

Policy and Performance Advisory Committee 3 November 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, Roy Burman, Isabelle Linington, Milly Manley,
Christine Robinson, Adrian Ross, Steve Saunders and Stephen Gauntlett**

Quorum: 3

Published: Monday, 26 October 2020

Agenda

1 Minutes of the previous meeting (Pages 5 - 12)

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) Chair of Lewes District Council's Civic Programme (Pages 13 - 20)
Report of Simon Russell, Committee and Civic Services Manager.

POLICY INPUT AND DEVELOPMENT

7 Requested reports due for consideration by the Cabinet on 12 November 2020:

- (a) Recovery and Reset Programme (Pages 21 - 30)
The report will be presented by Jo Harper, Head of Business Planning and Performance.

8 Policy and Performance Advisory Committee work Programme 2020-21 (Pages 31 - 34)

To receive the Policy and Performance Advisory Committee work programme.

9 Forward Plan of Decisions (Pages 35 - 52)

To receive the Forward Plan of the Council.

10 Date of Next Meeting

To note that the next meeting of the Committee is scheduled to be held via Microsoft Teams on 30 November 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

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

Email: committees@lewes-eastbourne.gov.uk

Telephone: 01323 410000

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

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Policy and Performance Advisory Committee

Minutes of meeting held in Remote Meeting (via Teams) on 15 September 2020 at 3.30 pm.

Present:

Councillor Joe Miller (Chair).

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

Officers in attendance:

Millie McDevitt (Performance and Programmes Lead), Jo Harper (Head of Business Planning and Performance), Mark Langridge Kemp (Head of Property, Delivery and Compliance), Catherine Knight (Assistant Director of Legal and Democratic Services), Leigh Palmer (Interim Head of Planning), Peter Sharp (Head of Regeneration) and Ola Owolabi (Deputy Chief Finance Officer (Corporate Finance)).

Also in attendance: Councillor Emily O'Brien

9 Minutes of the previous meeting

Councillor Linington referred to minute 6f and asked for it to be recorded that whilst the Committee noted the reduction in air traffic as a result of the Pandemic, not all Members supported the reduction as there was a direct impact on Gatwick Airport as a local employer.

The minutes of the meeting held on 29 June 2020 were submitted and approved, subject to the amendment above, and the Chair was authorised to sign them as a correct record.

10 Apologies for absence

There were none.

11 Declarations of Interest

There were none.

12 Urgent Items

There were none.

13 Written Questions from Councillors

There were none.

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

14a Portfolio Progress and Performance Report 2020-21 - Quarter 1 (1 April - 30 June)

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

The status of amber for Neighbourhood Planning was a result of delays with the Chailey neighbourhood Plan. Updates were being received from the relevant project officer.

All food parcels designated for Lewes district had been distributed.

It was agreed that the Seaford Health Hub scheme would be reported back as part of the performance report without a red, amber, green (RAG) rating.

The Committee was advised that updates would be provided on the following points:

- Recycling rates in the district
- Reported incidents of fly-tipping in the district
- Car Parking issues in Newhaven Town Centre.

The ability for those residents in villages and parishes in the North of the District who are no longer able to use household waste and recycling sites in West Sussex, to continue recycling household waste was raised as an issue for the Cabinet Member with responsibility for recycling and waste to confirm.

The Committee asked that its thanks be passed on to the teams in the Council for maintaining services to residents throughout the Pandemic.

RESOLVED to note the update.

14b Review of the Development Management area of the Planning Service.

Leigh Palmer, Head of Planning, presented the report. During discussion the following points were highlighted:

- The Architects Advisory Panel was currently zero cost to the Council and

was used by architects to obtain continued professional development.

- The focus on smaller geographical areas included the South Downs National Park and Lewes District. It was felt that dedicated teams with a local connection and the ability to service those areas would prove beneficial and this had been the case.
- There were currently three vacancies in the Planning team with one semi-senior position with the South Downs National Park Authority and this equated to approximately 20 percent of the number of full time employees. The interviews for the posts would take place in early November. It was expected that there would be occasional delays between a post being vacated and then filled. As a result of Covid, the majority of the Planning team was working from home. This had been a significant change in ways of working for the Service and it had learnt how best to modify and adapt to the new environment.
- An enforcement officer post was currently being advertised. The incumbent officer was reporting live applications to the line-manager and where appropriate these would be handed on to the officer filling the post.
- As a key, front-facing service, it was important that Planning provided the quality of service deserved by residents in the District. The report captured a number of initiatives and it was expected that upon delivery of those initiatives, the level of service would improve. The Council's executive was satisfied that resources in the Planning team were sufficient to deliver on the initiatives.
- The Neighbourhood First team supported both the enforcement and application processes in the Planning team. The number of dedicated enforcement officers had been reduced, however, with the support of Neighbourhood First, the work was being carried out. Discussion with the Chair of the Planning Committee was ongoing to look at the number of applications dealt with at each meeting.
- A briefing session would be provided at the end of September on the Government's 'Planning for the Future' White Paper'. It was a consultation document and the impact of the final legislation was not yet known. The Government was still focused on the importance of local planning and the development of neighbourhood plans. It was noted that the impact of staffing and performance as a result of the proposed legislation would be a consideration in the response.
- The inclusion of performance indicators to reflect planning enforcement would be considered.

RESOLVED:

- 1) That the report be noted; and
- 2) That progress on the action points in the report be reported back to the

Committee at a future meeting.

15 Requested reports due for consideration by the Cabinet on 24 September 2020:

15a Recovery and Reset Programme

Jo Harper, Head of Business Planning and Performance, presented the report. During Discussion the following points were highlighted:

- Digital Democracy was a programme that used new technology to support areas such as virtual meetings. The Council would continue to look at new ways of using technology to improve efficiency in the future.
- The Tactical Restart team comprised several heads of service across the organisation and was chaired by the Assistant Director of HR and Information.
- In terms of the public engaging digitally with Council services, it was recognised that there were individuals who would be unable to access the Council digitally and options would be provided that were not digital and provided the same level of access. The Council was looking at various options as an alternatives to physical drop-ins to Council Officers by users of Council services.
- Part of the remit of the Council's Joint Recovery and Reset Board would be to look at issues that impacted jointly across both authorities. However, the sovereignty of the authorities would be maintained and it was recognised that there were issues that would not be jointly discussed. The Board's relationship with the Joint Staff Advisory Committee was still being considered.
- All options were being considered when looking at the Council's assets and the key points were to bridge the gap in the budget and ensure that the Council, as an organisation, was fit-for-purpose and future proofed.
- The Recovery and Reset Programme was designed to fit in with the Council's corporate priorities and creating sustainable community wealth was a key component. The Programme was primarily designed to address financial challenges in line with the Council's policies. The Centre for Local Economic Strategies was undertaking research work for the Council and would report back to the Council with its findings in October.
- There would be regular Recovery and Reset Programme reports to the Cabinet and the Policy and Performance Advisory Committee would also have an opportunity to scrutinise the reports as part of its role.

- Existing powers of delegation in terms of decision making would be maintained, however, it was recognised that a number of decisions within the Programme would be time-critical and delegation to the Chief Executive of those decisions was necessary. The Recovery and Reset Programme would be a standing item on the Cabinet agendas.
- All areas of the Council's business would be looked at to ensure that best value was achieved and the Council was operating as efficiently as possible.

The Committee requested that the Programme reflect all aspects of community wealth across the District including Council services and local employment opportunities, retaining money within the local economy, and supporting residents who previously commuted out of the district by enabling local work-spaces and supporting facilities.

RESOLVED:

- 1) To support the recommendations in the report subject to the following amendment being considered

1a) that the report reflects consideration of the wider District within the Recovery and Reset Programme.

15b Wave Leisure partnership support

Philip Evans, Director of Tourism and Leisure, presented the report. During discussion the following points were highlighted:

- It was noted that a proposed amendment to a motion at a previous Full Council, for additional funding for a Wave Leisure programme, had not been supported.
- It was requested that the Cabinet write to the Government to encourage support for Leisure Centres and for policy to be amended to allow the centres to operate.
- It was requested that part, or a proportion of the loan could be provided as a grant, in order to assist in a speedier recovery. It was confirmed that the recommendation was for a loan and for delegated authority to be given to the Chief Executive in consultation with the lead members for Finance and Tourism.
- It was confirmed that the loan would be repaid over a ten year period and the interest involved had been included in the calculations. It was further confirmed that the funding to Wave Leisure had reduced to zero in the last year as part of a five-year agreement.

RESOLVED:

- 1) To support the officer recommendations in the report subject to the following amendments being considered by the Cabinet:
 - 1a) That the Cabinet write to the Government and ask that financial support be provided for leisure centres and that policy and legislation be considered that allows leisure centres to operate; and
 - 1b) That the Cabinet consider providing the £500,000 loan instead as an interest free loan or grant (or part grant) to Wave Leisure Trust.

15c UTC, Newhaven

Mark Langridge-Kemp, Head of Property, Delivery and Compliance and Peter Sharp, Head of Regeneration, presented the report. During discussion, the following points were highlighted:

- Discussions on the use of the UTC were taking place with a number of partners. Until proposals had been discussed and finalised with National Maritime (who may wish to use a large part of the building) it remained prudent to continue dialogue with the other stakeholders.
- The refurbishment costs were around the separation of services and how the air-handling would be controlled by different users. The equipment in the UTC was relatively new and could be reused if it was made available.
- National Maritime had the use of apprenticeships in the maritime sector as one of the key areas of its business model.
- The Brighton Aldridge Community Academy, who had previously utilised the UTC site, would be contacted to determine any level of interest, as requested.
- The remainder of the Railway Quay had been cleared and was being looked at for use as a sustainability hub. Government had offered project funding of £500,000 to Newhaven.

RESOLVED to support the recommendations in the report in full.

16 Cabinet Forward Plan of Decisions

The following items from the Forward Plan were requested for inclusion on the agenda for the Committee's next meeting on 3 November:

- Local council tax reduction scheme
- Wave Leisure Trust Annual Review 2019/2020

- North Street Quarter - update on delivery

RESOLVED to note the Cabinet Forward Plan of decisions.

17 Policy and Performance Advisory Committee Work Programme 2020/21

It was requested that the following items be added to the Committee's work programme:

- An update from the Planning Service.
- The Council's approach to development and sustainability on public sector sites in Newhaven.

RESOLVED to note the Committee's work programme

The meeting ended at 5.50 pm

Councillor Joe Miller (Chair)

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Report to: Policy and Performance Advisory Committee

Date: 3 November 2020

Title: Chair of Lewes District Council's Civic Programme

Report of: Simon Russell, Committee and Civic Services Manager

Ward(s): All

Purpose of report: To consider (a) the Chair's 2019/20 civic programme and (b) the civic programme for the forthcoming year and budget provision.

Officer recommendation(s): To note the report

Contact Officer(s): Name: Caroline Hanlon
Post title: Civic and Member Services Officer
E-mail: caroline.hanlon@lewes-eastbourne.gov.uk
Telephone number: 01273 085030

Information

- 1 The role of the Chair of the Council is as detailed in the Constitution:
- To Chair Council Meetings.
 - To focus his/her activities on the communities of the District (including communities of interest, as well as geographical ones) and, by focusing on the Council's priorities, strengthen links between those communities and the Council.
 - To act as an enabler and ambassador by arranging meetings between the Council and other parties for the benefit of the District.
 - To celebrate those people or groups in the District who do extraordinary things to help others in the community, and to recognise those whose everyday lives are a challenge but who succeed in spite of their difficulties.
 - To celebrate successes of partners involved in major projects with the Council, particularly projects steered by the voluntary sector.
 - To encourage activities that recognise and support staff.

2 Chair's engagements 2019/20

- 2.1 During the year 2019/20, 51 engagements were carried out by the Chair (Councillor Stephen Gauntlett) and Vice-Chair (Councillor Adrian Ross), excluding Council meetings. It is worth noting that it is not the volume of engagements that a Chair manages to attend or host during their year of office but the 'quality' of the engagements in terms of the local community that is important.
- 2.2 A 'quality' engagement is one which is in support of the Council's priorities and which takes place within the District. If the Chair is invited to attend an event hosted by a Mayor/Chairman of a neighbouring authority, unless the event is something that will enhance or support this Council's priorities and those of its residents, then the Chair is advised not to accept in an official capacity. He/she can of course attend if they wish but attendance is then financed by the Chair themselves.
- 2.3 One of the first events of 2019/20 attended by the Chair was a meeting with Tor Lawrence, Chief Executive of Sussex Wildlife Trust to discuss the Chair's theme of office and to look at extending a version of Greenhavens to inland areas of District
- 2.4 The Chair's theme of office for 2019/20 continued to be 'to encourage and affirm wildlife conservation throughout the District, particularly with young people'. Councillor Gauntlett attended a variety of engagements in order to develop this theme, such as the Friends of Brickfield Children Nature Hunt and picnic, the Friends of Castle Hill Nature Reserve Open Day and "opening" of pond, and a talk by Professor Dave Goulson at Southover House on ecological corridors and bees.
- 2.5 In January 2020, Holocaust Memorial Day was marked in Lewes by events held at the Depot Cinema and Trinity St John Sub Castro, following the theme for the year, 'Standing Together'. The events were organised by the Lewes Holocaust Memorial Day Group, and supported by Lewes District Council, Lewes Town Council, and the Depot Cinema. The leaflets and posters for the events were once again produced by the Council's Printing Services team
- 2.6 The Mayor of Lewes for 2019/20, Councillor John Lamb, hosted a launch event for Holocaust Memorial at Lewes Town Hall on Friday 24 January, and this was followed by an event entitled 'Coming Together Through Music' at Trinity St John Sub Castro on Saturday 25 January, at which the Chair provided the closing remarks
- 2.7 On Sunday 28 January, the film 'Life Is Beautiful', was shown at Depot Cinema, followed by the event, 'Music and Poetry: Standing Together' which featured local musicians, and poets who gathered to reflect upon the 2020 theme from a variety of different perspectives. The events were successful and very well-attended
- 2.8 Planning for the 2021 Holocaust Memorial events, following the theme, 'Be The Light In The Darkness' is currently underway, however due to the difficulties

surrounding Covid-19, events may be on a smaller scale in January. Lewes District Council will provide the usual support, including design and printing of leaflets and posters, and attendance by the Chair at events where appropriate.

- 2.9 Lewes Heritage Open Days (12-15 September 2019) was once again supported by Lewes District Council. A launch event hosted by the Chair was held at Lewes House on Thursday 29 August, at which the Chair provided welcome remarks
- 2.10 In 2019/20, the Chair attended events as diverse as award ceremonies, community picnics and nature hunts, exhibitions, theatre productions, AGMs, remembrance events, and concerts
- 2.11 27% of the Chair's engagements took place outside the boundaries of the District, all of which were in support of the Council's initiatives. These included the Sussex Armed Forces Briefing at Crawley Army Reserve Centre, the 77th Anniversary of the Dieppe Raid Commemorations in Dieppe, Her Majesty's Lord-Lieutenants of Sussex Presentation of awards ceremony at Christ's Hospital School, Horsham and the 3VA Annual General Meeting 'Sustainability for the years ahead' at the Welcome Building, Eastbourne.

3 Year 2020/21

- 3.1 Councillor Adrian Ross's theme of office for 2020/21 is "A Green Recovery, Environmental Action and a Fair Society".
- 3.2 It is not possible at this time to set out a detailed programme for the whole year; this has still to be determined.
- 3.3 Councillor Ross has written to a wide range of charities and organisations within the District to inform them about his theme, and to ask if they would benefit from his assistance in promoting their work and increasing awareness about any relevant projects or initiatives. Planning is currently underway for a programme of visits/meetings with the organisations who have requested his help
- 3.4 Before his term comes to an end, Councillor Ross also hopes to recognise the 'Community Champions' in the District who have gone over and above to help others during the Covid-19 pandemic. This is likely to take the form of a cross-departmental initiative, involving the HR team and the Business Planning & Performance team, however details are yet to be confirmed

4 Covid-19

- 4.1 Due to the Covid-19 pandemic, many events and engagements that the Chair would usually attend have been cancelled or postponed. The 78th Anniversary of the Dieppe Raid Commemorations did go ahead in Dieppe on 18-19 August, however unfortunately the Chair and other UK dignitaries were unable to attend
- 4.2 Events at Lewes House usually hosted by the Chair in the Autumn, such as the Bonfire Night event for staff and dignitaries, and the Santa's Grotto event for Lewes Late Night Shopping have been cancelled this year. However Councillor

Ross continues to attend socially-distanced, Covid-safe meetings and events where possible, including many online remote meetings

5 Financial Appraisal

- 5.1 The total budget available to Councillor Gauntlett as Chair of the Council in the municipal year 2019/20 was £10,000. Total expenditure incurred was £8,169.32.
- 5.2 At the end of the civic term 2019/20, during the Coronavirus pandemic, Councillor Gauntlett donated £1,050 from his remaining budget to seven food banks in the District who were going over and above to assist residents.

6 Legal Implications

- 6.1 There are no legal implications arising from this report.

7 Risk Management Implications

- 7.1 There are no risk management implications arising from this report.

8 Equality analysis

- 8.1 This is a routine, procedural report with no potential for negative impacts. Therefore, an Equality Analysis is not required.

9 Appendices

- Appendix 1 – Chair's engagements 20 May 2019 – 20 July 2020



Lewes District Council

**Southover House
Southover Road
Lewes, East Sussex BN7 1AB**

Civic & Member Services Officer: 01273 085030

**CHAIR
Councillor STEPHEN GAUNTLETT**

**VICE-CHAIR
Councillor ADRIAN ROSS**

caroline.hanlon@lewes-eastbourne.gov.uk

**CHAIR'S ENGAGEMENTS
20 May 2019 – 20 July 2020**

2019		
Saturday 8 June	7pm	Chair and Consort: To attend the Royal Society of St George (Seahaven Branch) formal dinner to commemorate the official birthday of HM The Queen at the Best Western Lansdowne Hotel, Eastbourne.
Monday 10 June	2.30pm	Chair: To attend a meeting for newly elected Chairs and Mayors with the Lord Lieutenant of East Sussex at Brighton Town Hall.
Monday 10 June	7pm	Chair and Consort: To attend AGM of Egrets Way at St. John sub Castro, Lewes.
Tuesday 11 June	7pm	Chair: To attend and speak at the Seaford Community Partnership AGM at St Leonard's Church Hall, Seaford.
Monday 17 June	2pm	Chair: To meet with Tor Lawrence, Chief Executive of Sussex Wildlife Trust regarding the Chair's theme of office and the Greenhavens Network in Henfield.
Tuesday 18 June	4pm	Chair and Consort: To attend the High Sheriff of East Sussex's Summer Reception at Charleston Manor.
Thursday 20 June	6.30pm	Chair: To attend the Sussex Armed Forces Briefing at Crawley Army Reserve Centre.
Friday 28 June	10.50am	Chair: To attend a ceremony at the Lewes War Memorial to commemorate the 100 th Anniversary of the signing of the Treaty of Versailles, organised by Lewes Old Grammar School.
Saturday 29 June	11am	Chair: To attend the Seahaven Veterans and Armed Forces Day at the Martello Fields, Seaford.
Friday 5 July	10am	Chair and Consort: To explore Castle Hill Local

2019		
		Nature Reserve with Council officers Thyone Outram and Kim Dawson for 'Bees' Needs Week', with a focus on pollinating insects.
Sunday 7 July	5.30pm	Chair and Consort: To attend the Lord Lieutenant's Champagne Reception followed by Open Air Concert and Beating Retreat, at Herstmonceux Castle.
Wednesday 24 July	6pm	Chair and Consort: To attend Landport Residents' Association annual Community BBQ on Eridge Green, Landport, Lewes.
Friday 26 July	12pm	Chair and Consort: To attend the Friends of Brickfield Children Nature Hunt and picnic, Brickfield, Lewes.
Thursday 1 August	12.45pm	Chair: To draw the Rotary Club of Lewes Raffle and give a speech, at the White Hart Hotel Lewes.
Sunday 4 August	11am	Chair: To attend the Friends of Castle Hill Nature Reserve Open Day and "opening" of pond at Castle Hill Nature Reserve.
Tuesday 6 August	6pm	Chair and Consort: To attend Chair of ESCC's Summer Reception.
Sunday 11 August	12.30pm	Chair: To attend the Newhaven Town Council 77th Anniversary of the Dieppe Raid commemorations and to lay a wreath, Newhaven
Sunday 18 – Monday 19 August		Chair and Consort: To attend the 77 th Anniversary of the Dieppe Raid commemorations in Dieppe, France and to lay wreaths at each site.
Thursday 29 August	5pm	Chair: To host the Heritage Open Days weekend 2019 Launch at Lewes House and to provide the welcome remarks
Saturday 31 August – Sunday 1 September		Chair and Consort: To attend visits to various Artwave 2019 venues
Thursday 5 September	5.30pm	Chair: To attend the opening of 'Stories Seen Through a Glass Plate-Lewes High Street: Retail Retold' at Lewes Town Hall
Sunday 29 September	6pm	Chair and Consort: To attend a charity performance of 'If I Catch Alphonso, Tonight!' to celebrate the 10 th Anniversary of the East Sussex High Sheriff's Fund at Folkington Manor, Polegate
Thursday 17 October	12pm	Chair: To join the civic line-up and be presented to HRH The Duchess of Cornwall at Ditchling Museum of Art + Craft, Ditchling
Sunday 20 October	9.30am	Chair and Consort: To attend Lewes Town Council's Civic Church Service at Trinity South Malling, Church Lane, Lewes
Tuesday 22 October	6.30pm	Chair and Consort: To attend Her Majesty's Lord-Lieutenants of Sussex Presentation of awards ceremony at Christ's Hospital School, Horsham
Thursday 24 October	4pm	Chair and Consort: To attend a talk by Professor Dave Goulson entitled 'The importance of

2019		
		pollinators and biodiversity', at Southover House, Lewes
Friday 25 October	4.30pm	Chair and Consort: To attend the High Sheriff of East Sussex Judges' Service at St Anne's Church, Lewes followed by a reception.
Tuesday 5 November	5pm	Chair and Consort: To host the annual Bonfire Night celebrations at Lewes House, Lewes.
Sunday 10 November	9.45M	Chair: To attend Newhaven Town Council's Remembrance Sunday service at St Michael's Church, Newhaven and to lay a wreath the war memorial.
Sunday 10 November	2pm	Chair: To attend Lewes Town Council's Remembrance Sunday service and to lay a wreath at the War Memorial, Lewes.
Tuesday 12 November	10.30am	Chair: To attend the Commonwealth War Graves Service of Remembrance and lay a wreath at Seaford cemetery.
Thursday 14 November	7pm	Chair and Consort: To attend the Lewes Youth Music Concert at Lewes Town Hall
Sunday 17 November	3pm	Chair and Consort: To attend HOMELINK's 20 th Anniversary Gala at Glyndebourne Opera House
Saturday 23 November	8am	Chair and Consort: To attend the East Sussex Prayer Breakfast at East Sussex National Golf Resort in Uckfield.
Saturday 23 November	4.30pm	Chair and Consort: To attend Seaford Town Council's ceremony for Honorary Freeman of the Town at St Leonards Church, followed by a reception at 'The View', Seaford Head
Wednesday 27 November	2pm	Chair: To attend the Military Preparation College Eastbourne Awards Ceremony at Kings Centre, Eastbourne
Saturday 30 November	7pm	Vice-Chair: To attend the Peacehaven Players performance of 'Sleeping Beauty' at the Meridian Centre, Peacehaven.
Sunday 1 December	6.30pm	Chair and Consort: To attend the Friends of Arundel Cathedral 'Pontifical Sung Vespers' at Arundel Cathedral.
Thursday 5 December	5.30pm	Chair: To host the Santa's Grotto at Lewes House for Lewes Late Night Shopping 2019.
Sunday 8 December	3pm	Chair and Consort: To attend the HOMELINK Christmas Concert by the Ashdown Singers followed by coffee and mince pies at the Church of St Thomas More, Seaford.
Wednesday 18 December	12.30pm	Chair: To co-host a Christmas mulled wine and mince pies event for staff and Councillors in the Mezzanine kitchen, Southover House
Thursday 19 December		Chair and Consort: To attend Headway East Sussex's mince pies and carols event, and to present them with a letter of thanks for their design of the Chair's Christmas card 2019.

2019		
2020		
Thursday 23 January	9.30am	Chair: To attend the 3VA Annual General Meeting 'Sustainability for the years ahead' at the Welcome Building, Eastbourne.
Thursday 23 January	6.30pm	Chair: To attend Eastbourne's Holocaust Memorial Day event at the Welcome Building. Eastbourne.
Friday 24 January	6pm	Chair: To attend the launch of the Lewes Holocaust Memorial Day events 2020 at Lewes Town Hall
Saturday 25 January	7.30pm	Chair: To provide the closing remarks at the Lewes Holocaust Memorial Day Group's event 'Standing Together' at St John Sub Castro.
Sunday 26 January	9.45am	Chair: To attend a service to mark 900 years of history at St Michael's Church, Newhaven
Wednesday 12 February	12.30pm	Chair: To speak at Seaford Rotary Club lunch.
Friday 28 February	5pm	Chair and Consort: Chair to jointly open the Lewes Light festival with the Mayor of Lewes at Lewes Town Hall.
Wednesday 4 March	7.30pm	Vice Chair: To attend Barcombe Scouts' Democracy Night and to explain the role and workings of the District Council at Lewes Town Hall.
Saturday 4 July	N/A	Chair and Consort: To watch the newly elected Mayor of Seaford's Virtual Civic Service, including a pre-recorded welcome by the Chair.

Report to:	Policy and Performance Advisory Committee
Date:	3 November 2020
Title	Recovery and Reset Programme
Exemption:	None
Report of:	Robert Cottrill, Chief Executive
Ward(s):	All
Purpose of Cabinet report:	To update on progress of the Recovery and Reset Programme and wider District wide recovery
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 – **Recovery and Reset Programme**

Report to:	Cabinet
Date:	12 November 2020
Title:	Recovery and Reset Programme
Report of:	Robert Cottrill, Chief Executive
Cabinet member:	Councillor James MacCleary, Leader of the Council, Chair of Cabinet and Cabinet member for regeneration and prosperity Councillor Zoe Nicholson, Deputy leader of the Council and Cabinet member for finance and assets
Ward(s):	All
Purpose of report:	To update on progress of the Recovery and Reset Programme and wider District wide recovery
Decision type:	Key
Officer recommendation(s):	Cabinet to; (1) note the progress made with the Recovery and Reset Programme, and (2) agree an allocation of £250k to be added to the capital programme to ensure immediate start of the Council's Recovery & Reset work.
Reasons for recommendations:	The Recovery and Reset Programme provides a structured and accountable approach for delivering the level of significant organisational change needed to respond to current and future challenges.
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 At the last meeting of Cabinet, the Recovery and Reset Programme was approved, and it was agreed, amongst other decisions, that;
- The Corporate Plan priorities for delivery in 2020/21 (set out in that report) would form the context for the Council's Recovery and Reset

- objectives,
- The Recovery and Reset Programme would consider the wider district and the outcome of the community wealth building programme as part of the overall Programme, and
- Further update reports on the progress of the Recovery and Reset Programme would be provided on a regular basis.

This report provides Cabinet with an update on progress, in the context of these decisions.

- 1.2 Cabinet will recall that the purpose of the programme is to tackle the financial, organisational and district-wide challenges we are facing. These challenges result from the Covid-19 pandemic, the resultant economic climate and the changing needs and demands of our residents, all of which need to be addressed in a sustainable way. The council faces a budget shortfall of around £12m over the next four years (Medium Term Financial Strategy (MTFS) period). The Recovery and Reset Programme will deliver significant changes in the way the council operates which are needed to meet these challenges and to oversee the council's response to the Covid pandemic, helping to support a district-wide recovery.
- 1.3 As was explained in the previous report, there needs to be a fundamental reset of the council's plans, and budgets, to respond to this challenging situation and to ensure they are sustainable and resilient in the long term. This reset is being undertaken at pace. This report will update on progress and also request the allocation of resource to help move the programme forward quickly.
- 1.4 There will continue to be a clear focus on continuing to deliver the council's Corporate Plan priorities which are;
- To deliver services right first time
 - To provide leadership to the district on tackling climate emergency
 - To create sustainable community wealth
 - To build homes that people can afford to live in.

Ensuring that we utilise the council's assets and its' resources to support our local economy and community in particular, is central to the way in which the council's Recovery and Reset plans are being shaped.

2 Community Wealth Building – in the district

- 2.1 The council hosted a recovery summit in July this year and a follow up event in October. These two events focused on how a community wealth building (CWB) approach can be applied to the recovery of the district following the Covid pandemic, and resultant economic challenges. Community wealth building uses the combined power of institutions, businesses and communities and aims to retain as much wealth as possible in the local economy,
- Creating **opportunity** locally;
 - Creating new local **jobs**; and
 - New locally owned **enterprises**

There are five main elements to CWB, which are;

- Shared ownership of the economy between public, business and community sectors
- Making financial power work for local places
- Fair employment and just labour markets
- Progressive procurement of goods and services
- Socially productive use of land and property

2.2 Through these summit events it has been agreed that there will be a continued multi-agency focus on recovery planning, by the council along with its strategic partners, on;

- Targeting and addressing inequality in the district
- Widening the mutual interest in anchor institutions as a power for good via the East Sussex Recovery strategy work
- Digital inclusion
- How we re-use, re-think and re-purpose the assets we all use and own across the district
- Connecting the greening of our economy with creating employment opportunities

A third summit is planned for the New Year which will update on progress in these priority areas, and ensure a focus on this important recovery work is maintained in the district.

3. Community Wealth Building – within the council

3.1 In its Corporate Plan, the council has made a commitment to community wealth building in its own work. As well as working with partners to do this, as outlined above, the council is also looking to see what actions it can take directly which will contribute to achieving these objectives. To this end the Centre for Local Economic Strategies (CLES) were commissioned to undertake a study and consequently offer recommendations to the council. That study is now almost complete and a report setting out its recommendations for Cabinet's consideration will be presented in December 2020.

3.2 The Recovery and Reset Programme will be the main vehicle the council will use to ensure that CWB principles are embedded within its work. In each of the sections below, further details are provided as to how this is starting to be considered.

3.4 Further to this, in order to ensure a CWB approach is taken to procurement activity within the programme in particular, an officer has been seconded to advise and lead on strategic procurement issues, both for the programme, and more widely across the council.

4 Progress with Recovery and Reset

4.1 The Council's recovery and reset programme has started well. Key staff are in

place to progress each area and programme management arrangements have been established. The Joint Member Board which was agreed at September's Cabinet meeting will meet for the first time shortly. Sitting on the Board from LDC will be; the Leader, Deputy Leader and an opposition representative. Similar representation has been agreed from Eastbourne Borough Council.

4.2 An early priority has been to communicate the programme to staff and to explain its purpose, why it is needed and how it will affect them. Given that most staff are working remotely it has been vital to ensure clear communications have been provided. This has been achieved through written briefings, video presentations and the council's intranet. A Managers' Reference Group and Staff Experience Group have been set up to enable a continuing dialogue with staff throughout the programme.

4.3 Members will recall that the programme has four pillars; best use of digital, reshaping delivery, best use of assets, and restart. The progress that has been made in each of these areas is set out below;

4.4 Reshaping Delivery

This pillar is focused on changing the way we deliver services, responding to our changing customer needs and adapting to the challenges created by the Covid pandemic. As future service options are explored, consideration will be given to procurement options which would further community wealth building objectives, such as in-sourcing, use of local SMEs and adding social value.

- Cutting across the Digital and Reshaping Delivery pillars is our Workplace 2021 programme. With most staff working from home, options to support customer interactions (including opportunities to work collaboratively with partners) are currently under consideration, and are likely to include video interfaces, particularly in the short term.
- The reshaping of Customer First will be the next area of focus in this workstream. It is expected that this work will be completed by the end of the financial year. Opportunities for reshaping other service areas (in line with delivery of the Corporate Plan priorities) will also be considered beyond this.

4.5 Best Use of Digital

This part of the programme brings together work that was already in train with new projects to increase our automation and self-service options and to deliver a step change in how the council makes use of technology to respond effectively to the challenges faced and the changing demands of customers. The pillar will also be used to explore further and to implement approaches for supporting and progressing digital inclusion across the district. Recent key successes include;

- The housing Cx system will achieve full implementation, with the delivery of on-line housing applications by the end of November 2020.
- Our document retention and disposal programme is ensuring that we are

only retaining essential documents, which has significantly reduced our physical and digital storage requirements.

4.6 Best Use of Assets

Under this pillar, the councils approach to its assets and commercial investments will be reviewed to ensure that we use these to deliver economic wellbeing in our community. Alongside this we will be using our capital programme to enable the implementation of our key priorities to support our local economy and community. These reviews will be legally and financially complicated, large pieces of work which will follow already established governance procedures agreed with elected members, such as the Strategic Property Board. Central to the work of this pillar will be the principles and recommendations provided to embed community wealth building.

4.7 Restart

The Restart pillar has continued the work started as the council came out of lockdown, looking to aid the recovery of the district through economic development work, supporting tourism and working with other agencies to ensure the welfare of local people experiencing hardship due to Covid-19. Progressing the CWB agenda will be central to this work. So far there has been a focus on;

- Ensuring the council is ready to respond through the Community Hub partnership, should a second lockdown be required locally. Trained staff are ready for deployment to the Hub helpline, if required.
- Securing further funding from Government to continue to support those experiencing homelessness in the district, following the 'all in' requirement at the start of lockdown in March.
- Ensuring the Centre for Local Economic Strategies' CWB recommendations, once adopted, are implemented within the programme, in line with corporate plan priorities, and that the Recovery and Reset Board is led by these principles and recommendations as well as the Corporate Plan priorities.
- Following the second Lewes district Recovery Summit, to ensure that work is progressed in line with priorities, as set out in para 2.2 of this report.
- Working with both Team East Sussex and the Greater Brighton Economic Board to ensure CWB principles are built into, and progressed within, multiagency Recovery Plans.
- Ensuring that the council's own emergency planning, business continuity and health and safety plans are sufficient to support its operations through further phases of the pandemic.

5 Programme Governance and Delivery

- 5.1 The cross party Recovery and Reset Board which was agreed at Cabinet in September is due to meet for the first time shortly. Other relevant officer boards and steering groups are also in place for each of the pillars and are meeting regularly to plan and progress the work. Regular oversight of the programme is also being undertaken by CMT.
- 5.2 As has been previously stressed, this is a large programme which will require a significant level of organisational change to deliver. As such, there is a need for dedicated, time-limited resource to support the work. To maintain pace, Cabinet is requested to agree £250,000 to be allocated from the capital programme to enable investment in IT systems and for extra resources needed for early stages of delivery. A request has also been made to Eastbourne Borough Council for the same level of contribution.
- 5.3 In addition to this initial request, it is expected that there will be further capital requirements for investment in aspects of the programme in due course. Cabinets' agreement to this additional expenditure will be sought as part of the forthcoming annual budget setting process.

6 The Financial Challenge

- 6.1 As was noted above, it is currently estimated that a cumulative budget shortfall of around £12m is expected in meeting the cost of the council's services over the 4 year MTFS period. A number of scenarios are currently being modelled which will be reviewed as part of the Recovery and Reset timeline and delivery plans.

7 Corporate plan and council policies

- 7.1 The Programme has been developed being mindful of the priorities set out in the council's Corporate Plan for 2020-2024. Although it is set out within the Programme purpose to have a 'continued focus on the Corporate Plan priorities', Cabinet should note that the level of financial pressure on the council may mean that a further review of Corporate Plan priorities may be required, to ensure that the level of ambition articulated remains realistic.

8 Financial appraisal

- 8.1 The Medium Term Financial Strategy was presented to Cabinet in September and provided an initial update on the Council's current financial position and potential future outlook. This demonstrated the need for the Recovery and Reset Programme in order to address the significant financial challenges being faced which are set out in this report.

9 Legal implications

- 9.1 The Council's Financial Procedure Rules permit Cabinet to approve capital projects up to a cumulative value of £500,000 (for General Fund purposes) in any one financial year. The allocation of £250,000 to the capital programme, as

recommended by this report, is within that limit since no other allocation has been made during 202/21. Accordingly, Cabinet has authority to approve the allocation.

At the point where the cumulative value of the proposed capital programme in any financial year would exceed £500,000, expenditure may not proceed without full Council approval.

Lawyer consulted 14.10.20 Legal ref: 009602-JOINT-OD

10 Risk management implications

- 10.1 The risks within this programme will be regularly assessed and managed as part of the programme and project management activities. The identification and management of any significant risks in relation to the programme will be reported to CMT and the Joint Member Board, along with mitigation plans to address them.

11 Equality analysis

- 11.1 An equality analysis will be undertaken for each Pillar of the programme and the outcomes, including any action plans required, will be reported to and monitored by, CMT.

12 Environmental sustainability implications

- 12.1 A number of the projects within the programme have sustainability implications. These implications will be considered as the detailed project plans are established for each project, being mindful of the council's stated objective, as set out in the Corporate Plan, of achieving net carbon zero by 2030.

13 Background papers

Cabinet report - Council's Response to Covid-19 (7 May)

Cabinet report - Initial Financial Assessment of Covid-19 (7 May)

Cabinet report - Financial Assessment of Covid-19 Update (11 June)

Cabinet report - Recovery Planning (9 July)

Cabinet report – Recovery and Reset (24 September)

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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
Review of the Development Management area of the Planning Service.	Leigh Palmer, Head of Housing and Development leigh.palmer@lewes-eastbourne.gov.uk	15 September 2020
Recovery and Reset Programme (including Corporate Plan 2020-2024 work plan 20/21)	Jo Harper, Head of Business Planning and Performance jo.harper@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
UTC, Newhaven	Peter Sharp, Head of Regeneration peter.sharp@lewes-eastbourne.gov.uk	15 September 2020
Wave Leisure Partnership support	Phil Evans, Director of Tourism and Enterprise philip.evans@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	03 November 2020
Recovery and Reset Programme	Jo Harper, Head of Business Planning and Performance jo.harper@lewes-eastbourne.gov.uk	03 November 2020
Wave Leisure Partnership Support update	Phil Evans, Director of Tourism and Enterprise philip.evans@lewes-eastbourne.gov.uk	30 November 2020
		30 November 2020

Policy and Performance Advisory Committee Work Programme 2020/2021

Quarterly Performance report Q2	Millie McDevitt, Performance & Programme Lead millie.mcdevitt@lewes-eastbourne.gov.uk	
Local council tax reduction scheme	Bill McCafferty, Revenues and Benefits Manager, bill.mccafferty@leweseastbourne.gov.uk	30 November 2020
North Street Quarter - update on delivery	Beverley Lucas, Specialist Project Manager, beverley.lucas@lewes.gov.uk	30 November 2020
Recovery and reset Programme	Jo Harper, Head of Business Planning and Performance jo.harper@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
Update on the review of the Development Management area of the Planning Service.	Leigh Palmer, Head of Housing and Development leigh.palmer@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	15 March 2021
The Council's approach to development and	Leighton Rowe, HEDP Development Project Manager	TBC

Policy and Performance Advisory Committee Work Programme 2020/2021

sustainability for public sector sites in Newhaven	leighton.rowe@lewes-eastbourne.gov.uk	
Tourism in the District	Helen Browning-Smith, Tourism and Culture Manager Helen.Browning-Smith@lewes-eastbourne.gov.uk	TBC

Standing Items at all meetings of the Committee

- Forward Plan of Decisions
- Policy and Performance Advisory Committee Work Programme

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Lewes District Council

FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 October 2020 to 31 January 2021

Date of publication:

14 October 2020

Membership of Cabinet:

Councillor James MacCleary: Leader of the Council and Chair of Cabinet

Councillor Zoe Nicholson: Deputy leader and Cabinet member for finance and assets

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:
Recovery and reset programme This report will update on progress with the R&R programme agreed at September Cabinet (Lead Cabinet members: Councillor James MacCleary and Zoe Nicholson)	All Wards	Key	Cabinet	12 Nov 2020	Open	Detailed in the report	Report	Chief Executive (Robert Cottrill) Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk , Lee Banner, Transformation Programme Manager Tel: 01323 415763 lee.banner@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>Response to the Government's 'Planning for the Future' White Paper</p> <p>Report on the Council's submitted responses to the consultations on the Government's 'Planning for the future' White Paper and 'Changes to the current planning system' proposals for reforming the planning system.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Non-Key	Cabinet	12 Nov 2020	Open	Consultation with members at briefing session	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> <p>Matt Hitchen, Senior Planning Policy Officer Tel: (01323) 415253 matt.hitchen@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
North Street Quarter - update on delivery The report will provide a further update on scheme delivery. (Lead Cabinet member: Councillor Zoe Nicholson)	All Wards	Key	Cabinet	12 Nov 2020	Fully exempt Exempt information reasons: 3, 5	Public consultation has previously taken place during the planning application stages of the permitted scheme, and at subsequent points during its more detailed design. Public workshops have taken place on proposed improvements to Pells and Mallings Recreation Areas.	Document	Director of Regeneration and Planning (Ian Fitzpatrick) Beverley Lucas, Specialist Project Manager Tel: 01273 085523 beverley.lucas@lewes.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 and reset programme This report will update on progress with the R&R programme agreed at September Cabinet. (Lead Cabinet member: Councillors James MacCleary and Zoe Nicholson)	All Wards	Key	Cabinet	10 Dec 2020	Open	As detailed in the report.		Chief Executive (Robert Cottrill) Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk Lee Banner, Transformation Programme Manager Tel: 01323 415763 lee.banner@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>Local council tax reduction scheme</p> <p>To approve the local council tax reduction scheme and agree any amendments as necessary. It is a legal requirement that the council approve the scheme annually.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet Full Council	10 Dec 2020 22 Feb 2021	Open	With such persons and groups as the council considered likely to have an interest in the operation of the scheme.	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Bill McCafferty, Revenues and Benefits Manager Tel: (01323) 415171 bill.mccafferty@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
Draft budget proposals 2021/22 Preparation of the 2021/22 council budget. (Lead Cabinet member: Councillor Zoe Nicholson)	All Wards	Key	Cabinet	10 Dec 2020	Open	Policy and Performance Advisory Committee	Report	Chief Finance Officer (Homira Javadi) Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) ola.owolabi@lewes-eastbourne.gov.uk Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 andrew.clarke@lewes-eastbourne.gov.uk

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Council tax base and non-domestic rate income for 2021/22</p> <p>The Council is required to set its council tax base and the expected business rate income for the forthcoming year. These calculations are used as the basis for the amount of income the Council will precept from the collection fund.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	10 Dec 2020	Open	Policy and Performance Advisory Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 andrew.clarke@lewes-eastbourne.gov.uk</p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) ola.owolabi@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	10 Dec 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

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:
Portfolio progress and performance report quarter 2 - 2020-2021 <p>to update members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 2 2020/21 period.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Non-Key	Cabinet	10 Dec 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 2 - 2020-2021</p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 2 2020/2021 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	10 Dec 2020	Open	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:
Community safety partnership annual report Receipt of annual report to note. (Lead Cabinet member: Councillor Johnny Denis)	All Wards	Non-Key	Cabinet	10 Dec 2020	Open	An ongoing process of engagement is in place to help assess and evaluate the success of projects and other measures supported by the Partnership.	Report	Director of Regeneration and Planning (Ian Fitzpatrick) Oliver Jones, Strategy and Partnership Lead Tel: 01323 415464 Oliver.Jones@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>Community Infrastructure Levy Charging Schedule Review</p> <p>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.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Key	Cabinet	10 Dec 2020	Open	<p>At the viability study stage: through consultation software (inovem), with agents and developers/housebuilders, February/March 2020</p> <p>At the CIL Draft Charging Schedule stage: through consultation software (inovem), all members of the public, June/July 2020</p>	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Estelle Maisonnial, Senior Planning Policy Officer (Infrastructure) estelle.maisonnial@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>Report on the Memorandum of Understanding between Environment Agency and Lewes District Council relating to coastal risk management at Telscombe Cliffs</p> <p>The report will explain why officers recommend that the best option to manage the long term management risks posed by erosion at Telscombe Cliffs is that Lewes District Council enters into a MoU with the Environment Agency.</p> <p>(Lead Cabinet member: Councillor Matthew Bird)</p>	All Wards; East Saltdean and Telscombe Cliffs	Key	Cabinet	10 Dec 2020	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Tim Bartlett, Specialist Advisor (Coastal and Flood Risk Management) Tel: 01273 085490 tim.bartlett@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:
Fees and charges To propose a revised schedule of fees and charges to apply from 1 April 2021. (Lead Cabinet member: Councillor Zoe Nicholson)	All Wards	Key	Cabinet	10 Dec 2020	Part exempt Exempt information reason: 3	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

Explanatory Note

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

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

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

The plan shows:-

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

What is a key decision?

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

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

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

What is budget and policy framework?

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

Confidential and exempt information

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

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

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

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

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

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

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

10. Information which:

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

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

11. “Labour relations matter” means:

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

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

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

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

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

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

Further information

The plan is available for inspection, free of charge upon request from Reception at the 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, [Council website: http://www.lewes-eastbourne.gov.uk/councillors-committees-and-meetings/cabinet-and-committees/](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