

Policy and Performance Advisory Committee

29 June 2020



Time: 3.30 pm

PLEASE NOTE: This will be a 'virtual meeting', held 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 for members of the committee, officers and other participants to join the meeting have been circulated separately.

Membership:

Councillor Joe Miller (Chair); Councillors Liz Boorman (Deputy-Chair). Robert Banks, Nancy Bikson, Christine Brett, Roy Burman, Isabelle Linington, Milly Manley, Christine Robinson, Adrian Ross and Steve Saunders

Quorum: 2

Published: Friday, 19 June 2020

Agenda

1 Minutes of the previous meeting (Pages 5 - 14)

To consider for approval the minutes of the Scrutiny Committee held on 6 February 2020 (for which the Policy and Performance Advisory is the successor Committee).

2 Apologies for absence

3 Declarations of Interest

Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct.

4 Urgent Items

Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972. A Supplementary Report will be circulated at the meeting to update the main Reports with any late information.

5 Written Questions from Councillors

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

PERFORMANCE REVIEW

6 Updates and Reports from the Policy and Performance Advisory Committee Work Programme:

- (a) Portfolio Progress and Performance Report 2019/20- Quarter 4 (1 January- 31 March 2020 (Pages 15 - 32)

The Portfolio Progress and Performance Report 2019/20- Quarter 4 will be presented by Millie McDevitt, Performance and Programme Lead.

POLICY INPUT AND DEVELOPMENT

7 Requested reports due for consideration by the Cabinet on 9 July:

- (a) Climate Change and Sustainability Strategy Framework (Pages 33 - 68)

The Climate Change and Sustainability Strategy Framework Report will be presented by Jo Harper, Head of Business Planning and Performance.

Chair of the Emergency Climate Change Panel, Councillor Adrian Ross will also provide an update on the Panel's work.

- (b) Approval of the Revised Local Development Scheme - to follow

The Approval of the Revised Local Development Scheme Report will be presented by Robert King, Senior Planning Officer.

- (c) Recovery Planning report (Pages 69 - 76)

The Recovery Planning report will be presented by Jo Harper, Head of Business Planning and Performance.

8 Cabinet Forward Plan (Pages 77 - 102)

To receive the Forward Plan of the Cabinet and to identify key decision matters which the Committee would like to consider at the next meeting.

9 **Work Programme** (Pages 103 - 106)

To receive the Policy and Performance Advisory Committee Work Programme.

10 **Date of Next Meeting**

To note that the next meeting of the Committee is scheduled to be held via Microsoft Teams on 15 September 2020 commencing at 3:30pm.

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: Please contact Democratic Services (see end of agenda) for the relevant deadlines for registering to submit a speech on a matter which is listed on the agenda if applicable. Where speeches are normally allowed at a Committee, live public speaking has temporarily been suspended for remote meetings. However, it remains possible to submit speeches which will be read out to the committee by an Officer.

Information for Councillors

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

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

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

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

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

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

Democratic Services

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Scrutiny Committee

Minutes of meeting held in Ditchling Room at Southover House, Southover Road, Lewes, BN7 1AB on 6 February 2020 at 2.00 pm

Present:

Councillor Joe Miller (Chair)

Councillors Liz Boorman (Deputy-Chair), Robert Banks, Nancy Bikson, Christine Brett, Roy Burman, Isabelle Linington, Milly Manley, Christine Robinson, Adrian Ross and Steve Saunders

Officers in attendance:

Jo Harper (Head of Business Planning and Performance), Millie McDevitt (Performance and Programmes Lead), Philip Brown (Property Lawyer), Homira Javadi (Chief Finance Officer), Oliver Jones (Strategy and Partnership Lead), Catherine Knight (Assistant Director of Legal and Democratic Services), Ola Owolabi (Deputy Chief Finance Officer (Corporate Finance)), Sarah Roberts (Engagement Project Manager), Seanne Sweeney (Strategy and Commissioning Lead for Community and Partnerships), Jessica Haines (Head of Commercial Business), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning) and Gary Hall (Head of Homes First)

Also in attendance: Chief Inspector Di Lewis (Sussex Police)

24 Minutes of the previous meeting

The minutes of the meeting held on 9 September 2019 were submitted and approved, and the Chair was authorised to sign them as a correct record.

25 Apologies for absence

There were no apologies for absence.

26 Declarations of Interest

Councillor Steven Saunders declared a non-pecuniary interest in item 6 on the agenda, Final report of the Scrutiny Seaford Health Hub Panel, as a member of the Wave Leisure Trust.

27 Urgent Items

There were no urgent items.

28 Written Questions from Councillors

There were no written questions from Councillors.

29 Final report of the Scrutiny Seaford Health Hub Panel

Councillor Robinson, Chair of the Scrutiny Seaford Health Hub Panel, Introduced and provided a summary of the Panel's work. During discussion the following points were highlighted:

A number of Members felt that the overall emphasis of the recommendations was too negative and it was suggested that a more positive recommendation should be included.

Members also felt that specifying where on the site the Hub should be sited was too restrictive and the recommendations should be amended to say that a revised design would be developed.

The Committee also felt that, whilst a 12 month review of the proposals was reasonable, it did not prevent further scrutiny at an earlier period, subject to the auctioning of the recommendations.

It was proposed that, to reflect the concern of some of the Committee members, the wording in the initial recommendation be changed to "The Scrutiny Committee's recommendation is for the Council, **at this time**, not to progress the proposed development on the Downs Site of a health hub unless and until all the following conditions have been satisfied:", and for recommendation b) to be as set out in the panel's report, subject to the **deletion** of the words "**and relocates the new health hub building to the east of the existing leisure building**".

RESOLVED by a majority of 8 in favour and 3 against to support the Panel's recommendations as follows with the agreed amendments above:

The Panel's recommendation is for the Council, at this time, not to progress the proposed development on the Downs Site of a health hub, unless and until all the following conditions have been satisfied:

- a) It is established within a reasonable timescale (i.e. 12 months) by the NHS that there is no practical prospect of new GP premises being provided in Seaford through the redevelopment of the Seaford Medical Practice's existing Dane Road site together with the Richmond Road car park. For this purpose the Cabinet should be satisfied that the NHS has diligently carried out a full analysis of the viability of this option which should include all necessary surveys.
- b) A revised design for the Downs Site is finalised, which excludes the residential and retail elements.
- c) The financial model for the revised design specified at point b) above must clearly demonstrate that the Council will make a suitable financial return commensurate with the risks involved, and that the required investment will

not prevent the Council from investing in higher priority capital projects to the benefit of the whole of the District, due to the impact of that investment on the Council's borrowing limits.

30 Eastbourne & Lewes Community Safety Partnership - Annual Report for Lewes.

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

The multi-agency team based at Saxon House, Newhaven, had been a success and as a result, a similar initiative was being set up in Lewes. A purpose-built van was being purchased to allow support to be provided in rural areas.

In terms of funding, the period detailed in the report was 1 April 2019 – 31 March 2020. All of the funding had been allocated and part of the Partnership's work was to look at how funding would be used in the following year. There were no particular issues with the current funding level.

The criteria for providing speed cameras was initially based on killed, or seriously injured (KSI) figures. The cost for speed cameras was significant and would take up the majority of the funding allocation. A request for a Camera would be considered a capital bid. The Partnership had discussed strategic plans for the following year and in particular the refocusing of the impact of incidents of killed and seriously injured on local communities and whether there were low cost measures that could be used to support those communities.

Members requested that the relevant officer(s) from East Sussex County Council be requested to attend a future meeting of the Committee to discuss the use of speed cameras.

Concern was expressed over the increase in incidents of knife crime in Newhaven and more broadly across the district. It was noted that the Police and Crime Commissioner had made funds available for additional Police Community Support Officers (PCSOs). The positive contribution of PCSOs to local policing was acknowledged and it was hoped that this would continue.

The Committee commented on the statistics for recorded 'incidents of crime' in Newhaven. It was not felt that all incidents were being recorded and an updated record was requested. Members were advised that putting staff back in to communities was a positive initiative and the additional funding was welcome. Both prevention and response officers worked in the Lewes and Newhaven areas and prevention enforcement units, and a newly formed tactical enforcement unit would be undertaking high visibility patrols. These teams would be increasing in numbers to allow PCSOs to be resourced more locally. Members were also advised that the wait-time for those reporting

crime, which may have previously been a deterrent, had reduced over the last eight months and there was an online facility for recording crime.

RESOLVED to

- 1) Note the report; and
- 2) Note the achievements and activities of the Eastbourne & Lewes Community Safety Partnership.

31 Meeting the Housing Needs of the District's Young People

Oliver Jones, Strategy and Partnership Lead, and Gary Hall, Head of Homes First, presented the report which responded to a request by the Scrutiny Committee to look in more detail at the barriers young people in the District faced accessing and securing suitable housing options.

It was clarified to the Committee that the report could be considered as a stand-alone informative or used as a platform to consider further scrutiny. During discussion the following points were highlighted:

There was concern that a number of large developments in the district had been granted planning permission with the condition that 40% of the units would be provided as affordable home. Some of those developers had then challenged the requirement for the affordable homes element and successfully reduced and in some cases completely removed the obligation. It was felt that efforts were needed to stop this being the case as it impacted significantly on the provision of affordable homes. There was also concern by Members at the under occupation of larger properties. It was noted that in cases where elderly people moved in to smaller properties, they were often the same properties that are in demand by young people in the district. Members were advised that, on a regular basis, there were approximately 1000 people on the housing waiting list in the district with a very low turn-over of Council stock. It was explained that the Council's 30 Year Plan for the Housing Revenue Account was due to be presented to the Cabinet and the Plan included proposals to increase the Council's housing stock by up to 40% which equated to approximately 1400 properties.

Members were advised that the provision of houses of multiple occupation (HMOs) was a consideration as part of the overall mix of options, however, caution was taken as the condition of some of the properties was not always up to standard. The Homes First team was looking at all opportunities to respond to the need for housing such as companies who could afford to buy properties on the open market which they could then lease to the Council at affordable Local Housing Allowance rates, and working with the YMCA to provide holistic solutions to housing for young people. The major obstacle for young people when trying to access housing was affordability and employment opportunities was a key factor also. The Council was looking to provide truly affordable social housing.

Members felt the focus at the planning stage should include smaller units, such as one bedroom flats that were suitable for young people. Members

were also keen to see more engagement with young people from diverse backgrounds to discuss the issues. It was confirmed that school visits to discuss homelessness issues had been undertaken and there was a broader strategy involving partners, both in the district and neighbouring authorities, to tackle homelessness.

Officers suggested that a separate work stream as part of the Homelessness Strategy could be set up to consult with young people and access to housing. It was confirmed that work on the Council's Housing Strategy would be underway in the next few weeks and could also include a panel that focused on the issues affecting young people.

The Committee noted that the age at which individuals bought or rented property had increased significantly and that difficulties in both providing a deposit and assuring that mortgage or rental payments could be sustained existed.

RESOLVED to

- 1) Note the report; and
- 2) Note that officers would include a focus on the needs of young people in both the Housing and Homelessness strategies.

32 Voluntary sector support

Jo Harper Harper, Head of Business Planning and Performance, and Seanne Sweeney, Strategy & Corporate Projects Officer, presented the annual report which provided an overview of how funding provided by the Council in 2019/20 has been used by funded organisations. During discussion the following points were highlighted:

There was discussion around the funding given to Brighton Housing Trust, provided to support residents around Universal Credit, and how the support would continue after the grant period finished. Officers advised that this may in part be mitigated by the services provided by Lewes Citizen's Advice Bureaux (also funded by the Council) who also support people with issues around Universal Credit.

Members were advised that the allocation for Brighton Housing Trust was for a two year period only and there would not be any additional funding beyond what had been recommended. The current grants policy did not include a bidding process but part of the review of the policy would be to look at how other authorities, some of which used open bidding, managed the process. The organisations that currently received funding were those that aligned with the Council's priorities and were critical to the overall wellbeing of the voluntary sector in the Borough.

Officers confirmed that the current three year agreement did not include inflationary uplift and this element could be included as part of a review.

It was confirmed that the funding for Action in Rural Sussex related to the service offered by the organisation to village hall and community centre management committees. Those smaller organisations did make extensive use of volunteers and therefore the criteria for the funding was met.

RESOLVED to

- 1) Note the planned allocation of funding to voluntary organisations for 2020/21;
- 2) Note the proposed review of the Council's grant policy in line with the new corporate plan; and
- 3) Note that any alteration to the grants policy would not impact on current 3 year funding plan, so as to minimise impacts on planned activities by Council's funded partners.

33 Lewes District Council 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:

It was confirmed that, in terms of business rates retention, the assumptions in the figures were based on what was currently being achieved. There were a number of factors that impacted on the Council's ability to forecast business rates growth, other than inflationary increases.

RESOLVED to:

- 1) Note the Draft Budget Proposals for 2020/21; and
- 2) Note that there were no recommendations to the Cabinet.

34 Lewes District Council 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:

It was confirmed that an update on the Council's and its partners' commitment to the Lewes Living wage would be provided following the meeting.

RESOLVED to

- 1) Note the Corporate Plan; and
- 2) Note that there were no recommendations to the Cabinet.

35 Portfolio Progress and Performance Report 2019/20- Quarter 3

Millie McDevitt, Performance and Programme Lead, presented the Quarter 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. During discussion the following points were highlighted:

It was confirmed that officers would attempt to obtain detail on the renewable energy schemes that should accompany each planning application. Members were advised that the information had been difficult to obtain figures in the past.

Members expressed concern at the use of the word 'robustly' in the report when referring to improving the average number of days lost to sickness, as it was felt it was a harsh term. Officers noted the comments and confirmed that the Council's policy was to actively support staff in returning to work by understanding the nature of the sickness and ensuring that a safe and supportive environment was provided to minimise incidents of sickness.

The Chair noted that a programme used by other authorities allowed staff to speak directly to healthcare professionals when a period of sickness commenced. Officers confirmed that staff were encouraged to speak in person to colleagues and managers.

Members requested updates on the following items in the report:

- The devolution of open spaces in Newhaven
- Increase in overall tenant satisfaction
- Devolution sites in rural areas (East Chiltington, Hollycroft Field including play space)

It was confirmed that there would be an opportunity to input into the performance indicators for 2019/20

RESOLVED to note progress and performance for Quarter 3 and Quarter 2.

36 Scrutiny Emergency Climate Change Panel - verbal update

Councillor Adrian Ross, Chair of the Scrutiny Emergency Climate Change Panel, provided an update on the Panel's work following its first meeting. The Committee was advised that the Panel's remit had been amended to better reflect the work to be undertaken and the wider role of scrutiny in supporting policy development and performance measurement. The Panel had also agreed to look more broadly at sustainability. It was further confirmed that the Cabinet member for sustainability would be invited to the next meeting to discuss how the Council's sustainability strategy would be developed. During discussion the following points were highlighted:

The Panel felt that there was a wealth of local knowledge and expertise on the issue and agreed with the Panel's programme of engagement.

The Committee proposed to delegate responsibility for the final wording of the Panel's remit to its Chair, Councillor Ross.

RESOLVED to:

- 1) Note the update; and
- 2) Delegate responsibility to the Chair of the Panel for agreement of the final wording of the Panel's remit.

37 Forward Plan of Decisions

Nick Peeters, Committee Officer, presented the Plan, which detailed the items due for consideration by the Cabinet. Members were advised that the Plan was a standing item on each of the Committee's agendas and provided the Scrutiny Committee with an opportunity to scrutinise the decision making process. During discussion the following items were highlighted:

Members requested that proposals for affordable housing on the former Police and Fire stations be reviewed and in particular the timescale involved. The Committee was advised that the item was due for consideration by the Cabinet on the following Monday and within his role, the Chair of the Scrutiny Committee would be able to attend and speak on the item.

Members requested that the following item be included in the Committee's work programme:

- The Council's Commercial Investment Strategy, due for consideration by the Cabinet on 23 March.
- East Sussex College Group Partnership Working (subject to the report including detail on the University Technology College)

Members were reminded that the new change of governance proposals and frequency of meetings would allow for greater scrutiny of Cabinet decisions. The Committee was also advised that a peer review challenge was taking place in March 2020.

RESOLVED to note the Forward Plan of Decisions.

38 Scrutiny Work Programme

Nick Peeters, Committee Officer, presented the Committee's work programme which included items due for consideration at the Committee's next meeting. During discussion the following items were highlighted:

The Committee requested that, as well as the items requested under item 14. Forward Plan of Decisions, the 'approach to development on small sites and sustainability' item be included. Members also requested that representatives

from East Sussex County Council be invited to the next meeting to discuss 'Sustainable Transport and Supporting the Economy - cross-border work looking at park-and-ride, the A259 and A27'.

RESOLVED to note the Committee's work programme.

The meeting ended at 4.30 pm

Councillor Joe Miller (Chair)

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Report to:	Policy and Performance Advisory Committee
Date:	29 June 2020
Title:	Portfolio Progress and Performance Report 2019/20- Quarter 4 (1 January-31 March 2020)
Report of:	Ian Fitzpatrick, Director of Regeneration and Planning
Cabinet member:	Councillor Chris Collier, Portfolio Holder
Ward(s):	All
Purpose of report:	To consider the Council's progress and performance for the fourth quarter of the year (January-March 2020) as shown in Appendix 1 and make recommendations to Cabinet.
Decision type:	Non-key
Officer recommendation(s):	Note progress and performance for Quarter 4.
Reasons for recommendations:	To enable this committee's members to consider specific aspects of the Council's progress and performance.
Contact Officer(s):	Name: Millie McDevitt Post title: Projects and Performance Lead E-mail: Millie.McDevitt@lewes-eastbourne.gov.uk Telephone number: 01273 085637 / 01323 415637

1 Introduction

- 1.1 The Council has an annual cycle for the preparation, implementation and monitoring of its business plans and budgets. This cycle enables us regularly to review the Council's work, and the targets it sets for performance, to ensure these continue to reflect customer needs and Council aspirations.
- 1.2 It is important to monitor and assess progress and performance on a regular basis, to ensure the Council continues to deliver priority outcomes and excellent services to its customers and communities.
- 1.3 This report sets out the Council's performance in the fourth quarter of 2019/20 against its aspirations as set out in the Corporate Plan 2016-20.
- 1.4 The Corporate Plan 2020-24 was adopted by Full Council in February 2020. Future reports will measure performance against the new plan's 4 year goals and key areas of focus.

2 Q4 Performance and Covid-19

- 2.1 Appendix 1 provides a high level summary of progress and performance arranged by Cabinet portfolio. The summary shows where performance and projects are 'on track/on target' and where there are areas of risk, concern or under-performance. Where performance or projects are 'off track/below target', an explanation of the management action being taken to address this is also provided.
- 2.2 At the end of this quarter, the Covid-19 pandemic started to significantly affect the district and lockdown measures were introduced by the Prime Minister. Performance out-turn was affected by this to some degree, however for the most part, services were able to maintain their performance levels. This was achieved whilst at the same time quickly rolling out revised ways of working and new services to support the district's communities with the impact of Covid-19.
- 2.3 How this authority responded to Covid-19 and supported the community was reported at the Extraordinary Cabinet meeting of 7 May. Some of the headline achievements include:
- In partnership with the voluntary sector, setting up a Community Hub to help connect people with local voluntary and community organisations;
 - Establishment of a Coronavirus helpline and increased the number of customer service staff to ensure a prompt and high quality service
 - Redeploying 110 staff to provide additional support in business critical service areas which came under pressure including benefits assessment and business grants;
 - Increased support for our tenants including daily welfare checks;
 - Rough sleepers in Lewes District were provided accommodation by 29 March.
 - Payment of £20,145,000 in grants to 1,647 local businesses as at 31 May 2020.
 - Processing twice as many benefits claims compared to pre Covid-19

Full performance information relating to this period will be contained within the performance report for the first quarter of 2020/21, to be reported in September.

2.4 2019/20 Overview

In 2019/20, the council, through change and improvement interventions, significantly improved its service and response times in a number of areas including:

Benefit processing times: improved from a low of 51.6 days in 2018/19 to just over 16 days by the end of 2019/20)

Call handling times: improved from a low of 19% in 2018/19 to just under 90% by the end of 2019/20

Disabled Facilities Grant approvals: improved from an average of 10 days in 2018/19 to 4 days in 2019/20

Challenges

In 2019/20, we experienced challenges in our revenue collection areas (rent arrears, council tax collection and business rate collection). These have been compounded by the pressures brought about Covid-19 with no statutory debt collection so the council have established an income maximisation work stream utilising ethical debt recovery methods to further improve our revenue collection performance.

2020/21

- 2.5 Performance indicators for 2020/21 are undergoing a process of review and confirmation in light of Covid-19. This is a joint process undertaken by members and officers. Further information will be provided at the Cabinet meeting of 9 July.

3 Financial Appraisal

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

4. Legal Implications

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

5 Risk Management Implications

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

6 Equality Analysis









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

7 Appendices



7.1 Appendix 1 – Portfolio Progress and Performance Report (Quarter 4 2019/20)


Appendix 1

Lewes District Council Portfolio Progress and Performance Report Quarter 4 2019-2020 (1 January to 31 March)

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

1. Leader & lead officer (Deputy Chief Executive) Projects & Programmes

Project / Initiative	Description	Target Completion or key milestone date	Status	Update
North Street Quarter	Regeneration of the North Street Quarter area in Lewes to provide over 400 homes; health hub; car park and new commercial space.	Phase 1 completion: Q1 2021/22		<p>North Street Quarter Ltd (NSQL) commenced marketing the scheme for a developer (for all three phases) on 22 June 2019. Best and final offers were received by 9 December 2019. Bids are currently being assessed by NSQL. The previously agreed procurement route would see LDC enter into an LCA with NSQL at the same time as NSQL contracts with a Developer.</p> <p>The Cabinet meeting of 26 March 2020 granted delegated authority for the Council to enter into a Exclusivity 'lockout' agreement' with NSQL's preferred developer in order that it can carry out its own due diligence and detailed site investigations, and negotiate contractual arrangements with NSQL / commit to a proposed contract without competition from third parties. Cabinet also the approved the Council's minimum requirements in respect of any redevelopment of the NSQ site.</p> <p>Covid 19 has caused some delays but discussions have now recommenced. A timeframe for delivery of the NSQ will only be available once a developer has been confirmed / appointed. A report will be tabled at a future Cabinet meeting which will seek authority for the Council to enter into the necessary agreement(s) to deliver the scheme.</p> <p>LDC continues to work with its advisors to secure the remaining third party freehold land interests at the site.</p>
Seaford Health hub (formerly Downs Leisure Centre)	Project is intended to deliver new premises for two GP practices and East Sussex Healthcare NHS Trust, new and refurbished space in the Downs (Wave) Leisure Centre, a pharmacy and new facilities for the Over 60s' Club.	Q3 2020/21		<p>A Scrutiny Committee Task Group was formed to consider the proposals for a new health hub at The Downs site, along with consideration of the issues raised in a petition by local residents. Scrutiny made its recommendations to Cabinet on 26th March 2020.</p> <p>In accordance with the recommendations of Scrutiny, Cabinet agreed that the proposed redevelopment of The Downs site for new health premises will not be taken forward unless and until the Council can be satisfied that there is no prospect of developing new GP premises at the site of the Seaford Medical Centre on Dane Road. The Council approved the potential inclusion of the Richmond Road Car Park in any detailed viability work carried out by health partners on the Dane Road site. It also determined that if a scheme was to be delivered at The Downs, it should not include any retail or residential development.</p> <p>Council officers are now supporting the NHS Eastbourne, Hailsham & Seaford Clinical Commissioning Group to carry out viability work on the Dane Road / Richmond Road Car Park sites. Given that capacity across the NHS has been affected by the Covid-19 pandemic, there may be a delay in concluding the viability work.</p>




Project / Initiative	Description	Target Completion or key milestone date	Status	Update
Springman House- Blue light services hub	Relocation of key emergency services to create a blue light services hub that supports delivery of the North Street Quarter.	Q3 2019/20- key milestone (planning)		<p>In December 2019, ESFRS agreed a stand-alone scheme on the Springman site that will work operationally for the fire service (subject to internal designs and planning / highways), and which includes space for SECamb. The Sussex Police owned public car park to the rear of the adjacent police station is still required by ESFRS for its training area.</p> <p>The total cost of the new fire station scheme is more than identified in the NSQ scheme appraisal.</p> <p>The Cabinet meeting of 26 March 2020 approved (as one of LDC's minimum requirements from any redevelopment of the NSQ site) that the NSQ Developer must build out the new fire station. A scheme to deliver a new fire station on the Springman site cannot therefore progress any further until an NSQ developer is appointed and an agreement is in place, between the Council and this developer, to build out the fire station.</p> <p>LDC will continue dialogue with ESFRS and Sussex policy around possible sources of funding for the fire station scheme.</p>

Key Performance Indicators



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KPI	Annual Target	Preceding year: Q4 18/19	Preceding quarter: Q3	Q4			19/20		Notes
				Out-turn	Q3 to Q4 trend	Status	Overall Performance		
Maximise amount of Council Tax collected during the year	98% (profiled per quarter)	97.70%	84.93%	97.34 %	⬆️	⚠️	97.34%	⚠️	Despite Covid-19 challenges of the final month of this quarter, collections were maintained as it is only slightly down by 0.23% on the 2018/19 collection rate of 97.70. The number of residents who have fallen into arrears has increased and is reflected in the shortfall in income, falling just below the target, at the end of this financial year. Since including extra monthly reminder and final notice recovery runs, the collection rate has improved since November when the collection rate was 1.04% below target.
Maximise amount of Business Rates collected during the year	98.5% (profiled)	98.13%	81.67%	96.51 %	⬆️	⚠️	96.51%	⚠️	Collection is just below target. There were 12 accounts billed in the final quarter equating to a total debit £201k which were not paid and subject to recovery action. In January, 60 cases summonsed and Liability Orders issued in February totalling £400. The cases were referred to our collection agent in March, however all further action was suspended as a result of the COVID Pandemic

2. Regeneration and Prosperity portfolio holder & lead officer (Deputy Chief Executive): Projects & Programmes







Project / Initiative	Description	Target Completion or key milestone date	Status	Update
Newhaven Enterprise Zone (NEZ)	NEZ covers 8 key sites of strategic importance with the aim of driving economic growth through the creation of up to 55,000m ² of new employment floor space, refurbishing 15,000m ² of existing employment floor space and creating / sustaining up to 2,000 FTE jobs over a 25-year period. In 2019/20 we expect to reach the following milestones:	Overall Q4 2041/42 Specific milestones listed under Newhaven town centre & Railway Quay		<p>The EZ has recently undertaken extensive and robust engagement with key stakeholders and partners and the community in and around Newhaven. The process, which involved 1-1's, focus groups, discussion workshops and an online survey has meant we have been able to produce a place based narrative for the town: identifying clearly what the place is for and what it can offer.</p> <p>Key themes and ideas emerged consistently and strongly for Newhaven and will be used for how we promote Newhaven for investment. Material has also been produced which can be used for communications and marketing and all partners as a place led approach. The launch had been planned for April but was understandably postponed due to Covid. Now more than ever a strong narrative for Newhaven is required as we begin to enter into economic recovery.</p>
Newhaven Town Centre	Delivery of mixed use regeneration scheme within NEZ.	Q4 2020/21		<p>It has been agreed to bring the current feasibility phase for a Health & Wellbeing Hub to a close. The council has recognised uncertainty in the market place and challenging business times ahead. If market conditions change then this will be revisited.</p> <p>The site is also included within a Future High Streets Fund application, which if successful will see the buildings repurposed. This project will be led by the Regeneration Team.</p>
Railway Quay	Delivery of mixed use regeneration scheme within NEZ.	Q2 2020/21		Discussions with the Department of Education on a Council led solution continued in Q4.

3. Planning portfolio holder & lead officer (Deputy Chief Executive) Projects & Programmes

Project / Initiative	Description	Target Completion or key milestone date	Status	Update
Neighbourhood Planning	The purpose of Neighbourhood Planning is to empower local people to enable them to shape development in the area in which they live.	Q3 2021/22		<p>Peacehaven & Telscombe : The group are continuing dynamically in the face of Covid-19 and are meeting regularly virtually. Currently, the group are exploring the development potential of the main site in a master-planning technical package provided by AECOM. Further background evidence work on housing, the environment and retail etc. continues to try to mitigate delays to the preparation of the Plan.</p> <p>Chailey : The Examiner for the Neighbourhood Plan has been appointed and will begin the examination soon. Due to restrictions to referendums under the Covid-19 Regulations, the plan cannot proceed to referendum until after 6th May 2021 whatever the outcome of the examination. However, if the Examiner recommends the plan proceed to referendum and the Council agree, the plan will be given "significant weight" in planning decisions until a referendum can take place.</p> <p>Seaford: The Neighbourhood Plan was 'made' on 24th February 2020 by Full Council and continues to form part of the development plan for the District.</p>
Local Plan Part 2	Local Plan Part 2 will allocate land for different types of development	Q3 2019/20		Project complete: fully adopted at Feb Council and being used for development purposes.

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Key Performance Indicators

KPI	Annual Target	Preceding year: Q4 18/19	Preceding quarter: Q3	Q4			19/20		Notes
				Out-turn	Q3 to Q4 trend	Status	Overall Performance		
Increase the percentage of major applications determined within 13 weeks- LDC	At least 60%	Previously reported LDC/SDN PA jointly	66.67%	25%			53.85%		Performance exceeded our target in Q1, 2 and 3 and had green out-turns. In Q4 the team made 4 decisions on major applications and were only able to secure an extension of time (EoT) on 1 of those cases. At the time of writing the performance for April to June is within target.
Increase the percentage of	At least	Not reported to	0	0			100%		Target was exceeded over the year with only 1 major application in Q1 which was



KPI	Annual Target	Preceding year: Q4 18/19	Preceding quarter: Q3	Q4			19/20		Notes
				Out-turn	Q3 to Q4 trend	Status	Overall Performance		
major applications determined within 13 weeks- SDNPA	60%	Scrutiny/ Cabinet	cases	cases					completed within 13 weeks.
Increase the percentage of minor applications determined within 8 weeks-LDC	At least 70%	Previously reported LDC/SDN PA jointly	81.42%	70.59 %	⬇️	✅	79.44%	✅	Good performance this year with target being exceeded each quarter. In total 371 out of 467 non-major applications were dealt within 8 weeks.
Increase the percentage of minor applications determined within 8 weeks-SDNPA	At least 70%	Previously reported LDC/SDN PA jointly 75%	52.63%	59.43 %	⬆️	🛑	68.7%	⚠️	<p>Q4 has seen an increase in the number of cases determined and a modest increase in speed of processing compared to Q3.</p> <p>Vacancies at senior level are being recruited to by the SDNPA; which is expected to assist in an improvement in performance.</p> <p>Annual performance is slightly below target this year and just below the national PI.</p>
Quality of decision making – Meet government targets for quality making with less than 10% of decisions overturned at appeal	Less than 10%	33.3%	27.3%	20.0%	⬆️	🛑	20.0%	🛑	<p>Q4: 1 out of 5 planning appeals were allowed. LW/18/0956 – Peacehaven : The Inspector considered that the Council's refusal of the Certificate of Lawful use, based on the evidence submitted was unfounded and there was a lack of evidence to contradict the applicant's claim that the use had not begun more than 4 years before the relevant date.</p> <p>During the year 6 out of 30 planning appeals were allowed.</p>
Number of EV charging points agreed within planning applications.	Data only for yr1 to allow benchmarking	New PI	REPORTED ANNUALLY			n/a	n/a	📈	Conditions have been applied to all appropriate applications for the inclusion of EV charging. Total numbers achieved will be reliant on scheme build out and officers are exploring monitoring arrangements to support this activity's data.

4. Recycling, Waste and Open Spaces portfolio holder & lead officer (Director for Service Delivery)

Key Performance Indicators

KPI	Annual Target	Preceding year: Q4 2018/19	Preceding quarter: Q3 2019/20	Q4			19/20		Notes
				Out-turn	Q3 to Q4 trend	Status	Overall Performance		
Reduce the number of reported fly-tipping incidents	data only-reducing	New PI for 19/20	27	47	↓	✅	163	✅	<p>During lockdown fly tips continue to increase dramatically. Hot spots include Grand Avenue, Seaford where there has been several green waste fly tips. Construction waste dumped at Piddinghoe Avenue and Steyning Avenue mini recycling centres which are occurring almost every day. Lambs Bridge mini recycling site, Seaford has had to be closed due to constant abuse with black sacks of waste contaminating recycling bins. Local councillors have been informed.</p> <p>In rural areas of Lewes District there have been several fly tips of household waste and construction waste along the lanes.</p> <p>In relation to enforcement one person was identified for dumping waste in Gorhams Lane, Telscombe and after admitting the offence contrary to Section 34 of the Environmental Protection Act 1990 (Duty of Care) they were issued with a £250 Fixed penalty notice.</p> <p>In addition to the number reported, numerous small fly tips have been found by the waste crews and these have not been recorded as the crews just remove them as part of their patrols.</p> <p>The cumulative figure for the year is 163 compared with 215 for the same period last year which is a reduction of 52.</p>
Increase percentage of household waste sent for reuse, recycling and composting	At least 38%	36.26%	42.47%	31.79 %	↓	🛑	39.99%	✅	<p>Annual performance was over target.</p> <p>The decrease in Q4 performance is a result of the reduction in garden waste collected at this time of the year.</p> <p><i>NB: The numerator and denominator figures are provided by ESCC Waste Team (Spreadsheet AP29) ensuring auditable and consistency of data. DEFRA will publish the council's actual recycling rate using data submitted through Waste Data Flow at a later date.</i></p>
KG waste collected per household	Data only	169.44	146.11	104.6	↓	📈	575.71	📈	Data received from ESCC.

5. Sustainability portfolio holder & lead officer (Deputy Chief Executive): Projects & Programmes



Project / Initiative	Description	Target Completion or key milestone date	Status	Update
Deliver the Upper Ouse flood protection and water prevention project Page 26	Programme of flood protection work across the District In 2019/20 we expect to reach the following milestones <u>Ringmer Village Green:</u> Q4 Designs costed and applications submitted for funding grants. <u>Ringmer Broyleside:</u> Q4 Investigation potential for proposed land to be allocated for housing development	Q3 2022/23		<p>In Q4, both milestones as listed were met: Ringmer Village Green- funding grant applications were submitted; Ringmer Broyleside- the potential for land to be allocated for housing development was considered and agreed that this won't form part of the Upper Ouse project as not within objectives of this project. It is not anticipated that land will be allocated for housing development.</p> <p>Since the Covid 19 lockdown was introduced in late March 2020, there has been limited ability to progress projects in the field as the council and its contractors has limited outside activities to those which are safety critical.</p> <p>Communications with both Ouse and Adur River Trust and Sussex Flow Initiative have ensured that "desktop activities" have continued to ensure we are in the best place to resume delivery of projects on the ground later in the late summer/autumn period should Covid 19 social distancing rules permit.</p> <p>The projects in Ringmer and Wivelsfield pose challenges on how to engage with the public. Issues to discuss include potential measures that could be adopted to slow and store water within these villages during the present social distancing rules etc. Plans are being discussed to explore further how this may be resolved.</p>
Newhaven Flood Alleviation Scheme (Environment Agency)	Enabling the delivery of key infrastructure projects in Newhaven.	Q4 2019/20		Work continues to progress with Network Rail to secure necessary rail possessions (currently planned for Sept, Dec and March). Most key agreements between EA and NR now signed. Covid-19 is not yet impacting the programme, but is an unknown risk as yet. Completion planned March 2021, but if rail possessions do not take place then this may be extended.

Key Performance Indicators

KPI	Annual Target	Preceding year:	Preceding quarter:	Q4			19/20		Notes
		Q4 2018/19	Q3 2019/20	Out-turn	Q3 to Q4 trend	Status	Overall Performance		
Reduce number of times nitrogen dioxide levels exceed national air quality objectives (200 µg/m3 hourly mean ave.)	18 (annual max)	Not reported to Scrutiny or Cabinet	0	0	<div></div>	<div></div>	0	<div></div>	<p>This is a national target to measure the number of times per annum nitrogen dioxide levels have exceeded 200 µg/m3 hourly mean ave. There have been no occasions where the average 24 period has exceeded 200 µg/m3 hourly mean ave and therefore a nil has been recorded.</p> <p>This will continue to be monitored</p>
Reduce sites exceeding recommended national air quality nitrogen dioxide levels (40 µg/m3 quarterly mean)	Data only	Not reported to Scrutiny or Cabinet	REPORTED ANNUALLY			n/a	6	<div></div>	<p>Results are recorded on an annual basis and are preliminary until a bias adjustment has been made by DEFRA and applied to the figures. For the calendar year 2019 the following sites have preliminary results showing an average in excess of 40 ug/m3.</p> <p>Southway - Newhaven Fisher Street East - Lewes School Hill - Lewes Bridge Pub - Newhaven Old Chapel - Newhaven Knights Gate Road - Falmer</p> <p>These site will be fully assessed under the National Air Quality Objectives 2019 as part fo the Annual Status Report which is currently being produced.</p>
Reduce number of times particulate matter levels exceed national air quality objectives (50 µg/m3 24 hour ave)	35 (annual max)	Not reported to Scrutiny or Cabinet	1	tbc	<div></div>	<div></div>	3	<div></div>	<p>It is not possible to report Q4 figures as the PM10 Analyser has developed a technical issue. We are investigating the cause and liaising with the supplier to carry out the necessary repair. Up to Q4 there have only been 3 occasions when the number of times 24-hour mean 50 µg/m3 exceeded. The target is less than 35 times a year.</p> <p>Annual update There has been only 3 occasions when the number of times 24-hour mean 50 µg/m3 exceeded. The target is 35 times a year.</p>








6. Housing portfolio holder & lead officer (Director of Service Delivery)









Projects & Programmes

Project / Initiative	Description	Target Completion or key milestone date	Status	Update
Affordable homes	Delivery of 30 affordable homes as per set out in the Local Plan	Q4 2019/20		This is an ongoing programme of work which is being discussed.
Compliance of regulatory and health & safety requirements	Adherence to yearly schedule of compliance checks and timely completion of necessary work relating to council's regulatory and legislative health and safety requirements	Q4 2019/20		All statutory compliance inspections and checks continued. Some residents are declining access but we and our contractor are working with the residents for access ASAP. Estate inspections have continued to be carried out, Essential maintenance to all compliance related matters have continued to be carried out, Communal asbestos surveys are up to date and the next re-inspection is scheduled to start in early June, Communal electrical testing program is scheduled to re-start in early June.

Key Performance Indicators


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KPI	Annual Target	Preceding year: Q4 2018/19	Preceding quarter: Q3 2019/20	Q4			19/20 Overall Performance		Notes
				Out-turn	Q3 to Q4 trend	Status			
Increase net additional homes provided (reported annually only not quarterly)	245	REPORTED ANNUALLY				n/a	251		This is the number of net homes delivered with Lewes district outside the South Downs National Park.
Decrease the time taken from the receipt of a fully complete DFG application to the grant being approved	Less than 28 days	10 days	8 days	4 days			4 days		The Occupational Therapists (OT) and OT advisors have completed their first year working within the district which has resulted in a great throughput of grants, procedures have been streamlined and processing times have been reduced.
Decrease total number of households living in emergency (nightly paid) accommodation	Data only	48	35	36			36		<p>The team ends the performance year with a 32% reduction in households in emergency accommodation - down from 53 in March 2019 to 36 in March 2020.</p> <p>The overall number of households in EA has been on a downward trend since the start of the year and was expected to reduce further. However, the Covid-19 pandemic has impacted the service greatly and limited the team's ability to move households out of EA into more settled accommodation.</p>

KPI	Annual Target	Preceding year: Q4 2018/19	Preceding quarter: Q3 2019/20	Q4			19/20 Overall Performance		Notes
				Out-turn	Q3 to Q4 trend	Status			
									Changes in team work processes and structures has resulted in an increase in the number of households prevented and relieved from homelessness, which was noted by the Ministry of Housing, Communities and Local Government in a visit in February 2020
Increase overall tenant satisfaction	Data only	85%	83%	83%	▬	 (data only)	86%		A lower response rate from tenants has impacted on the overall result across a number of measures during Quarter 4. Annual outturn of 86% is within tolerance agreed by Homes First but clearly we look to each and every complaint and expression of dissatisfaction as an improvement opportunity and follow up all comments we receive with individual correspondents
Decrease rent arrears of current tenants (as a percentage of all rent)	Less than 3%	4.64%	5.72%	5.56%	↑		5.56%		Although it is too early to see the impact of Covid-19 on rent arrears, we now have an improvement plan in place with additional software and improvements to the housing system (Housing CX) to allow the team to assist tenants in arrears through targeted interventions. We are creating a rent income maximisation team to deliver the improvement plan and support our tenants. We have set up a new Specialist Rent areas team that works in our Income Maximisation work stream, utilising new software that uses automated SMS text messages to contact customers as soon as a payment is late. We are also utilising new software for data checks that identify vulnerable customers, but also allow us to target arrears collection to individual circumstances. The team has a target to return rent arrears to less than 3% by Q3, despite the challenges that will be posed by Covid-19
Decrease average number of days to re-let Council homes (excluding temporary lets)	Less than 23	64	16.7	15.77	↑		20		The overall figure for this quarter is well within target again. We continue to monitor void and lettings during weekly meetings and this will continue in order to closely manage performance going forward. Annual performance is 0.5% over target. Performance has significantly improved from 31.4 days last year.
Number of housing lets per quarter	Data only		41	39	↓		117		There was a decrease in housing lets due to the start of the Covid-19 pandemic.

7. Community and Customers portfolio holder & lead officer (Director for service delivery)

Key Performance Indicators

KPI	Annual Target	Preceding year: Q4 2018/19	Preceding quarter: Q3 2019/20	Q4			19/20 Overall Performance		Notes
				Out-turn	Q3 to Q4 trend	Status			
<div>Page 30</div> <p>Increase percentage of calls to the contact centre answered within 60 seconds (NB- quality of response to be reported in commentary)</p>	At least 80% during normal call demand	56.17%	77.56%	89.95 %	↑	✓	75.28 %		<p>Although Q4 sees some of the busiest periods for Customer Contact, including January's return from Christmas Break and March's Annual billing which sees over 250K pieces of correspondence sent in few days, we still managed to achieve our target in each month of Qt.</p> <p>As the COVID-19 situation started to become more serious during March and the guidance on home working more apparent, Customer Contact began to quickly adapt its approach and resources.</p> <p>With Customer Advisors not having access to laptops and phone equipment, we were able to quickly secure and deploy 8 laptops to Customer Advisors who were most at risk and being advised to stay at home. With these 8 Advisors safely working from home answering calls, we then turned our attention to other work that could be completed at home by our vulnerable staff members and to minimise work travel. We increased the amount of licenses we had for our Webchat service which now sees anything between 10 and 15 advisors being available for live chat using their own PC equipment at home.</p> <p>In addition to this, we have also been given a list of around 3000 council tenants who may be classed as vulnerable and they now receive a weekly call from a customer advisor who is working from home – they will be checking our tenants are ok and ensuring that any needs are met by offering support or sign posting them to relevant charities and organisations.</p> <p>As we enter Q1 for 2020/2021' our focus continues to remain on supporting those in our communities who are most vulnerable and in need of our support due to the impact of COVID-19. In addition to covering our normal duties on the phone lines, webchat, emails and post and with reduced staffing present, we have also been aiding in covering the Community Hub lines where residents who are most vulnerable have been contacting us for assistance. We will continue to evaluate our available resources on a daily bases and ensure that those most in need are able to contact us quickly and effectively, whilst encouraging those that are able to self-source information on our website or use of the Webchat facility.</p>

KPI	Annual Target	Preceding year: Q4 2018/19	Preceding quarter: Q3 2019/20	Q4			19/20 Overall Performance		Notes
				Out-turn	Q3 to Q4 trend	Status			
Reduce the numbers of abandoned calls to the contact centre	5%	15.76%	5.44%	2.91 %	↑	✓	8.9%	⬮	As we developed our Customer Advisor team through training throughout the year they have improved performance through each quarter, meeting the 5% target in every month of Q4. For more detailed commentary see above PI.
Average number of days to process new claims for housing benefit/council tax reduction	No more than 22 days	25.1	22.0	17.3	↑	✓	21.3	✓	We undertook a full review of Housing benefit and produced an improvement plan in response to the performance in 18/19. This year's performance is ahead of target and a significant improvement on the 18/19 outturn of 37.5 days, despite a sharp rise in demand in the last three weeks in March due to the impact of Covid-19.
Average number of days to process change of circumstances for housing benefit/council tax reduction	No more than 8 days	3.1	13.5	2.2	↑	✓	6.0	⬮	Performance is ahead of target and 0.5 days improvement on the 2018/19 outturn. Please see commentary above for further information.

8. Tourism and Devolution portfolio holder and lead officer (Assistant Director for Legal & Democratic Affairs and Director for Tourism & Enterprise) Projects & Programmes

Project / Initiative	Description	Target Completion or key milestone date	Status	Update
Devolution of Open Spaces	Work with new grounds maintenance contractor, Town and Parish Councils and local volunteers to maintain high quality public parks and community spaces.	Q3 2019/20-MET	✓	<p>Possible future devolution list has been updated and further revisions being discussed with Town and Parish councils.</p> <p>Devolution matters noted at the last devolution committee are progressing where possible.</p>

9. Performance and People portfolio holder and lead officer (Assistant director of human resources)

Key Performance Indicators

KPI	Annual Target	Preceding year: Q4 2018/19	Precedin g quarter: Q3 2019/20	Q4			19/20		Notes
				Out- turn	Q3 to Q4 trend	Status	Overall Performance		
Continued Improvement in average working days lost due to sickness per FTE equivalent staff	Less than 8 days (less than 2 days per quarter)	2.47 days	2.72 days	2.52 days	↑	🛑	9.54 days	🛑	5 employees were off for the whole of Q4 which is a reduction of one from Q3, and we also experienced some CV-19 absences in this final quarter. If we remove LDC Waste Services, the Q4 figure reduces to 2 days. Waste Services on its own is 5.89 days which is an increase from Q3 which was 5.46 days for Waste Services. It is also a significant increase from Q4 last year which was 3.05 days. However this was impacted by the fact that four of the five staff absent for the entire quarter were from Waste Services. HR Business Partners continue to support managers and staff. Annual comment: Although over target it is important to note that this includes LDC Waste services, which by nature of the work has higher levels of sickness absence than other areas. If we take Waste Services out of the figures the total is 8.46 days. In addition Homes First staff had higher levels of absence than previous years peaking at 4.03 days in Q1 when they had a number of staff on long term sick.
Increase social media responsiveness rate	At least 80%	New PI	89.67%	88%	↓	✅	88.17 %	✅	Annual performance exceeded budget. The slight reduction in response time in Q4 (down by 1.67%) is due to the dramatic increase in contact via social media toward the end of March when the Covid-19 crisis began. This took the March figure down to 85% which is still above the performance target.
Increase number of new sign-ups to social media channels	600 (150 per quarter)	221	226	241	↑	✅	943	✅	Good performance this year, with the annual target of 600 well exceeded.
Increase number of email sign-ups	2004 (501 per quarter)	697	900	1,500	↑	✅	4,464	✅	Annual performance exceeded the annual target of 2004.

Report to:	Policy and Performance Advisory Committee
Date:	29 June 2020
Title	Climate Change and Sustainability Strategy Framework
Exemption:	None
Report of:	Ian Fitzpatrick, Deputy Chief Executive and Director of Regeneration and Planning
Ward(s):	All
Purpose of Cabinet report:	To provide sight of the strategy framework to be made available for stakeholder engagement work
Officer recommendation(s):	Members of the Policy and Performance Advisory Committee are asked to consider the recommendations in the main report attached at Appendix 1 and to make one of the following recommendations: (1) To support the recommendations in the report in full; OR (2) To support the recommendation in the report subject to the consideration of amendments agreed during discussion OR; (3) To not support the recommendations in the report, and provide reasons for this.
Reasons for recommendations:	To provide a critical friend challenge to the Cabinet decision and policy making process.
Contact Officer(s):	Name: Nick Peeters Post title: Committee Officer E-mail: nick.peeters@lewes-eastbourne.gov.uk Telephone number: 01323 415272

1 Introduction

- 1.1** In its role as a provider of public scrutiny and as critical friend, the Policy and Performance Advisory Committee has a duty to provide a challenge to the executive decision and policy makers.
- 1.2** The Policy and Performance Advisory Committee is able to provide this challenge through the inclusion of the Council's Forward Plan of Decisions as a standing item on each of the Committee's agendas, allowing the Committee to request the inclusion of reports due for consideration by the Cabinet on its

agenda and by asking that the relevant officers, heads of service or directors, attend the Committee meetings and discuss the content of the reports.

- 1.3 Following consideration of each item, where the Members will be able to ask questions of the relevant officers, heads of service, directors and other stakeholders, the Policy and Performance Advisory Committee will provide one of the following three recommendations to the Cabinet:

- 1) To support the recommendations in the report in full; or
- 2) To support the recommendation in the report subject to the consideration by the Cabinet of any amendments agreed by Committee; or
- 3) To not support the recommendations in the report and give reasons.

- 1.4 The Cabinet will be provided with the recommendations from the Policy and Performance Advisory Committee when it considers the main report.

2 Financial / Legal / Risk Management / Equality Analysis/ Environmental Sustainability Implications/ Background Papers

- 2.1 All implications are addressed in the Cabinet report attached at Appendix 1.

3 Appendices

Appendix A – Cabinet Report – **Climate Change and Sustainability Strategy Framework**

Report to:	Cabinet
Date:	9 July 2020
Title:	Climate Change and Sustainability Strategy Framework
Report of:	Ian Fitzpatrick, Director of Regeneration and Planning and Deputy Chief Executive
Cabinet member:	Councillor Matthew Bird, Cabinet Member for Sustainability
Ward(s):	All
Purpose of report:	To provide sight of the strategy framework to be made available for stakeholder engagement work
Decision type:	Key
Officer recommendation(s):	Cabinet is recommended to note the report and to; (1) Agree the timeline for the production of the Climate Change and Sustainability Strategy, adjusted in light of the Covid-19 pandemic, as described in para. 1.4. (2) Approve the strategy framework for targeted stakeholder engagement , as summarised in para. 5.1. (3) Approve the public engagement period of 10 weeks from 24th August 2020
Reasons for recommendations:	To progress towards the aims of the Climate Emergency Resolution agreed by Council in July 2019.
Contact Officer(s):	Name: Kate Richardson Post title: Strategy & Partnership Lead- Sustainability E-mail: kate.richardson@lewes-eastbourne.gov.uk Telephone number: 01323 415202

1 Introduction

- 1.1** On the 15th July 2019 Lewes District Council formally declared a Climate Emergency at Full Council and committed to: "...Ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to net zero greenhouse gas emissions by 2030; Support and work with relevant agencies and stakeholders towards making the entire District zero carbon and

climate resilient by 2030.”

- 1.2 The Council originally aspired to producing a full strategy by July 2020, planning to consult and develop the plan in the preceding months. With the arrival of the Corona Virus pandemic and the subsequent lockdown in mid-March it quickly became apparent that the production of the strategy was going to be impacted.

Reduced staffing and partnership capacity due to emergency work would in particular impact upon our ability to perform the appropriate consultation that was needed and so we paused for a re-think about our timetable.

- 1.3 The pandemic and lockdown has been mentally and financially challenging for many residents as well as the Council and its staff. However it has also had some positive environmental and social impacts such as: improved air quality; an appreciation of carless streets; renewed interest in cycling and walking; and, an improved sense of community cohesion as society has learned very quickly how to pull together for the greater good.

Some outcomes which could have taken years of encouragement to develop have come together over days during this crisis. The Confederation of British Industry have noted that businesses which have for years insisted their workforce travel miles to an office, have realised that trusting their employees to work flexibly can actually improve the quality of work.

There is an opportunity to harness the positives of this situation and determine how best to take these on into the future. The council’s strategic approach can now build on these positives and work not to revert to the ‘old business as usual’. A new impetus can be given to the sustainability agenda by encouraging support for a green restart and green economic recovery that encourages community wealth building.

- 1.4 The pandemic has slightly delayed the development of our Climate Change and Sustainability Strategy and has led to a re-think of our approach, which we believe will result in a stronger plan and more sustainable response that better reflects our strategic ambition.

It will relate better to the current circumstances as well as our residents’ and stakeholders’ opinions and attitudes that may have changed as a result of this crisis.

This report provides:

- A consultation draft strategy for consideration by Cabinet along with the background evidence completed to date;
- A plan for full and meaningful stakeholder engagement for a 10 week period from late August 2020;
- Enabling adoption of a final strategy by Cabinet in February 2021.

2 The Climate Change and Sustainability Strategy Framework

- 2.1 The targeted stakeholder engagement draft of the Climate Change and Sustainability Framework is designed to explain to stakeholders the type of feedback we are seeking to enable us to develop a community owned strategy and directs readers to background information.

We have provided 'Strategic Goals' that have been developed from the commitments made within the Council Plan and we expect to be challenged on these in terms of the actions needed to achieve our net zero carbon target by 2030.

We will be seeking expert advice from our Sustainability Expert Panel and are procuring for a facilitated Community Forum. We will also seek views from our business communities, town and parish councils and it will be available to any interested party.

- 2.2 The Strategy Framework sets out some of the information that will be elaborated on within the full strategy, for example the districts carbon baseline, but focuses upon an initial draft of a 'vision' for the district and sets out the 7 strategic 'Action Areas'.

Each part of the framework is followed by questions that can be answered directly by stakeholders by the methods set out under 'Have your say' but will also be used by the Sustainability Expert Panel and the Community Forum as a basis for their facilitated discussion.

The Action Areas are currently as follows:

- Energy and the Built environment
- Sustainable Transport and Air Quality
- Biodiversity
- Agriculture and Food
- Reducing Waste
- Water
- Circular Economy and Community Wealth

3 Strategy Evidence Gathering

- 3.1 Despite the delay to the strategy itself, work on the gathering of evidence to justify the actions and goals within it has continued.

3.2 The Lewes District Carbon Baseline

The Council has commissioned consultants to provide an in-depth report into the districts emissions for 2017 (the most recent year available).

The report has not been completed yet but the baseline is known to be 542ktCO₂e.

The final report will provide insight into the source of emissions and the pathway to net zero carbon. It will be a key piece of evidence to inform the Sustainability Expert Panel as well as other stakeholders.

An additional report has also been commissioned to expand on the agriculture and land-use sector and its capacity for carbon sequestration. This report will form the basis of a dedicated workshop to be held during the engagement period.

3.3 Lewes District Council's baseline 2018/19

The Council's own carbon footprint is detailed within the report attached as appendix 2 to this paper.

This forms the base year against which we will monitor our progress to net zero carbon by 2030.

The Council's carbon footprint for 2018/19 is 1,590 tCO₂e

A new footprint report to include 2019/20 data will be produced with the full strategy in February 2020. From then on an updated report will be produced annually to better coincide with Quarter 4 reporting of corporate performance indicators.

4 **Climate change and sustainability projects**

4.1 Work to address the climate emergency has not ceased as a result of lockdown although there have had to be adjustments to ways of working. Below is a brief update as to work that has been carrying on or started in this period:

- The Council as a whole has rapidly enabled homeworking for staff to keep them safe whilst maintaining essential service provision. Staff and Councillors have rapidly adapted to and enabled remote meetings and as these become technologically easier will be something we can maintain to reduce future emissions from travel.
- Councillors and Officers have been working with East Sussex County Council to direct some of the Government's emergency active travel fund money into the district to provide safer cycling and walking routes.
- Tree planting has continued with 60 more young trees being planted during lockdown.
- Food caddy liners have been distributed to maintain and encourage food waste recycling.
- The Council is finalising arrangements to move onto a renewable green electricity tariff from the 1st October 2020.
- Proposals are being developed for the £500,000 HRA money already allocated to our own housing stock for carbon reduction initiatives.
- We have continued engagement with expert groups that will culminate in a cycle forum and a community energy forum.
- Officers Working Group has been convened and opportunity was provided to comment on the Strategy Framework.

5 Consultation and engagement proposals

- 5.1 We propose targeted stakeholder engagement to begin as soon as is practicable.
The public will be directed towards participation in the community forum but will still be able to comment directly if they wish during the engagement period.

The engagement proposals are set out in detail on page 10 of the strategy framework and are in summary, as follows:

- July-August 2020- formatting of the framework document for consultation
- August to end October 2020- public and stakeholder engagement
- November-December 2020 – final strategy drafted
- February 2021- final strategy is presented for approval at Cabinet

6 Financial appraisal

- 6.1 There are no immediate financial implications associated with the report. However, the impact of the Covid-19 pandemic and associated lockdown has had far reaching implications on the Council's financial position. Updates and forecasts are being reported to Government on a monthly basis and are being reported retrospectively to Cabinet.

7 Legal implications

- 7.1 Whilst there is no express statutory duty on the Council to consult over its climate change and sustainability strategy, there is an implied duty to do so, (a) given the long-term importance of the strategy to everyone living in, working in or visiting the district; and (b) to harness the wide spectrum of views and expertise held by individuals, organisations and businesses across the area. The expected impact of the strategy creates a legitimate expectation that the community has an opportunity to shape the content.

Consultation must be fair, which means allowing adequate time for consideration and response. The length of time should be proportionate to the nature and impact of the proposal under consideration. In view of this and of the number of questions posed in the consultation document, ten weeks should be allowed for the submission of responses.

Lawyer consulted 04.06.20

Legal ref: 009247-LDC-OD

8 Risk management implications

- 8.1 Failure to agree and progress the strategy could impact upon the Council

achieving its net zero goals

9 Equality analysis

- 9.1 It is assessed that an Equality Analysis is not required for this report, but will be completed at a later stage when the full strategy has been prepared and is ready for adoption.
- We shall ensure the framework strategy is available in alternative formats upon request, and that there are multiple ways to submit responses.

10 Environmental sustainability implications

- 10.1 This report directly relates to the achievement of making the Council net zero carbon by 2030 and assisting the district to do so also. Implementation of actions to achieve carbon neutrality is key to mitigate the predicted negative impacts of climate change on the environment, economy and communities.

11 Appendices

1. The targeted stakeholder engagement draft of the Climate Change and Sustainability Strategy Framework
2. Lewes District Council's Carbon Footprint

Targeted stakeholder engagement draft – Climate Change and Sustainability Strategy Framework 2020

Consultation draft structure

Part 1. The pathway to our Climate change and Sustainability Strategy

1. Introduction
2. Have Your Say
3. Why do we need a strategy?
4. UK Policy Context
5. Regional Partnerships and Strategies
6. Working Together Locally
7. Consultation and strategy timeline

Part 2. The Strategy Framework-

1. The Vision for Lewes District
2. Local Action and Initiatives
3. Evidence Base
4. Our Approach to Offsetting
5. Action Areas
 - 5.1 Energy and the built environment
 - 5.2 Sustainable travel and air quality
 - 5.3 Biodiversity
 - 5.4 Agriculture and food
 - 5.5 Reducing Emissions from Waste
 - 5.6 Water
 - 5.7 Circular economy and community wealth

Separate technical appendices

Internal Carbon footprint report

Part 1. The pathway to our Climate Change and Sustainability Strategy

1. Introduction

On the 15th July 2019 Lewes District Council formally declared a Climate Emergency at Full Council and committed to: “...Ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to net zero greenhouse gas emissions by 2030; Support and work with relevant agencies and stakeholders towards making the entire District zero carbon and climate resilient by 2030.”

We originally aspired to producing a full strategy by July 2020, planning to consult and develop the plan in the preceding months. The pandemic has indeed delayed our strategy publication but has led to a re-think of our approach which we believe will result in a stronger plan and more sustainable response that better reflects

our strategic ambition in relation to the current circumstances as well as our residents and stakeholders opinions and attitudes that may have changed as a result of this crisis.

It has also led to temporarily improved air quality, a reduction in emissions and an improved sense of community cohesion. Society has learned very quickly how to pull together for the greater good. Some outcomes we have seen could have taken years of encouragement to develop but have come together over days during this crisis and the Confederation of British Industry have found that businesses that have for years insisted their workforce travel miles to an office have realised that trusting their employees to work flexibly can actually improve quality of work.

We need to harness the positives of this situation and determine how best to take these on into the future and not revert to the old ‘business as usual’, encouraging support for a green restart and green economic recovery.

Our intention is this:

- To provide this draft framework for consideration by Cabinet in July 2020 along with the background evidence completed to date.
- To produce a formatted version of the framework to direct our public engagement work up to the end of October 2020
- To produce the final strategy for endorsement by Cabinet in February 20

2. Have your say

In this document we have set out why we are preparing a climate change and sustainability strategy through an introduction to the main national and regional strategies, this is provided to give you some background and context beyond our boundary.

Part 2, The Strategy Framework then follows, which sets out an initial draft 'vision' for the District and is followed by our 'action areas' each of which has draft goals and examples of actions we are currently undertaking.

Each section is followed by questions to help guide your responses but please do not feel constrained by them.

We are keen to receive views on any aspect of this framework and you are welcome to respond to any or all the questions we have set out.

We are happy to receive any general comments you may have regarding the climate change challenges faced by the district and your community, or any ideas and suggestions about any matters that you feel have not been fully addressed in this document.

This framework for our future strategy is designed to start a conversation about what our ambitions and targets should be. It is important that it also reflects what our communities are doing and can achieve. We acknowledge that we are all in this together and no one person or organisation can tackle climate change alone.

The targeted public and stakeholder engagement period will run from Monday 24th August 2020 to Monday 2nd November 2020. All responses should be received by 5pm on 2nd November 2020.

If you do not have internet access please telephone Kate Richardson on 01323 415202.

You can respond by:

- Completing the text boxes and returning by email to xxxxx@lewes-eastbourne.gov.uk or post to: Business Planning and Performance, Southover House, Southover Road, Lewes BN7 1AB,
- By attending an engagement event arranged through the Community Forum- [provide link/email] and submitting comments there

Please note that comments made through social media channels will not be regarded as a formal response. You are therefore encouraged to make your comments via the channels identified above.

3. Why do we need a strategy?

The Climate Change and Sustainability Strategy will set out how the district Council addresses the causes and impacts of climate change in order to deliver against the declaration. It will contain key actions and milestones that the Council, our statutory partners, business, third sector and community partners will, working together, need to deliver in order to reach our net zero carbon target and elaborates on the actions being progressed.

The Council has a key role to play as a community leader and through the services we provide.

We must act now to mitigate the impacts of a changing climate, to adapt and manage the risks to service provision, local communities, the natural environment, infrastructure and businesses whilst taking a grasp of the multitude of positive opportunities that the changes we need to make will offer us.

The strategy, the action plan and carbon emission report will be updated and reported annually.

4. UK Policy context

Various national targets and regulatory drivers have been created to incentivise action to avoid the potentially devastating impacts of climate change. These include:

The **UK Climate Change Act 2008** is the principle piece of legislation legally committing the UK to deliver net-zero emissions by 2050 against a 1990 baseline. It previously required an 80% emission reduction but was updated in 2019 after the Climate Change Committee produced a report called 'Net Zero- The UK's contribution to stopping global warming'. As a result the UK became the first major economy to commit to a net zero carbon target by 2050.

The 2016 **Paris Agreement**, ratified by the UK, has the aim to 'strengthen the global response to the threat of climate change by keeping a global temperature rise this century to well below 2°C above pre-industrial levels and to pursue efforts

to limit the temperature increase even further to 1.5°C

The **Clean Growth Strategy** (2017) and **The Road to Zero** (2018) report sets out illustrative pathways as to how the Government plans to meet the legislated fourth and fifth carbon budgets through a transition to a low-carbon economy. Together they include ambitions to phase out petrol and diesel vehicles, improve the energy efficiency of homes and targets for low carbon electricity generation, smart grids and energy storage.

In early January 2018 the government's Department for Environment, Farming and Rural Affairs **released A Green Future: Our 25-Year Plan to Improve the Environment**. The plan sets out government action to help the natural world retain and regain good health, deliver cleaner air and water, protect threatened species and improve wildlife habitats.

10 key objectives fall from this which range from clean air and thriving plants and wildlife to mitigating and adapting to climate change and minimising waste.

The Environment Bill 2020 will put the environment at the centre of policy making. It will make sure that we have a cleaner, greener and more resilient country for the next generation.

The Agricultural Bill will have the objectives of protecting the environment alongside ensuring food production, and rewarding those farmers who take the health of soil, the quality and management of water, and the abundance of pollinators seriously.

The National Planning Policy Framework and the Building Regulations (specifically Part L) are key to delivering the low carbon development agenda and are being updated and reviewed to progress the move to the **Future Homes Standard**.

5. Regional partnerships and strategies

National policies are subsequently translated into regional strategies that will work to deliver the large scale infrastructure changes and upgrades needed to enable our own local decarbonisation and economic regeneration. This strategy recognises those plans and the Council will work with these partners to ensure that our understanding of what is required for our communities is addressed, best practice is shared and economies of scale are achieved where possible.

Key regional strategies include:

- The **Draft East Sussex Environment Strategy** (2020) which seeks to ‘contribute to the emerging urgent global and local environmental challenges and to maximise the available opportunities.’ The strategy identifies local specific challenges and opportunities and has

identified the five priority themes of climate change, natural capital, air quality, water and resource efficiency.

- The **South2East Energy Strategy** (2018) was developed by three Local Enterprise Partnerships (LEPs), which are joint private / public organisations intended to drive economic growth in a broad geographic area encompassing Lewes District. The Strategy outlines a vision for achieving clean growth through the year 2050, with a focus on the power, heat and transportation sectors.
- The **East Sussex Local Transport Plan** (2011) runs up to 2026 and seeks to improve sustainable transport within the county and the **Transport Strategy for the South East** (due 2020) by Transport for the South East which seeks to work regionally refocusing the approach from ‘planning for

vehicles’, to ‘planning for people’, and ‘for places’

- Lewes District lies within the boundary of the Greater Brighton City Region which aims ultimately to bring jobs and prosperity to the area. Through the Infrastructure Panel, Lewes District will be involved in collectively delivering a variety of proposals through the **Greater Brighton Energy Plan** and **Greater Brighton Water Plan**
- Lewes sits within the **South Downs National Park** which has recently produced a **climate change adaptation plan**.
- **Sussex Natural Capital Investment Strategy (2019-2024)** Produced by the Sussex Local Nature Partnership it is a plan to conserve, enhance and expand Sussex’s Natural Capital and ensure that Sussex residents share in the benefits provided by healthy, well-functioning ecosystems.

6. Working together locally

We can only deliver the strategy effectively by understanding all the aspects we can directly act on and those that we can only deliver by working with others in the public, private and voluntary sectors across the district. We recognise that we cannot continue 'business as usual' and that all our plans and strategies, and those of our suppliers and contractors must be reviewed in light of the climate emergency.

We do not have the powers or resources to do this alone. We cannot make the area resilient without effective partnership working to bring together local people and organisations to plan for, adapt to and own their future.

The council has set up a **Sustainability Expert Panel** of local expert individuals and organisations who will help to advise and guide the council using their expert knowledge and experience gained. The Council will work with the group as a

critical friend and will actively engage the group as this Strategy develops.

The Council is also facilitating the set-up of a **Community Climate Change Forum** that we hope will be set up by a local organisation to enable independence from the authority. The forum will provide a space for the community to engage with the climate change agenda and develop local action and ownership of the problem as well as the solutions. It will also enable a co-ordinated response to the council's strategy proposals

The **East Sussex Youth Council** is the elected youth voice for East Sussex. It made 'protecting the environment' top of their list of priorities for 2020 mirroring the Youth Parliaments 'Protect our Future' campaign. The district council attended a meeting early in 2020 where it was agreed they would engage with us through the Community Forum process, in requesting expressions of interest to run the forum

we have made it a requirement that the forum should ensure the youth voice is represented on an equal footing with adults whilst ensuring their specific needs are met.

We are engaging with other young people's climate and environmental initiatives across the district to ensure a broad range of views are represented.

Both the forum and panel will be a key part of the public engagement with this framework as well as for future updates and project development.

Internally the council has set up an **Officer Working Group** and a **Climate Change Scrutiny Panel**. Along with regular updates to Informal Cabinet it is proposed to update Cabinet 3 times per year including an annual full strategy and progress report in July each year.

7. Engagement and strategy development timeline

The timeline has been included below for you to see how we have got to this point of engagement and how we intend to move forward with the strategy production.

May	June	July	August	September	October	November	December	January & February 2021
Internal staff consultation	Scrutiny Panel	Cabinet to agree engagement draft	Engagement draft to be finalised and publicised no later than 24 th August	Engagement period of 10 weeks		Strategy drafting		Final Strategy to Cabinet for approval February 2021
	Officer Working Group			Community Forum convened for engagement		Further internal and key stakeholder engagement on first draft- mid November		
	Community Forum tenders evaluated	Engagement draft to be formatted		Officer Working Group				
				District footprint councillor workshop				
		Sustainability Expert Panel		Landowners and Agriculture workshop				
		Sustainability Expert Panel convened over each ‘Action Area’						
		Scrutiny Panel convened for consultation						

Part 2. The Strategy Framework

1. The vision for Lewes District

By 2030 we will have a net zero carbon council and fully climate resilient, biodiversity-rich sustainable communities. Through our partnerships we will have enabled the district as a whole to progress to net zero carbon and started to address the ecological emergency.

Lewes District is a mix of urban and rural communities, coast and countryside, modern and historic buildings, agricultural and industrial business.

We have a beautiful district but it can be congested at times, it contains pollution hotspots particularly in Newhaven and Lewes town, it has rural areas with limited public transport, it lacks comprehensive cycling and walking routes, it's vulnerable to flooding and is suffering biodiversity losses in line with the alarming national and international trends. It has areas requiring economic regeneration, it needs more affordable housing and we need to reduce income inequality.

As a result we accept and acknowledge that we have **a huge amount of work** ahead of us to meet our ambition of

becoming a net zero carbon and climate resilient council by 2030 and that we will be doing this with currently uncertain financial resources. We are however encouraged and spurred on by the **enthusiasm within our local communities** to aid us in meeting the challenge. We have seen how fast we can act and make huge changes to our society when faced with the life or death situation that the Coronavirus pandemic has and continues to pose us. We need to acknowledge that **climate change is part of this picture** which will eventually cause us to face similar situations in the future. In this case though we have more notice and awareness of what is coming and still have the chance to reduce the impacts, as long as we act now to cut emissions and

prepare our communities for the inevitable changes.

Our own experience of flooding within the district and the stark predications of the effects of sea level rise on our coastal communities in and around Seaford and Newhaven, and the impacts of cliff erosion in Peacehaven, drives our resolve to enable **climate resilient and sustainable communities**.

Arresting biodiversity losses is inextricably tied to climate resilience, flooding impacts, and the ability to achieve the desired sustainable, carbon neutral communities. Committing to **nature based solutions** is essential for our recovery from the current Covid-19 crisis, and to better avoid future pandemics

promoting healthy, thriving and resilient communities for the future.

The '**Declaration of the Climate Emergency**' is our public statement that work the Council and others, locally and nationally, already do to mitigate and adapt to climate change must be ramped up and progressed at pace. **But we cannot do this alone.**

We have committed to becoming a net zero carbon Council by 2030. This means

reducing our directly controllable emissions to as low as possible and then, if required, investing in solutions to reduce the remaining carbon emissions (offsetting).

Our approach to offsetting will be defined after consultation.

We have also **committed to support** and work with others to make the **district net zero carbon by 2030** though this target will be much harder to achieve.

We will use our influence and lobbying function to enable this and we will lead by example. We will work in partnership with the community to **break down current barriers** and enable delivery of projects.

Question 1:

- a. What do you think of the 'net zero carbon, climate resilient and sustainable communities' vision for the Council and the district?
- b. Do you think more specific priorities should be included within the vision? If you do, please explain what these are and why you believe they should be included.
- c. What concerns, if any, do you have about the vision for the Council and the district?

2. Local Action and initiatives

We know that there is a lot of work going on in the district, some of which we are involved in like the Sussex Flow Initiative or Refill Seaford and Newhaven. We would like this section of the strategy to highlight action and initiatives being led by our districts community organisations and we would like to give you this opportunity to tell us in your words about your project- it's likely to be a 2 page spread and we will choose a selection, ideally with an image for inclusion in the final strategy. We have included 2 examples below.

Example 1:

Refill Seaford & Newhaven: In January 2018 a group of local people decided to take action, having completed beach and beauty spot litter picks in the past we decided to set up a Facebook Group to raise awareness and to encourage people to reduce single-use plastic from their lives. The initial response has been encouraging from a variety of businesses, now we want to spread the word wider and involve more and more local organisations and businesses. The official launch was at Frankie's Beach café on Seaford Esplanade on 1st September 2018 mainly sponsored by South East Water and assisted by some great local volunteers.



Example 2:

Sussex Flow Initiative (SFI) is a natural flood management project in the River Ouse catchment, and is a partnership between Sussex Wildlife Trust, the Woodland Trust, the Environment Agency and Lewes District Council. The project was originally set up to see if Natural Flood Management (NFM) measures can create positive benefits for flooding, the environment and society in a lowland setting.



Question 2:

- a. Do you have any 100 word case studies or examples of local action or initiatives undertaken by community organisations within the district that you would like to share with us? Please email these to xxxxxx

3. Evidence Base

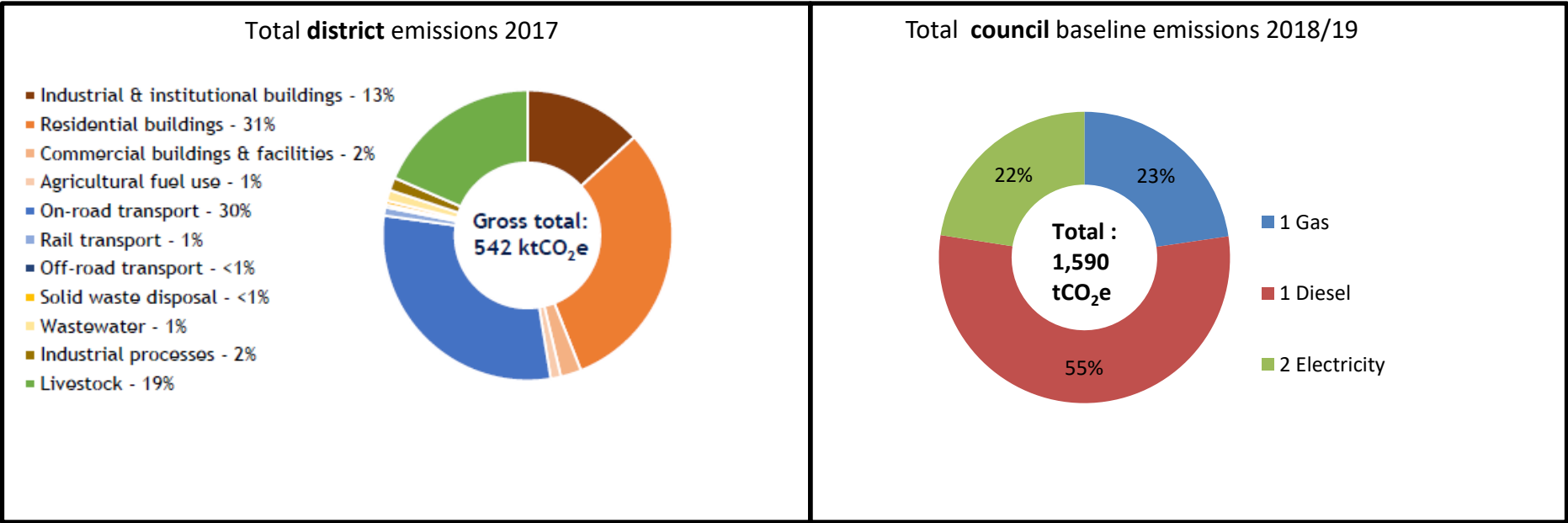
We shall provide a more detailed summary of the baseline evidence for the council’s and the district’s carbon footprint with an analysis of the pathway to meet our 2030 target as part of the final strategy.

Below is a summary of the sources of emissions from the district that may be useful for you in answering the consultation questions.

More information on the footprints of both the district and the council can be found on our website here [\[insert link\]](#).

The council’s carbon footprint is for the year 2018/19 and has been calculated to be 1,590 tonnes CO₂e (carbon dioxide equivalents)

The district’s carbon footprint is for 2017 (the most recent data available) and has been produced by our consultants Anthesis. This work will feed into much of the planned engagement work we are doing and you are welcome to view the full technical report on our website. They have completed detailed analysis of the districts emissions of 542,000 tonnes CO₂e (542ktCO₂e).



4. Our approach to offsetting

In order to achieve net zero carbon it is expected that the Council will have to carry out some degree of offsetting.

Offsetting is where we pay an amount of money towards projects that reduce carbon emissions somewhere else to the value of the emissions we are still generating.

We would like to get your views and ideas on how we should do this.

Question 3:

- a. Do you think it is acceptable to use council funds to pay for offsetting projects?
Please explain your answer.
- b. Should offsetting projects only be local, or is it acceptable to pay for projects elsewhere, for example in Asia, if the financial cost is lower?
Please explain your answer.
- c. What would you think if the Council offset our Scope 3 emissions (those which we cannot control very easily and do not form part of our baseline)?

5. The Action Areas

The action areas set out in this Strategy provide the framework through which we will focus our efforts in reducing emissions and improving climate resilience.

Some areas naturally interlink, for example the built environment will naturally link with aspects of sustainable transport, so some actions may impact on more than one area. We attempt to clarify what we are including within each area as we go through.

Each section outlines some of the priority actions we are currently undertaking in 2020 so you can see that work has not stopped despite the delay to the strategy.

We would like to add milestones to each area of work to track our progress towards 2030. These would be actions that we need to achieve before we can do something else or are key to achieving net zero carbon.

Specific targets also need to be developed to monitor our progress and provide something tangible for us to aim for.

Each section has a question on actions and targets to gauge what key changes you feel need to be made and by when.

The action areas are:

- Energy and the Built environment
- Sustainable Transport and Air Quality
- Biodiversity
- Agriculture and Food
- Reducing Emissions from Waste
- Water
- Circular Economy and Community Wealth

5.1 Energy and the Built Environment

This section covers all the energy consumed by everyone within our district with regards to heating and powering their homes and businesses. It also covers areas where the council can influence, such as through planning policy and our own asset management strategy.

Actions we are currently undertaking:

- Developing pipeline of projects to deliver the Greater Brighton Energy Plan and the South2East Energy Strategy
- Ensuring that 100% of electricity consumed by the council is from renewable sources
- Reviewing all existing council housing stock to enable improving energy efficiency and making best use of resources to create quality, sustainable homes for the future
- Promoting private sector housing retrofit schemes
- Enabling the expansion of renewable community and municipal energy schemes

- Developing an asset management strategy on the corporate estate to reduce emissions and deliver efficiencies
- Initiating and developing a partnership with other housing stock holding authorities to share best practice and learning on decarbonising our housing, green tech and nature based solutions
- Engaging with existing local energy initiatives
- Implementing our sustainable council homes building programme
- Progressing with the Local Plan Part 1 review

Strategic Goals:

1. We will have built and encouraged affordable, energy efficient, climate resilient and adaptable locally sourced and provided housing that provides multifunctional green infrastructure
2. We will have shifted the district to low and zero carbon heat and electricity
3. We will have the greenest Local Plan we can and actively engage with developers to produce low carbon developments using nature based solutions, in line with our vision for the district

Question 4:

- a. What are your views on the strategic goals for 'Energy and the Built Environment'?
- b. What actions would need to be completed to fulfil the goals? For example, the local plan part 1 review is a key action to be completed because without this, we do not fully understand the gaps in our planning policies that will stop us from reaching our net zero carbon goal, and our goal to have the greenest and most sustainable local plan we can.
- c. Should we have any targets, and if so, what should those be? For example – should we commit to have solar PV installed on every suitable social housing property by 2025?
- d. Given the authority's house building target of an average 345 new dwellings per year, what are your views on the following possible building strategies: maximise infilling within existing settlements; expansion of existing settlements; development of a new 'garden village'.

5.2 Sustainable travel and air quality

This section about transport is largely something that we will influence and we will facilitate change where we can by working with the community to be clear about what is needed to achieve the net zero goal for Lewes District. For example installing electric vehicle charge-points on the roadside requires East Sussex County Council involvement but we can install points within our carparks and in conjunction with our neighbouring authorities we can work to make car charging as easy as possible for residents and businesses enabling a smooth transition from traditionally fuelled vehicles.

We will lead by example with regards to our own fleet of vehicles especially in Waste.

Actions we are currently undertaking:

- Enabling the re-purposing of road space through working with the County Council, to favour pedestrians and cyclists to enable a green re-start during the Covid-19 recovery period
- Requesting East Sussex County Council support and action on on-street electric vehicle charging
- Performing analysis on existing regional transport strategies and if needed develop a local transport strategy
- Updating the Air Quality Action Plan for Lewes

- Working to deliver the Newhaven Air Quality Action Plan
- Preparing a plan to make more sustainable use of our carparks to encourage and enable sustainable travel, for example by providing bike storage and more EV charge-points.
- Exploring opportunities for bike sharing, car clubs and electric vehicles for people and deliveries
- Setting out the corporate fleet route map to zero carbon
- Influencing the local walking and cycling strategy
- Producing the Annual Air Quality Status Report

Strategic Goals:

We will have improved air quality and reduced carbon emissions by;

1. reducing reliance on car and need for personal car ownership;
2. improving the rural transport network;
3. encouraging more cycling and walking;
4. Improving infrastructure and reducing barriers to mobility;
5. enabling the uptake of alternatively fuelled vehicles.

Question 5:

- a. What are your views about the strategic goals for 'Sustainable travel and transport'?
- b. What actions would need to be completed to fulfil the goals? For example a date by which we need to have increased the rural bus network to be fit for purpose?
- c. Should we have targets, and if so, what might these be? For example – should we commit to have a certain number of electric vehicle charge-points?
- d. How can the Council encourage sustainable low carbon travel? Is there anything we should not be doing?

5.3 Biodiversity

When we talk about biodiversity we are including all the natural flora and fauna we would expect to find within the district.

Actions we are currently undertaking:

- Completing the Council's Biodiversity Strategy
- Implementing the Pesticides and Pollinators Strategy
- Facilitating a programme of tree, hedge and wildflower planting
- Promoting wild flowers, scrubland and other natural habitats on nature-denuded land and verges.
- Investigating the potential for offsetting through investing in natural capital
- Developing the local plan review to ensure that planning policies enable biodiversity net gain' through a dedicated supplementary planning document (SPD)
- Exploring opportunities for re-wilding

Strategic Goals:

1. We have implemented the Biodiversity Strategy
2. All developments achieve appropriate and well considered net gains in biodiversity working at a landscape scale.
3. We have increased nature-rich habitats on Council owned and managed landholdings.
4. We have educated, engaged and enabled community led nature based projects
5. We have the greenest Local Plan we can and have actively engaged with developers.
6. Nature-rich and priority habitat has increased overall throughout the district.
7. We are embedded in partnerships that enable investment in natural capital across the district

Question 6:

- a. What are your views on the strategic goals for 'Biodiversity'?
- b. What actions would need to be completed, and by when, to fulfil the goals?
- c. Should we have targets, and if so, what should these be? For example should we aim for a specific amount of land to be re-wilded?
- d. What can the Council do to encourage biodiversity? Is there anything we should not be doing?

5.4 Agriculture and food

We have little direct control over emissions from this area but we can facilitate the conversation with landowners and co-ordinate a local food economy in partnership with other organisations and neighbouring authorities. We can also encourage and facilitate linking this area with other action areas such as biodiversity and community wealth building.

Actions we are currently undertaking:

- Complete a 2020 Autumn workshop with stakeholders to understand and enable reduction of emissions from agriculture
- Work up plans to build on the local food networks developed as a result of Covid-19 initiatives
- Starting to explore the potential for a local food economy
- Continuing to provide allotments
- Supporting community food production

Strategic Goals:

1. We have fully engaged and supported The Agriculture Bill and attached schemes such as ELMS as and where possible. We have helped protect the environment and produced food, whilst taking care of the health of soil, water and pollinators.
2. We have influenced conditions for the reduction in emissions from agriculture and food production.
3. We have enabled the increase in local community food production and resilience and its local distribution to provide seasonal, healthy and affordable food.
4. We have influenced the conditions for the production of low chemical ecologically sound agriculture in the district
5. Articulated a sustainable food strategy for Lewes District and is shaping the East Sussex and Greater Brighton strategic approach

Question 7:

- a. What are your views on the strategic goals for 'Agriculture and Food'?
- b. What actions would need to be completed to fulfil the goals?
- c. Should we have targets, and if so, what might these be? For example should we seek to increase accessibility to local food by a certain amount?
- d. What can the Council do to encourage local food production, nature friendly farming and a reduction in agricultural emissions? Is there anything we should not be doing?

5.5 Reducing Emissions from Waste

Within this area we include reducing the amount of waste generated in general from residents, visitors and businesses. We also include work to increase the recycling rate and the emissions from dealing with waste. This section naturally crosses over with 5.2 Sustainable travel and air quality when it comes to transporting waste so our fleet is referred to in both sections, however this section 5.5 will be home to the most detail about how we plan to decarbonise our waste collection vehicles.

Actions we are currently undertaking:

- Reviewing waste and recycling operations for efficiencies
- Reviewing waste and recycling infrastructure in the district (depot and tipping facilities)
- Exploring a phased approach to improving recycling and reducing waste
- Preparing a communication strategy
- Continuing with our planned 2020/21 engagement activities and communications on waste reduction
- Exploring how we can reduce the waste from development and construction and how materials can be re-used.
- Preparing the waste and recycling fleet roadmap to zero carbon through evaluating our options up to 2030 including the consideration and costing of electric and hydrogen technologies.

Strategic Goal:

1. To have reduced emissions from waste collection and associated emissions from dealing with waste
2. To have reduced the amount of waste generated by the district's residents, businesses and visitors
3. We will have increased the proportion of the waste collected by the council that is recycled and reduced the emissions from this activity where we can influence and control this

Question 8:

- a. What are your views on the strategic goals for 'Reducing Waste'?
- b. What actions would need to be completed to fulfil the goals?
- c. Should we have any targets, and if so what might these be? For example, we currently have the aim to have our recycling rates be in the top 25% of authorities nationally.
- d. What can the Council do to reduce emissions from waste? Is there anything we should not be doing?

5.6 Water

This action area covers the full spectrum of water use and impacts within the district. It covers water consumption as well as flooding from rivers, surface water and the sea and also includes coastal erosion.

Actions we are currently undertaking:

- Determining the emissions from council water consumption
- Key flooding projects such as Sussex Flow Initiative
- Determining how we strengthen water consumption targets in planning policy and how we include policies on permeable surfaces and rain gardens
- Reviewing the future of the coast at Portobello Works with Southern Water, ESCC and the EA.
- Determining how we repair coastal defences at Peacehaven.
- Developing projects as part of the Greater Brighton Water Plan
- Developing new coastal erosion policies as part of the local plan part 1 review
- Ensuring the final stages of the flood defences in Lewes are put in place

Strategic Goals:

1. Water consumption in the district has reduced and our water resources are conserved and protected.
2. We will have well managed and protected waterways and coastal areas that provide benefit to residents and the natural environment
3. We will have adapted communities to be resilient against flooding and coastal erosion due to increased sea level and severe weather events as a result of climate change, using nature based solutions where possible.

Question 9:

- a. What are your views on the strategic goals for 'Water'?
- b. What actions would need to be completed to fulfil the goals?
- c. Should we have targets, and if so, what might these be?
- d. What more can the Council do with regards to flooding, coastal erosion and water use? Is there anything we should not be doing?

5.7 Circular economy and community wealth

Community wealth building involves a people-centred approach to local economic development which re-directs wealth back into the local economy. The circular economy is the idea of eliminating waste and re-using resources so taking these two approaches together supports local businesses and employment opportunities whilst delivering community benefit and reduced carbon emissions. Covid19 has made this work even more important and the role of sustainable community wealth building in our recovery plans is paramount.

Actions we are currently undertaking:

- Carrying out Local economic analysis to identify the impact of Covid-19 on the Lewes economy and on the livelihoods of different sections of the population;
- Identification of priority areas for recovery action across our community that focus on livelihood and moving us towards our sustainability goals faster.
- Development of a recovery to reform action plan. This plan will identify where council assets (investments, spending on goods and services, recruitment and land and property) could be directed to sustain and grow socially, economically and environmentally generative local organisations
- Exploring opportunities for a district anchor institution approach to economic recovery, aimed at ensuring that all public money spent in Lewes is directed at generating maximum local social, economic and environmental benefit.
- Developing the case for decarbonising 35,000 council homes across seven Sussex authorities and using this scale of investment (derived from existing repairs and maintenance budgets, estimated at £1bn) to create a strong market for locally owned and committed firms in the construction sector able to service this demand.
- Working with FE providers to develop a workforce of the future that can deliver green technologies.
- Ensuring our recovery plans are developed with local community, enterprise and public sector partners and feed into wider Greater Brighton and East Sussex partners.
- Piloting a scheme in Newhaven to encourage local jobs and apprenticeships in construction and development.

Strategic Goals:

1. The Council will be using its financial resources as locally as possible
2. The Council has a sustainable procurement policy that facilitates local supply chains and encourages a circular economy
3. Investment has been made into the local urban and rural economies increasing local employment opportunities and reducing income inequality.
4. We will have an expanding clean tech and creative sector
5. We have developed our local economies, including the Newhaven Enterprise Zone in partnership with the Greater Brighton Economic Board
6. LEAP continues to support business start-ups
7. The district, including rural communities, has access to high quality broadband and network services.
8. Local skills, supply chains and employment opportunities are improved as a result of our partnerships with East Sussex College Group, public sector organisations, social enterprises, cooperative businesses, as well as other forms of business, particularly focussing on clean, green technologies.

Question 10:

- a. What are your views on the strategic goals for 'Circular Economy and community wealth'?
- b. What actions would need to be completed to fulfil the goals?
- c. Should we have targets, and if so, what might these be?
- d. What role do you think the Council's should play with regards to community wealth building and the circular economy?
- e. What are your views on tourism and the visitor economy within the district?

Question 11:

Do you have any other comments to make regarding the climate change and sustainability strategy for Lewes district?

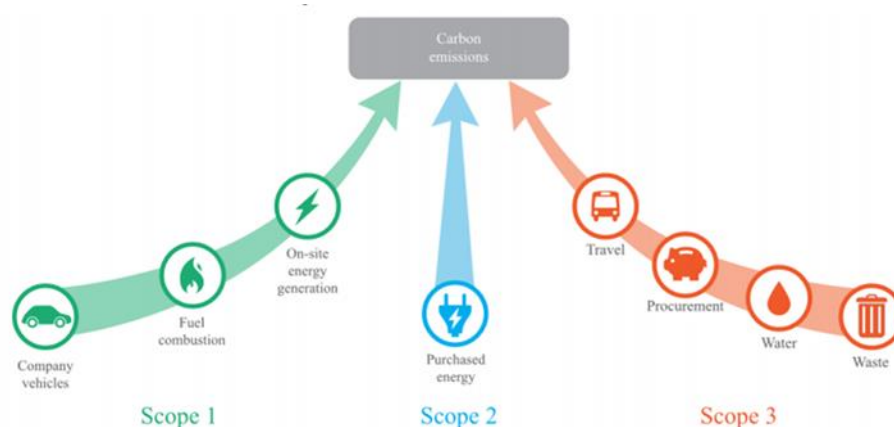
Thank you for taking the time to read this document and for taking part in the development of our climate change and sustainability strategy.

Lewes District Council Carbon Baseline Report 2018/19

This report is provided to define the baseline against which the council will monitor its progress against its net zero carbon target by 2030.

We have calculated the baseline using the Greenhouse Gas (GHG) Protocol methodology and the appropriate annual conversion factors for 2018 and for 2019 issued by the Department for Business, Energy and Industrial (BEIS). By using this method and these figures we are ensuring that the baseline emissions we measure can be reported accurately every year to 2030 using a peer reviewed and agreed process. Our choice of which emissions we include within the baseline have also been chosen with this in mind.

Emissions are divided into three categories referred to as Scope 1, 2 and 3 as illustrated below.



Baseline emissions are reported as carbon dioxide equivalents (CO₂e) and are calculated using the Scope 1 and 2 emissions detailed in the table below.

Scope 3 emissions are not something we directly control, they occur when we buy a product or service and the emissions are produced somewhere else. They can be more difficult than scope 1 and 2 to determine accurately. We will report these emissions as our data collecting procedures improve and where we feel the figures will be accurate. Our ability to reduce emissions from scope 3 sources will also be more difficult but we will work to report them and will clarify those where we have influence or not (for example- our emissions from water use is within our sphere of influence, we can try to reduce consumption once we know what we consume accurately)

Category	Description	Data used in this analysis
Scope 1	Direct emissions from sources owned or controlled by Lewes District Council	Metered gas data (for buildings where the Council pay the gas bills) Litres of fuel consumed for fleet vehicles
Scope 2	Indirect emissions from the generation of energy purchased by Lewes District Council	Metered electricity data (for buildings where the Council pay the electricity bills)
Scope 3	Indirect emissions that result from other activities that occur in the value chain, either upstream or downstream.	Not reported this year.

Baseline emissions

Based on the Council's directly controllable consumption of gas, electricity and fuel the baseline emissions for 2018/19 financial year are approximately **1,590 tonnes CO₂e (tCO₂e)**.

This figure is included within the District wide emissions of 542,000 tCO₂e. As such the Council's Scope 1 and 2 emissions accounts for just **0.3% of the overall footprint for the District**.

Fig. 1 Total council baseline emissions

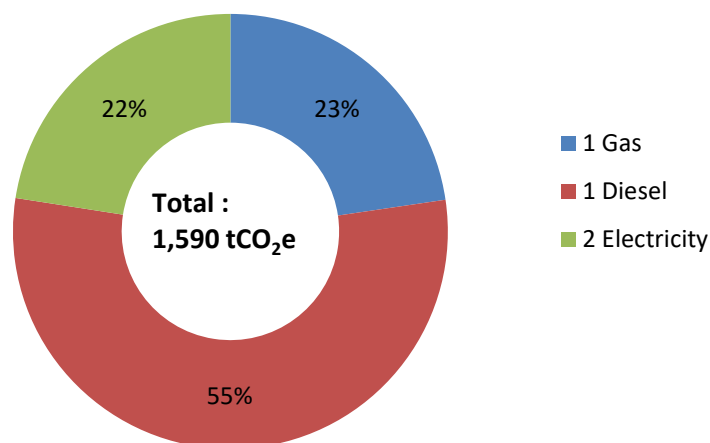


Fig. 2 Scope 1 emissions by source

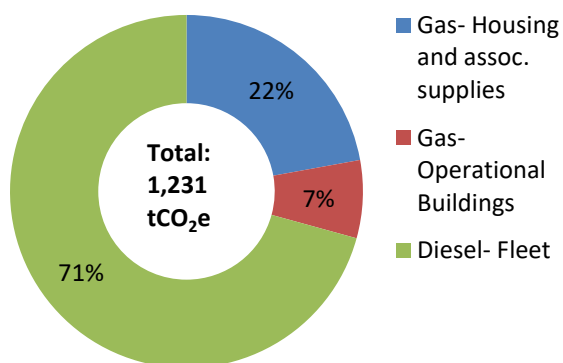


Fig.3 Scope 2 emissions from electricity use, by source

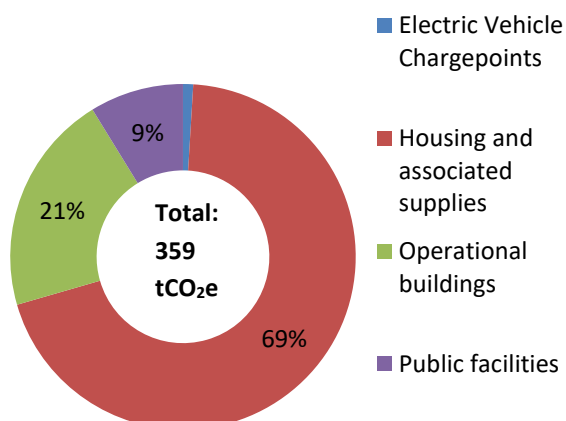
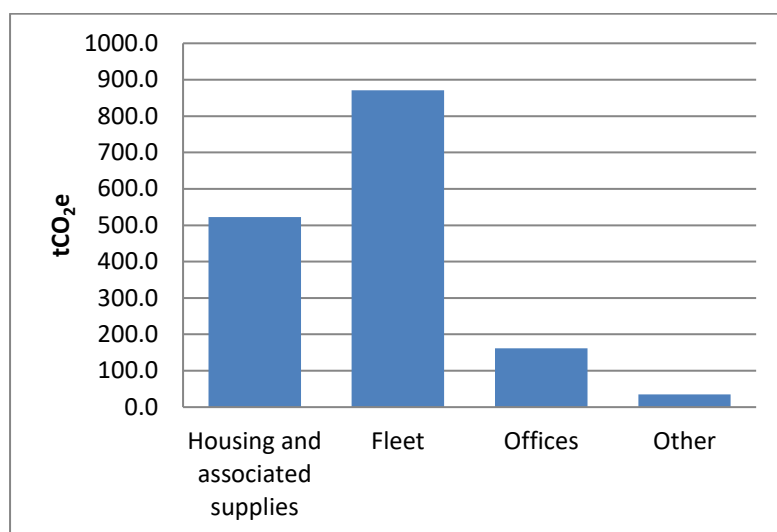


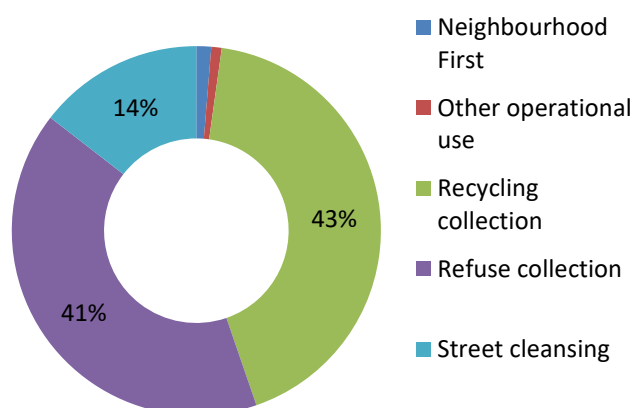
Fig. 4 Emissions by operational source



Figures 1 and 4 shows that our diesel fleet of small vans and our waste and recycling vehicles make up the bulk of our emissions accounting **for 55%** of the total so decarbonising this area will be key to hitting our net zero carbon goals. The various sources of our vehicular emissions can be seen in Fig.5 below. The exception to this is charging our electric vehicle, the emissions of which are contained in our Scope 2 electricity figure.

84% of our fleet emissions come from our waste and recycling collection vehicles. This area of fleet decarbonisation is at an early stage of development but we are not alone in needing to work out how we do this cost effectively so working in partnership on a regional approach to alternative fuels will help us work towards a zero carbon fleet.

Fig. 5 Fleet emissions by operational area



Housing and associated supplies

The types of energy consumed in this category is largely made up of gas and electricity consumed at our sheltered housing schemes and is supplemented by numerous landlord supplies for things like TV aerial boosters and public way lighting in and around our social housing stock.

This area forms a substantial part of our baseline and accounts for **33%** of the total council footprint.

We shall attempt to determine the contribution that social housing makes to our district emissions- this is an action with the strategy action plan.

Operational Buildings

This category includes in this baseline consumption from offices, depots, buildings that we lease out but pay the bills and sites that we are currently not operating out of. The bulk of our emissions in this category are from gas and electricity consumed at our main office Southover House and our waste and recycling depot at Robinson Road.

Southover House also has solar panels which reduces are purchased electricity consumption. We are in the process of determining the generation capacity we have at our offices and on our housing stock.

Operational buildings account for **10%** of our baseline footprint

Scope 3 emissions

We intend to report our directly controllable scope 3 using the table below as a starting point.

When we report next year, we will report 18/19 data where possible.

Currently the easiest way to calculate our emissions from the things we buy is done using financial spend based conversion factors. We believe that this is not appropriate or helpful as this actively encourages contract award on the basis of lowest cost rather than sustainability. We will improve our procurement practices qualitatively, involving partners locally and regionally, to meet the goals of the Climate Change and Sustainability Strategy and will report improvement through the action plan.

We anticipate that the scope 3 emissions for which we are responsible would be much more substantial than our scope 1 and 2 baseline combined.

Data source	2018/19 emissions
Business mileage of private vehicles	
Business travel on public transport	
Water consumption records	
Electricity transmission and distribution (from consumption records)	30.5 tCO ₂ e
Waste generated through own operations	

Report to:	The Policy and Performance Advisory Committee
Title:	Recovery Plan
Date:	29 June 2020
Exemption:	None
Report of:	Ian Fitzpatrick, Deputy Chief Executive and Director of Regeneration and Planning
Ward(s):	All
Purpose of Cabinet report:	To inform, and seek the Cabinet's views on plans being developed to support the sustainable and economic recovery of the district and the council following the Covid19 lockdown period.
Officer recommendation(s):	The report is for noting only.
Reasons for recommendations:	The report is included in the Forward Plan of Decisions and will be considered by the Cabinet at its next meeting.
Contact Officer(s):	Name: Nick Peeters Post title: Committee Officer E-mail: nick.peeters@lewes-eastbourne.gov.uk Telephone number: 01323 415272

1 Introduction

- 1.1 In its role as a provider of public scrutiny and as critical friend, the Policy and Performance Advisory Committee has a duty to provide a challenge to the executive decision and policy makers.
- 1.2 The Policy and Performance Advisory Committee is able to provide this challenge through the inclusion of the Council's Forward Plan of Decisions as a standing item on each of the Committee's agendas, allowing the Committee to request the inclusion of reports due for consideration by the Cabinet on its agenda and by asking that the relevant officers, heads of service or directors, attend the Committee meetings and discuss the content of the reports.
- 1.3 Following consideration of each item, where the Members will be able to ask questions of the relevant officers, heads of service, directors and other stakeholders, the Policy and Performance Advisory Committee will provide one of the following three recommendations to the Cabinet:
 - 1) To support the recommendations in the report in full; or

- 2) To support the recommendation in the report subject to the consideration by the Cabinet of any amendments agreed by Committee; or
- 3) To not support the recommendations in the report and give reasons.

1.4 The Cabinet will be provided with the recommendations from the Policy and Performance Advisory Committee when it considers the main report.

2 Financial / Legal / Risk Management / Equality Analysis/ Environmental Sustainability Implications/ Background Papers

2.1 All implications are addressed in the Cabinet report attached at Appendix 1.

3 Appendices

Appendix A – Cabinet Report – **Recovery Planning**

Report to:	CABINET
Date:	9 July 2020
Title:	Recovery Planning
Report of:	Ian Fitzpatrick, Deputy Chief Executive, Director of Regeneration and Planning
Cabinet member:	Cllr Zoe Nicholson, Leader
Ward(s):	All
Purpose of report:	To inform, and seek the Cabinet's views on plans being developed to support the sustainable and economic recovery of the district and the council following the Covid19 lockdown period.
Decision type:	Non-key
Officer recommendation(s):	Cabinet is recommended to note the report, and in particular; <ul style="list-style-type: none">a) The work to reprioritise the Corporate Plan over the summer (para 3.4)b) The commissioning of the Centre for Local Economic Strategies to support our implementation of community wealth building principles into all our key priorities as a council (para 3.5)c) The Recovery Summit to be held in July 2020 (para 3.6)d) Particular areas of future focus (para 3.8), ande) The intention to revise the focus of future performance reporting (para 4.2).
Reasons for recommendations:	The Covid-19 pandemic and associated lockdown has resulted in a significant downturn in the local economy and subsequent impact on local people. This report sets out what the council plans to do, in its community leadership role, to tackle this in the Lewes District.
Contact Officer(s):	Name: Jo Harper Post title: Head of Business Planning and Performance E-mail: jo.harper@lewes-eastbourne.gov.uk Telephone number: 01273 085049

1 Introduction

1.1 The past three months have seen unprecedented social and economic changes.

The Covid-19 pandemic and the national 'lockdown' response to this, resulting in the virtual shut down of the economy, have created a hugely altered local picture, to which the council needs to respond.

- 1.2 This report provides an oversight and context for the council's recovery planning, both for ourselves as an organisation and in our community leadership role, for the district.

2 The new challenges

- 2.1 Lockdown measures are being gradually lifted but it is recognised that the pandemic is by no means over. At the time of writing the downwards trajectory of infection continues, but we cannot overlook the possibility of a second wave or localised outbreaks. However, it is clear that we need to start planning now for the sustainable recovery of our district. Indeed this planning is already well underway.
- 2.2 The district is now a very different place. Unemployment levels are higher, and are likely to rise dramatically as government funded furlough schemes come to an end. Some businesses have already folded and it is expected that more may follow. Social distancing continues to mean that some businesses simply cannot operate and are unlikely to be able to do so for some considerable time.
- 2.3 The impact of this on people's lives cannot be understated. Without the right support and interventions we could see;
- Debt issues –use of payday lenders, mortgage arrears, rent arrears
 - Lack of food security and increased reliance on foodbanks
 - Housing issues and homelessness
 - Potential increasing incidences of domestic abuse and antisocial behaviour
 - Potential negative mental health impact of long term self-isolation / shielding
 - Fear/anxiety relating to returning to public places
 - Digital exclusion, particularly in rural areas
 - Isolation due to limitations on public transport

We continue to monitor and map changes in the experiences of local people in relation to these things, and work with our partners to support those experiencing such difficulties.

- 2.4 In addition, the council has its own issues, as set out in other recent reports to the Cabinet, with regard to increased pressures on services and a very challenging financial position.

3 Recovery Planning

- 3.1 These changes and challenges require a strong, coordinated and planned approach to tackle them, in order to ensure the best outcomes for the district. Commentators are suggesting that the recovery is an opportunity to build back in a more sustainable and just way, reforming the inequality in our existing economic structures and systems. As a council we have a key role to play in

leading the dialogue about what a greener and more equal recovery might look like. Whilst we do not hold the solutions alone, we can play an important role in harnessing and focusing the energy and commitment of local communities and local businesses.

- 3.2 To this end we are bringing together key statutory, voluntary, community and business representatives from across the area to plan our recovery together. Our recovery work will focus on ensuring a sustainable and resilient economic, social and environmental future for the district. We will, in particular, focus on how best to support those ‘furthest from the job market’, that is, those who are most likely to find it difficult to secure work.
- 3.3 The council does not want to see ‘Recovery’ as being a route back to where we were before. There is a real opportunity to re-design and re-invent our local economic landscape in a resilient way that serves local people better; retaining and reinvesting local wealth. Alongside this, the lifestyle changes made during lockdown, for example with less car usage and more walking and cycling, can also be seen as an opportunity to create lasting change which can significantly contribute to our goal of carbon neutrality by 2030.
- 3.4 In February 2020 we adopted a new Corporate Plan. This set out our vision for the district which focused strongly on; community wealth building, sustainability and climate change, providing affordable housing and getting our services right first time. These four themes continue to have real relevance and they will continue to underpin our work. We do not need to change our Corporate Plan, but may need to refocus our priorities to ensure we deal first with the most pressing and critical issues facing us now. This ‘re-prioritisation’ work will be undertaken over the summer and reported in the early autumn.
- 3.5 Community wealth building, in particular, is a critical part of achieving a successful and sustainable recovery, as its focus is on; local investment, local jobs and skills development, supporting locally owned businesses and procurement choices which support local contractors and suppliers. To this end we have commissioned the Centre for Local Economic Strategies (CLES) to work with us and advise on how we can work to reshape local energy systems; create workforces compatible with a post-carbon economy and; convene the financial resources needed to support economically-just transition towards a more resilient district in the future.
- 3.6 Next steps
- A very important first step is to bring together the key statutory, voluntary, community and business representatives from across the area to plan our recovery together. A Recovery Summit is being held shortly to formulate a shared approach for the district.
- 3.7 This will complement and build on the countywide economic recovery work already underway. The countywide recovery work is being led by East Sussex County Council, with guidance from Team East Sussex.
- 3.8 Following the Recovery Summit, more detailed plans for the district will be developed, alongside the countywide plans. These will draw out how the

community wealth building approach can best be applied practically in the district. The work commissioned from CLES will assist with this. Particular areas of focus within these plans will be;

- Maximising use of local businesses and services through reviewing and making changes to our procurement rules
- Supporting economic regeneration through the way we use the council's Capital Programme
- Maximise benefit to the local area in our investment decisions
- Explore how we can continue to support local people experiencing social and welfare issues holistically, working with other agencies, building on the Community Hub approach used during the lockdown period
- Continuing to drive down carbon emissions through our work to decarbonise our housing stock, in collaboration with other stockholding local authorities

3.9 More detailed plans will be drawn up and progressed over the summer, in close collaboration with partners from across the business, public and community sectors. A further report will be brought to Cabinet thereafter.

4 Outcome expected and performance management

4.1 Throughout the lockdown period, close attention has been paid to performance data to enable us to judge the effectiveness of the interventions the council has been making, such as the Community Hub helpline, the provision of food, the payment of business grants, processing of benefit claims etc.

4.2 Going forward, we will continue to closely monitor the council's own performance data alongside other key statistics which will provide an indication of the economic, social and environmental well-being of the district. We will use this data to track the recovery journey and to ensure our plans remain responsive to the changing situation. The council's regular performance reports will be revised to reflect this focus.

5 Financial appraisal

5.1 The direct costs/revenue consequences arising to the Council as a direct result of commissioning the Centre for Local Economic Strategies to advise on community wealth building plans and any other costs associated with the report's recommendations are to be funded from the previously allocated resources for sustainability.

6 Legal implications

6.1 There are no substantive legal implications arising from this report, as the contents are purely for noting. The recovery planning proposals set out in section 3 above are executive functions, corporate in scope, which make Cabinet the proper forum for consideration.

Lawyer consulted: 10.06.20

Legal ref: 009265-LDC-OD

7 Risk management implications

- 7.1 This report identifies at para 2.3 the risks for the district resulting from the Covid pandemic and the national lockdown. The report sets out ways in which the council can work with others to help reduce these risks. However, it should be noted that many of the issues set out at para 2.3 are beyond the direct scope of the council to address alone and therefore a partnership approach will be essential to achieve significant impact.

8 Equality analysis

- 8.1 A full equality analysis will be undertaken as part of the development of recovery plans. The Community Wealth building approach set out in this report aims to achieve economically-just outcomes which would not disadvantage those with protected characteristics.

9 Environmental sustainability implications

- 9.1 This report sets out how the council intends to approach its recovery planning in light of the Covid pandemic. The Community Wealth Building approach uses sustainability principles and is in line with the council's emerging Sustainability and Climate Change strategy framework, a report on which can be found elsewhere on this agenda.

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Lewes District Council

FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 June to 30 September 2020

Date of publication:

10 June 2020

Membership of Cabinet:

Councillor Zoe Nicholson: Leader of the Council and Chair of Cabinet.

Councillor James MacCleary: Deputy leader and Cabinet member for regeneration and prosperity

Councillor Matthew Bird: Cabinet member for sustainability

Councillor Julie Carr: Cabinet member for recycling and open spaces

Councillor Chris Collier: Cabinet member for performance and people

Councillor Johnny Denis: Cabinet member for communities and customers

Councillor William Meyer: Cabinet member for housing

Councillor Emily O'Brien: Cabinet member for planning and infrastructure

Councillor Ruth O'Keeffe: Cabinet member for tourism and devolution

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

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Finance update To update on the financial impact of Covid-19 and associated budgetary implications. (Lead Cabinet member: Councillor Zoe Nicholson)	All Wards	Non-Key	Cabinet	11 Jun 2020	Open	Not applicable	Report	Chief Finance Officer (Homira Javadi) Homira Javadi, Chief Finance Officer homira.javadi@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Lewes Football Club - Lease, Dripping Pan, Lewes.</p> <p>To consider the grant of a new lease to Lewes Football Club for a 25 year term to enable the Club to apply for grant-funding to invest in the site.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	Lewes Priory	Budget and policy framework	Cabinet Full Council	11 Jun 2020 20 Jul 2020	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Mark Langridge Kemp, Head of Property, Delivery and Compliance Tel: 07900 057102 mark.langridge-kemp@eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
HRA Capital Programme - Housing Delivery Update <p>To develop the HRA Capital Programme project pipeline and present proposals for two potential housing delivery schemes.</p> <p>(Lead Cabinet member: Councillor William Meyer)</p>	All Wards	Key	Cabinet	11 Jun 2020	Part exempt Exempt information reason: 3	<ul style="list-style-type: none"> • Project Review & Sign-off Panel • Ward Cllrs • Homes First 	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Nathan Thompson, Property Investment and Acquisitions Lead Tel: (01323) 410000 nathan.thompson@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Portfolio progress and performance report quarter 4 - 2019-2020</p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 4 2019/20 period.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Key	Cabinet	9 Jul 2020	Open	Policy and Performance Advisory Committee	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Finance update - performance quarter 4 - 2019-2020</p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 4 2019/2020 and explain the impact on the current financial position.</p> <p>Report will include end of year outturn</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	9 Jul 2020	<p>Part exempt</p> <p>Exempt information reason: 3</p>	Policy and Performance Advisory Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) ola.owolabi@lewes-eastbourne.gov.uk</p> <p>Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 andrew.clarke@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Annual treasury management report To report on the activities and performance of the Treasury Management service during 2019/20. (Lead Cabinet member: Councillor Zoe Nicholson)	All Wards	Budget and policy framework	Cabinet Full Council	9 Jul 2020 20 Jul 2020	Open	Not applicable	Report	Chief Finance Officer (Homira Javadi) Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 andrew.clarke@lewes-eastbourne.gov.uk Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) ola.owolabi@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Newhaven Local Employment and Training Technical Guidance Note Adoption of Newhaven Local Employment and Training Technical Guidance Note (TGN) following endorsement by Planning Applications Committee. (Lead Cabinet member: Councillor Emily O'Brien)	Newhaven North; Newhaven South	Key	Cabinet	9 Jul 2020	Open	Informal via consultation with Newhaven Enterprise Zone Employment and Skills Task Group – April 2019, Newhaven Town Council and social housing provider	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Peter Sharp, Head of Regeneration Tel: 01273 085044 Peter.Sharp@lewes-eastbourne.gov.uk Sara Taylor, Regeneration Project Officer Tel: (01323) 415609 sara.taylor@eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Asset development update Update on the Council's capital assets. (Lead Cabinet member: Councillor Zoe Nicholson)	All Wards	Key	Cabinet	9 Jul 2020	Part exempt Exempt information reason: 3	None	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Ian Fitzpatrick, Deputy Chief Executive and Director of Regeneration and Planning Tel: (01323) 415935 ian.fitzpatrick@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Climate change and sustainability strategy framework Report to outline the framework for the initial consultation on the new strategy document to set out the route to meet the climate emergency target of net zero carbon emissions by 2030 Decision required to approve the climate change and sustainability framework for consultation. (Lead Cabinet member: Councillor Matthew Bird)	All Wards	Key	Cabinet	9 Jul 2020	Open	None	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Kate Richardson, Strategy and Partnership Lead for Sustainability kate.richardson@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Revised Local Development Scheme To update the Council's Local Development Scheme to ensure that it sets out a realistic and deliverable timetable for the production of the Lewes District Local Plan Review over the period 2020 – 2023. (Lead Cabinet member: Councillor Emily O'Brien)	All Wards	Budget and policy framework	Cabinet Full Council	9 Jul 2020 20 Jul 2020	Open	Lewes District Local Plan Review Steering Group 12 May 2020	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Robert King, Senior Planning Policy Officer Tel: 01273 085455 robert.king@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Recovery planning This report will inform members on plans being developed to support the recovery of the council and the district following the Covid19 lock-down period. (Lead Cabinet member: Councillor Zoe Nicholson)	All Wards	Non-Key	Cabinet	9 Jul 2020	Open	Lewes District Summit meeting of key voluntary, community and business sector representatives to discuss this topic either shortly before or after the Cabinet meeting.	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Finance update - performance quarter 1 - 2020-2021 To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 1 2020/2021 and explain the impact on the current financial position. (Lead Cabinet member: Councillor Zoe Nicholson)	All Wards	Key	Cabinet	24 Sep 2020	Open	Policy and Performance Advisory Committee	Report	Chief Finance Officer (Homira Javadi) Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 andrew.clarke@lewes-eastbourne.gov.uk Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) ola.owolabi@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Portfolio progress and performance report quarter 1 - 2020-2021</p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 1 2020/21 period.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Key	Cabinet	24 Sep 2020	Open	Policy and Performance Advisory Committee	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Medium term financial strategy To consider and approve the council's medium term financial strategy. (Lead Cabinet member: Councillor Zoe Nicholson)	All Wards	Key	Cabinet	24 Sep 2020	Open	Consultation be undertaken as part of a wider consultation on the council's budget later in the year.	Report	Chief Finance Officer (Homira Javadi) Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 andrew.clarke@lewes-eastbourne.gov.uk Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) ola.owolabi@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Wave Leisure Trust Annual Review 2019/2020</p> <p>For Cabinet to approve the 2019/20 Annual Service Delivery Plan from Wave Leisure Trust and the annual service delivery objectives for 2021/22.</p> <p>(Lead Cabinet member: Councillor Ruth O'Keeffe MBE)</p>	All Wards	Key	Cabinet	24 Sep 2020	Open	Policy and Performance Advisory Committee (if requested)	Report	<p>Director of Tourism and Enterprise (Philip Evans)</p> <p>Mark Langridge Kemp, Head of Property, Delivery and Compliance Tel: 07900 057102 mark.langridge-kemp@eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Community Infrastructure Levy Charging Schedule Review After four years of implementation of our CIL Charging Schedule, it is essential to reassess the viability of development in those areas of the District outside the South Downs National Park to ensure that the levy remain appropriate. (Lead Cabinet member: Councillor Emily O'Brien)	All Wards	Key	Cabinet	24 Sep 2020	Open	At the viability study stage: through consultation software (inovem), with agents and developers/housebuilders, February/March 2020 At the CIL Draft Charging Schedule stage: through consultation software (inovem), all members of the public, June/July 2020	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Estelle Maisonnial, Senior Planning Policy Officer (Infrastructure) estelle.maisonnial@lewes-eastbourne.gov.uk Tondra Thom, Planning Policy Lead Tel: 01323 415677 tondra.thom@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Update to the Local Validation List:- Information required to support/accompany planning applications</p> <p>As local authorities have local issues/impacts. The Local Validation List seeks to identify the key local information that would be required to supplement planning applications</p> <p>(Lead Cabinet member: Councillor William Meyer)</p>	All Wards	Non-Key	Cabinet	24 Sep 2020	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Leigh Palmer, Interim Head of Planning Tel: 01323 415215 leigh.palmer@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Denton Island Bowls Club For Cabinet to consider whether to financially support the a roof replacement at Denton Island Bowls Club (Lead Cabinet member: Councillor Zoe Nicholson)	All Wards	Key	Cabinet	24 Sep 2020	Open	None	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Mark Langridge Kemp, Head of Property, Delivery and Compliance Tel: 07900 057102 mark.langridge-kemp@eastbourne.gov.uk
Equality and Fairness Annual Report 2019 and Action Plan 2020 To report on activities to undertaken in 2019 to promote equality and fairness and recommend an action plan for 2020. (Lead Cabinet member: Councillor Johnny Denis)	All Wards	Non-Key	Cabinet	24 Sep 2020	Open	Equality and Fairness Stakeholder Group and Scrutiny Committee	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Seanne Sweeney, Strategy and Commissioning Lead for Community and Partnerships seanne.sweeney@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Community Grants Policy Review Report to agree future voluntary and community organisations grants policy options for public consultation (Lead Cabinet member: Councillor Johnny Denis)	All Wards	Key	Cabinet	24 Sep 2020	Open	Public consultation will follow the publication of this report, if agreed by the Cabinet	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Seanne Sweeney, Strategy and Commissioning Lead for Community and Partnerships seanne.sweeney@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Commercial Investment Strategy</p> <p>The Commercial Investment Strategy will set out the Councils approach to asset, development and business opportunities which the Council may pursue. It will also outline their priority areas for consideration of investment and the associated targets which need to be achieved.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet Full Council	24 Sep 2020 23 Nov 2020	Open	To be confirmed	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Mark Langridge Kemp, Head of Property, Delivery and Compliance Tel: 07900 057102 mark.langridge-kemp@eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Asset development update Update on the council's capital assets. (Lead Cabinet member: Councillor Zoe Nicholson)	All Wards	Key	Cabinet	24 Sep 2020	Fully exempt Exempt information reason: 3	Policy and Performance Advisory Committee (if requested)	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Ian Fitzpatrick, Deputy Chief Executive and Director of Regeneration and Planning Tel: (01323) 415935 ian.fitzpatrick@lewes-eastbourne.gov.uk

Explanatory Note

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

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

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

The plan shows:-

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

What is a key decision?

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

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

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

What is budget and policy framework?

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

Confidential and exempt information

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

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

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

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

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

<p>“Financial or business affairs” includes contemplated as well as past or current activities.</p>
<p>9. Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.</p>
<p>10. Information which:</p> <p>(a) falls within any of paragraphs 1 to 7 above; and</p> <p>(b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,</p> <p>is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>
<p>11. “Labour relations matter” means:</p> <p>(a) any of the matters specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 (matters which may be the subject of a trade dispute, within the meaning of that Act); or</p> <p>(b) any dispute about a matter falling within paragraph (a) above;</p> <p>and for the purposes of this definition the enactments mentioned in paragraph (a) above, with the necessary modifications, shall apply in relation to office-holders under the authority as they apply in relation to employees of the authority;</p> <p>“Office-holder”, in relation to the authority, means the holder of any paid office appointments to which are or may be made or confirmed by the authority or by any joint board on which the authority is represented or by any person who holds any such office or is an employee of the authority.</p> <p>“Employee” means a person employed under a contract of service.</p>
<p>12. "The authority" is a reference to the council or a committee or sub-committee of the council or a joint committee of more than one council.</p>

Further information

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

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

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Policy and Performance Advisory Committee Work Programme 2020/2021

Subject	Lead Officer	Date of meeting
Quarterly Performance report Q4	Millie McDevitt, Performance & Programme Lead millie.mcdevitt@lewes-eastbourne.gov.uk	29 June 2020
Planning Service Performance Update	Leigh Palmer, Functional Lead, Housing and Development leigh.palmer@lewes-eastbourne.gov.uk	15 September 2020
Chair of Lewes District Council's Civic Programme	Caroline Hanlon, Civic and Member Services Officer, caroline.hanlon@lewes-eastbourne.gov.uk	15 September 2020
Quarterly Performance report Q1	Millie McDevitt, Performance & Programme Lead millie.mcdevitt@lewes-eastbourne.gov.uk	15 September 2020
Quarterly Performance report Q2	Millie McDevitt, Performance & Programme Lead millie.mcdevitt@lewes-eastbourne.gov.uk	30 November 2020
Draft Budget 2021/22	Homira Javadi, Chief Finance Officer Homira.Javadi@lewes-eastbourne.gov.uk	25 January 2021
Voluntary Sector Report	Seanne Sweeney, Strategy & Corporate Projects Officer, seanne.sweeney@lewes-eastbourne.gov.uk	25 January 2021
Annual Lewes District Community Safety Partnership Report.	Oliver Jones, Strategy & Partnerships Lead oliver.jones@lewes-eastbourne.gov.uk	25 January 2021
Quarterly Performance report Q3	Millie McDevitt, Performance & Programme Lead millie.mcdevitt@lewes-eastbourne.gov.uk	30 November 2020

Policy and Performance Advisory Committee Work Programme 2020/2021

The Council's approach to development and sustainability for public sector sites in Newhaven	Leighton Rowe, HEDP Development Project Manager leighton.rowe@lewes-eastbourne.gov.uk	TBC
Tourism in the District	Helen Browning-Smith, Tourism and Culture Manager Helen.Browning-Smith@lewes-eastbourne.gov.uk	TBC
Recycling and Environmental Enforcement Update	Thomas Broad, Recycling Engagement Coordinator thomas.broad@lewes-eastbourne.gov.uk and Robin Fuller, Environmental Crime Specialist Advisor robin.fuller@lewes-eastbourne.gov.uk	TBC
Forward Plan of Decisions	Simon Russell, Committee & Civic Services Manager simon.russell@lewes-eastbourne.gov.uk	All meetings
Policy and Performance Advisory Committee Work Programme	Nick Peeters, Committee Officer, Democratic Services nick.peeters@lewes-eastbourne.gov.uk	All meetings

Items from the Forward Plan of Decisions

Subject	Lead Officer	Date of Meeting
Climate Change and Sustainability Strategy Framework (to include an update on the Climate Change Panel.	Jo Harper, Head of Business Planning and Performance jo.harper@lewes-eastbourne.gov.uk	29 June 2020

Policy and Performance Advisory Committee Work Programme 2020/2021

Approval of the Revised Local Development Scheme	Robert King, Senior Planning Officer	29 June 2020
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Additional items requested at previous meetings of the Scrutiny Committee

- East Sussex College Group Partnership Working (subject to the report including detail on the University Technology College).
- Sustainable Transport and Supporting the Economy - cross-border work looking at park-and-ride, the A259 and A27.
- Mears contract (performance).

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