

Full Council

18 November 2020



Working in partnership with **Eastbourne Homes**

Quorum: 7

Published: Tuesday, 10 November 2020

To the Members of the Borough Council

You are summoned to attend an ordinary meeting of Eastbourne Borough Council to be held as a Remote Meeting on Microsoft Teams to transact the following business.

PLEASE NOTE: This will be a 'virtual meeting', held on Microsoft Teams remotely in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations.

Members of the press and public can view the meeting by clicking on the link provided on the agenda page on the Council's website or calling the number provided.

Instructions on how to join the meeting have been circulated separately for members of the Council and Officers participating.

Agenda

- 1 Introductions and notification of apologies for absence.**
- 2 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 (please see note at end of agenda).**
- 3 Minutes of the meeting held on 19 February 2020. (Pages 9 - 18)**

To receive and sign the minutes of the meeting held on 19 February 2020 as a correct record.
- 4 Public right of address.**

The Mayor to report any requests received from a member of the public under council procedure rule 11 in respect of any referred item or motion listed below.
- 5 Mayor's announcements. (Pages 19 - 20)**

A list of the Mayor's announcements in respect of his activities since the last meeting is attached for information.
- 6 Order of business.**

The Council may vary the order of business if, in the opinion of the Mayor, a matter should be given precedence by reason of special urgency.

7 Designation of Monitoring Officer. (Pages 21 - 22)

Report of the Chief Executive

8 Proposal for a Joint Staff Advisory Committee and Joint Appointments and Appeals Committee. (Pages 23 - 30)

Report of the Assistant Director - HR and Transformation and the Head of Democratic Services.

9 Conservation Area Advisory Group (CAAG) - Proposed changes to Terms of Reference and Status. (Pages 31 - 38)

Report of the Head of Democratic Services

10 Members Allowance Scheme - Independent Remuneration Panel Report. (Pages 39 - 70)

Report of the Head of Democratic Services and the Independent Remuneration Panel.

11 Matters referred from Cabinet or other council bodies.

The following matters are submitted to the Council for decision (council procedure rule 12 refers):-

(a) Completion of Winter Garden Redevelopment. (Pages 71 - 72)

Report of Councillor Bannister on behalf of the Cabinet. Referred from the meeting of Cabinet on 16 March 2020.

(b) Treasury Management Annual Report 2019/20. (Pages 73 - 74)

Report of Councillor Stephen Holt on behalf of the Cabinet. Referred from the meeting of Cabinet held on 16 September 2020.

12 Motions.

The following motions have been submitted by members under council procedure rule 13:-

(a) Motion 1 - NHS Walk in Centre

Motion submitted Councillor Holt

“Eastbourne Borough Council calls upon the NHS Clinical Commissioning Group (CCG) to withdraw its proposal to close the walk-in and GP service at Eastbourne Station Health Centre.

We believe that the current consultation process is flawed and has understated the importance of the existing GP and Walk-In service in the town centre. Many of the patients using the Walk-In Centre are not registered patients and would be unable to take part in any consultation.

The Walk-In Centre in delivering a vital service for many homeless people including those who are part of the Rough Sleeping Initiative, and for those who have no fixed home address and may not be registered with GP practices. Many of these people have multiple complex needs and have established a link with the station health service. Without this, many people would simply stop accessing health services or would put pressure on the Primary Care service at the DGH, as their health problems escalate.

The Walk-In service provides a unique access to healthcare not replicated elsewhere in the town and is an important safety net for patients who cannot gain an appointment at other GP surgeries. Our key industry is Tourism, and the Walk-in centre provides a vital and accessible facility for anyone taken ill whilst visiting our town. It is also an important service to people with learning disabilities, mental health issues or who may be living in temporary accommodation in our town, all of whom may need help from a GP but may be unable to book an appointment in advance.

If the Station Health Centre is closed it would affect the most vulnerable communities in Eastbourne disproportionately. Further, the Council is concerned about the resulting reduction in GP provision in the Town Centre and additional pressure on other, already overstretched surgeries.

The Council calls upon the CCGs to halt this process, and wait until the coronavirus crisis has eased, in order to carry out an evaluation of the future needs of patients based upon evidence in the post Covid-19 situation.”

(b) Motion 2 - Government Planning White Paper 'Planning for the Future'

Motion submitted by Councillor Shuttleworth:

“Eastbourne Borough Council calls upon the Government to respond to the concerns expressed by the Local Government Association and Councils up and down the country about proposals in the Government Planning White Paper ‘Planning for the Future’.

Eastbourne Borough Council makes the following points:

- That the Planning Paper needs to recognise that housing targets are best set by local Councils based upon the needs and restraints of their area. The Government imposed targets approach has failed local communities; and
- That developers must continue to pay a section 106 levy towards local infrastructure costs. The proposed national Infrastructure Levy will inevitably lead to a reduction in local funding of transport, road improvements, drainage and other infrastructure costs and will lead to less local control.

Further that:

- The number of sites with existing planning permissions for houses that are extant, have not yet been built, or even started to be built, along with the high proportion of planning applications that are

agreed are a clear sign that the planning process is not as big a barrier to development as the government claims;

- The planning process has over recent years become increasingly divorced from the needs and desires of local communities. The proposals contained within the White Paper will exacerbate this unwelcome direction of travel;
- The proposals contained within the White Paper will diminish the role of planning authorities, planning committee members and ward councillors;
- While the current planning system is not perfect this is at least in part due to continued cuts by central government funding to local planning authorities which have, in turn, led to local authorities having to reduce expenditure on planning services. These cuts and ongoing centralisation of policy coming from Government have affected both the processing of planning applications and enforcement activities; and
- Previous changes to the planning system, such as the introduction of the Unitary Development Plan and the Local Plan, have proved enormously expensive and time-consuming. Further changes are likely to be the same, with any benefits being outweighed by the costs involved.”

(c) Motion 3 - Carers' Rights

Motion submitted by Councillor Diplock:

“Ahead of Carers Rights Day on 26 November, this Council:

1. Recognises the work of both paid and unpaid carers, and thanks them for bearing an often-silent burden. Estimates from Carers UK suggest there are around 13m unpaid carers in the UK, who save the economy approximately £132 billion a year. We all know someone who is a carer.
2. Pledges to lead by example and ensure reasonable adjustments are made to allow carers employed by this authority to balance their caring responsibilities within work, and will continue to support carers, sign posting them to receive help, support and advice whenever possible.
3. Supports the efforts to extend to carers the employment rights within the Equality Act 2010. We call upon our MP to support the efforts made by Parliamentarians to extend protected characteristic rights to Carers.”

(d) Motion 4 - Council Meetings

Motion submitted by Councillor Freebody:

“This Council re-commits to the democratic process and re-introduces all council meetings with immediate effect using a digital platform to protect the public, members and officers from possible Covid 19 infection.”

(e) Motion 5 - Financial processes

Motion submitted by Councillor Smart:

"In the light of the considerable delays to the issue of financial information, this Council resolves to improve its financial processes and accountability."

13 Discussion on minutes of council bodies.

Members of the Council who wish to raise items for discussion (council procedure rule 14) on any of the minutes of the meetings of formal council bodies listed below must submit their request to the Head of Democratic Services no later than 10.00 am on the day of the meeting. A list of such items (if any) will be email out to Members prior to the start of the meeting. The following are appended to this agenda:

- (a) Minutes of Licensing Committee - 6 January 2020. (Pages 75 - 78)**
- (b) Minutes of Scrutiny Committee - 3 February 2020. (Pages 79 - 86)**
- (c) Minutes of Cabinet - 5 February 2020. (Pages 87 - 94)**
- (d) Minutes of Conservation Area Advisory Group - 18 February 2020. (Pages 95 - 98)**
- (e) Minutes of Planning Committee - 25 February 2020. (Pages 99 - 104)**
- (f) Minutes of Audit and Governance Committee - 4 March 2020. (Pages 105 - 110)**
- (g) Minutes of Cabinet - 16 March 2020. (Pages 111 - 116)**
- (h) Minutes of Cabinet - 3 June 2020. (Pages 117 - 120)**
- (i) Minutes of Cabinet - 15 July 2020. (Pages 121 - 124)**
- (j) Minutes of Planning Committee - 21 July 2020. (Pages 125 - 128)**
- (k) Minutes of Planning Committee - 25 August 2020. (Pages 129 - 132)**
- (l) Minutes of Audit and Governance Committee - 9 September 2020. (Pages 133 - 138)**
- (m) Minutes of Scrutiny Committee - 14 September 2020. (Pages 139 - 142)**
- (n) Minutes of Cabinet - 16 September 2020. (Pages 143 - 148)**



**Robert Cottrill
Chief Executive**

Information for the public

Accessibility:

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.

Public participation:

Up to 15 minutes will be allowed at ordinary meetings of the Council during which members of the public may ask questions. Questions must be received by midday two working days before the day of the meeting and include the name and address of the questioner and the organisation they represent, email and telephone number, and must be in accordance with section 10 of the Council Procedure Rules. Please contact Democratic Services (see end of agenda) for further information. At remote meetings, any questions will be read out at the meeting by the Chair or an Officer.

Information for Councillors

Items for discussion:

Members of the Council who wish to raise items for discussion on any of the minutes of council bodies attached to the meeting agenda, are required to notify Democratic Services by 10am on the day of the meeting.

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 Teams meeting when the matter is being considered (unless he/she has obtained a dispensation).

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

Council website: <https://www.lewes-eastbourne.gov.uk/>

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Working in partnership with **Eastbourne Homes**

Full Council

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 19 February 2020 at 6.00 pm

Present:

Councillor Steve Wallis (Mayor)

Councillors Sammy Choudhury (Deputy Mayor), Caroline Ansell, Margaret Bannister, Colin Belsey, Helen Burton, Peter Diplock, Jonathan Dow, Tony Freebody, Stephen Holt, Jane Lamb, Robin Maxted, Paul Metcalfe, Md. Harun Miah, Colin Murdoch, Jim Murray, Amanda Morris, Pat Rodohan, Dean Sabri, Alan Shuttleworth, Robert Smart, Colin Swansborough, Barry Taylor, David Tutt, Candy Vaughan and Rebecca Whippy

Officers in attendance:

Robert Cottrill (Chief Executive), Peter Finnis (Assistant Director for Corporate Governance), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Homira Javadi (Chief Finance Officer) and Sarah Lawrence (Senior Committee Officer)

25 Minutes of the meeting held on 10 July 2019.

The minutes of the meeting held on 10 July 2019 were presented and the Mayor was authorised to sign them as a correct record.

26 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 (please see note at end of agenda).

No declarations of interest were made.

27 Mayor's announcements.

The Mayor drew attention to the list of the mayoral engagements attended since the last meeting set out in the agenda. He thanked Councillor Choudhury for his support and for his attendance at many events.

The Mayor extended his congratulations to Councillor Ansell who had been elected as the MP for the Eastbourne Constituency in the General Election on 12 December.

The Mayor invited all members to attend a reception for the Claremont Hotel on 29 February 2020, 6 pm at the Town Hall. The event would raise funds for local residents affected by the fire and for the fire authority.

Councillors were advised that tickets for the Mayor's Charity Event on 28 March 2020, which was being held in aid of People Matter, were sold out. However, anyone wishing to contribute to the charity could still do so.

Finally, the Mayor advised that the Council had won the national Re:generate Revo Gold Award, which recognises the best examples of development and investment in the UK. In addition, Legal and General had been shortlisted in the Re:new category for its £85 million investment in The Beacon Centre in Eastbourne. Councillor Tutt thanked all those who had contributed to winning the prestigious national retail award, and recognised, in particular, Lisa Rawlinson (Strategy and Partnership Lead - Growth and Prosperity) for her work. The award trophy was displayed during the meeting.

28 Notification of apologies for absence.

Apologies for absence were reported from Councillor di Cara.

29 Public right of address.

No public speakers had been registered.

30 Order of Business.

Business proceeded in accordance with the summons.

31 Council Budget and Setting of the Council Tax for 2020/21

This matter was reported and the resolutions set out in the report moved by Councillor Holt on behalf of the Cabinet and seconded by Councillor Tutt. The Council considered the Section 25 Statement of the Section 151 Officer (Chief Finance Officer), a General Fund Summary and the recommendations from the meeting of Cabinet held on 5 February 2020, in respect of the:

- General Fund Budget 2020/21 and Capital Programme
- Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2020/21 and HRA Capital Programme 2019-23; and
- Treasury Management and Prudential Indicators 2020/21, Capital Strategy and Investment Strategy

Councillor Holt made his budget speech setting out the proposals, and Councillor Smart responded on behalf of the opposition.

The budget was debated by members from across the Council. As part of this debate, Members thanked the Chief Finance Officer and her team for the preparation of the budget.

The motion was put to a recorded vote, and carried.

RESOLVED (By 17 votes to 8 with 1 abstention) - That approval be given to the following:

1. The recommendations as detailed in the reports from the Chief Finance Officer and the Director of Service Delivery to Cabinet on 5 February 2020:
 - (i) To agree the General Fund budget for 2019/20 (Revised) and 2020/21 (original) Appendix 1 including growth and savings proposals for 2020/21, as set out in Appendix 2 to the Cabinet Report.
 - (ii) To agree the charge for Council Tax for Eastbourne Borough Council Band D change to £251.71, an increase of 2% for 2020/21.
 - (iii) To agree the revised General Fund capital programme 2020/21, as set out in Appendix 3 to the Cabinet Report.
 - (iv) To approve the Treasury Management Strategy and Annual Investment Strategy for 2020/21 as set out in Appendix A to the Cabinet Report.
 - (v) To approve the Minimum Revenue Provision Policy Statement 2020/21, as set out at paragraph 8 of the Cabinet Report.
 - (vi) To approve the Prudential and Treasury Indicators 2020/21 to 2022/23, as set out at paragraph 6 of the Cabinet Report.
 - (vii) To approve the Capital Strategy, as set out at Appendix E to the Cabinet Report.
 - (viii) To approve the Housing Revenue Account (HRA) income and expenditure proposals, including revised HRA budget for 2019/20 and the budget for 20/20/21, rents and service charges and the arrangements for finalising Eastbourne Homes' management fee, including to:
 - a) Agree the HRA budget for 2020/21 and revised 2019/20 budget as set out at Appendix 1 to the Cabinet report.
 - b) Agree that social and affordable rents (including Shared Ownership) are increased by 2.7% in line with Government policy.
 - c) Agree that service charges for general needs properties are increased by 2.7% (CPI +1%).
 - d) Agree that the service charge for the Older Persons' Sheltered Accommodations increases by an average of 0.5%.
 - e) Agree that the support charges for Sheltered Housing Residents are set at £7.70 per unit, per week, an increase of 20p.

- f) Agree that heating costs are increased by 2.7% (CPI+1%) in line with estimated costs set at a level designed to recover the actual cost.
- g) Agree that water charges are increased by 2.7% (CPI+1%) designed to recover the estimated cost of metered consumption.
- h) Agree that garage rents are increased by 3.4% (September RPI+1).
- i) Agree to give delegated authority to the Chief Executive, in consultation with the Cabinet Portfolio holders for Financial Services and Direct Assistance Service and the Chief Finance Officer to finalise Eastbourne Homes' Management Fee and Delivery Plan.
- j) Agree the HRA Capital Programme as set out at Appendix 2 to the Cabinet report.
2. That delegated authority is given to the Chief Finance Officer to amend the budget for any presentational changes ensuring the Council Tax Requirement at 6 below remains unchanged.
3. That it be noted, that since the Cabinet meeting on 5 February 2020 the Business Rates return to the Government (NNDR1) had been finalised with no changes to the previous net budget assumptions.
4. That consequent upon a General Fund budget of £13,522,133 and other matters, the basic amount (Band D) of Council Tax for the Borough Council's functions will be £251.71 calculated as follows:

	£'000	£'000
Gross Expenditure:		
General Fund		100,670
HRA		19,104
Business Rates payable to Government		11,104
Collection Fund Deficit (Council Tax)		60
		<u>130,938</u>
Less Income:		
Service Income	(101,235)	
Contribution from Reserves	(3,581)	
Other Government Grants	(2,220)	
Business Rates income	(15,130)	
		<u>(122,166)</u>
COUNCIL TAX REQUIREMENT		<u><u>8,772</u></u>
Band 'D' Council Tax		£251.71

The statutory resolutions relating to this matter are given at paragraphs 5 and 6 below.

5. That it be noted that at its meeting on 5 February 2020 the Cabinet agreed the Council Tax Base of 34,848.6 for Band 'D' equivalent properties for the year 2020/21 (Item T in the formula in section 31B of the Local Government Finance Act 1992, as amended).
6. Calculate that the Council Tax requirement for the Council's own purposes for 2020/21 as £8,771,741.
7. That the following amounts be now calculated by the Council for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended:

(a)	£130,937,574	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
(b)	£122,165,833	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(c)	£8,771,741	being the amount by which the aggregate at 5(a) above exceeds the aggregate at 5(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
(d)	£251.71	being the amount at 5(c) above (Item R), all divided by Item T (4 above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

8. To note that the Police and Crime Commissioner for Sussex has issued a precept to the Council in accordance with Section 40 of the Local Government Finance Act 1992, as amended, for each category of dwellings in the Council's area as indicated in the table below. The East Sussex County Council and East Sussex Fire and Rescue Authority figures are based on current recommendations to be considered by their respective budget setting meetings.

9. That the Council, in accordance with Sections 30 to 36 of the Local Government Finance Act 1992, as amended, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2020/21 for each of the categories of dwellings:

	Council Tax Valuation Bands							
	A	B	C	D	E	F	G	H
	6/9 £	7/9 £	8/9 £	1 £	11/9 £	13/9 £	15/9 £	2 £
Precepting Authorities								
Eastbourne Borough Council	167.81	195.77	223.74	251.71	307.65	363.58	419.52	503.42
East Sussex County Council	994.68	1,160.46	1,326.24	1,492.02	1,823.58	2,155.14	2,486.70	2,984.04
Sussex Police Authority	133.27	155.49	177.70	199.91	244.33	288.76	333.18	399.82
East Sussex Fire Authority	63.69	74.30	84.92	95.53	116.76	137.99	159.22	191.06
Aggregate of Council Tax Requirements	1,359.45	1,586.02	1,812.60	2,039.17	2,492.32	2,945.47	3,398.62	4,078.34

10. Determine that the Council's basic amount of Council Tax for 2020/21 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, as amended.

11. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2020/21 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992, as amended.

Recorded vote taken in accordance with the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014:

For the Motion:

Councillors Bannister, Burton, Choudhury, Diplock, Dow, Holt, Maxted, Miah, Morris, Murray, Rodohan, Sabri, Shuttleworth, Swansborough, Tutt, Vaughan and Whippy (17)

Against the Motion:

Councillors Ansell, Belsey, Freebody, Lamb, Metcalfe, Murdoch, Smart and Taylor. (8)

Abstention:

Councillor Wallis (The Mayor) (1).

32 Matters referred from Cabinet or other Council Bodies.**a) Treasury Management and Prudential Indicators 2020/21, Capital Strategy & Investment Strategy.**

The Mayor advised that this item was no longer required, as the recommendations had already been incorporated and voted upon above as part of the 'Council Budget and Setting of the Council Tax for 2020-21'.

b) Corporate Plan 2020-24

Councillor Tutt moved and Councillor Shuttleworth seconded the recommendations of the Cabinet to adopt the Corporate Plan 2020-24.

Councillor Tutt thanked all of those who had responded to the draft Plan to date and highlighted that he still wished to reflect in the document some comments received from the Chamber of Commerce. Councillor Freebody advised that if this was not the final version, he would wish to see reference to IT Infrastructure and high speed broadband, and Councillor Ansell advised that she would wish to see reference to Eastbourne as the gateway to the national park, as set out in a Council motion approved in 2014.

On advice of the Monitoring Officer, Councillor Tutt agreed to amend his motion to recommend the adoption of the Plan, subject to delegation to officers in consultation with Group Leaders to make any additional adjustments, taking into account representations at the meeting and from external organisations.

Thanks were extended to Bryn Mabey (Customer Communications and Engagement Lead) who was in the process of developing an 'easy to read' version of the Plan, so that it could be accessible to all residents, including those with additional learning needs.

RESOLVED (Unanimous) - To adopt the new Corporate Plan for 2020-2024, subject to delegation to the Director of Regeneration and Planning in consultation with Group Leaders to make any additional adjustments needed, taking into account the representations made at this meeting and from external organisations.

c) Local Council Tax Reduction Scheme

Councillor Tutt moved and Councillor Shuttleworth seconded the recommendations of the Cabinet.

RESOLVED (Unanimous) -

(1) To adopt the 2019/20 Local Council Tax Reduction Scheme as the 2020/21 scheme.

(2) That the Exceptional Hardship Scheme be continued in 2020/21.

d) Financial Procedure Rules

Councillor Holt moved and Councillor Tutt seconded the recommendations set out in the report of the Chief Finance Officer. Thanks were extended to the Chief Finance Officer and her team on the development of the revised Financial Procedure Rules.

RESOLVED (Unanimous) - That the Council approves the Financial Procedure Rules attached as Appendix 2 to the Council Agenda Report, for inclusion as Part 4 of the Council's Constitution.

e) Amended Code of Conduct for Members

Councillor Sabri moved and Councillor Freebody seconded the recommendations of the report of the Monitoring Officer.

RESOLVED (Unanimous) - That the Council adopts the amended Code of Conduct for Members, set out at Appendix 3 to the Council agenda report, for inclusion in the Council's Constitution.

33 Calendar of Meetings 2020/21

Councillor Tutt moved and Councillor Freebody seconded approval of the calendar of meetings for 2020/21. It was noted that the final approval would take place at the annual meeting of Council.

RESOLVED (Unanimous) - That the Council agrees the proposed Calendar of Meetings for 2020/21.

34 Urgent decisions taken by the Cabinet or Cabinet members**a) IT Provisions Decision Notice - Executive decision taken by Leader (16 December 2019)**

The Council noted the urgent decision made since the last meeting by the Leader on 16 December 2019 in respect of IT Provisions.

35 Discussion on minutes of Council Bodies.

The minutes of the following Council bodies were submitted to the meeting.

Committee	Date
Planning Committee	23 July 2019, 27 August 2019, 24 September 2019, 24 September 2019, 22 October 2019, 10 December 2019 and 21 January 2020.
Conservation Area Advisory Group	2 July 2019, 20 August 2019, 1 October 2019, 26 November 2019

Audit and Governance Committee	24 July 2019
Scrutiny Committee	2 September 2019
Cabinet	9 July 2019
Licensing Committee	29 August 2019 and 30 September 2019

No following items had been raised for discussion in accordance with Council procedure 14.

RESOLVED (Unanimously):

That the minutes of the above council bodies be accepted.

36 Motions.

No motions had been submitted.

The meeting ended at 7.27 pm

Councillor Steve Wallis (Mayor)

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Agenda Item 5

Eastbourne Borough Council



Mayor
Councillor STEVE WALLIS

Deputy Mayor
Councillor SAMMY CHOUDHURY

MAYOR'S ANNOUNCEMENTS

Mayor's ENGAGEMENTS February 2020 – November 2020

Date	Attendee	Event
22.02.2020	Mayor	Attended a Senior Citizen's Cream Tea at Hampden Park Community Centre
25.02.2020	Mayor	Attended St Wilfrid's Hospice Pancake Race in Eastbourne Town Centre
29.02.2020	Mayor	Attended a presentation celebrating Culture and Diversity at the International Lawn Tennis Centre. In the evening, the Mayor held a reception at the Town Hall to thank all those who were involved with the Claremont Hotel fire
01.03.2020	Mayor	Attended the Eastbourne Music & Arts Festival 60 th Anniversary Concert
03.03.2020	Deputy Mayor	Visited St Thomas a Beckett Junior school to judge the Lions Club Peace Poster Competition 2020
03.03.2020	Mayor	Attended the Duke of Edinburgh Award Presentation at the Town Hall
04.03.2020	Deputy Mayor	Visited Cavendish Junior School to judge the Lions Club Peace Poster Competition 2020
04.03.2020	Mayor	Attended a screening of A Second Chance at The Depot in Lewes
05.03.2020	Deputy Mayor	Attended the unveiling of new park boards in Hampden Park
06.03.2020	Deputy Mayor	Attended the Explorers in Bloom event at The Locker Rooms, Devonshire Park
06.03.2020	Mayor	Attended the World Day of Prayer service at the Salvation Army Citadel
07.03.2020	Mayor	Attended the International Women's Day event at the Town Hall
08.03.2020	Mayor	Attended the Lions Club It's a Knockout event at Bede's School, Upper Dicker
12.03.2020	Mayor	Attended the Big Build Presentation at the University of Brighton

Date	Attendee	Event
13.03.2020	Mayor	Attended the Winter Night Shelter Volunteers Thank You Party
08.04.2020	Mayor	Visited the Covid-19 Eastbourne Community Hub at the Welcome Centre
03.07.2020	Mayor	Attended a Mayor's For Peace online webinar
11.07.2020	Mayor	Took part in the Eastbourne Plastic Free Beach Clean
29.07.2020	Deputy Mayor	Attended the Spade in the Ground Ceremony at 282 Kings Drive
29.07.2020	Mayor	Attended a Charity Golf Day at Willingdon Golf Club
02.08.2020	Mayor	Attended the Opening of Paws a While Café at Seaside Recreation Ground
22.08.2020	Mayor	Attended a Soup and Support event at Seaside Recreation Ground
24.08.2020	Mayor	Took part in the launch of Sovereign Harbour Fishing Quay via Zoom
30.08.2020	Mayor	Attended a Charity Golf Day at Willingdon Golf Club
11.09.2020	Mayor	Attended the Compass Community Arts Launch Event at Historic Langney Priory
18.09.2020	Mayor	Attended the Festival of Walking event at the Welcome Centre
19.09.2020	Mayor	Took part in the Opening of Rainbow Wishes at the Enterprise Centre
22.09.2020	Mayor	Walked through every ward in the Borough as part of International Car Free Day
26.09.2020	Mayor	Took part in Plastic Free Eastbourne's Autumn Beach Clean
05.10.2020	Mayor	Visited the team at Environment First to thank them for their efforts during the Covid-19 Pandemic
09.10.2020	Mayor	The Mayor took part in the YMCA SleepEasy event
17.10.2020	Mayor	Hosted a BEM Induction Ceremony with the Lord Lieutenant of East Sussex in the Mayor's Parlour at the Town Hall
18.10.2020	Mayor	Attended a Charity Golf Day presentation at The Prince Albert pub
27.10.2020	Mayor	Attended the SERFCA Awards via Zoom
31.10.2020	Mayor	Attended a Macmillan Coffee Morning at The Beacon
03.11.2020	Mayor	Took part in a pre-recording for the Remembrance Sunday Service at the Town Hall
08.11.2020	Mayor	Attended the Ruthless Memorial Service
14.11.2020	Mayor	Attended the East Sussex Prayer Breakfast on YouTube

Agenda Item 7

Report to:	Full Council
Date:	18 November 2020
Title:	Designation of Monitoring Officer
Report of:	Chief Executive
Ward(s):	All
Purpose of report:	To designate a Council officer to be the Council's statutory Monitoring Officer, as is required by section 5 of the Local Government and Housing Act 1989.
Officer recommendation:	That the Council designates Oliver Dixon, the Head of Legal Services, to be its statutory Monitoring Officer with immediate effect
Reasons for recommendations:	The law requires the Council to designate one of its officers (to be known as the Monitoring Officer) to be responsible for performing certain duties set out in legislation
Contact Officer(s):	Name: Robert Cottrill Post title: Chief Executive E-mail: robert.cottrill@lewes-eastbourne.gov.uk

1 Introduction

- 1.1 The law requires the Council to designate certain statutory officer posts. One of these is the role of Monitoring Officer. This is a requirement of section 5 of the Local Government and Housing Act 1989, as amended.
- 1.2 The person designated as Monitoring Officer is primarily responsible for ensuring lawful decision-making by the Council and for contributing to the promotion and maintenance of high standards of conduct by elected members.
- 1.3 Members will be aware that the Council's former Monitoring Officer, Peter Finnis, has retired. Oliver Dixon has been his nominated Deputy for several years. The Chief Executive recommends to Council that Oliver Dixon now be formally designated as the Council's Monitoring Officer with immediate effect.

2 Financial Implications

- 2.1 There are no financial implications associated with this report.

3. Legal Implications

These are set out in the body of the report.

4. Risk management Implications

4.1 If Council fails to appoint a Monitoring Officer then it fails to meet its statutory duty.

5. Equality analysis

5.1 A detail equality analysis is not required for this report.

6. Sustainability implications

6.1 No implications arising from this report.

7. Appendices

None

8. Background Papers

None

Agenda Item 8

Body:	Full Council
Date:	18 November 2020
Subject:	Proposal for a Joint Staff Advisory Committee and Joint Appointments and Appeals Committee
Report of:	Assistant Director - HR and Transformation and Head of Democratic Services
Purpose:	To recommend to Full Council the implementation of a new combined Joint Staff Advisory Committee and Joint Appointment and Appeals Committee.
Recommendations:	<ol style="list-style-type: none">1) To approve the Terms of Reference for a new Joint Staff Advisory Committee to replace the Employment Committee as set out in Appendix 1;2) To approve the Terms of Reference for a Joint Appointments and Appeals Committee as set out in Appendix 2;3) To delegate to the Assistant Director - HR and Transformation and Head of Democratic Services authority to make the necessary consequential changes to the Constitution, Scheme of Delegation and HR Policies as set out in Appendix 3, and to delegate specific functions to the Head of Paid Services and Assistant Director – HR and Transformation in accordance with paragraphs 1.1 to 1.3 of Appendix 3; and4) That appointments be made to the Committee as set out in paragraphs 2.4 and 2.5.
Contact:	Becky Cooke, Assistant Director for HR and Transformation Telephone 01323 415106. E-mail address: becky.cooke@lewes-eastbourne.gov.uk Simon Russell, Head of Democratic Services, Telephone 01323 415021 Email address: simon.russell@lewes-eastbourne.gov.uk

1. Introduction

- 1.1 Lewes District and Eastbourne Borough Councils have jointly committed to bringing policies and procedures together, as part of the Joint Transformation Programme. This is necessary now that there is a single shared workforce operating across both Councils.

- 1.2 It is proposed that the Eastbourne Borough Council Joint Staff Committee and Lewes District Council Employment Committee be replaced with a single combined body (Joint Staff Advisory Committee), with representatives from both Councils, unison and staff representation. This will enable consultation and advice on staff matters to be more efficient and enable a clearer accountability between officers and staff representatives, and a clearer decision-making path for all future proposals. In addition, it is proposed that a new Joint Appointments and Appeals Committee be put in place to put into effect appropriate procedures for member involvement in appointments and appeals, as and when required.
- 1.3 The Joint Staff Committee was consulted on the proposals and agreed to recommend to Full Council the proposals set out at Appendices 1 to 3 at its meeting on 12 February 2020. Unison was consulted as part of the process for both Eastbourne Joint Staff Committee and Lewes Employment Committee giving consideration to these changes, and their comments have been taken into account.
- 1.4 The proposals require formal approval by the Full Council of each authority before they can take effect. Lewes District Council gave its approval to the terms of reference and proposals set out at Appendices 1 to 3 at its meeting on 17 September 2020, subject to the approval also being given by Eastbourne Borough Council.

2. Detail

- 2.1 Full Council is asked to approve the terms of reference for each Committee as set out at Appendix 1 and 2, as recommended by Lewes District Council's Employment Committee and Eastbourne Borough Council's Joint Staff Committee.
- 2.2 Full Council is asked to authorise the Assistant Director - HR and Transformation and Head of Democratic Services to make the necessary consequential changes to the Constitution, Scheme of Delegation and HR Policies which are required as a result of combining the roles of the Lewes District Council Employment Committee and Eastbourne Joint Staff Committee into one body. These are set out in Appendix 3. It is necessary to delegate specific functions to the Head of Paid Service and Assistant Director - HR and Transformation, as set out in Appendix 3.
- 2.3 Provisional dates for the new Committee have been included in the Calendar of Meetings approved by each Council. It is anticipated that if both Full Councils approve the changes set out in the report at their next meetings, the first meeting of the new Committee will be held in December 2020.
- 2.4 Nominations to the Joint Staff Advisory Committee have been sought from Group Leaders in accordance with the Terms of Reference and are as follows (in line with the membership of the existing Joint Staff Committee):

Liberal Democrat - Councillors Swansborough and Holt (Reserves: Councillors Shuttleworth and Dow)

Conservative – Councillor Lamb (Reserves: Councillors Di Cara and Freebody)

2.5 As the Joint Appointment and Appeals Committee is an ad hoc meeting, called as and required at short notice, it is recommended that this is set up by the Assistant Director – HR and Transformation in accordance with its Terms of Reference set out in Appendix 2.

3. Financial Implications

3.1 The implementation of the recommendations should have a positive financial impact, due to the reduction in duplication of reports and meetings.

4. Resource Implications

4.1 There will be marginal financial savings from combining the working of two current Committees relating to officer time, printing costs and other sundry expenditure. These savings cannot easily be quantified but would not significantly reduce costs or workloads in the affected departments.

5. Legal Implications

5.1 Legal Implications have been taken into account in the report.

6. Appendices

Appendix 1 – Proposed terms of reference for a Joint Staff Advisory Committee.

Appendix 2 – Proposed terms of reference for a Joint Appointments and Appeals Committee.

Appendix 3 – Consequent changes to the Constitution, Scheme of Delegation and HR Policies to be made under delegated authority.

7. Background Papers

Relevant Minute of the LDC Employment Committee on 7 October 2019

Relevant Minutes of the EBC Joint Staff Committee on 26 September 2019 and 12 February 2020

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Joint Staff Advisory Committee – Proposed Terms of Reference

1. Membership

- 1.1 Councillors
 - 3 Members from Eastbourne Borough Council – including at least 1 Cabinet Member and 1 opposition member.
 - 3 Members from Lewes District Council – including at least 1 Cabinet Member and 1 opposition member.
- 1.2 Staff Representatives
 - 2 representatives from the recognised union.
 - 2 staff group representatives.
- 1.3 Substitutes
 - Named substitutes can be appointed for Councillors and for staff representatives.

2. Quorum

- 2.1 At least 3 members of the Committee including 1 Councillor from each authority and 1 staff representative.

3. Chairing

- 3.1 The Chair will be appointed at the first meeting of each municipal year.
- 3.2 It will be normal practice for the chairmanship of the Committee to rotate between authorities and a staff representative (*eg year 1 - Lewes Councillor, year 2 - Eastbourne Councillor, year 3 - staff representative*).
- 3.3 A deputy chair will be appointed at the first meeting of each municipal year from any constituent group.

4. Frequency

- 4.1 The Committee will normally meet 4 times a year and will usually alternate locations between Eastbourne and Lewes.
- 4.2 Additional meetings can be called if required for any matter that needs to be considered urgently.

5. Status

- 5.1 The Committee will meet in public and will be an advisory committee (non-statutory).
- 5.2 It will make recommendations to each Full Council, Cabinet and Chief Officers as appropriate in relation to the matters set out in section 6 below.

6. Purpose of Committee

- 6.1 To act as an internal advisory committee which serves as a conduit between members and staff on employment related matters, and to make recommendations on such matters.
- 6.2 To consider and comment upon any policies relating to the application of new relevant legislation and equality issues.

- 6.3 To consider matters of health, safety and welfare of employees which are referred to the Committee for comment (which are not included in the terms of reference of the Joint Safety Committee).
- 6.4 Discussion of matters relating to individuals shall not be within the Committee's jurisdiction except as set out in 6.5 below.
- 6.5 For all appeals against staff dismissal and grievance, the Assistant Director – HR and Transformation shall invite 2 Councillor Members of this Committee to be a part of the relevant appeals panel.

Joint Appointments and Appeals Committee – Proposed Terms of Reference

1. Membership

1.1 Councillors

3 Members from Eastbourne Borough Council including at least 1 Cabinet Member and 1 opposition member (politically balanced as far as possible).

3 Members from Lewes District Council including at least 1 Cabinet Member and 1 opposition member (politically balanced as far as possible).

Members shall be selected as and when the need for a Committee arises and where possible shall include the portfolio-holding Cabinet Member from each Council most relevant to the position which is the subject of the recruitment.

2. Quorum

2.1 The quorum shall be 3 members, with at least one from each Council.

3. Chairing

3.1 The chair will be elected at each individual meeting of the Committee.

4. Frequency

4.1 The Committee will be convened on an ad hoc basis as and when required.

5. Purpose of Committee

5.1 To recommend to Full Council the appointment of the Head of Paid Service, and the designation of the Monitoring Officer and Chief Finance Officer (Section 151 Officer).

5.2 To make appointments to the post of statutory and non-statutory Chief Officers (with the exception of the appointment of the Head of Paid Service) and to determine the terms on which Chief Officers are appointed.

5.3 To deal with appeals against dismissal, grading and grievances by statutory and non-statutory Chief Officers.

Consequent changes to the Constitution, Scheme of Delegation and HR Policies

1. Scheme of Delegation

- 1.1 That the functions below be delegated to the Head of Paid Service in consultation with the Assistant Director- HR and Transformation in the Scheme of Delegation:
- a. matters related to local government pensions;
 - b. appeals against dismissal, grading and grievances by employees of the Council with the exception of those employees whose appointments are reserved to the Appointments and Appeals Committee, and subject to paragraph 6.5 of the terms of reference of the Joint Staff Advisory Committee;
 - c. the power to appoint staff and to determine their terms and conditions of office (except those that fall within the remit of the Appointments Committee including the Head of Paid Service, Directors, Chief Finance Officer (Section 151 Officer), Monitoring Officer and Chief Officers. (statutory and non-statutory)
 - d. Restructuring and creation of new posts.
- 1.2 That the functions below be delegated to the Assistant Director - HR and Transformation in the Scheme of Delegation:
- a. Human Resources standards.
 - b. Human Resources policies and practices.
 - c. To convene a joint Appointments and Appeals Committee in accordance with its Terms of Reference as and when required.
 - d. To appoint a Panel in accordance with Section 102 (4) of the Local Government Act 1972, as amended, for the purposes of advising the authority on matters relating to the dismissal of the authority's Head of Paid Service, Chief Finance Officer (Section 151 Officer) or Monitoring Officer, as required by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, as amended. (As a matter of law the power to approve any proposed dismissal is reserved to Full Council).
- 1.3 Nothing in these delegations is to prevent the Assistant Director – HR and Transformation from consulting with the Joint Staff Advisory Committee on the above matters if considered appropriate.

2. HR Policies and Scheme of Delegation

There is a need to amend HR Policies or Procedures which refer to the Employment Committee, Joint Staff Committee or Appointments and Appeals Committees, to take in account the Terms of Reference set out in Appendices 1 and 2. It is recommended that these amendments and the consequential revisions which need to be made to the Council's Scheme of Delegation be delegated to the Assistant Director – HR and Transformation and Head of Democratic Services respectively.

Report to:	Full Council
Date:	18 November 2020
Title:	Conservation Area Advisory Group (CAAG) - Proposed changes to Terms of Reference and Status
Report of:	Head of Democratic Services
Ward(s):	All
Purpose of report:	To propose an expansion of remit and change of status to the CAAG in order to enhance and better reflect its role and contribution to the Council.
Officer recommendation(s):	<p>(1) That Council approves the revised Terms of Reference (ToR) in respect of remit and membership, set out in Appendix 1;</p> <p>(2) That Council approves the change in status of CAAG from ‘Formal Committee’ to ‘Informal Forum’ as set out in section 4 of this report; and</p> <p>(3) That the Head of Democratic Services be authorised to make the necessary changes to the Council’s Constitution in order to give effect to these changes.</p>
Reasons for recommendations:	To propose an enhanced remit and working arrangement for the CAAG enabling more flexible discussion and a broader input of knowledge into the decision-making process in respect of matters affecting Conservation Areas and Listed Buildings.
Contact Officer(s):	Simon Russell, Head of Democratic Services, Telephone 01323 415021 Email address: simon.russell@lewes-eastbourne.gov.uk

1 Introduction

- 1.1 Councils are required, from a ‘Best Practice’ point of view, to have consultative arrangements for planning applications in Conservation Areas. Guidance for such arrangements is non-specific, but this Council’s practice is currently for these consultative arrangements to be covered by a formal public committee, namely the Conservation Area Advisory Group (CAAG).
- 1.2 The current remit of the CAAG is specifically to comment and make recommendations in respect of planning applications in Conservation Areas and on listed buildings where there is a material impact. Following a request from the Chair of CAAG, Officers undertook a review of this remit to enable a wider use of

this resource and its experience and expertise, to provide input into any major policy, strategy or project that has a material effect on Conservation Areas or listed buildings.

2 Proposal

- 2.1 A proposed expanded remit for CAAG is set out in Appendix 1. This retains the existing remit in respect of expressing views on material planning applications in Conservation Areas but now enables CAAG to be consulted on wider matters that have a material impact on Conservation Areas. CAAG would remain strictly as a Consultative Forum only, receiving and commenting on matters led by other decision-making bodies. However, whereas its current remit makes it a 'client consultee' specifically for the Planning Committee and the South Downs National Park Authority, the proposed expansion of remit would allow for CAAG's views to be sought also in response to strategic policy and projects from the Cabinet where there is a material effect on Conservation Areas.
- 2.2 As this proposal for expansion of remit would necessitate a change to CAAG's Terms of Reference, as set out in the Council's Constitution, it requires Full Council approval. The proposed amended ToR is set out in Appendix 1.

3 Introducing specification guidance for the Co-opted Advisors

- 3.1 Currently, the Group's Terms of Reference for membership refers simply to the addition of co-opted advisors, without being specific as to who those advisors are or how they are selected.
- 3.2 Introducing some structure for the recruitment of co-opted advisors will provide an opportunity for a more transparent and disciplined approach towards recruiting the best possible balance and breadth of representation on the Group, allowing for both professional and non-professional views relating to Conservation Areas to be heard.
- 3.3 Following discussion with the Chair, the proposal is that co-opted advisors should specify inclusion of the Council's Heritage Champion and up to three others, at least two of which should be external. These would be reviewed annually and appointments made by the Head of Planning in liaison with the Chair of CAAG.
- 3.4 To instigate this change, we propose to amend the Terms of Reference membership details in the Constitution. Again, this is set out in Appendix 1.

4 Proposed Future Status of CAAG

- 4.1 CAAG is not a body required by statute in the formal committee structure. It exists to fulfil the role of consultee to the Council in matters affecting Conservation Areas. As such, it is a collective of Officers, members and external representatives and its function is purely technical/professional rather than democratic/political which is the purpose of the decision-making body. As such, CAAG's standing as a formal committee of the Council is somewhat incongruous

and has led to a number of issues in recent times where the Group has sought to instigate debates on matters beyond their purpose.

- 4.2 As a formal public committee, statutory rules have to be applied to CAAG in respect of fixed meetings, agendas, attendees, public accessibility, and debating rules. As an Informal Forum, which is what is being proposed here, the Group would have more freedom in how it discusses matters but would still retain its core purpose as a consultee to the Council. In effect, it would function similarly to the Downland Forum (albeit meeting much more frequently in order to respond to matters in accordance with statutory deadlines) and, indeed, all such other consultative bodies of the Council. Anything the CAAG passes views on in their consultative capacity would still be put before Planning Committee or Cabinet as appropriate and taken into account where, of course, all decisions are made according to democratic governance rules in an environment open to public attendance and participation.
- 4.3 In proposing this change, Officers have researched practice elsewhere and it appears that a CAAG-type body operating as a formal committee is rather an anomaly unique to a very small handful of Councils. The vast majority of Councils fulfil their statutory obligation of Conservation Area consultation either solely via their professional Conservation Officers or via informal/independent arms-length panels or outside bodies. Indeed, looking for other examples of Councils having statutory conservation committees comparable to Eastbourne, across the entire country, we have only found three others (Newcastle, Enfield and Bristol).
- 4.4 Thus, the proposal is that the CAAG be re-cast as a Forum rather than continue as a part of the formal committee structure. It would still contain elected members and externally invited representatives, still be directly supported by the Council's Conservation Officer, and would still submit views on all matters with material effect on the Conservation Areas. However, as a Forum, it would be free of the many statutory rules as to how/where/when it meets and conducts its business.

5 Consultation

- 5.1 Proposals in respect of the expansion of remit and firming up of the arrangements in respect of co-opted advisors were the subject of a report to CAAG on 10 February 2020. These proposals were unanimously supported.
- 5.2 There was also debate on a proposal as to whether the remit could be expanded further to enable CAAG to undertake proactive reviews and recommendations to Cabinet in respect of Conservation Areas. However, the Committee was advised that it existed specifically to be a specialist consultee and its role was to consider and input on proposals instigated by the responsible decision-making bodies rather than to instigate its own proposals. As a result, CAAG decided not to support this proposal.

- 5.3 Subsequent to that Committee meeting, the proposal to change the status of CAAG from 'Formal Committee' to 'Informal Forum' was put to the Chair of CAAG and both Group Leaders. The Chair of CAAG and the Leader of the Council support this proposed change. The Leader of the Opposition reiterated the desire for an expanded remit for CAAG, but has submitted no views in respect of the proposed change of status of the Group.
- 5.4 Following a request from CAAG, all members of the Group were invited to comment on the proposed status change of the group. At the time of finalising this report, no comments have been received.
- 5.5 Finally, consultation on all the proposal elements was undertaken with key Officers, specifically the Corporate Management Team, the Head of Planning, Specialist Advisors for Conservation, the Committee and Civic Services Manager, and Senior Committee Officer. No objections were received.

6 Financial appraisal

- 6.1 The Council's Finance Team has been consulted. However, there are no financial implications arising from the recommendations in this report.

7 Legal implications

- 7.1 The Council's Legal Team has been consulted and provided the following comment:

Section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990 requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise. A material consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision. Material considerations can include the effect on listed building and Conservation Areas.

8 Risk management implications

- 8.1 There are no new risks arising from the proposals in this report.

9 Equality analysis

- 9.1 The revised proposal for recruiting co-opted advisors will enable broad and creative representation on the Group and the wider remit will provide an opportunity for greater input into matters affecting Conservation Areas.

10 Environmental sustainability implications

- 10.1 The proposed amendments to CAAG's Terms of Reference will help promote wider, more informed views, and can only enhance responsible development and quality decision making, in keeping with the desire to preserve and enhance Conservation Areas.

11 Appendices

Appendix 1 - Recommended changes to CAAG's Terms of Reference as set out in the Council's Constitution, in accordance with the recommendations in this report.

12 Background papers

No background papers were used in compiling this report.

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Proposed Changes to Terms of Reference for Conservation Area Advisory Group (CAAG)

Proposed amendments to the Terms of Reference for CAAG – as they appear in Eastbourne Borough Council's Constitution, Part 3 Section B, Responsibilities for Functions – Full Council and its committees (page ref: B12-13).

NB: Proposed amendments highlighted in blue italics

6. Conservation Area Advisory Group

6.1 Composition:

Up to 4 Councillors who are not on the pool of Councillors for the Planning Committee, plus co-opted advisors. *No requirement for political balance.*

Co-opted advisors to include the Council's Heritage Champion and up to 3 others of which at least two must be external, this to be determined by the Head of Planning in liaison with the Chair of CAAG on an annual basis, usually at the start of each municipal year.

Quorum to be 2 Councillors and 1 co-opted advisor.

Voting rights remain with the elected members only and the Chair continues to be appointed by full Council.

6.2 Terms of Reference:

To meet as an informal advisory body.

To advise the Planning Committee and the South Downs National Park Authority with regard to planning applications in Conservation Areas where there is a material effect on the Conservation Area and applications affecting Listed Buildings.

To comment and advise on any matter under consideration by Cabinet or the Planning Committee that has a significant material effect (as deemed by Cabinet or Planning Committee) on the Conservation Area and/or listed buildings.

NOTE: The CAAG entry in Section B of the Constitution will be moved from the formal committee part to appear in the part of that document that lists the informal boards and forums

EXTRACT ENDS

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Report to:	Full Council
Date:	18 November 2020
Title:	Members' Allowances Scheme – Report of the Independent Remuneration Panel (IRP)
Report of:	Head of Democratic Services
Ward(s):	All
Purpose of report:	To advise the Council of the Independent Remuneration Panel's recommendations and determine changes to the Council's Allowances Scheme in the light of the recommendations.
Officer recommendation(s):	(1) To consider the recommendations of the Independent Remuneration Panel as set out at appendix 1 to the report and decide on one of the following options: (a) To accept the Panel's recommendation in full; (b) To partially accept the Panel's recommendation with compelling reasons for doing so; or (c) To reject the Panel's recommendation in full with compelling reasons for doing so. (2) That be the Head of Democratic Services authorised to make the necessary amendments (if approved) to the Council's Members' Allowances Scheme. (3) That thanks be conveyed to the Panel for the work undertaken and report produced.
Reasons for recommendations:	To meet the statutory requirement for Council to have regard to the recommendations made to it by the Independent Remuneration Panel.
Contact Officer(s):	Name: Simon Russell Post title: Head of Democratic Services E-mail: simon.russell@lewes-eastbourne.gov.uk Telephone number: 01323 415021

-
- 1 Introduction**
- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to have regard to the recommendations made to it by an Independent Remuneration Panel (IRP) before it agrees its Members' Allowances Scheme.
- 1.2 The last review of the Council's Members' Allowances schemes was undertaken in 2011.

1.3 In accordance with regulation 20.2 (a) of the above regulations, an IRP comprising of a minimum of three members, was appointed and tasked with carrying out this review.

1.4 The Panel for this review comprised the following members:-

Mr Mark Palmer (Chair) – Development Director at South East Employers. Has strong experience undertaking and chairing IRPs for a variety of Councils.

Mr Ian Buckingham – Is a senior cross-industry “Business and Brand Transformation, Change Communication and Engagement Specialist”. Has previously served on an IRP for Decorum District Council.

Ms Daphne Bagshaw – Previously an East Sussex County Councillor (around 1997-2005) serving on the Cabinet including in a Finance Portfolio. No longer actively involved in politics. Also appointed to another IRP to be undertaken this year.

1.5 This covering report has been produced to accompany the detailed report of the IRP that is included at appendix 1. Reference should be made to that report for further information and detail.

1.6 The regulations require the Council to publicise the recommendations of the IRP, the agreed scheme and actual allowances paid to councillors each year. Arrangements are in hand for the required notice to be published in accordance with the regulations.

2 Recommendations made by the Panel

2.1 Under the regulations the Council is required to have regard to the advice of their IRP. The phrase “...shall have regard to the recommendations made...” is used in the regulations. Should the Council wish to implement arrangements not fully in accordance with the Panel’s recommendations they will need to give compelling reasons for doing so. In addition, it should be noted that details of any variations between the Panel’s recommendations and the Council’s final decision must be detailed in a public notice.

2.2 The full recommendations of the Panel are detailed in their report but a summary is set out below:

- **Basic allowance** (payable to all 27 Councillors): **£3,732**
- **Special responsibility allowances (SRA)** (no councillor shall be entitled to receive at any time more than one SRA):

Special Responsibility:	Full Year Total:
Mayor	£3,732
Deputy Mayor	£1,866
Leader of the Council	£7,464
Deputy Leader of the Council	£3,732
Other Cabinet Member	£3,732

Special Responsibility:	Full Year Total:
Chair of Planning Committee	£2,986
Other Members of Planning Committee	£1,866
Reserve Member of Planning Committee	No SRA
Chair of Licensing Committee	£1,866
Chair of Scrutiny Committee	£2,986
Leader of the Largest Opposition Group	£3,732
Deputy Leader of the Largest Opposition Group	No SRA
Chair of the Joint Staff Advisory Committee	£1,116
Chairman of a Licensing Sub-Committee	£100 per meeting
Ordinary Member of a Licensing Sub-Committee	£65 per meeting

➤ **Travel and subsistence allowance:**

No change to current scheme

➤ **Dependants' carers' allowances (DCA):**

DCA to be based on two rates:

Rate 1: Childcare at market rate with no monthly maximum claim

Rate 2: Specialist care based at cost

➤ **Information technology allowance:**

£429 per annum.

➤ **Indexing of allowances:**

The basic allowance, SRAs and IT allowance to be increased annually in line with the percentage increase in staff salaries until 2024, at which time the allowances scheme shall be reviewed again by an IRP.

➤ **Implementation of new scheme of allowances:**

Recommended to be implemented with effect from the beginning of the 2020-21 financial year.

3 Financial appraisal

3.1 The cost of the review has been met within an existing budget.

3.2 The current Members' Allowances budget will not be sufficient to fund the changes proposed in this report, and as detailed at Appendix 4 to the IRP's report, their recommendation would result in an increase in basic allowance, SRA and IT allowance totalling £41,126 on the current cost. The current budget for 2020/21 was set at £136,500 which is 2% more than the current cost, but still £38,357 less than the proposed cost. Should the Council approve the recommendations of the Panel, it will be necessary for payments to be backdated to 1 April 2020, with the additional cost being funded through the existing contingency budget. This pressure will be reflected within the draft

budget for 2021/22, for the Council to identify savings in order to fund this additional cost.

4 Legal implications

4.1 It is statutory requirement that a local authority has regard to the recommendations of an IRP before it makes or amends a members' allowances scheme.

5 Risk management implications

5.1 There are none.

6 Equality analysis

7.1 The scheme as a whole is intended to assist the objective of overcoming any financial and other disincentive that an individual might experience in being a councillor and encourage persons from all sections of the community to become and remain councillors.

7.2 The Panel has given consideration to the subject of equalities in its report.

7 Environmental sustainability implications

8.1 There are no implications arising from this report.

8 Appendices

- Appendix 1 – Report from the Independent Remuneration Panel of February 2020

9 Background papers

- None

The report of the Independent Remuneration Panel
appointed to review the allowances paid to
Councillors of Eastbourne Borough Council.

February 2020

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1 INTRODUCTION AND BACKGROUND

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), as amended, require all local authorities to appoint an independent remuneration panel (IRP) to advise on the terms and conditions of their scheme of Councillors' allowances.
- 1.2 Eastbourne Borough Council formally appointed the following persons to undertake this process and make recommendations on its future scheme.

Daphne Bagshawe .MA JP. Consultant on Local Government
Ian Buckingham- Management Consultant and Local Resident
Mark Palmer – Development Director, South East Employers (Chair).

- 1.3 Our terms of reference were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). Those requirements are to make recommendations to the Council as to:

the amount of basic allowance to be payable to all Councillors.

the level of allowances and whether allowances should be payable for:

- (i) special responsibility allowances.
- (ii) travelling and subsistence allowance.
- (iii) dependants' carers' allowance.

and the amount of such allowances.

whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.

- 1.4 In addition, the Panel was invited to review the allowances payable to the Mayor and Deputy Mayor to meet the expenses of their respective offices under Sections 3 and 5 of the Local Government Act 1972. Whilst the 2003 Regulations do not require councils to include such allowances in any formal review, the Council has agreed that it would be appropriate in terms of openness and transparency to ask the Panel to review these allowances as part of the general review of the scheme of Councillors' allowances.
- 1.5 We have also made a recommendation in respect of parental leave for Councillors.

2 CURRENT SCHEME

- 2.1 The last full review of Councillors' allowances was undertaken by Eastbourne Borough Council in 2011. The scheme of allowances was brought into effect and have remained at the same level since 2015.
- 2.2 The Scheme currently provides that all Councillors are each entitled to a total basic allowance of **£2,808** per annum. In addition, some Councillors receive special responsibility allowances for undertaking additional duties.
- 2.3 Councillors may also claim the cost of travel and subsistence expenses and for expenditure on the care of children or dependants whilst on approved duties.

3 PRINCIPLES UNDERPINNING OUR REVIEW

The Public Service Principle

- 3.1 This is the principle that an important part of being a Councillor is the desire to serve the public and therefore, not all of what a Councillor does should be remunerated. Part of a Councillor's time should be given voluntarily. The consolidated guidance notes the importance of this principle when arriving at the recommended basic allowance.¹ Moreover, we found that a public service concept or ethos was articulated and supported by all of the Councillors we interviewed and in the responses to the questionnaire completed by Councillors as part of our review.
- 3.2 We noted that the principle of public service had been recognised in previous IRP review in Eastbourne BC but was not clearly quantified. To provide transparency and increase an understanding of the Panel's work, we will recommend the application of an explicit Public Service Discount (or PSD). Such a PSD is applied to the time input necessary to fulfil the role of a Councillor.
- 3.3 Further explanation of the PSD to be applied is given below in section 4.

The Fair Remuneration Principle

- 3.4 Alongside the belief that the role of the elected Councillor should, in part, be viewed as unpaid voluntary service, we advocate a principle of fair remuneration. The Panel in 2020 subscribes to the view promoted by the independent Councillors' Commission:

Remuneration should not be an incentive for service as a Councillor. Nor should lack of remuneration be a barrier. The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local Councillors. Those who

¹ The former Office of Deputy Prime Minister – now the Ministry of Housing, Communities, and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 68.

*participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage as a result of doing so.*²

3.5 We are keen to ensure that our recommended scheme of allowances provides reasonable financial compensation for Councillors. Equally, the scheme should be fair, transparent, logical, simple, and seen as such.

3.6 Hence, we continue to acknowledge that:

- (i) allowances should apply to roles within the Council, not individual Councillors.
- (ii) allowances should represent reasonable *compensation* to Councillors for expenses they incur and time they commit in relation to their role, not *payment* for their work; and
- (iii) special responsibility allowances are used to recognise the *significant* additional responsibilities which attach to some roles, not merely the extra time required.

3.7 In making our recommendations, we have therefore sought to maintain a balance between:

- (i) the voluntary quality of a Councillor's role.
- (ii) the need for appropriate financial recognition for the expenses incurred and time spent by Councillors in fulfilling their roles; and
- (iii) the overall need to ensure that the scheme of allowances is neither an incentive nor a barrier to service as a Councillor in Eastbourne.

3.8 The Panel will also ensure that the scheme of allowances is understandable in the way it is calculated, this includes ensuring the bandings and differentials of the allowances are as transparent as possible.

3.9 In making our recommendations, we wish to emphasise that any possible negative impact they may have is not intended and should not be interpreted as a reflection on any individual Councillor's performance in the role.

4 CONSIDERATIONS AND RECOMMENDATIONS

Basic Allowance

4.1 A Council's scheme of allowances must include provision for a basic allowance, payable at an equal flat rate to all Councillors. The guidance on arriving at the basic allowance states, "Having established what local Councillors do, and the hours which are devoted to these tasks the local authorities will need to take a

² Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007, p.3.

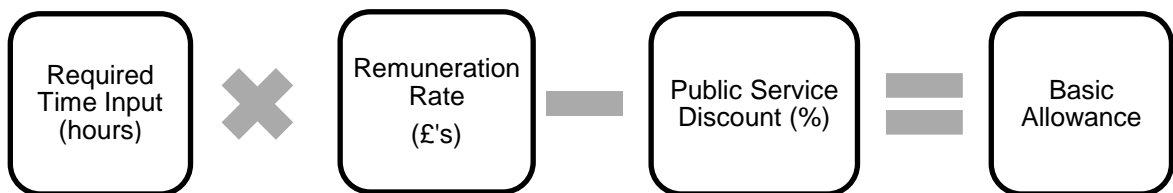
view on the rate at which, and the number of hours for which, Councillors ought to be remunerated.”³

4.2 In addition to the regular cycles of Council and committee meetings, several working groups involving Councillors may also operate. Many Councillors are also appointed by the Council to several external organisations.

4.3 We recognise that Councillors are responsible to their electorate as:

- Representatives of a ward.
- Community leaders.
- Decision makers for the whole Council area.
- Policy makers for future activities of the Council.
- Scrutineers and auditors of the work of the Council; and
- Regulators of planning, licensing and other matters required by Government.

4.4 The guidance identifies the issues and factors an IRP should have regard to when making a scheme of allowances.⁴ For the basic allowance we considered three variables in our calculation: the time required to execute the role effectively; the public service discount; and the rate for remuneration.



4.5 Each of the variables is explained below.

Required Time Input

4.6 We ascertained the average number of hours necessary per week to undertake the role of a Councillor (with no special responsibilities) from questionnaires and interviews with Councillors and through reference to the relevant Councillor information. In addition, we considered information about the number, range, and frequency of committee meetings.⁵

4.7 Discounting attendance at political meetings (which we judged to be centred upon internal political management), we find that the average time commitment required to execute the role of a Councillor with no special responsibilities is 11 hours per week.

Public Service Discount (PSD)

4.8 From the information analysed, we found Councillors espoused a high sense of public duty. Given the weight of evidence presented to us concerning, among other factors, the levels of responsibility, the varied nature of the role, the need

³ paragraph 67.

⁴ paragraphs 66-81.

⁵ Summary responses to the questionnaires are available on request.

for learning and development, and the increasing accessibility and expectations of the public, we recommend a Public Service Discount of 50 per cent to the calculation of the basic allowance. This percentage sits at the top within the range of PSDs applied to basic allowances by councils in the south east.

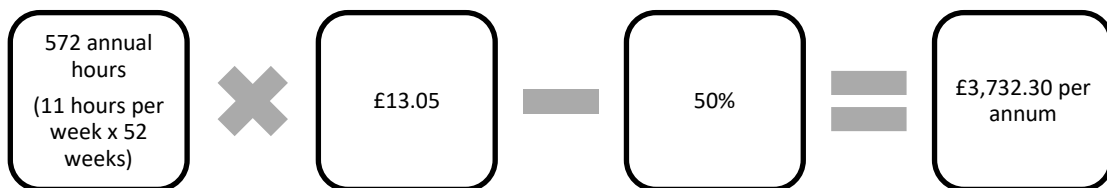
Remuneration Rate

4.9 After establishing the expected time input to be remunerated, we considered a remuneration rate and came to a judgement about the rate at which the Councillors ought to be remunerated for the work they do.

4.10 To help identify an hourly rate for calculating allowances, we utilised relevant statistics about the local labour market published by the Office for National Statistics. We selected the average (median), full-time gross⁶ wage per hour by place of residence for Eastbourne. The latest available figure is £13.05.⁷

Calculating the basic allowance

4.11 After determining the amount of time required each week to fulfil the role (11 hours), the level of PSD to be applied (50%) and the hourly rate to be used (£16.27), we calculated the basic allowance as follows:



4.12 The gross Basic Allowance before the PSD is applied is **£7,464.60**. Following the application of the PSD this leads to a basic allowance of **£3,732.30** per annum. This is then rounded to **£3,732**.

4.13 This amount is intended to recognise the overall contribution made by Councillors, including their work on council bodies, and ward work and attendance on external bodies.

4.14 We did also note the levels of basic allowance currently allocated by other Sussex district councils (see table below).

⁶ The basic allowance, special responsibility allowance, dependants' carers' allowance, and co-optees' are taxable as employment income.

⁷ The Nomis official labour market statistics: Hourly Pay – Gross median (£) For full-time employee jobs by place of residence: UK December 2019.

Council	Sussex District and Borough Councils: Basic Allowances (£) 2019⁸
Adur District Council	4,511
Arun District Council	5,481
Chichester District Council	4,725
Crawley Borough Council	6,190
Eastbourne Borough Council	2,808
Horsham District Council	5,070
Lewes District Council	3,260
Mid Sussex District Council	5,000
Rother District Council	4,475
Wealden District Council	4,611
Worthing Borough Council	4,929
Average	4,642

4.15 The Panel wished to ensure the level of basic allowance does not constitute a barrier to candidates from all sections of the community standing, or re-standing, for election as Councillors. The Panel was of the view that the 2020 review has *begun* to make recommendations to ensure that the recommended basic is in accordance with the principle of fair remuneration, although the rate is still low by comparison with similar size district and borough councils and considerably lower than the Sussex average.

WE THEREFORE RECOMMEND that the Basic Allowance payable to all members of Eastbourne Borough Council be £3,732 per annum.

Special Responsibility Allowances (SRAs)

4.16 Special Responsibility Allowances are awarded to Councillors who perform significant additional responsibilities over and above the roles and expenses covered by the basic allowance. These special responsibilities must be related to the discharge of the council's functions.

4.17 The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA to any one Councillor. They do require that an SRA be paid to at least one Councillor who is not a member of the controlling group of the Council. As the guidance suggests, if the majority of Councillors receive an SRA the local electorate may rightly question the justification for this.⁹

4.18 We conclude from the evidence we have considered that the following offices bear *significant* additional responsibilities:

- Leader of the Council
- Deputy Leader of the Council
- Members of the Cabinet

⁸ Figures drawn from the South East Employers, Members' Allowances Survey 2019 (November 2019).

⁹ paragraph 72. Local Government Regulations 2003

- The Mayor and Deputy Mayor
- Chair of the Planning Committee
- Other Members of the Planning Committee
- Chair of the Scrutiny Committee
- Chair of the Audit and Governance Committee
- Chair of the Licensing Committee
- Chair of the Licensing Sub-Committee
- Ordinary Member of a Licensing Sub-Committee
- Chair of Joint Staff Advisory Committee
- Leader of the Largest Opposition Group

One SRA Only Rule

4.19 To improve the transparency of the scheme of allowances, we feel that no Councillor should be entitled to receive at any time more than **one SRA**.

4.20 The One SRA Only Rule avoids the possible anomaly of the Leader receiving a lower allowance than another Councillor. If two or more allowances are applicable to a Councillor, then the higher-valued allowance would be received. The One SRA Only Rule is common practice for many councils. Our calculations for the SRAs are based on this principle, which should be highlighted:

WE THEREFORE RECOMMEND that that no Councillor shall be entitled to receive at any time more than one Special Responsibility Allowance and that this One SRA Only Rule be adopted into the Scheme of Allowances.

The Maximum Number of SRAs Payable

4.21 In accordance with the 2003 Statutory Guidance (paragraph 72) the Panel is of the view that no more than 50% of Council Members (14 Members) should receive an SRA at any one time. However, we recognise that due to a relatively low number of Councillors (27) in comparison to similar size councils then this is a future aspiration rather than a recommendation.

Calculating SRAs

4.22 The Panel agreed to apply a criteria and formula for calculating the Leader of the Council's SRA. This will be based on a multiplier of the Basic Allowance. The Leader is the role that carries the most significant additional responsibilities and is also the most time consuming.

4.23 We applied a multiplier of the basic allowance to establish the Leader's SRA. Other SRAs are then valued downwards as a percentage of the Leader's allowance. This approach has the advantage that, when future adjustments to the SRAs are required, changing the Leader's SRA will have a proportionate and easily calculable effect on the other SRAs within the scheme.

4.24 We grouped together in Tiers those roles that we judged to have a similar level of responsibility. The outline result of this approach is illustrated in a pyramid of responsibility:



4.25 The rationale for these four tiers of responsibility is discussed below.

Leader (Tier One)

4.26 The Council elects for a four-year term of office a Leader who is ultimately responsible for the discharge of all executive functions of the Council. The Leader is the principal policy maker and has personal authority to determine delegated powers to the rest of the Cabinet. The Leader is also responsible for the appointment (and dismissal) of members of the Cabinet and their respective areas of responsibility.

4.27 The multiplier we applied to calculate the Leader's SRA is 200%, or 2.0 x the basic allowance. If the recommended option of a basic allowance with a PSD of 50% is adopted, this results in a Leader's Allowance of **£7,464**.

WE RECOMMEND that the Leader of the Council continue to receive a Special Responsibility Allowance of 200% of the basic allowance, £7,464 per annum.

Deputy Leader (Tier Two)

4.28 The Deputy Leader usually acts on the Leader's behalf in their absence. From the information we gathered, we consider this additional responsibility should be reflected in the level of allowance. Therefore, we recommend the Deputy Leader's SRA be set at 50% of the Leader's SRA. If our recommendations concerning the basic allowance and the Leader's SRA are adopted, this results in an allowance of **£3,732**.

- 4.29 From the evidence gathered, including questionnaire response and face to face interviews we consider the members of the Cabinet and the Mayor should also receive an allowance of **£3,732**, 50% of the Leader's Allowance.
- 4.30 Evidence from the from the interviews we undertook with Councillors, underlines the responsibility of the members of the Cabinet for many of the Council's functions. Members of the Cabinet hold considerable responsibility for their respective portfolios. In addition, we found the time commitment for the role to be significant.
- 4.31 The Panel was of the view that the role of Mayor continues to have a high impact and profile across the Borough and has a very high number of engagements and commitments. We therefore recommend that the role continues to be recognised at Tier-Two and receive an allowance of **£3,732**, 50% of the Leader's Special Responsibility Allowance.
- 4.32 The role of the Largest Opposition Group Leader is instrumental to ensure accountability of the leadership and requires a high level of organisation to manage a political group. The Panel therefore recommends that the Largest Opposition Group Leader receive a Tier-Two allowance of **£3,732**, 50% of the Leader's Special Responsibility Allowance

WE RECOMMEND that the Deputy Leader, Members of the Cabinet, the Mayor and the Leader of the Largest Opposition Group receive a Special Responsibility Allowance of 50% of the Leader's Special Responsibility Allowance, £3,732.

The Chair of the Planning Committee and Chair of the Scrutiny Committee, (Tier Three)

- 4.33 The Panel is of the view that the Chair of the Planning Committee performs a significant role that has a high impact across the Borough. The frequency of meetings also mean that the role is demanding of time and resource. The Panel therefore recommend an allowance of 40% of the Leaders Allowance, **£2,986**.
- 4.34 The Scrutiny Committee does not have formal decision-making powers; but are influential and new Government Statutory Guidance (May 2019) has sought to increase the scope and influence of the scrutiny function. We have considered the requirements of the role of Chair and consider that it is a significant statutory function. We consider this role should also receive a Tier- Three allowance of **£2,986**, 40% of the Leader's Allowance.

WE RECOMMEND that the allowance for the Chair of Planning and the Chair of the Scrutiny Committee should receive a Special Responsibility Allowance of 40% of the Leader's Special Responsibility Allowance, £2,986.

The Chair of the Licensing Committee, Chair of Audit and Governance Committee and Other Members of Planning (Tier Four)

- 4.35 The Panel is also of the view that the Chair of Licensing Committee and Chair of Audit and Governance Committee should both receive a Tier 4 Special Responsibility Allowance, 25% of the Leaders Allowance, **£1,866**.
- 4.36 The role of Member of the Planning Committee is both demanding in respect of time, twelve meetings per year plus additional site visits and is also a role that has significant local impact. The Panel therefore recommend that the Members of the Planning Committee should receive a Special Responsibility Allowance of **£1,866**, 25% of the Leader's Allowance.

WE RECOMMEND that the allowance for the Chair of the Licensing Committee, Chair of Audit and Governance Committee and Other Members of Planning should receive a Special Responsibility Allowance of 25% of the Leader's Special Responsibility Allowance, £1,866.

Other Allowances

- 4.37 Following discussion and from an analysis of the role the Panel is of the view that the allowance for Deputy Mayor should be increased in proportion to the increase in the allowance for Mayor. Currently the Deputy Mayor receives an SRA of £1,404. The Panel consider that this allowance should be increased to **£1,866**, 50% of the Mayor's Special Responsibility Allowance.
- 4.38 With regard to the roles of Deputy Leader of the Largest Opposition Group and Reserve Members of the Planning Committees the Panel did not hear any evidence that these are roles that should receive a Special Responsibility Allowance. Therefore, the Panel recommends that no allowance should continue to be payable to the roles of Deputy Leader of the Largest Opposition Group and the Reserve Members of Planning. This will lead to a reduction of five Special Responsibility Allowances.
- 4.39 The Joint Staff Committee is due from May 2020 to become the Joint Staff Advisory Committee with Lewes District Council and will have a rotating Chair. The Panel was of the view that the Chair of the Committee should receive a Special Responsibility Allowance, and this should be calculated as a percentage of the Leader's Allowance for both Councils. The Panel therefore recommends that the Chair of the Joint Staff Advisory Committee should receive an allowance of 5% of the recommended combined Leader's allowance, £7,464 and £14,865, a Special Responsibility Allowance of **£1,116**.
- 4.40 The Panel also recommends that the Chair of the Licensing Sub-Committee should receive an allowance of £100 per meeting and the Ordinary Member of a Licensing Sub-Committee receive an allowance of £65 per meeting.

WE RECOMMEND that the Deputy Mayor should receive an allowance of 50% of the Mayor's Special Responsibility Allowance, £1,866. The Chair of the Joint Staff Advisory Committee should receive an allowance of 5% of the combined Lewes District Council and Eastbourne Borough Councils

Leader's Allowance, £1,116. Other allowances shall be as at paragraph 4.40.

Finally, that no allowance should be payable to the role of Deputy Leader of the Largest Opposition Group and the Reserve Members of Planning.

Travelling and Subsistence Allowance

- 4.41 A scheme of allowances may provide for any Councillor to be paid for travelling and subsistence undertaken in connection with any of the duties specified in Regulation 8 of the 2003 Regulations including any other duties approved by the Council. Similarly, such an allowance may also be paid to co-opted members of a committee or sub-committee of the Council in connection with any of those duties, provided that their expenses are not also being met by a third party.
- 4.42 The amounts payable to Members in respect of car and motorcycle mileage payments will be at the maximum rate per mile that can be paid tax-free as defined by HM Revenue and Customs.

WE RECOMMEND that travelling and subsistence allowance should continue to be payable to Councillors and any co-opted members in connection with any approved duties in accordance with the current scheme of allowances.

Dependants' Carers' Allowance

- 4.43 The current level of dependants' carers' allowance is £8.80 per hour for Childcare and £13.18 for Carers' of Dependents. The dependants' carers' allowance should ensure that potential candidates are not deterred from standing for election and should enable current Councillors to continue despite any change in their personal circumstances. However, the current maximum remuneration for those with caring responsibilities could leave Councillors out of pocket particularly if they are required to cover the cost of specialist care for adults or children with special needs.
- 4.44 The Panel therefore is of the view that the Dependants' Carers Allowance should continue to be based on two rates, general childcare and specialist care. The Panel was of the view that specialist care provision should be reimbursed for the actual cost incurred by the Councillor upon production of receipts. Medical evidence that this type of care provision is required must also be provided and approved by an appropriate officer of the Council. Childcare rates should be at market rates upon production of receipts.

WE THEREFORE RECOMMEND that the Dependants' Carers' Allowance should be based on two rates. Rate one for Childcare be at the market rate, reimbursed upon production of receipts, with no monthly maximum claim. Rate two should be for specialist care based at cost upon production of receipts and requiring medical evidence that this type of care is required.

WE ALSO RECOMMEND that no change should be made to the current eligibility conditions for receipt of this allowance, except that the duties for which this allowance is payable should be in accordance with the list of approved Councillor duties. *The Council should also actively promote the allowance to prospective and new Councillors both before and following an election.*

Approved Councillor Duties

4.45 The Panel reviewed the recommended duties for which Dependants' Carers' Allowance and Travelling and Subsistence Allowance should be payable and have recommended that no changes be made.

WE THEREFORE RECOMMEND that the recommended duties for which Dependants' Carers' Allowance and Travelling and Subsistence Allowance should be payable should be in accordance with the Approved Councillor Duties.

Parental Leave

4.46 There is no uniform/ national policy to support Councillors who require parental leave for maternity, paternity or adoption leave. According to the Fawcett Society (Does Local Government Work for Women, 2018) a '*lack of maternity, paternity provision or support*' is a real barrier for women aged 18-44 to fulfil their role as a Councillor'.

4.47 We are of the view that support should be provided for parental leave although we do not wish to stipulate an exact policy/procedure of another Council, the Panel is aware that the Local Government Association (LGA) has developed a model policy that has been adopted by a growing number of councils across the south east region.

4.48 There is no legal right to parental leave of any kind for people in elected public office. However, as a way of improving the diversity of Councillors the Panel would recommend that the Members' Allowance Scheme should be amended to include provisions that clarify that:

- a) All Councillors shall continue to receive their Basic Allowance in full for a period up to six months in the case of absence from their Councillor duties due to leave relate to maternity, paternity, adoption shared parental leave or sickness absence.
- b) Councillors entitled to a Special Responsibility Allowance shall continue to receive their allowance in full for a period of six months, in the case of absence from their Councillor duties due to leave related to maternity, paternity, adoption, shared parental leave or sickness absence
- c) Where for reasons connected with sickness, maternity leave, adoption leave, paternity leave or shared parental leave a Councillor is unable to attend a meeting of the Council for a period of six months, a dispensation by Council can be sought in accordance with Section 85 of the Local Government Act 1972

- d) If a replacement to cover the period of absence under these provisions is appointed by Council or the Leader (or in the case of a party group position the party group) the replacement shall be entitled to claim a Special Responsibility Allowance pro rata for the period over which the cover is provided.

4.49 The Panel is conscious that these provisions do not replicate the LGA policy but that policy introduces elements that are more akin to employees which in terms of employment legislation does not include Councillors. We feel that our recommendations more simply and adequately reflect the situation relating to Councillors and clarify for them what they can expect. Borough Councillors however may wish to further develop the above recommendations so that they reflect the LGA policy.

WE RECOMMEND that the approach outlined is adopted as a basis of a policy to support parental leave for Councillors.

Information Technology Allowance

4.50 The Council currently has a separate Information Technology (IT) Allowance instead of providing paper and ink cartridges to Councillors when required.

4.51 The Panel is of the view that this arrangement should be continued, with an IT Allowance to the value of £429 per annum, subject to any future Indexation that may apply.

4.52 However, should the Council review its existing approach to IT provision for Councillors during the next four- year period then the Panel will review the recommended IT Allowance when and if required.

WE RECOMMEND that an IT Allowance for Councillors of £429 per annum be continued, this will be subject to any future indexation that may apply. However, should the Council review its existing approach to IT provision for Councillors during the next four -year period then the Panel will review the IT Allowance if and when required.

Indexing of Allowances

4.53 A scheme of allowances may make provision for an annual adjustment of allowances in line with a specified index. The previous scheme made provision for the basic allowance, the special responsibility allowances and the dependants' carers' allowance to be adjusted annually. The Panel recommend that this indexation should be in line with increases in staff salaries at Eastbourne Borough Council.

WE RECOMMEND that the basic allowance, each of the SRAs and the IT allowance be increased annually in line with the percentage increase in staff salaries until 2024, at which time the Scheme shall be reviewed again by an Independent Remuneration Panel.

Revocation of current Scheme of Allowances / Implementation of new Scheme

4.54 The 2003 Regulations provide that a scheme of allowances may only be revoked with effect from the beginning of a financial year, and that this may only take effect on the basis that the authority makes a further scheme of allowances for the period beginning with the date of revocation.

WE THEREFORE RECOMMEND that the new scheme of allowances to be agreed by the Council be implemented with effect from the beginning of the 2020-21 financial year, at which time the current scheme of allowances will be revoked.

5 OUR INVESTIGATION

Background

5.1 As part of this review, a questionnaire was issued to all Councillors to support and inform the review. Responses were received from 14 of the 27 Councillors, which represents 52% of the Council. The information obtained was helpful in informing our deliberations.

5.2 We interviewed nine current Councillors, including the Leader of the Council and the Leader of the Largest Opposition Group. We are grateful to all our interviewees for their assistance.

Councillors' views on the level of allowances

5.3 A summary of the Councillors' responses to the questionnaire is attached as Appendix 2.

Mark Palmer (Independent Remuneration Panel, Chair)

Daphne Bagshawe (Independent Remuneration Panel)

Ian Buckingham (Independent Remuneration Panel)

February 2020

Appendix 1 – Summary of Panel Recommendations

Basic Allowance:	Current Amount for 2019-20	Number	Recommended Allowance (50% PSD)	Recommended Allowance Calculation
Total Basic:	£2,808	27	£3,732	

Special Responsibility Allowances:	Current Amount for 2019-20	Number	Recommended Allowance (50% PSD)	Recommended Allowance Calculation
Leader of the Council	£4,212	1	£7,464	200% of BA
Members of the Cabinet	£2,808	5	£3,732	50% of Leader's Allowance
Deputy Mayor	£1,404	1	£1,866	50% of the Mayor's Allowance
Deputy Leader of the Largest Opposition Group	£1,404	1	No SRA to be payable	n/a
Chair of Scrutiny Committee	£1,404	1	£2,986	40% of Leader's Allowance
Chair of Planning Committee	£2,106	1	£2,986	40% of Leader's Allowance
Other Members of Planning Committee	£1,404	7	£1,866	25% of Leader's Allowance
Reserve Members of Planning Committee	£702	4	No SRA to be payable	n/a
Chair of Audit and Governance Committee	£0	1	£1,866	25% of the Leader's Allowance
Chair of Licensing Committee	£1,404	1	£1,866	25% of the Leader's Allowance
Chair of a Licensing Sub-Committee	£93 per meeting	1	£100 per meeting	
Ordinary member of a Licensing Sub-Committee	£62 per meeting		£65 per meeting	
Chair of Joint Staff Advisory Committee	£0	1	£1,116 ¹	5% of the combined Leader's allowance
Dependents' Carers' Allowance	Childcare £8.80 per hour Carers of Dependents £13.18 per hour		Childcare and Carers of Dependents: reimbursed at cost upon production of receipts	
IT Allowance	£429	27	£429	

1. Allowance payable every other year, due to a rotating Chair with Lewes DC

Appendix 2: IRP Review of Councillor Allowances – Responses to Questionnaire 2020

Q1 In a typical week how many hours do you spend on Council business?

(Answered: 13 Skipped: 1)

The responses ranged from 40 to 12 hours.

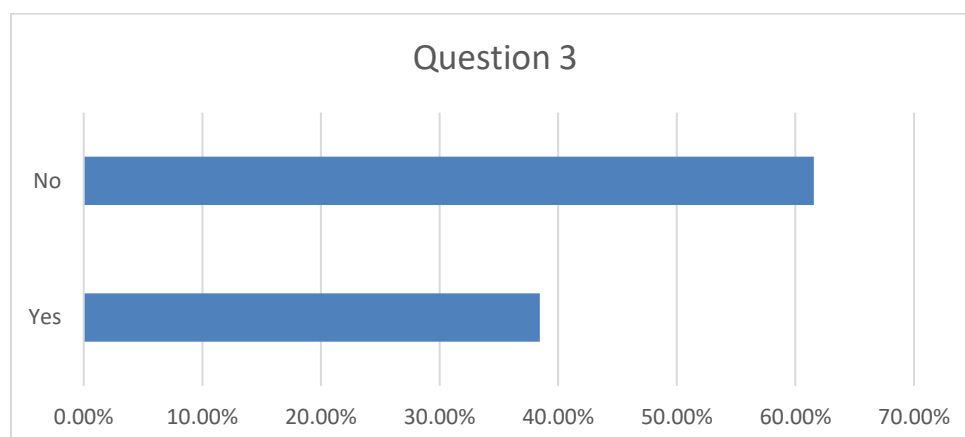
Q2 If you hold a role(s) within the Council i.e. Portfolio Holder, Chair etc., how many hours do you spend in a typical week on Council business relevant to the role(s). Please provide details separately for each role if more than one additional role is held, please specify specific roles below and hours spent on each role:

Answered: 12 Skipped: 2

The responses ranged from 2 to 25 hours

Q3 Do you incur any significant costs which you believe are not covered by your present allowance?

(Answered: 13 Skipped: 1)



Answer Choices	% of Responses	Number of Responses
Yes	38.46%	5
No	61.54%	8

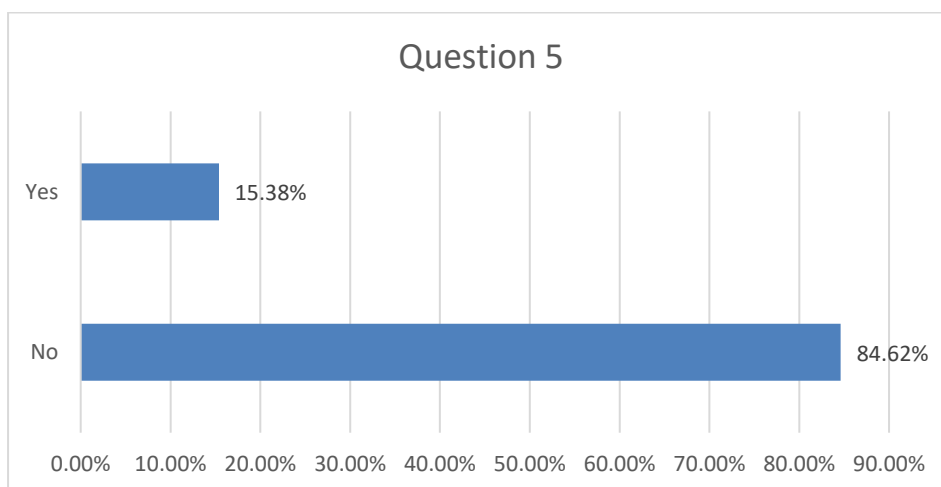
Q4 Government guidance states that “it is important that some element of the work of Councillors continues to be voluntary”. As part of their deliberations, Independent Remuneration Panels will assess what Public Service Discount should apply to the basic allowance - that is the percentage of their time Councillors expect to give without any financial remuneration. Accordingly, what do you feel is an acceptable amount of time to be given, unremunerated, if any, expressed as a percentage?

(Answered: 13 Skipped: 1)

The responses ranged from 20% to 75%, the average being 35%.

Q5 The present level of Basic Allowance payable to all Councillors is £2,808. Do you think this is appropriate?

(Answered: 13 Skipped: 1)



Answer Choices	% of Responses	Number of Responses
Yes	15.38%	2
No	84.62%	11

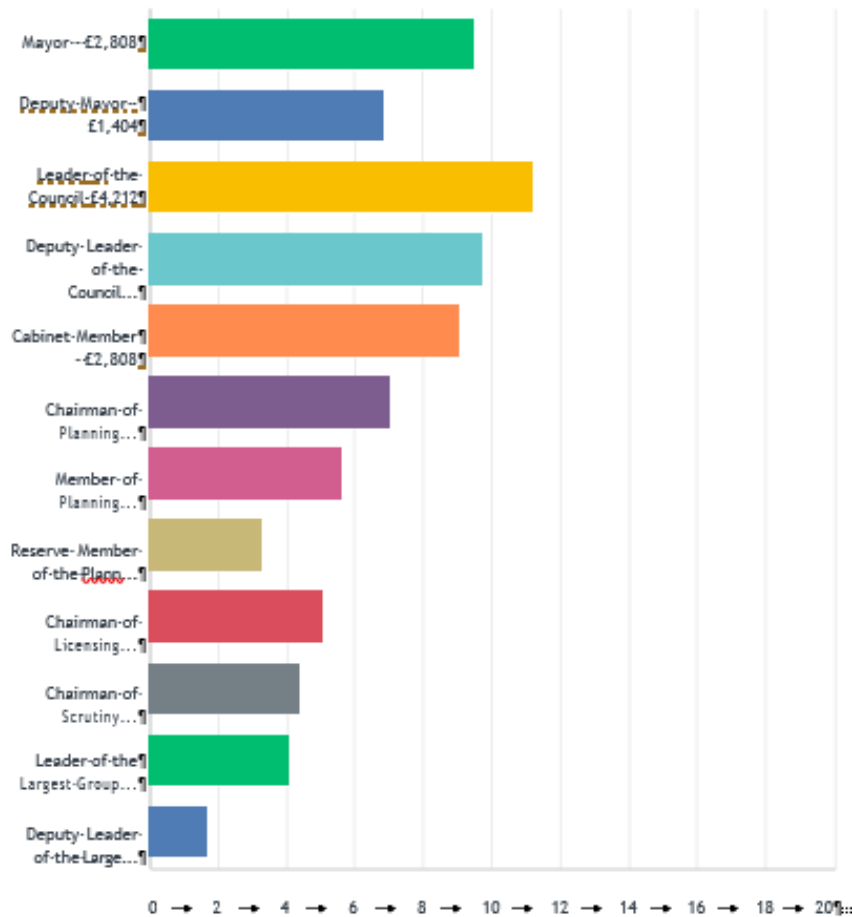
Q6 If you can, please indicate an appropriate level £:

(Answered: 10 Skipped: 4)

The responses ranged from £4,000 to £6,000 per annum. Other suggestions were to link the basic allowance to the median local hourly rate.

Q7 Special Responsibility Allowances (SRAs) are currently paid as follows: [To assist the Panel to produce a more consistent group of allowances, please can you score each role / position in respect of importance and impact, with 1 being the most important.

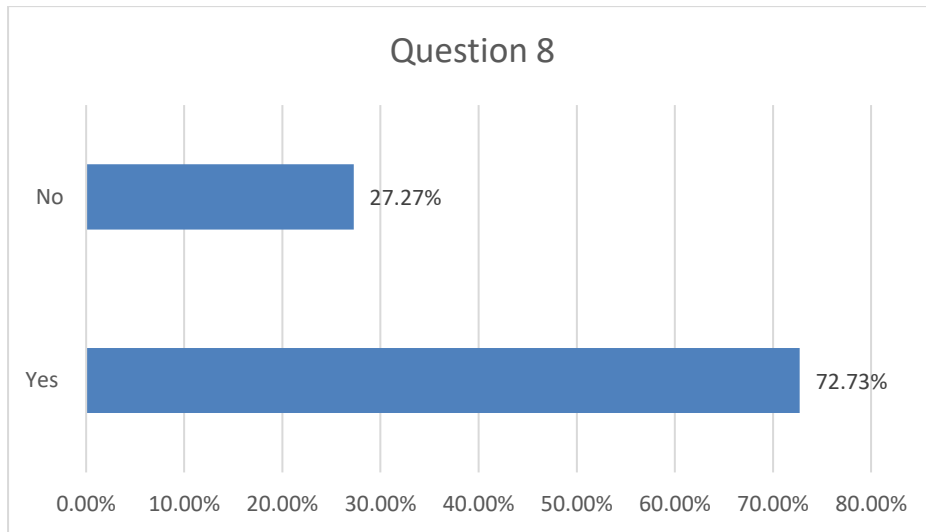
Answered: 11 Skipped: 3



ROLE:	RANK:	1	2	3	4	5	6	7	8	9	10	11	12
MAYOR		27.27% 3	36.36% 4	0.00% 0	0.00% 0	18.18% 2	0.00% 0	9.09% 1	0.00% 0	0.00% 0	9.09% 1	0.00% 0	0.00% 0
DEPUTY MAYOR		0.00% 0	18.18% 2	18.18% 2	0.00% 0	0.00% 0	27.27% 3	0.00% 0	0.00% 0	18.18% 2	9.09% 1	9.09% 1	0.00% 0
LEADER OF THE COUNCIL		63.64% 7	9.09% 1	18.18% 2	9.09% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
DEPUTY LEADER OF THE COUNCIL		0.00% 0	18.18% 2	36.36% 4	45.45% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
CABINET MEMBER		0.00% 0	18.18% 2	27.27% 3	9.09% 1	36.36% 4	9.09% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
CHAIRMAN OF PLANNING COMMITTEE		0.00% 0	0.00% 0	0.00% 0	9.09% 1	18.18% 2	45.45% 5	27.27% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
MEMBER OF PLANNING COMMITTEE		9.09% 1	0.00% 0	0.00% 0	0.00% 0	9.09% 1	0.00% 0	27.27% 3	18.18% 2	27.27% 3	0.00% 0	9.09% 1	0.00% 0
RESERVE MEMBER OF THE PLANNING COMMITTEE		0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	9.09% 1	0.00% 0	36.36% 4	9.09% 1	0.00% 0	9.09% 1	36.36% 4
CHAIRMAN OF LICENSING COMMITTEE		0.00% 0	0.00% 0	0.00% 0	0.00% 0	9.09% 1	0.00% 0	27.27% 3	18.18% 2	45.45% 5	0.00% 0	0.00% 0	0.00% 0
CHAIRMAN OF SCRUTINY COMMITTEE		0.00% 0	0.00% 0	0.00% 0	9.09% 1	9.09% 1	0.00% 0	9.09% 1	18.18% 2	0.00% 0	36.36% 4	18.18% 2	0.00% 0
LEADER OF THE LARGEST OPPOSITION GROUP		0.00% 0	0.00% 0	0.00% 0	18.18% 2	0.00% 0	9.09% 1	0.00% 0	0.00% 0	0.00% 0	36.36% 4	36.36% 4	0.00% 0
DEPUTY LEADER OF THE LARGEST OPPOSITION GROUP		0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	9.09% 1	0.00% 0	9.09% 1	18.18% 2	63.64% 7

Q8 Would you like to see any of these changes made to these allowances?

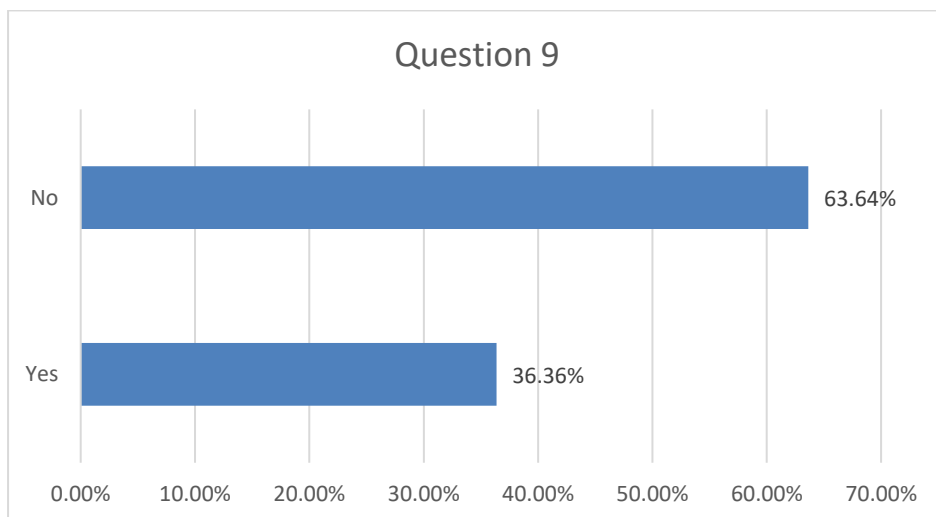
(Answered: 11 Skipped: 3)



Answer Choices	% of Responses	Number of Responses
Yes	72.73%	8
No	27.27%	3

Q9 Would you like to see any new SRAs introduced?

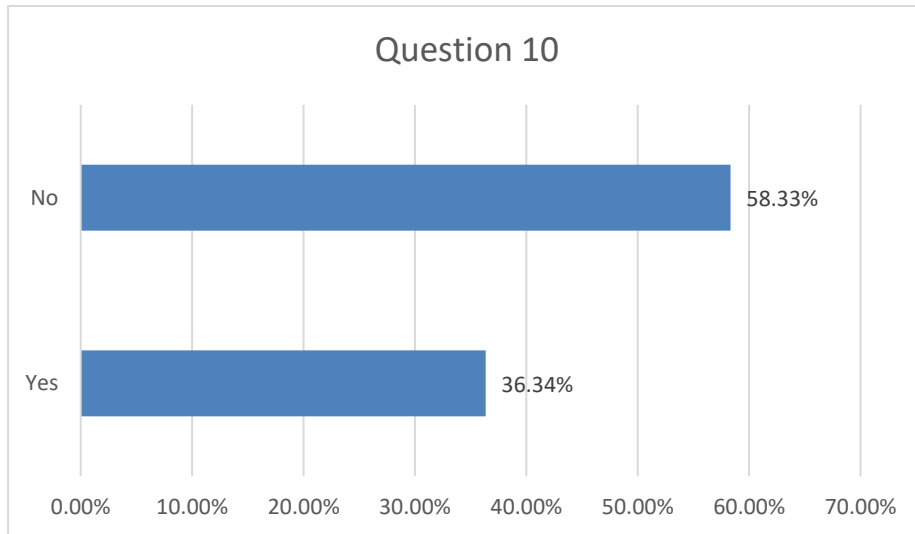
(Answered: 11 Skipped: 3)



Answer Choices	% of Responses	Number of Responses
Yes	36.36%	4
No	63.64%	7

Q10 Dependent Relative Care - up to £13.18 per hour for specialist care and £8.80 per hour for basic care. Do you think these rates should be increased?

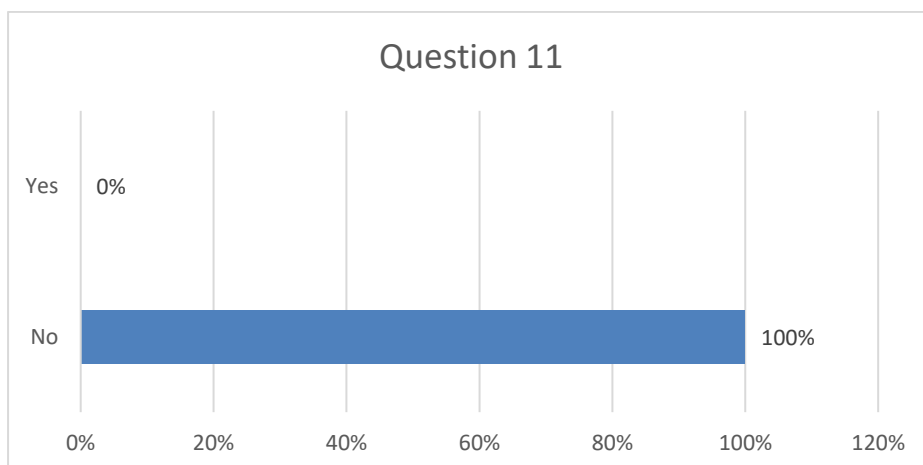
(Answered: 12 Skipped: 2)



Answer Choices	% of Responses	Number of Responses
Yes	36.336%	4
No	58.33%	7

Q11 The current scheme of travel allowances is linked to those recommended by HMRC level. Do you have any comments on the current scheme for Councillors?

(Answered: 12 Skipped: 2)



Answer Choices	% of Responses	Number of Responses
Yes	0%	0
No	100%	12

Appendix 3: Comparative data of allowances paid to Sussex District and Borough Councillors (South East Employers, Members Allowances Survey 2019)

Basic Allowances:

Council name	Type of council	County area	Population	Basic Allowance for 2019/2020	Overall budget for Member Allowances	Total number of councillors	Budget per councillor	Percentage of Public Service Discount*, if applicable (%)	Comments on Basic Allowance
Adur District Council	District	West Sussex	70,000	£4,511.04	£208,636.00	29	£7,194.34	33.00%	
Arun District Council	District	West Sussex	230,000	£5,481.00	£434,620.00	54	£8,048.52	30.00%	Index linked to officer pay increases
Chichester District Council	District	West Sussex	113,794	£4,725.00	£332,100.00	36	£9,225.00	0.00%	
Crawley Borough Council	District	West Sussex	111,664	£6,190.00	£61,155.00	36	£1,698.75	N/A	
Eastbourne Borough Council	District	East Sussex	107,000	£2,808.00	£133,731.00	27	£4,953.00	No percentage agree but scheme states that basic allowance reflects an element of voluntary public service.	
Horsham District Council	District	West Sussex	142,217	£5,070.00	£352,800.00	48	£7,350.00	N/A	The Basic Allowance rate is increased each year in accordance with the percentage increase of the Local Government Staff pay award
Lewes District Council	District	East Sussex	102,744	£3,260.00	£223,000.00	41	£5,439.02	Not specified	
Mid Sussex District Council	District	West Sussex	141,000	£5,000.00	£425,625.00	54	£7,881.94	0.00%	Basic allowance has increased by 2.5% per annum to a total of £5,000.
Rother District Council	District	East Sussex	95,656	£4,475.00	£242,760.00	38	£6,388.42	N/A	The Council's IRP felt that the Basic Allowance should not be set at a level to attract candidates, but compensate those that devote the time and effort to the role. Indeed it was the view expressed by a number of Councillors that remuneration is not and should not be a driver at all to being a Councillor.
Wealden District Council	District	East Sussex	148,915	£4,611.00		45		N/A	
Worthing Borough Council	District	West Sussex	109,600	£4,929.72	£269,960.00	37	£7,296.22	0.00%	
		MINIMUM		£2,808.00	£61,155.00		£1,698.75		
		MAXIMUM		£6,190.00	£434,620.00		£9,225.00		
		AVERAGE		£4,641.89	£268,438.70		£6,547.52		

Special Responsibility Allowances:

Council name	Type of council	County area	Population	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair
Adur District Council	District	West Sussex	70,000	£13,533.12	£6,766.56	£5,638.80	£0.00	£2,255.52	£3,383.28
Arun District Council	District	West Sussex	230,000	£14,196.00	£10,400.00	£8,320.00	£0.00	£3,750.00	£4,000.00
Chichester District Council	District	West Sussex	113,794	£14,500.00	£7,700.00	£7,000.00	£0.00	£4,800.00	£4,800.00
Crawley Borough Council	District	West Sussex	111,664	£14,281.00	£0.00	£7,729.00	£0.00	£2,578.00	£5,307.00
Eastbourne Borough Council	District	East Sussex	107,000	£4,212.00	£2,808.00	£2,808.00	£0.00	£0.00	£1,404.00
Horsham District Council	District	West Sussex	142,217	£13,790.00	£8,685.00	£7,090.00	£0.00	£2,465.00	£2,465.00
Lewes District Council	District	East Sussex	102,744	£15,117.00	£6,047.00	£6,047.00	£3,023	£4,535.00	£61.00
Mid Sussex District Council	District	West Sussex	141,000	£20,596.00	£11,000.00	£8,500.00	8,500	£2,000.00	£1,000.00
Rother District Council	District	East Sussex	95,656	£13,071.00	£3,685.00	£2,843.00	£0.00	£2,080.00	£2,080.00
Wealden District Council	District	East Sussex	148,915	£13,488.00	£5,577.00	£5,577.00	£0.00	£3,774.00	£1,371.00
Worthing Borough Council	District	West Sussex	109,600	£14,789.16	£7,394.58	£6,162.15	£0.00	£2,464.86	£3,697.29
MINIMUM				£4,212.00	£0.00	£2,808.00	£0.00	£0.00	£61.00
MAXIMUM				£20,596.00	£11,000.00	£8,500.00	£8,500.00	£4,800.00	£5,307.00
AVERAGE				£13,779.39	£6,369.38	£6,155.90	£1,047.55	£2,791.13	£2,688.05

Council name	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Working/ Joint Committee	Chair/Civic Mayor
Adur District Council	£4,511.04	£1,127.76	£0.00	£3,383.28	£1,127.76	£0.00	£0.00	£2,255.52
Arun District Council	£6,000.00	£1,980.00	£750.00	£4,870.00	£1,607.00	£60.00	£0.00	£8,320.00
Chichester District Council	£6,000.00	£0.00	£0.00	£4,800.00	£0.00	£0.00	£0.00	£5,000.00
Crawley Borough Council	£6,440.00	£0.00	£0.00	£6,916.00	£0.00	£0.00	£0.00	£11,239.00
Eastbourne Borough Council	£2,106.00	£0.00	£1,404.00	£1,404.00	£0.00	£0.00	£0.00	£2,808.00
Horsham District Council	£3,890.00	£1,305.00	£0.00	£5,165.00	£1,725.00	£0.00	£0.00	£5,165.00
Lewes District Council	£4,535.00	£756.00	£544.00	£3,624.00	£0.00	£0.00	£1,134.00	£2,268.00
Mid Sussex District Council	£5,000.00	£1,250.00	£0.00	£4,000.00	£1,000.00	£0.00	£0.00	£6,572.00
Rother District Council	£2,843.00	£0.00	£0.00	£2,843.00	£0.00	£0.00	£0.00	£0.00
Wealden District Council	£4,251.00	£1,404.00	£0.00	£3,774.00	£0.00	£0.00	£0.00	£4,782.00
Worthing Borough Council	£4,929.72	£1,232.43	£0.00	£3,697.29	£1,232.43	£0.00	£0.00	£2,464.86
	£2,106.00	£0.00	£0.00	£1,404.00	£0.00	£0.00	£0.00	£0.00
	£6,440.00	£1,980.00	£1,404.00	£6,916.00	£1,725.00	£60.00	£1,134.00	£11,239.00
	£4,591.43	£823.20	£245.27	£4,043.32	£608.38	£5.45	£103.09	£4,624.94

Council name	Deputy Chair/Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson	Committee Chair	Independent Person Allowance	Do you operate the '1 SRA per councillor' rule?	Do you operate the 50% rule?
Adur District Council	£1,127.76	£2,255.52	£0.00	£0.00	£0.00	£0.00	£0.00	No	No
Arun District Council	£2,745.00	£3,917.00	£0.00	£0.00	£0.00	£1,000.00	£1,440.00	No	No
Chichester District Council	£0.00	£4,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	Yes	No
Crawley Borough Council	£1,752.00	£7,143.00	£0.00	£0.00	£0.00	£0.00	£750.00	Yes	No
Eastbourne Borough Council	£1,404.00	£2,106.00	£1,404.00	£0.00	£0.00	£93.00	£1,000.00	No	No
Horsham District Council	£1,730.00	£4,170.00	£0.00	£0.00	£0.00	£2,465.00	£1,305.00	No	No
Lewes District Council	£0.00	£4,535.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	Yes	No
Mid Sussex District Council	£2,251.00	£250.00	£0.00	£250.00	£0.00	£0.00	£750.00	Yes	No
Rother District Council	£0.00	£445.00	£0.00	£445.00	£0.00	£0.00	£361.00	Yes	No
Wealden District Council	£1,182.00	£381.00	£0.00	£0.00	£0.00	£0.00	£825.00	Yes	No
Worthing Borough Council	£0.00	£2,464.86	£1,232.43	£0.00	£0.00	£0.00	£0.00	No	No
	£0.00	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00		
	£2,745.00	£7,143.00	£1,404.00	£445.00	£0.00	£2,465.00	£1,440.00		
	£1,108.34	£2,924.31	£239.68	£63.18	£0.00	£323.45	£675.55		

Appendix 4. Financial Implications

Basic Allowance (BA)	Current Allowance (2019-20) £	Number	Current total per annum £	Recommended Allowance (50% PSD) £	Recommended Allowance Calculation	Recommended Allowance total per annum £
Total Basic:	2,808	27	75,816	3,732	n/a	100,764
Increase £						24,948

Special Responsibility Allowances (SRAs)	Current Allowance (2019-20) £	Number	Current total per annum £	Recommended Allowance (50% PSD) £	Recommended Allowance Calculation	Recommended Allowance total per annum £
Leader of the Council	4,212	1	4,212	7,464	200% of BA	7,464
Deputy Leader	2,808	1	2,808	3,732	50% of the Leader's SRA	3,732
Members of the Cabinet	2,808	5	14,040	3,732	50% of the Leader's SRA	18,660
Mayor	2,808	1	2,808	3,732	50% of the Leader's SRA	3,732
Deputy Mayor	1,404	1	1,404	1,866	50% of the Mayor's SRA	1,866
Leader of the Largest Opposition Group	2,106	1	2,106	3,732	50% of the Leader's SRA	3,732
Deputy Leader of the Largest Opposition Group	1,404	1	1,404	0	No SRA to be payable	0
Chair of Scrutiny Committee	1,404	1	1,404	2,986	40% of the Leader's SRA	2,986
Chair of Planning Committee	2,106	1	2,106	2,986	40% of the Leader's SRA	2,986
Other Members of Planning Committee	1,404	7	9,828	1,866	25% of the Leader's SRA	13,062
Reserve Members of Planning Committee	702	4	2,808	0	No SRA to be payable	0
Chair of Audit and Governance Committee	0	1	0	1,866	25% of the Leader's SRA	1,866

Special Responsibility Allowances (SRAs)	Current Allowance (2019-20) £	Number	Current total per annum £	Recommended Allowance (50% PSD) £	Recommended Allowance Calculation	Recommended Allowance total per annum £
Chair of Licensing Committee	1,404	1	1,404	1,866	25% of the Leader's SRA	1,866
Chair of a Licensing Sub-Committee	93 per meeting	1		100 per meeting	n/a	
Ordinary Member of a Licensing Sub-Committee	62 per meeting	1		100 per meeting	n/a	0
Chair of Joint Staff Advisory Committee	0	1	0	1,116	5% of the Combined Leader's SRA	1,116 ¹ (shared with LDC)
Total SRA'S			46,332			62,510
Increase £						16,178
IT Allowance	429	27	11,583	429		11,583
Dependants' Carers' Allowance	8.80 Childcare 13.18 Carers' of Dependent			Childcare and Carers' of Dependents reimbursed at costs upon production of receipts		
BA + SRAs + IT Allowance			133,731			174,857
Increase £						41,126

¹. Allowance payable every other year, due to a rotating Chair with Lewes DC.



Working in partnership with **Eastbourne Homes**

Meeting: Council
Date: 18 November 2020
Subject: Completion of the Winter Garden Redevelopment
Report of: Councillor Margaret Bannister on behalf of the Cabinet

The Council is asked to consider the minute and resolution of the Cabinet meeting held on 16 March 2020 as set out below.

The Council is recommended to:

Agree Option 2, as detailed in the Cabinet report.

Minute extract

Cabinet – 16 March 2020.

The Cabinet considered the report of the Director of Tourism and Enterprise that sought agreement on proposals for the completion of the Winter Garden redevelopment to support the conferencing, entertainment and private hire functions of the premises.

Visiting member, Councillor Robert Smart addressed the Cabinet on this item.

The Cabinet unanimously agreed to a revision for officer recommendation (1) and this was detailed below.

Recommended to Full Council (Budget and policy framework):

(1) To support Option 2 of the two proposals for completion that are offered and recommend to Full Council that Option 2 be agreed. The business plan commissioned by David Clarke Associates (DCA) 2015 identified that for the full income potential to be realised for Devonshire Park, all of the complex needed to be transformed to the same standard. The Winter Garden remains outstanding. We are seeking authority to agree a programme of works for the Winter Garden.

Resolved (Key decision):

(2) To delegate responsibility for all contractual land procurement related decisions to the Director of Tourism and Enterprise (up to £3m in total spend)

Reason for decisions:

An opportunity to increase additional income and to meet financial targets has been identified by DCA.

For a copy of the report please contact Democratic Services:

Tel. (01323) 410000.

E-mail: committees@lewes-eastbourne.gov.uk

A copy may be downloaded on the Council's website by following the link below:

<https://democracy.lewes-eastbourne.gov.uk/mgListCommittees.aspx?CT=13215>



Working in partnership with **Eastbourne Homes**

Meeting: Council

Date: 18 November 2020

Subject: Treasury management annual report 2019/20

Report of: Councillor Stephen Holt on behalf of the Cabinet

The Council is asked to consider the minute and resolution of the Cabinet meeting held on 16 September 2020 as set out below.

The Council is recommended to:

- (1) Agree the annual Treasury Management report for 2019/20.
 - (2) Approve the 2019/20 prudential and treasury indicators included in the Cabinet report.
-

**Minute extract
Cabinet – 16 September 2020.**

The Cabinet considered the report of the Chief Finance Officer, reporting on the activities and performance of the treasury management service during 2019/20.

Recommended to Full Council (Budget and policy framework):

- (1) To agree the annual Treasury Management report for 2019/20.
- (2) To approve the 2019/20 prudential and treasury indicators included.

Reason for decisions:

Requirement of CIPFA Treasury Management in the Public Sector Code of Practice (the Code) and this has to be reported to Full Council in September 2020.

For a copy of the report please contact Democratic Services:

Tel. (01323) 410000.

E-mail: committees@lewes-eastbourne.gov.uk

A copy may be downloaded on the Council's website by following the link below:

<https://democracy.lewes-eastbourne.gov.uk/mgListCommittees.aspx?CT=13215>

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Working in partnership with **Eastbourne Homes**

Eastbourne Licensing Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 6 January 2020 at 6.00 pm

Present:

Councillor Pat Rodohan (Chair)

Councillors Robin Maxted (Deputy-Chair), Colin Belsey, Sammy Choudhury, Penny di Cara, Peter Diplock, Amanda Morris, Colin Murdoch, Jim Murray, Barry Taylor and Candy Vaughan

Officers in attendance:

Ed Hele (Functional Lead – Quality Environment), Michele Wilkinson (Lawyer (Housing & Regulatory)), and Emily Horne (Committee Officer).

23 Minutes of the meeting held on 30 September 2019

The minutes of the meeting of the Licensing Committee held on 30 September 2019 were submitted and approved and the Chair was authorised to sign them as an accurate record.

24 Apologies for absence/declaration of substitute members

Apologies for absence were reported from Councillor Burton.

25 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.

26 Questions by members of the public

There were none.

27 Urgent items of business

There were none.

28 Right to address the meeting/order of business

The Chair reported that three speakers had requested to address the Committee, having responded to the public consultation regarding Hackney

Carriage and Private Hire Guidance in relation to Wheelchair Accessible Vehicles, and would be invited to speak when the Committee considered that item.

29 Taxi Licensing Guidance Review

The Committee considered the report of the Director of Service Delivery which requested that Councillors consider the results of the public consultation regarding the Hackney Carriage and Private Hire Guidance in relation to reviewing the existing Guidance concerning Wheelchair Accessible Vehicles (WAV's).

The Functional Lead – Quality Environment (FLQE) advised that the Guidance was considered by the Licensing Committee on 30th September 2019 and was agreed subject to the completion of an Equality Impact Assessment. The Equalities and Fairness Analysis (EaFA) was attached in Appendix 1 of the agenda, and Appendix 2 comprised the current WAV Quality Control Guidance.

The analysis sought to provide an overview of how the options would potentially impact protected groups including, but not limited to, disability based on consultation with stakeholders, as well as demographical context.

Members had read and considered the content of the analysis before making their decision.

Members were asked to amend the current Guidance by adopting one of the following options:

Option 1 – Require all new Hackney Carriage vehicles to be replaced by WAV's, noting this would eventually lead to a 100% WAV fleet.

Option 2 – For proprietors with plates licenced prior to April 2009 they will only be required to have a WAV when the plate changes ownership. This suggestion was put forward in the last meeting. Although this would eventually lead to a 100% WAV fleet, it would take longer than Option 1. All other new Hackney Carriage vehicles were to be replaced by WAV's.

Option 3 – Keep the current arrangement whereby only additional Hackney Carriage plates introduced to the trade are required to be WAV's.

In addition to Options 1, 2 and 3, the Committee was asked to consider if WAV's should remain as side loading or whether both side and rear loading WAV's could be permitted (paragraph 5.5 of the officer's report).

Geraldine Des Moulins, CEO of Possability People and Eastbourne Access Group read a written statement that had been circulated to Councillors in advance of the meeting, regarding the lack of Wheelchair Accessible Vehicles in the Hackney and Private Hire fleet. Advocating for a flexible fleet, she said it was essential that those in powered wheelchairs had access to more rear

and modern side loading vehicles. Furthermore, disabled people living in the town, and those visiting, were at an unacceptable disadvantage not knowing if the taxi they called could accommodate them. Also, the designated list of accessible vehicles was out of date and there was a lack of willingness from the local trade to provide contact and vehicle capacity information. Because of the vast unmet need in the town, she said disabled people were not being afforded the same equality of opportunity as non-disabled people.

Mr Chris Ferguson, Hackney Carriage Proprietor, said he was in support of Option 3 of the Officer's report to keep the current arrangement whereby only additional Hackney Carriage plates introduced to the trade were required to be WAV's. He said the majority of disabled users cannot use / choose not to use WAV's and often request a low vehicle saloon, hatchback or estate. He said that Lewes District Council members decided overwhelmingly to retain their mixed fleet of vehicles. Accordingly, drivers in Eastbourne should be allowed to make a moral and business decision on whether to purchase a WAV.

Councillor Whippy, Lead Cabinet Member for Disabilities and Community Safety, thanked Officers for the Equality and Fairness Analysis report (EaFA). Whilst acknowledging that there were unmet needs, she said she supported (Option 3) a mixed fleet of vehicles, lifting the restriction for side loading only WAV's to permit rear loading WAV's in the future.

The Discussion included:-

- A preference for Option 3 for new Hackney Carriage vehicles to be WAV's.
- Concern that only 2% of 400 Private Hire vehicles were WAV's. In 2014, the Law Commission's Review advocated that not all Hackney Carriage vehicles must be WAV's. This does not apply to Private Hire vehicles and could not be enforced.
- The numbers of WAV's available and when they were available. Disabled groups / users had said WAV's were not available when they wanted them.
- It was not compulsory for drivers to register their details on the designated list of accessible vehicles.
- Rear loading vehicles took up a lot of space on the taxi rank.
- Not all passengers could access side loading vehicles.

Councillor Belsey proposed a motion to consider Options 1 to 3 (paragraphs 5.2 to 5.4 of the officer's report) and paragraph 5.5 of the officer's report as an additional separate decision. This was seconded by Councillor Murray.

RESOLVED: To determine both matters separately.

Councillor Belsey proposed a motion for Option 3, to keep the current arrangements whereby only additional Hackney Carriage plates introduced to the trade were required to be WAV's. This was seconded by Councillor Murray.

RESOLVED (unanimous) - To keep the current arrangements whereby only additional Hackney Carriage plates introduced to the trade are required to be WAV's.

Councillor Maxted proposed a motion for rear loading WAV's to be permitted. This was seconded by Councillor Rodohan.

RESOLVED (by 10 votes to 1 against) - That rear loading vehicles are approved.

The Functional Lead – Quality Environment confirmed that the implementation date for additional Hackney Carriage plates that were required to be WAV's would be agreed with the Chair of the Licensing Committee.

30 Date of next meeting

The next meeting was scheduled for 9 March 2020 at 6pm.

The meeting ended at 7.00 pm

Councillor Pat Rodohan (Chair)



Working in partnership with **Eastbourne Homes**

Scrutiny Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 3 February 2020 at 6.00 pm

Present:

Councillor Tony Freebody (Chair)

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

Officers in attendance:

Jo Harper (Head of Business Planning and Performance), Millie McDevitt (Performance and Programmes Lead), Peter Finnis (Assistant Director for Corporate Governance), Oliver Jones (Strategy and Partnership Lead), Rebecca Wynn (Senior Specialist Advisor – Private Housing), Jessica Haines (Head of Commercial Business), Ola Owolabi (Deputy Chief Finance Officer (Corporate Finance)), Leigh Palmer (Interim Head of Planning), Sean Towey (Head of Environment First), Tim Whelan (Director of Service Delivery), Andrew Clarke (Deputy Chief Finance Officer (Financial Planning)), Homira Javadi (Chief Finance Officer) and Jane Goodall (Strategy and Partnership Lead, Quality Environment)

Also in attendance: Inspector Ed Ripley (Sussex Police)

22 Minutes of the meeting held on 2 September 2019

The minutes of the meeting held on 2 September 2019 were submitted and approved, and the Deputy-Chairman was authorised to sign them.

23 Apologies for absence / declaration of substitute members

Apologies for absence were received from Councillors Murdoch and Macted.

Councillor Taylor advised that he was a substitute member of the Committee in place of Councillor Murdoch.

24 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

The Chair, Councillor Freebody, declared a personal, non-prejudicial interest in item 10 on the agenda - Recycling in the Borough (improving recycling rates), as a board member of South East Environment Services Limited.

25 Questions by members of the public

No questions were received.

26 Urgent items of business

There was no urgent business

27 Right to address the meeting/order of business

There were no requests to address the meeting.

28 Annual Eastbourne Borough Community Safety Partnership Report

Oliver Jones, Strategy and Partnership Lead presented the Annual Community Safety Partnership Report. Detective Ed Ripley, Sussex Police, was also in attendance. The report provided a review of the Partnership's activities over the previous year. During discussion, the following points were raised.

Concern was expressed over the intimidating effect of aggressive begging on elderly and vulnerable residents. The Committee was advised that there were a number of issues involved. Support for homelessness in Eastbourne was being provided through multi-agency work, however, it was recognised that organised begging existed and intelligence-led work was being undertaken to tackle this. Members were also advised that, although initial incidents were being reported, there was then often reluctance by individuals to progress the complaint.

The £48,000 funding for the Partnership was based on a population and crime density formula and related to the current 2019/2020 financial year. Incidents of crime levels in the current year were similar to those in 2018/2019 and it was anticipated that a similar level of funding would be provided, although this had not been confirmed.

RESOLVED - To note the report and the achievements and activities of the Eastbourne & Lewes Community Safety Partnership in 2019/20.

29 Update on licensable HMOs - verbal update

Rebecca Wynne, Senior Specialist Advisor and Harry Williams, Service and Project Development Manager, provided a presentation on housing needs and standards with a focus on how Homes First deal with licensable houses of multiple occupation (HMOs). During discussion the following points were highlighted:

All HMOs in Eastbourne were rated under the Housing Health and Safety Rating System, a prescriptive system as set out in the 2004 Housing Act. Hazards were inspected and banded; hazard bands a-c were classed as high risk and included hazards such as failing fire precautions, excess cold and falls on stairs and trip hazards.

The ability to control the areas where HMOs were sited came under planning provision. Licences for HMOs were not issued unless planning permission had been provided.

A register of the number of times the Fire Authority had attended false alarms in HMOs was not kept but could be a useful tool. Electrical inspections were carried out to ensure that only appropriate electric items were kept in rooms.

Fire alarm tests and emergency lighting tests were submitted on an annual basis and were part of ten standard conditions that had to be met. It was the responsibility of HMO owners, through the managers, to ensure that electric items on rooms were safe.

The Committee noted the usefulness HMOs had in addressing homelessness in the Borough but it was also felt that there was an impact on neighbours and on waste disposal. A process for the mapping of HMOs was considered to be a good idea and the Homes First team would look into this.

RESOLVED - to note the presentation.

30 Draft Budget proposals 2020/21

Homira Javadi, Chief Finance Officer, presented the Draft Budget report which provided detail on the updated forecast financial position for the Council in 2020/21. During discussion, the following points were highlighted.

Concern was expressed that the financial presentations for the second and third quarters had not been made available and that the 2018/2019 accounts had not yet been audited and that, without this, a financial base for the current year and 2020/2021 could not be set. It was confirmed that this did not affect the setting of the budget, and the budget report was before the Committee for comment prior to consideration by Cabinet. It was advised that the Finance Team was working on a management accounting presentation to supplement the information already provided.

The income from the crematorium was forecast to reduce and this reflected a national trend whereby the death rate was slowing. There was also increased competition from the new crematorium opened by Wealden District Council. Eastbourne Borough Council was projecting an increase to its revenue for civic burials by £100,000.

A question was raised on the percentage of increase on car parking charges. It was confirmed that the results of the East Sussex County Council (ESCC) consultation on parking charges would be needed before a thorough assessment could be made. In relation in Hyde Gardens in particular, there was an agreement in place with East Sussex County Council that both authorities had parking machines, with matched charges. It was confirmed that enforcement was undertaken by officers from Neighbourhood First rather than by a dedicated team, but that compliance in Hyde Gardens was not an

issue. A public consultation on how recycling rates could be driven up to the Council's target of 50 % was expected later in the year.

The Committee did not resolve to send any particular comments to Cabinet on the draft budget proposals for 2020/21.

RESOLVED - To note the Draft Budget proposals for 2020/2021

31 Recycling in the Borough (improving recycling rates)

Jane Goodall, Strategy and Partnership Lead and Sean Towey, Specialist Services Manager, presented the report which detailed the Council's efforts to improve recycling rates in the Borough. During discussion the following points were highlighted.

In response to a question regarding recycling, it was confirmed that Tetra Pak cartons, made of composite materials, were difficult to separate and could not be re-processed in a standard recycling facility. Cartons were previously baled with low grade paper and card but paper mills were no longer willing to accept them, as markets become increasingly sensitive to the quality of recycle. A dedicated plant in the UK, near Halifax, handles food and drink cartons. However, transporting material from the south coast to Yorkshire would be expensive and would have a prohibitively high carbon footprint and so cartons collected from households in Eastbourne go to the Energy Recovery Facility in Newhaven

Resident education and 'toolbox' talks with vehicle loaders was being undertaken to ensure that recyclables were kept as uncontaminated as possible.

The collection of food waste was subject to a Department of Environment, Food and Rural Affairs consultation, and this could be considered in future as part of a national scheme .

The Committee would be provided with detail on the take up of extra green-bins in the Borough following the meeting.

RESOLVED – To note the report.

32 Corporate Plan 2020-2024

Millie McDevitt, Performance and Programme Lead, presented the Corporate Plan 2020-2024 report which detailed the Council's commitments to its residents and businesses and outlined a programme of strategic objectives and the projects that would deliver those objectives. During discussion the following points were highlighted:

- Concern was expressed at the level of detail in the Plan, particularly under 'Growth and Prosperity'. It was considered that there could be more information in relation to parking and conference facilities, and

less in relation to collection of the BID levy. A question was also raised around the population statistics and their accuracy.

- The Committee was concerned, when looking at monitoring retail vacancy rates in the Borough, that key areas outside of the town centre were not included in the Plan and this could impact on the Council's ability to provide intervention in those areas, in the future.
- Accessibility to the Council was also raised, in particular the ability for residents to access information, through easy-to-read documents and possibly through the webcasting of meetings. In addition, Members felt that taking meetings out to the community could improve openness and transparency.

Members were advised that, when forming the Plan, the current financial pressures faced by local authorities was acknowledged and officers were mindful of producing a catch-all document and that the focus should be on those areas which were a priority for the Council. However, it was for Members to consider whether there were other priorities that needed inclusion. It was confirmed that the population statistics used were provided by East Sussex in Figures and were the most up-to-date available. It was further confirmed that officers were actively looking at document accessibility and how access to Council information could be made more inclusive.

RESOLVED:

- 1) To note the Corporate Plan; and
- 2) To request that the focus on vacancy rates in retail areas outside of the town centre also be included in the Corporate Plan.

33 Quarter 2/3 Performance Report

Millie McDevitt, Performance and Programme Lead, presented the Quarters 2/3 performance report. This detailed the Council's progress and performance in respect of key projects and targets for the third quarter of the year. Members were advised that due to the purdah period following the snap-call for a general election in December, the report also included data on the second quarter. The Committee noted the report and no questions were raised.

RESOLVED - to note the report

34 The role of scrutiny in the community and improving resident engagement

Jo Harper, Head of Business Planning and Performance, presented the report to Members which considered how local residents could be more engaged in the Scrutiny process. During discussion the following points were highlighted.

Members felt the opportunity for Scrutiny Committee to visit communities, engage with stakeholders directly and discuss local issues was a positive step. Members also felt that a website page that allowed wide-ranging suggestions for topics would prove to be unmanageable. However, the opportunity for residents to input into a small focused number of issues would be beneficial. It was considered that engagement could also include other areas of social media that would improve communication with residents.

Members felt that public engagement was a Council-wide issue and not restricted to Scrutiny, and that the webcasting of meetings could be a useful engagement tool.

The Committee was advised that, in the past, patch committees had been held in the community to facilitate resident engagement but they had not made a great deal of difference. It was noted that the subject matter and its relevance to communities was key. It was explained that webcasting in principle had merit but there were cost and practical implications, as a dedicated room with an embedded system would be required and this was a decision for the whole Council. The option of an audio streaming system was a more practical solution. Members were advised that scrutiny reviews were a very useful and flexible process through which in-depth analysis outside of a formal committee environment could take place.

Members considered that a seafront walk by the Scrutiny Committee was a good example of how successful engagement could be done. It was recommended that the Chair, Deputy Chair and Monitoring Officer meet to discuss the issue further.

RESOLVED

- 1) To note the report; and
- 2) That the Chair, Deputy Chair meet with officers to progress opportunities for further community engagement.

35 Forward Plan of Decisions

Nick Peeters, Committee Officer, introduced the report which detailed decisions due for consideration by the Cabinet. There was no discussion on the item.

RESOLVED - To note the Forward Plan of Decisions.

36 Scrutiny Work Programme

Nick Peeters, Committee Officer, presented the Committee's work programme for consideration. During discussion, the following points were highlighted.

Southern Water had been approached regarding an incident involving untreated waste water. Southern Water suggested that a site visit and an informal briefing could be arranged.

An update from East Sussex County Council highways team regarding congestion on the A27 and proposals for dualling the road was still expected and Members suggested that Highways England also be approached for further information.

It was suggested that an additional Scrutiny meeting could be arranged should a report on the Sovereign Centre Business Case be included in the Cabinet work programme.

Officers agreed that the issues above would be progressed.

RESOLVED - to note the Committee's work programme, and make any required amendments as set out above.

The meeting ended at 8.10 pm

Councillor Tony Freebody (Chair)

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Working in partnership with **Eastbourne Homes**

Cabinet

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 5 February 2020 at 6.00 pm

Present:

Councillor David Tutt (Chair)

Councillors Alan Shuttleworth (Deputy-Chair), Margaret Bannister, Jonathan Dow, Stephen Holt, Colin Swansborough and Rebecca Whippy

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Chief Finance Officer), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Tim Whelan (Director of Service Delivery), Becky Cooke (Assistant Director for Human Resources and Transformation), Peter Finnis (Assistant Director for Corporate Governance), Gary Hall (Head of Homes First), Jo Harper (Head of Business Planning and Performance), Ola Owolabi (Deputy Chief Finance Officer (Corporate Finance)), Simon Russell (Committee and Civic Services Manager) and Seanne Sweeney (Strategy and Commissioning Lead for Community and Partnerships)

40 Minutes of the meeting held on 23 October 2019

The minutes of the meeting held on 5 February 2020 were submitted and approved and the Chair was authorised to sign them as a correct record.

41 Apologies for absence

None were reported.

42 Declaration of members' interests

Councillor Holt declared a personal interest in agenda item 13 (Corporate Plan 2020-24) as an employee of Eastbourne Chamber of Commerce and his connection to the Business Investment District. He remained in the room and took part in the discussion.

43 Portfolio progress and performance report 2019/20- Quarter 3

The Cabinet considered the report of the Director of Regeneration and Planning regarding the Council's progress and performance in respect of key projects and targets for the third quarter of the year (October to December 2019). The performance out-turn for the second quarter of the year was also contained in the report.

Resolved (Non-key decision):

To note the progress and performance from Quarters 2 and 3.

Reason for decisions:

To enable Cabinet members to consider specific aspects of the Council's progress and performance.

44 General fund budget 2020/21 and capital programme

The Cabinet considered the report of the Chief Finance Officer regarding the updated General Fund budget and medium term financial strategy, together with the updated capital programme position.

Thanks were conveyed to the Cabinet members, Heads of Service and the finance team for their work as part of the process in producing the budget.

The Cabinet commented on the pressures facing local authorities across the country to provide affordable housing and significant reduction in central government funding.

Recommended to Full Council (Budget and policy framework)

(1) To agree the General Fund budget for 2019/20 (Revised) and 2020/21 (Original) at Appendix 1 to the report, including growth and savings proposals for 2020/21 as set out at Appendix 2 to the report.

(2) To agree an increase in the Council Tax for Eastbourne Borough Council of 2% resulting in a Band D charge for general expenses of £251.71 for 2020/21.

(3) To agree the revised General Fund capital programme 2020/21 revised as set out at Appendix 3 to the report.

Reason for decisions:

The Cabinet has to recommend to Full Council the setting of a revenue budget and associated council tax for the forthcoming financial year by law.

45 Treasury Management and Prudential Indicators 2020/21, Capital Strategy & Investment Strategy

The Cabinet considered the report of the Chief Finance Office regarding the Council's annual treasury management strategy, capital strategy and investment strategy together with the treasury and prudential indicators for the next financial year.

Ola Owolabi, Deputy Chief Finance Officer presented the report and was welcomed to his first meeting of the Cabinet.

Recommended to Full Council (Budget and policy framework):

- (1) To approve the Treasury Management Strategy and Annual Investment Strategy for 2020/21 as set out at Appendix A to the report;
- (2) To approve the Minimum Revenue Provision Policy Statement 2020/21 as set out at paragraph 8 of the report;
- (3) To approve the Prudential and Treasury Indicators 2020/21 to 2022/23, as set out at paragraph 6 of the report;
- (4) To approve the Capital Strategy set out at Appendix E to the report.

Reason for decisions:

It is a requirement of the budget setting process for the Council to review and approve the Prudential and Treasury indicators, Treasury Strategy, Capital Strategy and Investment Strategy.

46 Housing Revenue Account (HRA) 30-Year Business Plan Update

The Cabinet considered the report of the Chief Finance Officer and Director of Regeneration and Planning, presenting a new Housing Revenue Account (HRA) 30 Year Business Plan covering the years from 2019/20 to 2048/49, describing the assumptions that underpin it and highlighting the changes in approach, policy and aspirations when compared to previous plans.

Resolved (Key decision):

- (1) To adopt Eastbourne's HRA 30-Year Business Plan as a basis for operating the future HRA Business.
- (2) To agree the assumptions underpinning it.
- (3) To note that the plan has been used as the starting point for setting the 2020/21 HRA Revenue Budget and Rents and the HRA Capital Programme 2019-23, which is considered as the next report on the listed agenda.

Reason for decisions:

The Council now has an opportunity to increase its HRA stock holding and improve its offer to tenants and leaseholders (both current and future) as a result of the HRA debt cap being lifted and HRA rents increasing each year (with effect from 1st April 2020).

47 Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2020/21 and HRA Capital Programme 2019-23

The Cabinet considered the report of the Chief Finance Office, regarding the detailed Housing Revenue Account (HRA) budget proposals, rent levels, service charges and heating costs for 2020/21, and the HRA Capital Programme 2019/23.

Cabinet unanimously agreed to an additional resolution and this was detailed at point 11 below.

Recommended to Full Council (Budget and policy framework):

(1) To agree the HRA budget for 2020/21 and revised 2019/20 budget as set out at Appendix 1 to the report.

(2) To agree that social and affordable rents (including Shared Ownership) are increased by 2.7% in line with government policy.

(3) To agree that service charges for general needs properties are increased by 2.7% (CPI +1%).

(4) To agree that the service charge for the Older Persons' Sheltered Accommodations increases by an average of 0.5%.

(5) To agree that the Support charges for Sheltered Housing Residents are set at £7.70 per unit, per week, an increase of 20p.

(6) To agree that heating costs are increased by 2.7% (CPI+1%) in line with estimated costs set at a level designed to recover the actual cost.

(7) To agree that water charges are increased by 2.7% (CPI+1%) designed to recover the estimated cost of metered consumption.

(8) To agree that Garage rents are increased by 3.4% (September RPI+1).

(9) To give delegated authority to the Chief Executive, in consultation with the Cabinet Portfolio holders for Financial Services and Direct Assistance Services and the Chief Finance Officer to finalise Eastbourne Homes' Management Fee and Delivery Plan.

(10) To agree the HRA Capital Programme as set out at Appendix 2 to the report.

Resolved (Key decision):

(11) That delegated authority be given to the Director of Regeneration and Planning, following consultation with the Cabinet member for Direct Assistance Services to acquire properties as per the approved capital programme under terms that best protect the council's interest.

Reason for decisions:

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

48 Council tax and business rate base 2020/21

The Cabinet considered the report of the Chief Finance Officer to approve the Council tax base and net yield from Business Rate Income for 2020/21, in accordance with the Local Government Finance Act 1992, as amended 2018/19.

Resolved (Key decision):

(1) To agree the provisional Council Tax Base of 34,848.6 for 2020/21.

(2) To agree that the Chief Finance Officer, in consultation with the Portfolio Holder for Finance, determine the final amounts for the Council Tax Base for 2020/21.

(3) To agreed that the Chief Finance Officer, in consultation with the Portfolio Holder for Finance, determine net yield from Business Rate income for 2020/21.

Reason for decisions:

Cabinet is required to approve the Tax Base which will be used for the purposes of calculating the 2020/21 Council Tax.

49 Corporate Plan 2020-24

The Cabinet considered the report of the Director of Regeneration and Planning regarding the draft Eastbourne Borough Council Corporate Plan 2020-24.

Visiting member and Chair of Scrutiny Committee, Councillor Tony Freebody addressed the Cabinet on this item.

The draft Plan was currently out for consultation with key partners in advance of its submission to Full Council in February 2020.

Subject to a reference to high speed broadband, the Cabinet unanimously agreed the report recommendations.

Thanks were conveyed to Jo Harper, Head of Business Planning and Performance and Millie McDevitt, Performance and Programme Lead for their working in producing the Plan.

Councillor Holt declared a personal interest in this item. He remained in the room and took part in the discussion.

Resolved (Non-key decision)

That the draft Corporate Plan for 2020-2024 be considered.

Recommended to Full Council (Budget and policy framework):

That the new Corporate Plan for 2020-2024 be adopted.

Reason for decision:

To enable the Council to set out its strategic vision, objectives and priority projects for the next four years and provide a firm basis for forward planning and performance management.

50 Eastbourne Carbon Neutral 2030

The Cabinet considered the report of the Director of Regeneration and Planning, providing an update on Eastbourne Carbon Neutral 2030.

Visiting member and Chair of Scrutiny Committee, Councillor Tony Freebody addressed the Cabinet on this item.

The Cabinet praised the action already taken by the Council and conveyed their thanks to Jo Harper, Head of Business Planning and Performance and Kate Richardson, Strategy and Corporate Projects Officer (Quality Environment).

Following the successful "Eastbourne Carbon Neutral 2030" launch event in January, the next focus would be to prepare a detailed and costed strategy and action plan in order for the council to achieve their carbon reduction ambitions.

Resolved (Key decision)

(1) To delegate authority to the Director of Planning and Regeneration, in consultation with the Lead Member for Climate Change, to:

(i) investigate the viability of moving the Council on to a green electricity tariff; and

(ii), if appropriate, to sign the Council up to this tariff.

(2) To approve the short term actions outlined within section 4 of the report.

Reason for decisions:

To progress towards the aims of achieving Eastbourne Carbon Neutral 2030 as resolved in July 2019.

51 Downland Whole Estate Plan

The Cabinet considered the report of the Director of Regeneration and Planning seeking approval for the Downland Whole Estate Plan, subject to further consultation during February and April 2020.

The Cabinet made reference to a letter that had been received from the Chair of Eastbourne Downland Group, commending the Council for the way it had progressed the project forward. It was clarified that any substantive changes to the Plan going forward would require a report to Cabinet at a future meeting.

Resolved (Key decision):

(1) To agree the draft Downland Whole Estate Plan, subject to the outcome of public consultation;

(2) To delegate authority to the Director of Regeneration and Planning in consultation with the Cabinet Member for Climate Change to approve the final Downland Whole Estate Plan, following completion of consultation on the draft Plan.

Reason for decisions:

The Downland Whole Estate Plan requires formal adoption by the Council prior to endorsement by the South Downs National Park Authority.

52 Exclusion of the public**Resolved:**

That the public be excluded from the remainder of the meeting as otherwise there was a likelihood of disclosure to them of exempt information as defined in schedule 12A of the Local Government Act 1972. The relevant paragraph of schedule 12A and a description of the exempt information was shown below. (The requisite notice having been given under regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.)

53 Community grants programme - small grants

The Cabinet considered the exempt report of the Director of Regeneration and Planning seeking agreement for the allocation of the Small Grants budget in 2020/21, the priorities for 2021/22, an amendment to the Community and

Housing Grants policy and the allocation of income received from the Eastbourne Lottery from 2019/20 and 2020/21.

Resolved (Key decision):

- (1) To approve the allocation of the 2020/ 21 Small Grants budget as set out in paragraph 2.5 of the exempt report.
- (2) To approve the priorities for 2021/ 22 Small Grants as set out in paragraph 2.9 of the exempt report.
- (3) To approve the amendment to the Community and Housing Grants policy as set out in paragraphs 2.11-2.12 of the exempt report.
- (4) To approve the model for allocating funds generated from the Eastbourne Lottery as set out in paragraphs 2.14- 2.15 of the exempt report.

Reason for decisions:

To enable the council to make awards to local voluntary and community groups, and use available resources in a targeted and effective way.

Notes: (1) The report remained exempt. (2) Exempt information reason 3 – information relating to the financial or business affairs of any particular person (including the authority holding that information).

The meeting ended at 7.07 pm

Councillor David Tutt (Chair)



Working in partnership with **Eastbourne Homes**

Conservation Area Advisory Group

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 18 February 2020 at 6.00 pm

Present:

Councillor Pat Rodohan (Chair)

Councillors Dean Sabri (Deputy-Chair), Colin Belsey and Robert Smart

Advisors: Richard Crook; Nicholas Howell

Officers in attendance:

Chris Connelley (Specialist Advisor, Conservation), Jenny Martin (Specialist Advisor, Conservation), Nick Peeters (Committee Officer) and Peter Finnis (Assistant Director for Corporate Governance)

45 Minutes of the meeting held on 26 Nov 2019

The minutes of the meeting held on 26 November 2019 were submitted and approved, and the Chair was authorised to sign them as an accurate record.

46 Apologies for absence/declaration of substitute members

There were none.

47 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.

48 Questions by members of the public.

There were none.

49 Urgent items of business.

There were none.

50 Right to address the meeting/order of business.

A request had been received from Ms Shoes Simes, Licence Holder for the Rainbow Public House, Star Road, Eastbourne, to speak on item 8 on the agenda – Planning Applications for Consideration.

51 Proposed changes to Terms of Reference for CAAG

The Group considered the proposed changes to the Terms of Reference to extend the remit of the Group.

The Group requested that the Monitoring Officer amend the terms of Reference to clarify that only Councillor Members of the CAAG are able to vote on items considered at the Group's meetings.

RESOLVED: to recommend the revised Terms of Reference to Full Council for approval, subject to the amendment agreed at the meeting.

52 Planning Applications for Consideration**1) 200121, (LBC and PP) The Rainbow, Star Road, Eastbourne, BN21 1ND Cons Area: Old Town, Grade 2 listing**

Pre Application Proposal: Garden works, provision of access ramp, external lighting and signage.

CAAG comments: The Group noted that this was a pre-application presentation and a more detailed presentation would come forward at a later date. The Group supported the proposals and endorsed the efforts being made to enhance the character of the conservation area.

2) 200035, (PP) Meads House, 26 Denton Road, Eastbourne, East Sussex, BN20 7ST

Proposal: Change of residential use from C2 to C3 for 6 new dwellings, rear extension, demolition of the existing garage structure, internal refurbishment and repair works including a new lift, new cycling storage and refuse provision.

CAGG comments: The Group noted the revised application and recognised that neighbours who had previously objected now accepted the revised design. The Group agreed that the revised proposal preserved and enhanced the character and appearance of the building.

53 New Listings

There were none.

54 Dates of future meetings - All at 6.00 p.m. at the Town Hall

The next scheduled meeting was confirmed as 31 March 2020, in the Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG.

The meeting ended at 7.05 pm

Councillor Pat Rodohan (Chair)

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Working in partnership with **Eastbourne Homes**

Planning Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 25 February 2020 at 6.00 pm

Present:

Councillor Jim Murray (Chair)

Councillors Sammy Choudhury (Reserve), Peter Diplock (Deputy-Chair), Jane Lamb, Robin Maxted, Paul Metcalfe and Candy Vaughan

Officers in attendance:

Helen Monaghan (Lawyer, Planning), Leigh Palmer (Interim Head of Planning), James McLean Smith, (Specialist Advisor for Planning), Anna Clare (Specialist Advisor for Planning) and Emily Horne, Committee Officer.

85 Minutes of the meeting held on 21 January 2020

The minutes of the meeting held on 21 January 2020 were submitted and approved as a correct record, and the Chair was authorised to sign them.

86 Apologies for absence and notification of substitute members

An apology was reported from Councillor Barry Taylor. Councillor Sammy Choudhury was the appointed substitute for Councillor Harun Miah.

87 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.

Councillor Paul Metcalfe MBE declared a Personal Interest in minute 92, Wood Winton, 63a Silverdale Road, as he knew the architect but was not a close associate and also a Personal Interest in minute 91, Land adjacent to Broadwater Way, as a family member would wish to access specialist schooling in the area in the future.

88 Urgent items of business.

There were none.

89 Right to address the meeting/order of business.

The business of the meeting proceeded in accordance with the agenda.

90 59-63 Summerdown Road ID 190794

Planning permission for the demolition of existing Pentlow Nursing Home, partial demolition of adjacent Summerdown Nursing Home at 59 Summerdown Road. Construction of new 62 no. bed Nursing Home, including relocated entrance/exit on Summerdown Road. Formation of new off-street parking within the 59 Summerdown Road site and reinstating planting, landscaping and external works – **OLD TOWN**.

Mr Strange addressed the Committee on behalf of local residents and expressed a number of concerns. In particular regarding the scale and size of the development, access, parking, loss of light and privacy, and the increased footprint to facilitate 62 bedrooms.

Rebecca Madell, Heritage Champion, spoke in objection to the application stating the application failed to meet Policies UHT1, UHT2, UHT4 and HO20 of the Core Strategic Plan. Referring to the comments from the Design Review Panel, she said they found the proposal cramped and it would be oppressive if built. She said the four storey building would cause loss of light, and severe overlooking issues on three sides of the building. She felt the development was too big, was in the wrong location and there were other more suitable sites in the Borough.

Councillor Ungar, East Sussex County Councillor, spoke in objection regarding the lack of a light survey, size of the building, potential for an increase in traffic and lack of information contained in the plans. He urged the Committee to reject the application.

Simon Franks, Agent, spoke in support of the application stating that many care homes had closed and the replacement care home would provide much needed accommodation for residents in Eastbourne. Purchased in 2007, he said the nursing home had recently been decommissioned as it was no longer suitable and was uneconomically viable, but that a replacement provision was vital. The proposed care home would offer 62 ensuite bedrooms, and a communal area, and would provide 75 full time jobs for local staff.

In discussing the application, the Committee was of a mixed opinion. Councillors felt there was a need for modern care home facilities in Eastbourne and noted that the applicant had revised the application in light of concerns raised by the Committee when the application was previously refused. Some felt that the application had not improved in relation to scale or provision of parking.

A motion to approve the application, proposed by Councillor Murray and seconded by Councillor Vaughan was lost (3 votes to 4).

Councillor Diplock proposed a motion to refuse the application. This was seconded by Councillor Metcalfe, and was carried.

RESOLVED (by 4 votes to 3 votes): That permission be refused for the following reason:

The proposal by reason of its scale, design and relationship to the boundaries of the site is considered to result in an over dominant and unneighbourly form of development that fails to harmonise and build on local distinctiveness. It is considered therefore that the proposal would cause visual harm to the local street scene and have a material impact upon residential amenities currently enjoyed by the occupiers of the neighbouring properties. The proposed development therefore conflicts with the saved policies UHT1, UHT4, NE28 and HO20 of the Eastbourne Borough Plan and Policy D10a of the Eastbourne Core Strategy.

Informative: If the applicant chooses to amend the scheme to mitigate the impacts of the proposal then it is considered that a true two storey frontage building with single storey wings may be a more approval form of development for the site.

91 Land adjacent to Broadwater Way, Broadwater Way ID: 190812

Planning permission for the creation of new Special Educational Needs school, including part single / part two storey main school building, car parking and external play areas, landscaping and refuse storage area – **HAMPDEN PARK.**

Amendments to the report were noted in the Addendum.

Mr Scott-Ralphs, CEO of St. Wilfrid's Hospice, stated that he did not object to the new school, but raised concerns at the potential increase of vehicles using the shared access road during peak periods and loss of overspill parking. If the access road was widened, he said this would help improve traffic flow and enable cars to pass and to park. He also raised concerns regarding potential noise disturbance issues which should be addressed before the start of the build.

Remo Palladino, CEO of Southfield Trust, spoke in support of the application, stating that there was a demand for special need schools in East Sussex. Centrally located, he said the school would reduce travelling time, would be near to the hospital for medical support, and near to the college for students to access further education, and would create 100 new jobs.

Steve Giles, Motion Transport Planning (Transport Consultants for the scheme), confirmed there would be parking for 82 cars with additional drop off bays for 25 vehicles. The set back school meant there would be no blockages if vehicles arrived early and there would be space inside the site for vehicles to queue. He felt that widening the access road would not resolve the problems, but that double yellow lines on the access road would create a safer route into the site. He said the works were compliant with East Sussex Highways standards.

Councillor Whippy, Lead Cabinet Member for Disabilities and Community Safety spoke in support of the application stating that there were not enough school places for children with complex medical needs; the school was financially viable, it would create 100 jobs and was ideally located to reduce travelling distances for parents.

Members welcomed the application for the school, but recognised there was potential for noise disturbance, traffic and parking issues. To mitigate the issues, Members suggested using an alternative access point or widening the verge at the existing entrance to the Hospice and School to create an extended layby. Officers advised that these had been considered, but were not viable due to the loss of habitat / trees and would not be supported by the Ecologist. Although widening the road would encourage cars to pass, it might encourage speeding. Parking bays for dropping off and picking up children would be provided in front of the school and this would be marshalled to stop blockages occurring. Overflow parking would have to be by a private agreement and noise disturbance could be alleviated with an acoustic fence prior to any construction on the site. Concern was also expressed regarding impact on an archaeological dig that was taking place; officers advised the land would be checked before building work commenced.

Councillor Murray proposed a motion to approve the application. This was seconded by Councillor Vaughan.

RESOLVED (Unanimous): That permission be approved as set out in the report and the Addendum, and subject to an additional condition for an acoustic fence to be installed before development commences.

92 Wood Winton, 63a Silverdale Road ID: 190861

Reserved matters application for 6 dwellings approved by outline permission 181206 appeal reference APP/T1410/W/19/3229204 requesting consideration of access, appearance, landscaping, layout and scale - **MEADS**.

The Reserved matters for consideration were the access and landscaping arrangements; site layout and scale and appearance.

Mr Doel (neighbour) addressed the Committee in objection, raising concerns regarding cramped accommodation, overlooking, overdevelopment, inadequate access for service vehicles, lack of garden space and car parking, and risk of surface water flooding.

Mr Scard, Chair of Meads Community Association, referred to the increased scale of development and limited outside space.

Councillor Smart, Ward Councillor, addressed the Committee from the public gallery in objection to the application due to its increase in scale. He also highlighted that the Lead Local Flood Authority had objected to the scheme due to the lack of information provided.

Members were informed that houses No.2 to No.6 would increase from 48 square metres to 63 square metres and house No.1 would increase from 75 square metres to 109 square metres. It was confirmed that surface water drainage was regulated by Condition 7 and this would involve the installation of an alleviation tank that should be approved by the Local Planning Authority and Highways Authority before development commenced. Furthermore, the size of the gardens complied with minimum standards; the access road was able to accommodate two-way traffic and the proposed number of parking spaces was in accordance with East Sussex County Council's guidance for Parking at New Residential Developments. Officers advised that the scale of development was indicative only, so there was some flexibility for the applicant to amend the application.

The Committee welcomed the addition of family homes, but expressed its concern at the scale of the development, the increase in floor area, addition of bedrooms in the roof space, lack of garden space, and questioned the need for the car ports.

Councillor Lamb proposed a motion to defer the application. This was seconded by Councillor Diplock.

RESOLVED (Unanimous): That permission be deferred to enable officers to liaise with the applicant to seek to reduce the scale and footprint of the proposed dwellings. On receipt of the revised drawings then the application be reported back to the Planning Committee for determination.

93 60 Avard Crescent ID: 200037

Planning permission for a proposed rear extension - **RATTON**.

Members were informed that this application had been brought to Committee as the applicant is an employee of Eastbourne Borough Council.

Amendments to the report were noted in the Addendum.

Councillor Murray proposed a motion to approve the application. This was seconded by Councillor Diplock.

RESOLVED (Unanimous): That permission be approved as set out in the report and the Addendum.

94 Appeal Summary (Verbal Update)

There were none.

The meeting ended at 8.25 pm

Councillor Jim Murray (Chair)



Working in partnership with **Eastbourne Homes**

Audit and Governance Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 4 March 2020 at 6.00 pm

Present:

Councillors Robin Maxted (Deputy Chair, in the Chair) Sammy Choudhury, Paul Metcalfe and Barry Taylor and Candy Vaughan (as substitute for Md, Harun Miah)

Officers in attendance:

Oliver Dixon (Senior Lawyer and Data Protection Officer), Homira Javadi (Chief Finance Officer), Ola Owolabi (Deputy Chief Finance Officer (Corporate Finance)), Jackie Humphrey (Chief Internal Auditor) and Elaine Roberts (Committee Officer)

Also in attendance: Councillor Robert Smart (Shadow Cabinet Member)

22 Minutes

The minutes of the meeting held on 18 September 2019 were submitted and approved and the Chair was authorised to sign them as an accurate record.

23 Apologies for absence/declaration of substitute members

Apologies were received from Councillor Sabri, Chair; Councillor Burton, and Councillor Miah.

Deputy Chair, Councillor Maxted, acted as Chair for the meeting. Councillor Vaughan attended as substitute for Councillor Miah.

24 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.

25 Questions by members of the public.

None received.

26 Urgent items of business.

There were none.

27 Right to address the meeting/order of business.

A request was received from Councillor Smart regarding Item 7 on the agenda. Following an invitation from the Chair to address the Committee, Councillor Smart spoke and voiced his concerns about the delay in the publishing of the External Audit of Accounts, and specifically, the lack of apparent progress, the potential for impact on next budget planning, and that there was no personal representation from the external auditors at the meeting.

The Chair thanked Councillor Smart for his comments and it was agreed to move to the next item on the agenda: an update report from the Chief Finance Officer regarding the External Audit.

28 External Audit of the 2018/19 Statement of Accounts

Homira Javadi, Chief Finance Officer, gave a verbal presentation, to provide background and context, and presented the main report, to update the Committee in respect of the delay in issuing the final and audited Statement of Accounts for the 2018/19 year and to explain the technical issues experienced.

Questions and comments from members followed. Points and topics discussed included:

- The role of the Public Sector Audit Appointments Ltd (PSAA) and its responsibilities were clarified, including its appointment of external auditors to every council on a five year contract and the setting of fees.
- That as the appointment of Deloitte as our external auditor had been made by the PSAA, there consequently was no direct contract between the Council and Deloitte.
- The Chief Finance Officer confirmed that the Council had provided all the information requested to the External Auditors, in appropriate formats, including the draft accounts for Investment Company Eastbourne (ICE).
- That Deloitte had stated it does not have the resources currently available to review the information provided by the Council.
- It was recognised that many councils have experienced similar issues in the processing of the external audit: 40% of councils had not published their accounts as at July 2019.
- That the Finance Team had made it clear on several occasions, to both Deloitte and PSAA, of the unacceptability of the situation.
- That the East Sussex Finance Officers Association (ESFOA) had called in the PSAA to collectively lodge their grievances.
- The Chief Finance Officer confirmed that, due to the Council's own internal auditing being up to date, there would be minimal risk of impact from the External Audit delay on financial planning activity. The Chief Finance Officer also confirmed that the 2019/20 timetable had already been shared with Deloitte with a request that they commit to the timetable to avoid future delays.

The Chair thanked the Chief Finance Officer for a comprehensive and enlightening presentation.

Resolved (unanimous): The Committee agreed that a letter should be sent from the Chair to Public Sector Audit Appointments Ltd (PSAA) outlining the serious concerns of the Audit and Governance Committee.

Resolved (unanimous): That the Committee instruct the Chief Finance Officer to request that Deloitte makes a presentation in person at the next meeting of the Audit and Governance Committee.

29 Annual report on the use and governance of covert surveillance powers

Oliver Dixon, Senior Lawyer and RIPA Monitoring Officer, presented the report and the Committee considered the overview of the Council's use of covert surveillance powers in 2019/20 and also considered the recent external inspection report of surveillance governance arrangements.

Two points of action in response to report recommendations were highlighted: The need to amend the Council's RIPA Policy to include provision, in particular, for the use of Covert Human Intelligence Sources (CHIS) where appropriate; and to make arrangements for Officer training on the management and use of CHIS in line with the amended policy.

The RIPA Monitoring Officer informed the Committee that he would bring the amended policy to the next meeting (currently scheduled for July 2020) for consideration and approval.

The Chair thanked the RIPA Monitoring Officer and congratulated the Council for the Inspector's positive comments on the standard of its RIPA documentation.

Resolved (unanimous):

1. To note the Council's use of covert surveillance powers during 2019/20
2. To note the findings of the Investigatory Powers Commissioner's Office inspection conducted in 2019.

30 Internal Audit Report for the first three quarters of the financial year 2019-20

Jackie Humphrey, Chief Internal Auditor, presented the report and the Committee considered the summary of activities of Internal Audit and Counter Fraud for the first three quarters of the financial year: 1st April to 31st December 2019.

The Chair invited comments and queries from Committee Members.

It was clarified that auditor training requirements had led to slight delays, but that work was already underway to ensure next year's deadlines; the issue

with IT noted in the report has been resolved; and the Chief Internal Auditor explained how considerations were taken to ensure appropriate balance of resources.

The Chair thanked the Chief Internal Officer for the report.

Resolved (unanimous): that the report be noted.

31 Draft Internal Audit Plan for 2020/2021

Jackie Humphrey, Chief Internal Auditor, presented the report outlining the Draft Internal Audit Plan for 2020/21 and the Committee considered the proposed plan.

The proposal presented a new, more flexible approach, to help better meet the needs of senior management and add value, whilst ensuring adequate breadth of cover to the work carried out. Officers would provide quarterly reports to the Committee.

It was noted that plans have been considered to invest in Financial Investigator training, to improve in-house capabilities and also provide a potential revenue stream as a service to other local authorities. A report would be made to the Committee at a later date.

The Chair thanked Jackie Humphrey for the presentation of an innovative plan and the Committee congratulated the team on its work.

Resolved (unanimous): That the report be noted and the proposed plan was agreed.

32 Strategic Risk Register Quarterly Review

Jackie Humphrey, Chief Internal Auditor, presented the report and the Committee considered the outcomes of the quarterly review of the Strategic Risk Register by the Corporate Management Team.

Two areas of risk were highlighted for explanation: that the previous increase risk value due to Brexit had been left in place, due to the ongoing lack of clarity on likely impacts; and that the Coronavirus score will be increased if and when it becomes classed as pandemic.

The Chair thanked Jackie Humphrey and the team for its work.

Resolved (unanimous): That the update to the Strategic Risk Register be noted.

33 Date of next meeting

Wednesday 8th July, 6pm, Court Room, Eastbourne Town Hall.

The meeting ended at 7.32 pm

Councillor Maxted

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Working in partnership with **Eastbourne Homes**

Cabinet

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 16 March 2020 at 6.00 pm

Present:

Councillor David Tutt (Chair)

Councillors Alan Shuttleworth (Deputy-Chair), Margaret Bannister, Jonathan Dow, Stephen Holt and Colin Swansborough

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Chief Finance Officer), Philip Evans (Director of Tourism & Enterprise), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Catherine Knight (Assistant Director of Legal and Democratic Services), Tim Whelan (Director of Service Delivery), Peter Finnis (Assistant Director for Corporate Governance), Gary Hall (Head of Homes First) and Simon Russell (Committee and Civic Services Manager)

54 Coronavirus update

Prior to the order of business listed on the agenda, the Leader of the Council commented on the coronavirus outbreak and its impact on the Council and its residents. He advised that he had written to the Chancellor of the Exchequer, requesting temporary financial relief for those in the hospitality industry given its importance to the local economy and national exchequer. The Leader of the Council also advised that he would be writing to the Home Secretary, seeking an extension for those EU Nationals that need to apply for settled status during this period.

Further updates were received from the Chief Executive, Deputy Chief Executive and Director of Regeneration and Planning and Director of Service Delivery on the latest guidance from central government, the council's preparation for the period ahead, ongoing work with partner agencies and business continuity planning.

55 Minutes of the meeting held on 5 February 2020

The minutes of the meeting held on 5 February 2020 were submitted and approved and the Chair was authorised to sign them as a correct record.

56 Apologies for absence

An apology for absence was reported from Councillor Whippy.

57 Declaration of members' interests

None were declared.

58 Eastbourne and Lewes Community Safety Partnership – Annual Report (Eastbourne)

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning considering the 2019/20 performance of the Eastbourne and Lewes Community Safety Partnership.

Thanks were conveyed to officers for their work in bringing the various community groups together.

Resolved (Non-key decision):

That the Cabinet note the achievements and activities of the Eastbourne and Lewes Community Safety Partnership in 2019/20.

Reason for decision:

For Cabinet to consider progress on delivery of the current Community Safety Plan.

59 Eastbourne Housing Strategy 2020 – 2024

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning seeking their approved for the proposed Eastbourne Housing Strategy 2020-2024.

Thanks were conveyed to Oliver Jones, Strategy and Partnership Lead (Housing and Community) for their work in producing the strategy and to those organisations who contributed during the consultation.

Resolved (Key decision):

(1) To consider the final draft of the EBC Housing Strategy 2020 – 2024 set out at Appendix 1 to the report.

(2) Subject to there being no requirement for significant amendments, to authorise the Deputy Chief Executive and Director of Regeneration and Planning to adopt the strategy and produce a formatted version for public release.

Reason for decisions:

(1) The current EBC Housing Strategy, Eastbourne at Home, runs from 2013 to 2020. A new housing strategy is required.

(2) There have been significant changes to the wider operating context and local housing market in recent years and the associated challenges facing the housing sector. These need to be addressed.

(3) This new strategy provides a strategic overview, setting out clear outcomes, targets and plans to be delivered over the next five years. This will enable the Council to address the key challenges faced within the local housing market and to deliver our vision effectively.

60 Bandstand and Promenade Improvements

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning asking them to note initial repairs and maintenance costs for works to the Bandstand and adjacent promenade. The report sought to agree that £3 million be earmarked from the capital programme to support priority improvement works.

The Deputy Chief Executive and Director of Regeneration and Planning advised that the implications of coronavirus on any decisions made at this meeting would be fully assessed and the Council would look to mitigate any risks.

Resolved (Key decision):

(1) To agree that £3 million be earmarked from the Council's capital programme in order to support priority improvement works on the Bandstand and the adjacent promenade.

(2) To give approval to the commencement of the procurement processes to deliver the priority improvement works on the Bandstand and the adjacent promenade and delegation of the development and management of the procurement processes to be followed and authority to appoint the necessary contractors be given to the Director of Regeneration and Planning, such delegation to include approval to allowing exceptions to the council's contract procedure rules should that become necessary.

Reason for decisions:

Priority improvement works are required on the Bandstand and adjacent promenade.

61 Seafront Lighting Reinstatement

The Cabinet considered the report of the Deputy Chief Executive and the Director of Regeneration and Planning asking them to note costs for the reinstatement of the seafront lighting and to agree that funds up to the level already earmarked for the project within the Council's capital programme be released to support reinstatement works.

Resolved (Key decision):

(1) To agree that funds up to the level already earmarked for the project within the Council's capital programme be released to support seafront lighting reinstatement works

(2) To agree a waiver of the Council's Contract Procedure Rules for necessary works in connection with reinstatement of the lighting and award the contract for works to the Council's term electrical contractor, GM Monk;

(3) To approve the Accountable Officer to sign a waiver of the Council's Contract Procedure Rules to GM Monk in connection with these works.

Reason for decisions:

Works are required in order to restore the seafront lighting and reduce future maintenance costs.

62 Completion of the Winter Garden redevelopment

The Cabinet considered the report of the Director of Tourism and Enterprise that sought agreement on proposals for the completion of the Winter Garden redevelopment to support the conferencing, entertainment and private hire functions of the premises.

Visiting member, Councillor Robert Smart addressed the Cabinet on this item.

The Cabinet unanimously agreed to a revision for officer recommendation (1) and this was detailed below.

Recommended to Full Council (Budget and policy framework):

(1) To support Option 2 of the two proposals for completion that are offered and recommend to Full Council that Option 2 be agreed. The business plan commissioned by David Clarke Associates (DCA) 2015 identified that for the full income potential to be realised for Devonshire Park, all of the complex needed to be transformed to the same standard. The Winter Garden remains outstanding. We are seeking authority to agree a programme of works for the Winter Garden

Resolved (Key decision):

(2) To delegate responsibility for all contractual land procurement related decisions to the Director of Tourism & Enterprise (up to £3m in total spend)

Reason for decisions:

An opportunity to increase additional income and to meet financial targets has been identified by DCA.

63 Housing Revenue Account Capital Budget Allocation - Bedfordwell Road

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning setting out the budget for the residential, commercial and community development of Bedfordwell Road. The report also requested additional land which could be developed for housing is appropriated to the housing revenue account (HRA) to enable delivery.

Visiting member, Councillor Robert Smart addressed the Cabinet on this item.

Resolved (Key decision):

(1) To delegate authority to the Director of Regeneration & Planning in consultation with the Portfolio holder for Housing and the Chief Finance Officer to make an allocation in the Housing Revenue Account (HRA) for £29m for the construction programme at Bedfordwell Road.

(2) To note the financial and legal advice provided within this report.

(3) To agree to delegate authority to the Director of Regeneration and Planning in consultation with the Portfolio Holder for Housing to:

(a) appropriate all or part of the land at Bedfordwell Road, in accordance with further financial and legal advice to be taken, from the General Fund to the HRA

(b) appropriate all or part of land at further sites as identified in paragraph 6.3 of the report, in accordance with further financial and legal advice to be taken, from the General Fund to the HRA.

Reason for decisions:

To finalise the budget available for the delivery of Bedfordwell Road within the Housing Revenue Account Business Plan and also enable the pipeline of delivery of new homes through appropriation of land from the General Fund to HRA.

64 Exclusion of the public**Resolved:**

That the public be excluded from the remainder of the meeting as otherwise there was a likelihood of disclosure to them of exempt information as defined in schedule 12A of the Local Government Act 1972. The relevant paragraph of schedule 12A and a description of the exempt information was shown below. (The requisite notice having been given under regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.)

65 Housing Revenue Account Capital Budget Allocation - Bedfordwell Road - Exempt Appendix 1

The Cabinet considered the exempt appendix in relation to agenda item 12 (Housing Revenue Account Capital Budget Allocation – Bedfordwell Road).

Resolved (Non-key decision):

That the exempt appendix be noted.

Reason for decision:

As detailed in minute 63.

66 Hampden Retail Park - Development Proposal

The Cabinet considered the exempt report of the Deputy Chief Executive and Director of Regeneration and Planning considering revised proposals for improvements to the Hampden Retail Park site.

Resolved (Key decision):

To agree a revised allocation from the Council's capital programme for a reduced development scheme at Hampden Retail Park as set out in the exempt report and to approve the associated development agent appointment and legal works.

Reason for decisions:

To enable development of Hampden Retail Park to commence.

Notes: (1) The report remained exempt. (2) Exempt information reason 3 – information relating to the financial or business affairs of any particular person (including the authority holding that information) and reason 5 - information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. (3) All officer recommendations contained in the exempt report were unanimously approved.

The meeting ended at 6.48 pm

Councillor David Tutt (Chair)



Working in partnership with **Eastbourne Homes**

Cabinet

Minutes of meeting held remotely on 3 June 2020 at 2.00 pm

Present:

Councillor David Tutt (Chair)

Councillors Stephen Holt (Deputy-Chair), Margaret Bannister, Jonathan Dow, Alan Shuttleworth, Colin Swansborough and Rebecca Whippy

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Chief Finance Officer), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Catherine Knight (Assistant Director of Legal and Democratic Services), Tim Whelan (Director of Service Delivery), Peter Finnis (Assistant Director for Corporate Governance), Jo Harper (Head of Business Planning and Performance) and Simon Russell (Committee and Civic Services Manager)

Also in attendance:

Councillor Robert Smart (Shadow Cabinet Member)

67 Minutes of the meeting held on 16 March 2020

The minutes of the meeting held on 16 March 2020 were submitted and approved and the Chair was authorised to sign them as a correct record.

68 Apologies for absence

None were reported.

69 Declaration of members' interests

Councillor Shuttleworth declared a non-pecuniary interest in agenda item 7 (Council's response to Covid-19) as Chair of the Langney Community Library Trustees, who had received funds from the Small Business Grant Fund for retail, leisure and hospitality as part of the government response to Covid-19. He remained present and took part in discussions during this item.

70 Council's response to Covid-19

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning, updating them on the establishment and operation of a Community Hub and other changes in business operation to respond to community needs as a result of the Covid-19 pandemic.

The Cabinet paid tribute to council staff, councillors, the business and voluntary sector and wider community for their response to the pandemic.

An array of council schemes had been rapidly implemented with positive impact for residents and businesses, such as setting up a community hub to distribute thousands of food parcels to vulnerable people, the Business Grants Portal going live and undertaking daily welfare calls to tenants in sheltered accommodation and calls to all tenants over the age of 69.

The Director of Service Delivery updated the Cabinet, confirming that at present, 1,444 businesses had taken advantage of the small businesses grant scheme, equating to over £18 million. In addition to this, £25 million of business rate relief had been delivered to businesses since March.

Further details of the response, including support for council staff and redeployment during the pandemic were contained in the report.

Thanks were conveyed to the District Councils' Network and Local Government Association for their continued representation to central government on behalf of local authorities across the United Kingdom.

Councillor Shuttleworth declared a non-pecuniary interest in this item. He remained present and took part in discussions during this item.

Resolved (Non-key decision):

To note the report

Reason for decision:

The Community Hub has been an important part of the council's response to the Covid 19 pandemic locally and the report updated the Cabinet on progress, performance and next steps in this work. The report also provides a summary of the impact of the pandemic across the council's business, focusing on the support provided to staff and on those areas most affected by current circumstances.

71 Initial financial assessment of Covid-19

The Cabinet considered the report of the Chief Finance Officer, updating them on the initial financial impact of Covid-19 and associated budgetary implications.

Visiting member, Councillor Smart, addressed the Cabinet on this item.

The Chief Finance Officer presented the report and made reference to the Council's latest submission to the Ministry of Housing, Communities and Local Government (MHCLG), appended to the report.

The budget for 2020/21 was approved by Full Council in February 2020. The budget took into consideration that the Council no longer received any Revenue Support Grant and had to meet the cost of its services through locally generated income.

In addressing the economic slowdown last year due to factors such as the uncertainty over Brexit and increased demand for key services such as homelessness and housing need, the Council came up with further efficiencies, savings and income targets that formed part of the agreed budget for 2020/21. Although the targets set were challenging and robust, several reviews and risk assessments were carried out to ensure the budget set was fully tested and sustainable.

During the initial phase of the Covid-19 pandemic, the Council implemented a wide range of initiatives in order to support the most vulnerable in the Borough, working in partnership with the voluntary sector. Emergency response funding from central government to date had totalled £1.09 million.

The Council's increased spending in response to the crisis and projected loss of income due to the pandemic had significantly impacted on the savings targets set in February. It was estimated that additional costs, including delayed savings programmes, arising from Covid-19 could be as high as £300,000 per week, should the lockdown continue and result in a long term economic downturn. It was stated that this was an approximate impact and worst case scenario.

The Chief Finance Officer re-assured the Cabinet that in terms of cash flow, the Council was currently in a robust and sustainable position. Subject to revised government measures being put in place, the council should avoid the need to borrow to support cashflow until the end of August at the earliest.

The Council would continue to internally review and closely monitor the financial position and look at ways to mitigate the impact of Covid-19 and engage with the MHCLG in partnership.

Resolved (Non-key decision):

- (1) To note the initial financial impact of Covid-19 and associated vulnerability of the authority's budget.
- (2) To note the assumptions being made about the ongoing financial impact of Covid-19.
- (3) To authorise the Chief Executive, in consultation with the Leader of Council, Cabinet member for Finance and the Chief Finance Officer, to make use of monies held in the Council's Reserves as he believes most appropriate in order to continue essential service delivery and/or to mitigate the impact of the Covid-19 emergency on residents and/or service users.

Reason for decisions:

The Council's response to Covid-19 has been and continues to be fast paced. Budgetary assumptions are liable to change and are only given as an indication. This report provides a position statement at this time to keep Cabinet informed.

The meeting ended at 3.06 pm

Councillor David Tutt (Chair)



Working in partnership with **Eastbourne Homes**

Cabinet

Minutes of meeting held remotely on 15 July 2020 at 2.00 pm

Present:

Councillor David Tutt (Chair)

Councillors Stephen Holt (Deputy-Chair), Margaret Bannister, Jonathan Dow, Alan Shuttleworth, Colin Swansborough and Rebecca Whippy

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Chief Finance Officer), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Philip Evans (Director of Tourism & Enterprise), Tim Whelan (Director of Service Delivery), Becky Cooke (Assistant Director for Human Resources and Transformation), Peter Finnis (Assistant Director for Corporate Governance), Jo Harper (Head of Business Planning and Performance), Mark Langridge Kemp (Head of Property, Delivery and Compliance), Millie McDevitt (Performance and Programmes Lead) and Simon Russell (Committee and Civic Services Manager)

Also in attendance:

Councillor Robert Smart (Shadow Cabinet Member)

72 Minutes of the meeting held on 3 June 2020

The minutes of the meeting held on 3 June 2020 were submitted and approved and the Chair was authorised to sign them as a correct record.

73 Apologies for absence

None were reported.

74 Declaration of members' interests

Councillor Holt declared a personal interest in agenda item 8 (Recovery group update) as an employee of the Business Improvement District and Director of Chamber of Commerce. He remained in the meeting and took part in discussions.

75 Financial assessment of Covid-19 update

The Cabinet considered the report of the Chief Finance Office updating them on the financial impact of Covid-19 and associated budgetary implications.

Visiting member, Councillor Smart, addressed the Cabinet on this item.

The report detailed that Covid-19 was currently estimated to leave the council facing a budget deficit of around £9.9 million for the financial year and this projection was under regular review.

The council had to date received emergency funding of £1.09 million from the government for their response to Covid-19. The government had announced further help for local authorities and the council was awaiting further information.

The Chief Executive advised that the impact of Covid-19 and future uncertainty around the potential of a second wave meant that it was unlikely that the council's theatres would re-open before the middle of next year. Colleagues would be consulted shortly to put resources in place to ensure the future culture, theatre and leisure offer from the council was sustainable.

Resolved (Non-key decision):

(1) To note the initial financial impact of Covid-19 and associated vulnerability of the authority's budget.

(2) To note the assumptions being made about the ongoing financial impact of Covid-19.

Reason for decisions:

The Council's response to Covid-19 has been and continues to be fast paced. Budgetary assumptions are liable to change and are only given as an indication. This report provides a position statement at this time to keep Cabinet informed.

76 Recovery group update

The Cabinet considered the report of the Director of Tourism and Enterprise informing them and seeking their support for the initiatives recommended and facilitated by the Eastbourne Recovery Group.

Thanks were conveyed to the cross party Recovery Group and wider community for the work undertaken thus far.

Councillor Holt declared a personal interest in this item. He remained present and took part in discussions during this item.

Resolved (Non-key decision):

Cabinet is recommended to note the report and in particular;

(1) The work to establish a PPE Buying Consortium.

-
- (2) The East Sussex Colleges Group Million Pound Pledge to provide accredited Level 1 and Level 2 qualifications.
 - (3) Providing an online shopping platform for independent businesses in Eastbourne.
 - (4) Development of a COVID Ready Quality Standard.
 - (5) Development of a Love Eastbourne destination marketing campaign.

Reason for decisions:

The Covid-19 pandemic and associated lockdown has resulted in a significant downturn in the local economy, especially on the tourism and retail sectors and has had a subsequent impact on local people. This report sets out what actions are being taken by the Recovery Group in Eastbourne, including representation on the group by Eastbourne Borough Council.

77 Corporate performance - quarter 4 - 2019/20

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning, considering the Council's progress and performance in respect of key projects and targets for the fourth quarter of the year, as detailed at Appendix 1 to the report.

It was detailed in the report that performance outturn had been affected to a degree at the end of the performance quarter due to the Covid-19 pandemic however services for the most part were able to maintain their performance levels. The Cabinet welcomed a number of performance achievements during the quarter and the year including answering 87% of calls to the contact centre within 60 seconds and processing of disabled facilities grants, benefit claims and planning applications.

The Cabinet conveyed thanks to all staff for their work across the Council for the year and in their extraordinary response during Covid-19. Headline achievements as part of the Council's response were detailed in the report.

Resolved (Non-key decision):

To note progress and performance for Quarter 4.

Reason for decision:

To enable Cabinet members to consider specific aspects of the Council's progress and performance.

78 Downland Whole Estate Plan Approval

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning seeking their agreement to adopt the final Downland Whole Estate Plan and prioritisation of possible future projects.

Councillor Dow stated that engagement with stakeholders will take place throughout the process. Cabinet expressed their thanks and appreciation to the Trustees of the Countryside Centre for their work over the years.

Reason (Non-key decision):

(1) To agree the adoption of the Downland Whole Estate Plan, as attached at Appendix A to the report, noting the summary of main changes to the document outlined at Appendix B to the report

(2) To agree prioritisation of future possible projects outlined within the Downland Whole Estate Plan, as attached at Appendix C to the report.

(3) To agree that initial work should focus on changes to the Beachyhead Countryside Centre and re-purposing redundant farm buildings at Black Robin Farm to reflect the Downland Whole Estate Plan priorities, subject to a business case.

Reason for decisions:

Public consultation on the Downland Whole Estate Plan has completed and the Plan is now in its final form. The Plan requires formal adoption by the Council prior to endorsement by the South Downs National Park Authority.

The meeting ended at 3.05 pm

Councillor David Tutt (Chair)



Working in partnership with **Eastbourne Homes**

Planning Committee

Minutes of the remote meeting held (via Microsoft Teams) on 21 July 2020 at 6.00 pm

Present:

Councillor Jim Murray (Chair)

Councillors Peter Diplock (Deputy-Chair), Jane Lamb, Robin Maxted, Paul Metcalfe, Amanda Morris (Reserve), Barry Taylor and Candy Vaughan

Officers in attendance:

Neil Collins, (Specialist Advisor for Planning), Helen Monaghan (Lawyer, Planning), Leigh Palmer (Interim Head of Planning), and Emily Horne, Committee Officer.

1 Welcome and Introductions

The Chair introduced members of the Committee via roll call, and those officers present during the remote meeting.

2 Apologies for absence and notification of substitute members

An apology for absence had been received from Councillor Md. Harun Miah. Councillor Amanda Morris declared that she was acting as substitute for Councillor Miah for the duration of the remote meeting.

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.

Councillor Barry Taylor declared a Personal Interest in minute 7, Waterfront Car Park, as his boat was moored at the harbour.

Councillor Murray declared a Prejudicial Interest in minute 8, 68 Southern Road, as he was pre-determined.

4 Minutes of the meeting held on 25 February 2020

The minutes of the meeting held on 25 February 2020 were submitted and approved as a correct record, and the Chair was authorised to sign them.

5 Urgent items of business.

There were none.

6 Eastbourne District General Hospital, Kings Drive ID: 200179

Planning permission the erection of three storey modular office building (Use Class B1) – **RATTON**.

The Committee was advised by way of an addendum report, of two conditions to the resolution, should the application be approved.

Members welcomed the proposal to provide additional office space, but were disappointed at the loss of social facilities for staff.

Councillor Taylor proposed a motion to approve the application. This was seconded by Councillor Metcalfe MBE, and was carried.

RESOLVED (Unanimous): That permission be approved, subject to a S106 legal agreement to cover the payment of the monitoring fees pursuant to the Local Labour Agreement as conditioned, and the remaining conditions set out in the report and the Addendum.

7 The Waterfront Car Park ID: 200138

Planning permission for the change of use to include seasonal use of the car park for boat storage and extension of car park to provide 60 additional spaces and associated landscaping works (amended description) – **SOVEREIGN**.

In discussing the application, the Committee was of a mixed opinion, some welcomed the application whilst others raised concern at the loss of biodiversity and the potential for boat repairs to be undertaken in close proximity to a residential area thereby creating noise, disturbance and dust.

Members were assured that any commercial boat repairs would require a new application and their request to maintain biodiversity would be relayed to the applicant.

Councillor Diplock proposed a motion to approve the application. This was seconded by Councillor Morris.

RESOLVED (by 5 votes to 2 against, and 1 abstention): That permission be approved as set out in the report.

Having declared a prejudicial interest in agenda item 8, Councillor Murray left the meeting and did not take part in the consideration, discussion and voting thereon. The Vice Chair, Councillor Diplock took the role of Chair for the remainder of the meeting.

8 68 Southern Road ID: 200203

Planning permission for the erection of three bedroom dwellinghouse - **HAMPDEN PARK.**

A written representation against the proposal was read aloud by the Interim Head of Planning on behalf of Mrs Dadswell (neighbour) for the neighbourhood. The speech raised a number of safety issues.

In discussing the application, Members arrived at differing views, some welcomed the additional housing whilst other members felt the proposal did not promote the health and safety of community and that the dormer may create overlooking.

A member raised concern at the lack of parking and requested the application be deferred for a site visit. The Lawyer advised the Committee that procedurally the officer's recommendation must be voted on first before a new motion was tabled, this approach was supported by the Interim Head of Planning.

Officers advised that the principle of residential use had previously been accepted; the dwelling would not create significant additional demand on street parking and that the application was acceptable in terms of highway safety.

Councillor Vaughan proposed a motion to approve the application in line with the officer's recommendation. This was seconded by Councillor Maxted. Councillor Metcalfe requested that there be a named vote and this was approved.

RESOLVED (By 4 votes to 3 against) (For: Councillors Maxted, Morris, Vaughan and Diplock. Against: Councillors Lamb, Metcalfe MBE and Taylor): That permission be approved as set out in the report and subject to an additional condition referred to in paragraph 8.6.3 of the officer's report, to ensure no enclosures or other structures that might otherwise be afforded by permitted development legislation could be erected to impact on the visibility splay.

9 Date of Next MeetingResolved:

That the next meeting of the Planning Applications Committee which is scheduled to commence at 6:00pm on Tuesday, 25 August 2020 in a virtual capacity, via Microsoft Teams, and in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations, be noted.

The meeting ended at 7.07 pm
Councillor Jim Murray (Chair)

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Working in partnership with **Eastbourne Homes**

Planning Committee

Minutes of meeting held in Remote meeting (via Microsoft Teams) on 25 August 2020 at 6.00 pm.

Present:

Councillors Peter Diplock (Deputy-Chair, In the Chair), Jane Lamb, Robin Maxted, Md. Harun Miah, Colin Murdoch, Barry Taylor and Candy Vaughan.

Officers in attendance:

Helen Monaghan (Lawyer, Planning), Leigh Palmer (Interim Head of Planning), James Smith (Specialist Advisor for Planning) and Emily Horne (Committee Officer).

Also in attendance:

Councillor Robert Smart (Opposition Leader).

10 Welcome and Introductions

The Chair introduced members of the Committee via roll call, and those officers present during the remote meeting.

11 Apologies for absence and notification of substitute members

An apology for absence had been received from Councillor Jim Murray. Councillor Amanda Morris declared that she was acting as substitute for Councillor Murray for the duration of the remote meeting.

12 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.

13 Minutes of the meeting held on 21 July 2020

The minutes of the meeting held on 21 July 2020 were submitted and approved as a correct record, and the Chair was authorised to sign them.

14 Urgent items of business.

There were none.

15 21-25 Gildredge Road ID: 200322 & 200332

ID: 200322 – Planning permission for the change of use from A1, A2 & B1a use to proposed residential use providing 15No. self-contained dwellings and associated facilities and **ID: 200332** – Planning permission for a loft conversion for the provision of 2 new dwellings – **MEADS**.

The Specialist Advisor informed the Committee that the applicant had submitted a report stating that they were not able to provide a financial contribution towards affordable housing, either on site or as a commuted sum and that the outcome of the independent assessment was awaited. He explained that if the independent assessment was approved and it was accepted that it was not viable, then the development would be approved without requiring affordable housing. If the assessment was not approved, then the Council would seek 30% affordable housing or refuse the application. Alternatively, if one application was approved and the other was refused, then a mechanism would be put in place within the S106 Agreement to ensure the appropriate contribution was received.

Councillor Smart, Ward Member, addressed the Committee. He stated that he was not against the application in principle but felt the obligation of affordability should continue irrespective of the outcome of the viability statement, and more parking should be provided.

The Committee welcomed the development, but raised concerns regarding the lack of a lift, parking spaces, car charging points, the loading/unloading of vehicles and the size of the 1 bedroom/1 occupant flats. Members were concerned that the affordable viability statement was still outstanding.

A Member asked if an advisory condition or informative could be imposed on residents to limit ownership of cars. The Lawyer advised the Committee that such a condition must be enforceable. The Specialist Advisory Officer confirmed that the Committee's concerns would be conveyed to developer.

Councillor Diplock proposed a motion to approve application ID: **200322**. This was seconded by Councillor Miah, and was carried.

200322 - RESOLVED (Unanimous): That permission be approved, subject to a S106 legal agreement securing affordable housing and a Local Labour Agreement and the remaining conditions set out in the report.

Councillor Diplock proposed a motion to refuse application ID: **200332**. This was seconded by Councillor Miah, and was carried.

200332 - RESOLVED (Unanimous): That permission be refused, subject to the conditions set out in the report.

16 Mansion (Lions) Hotel, 32-35 Grand Parade ID: 200280

Outline planning permission for the Conversion of rear part of hotel at 15-21

Hartington Place to 21N° two bedroom flats – **MEADS**.

The Committee was advised by way of an addendum report, of a revised recommendation, should the application be approved. Following an external viability assessment report it was concluded that the scheme could not sustain the delivery of affordable housing, therefore the requirement was removed from the recommendation.

In discussing the application, the Committee expressed concern at the loss of hotel rooms, retention of windows, parking, appropriate cycle and bin storage, paint colour and potential for an HMO (House in Multiple Occupation).

The Specialist Advisor stated that the conditions would be amended to monitor the façade of the building and restore the windows where appropriate. The applicant would be asked to supply details regarding the cycle storage and paint colour. He further advised that any conversion to HMO use would not be supported.

Councillor Miah proposed a motion to approve the application. This was seconded by Councillor Morris.

RESOLVED (Unanimous): That outline permission be approved subject to a S106 Agreement securing local labour and reasonable investment in retained tourism use and the conditions set out in the report.

17 Mansion (Lions) Hotel, 32-35 Grand Parade ID: 200280

Listed Building Consent for the Conversion of rear of hotel at 15-21 Hartington Place to 21N° two bedroom flats (Outline planning application under reference 200280) – **MEADS**.

Councillor Vaughan proposed a motion to approve the application in line with the officer's recommendation. This was seconded by Councillor Miah.

RESOLVED (Unanimous): That Listed Building Consent permission be granted, subject to the conditions set out in the report.

18 Date of Next Meeting

Resolved:

That the next meeting of the Planning Applications Committee which is scheduled to commence at 6:00pm on Tuesday, 22 September 2020 in a virtual capacity, via Microsoft Teams, and in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations, be noted.

The meeting ended at 7.22 pm

Councillor Peter Diplock

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Working in partnership with **Eastbourne Homes**

Audit and Governance Committee

Minutes of meeting held in Remote meeting via Teams on 9 September 2020 at 6.00 pm.

Present:

Councillor Dean Sabri (Chairman).

Councillors Robin Maxted (Deputy-Chair), Helen Burton, Sammy Choudhury, Paul Metcalfe and Barry Taylor.

Officers in attendance:

Oliver Dixon (Interim Head of Legal Services), Ola Owolabi (Deputy Chief Finance Officer (Corporate Finance)), Jackie Humphrey (Chief Internal Auditor), Elaine Roberts (Committee Officer) and Lee Ewan (Counter Fraud Investigations Manager).

1 Minutes

The minutes of the meeting held on 4 March 2020 were submitted and approved and the Chair was authorised to sign them as an accurate record.

2 Apologies for absence/declaration of substitute members

Apologies were received from Councillor Miah, Councillor Morris and Homira Javadi, Chief Finance Officer.

Councillor Vaughan attended as substitute for Councillor Miah.

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.

4 Questions by members of the public

There were none.

5 Urgent items of business.

There were none.

6 Right to address the meeting/order of business.

One request was received from Councillor Smart, who then addressed the Committee in respect of Item 7 on the agenda, the External Audit 2018/19, within the allotted time of 5 minutes.

The Chair thanked Councillor Smart for his comments, and approved his request to be allowed to speak, briefly, a second time, following the verbal report from the Deputy Chief Finance Officers, and once all Committee members had had the opportunity to speak.

7 External Audit Report 2018/19 (Verbal Update)

The Chair noted that there was no written report, but that a letter had been received and circulated that week from Deloitte, the External Auditor.

The Deputy Chief Finance Officer, Ola Owolabi, presented a verbal update on the current situation and the Council's response to the letter. This included a note that it was the Officer's expectation that the Committee would receive reports for both the External Audit 2018/19 and the External Audit 2019/20 at the next meeting (November 2020).

The Chair invited questions and comments from Councillors, including a brief comment from non-committee member Councillor Smart, and the Committee considered the issue.

Members expressed serious concerns over the delay in the return of the External Audit report and the lack of representation from External Auditors, Deloitte, at the Committee meetings. Members also expressed dissatisfaction with the inefficiency of the PSAA, including the quality of its response to the Committee's letter earlier in the year.

Summing up the discussion of the Committee, the Chair proposed three resolutions, each seconded by Councillor Maxted.

Resolved (unanimous):

1. To note the verbal report;
2. To express dissatisfaction that no External Audit 2018/19 Report had come before the Committee; and
3. That a letter of complaint should be submitted to the Local Government Association (LGA), expressing the Committee's dissatisfaction at the inefficiency of the PSAA.

8 Annual Treasury Management Report

Deputy Chief Finance Officer, Ola Owolabi, presented the report of the Chief Finance Officer on the activities and performance of the Treasury Management service during 2019/20.

The Chair thanked the Deputy Chief Finance Officer and invited questions and comments from the Committee.

The Deputy Chief Finance Officer confirmed the Council was confident that, regarding item 4.3 in the report, the debt would be refinanced if needed, using a network of brokers to ensure the best market rates but that the Council would always look to allow loans to mature, to avoid penalties.

The Committee considered the report, which would later be considered by Cabinet on 16 September 2020.

Resolved (Unanimous):

1. To note the Annual Treasury Management Report for 2019/20; and
2. To note the 2019/20 prudential and treasury indicators.

9 Covert Surveillance Policies Report

Oliver Dixon, Senior Lawyer and Regulation of Investigatory Powers Act (RIPA) Monitoring Officer, and Lee Ewan, Counter Fraud Investigations Manager, presented the report and invited the Committee Members to review and approve two policies: a revised policy relating to the covert surveillance of individuals, now expanded to include the use of undercover operatives (Human Covert Information Sources – CHIS), and a new policy relating to the acquisition of communications data for investigative purposes.

The policies had been drafted in response to recommendations made by the Investigatory Powers Commissioner's Office (IPCO) to Lewes and Eastbourne Councils, following an inspection in December 2019.

The presentation gave detailed explanation of the policies and highlighted the new elements and the tightly regulated nature of the processes.

The Chair thanked the Officers for the report and invited comments and questions from Committee Members.

Officers gave examples to illustrate when covert surveillance, a CHIS or communications data acquisition might be used, while emphasising that these tools would only be used 'as a last resort', and outlined the preparation and training plans for relevant Council staff to operate as a CHIS.

Members were advised that the policies had been drafted to ensure consistency between the two Councils of Lewes and Eastbourne and that any amendments from the respective Audit Committee meetings resulting in potential significant differences would be handled in consultation with the Chairs of the relevant Committees.

It was confirmed that the Audit and Governance Committee would be presented with annual reviews of how the policy was working and had been used.

Resolved (unanimously):

1. To approve:
 - a. The policy on the use of covert surveillance and/or covert human intelligence sources, as set out in Appendix 1 to the report; and
 - b. The policy on the acquisition of communications data, as set out in Appendix 2 to the report.
2. That the Committee grants delegated authority to each of the Chief Finance Officer and the Assistant Director of Legal and Democratic Services to implement the above policies.

10 Internal Audit Annual Report 2019-2020

Jackie Humphrey, Chief Internal Auditor, presented the report which provided a summary of the activities of Internal Audit and Counter Fraud for the year 1st April 2019 to 31st March 2020.

The Committee considered the report, reviewing the effectiveness of the Council's financial and operational internal controls and the arrangements for identifying and managing risk.

Resolved (unanimous):

1. That the information in the report be noted; and
2. That no further information was required.

11 Annual Governance Statement Report

The Chief Internal Auditor, Jackie Humphrey, presented the report on the Council's legal requirement to produce an Annual Governance Statement, in accordance with the Accounts and Audit Regulations 2015. The report included detailed information of the assurance arrangements in place to support the production of the statement.

With regard to the draft Governance Statement, Jackie Humphrey noted that any significant governance risks had been included in the Statement, to ensure transparency. Also included was a reference to the impact of Covid-19 and the Council's ability to produce a swift response, albeit that this only came at the very end of the period covered by the report.

The Chair thanked Jackie Humphrey for the report and invited comments and questions from Members.

It was clarified that further assessment of the impact of Covid-19 on the Council's processes from an Audit and Governance point of view would be covered in the Internal Audit and Counter Fraud Quarterly Report (April – June 2020).

Resolved (unanimously):

1. To approve the draft Annual Governance Statement.

12 Internal Audit and Counter Fraud Quarterly Report

Chief Internal Auditor, Jackie Humphrey, presented the Report covering the first quarter of the financial year 2020-2021, and provided a summary of the activities of Internal Audit and Counter Fraud from 1st April 2020 to 30th June 2020.

The Chair thanked Jackie Humphrey and her team, and the Committee considered the Report.

Following comments and questions from Members, Counter Fraud Investigations Manager, Lee Ewan, clarified that: the Council had identified some fraud issues regarding the Covid-19 grant payment schemes, that several investigations were underway, and that there had already been instances where return of monies has been requested.

However, the Council's ability to take more action regarding recovery and prosecution was currently limited by a number of factors, including:

- The need for Central Government to clarify how local Councils should proceed regarding business grant claim fraud;
- That the Department of Pensions could not currently undertake any investigatory work, which had an impact on the Council's ability to pursue cases of fraudulent activity around issues such as housing benefit or council tax; and
- Court delays.

Resolved (unanimously):

1. That the information in this report be noted; and
2. That no further information was required.

13 Review of Risk Management Report

Chief Internal Auditor, Jackie Humphrey, presented the Report, which outlined the plan to address risk management practices and presented an updated Risk Management Policy for the Committee's approval.

The Chief Internal Auditor explained that the updated Policy reflected and responded to the 13 recommendations made following the review by external insurance organisation, Zurich. Once the Policy had been approved, the Council would contact Zurich to arrange training, which in turn would help to embed the policy and its recommendations.

The Committee considered the proposed actions and reviewed the updated draft Risk Management Policy.

The Committee recognised the value of both the review and training support offered by Zurich and thanked Jackie Humphrey for the report.

Resolved (unanimously):

1. To note the proposed actions in Appendix A; and

2. To adopt the updated Risk Management Policy.

14 Strategic Risk Register Report

Chief Internal Auditor, Jackie Humphrey, presented the report and outlined the outcomes of the quarterly review of the Risk Register by the Corporate Management Team (CMT).

Jackie Humphrey clarified how the Risk Register had been closely managed over the past few months, and the considerations incorporated in consultation with CMT regarding all possible material impacts arising from the Covid-19 pandemic.

Revisions in the Risk Register reflecting this work included the increased risk levels and the addition of a specific risk: 'Judicial challenge for decision making'.

The Committee thanked Jackie Humphrey for the report and stated its appreciation for the Team's effort to deliver the detailed and timely reporting that had been shared at the meeting.

Resolved (unanimously):

1. To note the update to the Strategic Risk Register.

15 Date of next meeting

The next meeting was scheduled for Wednesday 25 November 2020, 6pm, to take place as a remote meeting.

The meeting ended at 7.52 pm

Councillor Dean Sabri (Chairman)



Working in partnership with **Eastbourne Homes**

Scrutiny Committee

Minutes of meeting held in Remote Meeting (On Teams) on 14 September 2020 at 6.00 pm.

Present:

Councillor Tony Freebody (Chair).

Councillors Peter Diplock, Jane Lamb, Robin Maxted, Pat Rodohan and Robert Smart.

Officers in attendance:

Millie McDevitt (Performance and Programmes Lead), Peter Finnis (Assistant Director for Corporate Governance), Rosalind Irving (Projects and Performance Analyst), Nick Peeters (Committee Officer) and Andrew Clarke (Deputy Chief Finance Officer (Financial Planning)).

1 Minutes of the meeting held on 3 February 2020

Matters arising from the minutes of the previous meeting dated 3 February 2020:

- Councillor Smart requested that the 'heat' map of houses of multiple occupancy in the borough requested at the previous meeting be made available to the Committee.

The minutes of the meeting held on 3 February 2020 were submitted and approved and signed as a correct record by the Chairman.

2 Apologies for absence / declaration of substitute members

Apologies for absence were received from Councillors Sabri and Burton.

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.

4 Questions by members of the public

There were none.

5 Urgent items of business

There were none.

6 Right to address the meeting/order of business

There were no requests.

7 Provisional revenue and capital outturn 2019/20

Andrew Clarke, Deputy Chief Finance Officer, presented the report to Members. During discussion the following points were highlighted:

- In relation to borrowing costs, in future, revenue income to be generated from capital schemes funded from borrowing would be shown within the services to which it related.
- The figures in the report for the transfer of reserves were included to explain how the transfer took place. More detail on the individual elements of the transfer figures would be provided following the meeting. £1.7 million had been budgeted for as part of the reserve transfer in 2019/2020. However, the reserves would not be sufficient to cover projected losses in the current year and discussions with the Department for Housing, Communities and Local Government on opportunities to address the Council's current and future financial position were ongoing. The Council's Corporate Management Team will be undertaking a review of all council services as part of the 2020/21 budget setting process, taking on board the significant impact the Pandemic is having on the Council's financial position.
- Income had reduced by £250,000 from the previous financial year and could be attributed to the Pandemic. The total cost to the Council was approximately £300,000. The Council faces a significant financial challenge as a result of the Covid pandemic.

RESOLVED to note the update

8 Corporate Performance Quarter 1 2020-21

Millie McDevitt, Performance and Programme Lead and Rosalind Irving, Project and Performance Analyst, presented the report. During discussion the following points were highlighted:

- The programme for visits and inspections of licenced houses of multiple occupancy (HMOs) had resumed and the Housing Team was undertaking as many inspections as it could within the Covid guidelines.
- New performance indicators had been introduced for Rough sleeper numbers during the Covid period and included those that were newly accommodated within each month, and those that had refused accommodation over the quarter.

It was agreed that responses would be provided to the following points:

- Whether the percentage of household waste sent for reuse, recycling and composting included recyclables refused because of contamination.
- Updates on progress towards the Council's projects including the Devonshire Park redevelopment, the Sovereign Centre review and increasing the Bandstand renovations.

RESOLVED to note the report.

9 Forward Plan of Decisions

The Chair, Councillor Freebody, introduced the Forward Plan of Decisions. Members requested that and update on the Council's Climate Change and Sustainability Strategy provided to the Committee.

RESOLVED to note the Forward Plan of decisions.

10 Scrutiny Work Programme

The Chair, Councillor Freebody, introduced the Scrutiny Committee's Work Programme.

Members requested that the Council's Climate Change and Sustainability Strategy be included on the Committee's Work Programme.

RESOLVED to note the Scrutiny Committee Work Programme.

11 Date of the next meeting

RESOLVED: that the date of the next meeting of the Scrutiny Committee is scheduled for Monday, 2 November via Teams.

The meeting ended at 7.00 pm

Councillor Tony Freebody (Chair)

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Working in partnership with **Eastbourne Homes**

Cabinet

Minutes of meeting held remotely on 16 September 2020 at 6.00 pm.

Present:

Councillor David Tutt (Chair).

Councillors Stephen Holt (Deputy-Chair), Margaret Bannister, Jonathan Dow, Alan Shuttleworth, Colin Swansborough and Rebecca Whippy.

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Chief Finance Officer), Philip Evans (Director of Tourism & Enterprise), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Tim Whelan (Director of Service Delivery), Becky Cooke (Assistant Director for Human Resources and Transformation), Peter Finnis (Assistant Director for Corporate Governance), Catherine Knight (Assistant Director of Legal and Democratic Services), Andrew Clarke (Deputy Chief Finance Officer (Financial Planning)), Jane Goodall (Strategy and Partnership Lead, Quality Environment), Jo Harper (Head of Business Planning and Performance), Sarah Lawrence (Senior Committee Officer), Millie McDevitt (Performance and Programmes Lead), Ola Owolabi (Deputy Chief Finance Officer (Corporate Finance)), Leigh Palmer (Interim Head of Planning) and Simon Russell (Committee and Civic Services Manager).

Also in attendance:

Councillor Penny di Cara (Opposition Deputy Leader), Councillor Colin Murdoch (Shadow Cabinet Member) and Councillor Robert Smart (Opposition Leader).

8 Minutes of the meeting held on 15 July 2020

The minutes of the meeting held on 15 July 2020 were submitted and approved and the Chair was authorised to sign them as a correct record.

9 Apologies for absence

None were reported.

10 Declaration of members' interests

Councillors Tutt and Dow and visiting member Councillor Smart declared a personal, non prejudicial interest in agenda item 13 (Improving recycling – public consultation) as members of the South East Environmental Services Ltd (SEESL) Board. They remained on the remote meeting whilst the item was considered.

11 Recovery and reset programme

The Cabinet considered the report of the Chief Executive setting out the reasons for, and purposes of, the Recovery and Reset Programme to address the financial and organisational challenges faced in light of the Covid-19 pandemic and resultant economic climate.

Visiting member, Councillor Murdoch addressed the Cabinet on this item.

Resolved (Key decision):

(1) To agree the Recovery and Reset Programme, described in the report, including governance arrangements as set out at paragraph 4.1 of the report.

(2) To note the formal notification process with the Ministry of Housing, Communities and Local Government, as set out in section 2 of the report

(3) To endorse those measures taken to date, details of which are set out in paragraphs 3.3 – 3.5 of the report.

(4) To agree to establish a cross party Board comprising members from Eastbourne Borough Council and Lewes District Council to oversee the programme.

(5) To agree that the Chief Executive, taking advice from the Board set out above and in consultation with Leaders of the Councils, be given delegated powers to oversee and progress the Recovery and Reset Programme and for tasking individual Corporate Management Team postholders with the delivery of identified workstreams within it.

(6) That further update reports on the progress of the Recovery and Reset Programme be provided on a regular basis.

Reason for decisions:

The Recovery and Reset Programme provides a structured and accountable approach for delivering the level of significant organisational change needed to respond to current challenges.

12 Provisional revenue and capital outturn 2019/20

The Cabinet considered the report of the Chief Finance Officer, updating members on the provisional outturn for 2019/20.

Thanks were conveyed to officers for their work in achieving the Council coming in under budget at the end of the financial year.

Resolved (Key decision):

(1) To endorse the provisional outturn for 2019/20.

(2) To approve the transfers from/to reserves as set out in section 4.2 of the report.

Reason for decision:

To enable Cabinet members to consider specific aspects of the Council's financial performance for 2019/20.

13 Treasury management annual report 2019/20

The Cabinet considered the report of the Chief Finance Officer, reporting on the activities and performance of the treasury management service during 2019/20.

Recommended to Full Council (Budget and policy framework):

(1) To agree the annual Treasury Management report for 2019/20.

(2) To approve the 2019/20 prudential and treasury indicators included.

Reason for decisions:

Requirement of CIPFA Treasury Management in the Public Sector Code of Practice (the Code) and this has to be reported to Full Council in September 2020.

14 Corporate performance - quarter 1 - 2020/21

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning and Chief Finance Office, updating members on the Council's performances against Corporate Plan priority actions, performance indicators and targets for the first quarter of the year 2020-21.

Staff were congratulated for their achievements during the quarter where the Covid-19 pandemic affected the country and lockdown measures were enforced. Appendix 2 of the report outlined key work undertaken and delivered by offices as part of the emergency response to Covid-19 during the initial six-week period.

Part B of the report detailed the Council's financial performance for the same quarter.

Resolved (Non-key decision):

(1) To note the achievements and progress against Corporate Plan priorities for the first quarter of 2020-21, as set out in part A of the report.

(2) To note the General Fund, HRA and Collection Fund financial performance for the quarter, as set out in part B of the report.

Reason for decisions:

To enable Cabinet members to consider specific aspects of the Council's progress and performance.

15 Medium term financial strategy

The Cabinet considered the report of the Chief Finance Officer, providing an update on the process and approach to the Council's medium term financial strategy (MTFS) for the report 2020/21 to 2024/25.

The MTFS sets the strategic financial direction for the Council and is regularly updated as it evolves and develops throughout the year to form the framework for the council's financial planning.

Visiting member, Councillor Smart addressed the Cabinet on this item.

Resolved (Key decision):

To note the background to the medium term financial strategy for 2021/22 and approve the approach outlined in the report.

Reason for decision:

To progress the medium term financial strategy process and update Cabinet on the background to this.

16 College Conservation Area Appraisal

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning, seeking their approval to adopt the revised College Conservation Area following the two public consultations.

Visiting member, Councillor Smart addressed the Cabinet on this item.

Resolved (Key decision):

(1) To approve the adoption of the revised College Conservation Area as shown outlined red on the plan at appendix 1 to the report and detailed in the draft Conservation Area Appraisal at appendix 2 to the report.

(2) To delegate authority to the Director of Regeneration and Planning in consultation with the Chair of Planning to make minor or technical amendments as necessary to the revised College Conservation Area.

Reason for decisions:

To allow the expansion of the College Conservation Area Appraisal as detailed in the draft Conservation Area Appraisal at appendix 2 to the report.

17 Improving recycling - public consultation

The Cabinet considered the report of the Director of Service Delivery, introducing a public consultation exercise on potential adaptations to the waste and recycling collection service in order to improve the town's recycling rate and to contribute to meeting carbon reduction and financial objectives.

Visiting member, Councillor Di Cara addressed the Cabinet on this item.

Thanks were conveyed to Environment First staff for their work and performance, going above and beyond during the Covid-19 pandemic.

Councillors Tutt and Dow and visiting member Councillor Smart declared a personal, non prejudicial interest for this item. They remained on the remote meeting whilst the item was considered.

Resolved (Key decision):

(1) To agree to officers working on potential adaptations to the waste and recycling collection service to meet challenging national and local recycling targets, to reduce the carbon emissions associated and contribute to meeting financial challenges.

(2) To approve the proposal to consult with residents through autumn 2020 on those potential adaptations.

(3) To invite officers to bring service change proposals and resident responses to Cabinet for consideration, early 2021.

Reason for decisions:

The UK Government's ambitions for higher recycling rates and increased resource efficiency, alongside helping to meet challenging local financial and carbon reduction objectives.

The meeting ended at 7.23 pm

Councillor David Tutt (Chair)

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