

# Scrutiny Committee

## 2 September 2019



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 Caroline Ansell (Chair); Councillors Dean Sabri (Deputy-Chair) Helen Burton, Peter Diplock, Robin Maxted, Colin Murdoch, Pat Rodohan and Robert Smart**

**Quorum: 2**

*Published: Thursday, 22 August 2019*

## Agenda

- 1 Minutes of the meeting held on (Pages 5 - 12)**
- 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 Sovereign Centre Task and Finish Group Update**

This report is to follow.
- 8 Quarter 1 Performance Report (Pages 13 - 30)**

Part B – Finance Performance report is to follow.

**9 Forward Plan of Decisions** (Pages 31 - 56)

To receive the Forward Plan of the Council.

**10 Annual Scrutiny Work Programme** (Pages 57 - 60)

To receive the Annual Scrutiny Work Programme.

**11 Date of the next meeting**

To note that the next meeting of the Scrutiny Committee is scheduled to be held on 2 December in the Court Room, Town Hall, Eastbourne 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](mailto:committees@lewes-eastbourne.gov.uk)

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Working in partnership with **Eastbourne Homes**

## Scrutiny Committee

**Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 10 June 2019 at 6.00 pm**

### **Present:**

Councillor Caroline Ansell (Chair)

Councillors Dean Sabri (Deputy-Chair), Helen Burton, Peter Diplock, Robin Maxted, Colin Murdoch, Pat Rodohan and Robert Smart

### **Officers in attendance:**

Linda Farley (Head of Customer First), Peter Finnis (Assistant Director for Corporate Governance), Gary Hall (Head of Homes First), Jo Harper (Head of Business Planning and Performance), Millie McDevitt (Performance and Programmes Lead) and Nick Peeters (Committee Officer)

**Also in attendance:** none

### **1 Minutes of the meeting held on 4 February 2019**

Prior to agreement of the minutes, the Chair thanked officers for the training provided for Members and for details of the topics looked at by the Committee over the previous four years, adding that, the information provided would be used to inform the Committee's planning of its work programme.

The minutes of the meeting held on 4 February 2019 were submitted and approved, and the Chairman was authorised to sign them as a correct record subject to the following amendments:

Minute 49 - Discretionary Housing Payment (DHP) Policy 2019/2020.  
Members noted that the discretionary payment for Eastbourne was £310,000.

Additionally, Members referred to minute 52 of the previous meeting – Council Budget Proposals 2019-20, and commented that the budget book had not yet been received, for consideration of its presentational layout by the Committee.

### **2 Apologies for absence**

There were no apologies received.

**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**

There were none received.

**4 Questions by members of the public**

There were no questions received from members of the public.

**5 Quarter 4 Performance Report 2018/19**

The Committee considered the report of the Deputy Chief Executive regarding Quarter 4 2018/19 performance against the Corporate Plan priority actions, performance indicators and targets.

Prior to introduction of the report, the Chair expressed concern at the late publication of the report. The Chair said assurances had been received that further reports would be available at the time of agenda publication – a statutory requirement of five working days prior to the meeting, allowing Members to properly familiarise themselves with the data provided.

The Performance and Programme Lead apologised for the delay in the publication of the report, advising that it was not standard practice and every effort would be made to ensure it did not occur again. During discussion Members highlighted the following points:

- The Committee requested further detail on housing supply in the borough and how this related to the Council's Local Plan. Concern was expressed that the Council's Local Plan was in need of renewal and a question was raised over the annual target set for the supply of housing, as the Council was falling behind on the number of homes it was required to provide, and that number itself was increasing. Members were advised that it was within the Committee's gift to request a further report on housing supply and/or request that the appropriate officers attend a future meeting.
- It was further explained that, targets were a challenge due to restrictions in land supply and that the current figure will be met, albeit that the units would be built out in the following year (due to adverse ground conditions). The Committee suggested that neighbouring authorities be consulted on how they planned to meet their own targets.
- It was agreed that an update on the status of the Local Plan as well as the national, regional and local figures for housing targets/supply would be reported to the Committee's next meeting as part of the Q1 performance report.
- The Committee questioned the quality of the data provided nationally in relation to tourism (Cambridge Economic Impact Model). Members were advised that the method for capturing the data was highly respected and

nationally given a great deal of weight. The Committee suggested that estimates could be provided earlier in the year. Officers explained that, for the Council to collect this type of data itself, a significant increase in time and resources would be needed. The Committee suggested that performance data for other comparable authorities such as Bournemouth could be considered at a future meeting, although it was not considered to be time-critical. Officers advised that other authorities used the same model for collecting the data.

- An update on the situation in the Beacon following the recent announcement of the withdrawal of restaurants was also requested. Officers advised that an update would be provided following the meeting.
- The Committee questioned the absence of a report from the Sovereign Centre Task and Finish Group who had explored options for the development of the Centre and had been due to report to the June meeting. Officers confirmed that the TFG had undertaken the work but that a report was not yet available, adding that, cautiously there could be an update to the September meeting but that in all likelihood, a report would not be available until the Committee's December meeting. Members asked that any business case be provided at the earliest opportunity. Members asked that the business case for the chosen scheme be made available to them and also the past papers on options work.
- The Committee felt that the status of the Sovereign Harbour Community Centre project to serve the Sovereign Harbour Neighbourhood should be flagged as amber as the centre was not yet open.
- The Committee expressed concern over the 'red' status of the processing of major and minor planning applications. Officers explained that there were a number of contributing factors. There were a low number of major applications but they were often complex, with delays potentially being caused by negotiations over matters such as infrastructure and developer contributions. The small number could sometimes skew the quarterly measure, however, it was noted that the annual outturn against target was good. Officers added that, although the minor applications were slightly below target, there had been a number of new starters in the technical team, who had spent the previous year getting established and who were now working hard to recover the performance results and meet targets. The Committee was reminded that the Head of the Planning Service had attended meetings in the past to discuss planning indicators. Members requested officers provide sub set data in the commentary box to better reflect the progress made within major projects.
- The Committee expressed concern that the charges now being applied at East Sussex County Council (ESCC) waste and recycling sites could result in increased fly-tipping. Officers explained that, although the performance was slightly below target, the results were being monitored closely. Officers added that incidents of fly-tipping had in fact decreased

over the last 2-3 years and the direction of travel was a positive and again, the annual outturn was within target.

- The Committee expressed concern at the downward trend displayed by the household waste recycling figures. Officers advised that this was a national trend and it was hoped that the new household waste contract would re-energise the message to residents around recycling – reduce, reuse and recycle. The Chair felt there was an opportunity to look at how the trend could be reversed and that this was a piece of work that warranted inclusion on the Committee’s work programme and a discussion with the relevant service-lead and other expert voices.
- The Committee discussed the indicator for the inspection of licenced houses of multiple occupancy (HMOs) and questioned the low target set against the outturn figure for the year. Officers explained that the target was not based on a national figure and had been set with a degree of caution when the environment for HMOs was going through a period of change, and that it was due to be reviewed. It was explained that Eastbourne had a large volume of HMOs and while there was a statutory process that needed to be followed for their licensing, not every HMO required licensing. It was noted that the scrutiny of the process for licensing HMOs was a potential piece of work that fell within the remit of Scrutiny for later consideration, but that the Committee needed to recognise its ability to influence the situation. The Committee requested an outline be provided on how the scrutiny could be undertaken.
- The Committee was advised that, for 2019/20, the target for the numbers in emergency accommodation had been removed, adding that, following a number of discussions, it was agreed that an authority’s intention should be for no households to be in that position. Officers said the key to homeless practice was to have early prevention and processes for this were being put in place. It was confirmed that the performance reports would be data and commentary only.
- The Committee agreed that an update on the Council’s activities around HMOs, people in emergency accommodation and homelessness/rough sleepers in the borough, should be brought to a later meeting. Members expressed concern about the very high numbers and the length of time people were in emergency accommodation but recognised the latest positive impact new partnerships were having on the situation. The Committee agreed to keep a watching brief on the numbers and the direction of travel - at this point.
- The Committee discussed the indicators for call-handling and Members were advised that ‘A Good Time to Call’ was being advertised to customers and that the timing of large mail-outs was being carefully managed to avoid large numbers of calls being received at the same time. Officers also advised that FAQs were being provided online in advance of items such as an annual council tax billing, to reduce the need for calls to be made.



- Members questioned the indicator for staff long-term sickness and were advised by officers that, while it was an area that could be looked at by the Committee, it would not currently be possible to separate the figures for the two authorities, as it referred to one work-force. Details of data separating short term and long term absences could be provided.
- The Committee referred to the devolved budgets and was advised that the scheme started in 2007/08 and had been very successful.
- The Committee expressed its concern at the omission of the Quarter 4 Financial report from the agenda, as well as that of the quarter 3 performance report from a previous agenda. Officers explained that the minutes of the previous meeting confirmed the consideration of the Quarter 3 report by Members, and that the final audited report was historically reported to the Committee's September meeting, as part of the year-end reporting process. Officers added that, while draft figures could be requested at an earlier point, officers were heavily involved in producing year-end accounts. Officers agreed to clarify the question on the Quarter 3 financial report following the meeting.

**RESOLVED:**

1. To note the Council's progress and performance for Quarter 4 of 2018/19 and that updates on the following items be considered further by the Committee:
  - the status of the Local Plan, and of national, regional and local figures for housing supply, and affordable housing;
  - the work of the Sovereign Centre Task and Finish Group;
  - the unit occupancy in the Beacon;
  - the Council's process for the inspection of licensed HMOs and how targets are managed;
  - targets for people in emergency accommodation and homelessness/rough sleepers; and
  - the improvement of recycling figures, with presentations provided by experts and relevant officers to brief the Committee.
2. That the Cabinet be requested to consider the following changes to the Council's performance indicators for 2019/20:
  - the project for the Community Centre to serve the Sovereign Harbour Neighbourhood be flagged as amber; and

- the commentary within the processing of planning applications performance indicators include more detail.
- the target for the Number of number of Licensed HMO's Inspected per Quarter be reviewed/reconsidered; and
- understood the points made in relation to the change on reporting and targets in emergency accommodation, and felt that it would be sufficient if the figure instead reported how many helped in relation to how many qualifying for help was given and trend over time was clear.

## **6 Urgent items of business**

There were no urgent items of business for consideration.

## **7 Right to address the meeting/order of business**

There were no requests to address the meeting.

## **8 Forward Plan of Decisions**

The Assistant Director for Corporate Governance presented the Cabinet's Forward Plan of decisions to Members.

The Committee discussed the reporting timelines for the Forward Plan and were advised by officers that, other than the call-in process, there were not opportunities to input into the decision-making process once the Cabinet decisions had been made. Officers added that the Forward Plan was published every four weeks and notification provided to all members of the Council, and the Committee should flag any forthcoming decisions that it wished to look at. Officers suggested that the informal and internal Cabinet schedule seen by the Corporate Management Team could be circulated to the Committee and this was accepted.

**RESOLVED** to note the Forward Plan and request that the Cabinet schedule be made available to the Scrutiny Committee.

## **9 Discussion of Future work programme for 2019/20 (Discussion / Verbal Update)**

The Committee discussed its work programme for the year ahead. During discussion the following points were raised:

- The Committee asked that recycling rates in the borough be included in the work programme and that opportunities to maximise the levels of recycling be explored.

Additionally, the following items were suggested for inclusion in the work programme:

- Maternity cover at Conquest Hospital – this had been included on the Committee’s work programme in 2017 and it was felt that a two year review would be beneficial. However, the committee was reminded that, in 2017, the decision to undertake the survey was an executive one to which Scrutiny were then invited to receive and comment on the report outcome on behalf of the Council. Any new survey would also need to be an executive decision.
- The A27 – it was felt that an initial discussion on this issue might provide an opportunity for further scrutiny.
- Homes First – it was felt that a broad review of the organisation would be beneficial to the Committee and the Council. Officers suggested that an all-member briefing the hour prior to the start of the Committee’s September meeting could focus on this item.
- The Chair referred to the information provided by the Centre for Public Scrutiny and suggested that looking at how scrutiny was done in other authorities would be a useful exercise and this should be taken forward in the New Year as a piece of work, with a focus on how residents in Eastbourne could be engaged with and given a voice through the scrutiny Committee. The Chair cited Northampton as a good example of how concerns over local issues were successfully taken through the scrutiny process, The Chair requested that officers investigate how Eastbourne’s Scrutiny Committee might open up its work programme to residents as had been successfully done in Northampton.

**RESOLVED** that:

- The Committee’s work programme be noted;
- A work programme be developed to include the suggestions made during discussion on this and other items on the agenda;
- A Member-briefing be scheduled prior to the next meeting of the Committee in order to receive an update from the Head of Homes First; and
- Work be undertaken in the New Year to strengthen the role of scrutiny in the community and improve the ability of residents to engage with the Council.

**10 Date of the next meeting**

**RESOLVED:** that the date of the next meeting of the Scrutiny Committee is scheduled for Monday, 2 September 2019 in the Court Room, Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG.

The meeting ended at 8.10 pm

Councillor Caroline Ansell (Chair)

# Agenda Item 8

<b>Report to:</b>	<b>Scrutiny</b>
<b>Date:</b>	<b>2 September 2019</b>
<b>Title:</b>	<b>Corporate Performance Q1 2019/20</b>
<b>Report of:</b>	<b>Deputy Chief Executive Director of Strategy, Planning and Regeneration</b>
<b>Cabinet member:</b>	<b>Councillor Stephen Holt</b>
<b>Ward(s):</b>	All
<b>Purpose of report:</b>	To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q1 2019/20 period
<b>Decision type:</b>	Non Key
<b>Officer recommendation(s):</b>	<b>(1) Consider progress and performance for Q1 (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 it's work programme in 2019/20.</b>
<b>Reasons for recommendations:</b>	To enable Scrutiny and Cabinet to consider specific aspects of the Council's progress and performance
<b>Contact Officer(s):</b>	Name: Jo Harper Post title: Head of Business Strategy and Performance E-mail: <a href="mailto:jo.harper@lewes-eastbourne.gov.uk">jo.harper@lewes-eastbourne.gov.uk</a> Telephone number: 01273 085049  Name: Millie McDevitt Post title: Performance and Programmes Lead E-mail: <a href="mailto:millie.mcdevitt@lewes-eastbourne.gov.uk">millie.mcdevitt@lewes-eastbourne.gov.uk</a> Telephone number: 01273 085637/01323 415637

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## Part A

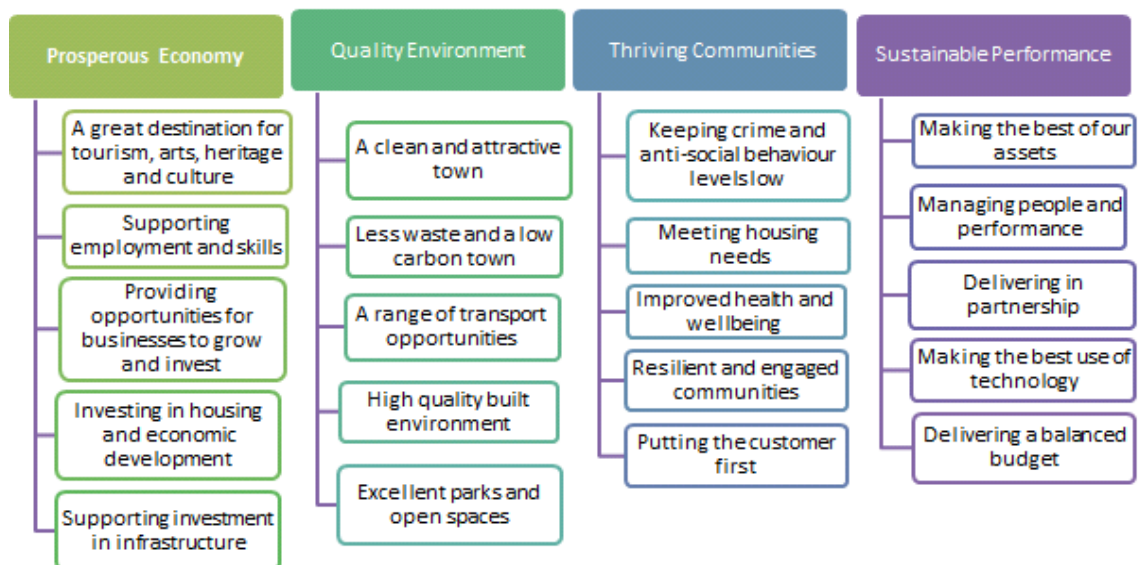
### Corporate Performance Q1 2019/20

#### 1.0 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 2019/20 (1 April- 30 June 2019).
- 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.

#### 2.0 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.



#### 3.0 2018/19 Q4- Points of clarification requested by Scrutiny committee

The following points were asked for clarification during Scrutiny's review of 2018/19's Q4 Corporate Performance report:






Point of clarification	Status
a) Status of Local Plan and national, regional and local figures for	Oral overview for Scrutiny committee at meeting.

housing targets/supply be reported to the Committee's next meeting as part of the Q1 performance report.	
b) the work of the Sovereign Centre Task and Finish Group	Pending
c) the unit occupancy in the Beacon	Provided in report
d) the Council's process for the inspection of licensed HMOs and how targets are managed;	Verbal update by Head of Homes First to be provided.
e) targets for people in emergency accommodation and homelessness/rough sleepers	Update by Head of Head of Homes First as above.
f) the improvement of recycling figures, with presentations provided by experts and relevant officers to brief the Committee	Update to be provided to committee by Head of Environment First.

#### 4.0 2019/20 Q1 Performance Overview

4.1 Appendix 1 provides detailed information on progress and performance for Members' consideration. 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.

4.2 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:

	Performance that is at or above target
	Project is on track
	<ul style="list-style-type: none"> <li>Performance that is slightly below target but is within an agreed (usually +/- 10%) tolerance</li> <li>Projects where there are issues causing significant delay or change to planned activities</li> </ul>
	<ul style="list-style-type: none"> <li>Performance that is below target</li> <li>Projects that are not expected to be completed in time or within requirements</li> </ul>
	Project has completed, been discontinued or is on hold

#### 6.0 Community Ward Projects - Devolved Budget

6.1 The last section of Appendix 1 details the current devolved budget spend by ward and the projects that have been supported through this scheme so far this year.

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





## Appendix 1

# Eastbourne Borough Council Corporate Performance Report Q1 2019-20

## 1. Growth & Prosperity

- 1.1 Growth & Prosperity Projects & Programmes
- 1.2 Growth & Prosperity Key Performance Indicators

## 2. Housing

- 2.1 Housing Projects & Programmes
- 2.2 Housing Key Performance Indicators

## 3. Thriving Communities

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









## 4. Quality Environment

- 4.1 Quality Environment Projects & Programmes
- 4.2 Quality Environment Key Performance Indicators

## 5. Best Use of Resources

- 5.1 Best Use of Resources Key Performance Indicators

### Community Projects – Devolved Ward Budgets Q1







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
N*	National indicator		





# CPR Ebn 1 Growth & Prosperity 2019/20

## 1.1 Growth & Prosperity Projects & Programmes









### 1.2 Growth & Prosperity Key Performance Indicators

#### 1.1 Growth & Prosperity Projects & Programmes

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 around 90%.
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.	Q2 2019/20		Works on site are continuing and the street furniture is beginning to be installed. The scheme is expected to be completed by the end of September.
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.	Q2 2019/20		The cinema at the Beacon officially opened on 12 July. L&G are having ongoing discussions with potential occupiers of further retail and restaurant units.  Current opened units: 1 cinema 1 restaurant (Nandos) 10 retail outlets.
Wish Tower Restaurant	Scheme to deliver a flagship restaurant	Q3 2019/20		Practical completion of the building and official hand over to Bistrot Pierre was on 22 July as planned. Fit-out started in late August. The opening of the restaurant is November.
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		Final snagging of the Welcome Building and Congress Theatre is to be completed in early autumn.  Racquet Court: Storage approach has been agreed; the final design is dependent on locations of kitchens.  Winter Garden: Scope of work to be redefined to consider catering and live music proposals.  General: Outstanding work streams ongoing (Highways revisions, external signage, planting, etc.). Final account review to end FY 2019/20.
Sovereign Centre Review	<b>Updated description</b> : Construction of new leisure centre on existing Sovereign Centre car park to provide leisure, 8 lane and diving/training	Q4 2019/20		During this quarter, the business case was reviewed. The designers and project team are currently preparing documents for planning application. The proposed waste energy recovery system is under consideration. Soft market testing is currently being reviewed.

Project / Initiative	Description	Target completion	Status	Update
	pools, ten pin bowling and 'clip and climb' facilities, cafe; and children's zone. Project also includes reviewing options for site of existing facility.			
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 2019/20		Contractor has undertaken snagging work. Boilers commissioned before the autumn. Paving requested for outside emergency exits to provide level means of escape around the building. Discussions held with the John Jackson Charitable Trust to see if they can fund the Changing Places Facility. The Trust will meet to discuss the request for funding in October. Target opening date was September.
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		Ecology relocation is underway. Highways designs for traffic access are underway. Flood risk assessment information pending from the Environment Agency. Scheme enhancements are currently underway. (See separate Cabinet report)
Hampden Retail Park	The acquisition and development of Hampden Retail Park as part of the Property Acquisition and Investment Strategy (PAIS).	Q2 2019/20		Currently working with existing tenants on design. Looking at additional services but some relocation will be required and we are currently redesigning as a result. The redesign will look to improve yield.
Clear Futures: Joint Venture for Energy and Sustainability	A joint venture between Eastbourne and Lewes Council and a private sector organisation to deliver local energy and sustainability ambitions for the next 20-30 years. The Joint Venture will follow a programme of work.	Q1 2037/38		The Joint Venture (JV) is a procurement and delivery framework that is used to develop long term solutions to sustainability challenges. It will bring innovation and help deliver projects with Energy & Sustainability themes, faster, better, cheaper and with more certainty, by integrating the public and private sector. The framework also brings excellent opportunities for local communities and businesses. The JV between LDC, EBC, Robertson and AECOM was established in September 2017 and is a partnership for up to 30 years. Bolton Metropolitan Borough Council and the East Sussex College Group have recently become new participants. Meetings of the JV Operations Group and the Steering Board took place on 18 and 21 June.

## 1.2 Growth & Prosperity Key Performance Indicators



KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Latest Note
		Value	Value	Target	Status	Performance Trend	
Town centre vacant retail business space (compared to national figures)	10.4%	5.26%	5.35%	No more than 10.4%			<p>Vacancy reporting for Eastbourne Town Centre increased slightly for Q1 (5.35% in Q1, an increase from 5.26% in Q4).</p> <p>Please note: Eastbourne's total property count has been adjusted to reflect the redevelopment and loss of units in Terminus Road and new units in The Beacon.</p> <p>Council officers in conjunction with external partners continue to explore options for the T J Hughes and Debenhams sites. EBC submitted a bid to the Future High Streets Fund which unfortunately was unsuccessful due to the high volume of applications received. Government has offered an opportunity to bid in the next round in early 2020. An Expression of Interest (EOI) has been submitted to the Historic England's High Street Heritage Action Zone scheme. The EOI is focused on Seaside Road and we expect to find out if we have been successful by October.</p>
Increase numbers of bandstand patrons	43,000	Not given	18,555	At least 10,000			Performance in Q1 is above target.
Percentage of Council Tax collected during the year – Eastbourne (income reported quarterly to central government)	97.06%	96.63%	28.38%	Profiled target for Q1 28.75%			Collection is 0.37% below target due to circumstances beyond the council's control. The main court date for the current year was moved by Her Majesty's Court Service to early July, whereas in 2018 it was in June, having an impact on the collection rate this month. The Council Tax billing caseload has reduced by 850 since 01 April and is currently on track.
Percentage of Business Rates collected during the year – Eastbourne (income reported quarterly to central government)	98.50%	97.07%	28.68%	Profiled target for Q1 29.53%			Collection is 0.85% down on the profiled target due to circumstances beyond the council's control. Her Majesty's Court Service moved the first main court hearing which primarily is in respect of current year debt to early July 2019 whereas it was a month earlier last year.

# CPR Ebn 2 Housing 2019/20

## 2.1 Housing Projects & Programmes

### 2.2 Housing Key Performance Indicators

## 2.1 Housing Projects & Programmes

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		<p>The residential housing project of 12 new homes developed through Aspiration Homes is due to complete by mid-September. Members &amp; CMT have been invited to the official opening in a few weeks.</p> <p>EHICL has exchanged contracts on the acquisition of Elm Park Mansions which is 46 homes. The completion of the transaction is due in September. However all voids which occur between then and now are being filled by the Council.</p> <p>Works at Victoria Mansions are progressing well. The temporary signage to support the commercial tenants is now installed. Officers are working with tenants and leaseholders who are affected by the works and need to be decanted.</p> <p>The residential infill schemes across the Town are being reviewed with additional procurement options being explored to ensure VFM and deliverability of the schemes. The team are working with SME's across the town to consider how best these projects can be delivered.</p>
Rough Sleeping Project	Reduce homelessness.	Q4 2019/20		<p>As of the end of June there were 39 verified rough sleepers in Eastbourne. The caseload was 10 with 13 waiting. A total of 10 cases were distributed as below:</p> <p>Temporary Accommodation 2 / Private Rented Sector 1 / Supported Accommodation 1 / Rough Sleeping 1 / Prison 0 / Housing First 2 / Merrick House 3</p> <p><b>Day Centre &amp; Activities - Eastbourne</b></p> <p>The RSI Day Centre and Activities contract for Eastbourne has been awarded to Salvation Army. The Salvation Army provide office space to the multi-disciplinary team and Housing First officers. They have a day centre open 5x days pwk for rough sleepers to access. Under the RSI contract they will provide at least 2x activities for rough sleepers pwk. There will be flexibility within the activities budget for the centre and MDT employ a social</p>





Project / Initiative	Description	Target completion	Status	Update
				<p>prescribing based model and support individuals where specific wellbeing needs have been identified.</p> <p><b>Housing First - Eastbourne</b></p> <p>The Housing First contract for Eastbourne has been awarded to Southdown Housing. 2 Housing First officers will provide wrap-around support to rough sleepers with complex multiple needs (ratio 1:5 clients). They will also support clients identified by the MDT at the day centre and undertake street engagement sessions supported by the Rapid Rehousing Pathway twice a week</p>









## CPR Ebn 2 Housing 2019/20

### 2.1 Housing Projects & Programmes

### 2.2 Housing Key Performance Indicators

#### 2.2 Housing Key Performance Indicators

KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Latest Note
		Value	Value	Target	Status	Performance Trend	
DFGs - Time taken from council receiving a fully complete application to the council approving the grant	28 days	1 days	3 days	No more than 28 days			The handling of DFG applications continues to be processed well within our maximum handling times (28 days).
Number of Licensed HMO's Inspected per Quarter	50	13	13	At least 12.5			Legislation changed in October 2018 when the number of storeys for licensing was removed (pre Oct 18 the property needed to be 2 or more storeys). As long as there are 5 or more people sharing some facilities then a licence is required. There are more than 257 HMO'S in EBC but not all require a licence. The licence lasts for 5 years and only has to be inspected once.

KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Latest Note
		Value	Value	Target	Status	Performance Trend	
							In this quarter 10 licensed HMOs visited but an additional 3 other properties visited which are in the system of needing an HMO- hence the figure of 13.
Rent arrears of current tenants (expressed as a percentage of rent debit)	2%	3.14%	3.84%	No more than 2%			This quarter saw a number of technology and staff changes which resulted in a drop in performance.
Average void relet time key to key (month & YTD)	20.0	26.7	17.8	No more than 23.0			The re-let time for the first quarter started off just above target in April. May and June figures improved, resulting in the overall figure for the whole quarter being within target. This is a marked improvement in comparison to last year. Neighbourhood Housing, Property Services and Housing Needs continue to attend weekly meetings to manage void and re-let times and this will continue in order to closely manage performance going forward.
Taking everything into account, percentage of tenants satisfied or dissatisfied with overall Homes First service (previous national ind. " Local authority tenants' satisfaction with landlord services)	100%	91%	81%	Data only			During Q1, we achieved overall tenant satisfaction of 81%. We have implemented changes in Homes First work-streams to address current challenges in service delivery and anticipate these changes to impact positively on levels of satisfaction during Q2.
Number of households living in emergency (nightly paid) accommodation (N*- based on old national ind.)		179	158	DATA ONLY			<p>The pressures on Housing Needs and Standards remained high throughout Q1.</p> <p>In June a significant review of the Housing Needs and Standards work streams was carried out and a re-alignment went live in July. Amongst other things, the re-alignment introduced six new work streams, including: Housing solutions Hub, Prevention, Assessment, Move On, Private Sector Housing and Temporary Accommodation and Commercial Property.</p> <p>From initial data the re-alignment of work streams has brought about a number of benefits for the service, most significantly making savings through the introduction of the Housing solutions Hub. The Hub aims to prevent and relieve homelessness on the day, providing a better service for customers.</p> <p>In the first month we had 115 household present to the Housing solutions Hub. 71 of these households were in Priority Need, requiring a placement into Temporary Accommodation however due to the preventative and relief work of the Hub, only 31 placements were made. The remaining 40 (54%) households were either supported into a property in the private rented sector, able to remain in their property, stay with friends or family or referred directly into supported accommodation. Additionally, households that have been seen by the Hub are having shorter stays in emergency accommodation as they are provided better information on how to find</p>





KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Latest Note
		Value	Value	Target	Status	Performance Trend	
							<p>accommodation in the private rented sector in the first instances.</p> <p>On 5 August our Temporary Accommodation (TA) and Commercial Property work stream went live in full. This work stream will provide intensive focus on the management of households in this type of accommodation, helping them to move more quickly out of it. A new structured team will be working to move those in emergency accommodation more quickly into settled accommodation.</p> <p>In July Eastbourne Housing Investment Company Limited (EHICL) Board gave approval for purchasing 70 properties to be used as Temporary Accommodation. This accommodation will not be on a nightly rate and will provide a cheaper alternative to existing bed and breakfast style accommodation. Discussion with other EA providers (e.g. UKRooms) is now underway to explore opportunities for them to provide a combination of nightly paid and other temporary accommodation.</p>

## CPR Ebn 3 Thriving Communities 2019/20



### 3.1 Thriving Communities Key Performance Indicators

#### 3.2 Projects & Programmes

### 3.1 Thriving Communities Key Performance Indicators

KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Latest Note
		Value	Value	Target	Status	Performance Trend	
Average days to process new claims for housing/council tax benefit (N*-old national ind.)	22	21	22	No more than 22			Performance was steady throughout Q1 and remained so in July.
Average days to process change of	8	5	9	No more			As performance has been above target for the last two months we have been




KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20			Latest Note	
		Value	Value	Target	Status		Performance Trend
circs (housing/council tax benefit) (N*- old national ind.)				<b>than 8</b>			monitoring on a weekly basis. July and August's performance was above target and have shown a marked improvement from 13.6 days to 9.0 days to 8.5 days.
Improve our ranking compared to similar authorities in relation to all crime - Eastbourne	5	1	1	<b>Within 1-5</b>			Eastbourne has maintained its ranking as the lowest area for crime per 1000 population compared with other areas in its 'most similar group'

## CPR Ebn 4 Quality Environment 2019/20

### 4.1 Quality Environment Projects and Programmes

### 4.2 Quality Environment Key Performance Indicators

### 4.1 Quality Environment Projects and Programmes











Project / Initiative	Description	Target completion	Status	Update
Waste mobilisation programme - overarching	Programme to establish a Local Authority Controlled Company (LACC) to manage waste services at EBC.	Q4 2020/21		<p>South East Environmental Services Limited (SEESL) took over from Kier on 29 June 2019.</p> <p>The new service, named Environment First, has 100 staff and increased numbers of waste and recycling vehicles, such as additional mechanical sweepers and HGVs with significantly greater capacity. A decision to change the council's recycling tipping point to Hailsham from Uckfield will save thousands of road miles every year, supporting the council's commitment to a cleaner environment.</p> <p>The latest software being used provides managers with real-time analysis of every collection round, ensuring timely and informed service delivery.</p> <p>There is also a much greater focus on customer support and ensuring any issues arising are acted upon quickly and efficiently. Teams will take rapid action on enforcement issues such as graffiti and fly-tipping and increase the understanding of residents and businesses in what their waste and recycling responsibilities are.</p> <p>The waste programme has been delivered and a project review meeting has been arranged for September, for lessons learned.</p>

## CPR Ebn 4 Quality Environment 2019/20

### 4.1 Quality Environment Projects and Programmes

### 4.2 Quality Environment Key Performance Indicators

#### 4.2 Quality Environment Key Performance Indicators




KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20			Latest Note	
		Value	Value	Target	Status		Performance Trend
Total number of reported fly-tipping incidents (N*- based on old national ind.)	480	209	127	Max number- 120			127 fly tipping incidents were reported for Q1 against a target of 120 however more positively there is a reduction in fly-tipping incidents when compared to Q4. The majority of the fly tips consisted of household domestic waste with white goods, mattresses, sofas and items of furniture featuring highly in the town centre area.  Breakdown of fly-tipping locations: Council land (89); Highway (25); Back alley (11); footpath (2). Waste dumped in unadopted alleyways remains an issue in the town centre area.  Investigations on the accuracy of the number of fly tips reported by partners, and whether they constitute actual fly tips is currently being undertaken.
Increase the percentage of Major Planning Applications processed within 13 weeks (N*- based on old national ind.)	65%	50%	100%	At least 65%			Performance remains above target for Q1. One major planning application processed within 13 weeks during this quarter.
Increase the percentage of minor planning applications processed within 8 weeks (N*- based on old national ind.)	75%	64%	82%	At least 75%			41 out of 50 minor planning applications were processed within 8 weeks. Q1 shows an increase in performance from Q4.
Increase the percentage of other planning applications processed within 8 weeks (N*- based on old national ind.)	75%	83%	90%	At least 75%			Good performance this quarter with performance at 90% against a target of 75%. 76 out of 84 applications were processed within 8 weeks.
Percentage of household waste sent for reuse, recycling and composting (N*- based on old national ind.)	38.00%	31.50%	34.74%	At least 38.00%			This figure is only from 1 April-23 June. With South East Environmental Services (SEESL) taking over waste handling, It is hoped that with more direct influence and a service under our control, we will be able to increase the borough's recycling rates.

KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Latest Note
		Value	Value	Target	Status	Performance Trend	
Percentage of local searches that are returned within 10 working days of receipt	80%	new	98.69%	At least 80%		new	Q1 performance is above target. 125 out of 127 searches received were returned within 10 working days of receipt.

## CPR Ebn 5 Best Use of Resources 2019/20

### 5.1 Best Use of Resources Key Performance Indicators

KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Latest Note
		Value	Value	Target	Status	Performance Trend	
Number of new sign-ups to the Councils' social media channels	600	496	471	At least 150			Sign-ups show a healthy increase in numbers.
Increase the percentage of calls to the contact centre answered within 60 seconds - Ebn	80%	52.86%	47.33%	At least 80%			<p><b>Latest positions (July 2019): 80.9%</b></p> <p><b>Apr to Jun commentary for Q1:</b> The Customer Advisors have been working hard on improving the performance month on month with June's percentage of calls answered within 60seconds increasing when compared to May. The percentage of calls answered for the Quarter has unfortunately gone down from 52.86% for Q4 18/19' to 47.33% for Q1 19/20'. The main reason for this is due to the increased call volumes we received in April following Annual Billing and the 250K pieces of correspondence sent out in March where calls overflowed into the new financial year. This was also on top of the 2 bank holidays and 2 Elections dates we had in May. <b>We reached 92.01% of calls answered within 60seconds for June</b>, unfortunately April and May's low percentage has pulled us down lower than anticipated for the first quarter.</p> <p><b>Performance Improvement Plan:</b> With all Temporary Agency staff now gone from Customer Contact and a change in the IVR phone system being implemented,</p>

KPI Description	Annual Target 2019/20	Q4 2018/19	Q1 2019/20				Latest Note
		Value	Value	Target	Status	Performance Trend	
							Customer Contact will focus on ensuring robust training is cascaded to all of the team, both existing members and new starts. With March, April and the majority of Bank Holidays now behind us, we will be looking to get back to business as usual and continue improvement in SLAs across the board.
Average days lost per FTE employee due to sickness	<b>8.0 days</b>	2.47 days	<b>2.2 days</b>	<b>No more than 2.0 days</b>			<p>2.20 days for Q1 represents a decrease from Q4 which was 2.47 days and HR Business Partners continue to support managers in robustly managing attendance issues.</p> <p>In total 138 short-term absences and 28 long-term absences (eg more than 4 weeks).</p> <p>2 employees were off for the whole Q1 which is the same as Q4.</p> <p>If we remove LDC Waste Services, the Q1 figure reduces to 2.08 days. Waste Services on its own is 2.96 days, again a reduction from Q4 which was 3.05 days for Waste Services.</p> <p>The average national public sector sickness absence for 2017/18 was 8.5 days (these are currently the most up to date figures published) and absence rates nationally remain considerably higher in the public sector than in the private sector (5.6 days), manufacturing and production (6.2) or non-profit (7.3).</p> <p>A detailed analysis around staff.</p>
Social media responsiveness rate	<b>80%</b>		<b>89.67%</b>	<b>At least 80%</b>			'Response rate' is the percentage of new messages received via our Facebook page that we respond to on the day the message is received.

## Devolved ward budget scheme 2019/2020 - Summary by ward up to Quarter 1 (1 April – 30 June 2019)

Ward	Project	Description	Project Spend to Date
Devonshire	Allchorn Pleasure Boat	Restoration of Allchorn Pleasure Boat	£1,250.00
	Friends of Prince Park Fun Day	Funds to provide gazebos and entertainment for the annual Friends of Prince Park Fun Day	£750.00
	Community Stuff	Funding for a gazebo during rainy days for Community Stuff's holiday activities.	£631.94
<b>Latest spend so far</b>			<b>£4,631.94</b>
Hampden Park	<b>No schemes in Quarter 1</b>		
<b>Latest spend so far</b>			<b>£700.00</b>
Langney	<b>No schemes in Quarter 1</b>		
<b>Latest spend so far</b>			<b>£1,940.00</b>
Meads	Eastbourne Heritage Centre	Funding towards the 2019 exhibition	£600.00
	Little Chelsea Traders Association	Funding towards Little Christmas 2019	£1,000.00
	ROMPA Defibrillator	External cabinet for defibrillator at ROMPA tennis club to enable public access 24/7.	£595.14
<b>Latest spend so far</b>			<b>£2,395.14</b>
Old Town	<b>No schemes in Quarter 1</b>		
<b>Latest spend so far</b>			<b>£0</b>
Ratton	Ratton School Garden	Funds allocated to make a garden for local residents to sit in	£400.00
<b>Latest spend so far</b>			<b>£400.00</b>
St Anthony's	<b>No schemes in Quarter 1</b>		
<b>Latest spend so far</b>			<b>£0</b>
Sovereign	<b>No schemes in Quarter 1</b>		
<b>Latest spend so far</b>			<b>£0</b>
Upperton	<b>No schemes in Quarter 1</b>		
<b>Latest spend so far</b>			<b>£0</b>

<b>Number of schemes in Quarter 1</b>	<b>7</b>
<b>All wards latest spend so far</b>	<b>£10,067.08</b>



Working in partnership with **Eastbourne Homes**

## FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 September to 31 December 2019

Date of publication:

13 August 2019

**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, strategic services and special projects.

**Councillor Rebecca Whippy**: Disabilities and community safety

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

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Corporate performance - Quarter 1 2019/20</b></p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q1 2019/20 period.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough, Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	11 Sep 2019	Part exempt  Exempt Reason - Paragraph 3	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick), Chief Finance Officer (Homira Javadi)</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637  <a href="mailto:millie.mcdevitt@lewes-eastbourne.gov.uk">millie.mcdevitt@lewes-eastbourne.gov.uk</a> ,            Gordon Mennie, Interim Finance Manager Tel: 07721 862660  <a href="mailto:Gordon.Mennie@lewes-eastbourne.gov.uk">Gordon.Mennie@lewes-eastbourne.gov.uk</a></p>



## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Pollinator strategy and reduced pesticides</b></p> <p>The report recommends the adoption of the Pollinator Strategy and the Reduced use of Pesticides on council land</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	11 Sep 2019	Open	None	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383  <a href="mailto:Jane.Goodall@lewes-eastbourne.gov.uk">Jane.Goodall@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Climate emergency resolution</b></p> <p>Report seeking Cabinet's approval of next steps in addressing sustainability issues as set out in the Climate Emergency Resolution agreed by Council.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	11 Sep 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049  <a href="mailto:jo.harper@lewes-eastbourne.gov.uk">jo.harper@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Public consultation on reducing waste and improving recycling rates</b></p> <p>The Resources and Waste Strategy 2018 set out the UK Government's ambitions for higher recycling rates, increased resource efficiency and a more circular economy. The target recycling rate for household waste is 50% by 2020, increasing to 65% of waste recycled by 2035 at a time when rates have plateaued. This report makes recommendations to consult on how we might adapt the service to meet these challenging national targets</p>	All Wards	Key	Cabinet	11 Sep 2019	Open	12 week public consultation recommended in report	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383  <a href="mailto:Jane.Goodall@lewes-eastbourne.gov.uk">Jane.Goodall@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
(Lead Cabinet member: Councillor Jonathan Dew)								
<p><b>Access Audit and Disability Inclusion</b></p> <p>To seek Cabinets approval of detailed proposals relating to a Access Audit and associated disability inclusion activities.</p> <p>(Lead Cabinet member: Councillor Rebecca Whippy)</p>	All Wards	Non-Key	Cabinet	11 Sep 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 <a href="mailto:jo.harper@lewes-eastbourne.gov.uk">jo.harper@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>East Sussex College Group - Partnership Working</b></p> <p>to provide an update on the informal joint working between the council and East Sussex College Group to date and to propose a formal partnership to support the mutual delivery of strategic objectives.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	11 Sep 2019	Open	Not applicable	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Lee Banner, Joint Transition Programme Manager Tel: 01323 415763  <a href="mailto:lee.banner@lewes-eastbourne.gov.uk">lee.banner@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Commercial Investment Strategy</b></p> <p>The Commercial Investment Strategy will set out the Councils approach to asset, development and business opportunities which the Council may pursue. It will also outline their priority areas for consideration of investment and the associated targets which need to be achieved.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	BPF	Cabinet  Full Council	11 Sep 2019  13 Nov 2019	Open	To be confirmed.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jessica Haines, Head of Commercial Business Tel: 07814921262 <a href="mailto:jessica.haines@lewes-eastbourne.gov.uk">jessica.haines@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Bedfordwell Road Update</b></p> <p>Update to Members on all aspects of Bedfordwell Road development including construction skills training centre.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	St Anthony's	BPF	Cabinet  Full Council	11 Sep 2019  13 Nov 2019	Fully exempt  Exempt Reason – Paragraph 3	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Ian Beckett, Development Consultant Tel: 07740 336751 <a href="mailto:ian.beckett@lewes-eastbourne.gov.uk">ian.beckett@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Local council tax reduction scheme</b></p> <p>To approve the local council tax reduction scheme and agree any amendments as necessary. It is a legal requirement that the council approve the scheme annually.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	BPF	Cabinet  Full Council	23 Oct 2019  13 Nov 2019	Open	With such persons and groups as the council considered likely to have an interest in the operation of the scheme.	Report	Director of Service Delivery (Tim Whelan)  Bill McCafferty, Revenues and Benefits Manager Tel: (01323) 415171 <a href="mailto:bill.mccafferty@lewes-eastbourne.gov.uk">bill.mccafferty@lewes-eastbourne.gov.uk</a>



## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Updated business case to ensure de-carbonised renewable heat provision at Sovereign Leisure Centre</b></p> <p>8 4 1</p> <p>This report presents a variation on the outline business case, originally presented to Cabinet on 12 December 2018, required in order to proceed with the recommended sustainable heat solution for the Sovereign Leisure Centre.</p> <p>The proposal is to install a heat pump extracting heat from</p>	All Wards	Key	Cabinet	23 Oct 2019	Open	Wave Leisure	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jessica Haines, Head of Commercial Business Tel: 07814921262 <a href="mailto:jessica.haines@lewes-eastbourne.gov.uk">jessica.haines@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>the Southern Water main sewer asset that runs along Prince Charles Parade to provide heat for the Leisure Centre.</p> <p>The purpose is to reduce the carbon emissions and utility costs of this significant/flagship? council development.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>								

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Draft Housing Strategy</b></p> <p>Update to Eastbourne's housing strategy, the cover report will ask Cabinet for approval of the draft and recommend means of consultation.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	23 Oct 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Oliver Jones, Strategy and Partnership Lead  <a href="mailto:Oliver.Jones@lewes-eastbourne.gov.uk">Oliver.Jones@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Eastbourne Local Plan Issues and Options Report</b></p> <p>To give authority to publish the Eastbourne Local Plan Issues and Options Report for public consultation in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012, for an 8-week period between 25th October and 20th December 2019.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	23 Oct 2019	Open	The Issues and Options Report has been prepared in consultation with Local Plan Steering Group. The report requested authority to publish the Issues and Options Report for public consultation.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Tondra Thom, Planning Policy Lead Tel: 01323 415677  <a href="mailto:tondra.thom@lewes-eastbourne.gov.uk">tondra.thom@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Grounds Maintenance - Procurement and Provision</b></p> <p>Options for future Grounds Maintenance provision in EBC.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	23 Oct 2019	Fully exempt  Exempt Reason – Paragraph 3	Not applicable	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Lee Michael, Specialist Services Manager Tel: 01323 415266  <a href="mailto:Lee.Michael@lewes-eastbourne.gov.uk">Lee.Michael@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Redundancy and redeployment</b></p> <p>To receive and note a report (if submitted to this meeting) giving details of employees currently subject this policy and related financial implications.</p> <p>The redundancy and redeployment policy with its associated procedures is a change management process within the Council designed to provide appropriate corporate assessment, support and learning interventions for those whose substantive posts are under threat.</p>	All Wards	Non-Key	Cabinet	23 Oct 2019	Fully exempt  Exempt Reason - Paragraphs 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. Job descriptions and CV details, as available, are used for corporate reference and all emerging vacancies are scrutinised in	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Helen Knight, Head of Human Resources Tel: 01323 415063  <a href="mailto:helen.knight@lewes-eastbourne.gov.uk">helen.knight@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
(Lead Cabinet member: Councillor Colin Swansborough)  Page 47						efforts to identify suitable alternative work. Other reasonable support, in the form of counselling and targeted skills' improvement through coaching and training, can be sourced to maximise the chances of redeployment.		

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Corporate performance - quarter 2 2019/20</b></p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q2 2019/20 period.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough, Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	11 Dec 2019	Open	Not applicable	Report	<p>Chief Finance Officer (Homira Javadi), Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk, Gordon Mennie, Interim Finance Manager Tel: 07721 862660 <a href="mailto:Gordon.Mennie@lewes-eastbourne.gov.uk">Gordon.Mennie@lewes-eastbourne.gov.uk</a></p>



## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Draft budget proposals 2020/21</b></p> <p>Preparation of the 2020/21 council budget                      (Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	11 Dec 2019	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)  Gordon Mennie, Interim Finance Manager Tel: 07721 862660 <a href="mailto:Gordon.Mennie@lewes-eastbourne.gov.uk">Gordon.Mennie@lewes-eastbourne.gov.uk</a>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Council tax and business rate base 2020/21</b></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	11 Dec 2019	Open	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Gordon Mennie, Interim Finance Manager Tel: 07721 862660  <a href="mailto:Gordon.Mennie@lewes-eastbourne.gov.uk">Gordon.Mennie@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Social Value Policy</b></p> <p>For Cabinet to adopt a Social Value Policy which enables the practical and effective commissioning for social value (to improve the economic, social and environmental well-being of the area) in every aspect of the councils procurement activities.</p> <p>(Lead Cabinet member: Councillor David Tutt)</p>	All Wards	Key	Cabinet	11 Dec 2019	Open	None	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049  <a href="mailto:jo.harper@lewes-eastbourne.gov.uk">jo.harper@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Redundancy and redeployment</b></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. The redundancy and redeployment policy with its associated procedures is a change management process within the Council designed to provide appropriate corporate assessment, support and learning interventions for those whose substantive posts are under threat.</p>	All Wards	Key	Cabinet	11 Dec 2019	Fully exempt  Exempt Reason - Paragraphs 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. Job descriptions and CV details, as available, are used for corporate reference and all emerging vacancies are scrutinised in	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Helen Knight, Head of Human Resources Tel: 01323 415063  <a href="mailto:helen.knight@lewes-eastbourne.gov.uk">helen.knight@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
(Lead Cabinet member: Councillor Colin Swansborough)  Page 53						efforts to identify suitable alternative work. Other reasonable support, in the form of counselling and targeted skills' improvement through coaching and training, can be sourced to maximise the chances of redeployment.		

# Explanatory Note

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

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

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

The plan shows:-

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

## What is a key decision?

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

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

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

## What is budget and policy framework?

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

## Confidential and exempt information

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

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

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

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

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

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

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

10. Information which:

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

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

11. “Labour relations matter” means:

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

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

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

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

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

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

## Further information

The plan is available for inspection, free of charge upon request from Reception at the 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 and Civic Services Manager, on (01323) 415021, or e-mail [simon.russell@lewes-eastbourne.gov.uk](mailto:simon.russell@lewes-eastbourne.gov.uk).



<b>Report to:</b>	<b>Scrutiny</b>
<b>Date:</b>	<b>2 September 2019</b>
<b>Title:</b>	<b>Scrutiny Annual Work Programme 2019/2020</b>
<b>Report of:</b>	<b>Catherine Knight, Assistant Director of Legal and Democratic Services</b>
<b>Ward(s):</b>	All
<b>Purpose of report:</b>	For the Scrutiny Committee to agree its Annual Work Programme for 2019/2020 prior to it going to Cabinet on 23 October 2019 and to Full Council for approval on 13 November 2019.
<b>Decision type:</b>	Non-key
<b>Officer recommendation:</b>	(1) That the Scrutiny Committee agrees its work programme as set out at Appendix A to the report.
<b>Reasons for recommendation:</b>	To meet the requirement of the Council's Constitution with regard to the preparation, execution and adjustment of the work programme.
<b>Contact Officer:</b>	Name: Nick Peeters Post title: Committee Officer E-mail: committees@lewes-eastbourne.gov.uk Telephone number: 01273 415272

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## **1 Information**

- 1.1 Scrutiny is an important function in the governance of local authorities and allows councillors to review decisions and policies of the Council and the Cabinet, and to consider whether they are appropriate for the Borough. Scrutiny also provides an opportunity for councillors to explore issues in-depth and, where appropriate, undertake reviews on specific topics. Another key function of a scrutiny committee is to look at the Council's performance.
- 1.2 Scrutiny in local government should provide a 'critical friend challenge'....'enable the voices and concens of the public to be heard'....and 'drive improvement', and this can be delivered through the Scrutiny Committee setting its work programme annually. Scrutiny Procedure Rule 7.1 requires the Work Programme to be reviewed on an annual basis in liaison between the Scrutiny Committee, the Cabinet and the Corporate Management Team before being submitted to Council for approval.

The themes on the work programme are drawn from a number of areas and will include emerging/current and local issues and a number of on-going items that form the normal part of the Committee's business, such as monitoring of the Council's performance (through quarterly performance reports), the Council's budget, and crime and disorder in the borough.

1.3 The items suggested for inclusion in the Committee's work programme can be seen as a draft in appendix A to the report.

1.4 Any new topics which are suggested and agreed by the Committee will be brought forward, initially in the form of a scoping report, to a future meeting for further consideration.

## **2 Financial appraisal**

2.1 There are no direct financial implications as a result of this report. The Scrutiny Committee has a limited budget for use when undertaking scrutiny reviews if required.

## **3 Legal implications**

3.1 There are no legal implications arising from this report.

## **4 Risk management implications**

4.1 There is no requirement for an analysis of risk.

## **5 Equality analysis**

5.1 An equalities impact assessment is not considered necessary for this routine report. Individual projects and service areas are subject to separate equality analysis as part of the Council's wider equality programme.

## **6 Appendices**

- Appendix A – Scrutiny Committee draft Work Programme 2018/2019

## **7 Background papers**

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

- None

## Scrutiny Annual Work Programme 2019/2020

Subject	Lead officer	Date of meeting
Quarter 4 Performance Report 2018/19	Millie McDevitt (Performance & Programme Lead) millie.mcdevitt@lewes-eastbourne.gov.uk	10 June 2019
Forward Plan of Decisions	Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbourne.gov.uk	
Discussion of Future Work Programme for 2019/20	Nick Peeters (Democratic Services Officer) nick.peeters@tunbridgewells.gov.uk	

Subject	Lead officer	Date of meeting
Sovereign Centre Task and Finish Group Update	Jessica Haines (Head of Commercial Business) Jessica.Haines@lewes-eastbourne.gov.uk	2 September 2019
Quarter 1 Performance Report	Millie McDevitt (Performance & Programme Lead) millie.mcdevitt@lewes-eastbourne.gov.uk	
Forward Plan of Decisions	Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbourne.gov.uk	
Scrutiny Annual Work Programme 2018/2019	Nick Peeters (Democratic Services Officer) nick.peeters@tunbridgewells.gov.uk	

Subject	Lead Officer	Date of meeting
Sovereign Centre Task and Finish Group Report	Jessica Haines (Head of Commercial Business) Jessica.Haines@lewes-eastbourne.gov.uk	2 December 2019
Corporate 2 Performance Report	Millie McDevitt (Performance & Programme Lead) millie.mcdevitt@lewes-eastbourne.gov.uk	
Corporate Plan	Millie McDevitt (Performance & Programme Lead) millie.mcdevitt@lewes-eastbourne.gov.uk	
Forward Plan of Decisions	Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbourne.gov.uk	
Scrutiny Annual Work Programme 2018/2019	Nick Peeters (Democratic Services Officer)	

## Scrutiny Annual Work Programme 2019/2020

	nick.peeters@tunbridgewells.gov.uk	
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Subject	Lead Officer	
Annual Eastbourne Borough Community Safety Partnership Report	Oliver Jones (Strategy & Partnerships Lead), oliver.jones@lewes-eastbourne.gov.uk	3 February 2020
Forward Plan of Decisions	Simon Russell (Committee & Civic Services Manager) simon.russell@lewes-eastbourne.gov.uk	
Scrutiny Annual Work Programme 2018/2019	Nick Peeters (Democratic Services Officer) nick.peeters@tunbridgewells.gov.uk	

### Other items for Consideration

Recycling in the borough

Status of the Local Plan, housing supply figures and affordable housing

The role of scrutiny in the community and improving resident engagement

Unit occupancy in the Beacon

The Council's process for the inspection of licensed HMOs and how targets are managed

Targets for people in emergency accommodation and homelessness/rough sleepers