivered through the JV over the last two months; provide updates on New Project Requests and details of any potential new participants. First JV Steering Group Project meeting held on 18 September.
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		An internal communication strategy is currently underway to raise awareness of the issues of SUP and the work we are undertaking to reduce colleagues' use of SUP. We are preparing for the second plastic audit of council offices as well as the questions for the second staff survey which will both be undertaken in November. These will measure the impact of our work including the reduction in SUP use and staff behaviour and attitudes.
Waste mobilisation programme - overarching	Programme to establish a Local Authority Controlled Company (LACC) to manage waste services at EBC.	Q4 2020/21		<p>The Joint Waste Member Board (JWMB) comprising Cllr Paul Franklin and Cllr Jonathan Dow, the Director of Service Delivery and officers, met 8 August 2018 to agree terms of reference and receive reports on performance and work streams relating to the waste programme, with a further meeting 5 October.</p> <p>The purpose of the JWMB is:</p> <ul style="list-style-type: none"> • To provide oversight to the current Waste Programme across both councils. • To consider industry best practice and share lessons learned. • To help guide the development of recommendations for the shape and focus of future service delivery, exploring opportunities for joint working where appropriate. • To provide advice on issues that affect service users/ residents. • To receive and consider performance reports and information, as required. <p>The officer programme board has met regularly through Q2 to track related work streams. Good progress has been made in terms of depot provision; new fleet procurement for both waste services; and IT systems for the new service at Eastbourne.</p> <p>The new waste company has been incorporated with Company House as South East Environmental Services Ltd (SEESL) and Directors appointed to the board.</p>

CPR Ebn 3 Thriving Communities 18-19

3.1 Thriving Communities Key Performance Indicators







3.1 Thriving Communities Key Performance Indicators










a Improved Health and wellbeing

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Target	Status		
DFGs - Time taken from council receiving a fully complete application to the council approving the grant	28 days	56 days	28 days		4 days	28 days			Processing times have improved considerably since Q1. The PI shows how long the council take in processing the DFG taking away the external influences that are out of our control and has been configured to take account of how the occupational therapists (OT) have changed their processing due to them having to employ private OT's.













Page 22







b Meeting Housing Needs

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Target	Status		
Number of Licensed HMO's Inspected per Quarter	50	46	12.5		38	12.5			Within target
Number of households living in emergency (nightly paid) accommodation	80	153	80		151	80			Despite on-going pressures the team continue to deliver some good work to continue with our overall objective to reduce emergency accommodation figures. 18 clients left emergency accommodation in Sept, with at least 10 more scheduled to leave in early October. We met our targets for the rough sleeping initiative, through a combination of rent




KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Target	Status		
									in advance loans and temporary accommodation placements, with the assessment centre due to open on 1st Nov. We continue to require significant agency support with backlog decisions.
Satisfaction with housing services	75%	86%	75%		88%	75%			
Rent arrears of current tenants (as a percentage of all rent)	3%	2.68%	3%		2.8%	3%			The rent arrears are within target. They have reduced from August to September. The Account Management Team has completed 74% of arrears recommendations during September.
Average void relet time key to key (month & YTD)	24.0	24.4	24.0		23.6	24.0			<p>October Position</p> <p>Average re-let time for minor voids was 17.86 days, an improvement from Q2. We re-let 8 properties, 1 of which needed extensive repairs or adaptation installations. With the property, average relet times are 28.1 days.</p> <p>June-Sep commentary</p> <p>Average re-let times for minor voids was 18.4 days. 50 properties were re-let, of which 8 needed extensive repairs. For those, our relet times were adversely affected by our partners not achieving targets for completing repairs on vacant property. Through contract management mechanisms we are now driving forward improvement.</p> <p>Performance improvement plan carried out</p> <p>Our partners have an improvement plan which is expected to reduce the average number of days for the works phase in order to bring overall re-letting times back within target by end of Q3</p>

c Putting the Customer First

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Target	Status		
Revs and Bens: Average days to process new claims	23	26	23		25	23			<p>Latest position (Oct 2018): Processing times have improved and were within target at 22 days.</p> <p>June-Sep commentary: Performance has improved from Q1.</p> <p>Performance Improvement Plan Performance is being monitored and addressed by training and coaching staff. In Q3 an intensive, solutions based project was launched to look at this area with the aim of improving processing times.</p>
Revs and Bens: Average days to process changes	8	11	8		10	8			Please see note above.
Number of new sign-ups to the Councils' social media channels	600	592	150		454	150			
Increase the percentage of calls to the contact centre answered within 60 seconds - Ebn	80%	27.69%	80%		27.65%	80%			<p>Latest position (29/10-17/11):</p> <p>The figure for the first fortnight in November is 53.9% which is a noticeable improvement from Q2. Other key statistics to note for this period:</p> <p>Total number of calls offered: 10,483</p> <p>Total number of calls handled: 9603</p>

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Target	Status		
									<p>Average speed of answer: 96 seconds</p> <p>June - September Commentary: Q2 was a challenging quarter however performance has improved. We continue to engage and train new members of staff and implement new ways of working. Queue busting continues to take place to assist with the average time to answer calls and although this can be demanding during busy lunch time periods, it does make a positive difference.</p> <p>Performance Improvement Plan Carried out: In late September the training for 8 Customer Advisors was successfully completed and 3 of the Advisors have now gone solo with less supervisory support needed. All 8 staff will still need light touch support, however this will decrease over the coming months. On a positive note on the 26th September we transitioned the LDC Planning calls into the customer contact team. There was an extensive 2 week training for this transition during the month and although this did have an impact on the number of staff available, we are now in a great position with many more staff than before in place who are able to assist customers with planning enquiries.</p>
Reduce the numbers of abandoned calls to the contact centre - Ebn	5%	31.16%	5%		29.24%	5%			<p>Latest Position (29/10-17/11)</p> <p>The figure for the first fortnight in November is now only at 8.2% abandoned which is a noticeable improvement from Q2.</p> <p>June - September Commentary</p> <p>Q2 was a challenging quarter but improvement has improved significantly</p> <p>Performance Improvement plan carried out: Please see PI above.</p>
Number of people registering for our email service (GovDelivery)	4,000	5,310	1,000		1,158	1,000			We would expect Q2 to be lower than Q1, as the introduction of GDPR in May 2018 saw an unusual spike in sign-ups.

d Keeping Crime and anti-social behaviour low


KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Target	Status		
Improve our ranking compared to similar authorities in relation to all crime - Eastbourne	5	1	5		1	5			Eastbourne was ranked 'lowest' in its Most Similar Group for crimes per 1000 population in this quarter - the best ranking and a significant improvement by comparison with other authorities in the group compared with previous months. The Community Safety Partnership continues to focus on addressing anti-social behaviour associated with young people and street communities and on developing work to address the increased risks posed by organised crime targeting vulnerable young people and adults. Further details will be included in the reports to Scrutiny and Cabinet in December.

CPR Ebn 3.2 Thriving Communities Projects and Programmes 18-19


2.2 Thriving Communities Projects and Programmes

Meeting housing need

Project / Initiative	Description	Target completion	Status	Update
Housing Development Programme	Deliver an ambitious programme of housing development and refurbishment that provides homes and makes a positive contribution to Eastbourne's economic future	Q4 2019/20		CSF is now overseeing Bedfordwell Road in conjunction with the internal project team. Surveys have been done for progressing the Pump House wind & water tight works. Northbourne Road development of 12 new homes is now on site, foundation works are underway.

Project / Initiative	Description	Target completion	Status	Update
				<p>Clear Sustainable Futures (CSF) is engaged for the infill sites (garage) project with 183a-c Langney Rd being included in this programme of works. Design and preparation works are underway.</p> <p>Fort Lane final contractual negotiations underway.</p> <p>Wind and watertight works at Victoria Mansions are due to commence soon. These are being overseen in conjunction with CSF.</p>
Homelessness Pressures and Rough Sleeping Project	Reduce homelessness.	Q4 2019/20		<p>Despite on-going pressures the team continue to deliver some good work to continue with our overall objective to reduce emergency accommodation figures. 18 clients left emergency accommodation in Sept, with at least 10 more scheduled to leave in early October. We met our targets for the rough sleeping initiative, through a combination of rent in advance loans and temporary accommodation placements, with the assessment centre due to open on 1st Nov. We continue to require significant agency support with backlog decisions.</p> <p>The homelessness pressures project, which kicked off earlier this year, achieved the following in Q2:</p> <p>The landlord's reward scheme is slowly gaining momentum and interest, having secured its first tenancy, with several lined up to start over the coming months.</p> <p>There are seven new trainees all ready to start the trainee programme on 12th November, so this will support with demand/resourcing in the mid-term</p>

c Resilient & engaged communities







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		This is now considered to be business as usual in Eastbourne as the Full UC service has been operational for over a year. We still have regular contact with Jobcentre Plus managers and monitor the work done by the CAB in terms of assisted digital support and personal budgeting support.

CPR Ebn 4 Sustainable Performance 18-19

4.1 Sustainable Performance Key Performance Indicators




4.1 Sustainable Performance Key Performance Indicators

a Delivering a balanced budget

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Target	Status		
Percentage of Council Tax collected during the year - Eastbourne	97.06%	28.75%	29.19%		55.53%	56.13%			We are 0.6% below the profiled target. This is primarily due to the backlog of work outstanding which the Account Management Team is reducing.
Percentage of Business Rates collected during the year - Eastbourne	98.50%	29.53%	29.90%		54.78%	54.72%			We are 0.06% ahead of the profiled target

Page 28

b Managing our people & performance

KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	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			<p>This is the second quarter of reporting average days lost due to sickness for our entire staff group. In Q2, sickness was 2.11 days represent a decrease from the same period last year which was 2.85.</p> <p>There is generally a higher level of sickness in the Waste Service and it is interesting to note that if we take Waste out of the calculation, the Q2 figure reduces to 1.81. Waste</p>


KPI Description	Annual Target 2018/19	Q1 2018/19			Q2 2018/19			Direction of travel between Q1 18/19 and Q2 18/19	Latest Note
		Value	Target	Status	Value	Cumulative Target	Status		
									<p>Services on its own is 3.86 days for Q2.</p> <p>A few long term cases have been resolved recently and only 3 employees were off for the entire quarter, a decrease from Q1, all of whom are being supported by their manager with support from HR and progressing through the Attendance Management process.</p> <p>The total for Q1 and 2 is 3.7 days lost, which means we are in line to remain within our target of 8 days. However, we are mindful that Q3 and 4 historically have an increased absence rate, due to the winter months. HR has been promoting Influenza Vaccination to try and mitigate this.</p>

Page 29 **CPR Ebn 4.2 Sustainable Performance Projects and Programmes 18-19**

4.2 Sustainable Performance Projects and Programmes

4.2 Sustainable Performance Projects and Programmes

Delivering in partnership

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 £2.8m savings while protecting services	Q4 2019/20		<p>Latest Position (October 2018) Discussions over recent weeks relating to the delivery of technologies and the relationships with third party suppliers indicate an increased likelihood of an improved position for next quarter. Officers will continue working to manage and mitigate for these issues throughout the quarter.</p> <p>Q2 Update: The programme delivered a number of significant actions/progress towards actions within</p>

Project / Initiative	Description	Target completion	Status	Update
				<p>the quarter, including:</p> <ul style="list-style-type: none"> - Further services continue to transition to new systems and ways of working – primarily, the Planning Service – enhancing and modernising the way in which we provide services and manage activities. - Planning for the next JTP Phase 2 transition – Homes First – has been the primary focus of colleagues working on the programme. - Technology developments continue to be deployed to support the new ways of working (eg.tablet devices and Outlook Web Access were rolled out to councillors to provide flexible access to council emails) and an enhanced phonebook was launched on the intranet delivering greater usability and functionality for all users. - Channel shift (the process by which the council encourages customers to interact via digital channels) – progress has been made to increase customers' use of online channels (eg. there was a 6% increase in processes being completed online in the year to September 2018) and this is expected to grow further (eg. a number of processes for businesses/landlords are now "online only"). - The teams working on delivering the aims of the Joint Transformation Programme continue to listen and respond to feedback - mainly in relation to the joint website and the availability of staff on the phones. 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. - Planning for the next stage in the transformation journey - JTP Phase 3 – was finalised for consideration by Cabinet in October 2018. <p>The JTP tackles the same challenges and risks that all change management programmes of this scale and ambition face - issues relating to technologies, personnel and the relationships with third party suppliers are known and are being managed appropriately. Delivery of the transformation is being managed within the £6.8m budget and the £2.8m of savings for JTP Phases 1 and 2 have been achieved.</p>

Devolved Budgets 2018/19 - 1 July 2018 to 30 September 2018

Ward	Projects	Description	Project Spend to Date
Devonshire	Parade Bowls Club	To replace the kitchen floor at the Bowls clubhouse.	£500.00
	Splash point Jazz Festival	To help support Eastbourne's first Jazz Festival. Secure additional promotional materials to help launch the event so that it can be self sustaining in the future.	£2,000.00
	Plastic Free Eastbourne	To help promote the need to reduce single use plastic use and to ensure that it is disposed of responsibly. This project will help promote Plastic Free Eastbourne and the work it does.	£350.00
Total spend			£2850.00

Ward	Projects	Description	Project Spend to Date
Hampden Park			
Total spend			£0.00

Ward	Projects	Description	Project Spend to Date
Langney	Langney Shopping Centre Defibrillator	To provide the second instalment for funding for a defibrillator at Langney Shopping Centre.	£256.00
	MakeLunch	To provide hot and nutritious meal for those in receipt of free school meals during term time. The service will be provided on certain days throughout the summer holidays from St Barnabas Church.	£300.00
	Compass Community Arts	Phase two of contributions to the Compass Arts Project providing frames for completed art work.	£180.00
	Langney Community Library	To provide a contribution to the set up costs of the Langney Community Library	£4,000.00
	Netcall Youth Badminton	To provide a contribution towards Junior Netcall badminton sessions at Shinewater Sports Centre	£350.00
Total spend			£5086.00

Ward	Projects	Description	Project Spend to Date
Meads	Wish Tower Planting	To convert the Moat of the Wish Tower into a memorial Peace Gardens.	£2,500.00
	Eastbourne Volunteers	To increase the spaces and facilities for the users of the service.	£1,504.93
	Coffee Pot	To provide mobile shelving, games and toys and promotion and branding to increase the success of the weekly event.	£1,050.00
	St Johns Bowling Club	To provide a replacement advertisement banner for St. John's (Meads) Bowling Club.	£140.00
Total spend			£5194.93

Ward	Projects	Description	Project Spend to Date
Old Town			
Total spend			£0.00

Ward	Projects	Description	Project Spend to Date
Ratton	Lakeside Festival	To provide funding for staging to allow local groups to perform at the Lakeside Festival.	£2,000.00
Total spend			£2000.00

Ward	Projects	Description	Project Spend to Date
St Anthony's			
Total spend			£0.00

Ward	Projects	Description	Project Spend to Date
Sovereign	Sovereign Community Centre	To assist with the funding of the fixtures and fittings for the new community centre at the Sovereign Harbour.	£8,000.00
Total			£8000.00

Ward	Projects	Description	Project Spend to Date
Upperton	JPK Project	To furnish a room for supported living accommodation at the JPK.	£1,200.00
Total spend			£1200.00

All Wards total spend	£23,130.93
Number of Schemes	15

This page is intentionally left blank

Agenda Item 8

Report to:	Scrutiny Committee
Date:	3 December 2018
Title:	Sustainability Policy
Report of:	Ian Fitzpatrick, Director of Planning and Regeneration
Cabinet member:	Councillor Jonathan Dow, Cabinet Member for Place Services
Ward(s):	All
Purpose of report:	To support the development of the Sustainability Policy for Eastbourne Borough Council
Decision type:	Key
Officer recommendation(s):	(1) To consider the proposed Sustainability Policy (2) To refer observations or recommendations to Cabinet
Reasons for recommendations:	To support the development of the Sustainability Policy for Eastbourne Borough Council
Contact Officer:	Name: Jane Goodall/Kate Tradewell Post title: Strategy and Partnership Lead, Quality Environment/Strategy and Corporate Projects Officer (Quality Environment) E-mail: jane.goodall@lewes-eastbourne.gov.uk kate.tradewell@lewes-eastbourne.gov.uk Telephone number: 01323 415383

-
- 1 Introduction
 - 1.1 Eastbourne Borough Council has undertaken a range of work relating to sustainability goals over the years, for example the installation of PV panels; bee-friendly and fruit tree planting; and supporting community beach cleans.
 - 1.2 On 12 September 2018, Cabinet authorised the Strategy & Partnership Lead, Quality Environment, in consultation with the Cabinet member for place services, to prepare a Sustainability Policy to provide a framework for council activities for consideration and approval at Cabinet later in the year.
 - 1.3 The sustainability policy aims to comprise a number of core values guided by the generally accepted definition of sustainable development:

“Development that meets the needs of the present without compromising the

ability of future generations to meet their own needs” Brundtland Report, 1987

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

2 Proposal

2.1 That this policy is considered at Scrutiny Committee.

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

3 Outcome expected and performance management

3.1 The adoption of a set of guiding principles in the form of an overarching Sustainability Policy will bring Eastbourne Borough Council into line with many other councils nationally. The policy will support planning policy and guidance, guide procurement decisions, potentially reduce costs with regards to energy and waste (through staff education and project initiatives) and generally work to ensure the council has ‘its own house in order’ before guiding others.

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

4 Consultation

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

5 Corporate plan and council policies

5.1 Corporate Plan: a clean and attractive low carbon town, producing less waste than before, with a high quality built environment, excellent parks and open spaces and served by a number of good transport options.

5.2 This policy builds on a number of initiatives in Eastbourne including the installation of 410 PV panels; a commitment to developing the EV charge point network; and a reduction of single use plastics in council offices.

6 Business case and alternative option(s) considered

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

7 Financial appraisal

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

8 Legal implications

8.1 Under the Localism Act 2011 section 1, the general power of competence, the

Council has the power to do anything that an individual can do that is not specifically prohibited or to which a more particular power or duty does not apply. The actions proposed in this Report fall within this power. Report considered by Legal on 31 August 2018 (IKEN-007643-EBC-OD.).

9 Risk management implications

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

10 Equality analysis

10.1 EaFA 'no relevance' report

11 Appendices

- Appendix 1 – Eastbourne Borough Council draft sustainability policy

12 Background papers

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

- [Decisions taken by the Cabinet on 12 September 2018](#)

This page is intentionally left blank

Draft

Eastbourne Borough Council Sustainability Policy

December 2018

The government has set a clear agenda to be “the first generation to leave the environment in a better state than it was found”, with plans to deliver on a range of objectives, from cleaner air and water to minimising waste, banning pure combustion engine vehicles from sale by 2040 and a greenhouse gas emissions target of 80% reduction by 2050.

Eastbourne Borough Council acknowledges the community leadership and enabling role the council plays in the long-term sustainability and resilience of our communities. This is particularly important as we continue to provide new homes, redevelopment and regeneration into a future that will be subject to a changing climate.

Our role is reflected in the priority themes within the Council Plan and the vision to deliver a clean and attractive low carbon town, producing less waste than before, with a high quality built environment, excellent parks and open spaces, served by a number of good transport options.

The basic principles of sustainable development are generally accepted as:

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

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

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

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

- We will embed sustainability into our procurement practices and make considered purchasing decisions such as finding alternatives to single-use plastics;
- We will seek out opportunities to improve biodiversity and green infrastructure within our town;
- We will seek to improve air quality;

- We will develop our coastal asset plan to integrate coastal issues and risk management in harmony with the natural environment;
- We will reduce waste, promote the re-use of materials where possible and increase recycling in our own operations. We will enable residents to do the same;
- We will continue to take action to address littering and fly-tipping;
- We will use our CLEAR FUTURES Joint Venture to encourage the highest standards of development, going above and beyond minimum standards;
- We will become more efficient in our use of energy at our sites, making targeted improvements where cost effective to do so.

We will encourage sustainable economic growth, for example:

- We will work with private and public sector partners to drive projects on key strategic sites through the CLEAR FUTURES Joint Venture;
- We will work with the East Sussex College Group to address the skills gap and tackle employability issues;
- We will work with the region's Universities and the East Sussex College Group to enable the further development of green growth and a knowledge-based, innovative economy.

We will enable our communities to thrive, for example:

- We will deliver affordable housing in line with housing need, that provides the best possible living environment for residents;
- We will work to tackle fuel poverty and improve energy efficiency of existing housing stock;
- We will enable resilient and sustainable communities and create places where people can and want to live into the future;
- We will choose sustainable locations for development;
- We will work to reduce the risk to our communities from flood events and coastal erosion;
- We will work in partnership with the voluntary & community sector so that communities can be encouraged to mobilise themselves to solve local problems and meet local needs;
- We will promote equality and foster positive relationships;
- We will promote the health and well-being of our residents.

Report to:	Scrutiny
Date:	3 December 2018
Title:	Eastbourne Community Safety Partnership Annual Report
Report of:	Ian Fitzpatrick, Director of Regeneration and Planning
Cabinet member:	Councillor Ungar, Cabinet Member for Community Safety
Ward(s):	All
Purpose of report:	To enable Scrutiny Committee to consider the current performance of the Eastbourne Community Safety Partnership (ECSP)
Decision type:	Key
Officer recommendation(s):	(1) That Scrutiny Committee note the achievements and activities of the Eastbourne Community Safety Partnership during 2017/18 and future risks/opportunities to performance.
Reasons for recommendations:	For Scrutiny Committee to consider progress on delivery of the current Community Safety Plan.
Contact Officer(s):	Name: Pat Taylor Post title: Strategy and Partnerships Lead – Thriving Communities E-mail: pat.taylor@lewes-eastbourne.gov.uk Telephone number: 013123 415909

1 Introduction

- 1.1 Community Safety Partnerships (CSPs) were established under the Crime and Disorder Act 1998. They are formed from a number of bodies referred to in the 2015 Act as “responsible authorities”, such as the police, fire and rescue service and local authorities.
- 1.2 Amongst other obligations, CSPs have a statutory duty to reduce crime and disorder, substance misuse and re-offending in their local authority area. Lewes District Council has a key role in coordinating partners of the Eastbourne Community Safety Partnership (ECSP) and contributing towards the delivery of local community safety priorities.
- 1.3 The ECSP works in partnership with the County CSP (namely the East Sussex Safer Communities Partnership) to address pan-county issues such as offender management and domestic abuse.

2 Proposal

- 2.1 CSPs have a statutory duty to set out a partnership plan and monitor progress. A new Community Safety Plan was developed in 2017 and approved early in 2018 following consultation with the police and other key partners. The 2018/19 Plan addresses the priorities for Eastbourne at that time. The priorities of the Police and Crime Commissioner (PCC), Sussex Police and East Sussex Safer Communities Partnership were taken into account, as well key local issues.
- 2.2 The Plan will be reviewed at a meeting of the Community Safety Partnership Strategy Group in January and, in light of comments raised by members of the group, it is anticipated that the priorities for 2019/20 will be amended at that stage to reflect recent trends and concerns.
- 2.3 The Community Safety Plan for 2019/20 will be brought to Cabinet in 2019 along with an update on activities.

3 Outcome expected and performance management

- 3.1 The number of crimes reported in Eastbourne has increased in the last two years with the number of crimes recorded in the district rising from 6,720 in 2014/15 to 8,761 in 2017/18. There was a 13% increase in reported crimes in 2017/18 compared with 2016/18, a slightly lower increase than the 17% increase reported in 2016/17.
- 3.2 Factors contributing to the increase in reported crime include
- (i) strict adherence to Home Office Crime Recording Procedures by Sussex Police; and
 - (ii) a PCC-led initiative to increase crime reporting in a number of categories including, domestic abuse, hate crime and sexual offences
 - (iii) the emergence of County Lines and other forms of crime which have had a significant impact on levels of crime in seaside and rural areas within Sussex.
- 3.3 Members should note that Eastbourne continues to be a low crime area compared with similar towns. Eastbourne was ranked 3rd lowest for crimes recorded in its Most Similar Group in 2017/18, meeting the target set by the council is to maintain a position in the lowest third of the group, and is currently ranked the lowest.
- 3.4 **Progress in Priority Areas**
- 3.5 **Anti-Social Behaviour:**

Actions agreed and carried out by the Joint Action Groups have made a positive contribution to Community Safety in the borough. Ward councillors, local businesses, statutory and voluntary agencies are able to bring concerns to the Joint Action Groups to be considered and addressed. Partners have focused

recently on issues raised in Bridgemere and Roselands and in Naomi Place.

3.6 The council's Neighbourhood First teams deliver an important strand of the council's work addressing anti-social behaviour, with a particular focus on environmental anti-social behaviour and promotion of the Report It app.

3.7 **Street Communities**

The ECSP has contributed significantly to multi-agency work with street communities by

- contributing funds to Operation Mascot which is a Multi-Agency Street Community Operations Team helping homeless people to access the help they need and focusing patrols on areas of the town with a high profile of anti-social behaviour to tackle problems before they escalate
- contributing funding towards the costs of appointing an Outreach Worker to identify and engage with members of the street community and link them in with the services they need to address their barriers to housing
- collaborating with housing officers at the Council to develop a new Eastbourne and Lewes Street Communities Strategy. The Strategy was launched at the initial meeting of the Eastbourne and Lewes Street communities Partnership in September 2018.

3.8 **Proactively respond to emerging threats and priorities:**

The Partnership has also begun work on a County Lines Action Plan to address organised crime through multi-agency work and on the development of a new Streetz Project designed to safeguard young people at risk of being drawn into organised criminal activity through County Lines. This has included presentations to staff and partners, including the Board of Eastbourne Homes and the Eastbourne Youth Partnership.

3.9 Council staff have been trained on a range of safeguarding issues this year to increase their awareness of current exploitation issues and encourage reporting of offences. This has covered Modern Slavery, organised crime and child exploitation, cuckooing and how to identify and report potential terrorist activity. The council has also used its communication networks to promote training tools and raise awareness and understanding of Modern Slavery, Child Exploitation and Rogue Trading and signed up to the Friends Against Scam Charter.

3.10 **Contribute to the work of agencies and partnerships that have a leading role in working with victims and offenders:**

The ECSP liaises with members of the East Sussex Safer Communities Partnership to ensure best use is made of local resources. This year the partnership has continued its work to raise awareness of domestic abuse and promote the White Ribbon campaign, and funded a drop-in service for people seeking advice and support, and has funded the Safe from Harm project to work with victims of anti-social behaviour and hate crime.

3.11 **Prevent**

The Counter-Terrorism and Security Act 2015, places a duty on all specified authorities, including local authorities, in exercise of their functions to have due regard to “prevent” people from being drawn into terrorism. The **threat level** to the **United Kingdom** from international terrorism is currently 'Severe'. This means that a terrorist 'attack is highly likely'.

- 3.12 Although East Sussex is a low risk area, Prevent forms a standing Agenda item for the Eastbourne and Lewes District Community Safety Partnership Strategy Group and the council is an active member of the East Sussex Prevent Board.
- 3.13 An audit of the council's progress and performance on Prevent was conducted in 2017/18 and found overall governance and performance in relation to Prevent to be sound. Recommendations designed to ensure council contractors and tenants of council-owned buildings are made aware of their responsibilities under Prevent have been included in an updated action plan and delivered. We also included basic information on Prevent in our staff training on Safeguarding this year and organised a specialist training session on Prevent for relevant staff in October 2018.
- 3.14 Home Office plans to transfer responsibility for Prevent from the police to upper-tier local authorities have been delayed until 2019.
- 3.15 **Liaison with the Police and Crime Commissioner**
- The Cabinet member for Community Safety, Councillor Ungar is Eastbourne Borough Council's representative on the Police and Crime Panel (PCP) which has the power to scrutinise the PCC and, in particular, her 'policing plan' and 'budget'. PCCs do not directly control local CSPs but directly impact on their effectiveness by control of budget allocation and their responsibility for monitoring CSP effectiveness.
- 3.16 CSPs are awarded an annual grant by the PCC, broadly based on population density and crime formula. Eastbourne CSP has received £26,200 per annum from the PCC over the five years up to and including 2017/18. A review of CSPs carried out by the PCC in 2017/18 led to a reallocation of funding between authorities. Eastbourne CSP benefited from an increase in funding and was allocated £37,901 for its work in 2018/19 and £40,733 in 19/20. A Spending Plan focusing on the four ECSP Plan Priorities has been developed.
- 3.17 **Proposed Eastbourne and Lewes District Community Safety Partnership**
- In late 2015 the Police and Crime Commissioner for Sussex recommended that it would be appropriate for individual District and Borough Community Safety Partnerships to investigate merging options to reflect the new policing district boundaries and make efficiency savings.
- 3.18 A 'soft merger' of Lewes and Eastbourne CSPs was agreed and has been implemented in 2017/18 and consultation on a formal merger is nearing completion. It is expected that the merger will be finalised in 2018/19, subject to the approval of the PCC.

4 Consultation

- 4.1 The ECSP Community Safety Plan 2018/19 was developed following consultation at meetings and workshops with relevant partners and stakeholders.

5 Corporate plan and council policies

- 5.1 The Community Safety Plan and work of the ECSP contribute to our Thriving Communities vision for Eastbourne to have some of the lowest levels of crime in the South East, and, as a result, our communities to feel safe.

6 Business case and alternative option(s) considered

- 6.1 The Council has a statutory duty to reduce crime and disorder, substance misuse and re-offending in their local authority area working in partnership with the police and a range of other local agencies. The current Community Safety Plan identifies priorities for action in 2018/19 based on local needs and provides a sound basis for the ECSP's spending plans. The Plan will be reviewed early in 2019 in consultation with local stakeholders and partners and will be revised to reflect current concerns and priorities.

7 Financial appraisal

- 7.1 There are no direct financial implications for the Council arising from the recommendations set out in this report.

8 Legal implications

- 8.1 This report sets out how the Council has complied, and will continue to comply, with its duties under section 6 of the Crime and Disorder Act 1998 and the Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 as amended.

Lawyer consulted 05.11.18

Legal ref: 007815-EBC-OD

9 Risk management implications

- 9.1 Reviewing performance against the Community Safety Plan each year provides an assurance that the Council is fulfilling its statutory duties and is contributing effectively to reducing the incidence of crime and anti-social behaviour and the harm caused to local communities.

10 Equality analysis

- 10.1 An Equality and Fairness Analysis was carried out on the proposed Community Safety Plan 2018/19. This is available from the report author.

11 Background papers

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

- [Eastbourne Community Safety Plan 2018-19](#)

DRAFT

Scrutiny Annual Work Programme 2018/2019

Meeting date	Item
3 December 2018	<p>A27 (an update from the Team Manager, Strategic Economic Infrastructure, East Sussex County Council) <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p> <p>Performance Monitoring 2018/2019 – Quarter 2 <i>Contact: Millie McDevitt, Performance and Programme Lead, millie.mcdevitt@lewes-eastbourne.gov.uk</i></p> <p>Community Safety Partnership Annual Report <i>Contact: Harry Williams, Policy and Engagement Coordinator, harry.williams@lewes-eastbourne.gov.uk</i></p> <p>Major Housing Grants <i>Contact: Pat Taylor, Strategy and Commissioning Lead for Community Partnerships, pat.taylor@lewes-eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p>
4 February 2019	<p>Council Budget proposals 2019/2020 <i>Contact: Homira Javadi, Chief Finance Officer, homira.javadi@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>Sovereign Centre Scrutiny Task Group – Final Report <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions <i>Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk</i></p>
10 June 2019	<p>Performance Monitoring 2018/2019 – Quarter 3 <i>Contact: Millie McDevitt, Performance and Programme Lead, millie.mcdevitt@lewes-eastbourne.gov.uk</i></p> <p>Forward Plan of Decisions</p>



Scrutiny Annual Work Programme 2018/2019

Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk

Consult relevant bodies for suggestions for 2019/2020 Work Programme

Contact: Jazmin Victory, Scrutiny Officer, jazmin.victory@lewes-eastbourne.gov.uk

**Meetings take place at 6:00pm in the Town Hall, Grove Rd,
Eastbourne BN21 4UG**

To be scheduled:

- Monitoring of Recommendations/Updates on Reviews
- Call in



Working in partnership with **Eastbourne Homes**

FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 November to 31 March 2019

Date of publication:

13 November 2018

Councillor David Tutt (Leader and Chair of Cabinet): Responsibilities aligned with Chief Executive and including the Community Strategy, Local Strategic Partnership, the Corporate Plan and economic development.

Councillor Alan Shuttleworth (Deputy Leader and Deputy Chair of Cabinet): Direct assistance services including revenues and benefits, housing and community development, and bereavement services.

Councillor Margaret Bannister: Tourism and leisure services

Councillor Jonathan Dow: Place services including cleansing and recycling, parks and Downland, engineering, building and development control, planning policy and strategy, environmental health and licensing.

Councillor Stephen Holt: Financial services including accountancy, audit, purchasing and payments).

Councillor Colin Swansborough: Core support and strategic services.

Councillor John Ungar: Community safety and the Community Safety Partnership.

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

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Corporate performance - quarter 2 2018/19</p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q2 2018/19 period.</p> <p>(Lead Cabinet members: Councillor Stephen Holt, Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	12 Dec 2018	Part exempt Exempt information reason: 3	Not applicable.	Report.	<p>Director of Regeneration and Planning (Ian Fitzpatrick), Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk, Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk , 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:
<p>Council budget 2019/20 - Draft proposals</p> <p>Preparation of the 2019/20 council budget. (Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	12 Dec 2018	Open	The budget is subject to a wide and varied consultation process which will include consultation with the business and community/voluntary sectors. The Council's Scrutiny Committee will also have a formal opportunity of considering the proposals.	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>Council tax and business rate base 2019/20</p> <p>The Council is required to set its council tax base and the expected business rate income for the forthcoming year. These calculations are used as the basis for the amount of income the Council will precept from the collection fund.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	12 Dec 2018	Open	None.	Report.	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@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>Business rate pilot</p> <p>Proposed business rate pilot.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	12 Dec 2018	Open	Not applicable	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>
<p>Major and housing grants</p> <p>To allocate Major and Housing Grants budget.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	12 Dec 2018	Fully exempt Exempt information reason: 3	Grants Task Group (Date TBC)	Equality and fairness analysis	<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 safety partnership action plan.</p> <p>Adoption of action plan.</p> <p>(Lead Cabinet member: Councillor John Ungar)</p>	All Wards	Budget and policy framework	Cabinet Full Council	12 Dec 2018 20 Feb 2019	Open	The proposals and action plan are being developed in consultation with members of the current Community Safety Partnerships in Lewes and Eastbourne.	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>
<p>Sustainability policy</p> <p>The policy is intended to provide a high level framework to inform the work of the council through future projects activities and plans.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	12 Dec 2018	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383 Jane.Goodall@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>Sustainable Energy Investment Feasibility Study</p> <p>To agree to fund the commissioning of Clear Sustainable Futures to investigate if there is an investable business case for sustainable, low carbon energy generation on 3 projects currently in the pipeline– Avis Way Depot, Seaford Health Hub and Sovereign Leisure Centre.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	12 Dec 2018	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Kate Tradewell, Strategy & Corporate Projects Officer (Quality Environment) Tel: 01323 415915 Kate.tradewell@lewes-eastbourne.gov.uk</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383 Jane.Goodall@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>Housing delivery programme</p> <p>Sets out proposals for the Council's established asset holding companies to purchase residential properties:</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Budget and policy framework	Cabinet Full Council	12 Dec 2018 20 Feb 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Nathan Thompson, Property Investment and Acquisitions Lead Tel: (01323) 410000 nathan.thompson@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>Redundancy and redeployment policy</p> <p>To receive and note a report (if submitted to this meeting) giving details of employees currently subject to this policy and related financial implications.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	12 Dec 2018	Fully exempt Exempt information reasons: 1, 2	Consultation with UNISON and the affected individuals takes place. It also provides for corporate resources to be made available to assist in the search for alternative employment both inside and externally to the Council.	Report.	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Helen Knight, Head of Human Resources Tel: 01323 415063 helen.knight@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:
Asset investments and disposals Update on the Council's asset investments. (Lead Cabinet member: Councillor David Tutt)	All Wards	Key	Cabinet	12 Dec 2018	Fully exempt Exempt information reasons: 3, 5	Not applicable	Report	Director of Regeneration and Planning (Ian Fitzpatrick)
Council budget 2019/20 To recommend full Council to set the 2019/20 budget and council tax at their meeting in February 2019. (Lead Cabinet member: Councillor Stephen Holt)	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	The budget is subject to a wide and varied consultation process which will be conducted alongside the Corporate Plan (see separate listing).	Report and budget	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>Treasury management and prudential indicators 2019/20</p> <p>To recommend full Council to agree treasury management policies and prudential indicators for 2019/20.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	None, other than provided for the main budget proposals (see separate item).	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p> <p>Janet Martin, Senior Accountant Tel: (01323) 415983 janet.martin@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 housing rent setting and HRA budget 2019/20</p> <p>Recommendations to full Council in February 2019 in respect of rent proposals for 2019/20 and the housing revenue account.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	Consultation with tenants via newsletter and focus groups and consideration at Eastbourne Homes Ltd Board.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Director of Service Delivery (Tim Whelan)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@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>Eastbourne Local Development Scheme</p> <p>To seek endorsement of the Local Development Scheme, which sets out the timetable for the preparation of the new Eastbourne Local Plan, in order to allow formal adoption at Full Council.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	Local Plan Steering Group (4 th December 2018)	Report and local development scheme	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Matt Hitchen, Senior Strategy and Commissioning Officer (Planning Policy) Tel: (01323) 415253 matt.hitchen@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 grants programme - small grants</p> <p>Pat agree small grants to voluntary organisations awarded by the borough council in Eastbourne for the year 2019/20 and agree priorities for small grants for the year 2020/21.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	6 Feb 2019	Part exempt Exempt information reason: 3	Application process advertised widely in the community.	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>Redundancy and redeployment policy</p> <p>To receive and note a report (if submitted to this meeting) giving details of employees currently subject to this policy and related financial implications</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	6 Feb 2019	Fully exempt Exempt information reasons: 1, 2	Consultation with UNISON and the affected individuals takes place. It also provides for corporate resources to be made available to assist in the search for alternative employment both inside and externally to the Council.	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Helen Knight, Head of Human Resources Tel: 01323 415063 helen.knight@lewes-eastbourne.gov.uk</p>

Explanatory Note

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

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

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

The plan shows:-

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

What is a key decision?

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

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

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

What is budget and policy framework?

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

Confidential and exempt information

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

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

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

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.

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

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

10. Information which:

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

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

11. “Labour relations matter” means:

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

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

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

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

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

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

Further information

The plan is available for inspection, free of charge upon request from Reception at the Town Hall, Grove Road, Eastbourne between 9.00 a.m. and 5.00 p.m. on Monday to Friday of each weekday (except for public holidays), and on the Council's website at <http://www.lewes-eastbourne.gov.uk/councillors-committees-and-meetings/cabinet-and-committees/>

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