

Policy and Performance Advisory Committee 30 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: Friday, 20 November 2020

Agenda

1 Introductions and notification of apologies for absence

2 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.

3 Minutes of the previous meeting - to follow

To consider the minutes of the meeting held on 3 November 2020.

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) Wave Leisure Partnership Support update - to follow
Report of the Director of Tourism and Enterprise

POLICY INPUT AND DEVELOPMENT

7 Requested reports due for consideration by the Cabinet on 10 December 2020:

- (a) **Community Wealth Building** (Pages 5 - 22)
Report of the Deputy Chief Executive and Director of Regeneration and Planning.
- (b) **Support for local people in financial distress** (Pages 23 - 30)
Report of the Director of Service Delivery.
- (c) **Quarterly Performance report Q2** (Pages 31 - 42)
Report of the Deputy Chief Executive and Director of Regeneration and Planning.
- (d) **Draft Budget Update** - to follow
Report of the Deputy Chief Finance Officer.
- (e) **Community Infrastructure Levy Recommendations for Spending** - to follow
Report of the Deputy Chief Executive and Director of Regeneration and Planning.
- (f) **Report on the Memorandum of Understanding between Environment Agency and Lewes District Council relating to coastal risk management at Telscombe Cliffs** (Pages 43 - 68)
Report of the Deputy Chief Executive and Director of Regeneration and Planning.

9 Forward Plan of Decisions (Pages 69 - 94)

To receive the Forward Plan of the Cabinet.

10 Policy and Performance Advisory Committee Work Programme (Pages 95 - 98)

To receive the Policy and Performance Advisory Committee Work Programme.

11 Exclusion of the public

The Chief Executive considers that discussion of the following items is likely to disclose exempt information as defined in Schedule 12A of the Local Government Act 1972 and may therefore need to take place in private session. The exempt information reasons are shown beneath the items listed below. Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. (The requisite notices having been given under regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.)

12 North Street Quarter - update on delivery - to follow

Report of the Director of Regeneration and Planning and Deputy Chief Executive.

13 Date of Next Meeting

To note that the next meeting of the Policy and Performance Advisory Committee is scheduled to be held via Teams on 25 January 2021 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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Report to:	Policy and Performance Advisory Committee
Date:	30 November 2020
Title	Community Wealth Building
Exemption:	None
Report of:	Deputy Chief Executive and Director of Regeneration and Planning
Ward(s):	All
Purpose of Cabinet report:	To provide Cabinet with the results of a diagnostic investigation undertaken into Community Wealth Building and to seek endorsement of the resultant Reimagining Lewes Action Plan
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 – **Community Wealth Building**

Report to:	Cabinet
Date:	10 December 2020
Title:	Community Wealth Building
Report of:	Ian Fitzpatrick, Deputy Chief Executive and Director of Regeneration and Planning
Cabinet member:	Cllr Zoe Nicholson, Deputy leader of the Council and Cabinet member for finance and assets
Ward(s):	All
Purpose of report:	To provide Cabinet with the results of a diagnostic investigation undertaken into Community Wealth Building and to seek endorsement of the resultant Reimagining Lewes District Action Plan.
Decision type:	Key
Officer recommendation(s):	<p>(1) To note the progress made in relation to community wealth building</p> <p>(2) To note the findings of the diagnostic study undertaken by the Centre for Local Economic Strategies set out at Appendix 1, and</p> <p>(3) To agree the Reimagining Lewes District Action Plan set out at Appendix 2.</p>
Reasons for recommendations:	The Council is committed to developing a Community Wealth Building approach as part of the Corporate Plan adopted in February 2020.
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 In its Corporate Plan, adopted in February 2020, the council has made a commitment to community wealth building (CWB). The principles of CWB are to use the combined power of institutions, businesses and communities in order to retain as much wealth as possible in the local economy; creating opportunity locally, creating new local jobs and new locally owned enterprises. As has been set out in previous reports, the CWB approach comprises five pillars, 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

- 1.2 The council commissioned the Centre for Local Economic Strategies (CLES) to undertake a diagnostic study and consequently offer recommendations to the council on how it could deliver a CWB based approach to its work. This report presents the outcomes of that study and seeks Cabinet’s consideration of recommendations and a suggested work programme arising from it.
- 1.3 Cabinet will recall that, alongside considering how the council itself will adopt a CWB approach to its work, dialogue has also been taking place with key partners, through recent Recovery Summits, and in other forums, as to how a wider CWB approach could be adopted with the district to assist recovery.
- 1.4 In the Corporate Plan, the CWB approach sits alongside Sustainability and carbon reduction as the two main policy drivers for the council. It should be noted that there are close synergies between these two areas of work. Enabling a green recovery is a central part of delivering CWB. Conversely, the action plan set out at Appendix 2 of this report will be key to delivering elements of the Sustainability and Climate Change strategy (due for adoption in February 2021) and achieving zero net carbon by 2030.

2 Key findings of the diagnostic study

- 2.1 CLES undertook their diagnostic study during the summer of 2020. This involved in-depth interviews with a range of council staff and partners, as well as consideration of various council policy and strategy documentation.
- 2.2 The study aimed to provide the council with an assessment of how its current approaches aligned with CWB principles, and to provide recommendations regarding further actions that could be taken to better embed CWB, both within the council and the district more widely. Appendix 1 sets out a summary of CLES’s findings. It is encouraging to note that the council is considered to already be taking a strong CWB approach however, a number of key recommendations are made to enable the council to achieve a joined up, strategic approach. CLES commented that;

“Community Wealth Building stands at the heart of LDC’s core aspirations to tackle climate emergency and build a fair and sustainable local economy. “Building Community Wealth” is one of the three major focus areas of LDC’s Corporate Plan for 2020-24, which sets out the ambitions to “encourage local use of our financial resources, as much as possible” and to “prioritise investment into local economies”. LDC has had considerable success in getting these issues on the regional political agenda, both at East Sussex Level, and in the Greater Brighton region - and is looked to, and has been tasked to lead on issues of progressive procurement and supply chain decarbonisation. A wide

range of good practice already exists to support these objectives, across various departments within LDC.

However, despite these clear high-level ambitions, and despite many pockets of good practice, LDC's community wealth building efforts have yet to be drawn together into a coherent, joined-up strategy.... While much impressive activity is taking place around economic regeneration, particularly in the Newhaven Enterprise Zone, the council does not currently have any explicit wider economic development strategy. Similarly, while a range of good practice exists around the development of its own workforce, it does not yet have a systematic workforce strategy linked to its wider community wealth building objectives."

2.3 It is noted that the council has already implemented a range of actions which promote local wealth building, such as;

- Retaining an in-house waste and recycling service
- Recent insourcing of some services, with more planned
- A new East Sussex-based social enterprise procured for the management of Newhaven Enterprise Centre earlier this year
- Implementation of a Local Employment and Training pilot in Newhaven (Technical Guidance Note agreed at Cabinet 9 July 2020)
- Bidding to the Future High Streets Fund for Newhaven, with a focus on creation of small, start-up space focused on local entrepreneurship
- Ongoing delivery of LEAP programme to provide local skills needed to start and grow a business locally and provide advice to existing businesses
- Implementation of 'EatLocal' and 'ShopsLocal' websites to promote local suppliers, producers and independent retailers
- A MakeLocal site is also under development to support the local creative and manufacturing sectors

2.4 The recommendations made by CLES have been encapsulated in a Reimagining Lewes District Action Plan which is set out at Appendix 2. Cabinet is asked to agree this action plan for implementation.

2.5 In the Reimagining Lewes District Action Plan, Cabinet's attention is drawn to action 4.3 which is to review potential asset disposals through a lens of community wealth building. To progress this action, in line with the programme of work already agreed through Recovery and Reset, a feasibility study is currently being undertaken into future accommodation options for the council, looking at all buildings, including Southover House. The recommendations of this study will be considered by the Strategic Property Board shortly.

3 Community Wealth Building in the District

3.1 As well as considering its own direct role in relation to CWB, the council has been working to influence the development of recovery plans, both of Team East Sussex *East Sussex Reset - Six missions: Recovery as opportunity*¹ and the

¹ <https://www.eastsussex.gov.uk/media/16223/east-sussex-reset-recovery-as-opportunity.pdf>

Greater Brighton Economic Board² to encourage CWB principles to be applied. This has resulted in ‘think local, act local’ being embedded as a key mission in the Team East Sussex Plan. The plan encourages “businesses and public sector organisations to focus their procurement on local contractors, suppliers and providers”. The Greater Brighton Economic Board has also committed to a three pillared approach to recovery bringing together economic resilience, environmental resilience and social resilience, in order to tackle inequality and promote social inclusion.

3.2 To further influence CWB in the district, the council has run two Recovery Summits, in July and October this year. These have engaged key local organisations and partners in dialogue around the CWB agenda. The events focused on how the challenges faced in light of the Covid-19 pandemic can be tackled in a way which builds community wealth. A third event is planned for January 2021, which will continue the exploration of key identified areas, including;

- 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 wide range of local stakeholders have attended these two events and have shown a real interest and commitment to working collaboratively on these areas. Through the Reimagining Lewes District Action Plan further work will be undertaken to mobilise a district-wide approach, in particular focusing on working with others to enable the development of the green economy.

4 Outcome expected and performance management

4.1 The Reimagining Lewes District Action Plan at Appendix 2 will be embedded into the service plans of relevant teams across the council to enable implementation as part of the councils’ core business. Progress against these plans will be reported regularly to the Lead Cabinet Member, with reports to Cabinet annually.

5 Consultation

5.1 As part of the diagnostic study, CLES engaged widely with key partners and stakeholders. In addition, as a precursor to the second Recovery Summit, a survey was undertaken with key partners to capture information about their involvement and contributions to CWB driven recovery. The responses received will help to shape planning for the third Summit in January 2021.

6 Corporate plan and council policies

² <https://greaterbrighton.com/covid-bounceback-plan-agreed-by-greater-brighton/>

- 6.1 One of the four main themes in the Corporate Plan adopted in February 2020 is Community Wealth Building. It is stated that *“We need a people-centred approach to local economic development, which redirects wealth back into the local economy, and places control and benefits into the hands of people”* the plan goes on to commit that *“We will work with key local institutions, our county council, local businesses, police and NHS partners to provide more local employment. We will change the way we outsource services, supporting more local businesses to deliver council services, and we will bring services in-house or establish social enterprises where additional social value can be demonstrated.”*

7 Financial appraisal

- 7.1 There are no specific financial implications directly associated with this report at this stage. Should there be financial considerations as a result of adopting the Action Plan then these will be quantified when progressing the workstreams and addressed accordingly in accordance with the overall Budget and Policy Framework.

8 Legal implications

- 8.1 There will be a need to address the detailed legal issues that arise in taking forward individual elements of the Reimagining Lewes District Action Plan as they develop further. However, there are existing legislative general provisions which support the overall Community Wealth Building Approach as follows:
- a) Local Government Act 1999: As a best value authority the council must make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
 - b) Public Services (Social Value) Act 2012: This provides that the council must consider how what it procures might improve the economic, social and environmental well-being of the relevant area; and how in conducting the procurement process, it might act with a view to securing that improvement.
- 8.2 The Government also published a Procurement Policy Note in September 2020 launching a new model to deliver social value through its commercial contracts. The PPN requires social value should be explicitly evaluated in all central government procurement, where the requirements are related and proportionate to the subject-matter of the contract, rather than just ‘considered’ as currently required under the Public Services (Social Value) Act 2012. It notes that unnecessary burdens should not be placed on commercial teams or suppliers.

[009681-LDC-CJEC 10 November 2020]

9 Risk management implications

9.1 There are no direct risks implications arising from this report. Following consideration by Cabinet, risk analyses and risk management of the Reimagining Lewes District Action Plan will be undertaken, as the various proposed workstreams are progressed.

10 Equality analysis

10.1 As is stated at para 3.2 of this report, targeting and addressing inequality in the district is central to what the CWB agenda is aiming to achieve. Potentially it will go far in supporting the council to meet its Public Sector Equality Duty, particularly around advancing equality of opportunity. Following consideration by Cabinet, an equality and fairness analysis will be undertaken on the action plan to ensure all opportunities for reducing inequalities through this work are maximised, and due consideration given to the make-up of our local communities.

11 Environmental sustainability implications

11.1 Within the Corporate Plan the objectives around CWB, carbon reduction and sustainability are intrinsically linked. For example the council has committed to use its power as a public sector body to buy and procure locally, and create local supply chains and ecosystems of enterprises, focussing on decarbonising our housing stock, through use of circular economy principles. It is also stated in the Corporate Plan, in relation to CWB, that the council will develop local skills, supply chains and employment through partnership working with public sector organisations, social enterprises, cooperative businesses, as well as other forms of business, particularly focussing on clean, green technologies.

12 Appendices

Appendix 1 – Executive Summary of CLES Diagnostic Report
Appendix 2 – Reimagining Lewes District Action Plan

13 Background papers

None

Executive Summary

Lewes District Council commissioned the Centre for Local Economic Strategies (CLES) to explore opportunities for embedding the principles of community wealth building, as set out in the Lewes District Council Corporate Plan 2020-2024. Our Diagnostic has highlighted opportunities to work with a wider set of anchor institutions to deepen the impact of this work and generate community wealth over a larger footprint.

There are clear opportunities to work collaboratively at a sub-regional and a county level. Adopting a range of community wealth building strategies at a scale that draws on the combined power of anchor institutions, businesses and communities can retain wealth in the local economy, whilst also improving local opportunities by creating new local jobs and new locally-owned enterprises.

About Community Wealth Building

Our model of community wealth building is built up from 5 pillars of activity, which when developed consecutively and collaboratively, builds a platform for greater local & community ownership of the economy.

5 Pillars of Community Wealth Building

- 1) Anchor commissioning and procurement;
- 2) Socially productive use of land and property;
- 3) Fair employment and just labour markets;
- 4) Making financial power work for local places;
- 5) Grow local & community ownership of the economy.

Community wealth building harnesses the power and influence of anchor institutions i.e. large established organisations, from the public, private and social sectors, that are rooted in their local communities. Unlike multinational corporations, these organisations are unlikely to move out of a place and have a clear interest in the long-term wellbeing of residents.

CLES recommends the tasking of the Recovery and Reset Programme (specifically the Restart Pillar), with the development of monitoring of the delivery of a 'Re-imagining Lewes District Action Plan' informed by this report. We would suggest nominating Community Wealth Building champions – one councillor and one officer – to support the embedding of community wealth building principles as the council moves forward. The development of the action plan should inform the development of a Re-imagining Lewes District Anchor Network, ensuring wider anchor institutions are enabled to play a role in the delivery of corporate plan objectives.

While many anchor institutions are already active in their localities, a community wealth building lens opens up an opportunity to place a more explicit emphasis on their role in local economic development. Addressing each pillar in turn, we set out how embedding community wealth building in a wider partnership and with wider stakeholders can support the delivery of both the Greater Brighton COVID-19 Sustainable Recovery Plan and the East Sussex Economic Recovery plan.

Progressive procurement of goods and services

Understanding procurement as a tool for economic development and maximising the use of all resources and levers means that better value for the Council and citizens can be generated. LDC has taken a lead on progressive procurement in the sub-region and can use this opportunity to influence on a wider geographical footprint. Moving forward, we recommend:

- Developing capacity for a more strategic approach to procurement & commissioning;
- Internally raising awareness/providing training on this strategic intent;
- Embedding procurement/commissioning within economic development;
- Developing an analysis of Lewes procurement & commissioning spend;
- Developing local market intelligence and a gap analysis;
- Developing a localised social value framework/toolkit;
- Seeking clarity on the role of social value monitoring.

Fair employment and just labour markets

Employment and skills are key elements in developing an inclusive local economy. This is not just a matter of equipping people with the commensurate skills that firms need, but also of strengthening the self-worth and confidence of citizens and supporting all people to realise their full potential. Lewes has strong examples of internal practice, well-developed relationships with key anchors (e.g. East Sussex College Group) and impressive approaches in the Newhaven Enterprise Zone. In building on these strengths, and setting an example for the wider public and private sector, CLES recommends:

- Exploring Living Wage Foundation accreditation, encouraging others to follow;
- Developing a deeper understanding of the council workforce to ensure recruitment supports people who may be marginalised where appropriate.
- Developing a LDC workforce development action plan to open pathways for people to be supported;
- Building anchor relationships around employment and labour force and share internal practices;
- Exploring the potential for a Lewes Good Employment Charter, to engage the private sector at large;
- Understanding how the local skills pipeline aligns with ambitions and work with key anchor institutions to influence skill strategy refreshes.

Socially productive use of land and assets

Land and assets form a key element of community wealth building. Whilst a traditional economic development approach might only measure the value of these assets in economic terms, developing a community wealth building approach in LDC would see these assets harnessed to serve the common good. Policies around Community Asset Transfer have been developing, and a number of early-stage Community Land Trusts are in development. In ensuring socially productive use of land and assets, CLES recommends:

- Reviewing with local anchor institutions how public sector land & assets may support insourcing and social entrepreneurialism;
- Developing a meanwhile use plan in anticipation of retail vacancy, supporting high streets to remain vibrant;
- Reviewing all potential asset disposals through a lens of community wealth building;
- Identifying a council lead for Community Land Trusts/Community Led Housing/Community Energy to advance these opportunities;
- Developing a Technical Guidance Note for social value in planning, building on local labour clauses;
- Acquiring property & land via the Lewes Housing Investment Company (LHIC) to support SME builders/community land trusts/community led housing.

Making financial power work for local places

Access to credit is the life blood of many small businesses. Without it they struggle to operate and compete with larger firms to provide goods and services. Community wealth building seeks to increase flows of investment within local economies by harnessing the wealth that exists locally, rather than by seeking to attract national or international capital. LDC has a long-held ambition to find ways of unlocking more of the private capital which exists in the district for generative use, in moving forward with partners across East Sussex and Greater Brighton, CLES recommends:

- Lobbying East Sussex Pension Fund to invest in local infrastructure;
- Explore the role of anchor institutions in the development of start-up and patient capital funding which can support a fair and green transition;
- Develop low carbon investment propositions for everyday investors;
- Take steps towards a Regional Community Bank/Mutual;
- In doing so, support and promote the East Sussex Credit Union.

Grow local & community ownership of the economy

Community wealth building is concerned with the governance, ownership and management of the businesses and enterprises which make up the everyday economy. This means creating an economy where there are more SMEs, municipally-owned companies, and other forms of ownership such as co-operatives, community businesses and mutually owned businesses. The

Newhaven Enterprise Centre and the Local Enterprise and Apprenticeship Platform (LEAP) provide a solid base from which LDC can grow greater local & community ownership of the economy. CLES recommends:

- Building strategic relationships with VCSE infrastructure bodies through a lens of community wealth building;
- Building awareness of routes to social entrepreneurialism with a council lead to work at the interface of the council and the VCSE sector;
- Building on the LEAP programme, develop a pre start-up support programme for social entrepreneurs;
- Connecting anchor procurement/commissioning, public land & assets and financial infrastructure with a growing social entrepreneurialism;
- Taking an active role in supporting local and community ownership in the economy.

Section 9 of this report sets out an action plan with the recommendations divided in short, medium and long term.

Sectors

We have further explored three sectors of the economy, where collaboratively anchor institutions across Greater Brighton and East Sussex can work together to apply community wealth building principles.

Retrofit

With significant progress towards full decarbonisation required within the next decade, major steps forward will be required in the next few years. With an existing committed spend of £1 billion on maintenance and refurbishment of the council owned homes in East Sussex over the next 7 years, there is an opportunity to examine how these funds could be effectively directed towards the twin aims of the decarbonisation of housing stock and community wealth building.

To achieve this there is a need for clarity and certainty in the aims and targets of any large-scale programme of retrofit, so that suppliers and installers have some certainty of demand and can confidently invest and grow to meet this. It is however clear from our review of the existing sector that there are not currently enough suppliers and installers with the capacity to comfortably meet demand for high quality retrofit in the timescales required.

Energy saving/generation

Bringing together public sector land and assets, with a local financial architecture (e.g. suggested Local Energy Fund) along with developing a strategic relationship with VCSE infrastructure bodies will be key to supporting the growth of the community energy sector, ensuring community wealth is built and retained in our transition to a net zero economy.

Anchor institutions can use a combination of their capital reserves and their purchasing power to drive this energy transition and support local community

energy groups run to scale up and deliver renewable energy projects. Through the generation of surplus income, community energy groups can deliver energy saving and retrofit advice to households and mentor other community energy projects, growing a sector which can be a key partner in delivering a net carbon economy by 2030.

Foundational economy sectors

High-skilled, high-tech sectors currently occupy an important place within LDC's regeneration activities in Newhaven. However, evidence from other parts of the UK suggests that approaches to local development that bet too heavily on 'high-value' high-tech sectors as the route to prosperity often fail to benefit most local low-skilled residents. In the context of Covid-19 recovery and reform, it is also important to combine these efforts with initiatives to improve opportunities for decently paid and fulfilling work in the foundational economy. These are the often unglamorous and low-paid sectors which meet the everyday needs of households and businesses, from food to care.

These sectors currently employ approximately one third of the population in Lewes District, and in certain foundational sectors, like health and social care, this is likely to continue increasing. These sectors already feature as a priority in the East Sussex Growth strategy. It would be valuable to explore 'hospitality to health' schemes to facilitate retraining workers in under-pressure sectors such as hospitality, into growth sectors such as health and social care. Anchor institutions can work together in social care commissioning to stimulate the growth of new, local and socially owned business models which build wealth locally.

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Re-imagining Lewes District Action Plan

Short term – in next 2 months

Medium term – by April 2021

Longer term – timescales to be developed

1. Lewes District Council as a Community Wealth Building Council

Recommendation	Action
<u>Short term</u>	
1.1 Re-imagining Lewes District Action Plan	This document will form the action plan.
1.2 Re-imagining Lewes District internal board	The Cabinet and Recovery and Rest Board will oversee the delivery of this action plan.
1.3 Nominate Community Wealth Building champions – officer and member	The Deputy Leader of the Council and Cabinet member for finance and assets will be the Member Lead, with Deputy Chief Executive and Director of Regeneration and Planning being the officer champion.
1.4 Alignment between CWB and Sustainability/Climate Change	Clear alignment between these two work areas will be set out in the Sustainability and Climate Change Strategy (presented to Cabinet in February 2021).
<u>Medium Term</u>	
1.5 Develop Re-imagining Lewes District Anchor Network/sub-groups	Build on networks established through Recovery Summits and other key partnerships

2. Progressive procurement of goods and services

Recommendation	Action
<u>Short Term</u>	
2.1 Developing capacity for a strategic approach to procurement & commissioning with Orbis partnership	Done. Strategic Procurement Manager appointed.
2.2 Raise awareness/provide training on the strategic intent for procurement & commissioning	To be progressed by Strategic Procurement Manager.
2.3 Embed procurement and commissioning as an economic development function	To be progressed by Strategic Procurement Manager in conjunction with Head of Regeneration
2.4 Seek clarity on the role of social value monitoring	To be progressed by Strategic Procurement Manager.
<u>Medium Term</u>	
2.5 Develop an analysis of procurement & commissioning spend	To be progressed by Strategic Procurement Manager.
2.6 Develop local market intelligence and a gap analysis	To be progressed by Strategic Procurement Manager, building on information provided by Carbon Coop research.
2.7 Develop a localised social value framework/toolkit	To be progressed by Strategic Procurement Manager.

<u>Longer Term</u>	
2.8 Share practice with local anchor institutions (inc. county) and encourage adoption of a similar approach	To be progressed by Strategic Procurement Manager in conjunction with Re-imagining Lewes District Anchor Network

3. Fair employment and just labour markets

Recommendation	Action
<u>Short Term</u>	
3.1 Explore Living Wage Foundation accreditation	To be progressed by Assistant Director of HR and Transformation.
3.2 Develop a deeper understanding of the Council workforce	To be progressed by Head of HR.
<u>Medium Term</u>	
3.3 Develop a Council workforce development action plan	To be progressed by Head of HR.
3.4 Build anchor relationships around employment and labour force	To be progressed by Assistant Director of HR and Transformation with initial focus on relationships with East Sussex College Group.
<u>Longer Term</u>	
3.5 Explore the potential for a Good Employment Charter	To be progressed by Head of HR.

4. Socially productive use of land and assets

Recommendation	Action
<u>Short term</u>	
4.1 Review how public sector land & assets may support insourcing and social entrepreneurialism	To be led by Deputy Chief Executive and Director of Regeneration and Planning
4.2 Develop a meanwhile use plan in anticipation of retail vacancy (council and private sector landlords)	To be led jointly by Head of Property, Delivery and Compliance and Head of Regeneration
<u>Medium Term</u>	
4.3 Review potential asset disposals through a lens of community wealth building	To be led by Head of Commercial Business Development
4.4 Identify a council lead for Community Land Trusts/Community Led Housing/Community Energy	To be identified within the Commercial Business Development team
<u>Long Term</u>	
4.5 Incorporate social value into new sustainability checklist in planning and build CWB approaches into future planning policies	To be progressed by Head of Planning
4.6 Lewes Housing Investment Company as a vehicle for acquiring land and assets	To be progressed by Head of Commercial Business Development

5. Making financial power work for local places

Recommendation	Action
<u>Short Term</u>	
5.1 Lobby East Sussex Pension Fund	Lobbying undertaken in 2019 and further action to be considered.
5.2 Explore the role of anchors (Inc. LDC) in the development of start-up and patient capital funding	To be led by Deputy Chief Executive and Director of Regeneration and Planning
5.3 In doing so, support and promote the East Sussex Credit Union	To be led by Head of Business Planning and Performance
<u>Medium Term</u>	
5.4 Work with partners to develop Low Carbon investment propositions for everyday investors	To be led by Deputy Chief Executive and Director of Regeneration and Planning
<u>Longer Term</u>	
5.5 Take steps towards an East Sussex Community Bank/Mutual	To be led by Deputy Chief Executive and Director of Regeneration and Planning

6. Plural ownership of the economy

<u>Short Term</u>	
6.1 Build strategic relationships with VCSE infrastructure bodies (e.g. Sussex Community Development Association (SCDA), 3VA and Action in Rural Sussex)	To be led jointly by Head of Regeneration and Head of Business Planning and Performance
6.2 Build awareness of routes to social entrepreneurialism	To be led by Head of Regeneration
<u>Medium Term</u>	
6.3 Develop/flex pre business start-up support programme for social entrepreneurs	To be progressed by Head of Regeneration
6.4 Take an active role in supporting local and community ownership	To be progressed by Head of Regeneration
<u>Longer Term</u>	
6.5 Connect anchor procurement/commissioning, public land & assets and financial infrastructure with growing social entrepreneurialism	To be led by Deputy Chief Executive and Director of Regeneration and Planning

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Report to:	Policy and Performance Advisory Committee
Date:	30 November 2020
Title	Support for Local People in Financial Distress
Exemption:	None
Report of:	Report of Director of Service Delivery
Ward(s):	All
Purpose of Cabinet report:	To advise members of the options available to increase financial support to people in financial distress and deliver an increase in the Council tax reduction scheme.
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 – **Support for Local People in Financial Distress**

Report to: Cabinet

Date: 10 December 2020

Title: Support for local people in financial distress

Report of: Tim Whelan, Director of Service Delivery

Cabinet member: Councillor Zoe Nicholson (Cabinet Member Portfolio Holder for Finance and Assets)

Ward(s): All

Purpose of report: To advise members of the options available to increase financial support to people in financial distress and deliver an increase in the Council tax reduction scheme.

Decision type: Key

Officer recommendation(s): (1) That Cabinet adopt option c as set out below.
(2) That Cabinet agrees to continue to support the Minimum Income Floor pilot for the self employed

Reasons for recommendations: The recommended option provides significant support from funds currently available to the Council.

Contact Officer(s): Name: Bill McCafferty
Post title: Functional Lead for Thriving Communities
E-mail: bill.mccafferty@lewes-eastbourne.gov.uk
Telephone number: (01323) 415171

1 Introduction

1.1 At its meeting on 12 November 2020, the Cabinet considered a report on the Recovery and Reset Programme and, having considered recommendations from the Policy and Performance Advisory Committee, resolved (among several other resolutions made) to explore supporting local people in financial distress with a focus on schemes such as council tax relief.

The Council has three schemes in place to help residents meet their council tax liabilities. They are:

1. The Local Council Tax Reduction Scheme (LCTR) for working age.
2. Council Tax Exceptional Hardship Payments (EHP).
3. The Council Tax Hardship Fund.
4. The pilot for removal of the minimum income floor for the self employed.

2 The Local Council Tax Reduction Scheme (LCTR) for working-age

2.1 The LCTR has been in place since April 2013. The scheme for 2020/21 awards a council tax reduction up to maximum of 80% of a person's council tax liability and is means-tested.

There is a separate scheme for pensioners which is set by government and awards up to 100% of council tax liability

2.2 The Council can revise their LCTR scheme for the following year through adoption by full Council.

Before revising a scheme the Council must, as required by the Local Government Finance Act 1992, in the following order:

- Consult any major precepting authority which has power to issue a precept to it,
- Publish a draft scheme in such manner as it thinks fit, and
- Consult such other persons as it considers are likely to have an interest in the operation of the scheme.

2.3 The current cost of the scheme is c£7m and is met by the Council and preceptors in proportion to their share of council tax:

	% of Council Tax	cost
East Sussex County Council	70.68%	£4,947,414
Lewes District Council	9.93%	£694,784
Town and Parish Council	5.40%	£378,147
Police	9.47%	£662,885
East Sussex Fire and Rescue	4.53%	£316,770

3 The Council Tax Exceptional Hardship Scheme (EHP)

3.1 The EHP scheme was introduced in April 2016 when the Council adopted the current LCTR scheme. The scheme was funded by the Council and preceptors to the sum of c£39,000. It is intended to provide additional financial support to working-age recipients of LCTR or the self-employed who don't qualify due to the application of the minimum-income floor and are facing exceptional hardship

In addition, the removal of the Class C discount has contributed a further c£20,000 to the scheme.

There is currently £41,000 remaining in the scheme.

4 Council Tax Hardship Fund

- 4.1 The government introduced the Council Tax Hardship Fund as part of its response to the Covid-19 pandemic. The Council received £816,500 as its share.

The instructions from the Government were for awards to be made to working-age recipients of LCTR in 2020/21 up to £150.00 or the amount required reducing their liability down to zero.

The Council have, as at 30 October 2020, made 3,742 awards totalling £550,538, leaving £265,962.

As well as continuing to make awards to new LCTR claimants, the Account Management Team are currently using this fund to help those most financially challenged pay their council tax.

Based on current spend there is likely to be c£210,000 remaining in the fund at 31 March 2021.

- 4.2 Any unspent funds can be used as local welfare provision and can be carried forward to 2021/22.

5 Proposal

- 5.1 That Cabinet adopt the preferred options set out below to provide additional financial support to working-age recipients of CTR.

- 5.2
- a) Retain the current schemes as they are.
 - b) Use some, or all, of the remaining funds in the EHP scheme to make a one-off payment to certain groups e.g. working-age LCTR recipients.
 - c) Use the remaining funds such as the Council Tax Hardship scheme to make one-off payments to working-age LCTR recipients to achieve an award maximum of 90% of a person's council tax liability.
 - d) Use the remaining funds in the EHP scheme and the Council tax Hardship Fund to make a one-off payment to certain groups.
 - e) Continue the awards for self-employed customers impacted by the Minimum Income Floor.

6 Outcome expected and performance management

- 6.1 That those people in financial distress receive additional financial support to meet their council tax liabilities and receive further Council tax relief.
- 6.2 Regular monitoring of the financial support awardee will be undertaken.

7 Business case and alternative option(s) considered

7.1 No other options considered.

8 Financial appraisal

8.1 Option a) would be the simplest to achieve with no additional administration costs although it would not achieve an aim of increasing support to working-age recipients of a council tax reduction.

Option b) Would allow the Council to make a one-off payment of c£10.00 to each claimant. This is based on an anticipated caseload of 3,400 at 1 April 2021 plus a further 1,000 claims being received in 2021/22.

Option c) would allow the Council to make awards to each working-age claimant. This option would increase support to working age claimant equivalent to a c90% reduction of their council tax liability

Option d) would increase support to whichever groups are chosen. The current EHP policy would need to be revised and adopted by Cabinet. This would allow the Council to make a one-off payment of c£47.00 to each claimant.

Option e) Additional awards for self-employed customers impacted by the Minimum Income Floor are already made from the EHP Scheme, which can continue to support this.

Options b), c) and d) have no impact on the setting of the Council Tax base.

Options b), c) and d) would increase administration costs, require staff to make awards on a claim-by-claim basis. Officers would need to consider the timing of this work in relation to annual billing. If carried out after the annual billing exercise the taxpayer would receive two bills, the first showing the LCTR awarded and the second showing the LCTR and the additional award.

8.2 Any increase in support under the LCTR scheme will increase costs for the Council and preceptors.

	Increase compared to retaining current scheme
LDC	£50,942.41
County	£359,546.08
Police	£48,174.19
Fire	£23,020.76
Town & Parish	£27,481.29

8.2 The Council Tax base for 2021/22, is based on the current approved LCTR scheme. It should also be noted that the tax base must be calculated between

01 December and 31 January for the next financial year and preceptors informed of this calculation. Therefore, any changes to the LCTR scheme approved by Council after the 31 January would only be reflected in the 2022/23 tax base.

- 8.3 The options set out in the body of the report show what level of support can be provided within the constraints of the funding available. These have no impact on the tax base and therefore other preceptors. The costs of the scheme will be met from within existing Council resources.

9 Legal implications

- 9.1 The lawful process for revising a billing authority's Council's Council Tax Reduction Scheme is set out at paragraph 2.2 above. The need to set the 2021/22 Council Tax Base between 1 December 2020 and 31 January 2021 means there is now insufficient time to bring about a revised Council Tax Reduction Scheme for 2021/22. This is because the Council Tax Base is set in accordance with (among other factors) the *currently* approved Council Tax Reduction Scheme. Even if the obligatory consultation process for a revised 2021/22 scheme were followed, the consultation outcome and adoption of a new scheme by full Council would not occur until February 2021, resulting in a scheme that would be inconsistent with the Council Tax Base already issued for 2021/22.

- 9.2 Instead, Cabinet can lawfully achieve its aim of supporting local people in financial distress by choosing one of the four options set out at paragraph 5.5 above, having considered their respective merits as set out in 5.2.

Lawyer consulted 18.11.20

Legal ref: 009658-LDC-OD

10 Risk management implications

Any revision to the Council Tax Reduction Scheme which had not followed the process required by the Local Government Finance Act 1992 would be susceptible to legal challenge which, if successful, could result in the court declaring the scheme null and void. Reputational harm to the Council would also be likely. In addition, and for the reasons given at paragraph 7.1, it is now too late to begin the process needed to bring about a revised Council tax Reduction Scheme for 2021/22.

11 Equality analysis

An Equality Impact Analysis will be undertaken on the option that Cabinet decides on.

12 Environmental sustainability implications

- 12.1 Nothing in this report has any adverse environmental implications.

13 Appendices

None

14 Background papers

None

Report to:	Policy and Performance Advisory Committee
Date:	30 November 2020
Title	Portfolio Progress and Performance Report 2020/21- Quarter 2
Exemption:	None
Report of:	Deputy Chief Executive and Director of Regeneration and Planning
Ward(s):	All
Purpose of Cabinet report:	To consider the Council's progress and performance in respect of key projects and targets for the second quarter of the year (July-September 2020) as shown in Appendix 1 to the Cabinet report.
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 – Cabinet Report – **Portfolio Progress and Performance Report 2020/21- Quarter 2**

Report to:	Cabinet
Date:	10 December 2020
Title:	Portfolio Progress and Performance Report 2020/21- Quarter 2
Report of:	Ian Fitzpatrick, Deputy Chief Executive/ Director of Regeneration and Planning
Cabinet member:	Councillor Chris Collier, Cabinet member for performance and people
Ward(s):	All
Purpose of report:	To consider the Council's progress and performance in respect of key projects and targets for the second quarter of the year (July-September 2020) as shown in Appendix 1.
Decision type:	Non-key
Officer recommendation(s):	Note progress and performance for Quarter 2
Reasons for recommendations:	To enable Cabinet members to consider specific aspects of the Council's progress and performance.
Contact Officer(s):	Name: Millie McDevitt Post title: Organisational Effectiveness 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.

2 Revised format

- 2.1 Appendix 1 provides a high level summary of progress and performance. 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 During this quarter, review of the corporate performance report was under-taken to

ensure it was still in the most useful format it could be. It was proposed that performance indicators of most interest to the community should be reported at the beginning of the report. The remaining performance indicators follow. It was also agreed with Cabinet members that commentary should continue to be given where performance is going off-track. This maintains transparency of the council's performance levels whilst avoiding out of date notes.

A list of projects with updates is still provided.

- 2.3 The Performance team is also supporting the Recovery and Restart Programme, ensuring that delivery of that is achieved in order to deliver the Corporate Plan aspirations.

3 Corporate plan and council policies

- 3.1 This report sets out the Council's performance in the second quarter of 2020/21 against its aspirations as set out in the Corporate Plan 2020-24.

4 Financial appraisal

- 4.1 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.

5 Legal implications

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

6 Risk management implications

- 6.1 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.

7 Equality analysis









- 7.1 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 formed part of the Joint Transformation Programme were addressed through separate Equality and Fairness assessments.

8 Appendices











- Appendix 1 – Portfolio Progress and Performance Report (Quarter 2 2020/21)



Lewes District Council Portfolio Progress and Performance Report Quarter 2 2020-2021 (July to Sep 2020)

- **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
- **Councillor Matthew Bird**, Cabinet member for sustainability
- **Councillor Julie Carr**, Cabinet member for recycling, waste 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













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

















Key Performance Indicators

KPI Description	Annual Target 2020/21	Q2 2019 Value	Q1 2020 Value	Q2 2020				Latest Note
				Value	Target	Status	Short Trend	
1.(Finance) Maximise amount of Council Tax collected during the year	98.25%	57.07%	28.48%	56.51%	57.07%			The collection rate is 0.56% below target Targets have been revised from September onwards to track actual collection against 2019/20 as we deem this to be a more effective and realistic measurement of performance this year because of the impact of the Covid pandemic on collection. Customers identified as being in potential hardship will be sent an additional letter. Further support will be provided to the most financially vulnerable customers through the surplus funds in the Covid Council Tax hardship fund. The Revenue Collection Team continue to handle the majority of customer contact relating to recovery and where possible either obtain payment in full, or agree repayment plans to clear the arrears by the end of the financial year where possible.
2.(Finance) Maximise amount of Business Rates collected during the year	98.25%	55.28%	27.91%	54.78%	55.28%			The collection rate is 0.50% below target. The Revenue Collection Team continue to handle the majority of customer contact relating to recovery and where possible either obtain payment in full, or agree repayment plans to clear the arrears by the end of the financial year where possible.
3.(Community and Customers) Average number of days to process new claims for housing/council tax benefit	22.0	23.1	15.2	13.0	22.0			Close monitoring of the new claims being received and moving resources when needed have enabled the team to continue to perform well ahead of target.
4.(Community and Customers) Average days to process change of circs. (Housing/Council Tax Benefit)	8.0	10.5	6.8	5.0	8.0			Performance on track. Please see note above.
5.(Community and Customers) Increase the percentage of calls to the contact centre answered within 60 seconds.	80%	88.9%	88.78%	96.94%	80%			The Customer Advisors continue to work hard on maintaining the improved performance, where we have hit and exceeded the SLA of 80% of all calls answered within 60 seconds for all 3 Quarter months. With all members of the Customer Contact team now having the correct equipment to work from home, staff see themselves based at home as per current government guidelines for the majority of their working week. We still see anything between 10-15 members of the team in the office for various

KPI Description	Annual Target 2020/21	Q2 2019 Value	Q1 2020 Value	Q2 2020				Latest Note
				Value	Target	Status	Short Trend	
								<p>reasons, including only being able to take payments over the phone whilst in the office, welfare reasons for not being able to work from home all or part of the week and continuing to receive and manage incoming and outgoing post requirements.</p> <p>our focus will continue to remain on not only maintaining performance, but also ensuring we are up to date on any new government guidelines as a result of COVID19 and ensuring plans are in place for any lockdown – i.e. ensuring all Customer Advisors are up to date on handling the additional contact through the Community Hubs and ensuring we have 'local staff' able to come to the office for payments and post related duties should travelling/public transport be disrupted. In addition to this we continue to review the team's training, mainly around Social Media and Webchat, to ensure that the team have a variety of service areas to cover for greater resilience and ensure a variation of workloads for those largely based at home all week.</p> <p>Number of telephone calls: July- 6505; August -6237; September - 6859</p> <p>Average time (in seconds) to answer calls: July-15; August-20; September - 27</p> <p># of calls to Coronavirus helpline (Joint with Eastbourne): July-374; August - 237; September -234</p>
<p>6.(Housing) Number of households living in emergency (nightly paid) accommodation (L) Decrease total number of households living in emergency (nightly paid) accommodation</p>		49	45	45				<p>Over September the increased number of homeless presentations, seen in August and end-July, which is believed to be due to the summer period and easing of lock down measures, has continued.</p> <p>Over Q2 there were 579 new homeless presentations, compared to 427 in Q1; an increase of 35.5%.</p> <p>Despite this the team have been performing well and the number of households in EA remained steady over September.</p> <p>During September we set out our response to changes in the length of notice period for s.8 and s.21 notices. Landlords are now required to give tenants 6 months' notice, with some exceptions, which gives us more time to work with a customer before they become homeless, if they access our services early on.</p>

Performance Indicators

PI Description	Annual Target 2020/21	Q2 2019 Value	Q1 2020 Value	Q2 2020			
				Value	Status	Short Trend	Latest note
7.Sustainability: Air Quality: Number of times nitrogen dioxide levels exceed national air quality objectives (200 µg/m3 hourly mean ave.)	18	0	0	0			Nothing to report
8.Community & Customers: Number of ASB reports	Data only		419	418	Data only		Reports being monitored and investigated
9.Community & Customers: Number of bonfire complaints	Data only		81	19	Data only		Reports being monitored and investigated
10.Community & Customers: Proportion of customer processes initiated online	Data only		32.88%	23.87%	Data only		For monitoring only
11.Community & Customers: Total number of complaints received (L)	0	143	98	149	Data only		For monitoring only
12.Housing: Decrease average number of days to re-let Council homes (excluding temporary lets)	18	29.3	8.0	67.6			The impact of lockdown prevented works being carried out to void properties with only limited works being carried out in the last few weeks of quarter 2. In addition, contractors furloughing some staff and a shortage of some materials for many aspects of internal works has had a detrimental impact on void performance.
13.Housing: DFGs - Time taken from council receiving a fully complete application to the council approving the grant	28 days	7 days	4 days	10 days			Performance on track
14.Housing: Rent arrears of current tenants (expressed as a percentage of rent debit) (L)	4%	5.19%	5.02%	4.35%			<p>A rent action plan is in place and extensive work continues to be undertaken with all our rent accounts and a number of repayment arrangements in place. Although performance in Quarter 2 was slightly below the previous quarter there has been the continued improvement from quarter 4, 2019 despite the economic challenges of Covid.</p> <p>The team continues signposting tenants to get the appropriate assistance to maximise entitlements. They encourage tenants to pay regularly and actively promote tenants to pay via Direct Debit at every opportunity.</p>

PI Description	Annual Target 2020/21	Q2 2019 Value	Q1 2020 Value	Q2 2020			
				Value	Status	Short Trend	Latest note
15.Planning: % of appeals allowed against the authority's decision not to grant planning permission	10.0%	20.0%	100.0%	75.0%			3 out of 4 appeals allowed. LW/19/0523 – Seaford – The inspector considered that the small business (dog grooming) would not adversely impact on the character of the area, the living conditions of neighbours or highway safety. LW/19/0750 – Newhaven – the Inspector did not consider that the raised balcony would have a harmful impact on neighbouring amenity (this was a committee decision to refuse). A linked appeal (enforcement) which required the balcony to be removed was also allowed judging there to be no detrimental impact.
16. Planning: Exceed government targets for the % of major applications determined within 13 weeks - LDC	60%	100%	75%	66.67%			Performance on track
17.Planning: Exceed government targets for the % of minor applications determined within 8 weeks- LDC	70%	88.33%	83.5%	83.7%			Performance on track
18.Recycling & Waste: KG waste collected per household	Data only	162.22	102.3	102.9	Data only		Monitoring only
19.Recycling & Waste: Percentage of household waste sent for reuse, recycling and composting	43.00%	41.69%	38.09%	Data unavailable			Data not available at time of report publishing from third party
20.Recycling & Waste: Total number of reported fly-tipping incidents	No more than 200	39	65	103			Reports being monitored and investigated
21.People & Performance: Number of people registering for our email service	2,004 (501 per quarter)	696	2,706	3,359			Performance on track
22.People & Performance: Number of new sign-ups to the Councils' social media channels	600 (150 per quarter)	225	403	264			Performance on track
23.People & Performance: Staff: Average days lost per FTE employee due to sickness (J)	8.0 days	2.1 days	1.63 days	1.56 days			Performance on track

Projects

Project / Initiative	Description and update	Target completion
Devolution of Open Spaces	<p>Telscombe & Newhaven devolution</p> <p>Update: Telscombe Town Council has now been provided with all information requested and is considering whether it wishes to proceed with devolution of Telscombe Playing Fields.</p> <p>Awaiting input from Newhaven TC solicitors on a number of issues . Riverside Park - moving forward with LDC agreements with Newhaven Town Council.</p> <p>Devolution Committee postponed until early 2021 to allow time for discussion with Town and Parish Councils regarding the updated devolution list. Discussions have been delayed as a result of CV-19.</p>	Q1 2024/25
Neighbourhood Planning	<p>Neighbourhood plans for Chailey and Peacehaven & Telscombe</p> <p>Update: Chailey: The Neighbourhood Plan succeeded at Referendum. Recommended modifications are being made by the Parish Council and Steering Group.</p> <p>Peacehaven & Telscombe: The draft Plan and evidence is progressing through preparation. The residents are currently being consulted on the Masterplan to accompany the NP.</p>	Q3 2021/22
Progress Local Plan review	Develop progressive planning and infrastructure policy and commission evidence to underpin local plan part 1 review - leading towards late 2023 adoption of greenest local plan	Q4 2023
Upper Ouse Flood Protection and Water	<p>3 year programme of flood protection work across the District</p> <p>Update: Sussex Flow Initiative on target - OART projects pushed back due to Covid 19 ,but still progressing. Identification of pipeline projects have been identified if budget/delivery permits</p>	Q3 2022.
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.	See report to Cabinet elsewhere

Project / Initiative	Description and update	Target completion
	<p>Update: A report relating to NSQ is elsewhere on this agenda. 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.</p> <p>NSQL and the Council have continued to discuss terms with a prospective 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 / commit to a proposed contract without competition from third parties.</p> <p>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) with a developer.</p>	
Newhaven Flood Alleviation Scheme (Environment Agency)	<p>Enabling the delivery of key infrastructure projects in Newhaven</p> <p>Update: Negotiations ongoing with Network Rail to ensure critical rail possessions for remaining works.</p>	Q4 2020/2021
Newhaven Enterprise Zone	<p>NEZ covers 8 key sites of strategic importance with the aim of driving economic growth through the creation of up to 55,000m²; of new employment floor space, refurbishing 15,000m²; of existing employment floor space and creating / sustaining up to 2,000 FTE jobs over a 25-year period.</p> <p>Update: Newhaven Launch held on 24th July. Two virtual masterclasses held on 27th August and 9th September. Newhaven champions meetings held.</p>	Q4 2041/42
Newhaven Town Centre	<p>Delivery of mixed use regeneration scheme within NEZ.</p> <p>Update: Awaiting outcome of council's bid under the Government's Future High Streets fund.</p>	Milestone- funding confirmation in Q3 2020/21
Railway Quay Newhaven	<p>Delivery of mixed use regeneration scheme within NEZ.</p> <p>Update: Awarded £500k grant from the Government to develop waterside café and active travel hub</p>	Q4 2020/21
Springman House- Blue light services hub	<p>Relocation of key emergency services to create a blue light services hub that supports delivery of the North Street Quarter.</p> <p>Update: No further update on proposals for the Springman site will be available until an NSQ Developer is appointed.</p> <p>The Council is currently preparing a planning application to demolish the Springman House building. Demolition will enable further intrusive ground investigations to take place on the site and will mean that any new development can progress quicker in the future.</p>	Linked to NSQ Developer appointment
Housing Development Programme - LDC	<p>Delivery of affordable homes as set out in the Corporate Plan</p> <p>Update: Ongoing development of sites</p>	Q4 2024

Report to:	Policy and Performance Advisory Committee
Date:	30 November 2020
Title	Memorandum of Understanding between Environment Agency and Lewes District Council relating to coastal risk management at Telscombe Cliffs.
Exemption:	None
Report of:	Director of Service Delivery
Ward(s):	All
Purpose of Cabinet report:	To request that the Chief Executive enter into a Memorandum of Understanding with the Environment Agency.
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 – **Memorandum of Understanding between Environment Agency and Lewes District Council relating to coastal risk management at Telscombe Cliffs.**

Report to: Cabinet

Date: 10th December 2020

Title: Report on the Memorandum of Understanding between Environment Agency and Lewes District Council relating to coastal risk management at Telscombe Cliffs.

Report of: Tim Whelan

Cabinet members: Cllr Matthew Bird, Cabinet member for Sustainability
Cllr Emily O'Brien Cabinet Member for Planning and Infrastructure.

Ward(s): East Saltdean and Telscombe Cliffs

Purpose of report: Request for the Chief Executive to enter into a Memorandum of Understanding with the Environment Agency.

Decision type:

Officer recommendation(s): (1) To agree to enter into Memorandum of Understanding, and

(2) Work in partnership with the Environment Agency to explore the options viable to manage the risks posed by the undefended cliffs at The Esplanade, Telscombe Cliffs.

Reasons for recommendations: By entering into the Memorandum of Understanding with the Environment Agency, their larger technical capability and resources can be utilised to seek an appropriate solution to managing the risks posed by an eroding coast at this location.

Contact Officer(s): Name: Tim Bartlett
Post title: Specialist Adviser Flood and Coastal Risk Management
E-mail: tim.bartlett@lewes-eastbourne.gov.uk
Telephone number: 01273 085490

1 Introduction

- 1.1 The stretch of coast from Ambleside Avenue South to the Southern Water's Portobello Works is presently undefended from erosion by the sea at the foot of the cliffs. The Shoreline Management Plan policy for this stretch of coast is Hold the Line at the cliff toe, a policy to attempt to protect the cliff from future erosion.

- 1.2 The Brighton to Newhaven Coastal Implementation Plan (2016) identified that it would be difficult to obtain central government Flood Defence Grant in Aid. However, building upon the BNCMIP, further detailed work has established that there may be an opportunity to fund a coastal risk management scheme partly utilising Flood Defence Grant in Aid and potentially contributions from other yet to be identified sources.
- 1.3 Recognising this opportunity, a submission has been made through the Environment Agency's Project Application and Funding Service (PAFS). The purpose of this submission is to ensure that this project is on the EA's national Medium-Term Plan, operating from 2021- 2027.

2 Proposal

- 2.1 Delivery of the cliff erosion defence at Telscombe Cliffs will be both highly technical, require a great deal of consultation with many stakeholders and the procurement of a range of permissions, consents, and licenses.
- 2.2 The EA has a strategic overview of coastal risk management and officers meet regularly to discuss the challenges along the coast. The EA is aware of complexities and technical difficulties posed at Telscombe Cliffs and recognises that, in the coming years, our focus will be to ensure an effective recovery for our communities from the pandemic. Given these challenges, the EA is offering, if we agree, to take the lead role in managing the risks posed by coastal erosion at Telscombe Cliffs.
- 2.3 The Flood and Water Management Act 2010 enables the EA to operate where there is a risk of coastal erosion. In order to initiate this process, the EA's Area Director of Solent and South Downs wishes Lewes District Council to enter into a Memorandum of Understanding.
- 2.4 The EA can offer greater capacity, in house specialist knowledge, existing governance and management processes and a proven track record in seeking funding contributions, all of which should assist in effective and timely delivery. To replicate such capability the council would need to develop its own in-house Coastal Management Team.
- 2.5 The MoU seeks to provide a framework for how the EA, as Lead Partner, will work with Lewes District Council to deliver the most viable coastal erosion risk management measures at The Esplanade, Telscombe, between the Eastern side of Portobello Pumping Station, and Lincoln Avenue South
- 2.6 The MoU clarifies the roles and responsibilities of the EA and LDC and the general principles for their cooperation, including details of the governance structure, how and by whom the different elements of the Project will be delivered, and the management arrangements to be put in place
- 2.7 The MoU requires that Lewes District Council agrees to:

- Support the Environment Agency to identify and bid for funding, and where appropriate and in agreement with both Parties, write and submit funding applications on behalf of the Project where appropriate,
- Remain responsible for compliance with any terms and conditions that are within its remit, subject to which grants, or funding have been obtained for the Project,
- To share with the EA the risks posed by such a project,
- Provide support and assistance as may be required, by the Project Board or the Agency's project manager in assisting the Agency, depending upon resource availability, particularly regarding Planning permissions etc.,
- To work with the EA to ensure project-specific branding, which can be used for the external promotion of the Project via the internet, social media and in hard copy formats.
- Following completion of the new Sea Defence Assets, or such other date as mutually agreed between the parties, the new assets will be transferred to Lewes District Council and/or relevant landowner, who will then be responsible for their ongoing inspection, monitoring, maintenance and repair.

3 Outcome expected and performance management

- 3.1 By signing the MoU and entering into partnership with the EA, Lewes District Council can ensure the considerable resources and large-scale project management ability of the EA is available to deliver a critical project.
- 3.2 In particular, if a cliff toe erosion control scheme were to be implemented at Telscombe Cliffs, it would protect residential properties and non-residential properties. There are other high-level benefits such as the A259 and a range of utilities. There are many beneficiaries and stakeholders that will need to be engaged and involved with the project, the MoU will assist in that process.

4 Consultation

- 4.1 To date no consultation has been undertaken on the MoU, previous consultations have taken place for The Shoreline Management Plan policy and The Brighton to Newhaven Coastal Implementation Plan (2016). Any future projects will require significant consultation with a wide range of stakeholders.

5 Corporate plan and council policies

- 5.1 Entering into the MoU and actively engaging in this project will assist in delivering the Corporate Plans Goal of a climate resilient district by 2030 and having well managed and protected coastal areas.

6 Business case and alternative option(s) considered

- 6.1 Given the scale of any potential projects and the wide number of stakeholders, the MoU provides the best opportunity to jointly deliver future projects and should we not adequately seek to manage the risks posed by coastal erosion

appropriately, we may have an adverse impact on the long term confidence of the coastal communities and in addition reputation of the Council

7 Financial appraisal

- 7.1 Entering into the MoU initially has limited financial implications. As the project develops there may be a requirement for the Council to make contributions or to finance specific elements of the project. Such requirements would be reported to Corporate Management Team, Cabinet, and the Council as and when appropriate.
- 7.2 In the long term should the project be successful in delivering a coastal defence then the asset would become the responsibility of Lewes District Council as the responsible relevant Coastal Protection Authority.

8 Legal implications

- 8.1 Legal Services has reviewed the draft MOU and suggested some amendments to protect the council from over-committing its resources on this project.
- 8.2 The MOU is not intended to be legally binding and states as such; however it does set out obligations for each party, including responsibility for compliance with agreements arising from the project and providing staff and other resources where applicable.
- 8.3 It is advised that relevant staff and solutions to the MOU requirements are identified in advance of signature, to ensure the council's obligations will be met.
- 8.4 It is noted that LDC legal services is referred to in the MOU as supporting the project and is therefore expected to be properly instructed and advise on relevant documents and activities as and when they arise.

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9 Risk management implications

- 9.1 Currently there is a section of coast where the Shoreline Management Plan is Hold the Line, by entering into this MoU LDC is in a better position to help protect properties and assets belonging to and serving our residents.
- 9.2 By entering into the MoU we would be also enabling us to meet our Corporate Plan objectives around managed coastal areas and ensures that the reputation of the Council as a competent Coastal Protection Authority is maintained, by working with critical partners.

10 Equality analysis

10.1 At this stage there are no direct implications regarding equalities, however if LDC enters into the MoU and as the project goes forward Equalities and Fairness will be a key element of the project particularly regarding:

- How communities and stakeholders are consulted (ensuring this is accessible)
- Their views and considerations obtained, and
- Incorporated into the project and any outcomes that are identified and pursued.

In the long term the project should provide greater confidence for all those living and working along the coast, contributing to health and wellbeing.

11 Environmental sustainability implications

11.1 Potentially one solution that might arise from the MoU would be the construction of a sea defence. This would have a considerable carbon footprint. During the development of the project the carbon reduction issue and sustainable options will be addressed at every stage as the EA like LDC are committed to being carbon zero by 2030.

Entering into the MoU and actively engaging in this project will assist in delivering the Corporate Plans Goal of a climate resilient district by 2030

12 Appendices

Appendix 1 - MEMORANDUM of UNDERSTANDING
Coastal Unit SU06 Portobello to Peacehaven Cliff Erosion Risk Management

13 Background papers

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

<https://www.lewes-eastbourne.gov.uk/about-the-councils/coast-management-and-protection/?assetdet39e14ce8-bfa6-4bb1-a5b3-2c92d6811d83=258572>

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MEMORANDUM of UNDERSTANDING

Coastal Unit SU06 Portobello to Peacehaven Cliff Erosion Risk Management.

Version 2.3

Authors:

- Dean Crispin, Partnership & Strategic Overview, Environment Agency
- Tim Bartlett, Lewes District Council

List of consultees

Environment Agency

- James Humphrys, Area Director
- Nick Gray, Area Flood & Coastal Risk Manager / Coastal Engineer

Lewes District Council

- Tim Bartlett, Specialist Advisor, Coastal & Flood Risk Management
- Tim Whelan Director Customer First ?

This Memorandum of Understanding is made the DD day of MMMMMM 2020

Memorandum of Understanding: Unit SU06 Portobello to Peacehaven Cliff Erosion Risk Management.

BETWEEN

Lewes District Council of Southover House, Lewes, East Sussex, BN7 1AB (“the Council”)

And

the Environment Agency of Guildbourne House, Chatsworth Road, Worthing, West Sussex, BN11 1LD (“the Agency”)

(who are collectively referred to in this Agreement as “the Parties”)

A. The Agreement and Definitions

(i). In the Agreement, unless the context otherwise requires, the following words and expressions shall have the following meanings:

“Agreement”	This Memorandum of Understanding.
“Business Case”	The business case that will be developed in stages through the 5-case business model by the Agency and submitted to the Environment Agency’s Large Project Review Group for assurance.
“Contributions Agreement”	A standard legal agreement used by the Agency to secure Financial Contributions for the use in projects.
“FDGiA Funding”	Flood Defence Grant in Aid Funding provided by the Agency for the purposes of providing, maintaining and improving flood defences.
“Feasibility Study”	Work by Mott MacDonald for Lewes District Council, to develop greater understanding of the benefits and costs of the key options to manage this coast, and ascertain whether these options are economically feasible.
“Financial Contributions”	The financial contributions to be made by the Parties pursuant to Clause 6 of the Agreement.
“Funding Partner”	The partner that will take the lead for producing a strategy for securing the necessary partnership funding required by the project and will lead on the delivery of that strategy.
“Highlight Report”	A regular report produced by the project managers and distributed to the Project Board to keep them informed about the Project’s progress and performance against key criteria including progress against milestones, budget, spend, financial forecasts, risks, issues and opportunities.
“Large Projects Review	The Agency group that undertakes comprehensive

Memorandum of Understanding: Unit SU06 Portobello to Peacehaven Cliff Erosion Risk Management.

“Group”	assurance reviews of flood and coastal erosion risk management strategies and projects from all risk management authorities that seek gain approval to spend central Government flood and coastal risk grant in aid funding.
“Lead Partner”	The Party that will take the lead in managing and delivering the Project as set out in Clause 3.
“Local Enterprise Partnership”	Voluntary partnership between local authorities and businesses, set up by the Department for Business, Innovation and Skills to help determine local economic priorities and lead economic growth and job creation within the local area
“Party”	Refers to an organisation that has signed up to this Agreement.
“Parties”	Collective reference to the organisations that have signed up to this Agreement.
“Project”	Unit SU06 Portobello to Peacehaven.
“Project Board”	The body that will be responsible for overseeing the management and supervision of the Project as set out in Clause 4.
“Project Costs”	Any costs incurred by or on behalf of the Agency in regard to delivery of the Project, subject to approval of the Project Board.
“Project Funds”	Any funds identified and secured for the purpose of delivering the Project, to include enhancements, as agreed by the Project Board and included in the overall design, to add additional benefit to the scheme.
“Project Period”	The period between the date that this Agreement is executed until Project completion (the timing of which is decided by the Sponsors Group), or both Parties agree that the Project is no longer viable or the Agreement is superseded.
“Project Team”	The team made up of staff from each Party and the Suppliers which is led by the project managers to undertake the day to day activities required to deliver the Project.
“Project Works”	Such works as are appropriate or necessary as determined or approved by the Project Board for the purposes of implementing and delivering the Project.
Service Plan / Operation and Maintenance Manual	A document delivered by the project that contains all the necessary details following delivery and closure of the project regarding the construction design, future maintenance, improvement, replacement,

	renewal or operation of any of the Flood Defences which have been constructed as part of the Project.
“Staff”	Any employees, contractors, consultants and agents of a Party who are engaged or provided by that Party for carrying out of its obligations in connection with the Agreement.
“Suppliers”	Any provider of bought in services procured to support the delivery of the project, including consultants and contractors.
“Tolerances”	Parameters set by the Sponsors Group for the Project Board and Project Team to operate within.

B. Aim of the Memorandum

- (i). The Agreement sets out the terms and understanding between the Council and the Agency to govern their relationship relating to the Project. The Project seeks to build on recent studies and further explore the leading options identified to reduce the risks of cliff erosion along the vulnerable stretch of frontage, including the options of cliff defence infrastructure and adaptation to erosion. The Project aims to identify and implement the most viable coastal erosion risk management measures at Unit SU06 from Portobello to Lincoln Avenue South.

C. Purpose of the Memorandum

- (i). The purpose of the Agreement is to clarify the roles and responsibilities of the Parties and the general principles for their cooperation, including details of the governance structure, how and by whom the different elements of the Project will be delivered, and the management arrangements to be put in place.
- (ii). The Agreement shall be effective from the date of its execution for the Project Period as further set out in Clause 11.
- (iii). The Council and the Agency agree that the Agreement is not legally binding and does not create any legal rights or obligations. It is a statement of their shared intention to work together in a spirit of cooperation and collaboration. It is intended that the Parties remain independent of each other and that their collaboration does not create a contract, constitute a partnership or operate as any sort of legal commitment. The Agreement is a living document that may be amended as the Project develops.

D. Purpose of the Project

- (i). The purpose of project is to:
 - a. reduce coastal erosion risk to people, property and infrastructure;
 - b. provide cost effective and deliverable coastal erosion risk management intervention which is technically feasible and sustainable;
 - c. maintain and where possible enhance natural, historic and built environments;
 - d. facilitate sustainable growth along the A259 corridor between Brighton and Newhaven for business and residential purposes, including access.
 - e. Work with partners to secure partnership funding and deliver wider benefits. This is likely to include Southern Water, East Sussex Highways and Telscombe Town Council in addition to wider utility providers.

E. Background

- (i). Erosion assessments of the cliffs at Telscombe have identified that many clifftop properties and non-residential properties could be at risk from 2028 onwards.
- (ii). In the high level benefit assessment it has been noted that there are greater benefits from the protection of the A259 than the residential properties. A number of wider beneficiaries have been identified by this assessment that will need to be engaged to support the delivery of the scheme due to the wider key assets that will also be protected. This includes Southern Water (SWS), East Sussex Highways, Brighton & Hove City Council, and the Local Enterprise Partnership (LEP).
- (iii). The Parties note from the studies that work needs to start on the project as soon as possible to secure contributions from partners and gain environmental permits before construction is completed in 2028.
- (iv). In addition to the need to establish strong partnerships, there is also a requirement to obtain a number of environmental permits as the site is within a Site of Special Scientific Interest (SSSI) and Marine Conservation Zone (MCZ). This will also involve significant engagement with South Downs National Park, Natural England and other key environmental groups.

- (v). The Project was recommended in the Brighton to Newhaven Coastal Management Implementation Plan that LDC commissioned in 2015.
- (vi). The Parties have agreed to act together for the purpose of delivering the Project.
- (vii). The Parties have agreed that the Agency will take the Lead Partner role and will work collaboratively with the Council according to the terms set out in this Agreement.
- (viii). Based on work previously undertaken by consultants on behalf of the Council, including the high level benefit assessment and feasibility study, the anticipated overall cost of the project is approximately £10m. The Parties are aware that the costs may change as the Project progresses and as the construction design is finalised.
- (ix). The Agency will develop a “Strategic Outline Case” to obtain funding to start an “Outline Business Case”. The Agency will submit these to the Agency’s Large Project Review Group. Based on current estimates, once approved by the Large Projects Review Group it is expected the Business Case will demonstrate that the Project is eligible for approximately £1.9m of Flood Defence Grant in Aid (FDGiA) subject to conditions.
- (x). Consequently the Parties anticipate there will be an estimated £8.1m funding gap for the Project. The Agency has agreed to take the lead in seeking to source and secure funding to bridge the funding gap.
- (xi). Appraisal on the Project will begin in April 2021, with the earliest aim to have construction complete by 2028, to minimise the risk to properties. This is dependent on the challenges faced during the design phase which include, but are not limited to: the suitability of ground conditions, the willingness of landowners and occupiers to engage with the Project, and securing the necessary access agreements, permissions and funding required.
- (xii). Both Parties understand that, given the nature and complexity of the Project, costs may increase beyond those stated in the Agreement.

1. The Parties’ Obligations

1.1. The Parties agree:

- 1.1.1. subject to Project Funds being secured and available, to use all practicable endeavours to deliver the objectives of the Project.
 - 1.1.2. that the timely and open exchange of information is a fundamental feature of good working arrangements, and both Parties agree to provide each other with all information necessary to undertake their respective obligations, and that they will keep each other informed of data, research, other work or developments that may influence the decision or activities of the other Party.
 - 1.1.3. the Agency will be the Lead Partner in the management of the Project as set out in Clause 1.4 and Clause 3 of the Agreement, subject to the Council providing support and assistance, as far as is reasonably possible;
 - 1.1.4. subject to approval of the Project Board, that all reasonable costs incurred by the Parties in relation to the Project shall be considered to be Project Costs and, subject to funds being available, shall be claimable from the Project Funds in accordance with Clause 8 of the Agreement.
- 1.2. The Parties shall each:
- 1.2.1. undertake all reasonable endeavours to fulfil their responsibilities as set out in the Agreement;
 - 1.2.2. co-operate and use all reasonable endeavours to ensure the successful completion of the Project;
 - 1.2.3. act in good faith and in the spirit of co-operation in carrying out the Project;
 - 1.2.4. ensure that all communications between the Parties are constructive, comprehensive, timely and open;
 - 1.2.5. provide information promptly to one another relating to their involvement in the Project;
 - 1.2.6. promptly raise and use all reasonable endeavours to resolve any issues, difficulties, problems or opportunities that arise relating to the Project;
 - 1.2.7. subject to acting reasonably in their own interests, aim to reach agreement in discussions for the good of the Project;

- 1.2.8. inform the Project Board promptly of any event that is likely to prejudice or delay the performance or completion of the Project or any part thereof, or of any situation or event that may hinder or prevent that Party from providing its Financial Contributions or any part of them;
 - 1.2.9. in carrying out their obligations under the Agreement not do anything that may damage or prejudice the reputation of the other Party or its business or other interests.
- 1.3. The Parties shall ensure that all of their staff involved in the Project:
- 1.3.1. are appointed with the approval of each Party's project sponsor(s) (or delegated power) respectively.
 - 1.3.2. are sufficiently qualified, trained, skilled and experienced in the type of work which they are to perform;
 - 1.3.3. will exercise all due skill, care, attention and diligence in their work including carrying out such in a timely manner;
 - 1.3.4. will, where appropriate, liaise with the other Party in respect of their work.
 - 1.3.5. will promptly inform the other Party of any difficulties, problems or opportunities that arise in their work;
 - 1.3.6. will provide all reports at the times and in the manner specified in the Agreement or as otherwise agreed between the Parties or specified by the Project Board.
- 1.4. The Agency will:
- 1.4.1. establish a Sponsors Group, a Project Board and Project Team;
 - 1.4.2. appoint the roles of senior responsible owner, project sponsor, project executive, senior user(s), assurance advisor and project manager staffed from the Agency;
 - 1.4.3. upon receipt of the required approvals and funding allocations, procure who will fulfil the senior supplier roles.
- 1.5. The Council will:
- 1.5.1. ensure appropriate representation of itself in the Project Team;

- 1.5.2. nominate a Council project sponsor(s) to represent itself on the Sponsors Group;
- 1.5.3. nominate a Council director, and other senior personnel as appropriate, to sit on the Project Board for the Project;
- 1.5.4. nominate a project manager and Council staff (either as part of an employee's existing role that aligns to their job description, or using the Council's recruitment processes) to work as part of the Project Team to fulfil the Council's responsibilities to the Project.

2. Lead Partner

- 2.1. The Agency shall be the Lead Partner for the Project.
- 2.2. As the Lead Partner for delivery of the Project, the Agency, supported by the Council, will be responsible for project governance, delivery of all the Business Cases required for assurance, the design and construction of the Project and the appointment and management of consultants and contractors.
- 2.3. The Agency will develop the Business Cases in line with the current Government Guidance and funding rules and ensure that the preferred way forward is agreed by the Parties. This will be subject to the respective Parties' formal approval processes.
- 2.4. The Lead Partner will:
 - 2.4.1. manage and review the delivery of the Project;
 - 2.4.2. provide the management and support personnel to administer the Project effectively;
 - 2.4.3. establish the Project Governance structure and roles specified in Clause 4;
 - 2.4.4. be responsible for the financial management and administrative aspects of the Project;
 - 2.4.5. be able to use or approve the use of the Project Funds (subject to any conditions to which those funds were obtained) as the Project Board considers appropriate for the purposes of the Project;
 - 2.4.6. subject to Clause 10, be responsible for overall communication and publicity of the Project.

3. Project Governance

3.1. The Project Board will:

- 3.1.1. oversee the management and delivery of the Project;
- 3.1.2. be chaired by the Project Executive;
- 3.1.3. be comprised of the Agency's Project Executive, senior users from the Agency and the Council (representatives as agreed by each organisation's senior leadership team), and senior supplier(s);
- 3.1.4. be attended by the project managers, with optional attendance by the project sponsors and assurance advisor, and any other person(s) deemed necessary by the Project Board;
- 3.1.5. meet at least every 6 weeks or when required by exception;
- 3.1.6. provide overall direction and management of the Project;
- 3.1.7. make decisions based on the group majority where the majority includes at least one member from LDC and the EA, or escalate to the Sponsors Group;
- 3.1.8. ensure sufficient resources are allocated to the Project Team for the delivery of the Project;
- 3.1.9. monitor the overall progress of the Project against the objectives/deliverables in the Business Case, including the appendices and any revisions made to these documents;
- 3.1.10. have overall responsibility for the financial management of the Project;
- 3.1.11. consider changes to the Project form and timing;
- 3.1.12. be the first point of referral for any disputes arising at the Project Team.

3.2. The Project Team will:

- 3.2.1. be led by the project managers;
- 3.2.2. undertake the day to day activities required to deliver the Project;
- 3.2.3. meet weekly or as required;
- 3.2.4. give due consideration to the Tolerances set by the Sponsors Group and escalate issues, difficulties, problems or opportunities to the Project Board accordingly;
- 3.2.5. make decisions based on the agreement of the Project Mangers from LDC and the EA, or escalate to the Project Board;

- 3.2.6. be comprised of representatives from each Party and the Suppliers procured to deliver the Project (as shown in the Project Structure; Appendix 1 and agreed by the Project Board).

4. Reporting

- 4.1. The project managers will provide regular “Highlight Reports” to the Project Board on a frequency and in a format to be agreed by the Project Board, which will include, but is not limited to, key information relating to the Project’s progress against milestones, budget, spend, financial forecasts, risks, issues and opportunities.
- 4.2. In the event that one of the Tolerances specified by the Sponsors Group is expected or suspected to be exceeded, the Agency’s project manager will, as soon as reasonably possible, send a notification to the Project Executive and any other roles specified in the terms of the Tolerances.
- 4.3. As soon as reasonably possible after the identification of an actual exceedance of one of the Tolerances specified by the Sponsors Group, the Agency’s project manager will send a notification to the project executive and any other roles specified in the terms of the Tolerances and create an exceedance report that will detail the situation, causes, potential impacts and options for mitigating the impacts.

5. Financial Contributions

- 5.1. The Parties understand that successful delivery of the Project relies on securing sufficient partnership funding to the value determined by the Business Case.
- 5.2. The Parties agree that all FDGiA Funding allocated to the Project following the approval of the Business Case, shall be classified as Project Funds.
- 5.3. The Agency will be the Funding Partner and, supported by the Council, will endeavour to source and secure funding for the Project from wider partners in accordance with the Business Case.
- 5.4. Subject to the Council being satisfied that any terms under which funding has been secured can and will be met, the Council understands that any grants or other funding obtained by it for the purposes of the Project will need to be paid to the Agency under the terms of a standard Agency Contributions

Agreement(s) which will be separate and legally binding agreement(s) and will require agreement by both the Council's Legal and Finance Teams. The details of the Contributions Agreement(s) will be developed as the project progresses and as potential contributions are identified. Once payments are made under the terms of a Contributions Agreement they shall be regarded as Project Funds.

- 5.5. The parties will share the risk of any potential grant clawback for not meeting the conditions of any funding that has been secured.
- 5.6. The Agency as the Lead Partner will:
 - 5.6.1. produce a strategy for securing the necessary partnership funding required for the Project;
 - 5.6.2. put in place such resources as are necessary to implement such strategy;
 - 5.6.3. provide regular updates to Project Team and Project Board meetings;
 - 5.6.4. consult with the Council on the terms and conditions of any potential grants;
 - 5.6.5. remain responsible for compliance with any terms and conditions that are within its remit as the Environment Agency and/or Lead Partner subject to which grants or funding have been obtained for the Project.
- 5.7. Lewes District Council agrees:
 - 5.7.1. to support the Agency to identify and bid for funding, and where appropriate and in agreement with both Parties, write and submit funding applications on behalf of the Project where appropriate;
 - 5.7.2. remain responsible for compliance with any terms and conditions that are within its remit as the Local Authority subject to which grants or funding have been obtained for the Project..

6. Financial Management

- 6.1. The Parties agree:
 - 6.1.1. that Project Funds may be used by the Agency for any purposes consistent with the aims and objectives of delivering the Project;
 - 6.1.2. that as the Lead Partner, the Agency shall be responsible for holding the Project Funds.

- 6.2. The Agency shall put in place appropriate financial management and auditing procedures for the Project to control expenditure and ensure that costs are properly incurred and can be clearly identified.

7. Reimbursement to Parties of Project Costs

- 7.1. All costs incurred by the Agency or the Council for the purposes of the Project should be forecast and approved at the appropriate level as dictated by the Tolerances.
- 7.2. Costs incurred by the Agency or the Council under the direction of the Agency's project manager or the Project Board for the purposes of the Project will be Project Costs and, subject to Project Funds being available, will be reimbursable to the respective Parties.
- 7.3. Each stage of the Project will require confirmed and agreed funding before progress to the next project stage is agreed by the Project Board.
- 7.4. Claims for costs will be submitted by the Council to the Agency's project manager on a quarterly basis. Such claims may be subject to approval by the Project Board, depending on the Tolerances defined by the Sponsors Group. Any dispute on costs will be settled in accordance with the dispute resolution procedure as set out in Clause 12.

8. Design, Construction, Permissions and Consents

- 8.1. In carrying out its role as the Lead Partner, the Agency will be responsible for:
 - 8.1.1. the design and construction of the Project Works;
 - 8.1.2. obtaining all necessary permissions and consents statutory or otherwise necessary for carrying out the Project Works and ensuring compliance with any such consents or permissions.
- 8.2. The Council agrees to provide support and assistance as may be required, by the Project Board or the Agency's project manager in assisting the Agency, depending upon resource availability.
- 8.3. Where appropriate and in agreement with all Parties, the Council may undertake elements of work in areas that they are better placed to deliver including, but not limited to; Town and Country Planning; quantifying potential growth benefits of the Project; and engaging and negotiating with business groups, individual businesses and landowners.

- 8.4. The Parties agree that as and where appropriate, they will exercise their powers as may be required by the Project Board or the project managers for the furtherance and implementation of the Project.

9. Maintenance and Ownership of Defences

- 9.1. Following completion of any new Sea Defence Assets, or such other date as mutually agreed between the parties, the new assets will be transferred to Lewes District Council/relevant landowner, who will then be responsible for their ongoing inspection, monitoring, maintenance and repair.

10. Publication, Publicity and Use of Logos

- 10.1. The Parties will seek to ensure consistent and coordinated messages when working with the government, delivery partners, stakeholders, public and the media.
- 10.2. The Parties agree to develop project-specific branding to the satisfaction of both Parties, which can be used for the external promotion of the Project via the internet, social media and in hard copy formats.
- 10.3. All external correspondence and publicity messages relating to the Project shall be agreed in advance by Project Board members for each Party, and neither Party will make any public announcement, disclosure or statement concerning the Project without prior approval of the Project Board.
- 10.4. The Parties acknowledge that they are each bound by freedom of information legislation and that they are each subject to statutory obligations regarding the disclosure and publication of certain information, and as such are unable to give any undertaking not to release information about the Project or the Agreement which conflicts with such obligations.
- 10.5. Neither Party will make use of another Party's branding, logos or trademark in any publications without prior permission in writing. Such authority may be provided in advance for specific purposes if agreed by all Parties on the Project Board.

11. Ending the Agreement

- 11.1. The Agreement will end by default at the end of the Project Period or if the Agreement is superseded.

- 11.2. Either Party may choose to end the Agreement early if there is a significant change in circumstances. This could include, but is not limited to, the Parties agreeing that the Project is unaffordable or is not technically feasible, or a change in the legal responsibilities of either Party.
- 11.3. Any Party wishing to end the Agreement early will give 12 weeks' notice to the other Party.

12. Dispute Resolution

- 12.1. During the Project Period, the Project Team shall attempt to resolve all disputes and differences between themselves. If they are unable to do so, the matter shall be referred to the Project Board.
- 12.2. If the Project Board is unable to resolve the dispute or difference to the satisfaction of the Parties within 4 weeks, the matter shall be referred to the Sponsors Group for a final decision.
- 12.3. If the matter referred to the Parties' senior managers pursuant to Clauses 3.1.6, 12.1 or 12.2 cannot be resolved, the Parties in dispute shall consider referring the matter to mediation. If those Parties acting in good faith do not consider that mediation is an appropriate method of dispute resolution they shall consider such other methods of alternative dispute resolution as they reasonably consider to be appropriate in the circumstances and shall seek to resolve the matter using such methods as they may agree.

13. Review and Variations of the Agreement

- 13.1. No change or variation to the Agreement will be effective unless and until it is agreed in writing and signed by all Parties and annexed to the Agreement.

14. Disclaimer

14.1. By signing this document the Parties are not committing to legally binding obligations. It is intended that the Parties remain independent of each other and that their collaboration and any use of the term "partner" does not constitute the creation of a partnership at law or a legal entity, nor authorise the entry into a commitment for or on behalf of each other.

Signed for on behalf of Lewes District Council:

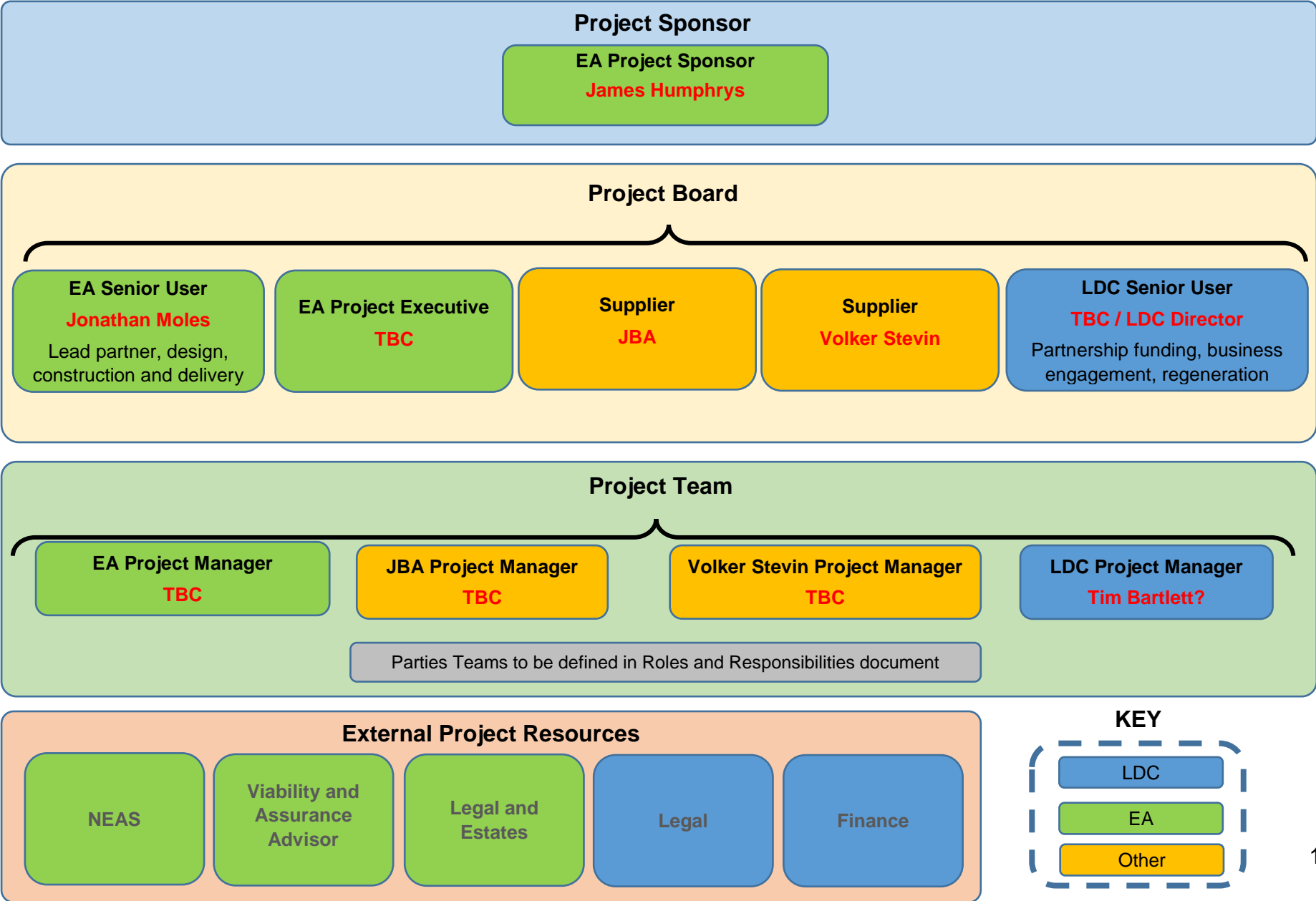
Signed for on behalf of the Environment Agency:

.....
Robert Cottrill
Chief Executive,
Lewes District Council

.....
James Humphrys
Area Director,
Environment Agency



Appendix 1



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Lewes District Council

Agenda Item 9

November 2020

FORWARD PLAN OF DECISIONS

Period covered by this Plan:
Date of publication:

1 November 2020 to 28 February 2021
11 November 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:
<p>Recovery and reset programme</p> <p>This report will update on progress with the R&R programme agreed at September Cabinet</p> <p>(Lead Cabinet members: Councillor James MacCleary and Zoe Nicholson)</p>	All Wards	Key	Cabinet	12 Nov 2020	Open	Detailed in the report	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk</p> <p>Lee Banner, Transformation Programme Manager Tel: 01323 415763 lee.banner@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>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:
<p>Community Wealth Building</p> <p>This report presents the findings of work carried out by the Centre for Local Economic Partnerships and makes recommendations for embedding community wealth building principles into the councils work, in line with the Corporate Plan.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	10 Dec 2020	Open	PPAC if requested	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>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:
<p>Draft budget proposals 2021/22</p> <p>Preparation of the 2021/22 council budget.</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:
<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:
<p>Portfolio progress and performance report quarter 2 - 2020-2021</p> <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:
<p>Community Infrastructure Levy Recommendations for Spending</p> <p>The report will present the recommendations of the CIL Management and Executive Boards following the assessment of infrastructure project bids by Members and officers.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Key	Cabinet	10 Dec 2020	Open	Infrastructure Providers will be invited to submit bids over a 4 week window from End of August 2020 (TBC). The bids will be assessed by the CIL Management Board and Executive Board formed of officers and councillors.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Matt Hitchen, Senior Planning Policy Officer Tel: (01323) 415253 matt.hitchen@lewes-eastbourne.gov.uk</p> <p>Emma Kemp, Planning Policy Officer Tel: 01273 085756 emma-kemp@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:
<p>North Street Quarter - update on delivery</p> <p>The report will provide a further update on scheme delivery. (Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	10 Dec 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	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Beverley Lucas, Specialist Project Manager Tel: 01273 085523 beverley.lucas@lewes.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>Newhaven - Towns Fund</p> <p>AP update on the bid being prepared for submission to the Towns Fund, including emerging Themes.</p> <p>(Lead Cabinet member: Councillor James MacCleary)</p>	All Wards	Non-Key	Cabinet	10 Dec 2020	Open	<p>Towns Fund Board: regular meetings to inform the bid</p> <p>Extensive community and business engagement (incl. business and resident surveys;</p> <p>Neighbourhood Plan surveys; and Enterprise Zone engagement).</p>	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Peter Sharp, Head of Regeneration Tel: 01273 085044 Peter.Sharp@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>Fees and charges</p> <p>To propose a revised schedule of fees and charges to apply from 1 April 2021. (Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	10 Dec 2020	Part exempt Exempt information reason: 3	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:
<p>Recovery and reset programme</p> <p>This report will update on progress with the R&R programme agreed at September Cabinet.</p> <p>(Lead Cabinet members: Councillor James MacCleary and Zoe Nicholson)</p>	All Wards	Key	Cabinet	4 Feb 2021	Open	As detailed in the report.	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk</p> <p>Lee Banner, Transformation Programme Manager Tel: 01323 415763 lee.banner@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>Portfolio progress and performance report quarter 3 - 2020-2021</p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 3 2020/21 period.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Non-Key	Cabinet	4 Feb 2021	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 3 - 2020-2021</p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 3 2020/2021 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	4 Feb 2021	Open	Audit and Standards 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:
<p>General Fund Revenue Budget 2021/22, Capital Programme</p> <p>The Council recommend full Council to set the 2021/22 budget and council tax at their meeting in February.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet Full Council	4 Feb 2021 22 Feb 2021	Open	The budget is subject to a wide and varied consultation process which will be conducted alongside the Corporate Plan (see separate listing).	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:
<p>Treasury Management and Prudential Indicators 2021/22, Capital Strategy & Investment Strategy</p> <p>To recommend full Council to agree treasury management policies and prudential indicators for 2021/22.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet Full Council	4 Feb 2021 22 Feb 2021	Open	None, other than provided for the main budget proposals (see separate item)	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:
<p>Housing revenue account budget 2021/22</p> <p>Recommendations to full Council in respect of the housing revenue account for 2021/22.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet Full Council	4 Feb 2021 22 Feb 2021	Open	An integral part of the Budget process is a constructive dialogue with The Tenants of Lewes District Group (TOLD)	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:
<p>Voluntary Sector Support</p> <p>Report on the performance of those voluntary organisations funded by the Council and for Cabinet to agree the Council's policy on grants to voluntary organisations and the levels of grant funding for the coming year</p> <p>(Lead Cabinet member: Councillor Johnny Denis)</p>	All Wards	Key	Cabinet	4 Feb 2021	Open	The provision of grant funding is based on regular discussion with voluntary sector agencies, including surveys of local voluntary organisations carried out each year by 3VA.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Oliver Jones, Strategy and Partnership Lead Tel: 01323 415464 Oliver.Jones@lewes-eastbourne.gov.uk</p>

Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Community safety partnership annual report</p> <p>Receipt of annual report to note. (Lead Cabinet member: Councillor Johnny Denis)</p>	All Wards	Non-Key	Cabinet	4 Feb 2021	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
<p>Denton Island Bowls Club</p> <p>For Cabinet to consider whether to financially support the a roof replacement at Denton Island Bowls Club</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	4 Feb 2021	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:
<p>Planning Technical Advice Notes</p> <p>Approval of three technical advice notes that provide advice to planning applicants on the Council's expectations for addressing sustainability issues</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Key	Cabinet	4 Feb 2021	Open	Targeted consultation with Lewes Planning Services User Group, Sussex Wildlife Trust and East Sussex County Council between 28 th September and 16 th October 2020. Consultation with Local Plan Steering Group on 1 st September and 27 th October.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Matt Hitchen, Senior Planning Policy Officer Tel: (01323) 415253 matt.hitchen@lewes-eastbourne.gov.uk</p>

Explanatory Note

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

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

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

The plan shows:-

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

What is a key decision?

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

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

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

What is budget and policy framework?

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

Confidential and exempt information

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

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

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

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

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

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

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

10. Information which:

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

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

11. “Labour relations matter” means:

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

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

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

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

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

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

Further information

The plan is available for inspection, free of charge upon request from Reception at the 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, Interim Head of Democratic Services, on (01323) 415021, or e-mail simon.russell@lewes-eastbourne.gov.uk

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

Policy and Performance Advisory Committee Work Programme 2020/2021

Quarterly Performance report Q2	Millie McDevitt, Performance & Programme Lead millie.mcdevitt@lewes-eastbourne.gov.uk	30 November 2020
Draft Budget Update	Andrew Clarke, Deputy Chief Finance Officer Andrew.Clarke@lewes-eastbourne.gov.uk	30 November 2020
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
Community Wealth Building	Jo Harper, Head of Business Planning and Performance jo.harper@lewes-eastbourne.gov.uk	30 November 2020
Community Infrastructure Levy Recommendations for Spending	Emma Kemp, Planning Policy Officer emmakemp@lewes-eastbourne.gov.uk	30 November 2020
Report on the Memorandum of Understanding between Environment Agency and Lewes District Council relating to coastal risk management at Telscombe Cliffs	Tim Bartlett, Specialist Advisor (Coastal and Flood Risk Management) tim.bartlett@leweseastbourne.gov.uk	30 November 2020
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

Policy and Performance Advisory Committee Work Programme 2020/2021

Annual Lewes District Community Safety Partnership Report.	Oliver Jones, Strategy & Partnerships Lead oliver.jones@lewes-eastbourne.gov.uk	25 January 2021
Tourism in the District Update	Helen Browning-Smith, Tourism and Culture Manager Helen.Browning-Smith@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 sustainability for public sector sites in Newhaven	Leighton Rowe, HEDP Development Project Manager leighton.rowe@lewes-eastbourne.gov.uk	15 March 2021

Standing Items at all meetings of the Committee

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

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