

# Policy and Performance Advisory Committee 17 March 2022



## Time and venue:

2.30 pm in the Ditchling and Telscombe Rooms at Southover House, Southover Road, Lewes, BN7 1AB

## Membership:

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

## Quorum: 3

*Published: Wednesday, 9 March 2022*

**This meeting is open to the public to attend. Seating is currently limited due to social distancing guidelines, we ask that if you are planning to attend and observe the meeting, you register in advance (by midday, Tuesday 15 March) by emailing [committees@lewes-eastbourne.gov.uk](mailto:committees@lewes-eastbourne.gov.uk).**

# Agenda

## 1 Minutes of the previous meeting dated 27 January 2022 (Pages 5 - 12)

## 2 Apologies for absence

## 3 Declarations of Interest

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

## 4 Urgent Items

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

## 5 Written Questions from Councillors

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

## **POLICY INPUT AND DEVELOPMENT**

### **6 Requested reports due for consideration by the Cabinet on 24 March 2022**

#### **(a) Portfolio progress and performance report quarter 3 - 2021-2022 (Pages 13 - 22)**

Report of the Director of Regeneration and Planning.

#### **(b) Finance update - performance quarter 3 - 2021-2022 (Pages 23 - 38)**

Report of the Chief Finance Officer.

#### **(c) Lewes District Homelessness Strategy (Pages 39 - 72)**

Report of the Director of Service Delivery.

#### **(d) Local Connection Eligibility Self-build and Custom Housebuilding Register (Pages 73 - 86)**

Report of the Director of Regeneration and Planning.

### **7 Forward Plan of Cabinet Decisions - March 2022 (Pages 87 - 98)**

To receive the Forward Plan of the Cabinet.

### **8 Policy and Performance Advisory Committee Work Programme (Pages 99 - 104)**

To receive the Policy and Performance Advisory Committee Work Programme.

### **9 Date of Next Meeting**

To note that the next meeting of the Policy and Performance Advisory Committee is scheduled to be held at on Tuesday 31 May 2022 at 2.30pm, Southover House, Lewes.

## **Information for the public**

### **Accessibility:**

Please note that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired. This agenda and accompanying reports are published on the Council's website in PDF format which means you can use the "read out loud" facility of Adobe Acrobat Reader.

### **Filming/Recording:**

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**Public participation:**

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

**Information for councillors****Disclosure of interests:**

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

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

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

**Councillor right of address:**

A member of the Council may ask the Chair of a committee or sub-committee a question 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 Sub-Committee.

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.

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## **Policy and Performance Advisory Committee**

**Minutes of meeting held in Ditchling and Telscombe Rooms at Southover House, Southover Road, Lewes, BN7 1AB on 27 January 2022 at 2.30 pm.**

### **Present:**

Councillor Joe Miller (Chair).

Councillors Liz Boorman (Deputy-Chair), Robert Banks, Nancy Bikson, Christine Brett, Roy Clay, Christine Robinson and Richard Turner.

### **Officers in attendance:**

Philip Brown (Property Lawyer), Lee Banner (Transformation Programme Manager), Jane Goodall (Strategy and Partnership Lead, Quality Environment), Oliver Jones (Strategy and Partnership Lead), Ola Owolabi (Deputy Chief Finance Officer (Corporate Finance)), Leigh Palmer (Head of Planning First), Peter Sharp (Head of Regeneration) and Seanne Sweeney (Strategy and Commissioning Lead for Community and Partnerships).

**Also in attendance:** Detective Justin Ingham (Sussex Police).

### **46 Minutes of the previous meeting dated 30 November 2021**

The minutes from the last meeting held on 30 November 2021 were submitted and the Chair authorised to sign them as a correct record.

### **47 Apologies for absence**

Apologies for absence were received from Councillor Linington and Councillor Saunders.

Note: Apologies were also received from Councillor Ross and Councillor Clay for their late arrival:

Councillor Clay joined the meeting from Item 7(b) Eastbourne & Lewes Community Safety Partnership Annual Report for Cabinet.

Councillor Ross joined the meeting from Item 7(j) Asset Management Report to Cabinet.

### **48 Declarations of Interest**

Councillor Boorman declared her membership of the Working Group for Grants programme and confirmed this was a personal and non-prejudicial.

### **49 Urgent Items**

There were none.

**50 Written Questions from Councillors**

There were none received.

**51 Updates and Reports from the Policy and Performance Advisory Committee Work Programme**

**52 Update on the Planning Service**

Leigh Palmer, Head of Planning, presented the report, which advised on the operations and functions of the Planning Service, and the Committee considered the recommendations.

During the course of the discussion and in response to queries from Members, Officers clarified that:

- A mystery shopping exercise was planned for early February and the findings would be reported back to the Committee.
- There had been some IT problems around issuing the weekly Planning Application Listings and this was being addressed.
- The listings did not include applications that did not require consultation. The Head of Planning would liaise directly with Members regarding the constitution of the weekly list of applications received.
- The team would investigate the Committee's reports that Ward Councillor names were sometimes missed off application notices.
- The team reported that it was currently just above the national average for the performance indicator and anticipated being able to report improvement by end of next quarter, which would be enhanced after bringing in the Planning Advisory Service.
- The expected publication date for the Issues and Options document for public consultation (part of the preparations for the next Local Plan) was end of January.
- Lewes District Council (LDC) had quarterly, Director-level, liaison meetings with the South Downs National Park Authority (SDNPA). The issue of LDC taking back control of the applications currently managed by the SDNPA was under constant review. A new enhanced legal agreement had been signed to continue the service for another two years, commencing October 2022, with a 12- month notice period break clause.

**Resolved (unanimously):** To note the report.

**53 Requested reports due for consideration by the Cabinet on 3 February 2022**

It was confirmed by Members that, as part of the call-over process, the following reports would be included in discussion by the Committee:

- 7(b) Eastbourne & Lewes Community Safety Partnership Annual Report
- 7(h) Community Grants Programme

- 7(i) Levelling Up Fund
- 7(j) Asset Management
- 7(k) Litter Reduction Strategy 2022-27

**Resolved (unanimously)**

That the officer recommendations in the following Cabinet reports be supported in full:

- 7(b) A Coastal Concordat for England
- 7(c) Recovery and Reset
- 7(d) General Fund Revenue Budget 2022/23, Capital Programme
- 7(e) Treasury Management and Prudential Indicators 2022/23, Capital 7(f) Strategy & Investment Strategy
- 7(g) Housing Revenue Account (HRA) Revenue Budget 2022/23
- 7(h) Fees and Charges

**54 A Coastal Concordat for England**

This report was not requested for inclusion in discussion by the Committee (see minute 53). Members had previously resolved to support the officer recommendations in the Cabinet report in full.

**55 Eastbourne & Lewes Community safety partnership annual report**

Oliver Jones, Strategy Lead, presented the report regarding the performance of the Eastbourne and Lewes Community Safety Partnership (CSP) 2020/21, with Detective Justin Ingham of Sussex Police.

Detective Ingham briefly outlined the 5 priority areas of focus agreed for the Partnership, providing a brief update and summary of the trends for each.

The Chair invited comment and questions from Members and the Committee considered the recommendations. During the following discussion, Officers and Police clarified that:

- Incidents of off-road biking activity could be reported to the local Police Community Support Officer (PCSO) or preferably online as this would automatically help create a working map of incidents. If there was any crime or immediate danger, the public should call 999/101.
- Operation Blitz had a dedicated telephone line to report youth anti-social behaviour on Friday and Saturday evenings: 07989 188960. However, 999 or 101 should be used in an emergency.
- The use of e-scooters was currently illegal unless on private land, and Sussex Police would be taking part in a national day of action in February to highlight the issue. Incidents should be reported to the local PCSO.
- Addressing speeding and anti-social driving was a further area of focus. The Wealden, Eastbourne and Lewes Safer Roads Partnerships was the

key organisation for co-ordination of local community speed-watches and promoting road safety, supported by local police where resources allowed. PCSOs could potentially attend community events or Councillor meetings to discuss issues / hotspots of local concern.

- Town and Parish Councils had been invited to bid for CSP funds and that Officers were working with Councillor Denis (Cabinet Member for Communities and Customers) and the Council's Communications Team to reach out to communities for ideas for spending the remainder of the budget.

**Resolved (unanimously):** To support the officer recommendations to Cabinet in full.

## **56 Recovery and Reset**

This report was not requested for inclusion in discussion by the Committee (see minute 53). Members had previously resolved to support the officer recommendations in the Cabinet report in full.

### **56a General Fund Revenue Budget 2022/23, Capital Programme**

This report was not requested for inclusion in discussion by the Committee (see minute 53). Members had previously resolved to support the officer recommendations in the Cabinet report in full.

### **56b Treasury Management and Prudential Indicators 2022/23, Capital Strategy & Investment Strategy**

This report was not requested for inclusion in discussion by the Committee (see minute 53). Members had previously resolved to support the officer recommendations in the Cabinet report in full.

## **57 Housing Revenue Account (HRA) Revenue Budget 2022/23**

This report was not requested for inclusion in discussion by the Committee (see minute 53). Members had previously resolved to support the officer recommendations in the Cabinet report in full.

## **58 Fees and Charges**

This report was not requested for inclusion in discussion by the Committee (see minute 53). Members had previously resolved to support the officer recommendations in the Cabinet report in full.

## **59 Community Grants Programme**

The Committee considered the report and Seanne Sweeney, Community Services Lead, clarified Member queries, namely that:



- The recommendations had been reached by a Councillor cross-party group.
- Each Councillor had scored all individual applications using a set formula. The scores were collated and averaged by Officers and reviewed by the cross-party group.
- From the forty -plus applications received, 14 organisations had been recommended for grants.

**Resolved (unanimously):** To support the recommendation to Cabinet in full, that is, to agree the proposed funding allocations set out in Appendix 1 of the report.

## **60 Levelling Up Fund**

Peter Sharp, Head of Regeneration, presented the report, which provided an update on the successful bid for Levelling Up Funding for Newhaven and readiness to commence a programme of works.

The Chair invited comments from Members and the Committee considered the report and its recommendations.

Highlights from the discussion included:

- Lewes District Council was expecting to receive details of the grant agreement from Central Government by the end of January. It was noted that this would contribute to a tight delivery timeframe.
- The Committee congratulated the team on the successful bid, and related some positive feedback already received from residents, including from local fishermen regarding the plans for a commercial fish market and processing unit.

**Resolved (one abstention):** To support the recommendations in the report subject to the Cabinet considering the following additional recommendation:

‘That the Cabinet writes to Central Government, Officers, and Residents to thank them for their support in achieving a successful bid for the Levelling Up fund’.

## **60a Asset Management**

Mark Langridge Kemp, Head of Property - Delivery and Compliance, presented the report regarding a proposal for rationalisation of office space and for future customer contact facilities.

The Committee considered the report and its recommendations.

Following comments and questions from Members, Officers clarified that:

- Charleston’s lease of Southover House would be for up to 5 years and Charleston required use of the whole building. If Charleston offered to

purchase Southover House in the future, a separate proposal would be brought to Cabinet and this Committee for consideration.

- The Heads of Terms of the lease arrangement had not yet been agreed. It was likely that the Council would retain responsibility for aspects of external building maintenance, that there would be an initial rent free period, as Charleston would have internal works to complete, and that a rent would become payable once Charleston had grown its business.
- Savings to Lewes District Council on overheads and utilities would likely offset the basic rental costs at County Hall.
- The rental value of Southover House had not been market-tested, although a valuation had been carried out for disposal.
- A lease with County Hall would be for 5 years and would be for the same number of bookable desk spaces as at Southover House (30) plus fixed desks (5) a small meeting room and kitchen. It would include a break clause of no longer than 6 months notice. Extra costs would be incurred for hiring additional meeting room space including for Committee meetings, but no costings were currently available for this or the cost of the move in and out of County Hall.
- Staff contracts had now changed to allow for hybrid working, and most staff were now working from home regularly, depending on service needs.
- A lease with County Hall would not be finalised until the lease of Southover House had been agreed.

During the discussion a number of areas of concern were raised:

- Regarding arrangements for the customer-facing space - There was concern that there would be confusion for residents as a result of moving between different locations over a relatively short space of time. It was important that the reception space was sited centrally in Lewes, and was accessible, and included provision of a suitable mix of private spaces. In conclusion, there was general agreement that more work was needed to get clarity and costings for the customer facing space, which was a priority aspect of any proposal to vacate Southover House.
- Regarding a lack of financial information on various aspects of the proposal - including market valuations, moving costs, additional costs for meeting rooms on top of basic rent at County Hall and, predicted overhead costs at UTC. Without this information it was hard to properly evaluate and determine 'best value' of the proposal.
- Securing the Newhaven Site - That the old University Technical College (UTC) building, which was the proposed permanent office space solution for the Council, was as yet unsecured. Mark Langridge-Kemp confirmed that the Council would not dispose of Southover House until an alternative site had been fully agreed.
- Impact on Lewes Town Centre - That there was a potential negative impact on the town centre of extra visitors by car, as it was unclear how Charleston planned to realise its transport policy aspirations. Mark

Langridge-Kemp confirmed that a requirement for travel plan would be included in the negotiations with Charleston.

In conclusion, there was general agreement that the report had come too early and that there was not enough of the relevant information needed before an informed decision could be taken.

**Resolved (unanimously):** To not support the recommendations in the report at this time, for the following reasons:

- The Committee agreed its support in principle to vacating Southover House in recognition of its underuse, but that additional information was required before the decision could be made.
- It is recommended that a report be brought back to Policy and Performance Advisory Committee and Cabinet to include a full and detailed business case for:
  - A full and clear proposal for a suitable customer-facing space in central Lewes (to include a space for private meetings between residents, councillors and officers);
  - A rental market appraisal of Southover House, and Charleston rental agreement proposal details, to assess the best value of the proposal;
  - The costs to the Council of moving locations both to County Hall and to the former University Technical College, Newhaven; and
  - The additional costs associated with leasing space at County Hall (including for Committees and Officer/Councillor meetings) in addition to the basic rental cost.

#### **60b Litter Reduction Strategy 2022-27**

Jane Goodall, Environment Lead, answered questions from the Committee as it considered the recommendations of the report.

- It was confirmed and clarified that the team worked closely with a number of litter pick groups and these experiences had helped to inform the Strategy and that, whilst the Strategy would be finalised by Cabinet, the Action Plan element would be reviewed and revised on an on-going basis.
- There was discussion of some specific creative examples to encourage putting litter into bins.
- The CCTV equipment, used to monitor for fly-tipping activity, was mobile.
- Concern was raised that the Strategy document did not include specific mention of ways to help reduce the initial volumes of litter. Jane Goodall explained that the Strategy had a particular scope of purpose, focussing on areas where the Council had more direct control, and noted that measures to reduce packaging were part of a wider national policy programme.

**Resolved (unanimously):** To support the recommendations in the report, subject to the Cabinet considering the addition of a short section to the Litter Reduction Strategy for the Council ‘to consider ways to reduce the volume and impact of litter’.

**61 Forward Plan of Decisions**

**62 Policy and Performance Advisory Committee Work Programme**

The Chair invited suggestions from Members of the Committee for additional items to the work programme.

Members requested that the following item be included on the agenda at the next meeting on 17 March 2022:

- A Performance Report for Quarter 3

Members further requested the following items be included on the work programme for a future meeting (as appropriate):

- Any further or revised proposals regarding office space and customer facing space arrangements.
- A report to reflect on the additional powers coming out of the new Environmental Legislation and how these could impact the Council’s Litter Reduction Action Plan. As part of this item, Members requested that Officers investigate the possibility of inviting some anti-litter experts to present at a future meeting to help identify further activities in which the Council could engage.

**Resolved:** To note the Committee’s work programme and agree the items above be added to the work programme.

The meeting ended at 4.30 pm

Councillor Joe Miller (Chair)

<b>Report to:</b>	<b>Policy and Performance Advisory Committee</b>
<b>Date:</b>	<b>17 March 2022</b>
<b>Title:</b>	<b>Portfolio progress and performance report 2021/22 - Quarter 3</b>
<b>Exemption:</b>	<b>None</b>
<b>Report of:</b>	<b>Ian Fitzpatrick, Director of Regeneration and Planning</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of Cabinet report:</b>	<b>To agree the updated General Fund budget and updated Medium Term Financial Strategy, together with the updated Capital Programme position.</b>
<b>Officer recommendations to the Cabinet:</b>	<b>To note progress and performance for Quarter 3</b>
<b>Recommendations to the Committee</b>	<b>The recommendations are detailed at 1.3 of this report</b>
<b>Reasons for recommendations to the Committee:</b>	<b>To provide a critical friend challenge to the Cabinet decision and policy making process.</b>
<b>Contact Officer(s):</b>	<b>Name: Nick Peeters Post title: Committee Officer E-mail: <a href="mailto:nick.peeters@lewes-eastbourne.gov.uk">nick.peeters@lewes-eastbourne.gov.uk</a> Telephone number: 01323 415272</b>

## **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.

- Appendix 1 – Portfolio Progress and Performance Report (Quarter 3 2021/22)

<b>Report to:</b>	<b>Cabinet</b>
<b>Date:</b>	<b>24 March 2022</b>
<b>Title:</b>	<b>Portfolio progress and performance report 2021/22 - Quarter 3</b>
<b>Report of:</b>	<b>Ian Fitzpatrick, Deputy Chief Executive/ Director of Regeneration and Planning</b>
<b>Cabinet member:</b>	<b>Councillor Chris Collier, Cabinet member for performance and people</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of report:</b>	<b>To consider the council's progress and performance in respect of service areas for the third Quarter of the year (October-December 2021) as shown in Appendix 1</b>
<b>Decision type:</b>	<b>Non-key</b>
<b>Officer recommendation(s):</b>	<b>To note progress and performance for Quarter 3</b>
<b>Reasons for recommendations:</b>	<b>To enable Cabinet members to consider specific aspects of the council's progress and performance</b>
<b>Contact Officer(s):</b>	<b>Name: Lee Banner Post title: Transformation Programme Manager E-mail: <a href="mailto:lee.banner@lewes-eastbourne.gov.uk">lee.banner@lewes-eastbourne.gov.uk</a> Telephone number: 07894 237929</b>

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## **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 Corporate Plan and council policies**

- 2.1 This report sets out the council's performance in the third Quarter of 2021/22 against its aspirations as set out in the Corporate Plan 2020-24.

### **3 Financial appraisal**

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

### **4 Legal implications**

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

### **5 Risk management implications**

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

### **6 Equality analysis**

- 6.1 The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant council reports or as part of programmed equality analysis.








### **7 Appendices**

- Appendix 1 – Portfolio Progress and Performance Report (Quarter 3 2021/22)















## Lewes District Council Portfolio Progress and Performance Report Quarter 3 2021-2022 (October to December 2021)

- **Councillor Zoe Nicholson**, Leader of the Council, Chair of Cabinet and Cabinet member for finance and assets
- **Councillor James MacCleary**, Deputy Leader of the Council and Cabinet member for regeneration and prosperity
- **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 Stephen Gauntlett**, Cabinet member for planning and infrastructure
- **Councillor Ruth O'Keeffe**, Cabinet member for tourism and devolution









Key			
	Performance that is at or above target		Performance that is below target
	Data with no performance target		Performance that is slightly below target but is within an acceptable tolerance
	Direction of travel on performance indicator: improving performance		Direction of travel on performance indicator: declining performance
	Direction of travel on performance indicator: no change		











## Key Performance Indicators







KPI Description	Annual Target 2021/22	Q3 2020	Q2 2021	Q3 2021				Latest Note
		Value	Value	Value	Quarterly Target	Status	Short Trend	
<b>1. (Finance)</b> Maximise amount of Council Tax collected during the year	<b>97.00%</b>	84.05%	56.86%	<b>84.22%</b>	84.50%			The collection rate is 0.28% below target. Targeted work throughout the Quarter has produced positive results and Q4 is anticipated to be on target.
<b>2. (Finance)</b> Maximise amount of Business Rates collected during the year	<b>97.50%</b>	82.99%	56.02%	<b>80.78%</b>	81.67%			The collection rate is 0.89% below target, Targeted work throughout the Quarter has produced positive results and Q4 is anticipated to be on target.
<b>3. (Community and Customers)</b> Average number of days to process new claims for housing/council tax benefit	<b>17.0</b>	<b>12.2</b>	21.5	<b>14.3</b>	17.0			Performance is ahead of target and represents the best quarterly outturn this year.
<b>4. (Community and Customers)</b> Average days to process change of circumstances (Housing/Council Tax Benefit)	<b>6.0</b>	<b>10.0</b>	7.2	<b>7.2</b>	6.0			Performance remains slightly above the target of six days. The team have had to be involved in the administration of the Household Support Fund which has diverted their attention away from day-to-day processing activity. Without this additional work, it is likely that the six-day target would have been achieved.  As part of the year-end processing being undertaken at the moment, it is anticipated that improvements will be seen for Q4.
<b>5. (Community and Customers)</b> Increase the percentage of calls to the contact centre answered within 60 seconds	<b>80%</b>	<b>92.83%</b>	22.11%	<b>33.93%</b>	80%			Although an improved outturn on Q2 (an increase of over 11.82% points), Customer Contact continued to experience a demanding Q3 with a high call demand (an average of 8,500 calls and 6,000 emails a month).  Performance within Q3 highlighted a month-on-month improvement which indicates a further improved position for Q4.  Q3 saw a further reduction in overall call volumes, largely due to the Christmas and New Year period, however we still saw on average 7,000 calls a month, coupled with an average of 6,000 emails a month.  Repeat contact – customers calling for an update on their requests/queries – contributes to overall call volumes. As a result, work started in December to increase processing times of emails/correspondence within the SLA. This has resulted in less repeat contact from customers and indicates an improved position for Q4.


KPI Description	Annual Target 2021/22	Q3 2020	Q2 2021	Q3 2021				Latest Note
		Value	Value	Value	Quarterly Target	Status	Short Trend	
								Recruitment to fill new vacancies – as staff secure promotions internally – is underway, in addition to temporary staff being used to address a seasonal peak in customer contact related to the garden waste renewal period.
<b>6. (Housing)</b> Decrease total number of households living in emergency (nightly paid) accommodation	Data only	31	24	<b>26</b>	Data only			

## Other Performance Indicators

KPI Description	Annual Target 2021/22	Q3 2020	Q2 2021	Q3 2021				Latest Note
		Value	Value	Value	Quarterly Target	Status	Short Trend	
<b>7. Housing:</b> Decrease average number of days to re-let Council homes (excluding temporary lets)	<b>20.0</b>	<b>35.9</b>	30.6	<b>28.8</b>	20			Although the improvement action plan implemented over recent months is delivering a sustained, improved position for the year (a further reduction of 1.8 days on Q2), performance remains above the target for Q3.  The management of void properties remains a key improvement area and a further improved position for Q4 is anticipated.
<b>8. Housing:</b> DFGs - Time taken from council receiving a fully complete application to the council approving the grant	14 days	4 days	4 days	<b>2 days</b>	14 days			Performance remains ahead of target.
<b>9. Housing:</b> Rent arrears of current tenants (expressed as a percentage of rent debit) (L)	<b>3.5%</b>	4.18%	4.27%	<b>4.46%</b>	<b>3.5%</b>			Rent arrears have increased by 0.19% points on the Q2 position.  Recent and ongoing recruitment is expected to improve performance as the new appointees start their employment and complete their induction/training.  LDC continues to buck the national trend for increased rates of rent arrears since the pandemic began – figures collected by HouseMark show a 30% nationwide increase in rent arrears and Citizens Advice report a 24% increase.
<b>10. People and performance:</b> Number of new sign-ups to the Councils' social media channels	<b>600</b>	295	<b>206</b>	<b>281</b>	150			Performance remains ahead of target.

KPI Description	Annual Target 2021/22	Q3 2020	Q2 2021	Q3 2021				Latest Note
		Value	Value	Value	Quarterly Target	Status	Short Trend	
11. <b>People and performance:</b> Number of people registering for our email service	3000	1.737	1,382	1,757	750			Performance remains ahead of target.
12. <b>People and performance:</b> Average days lost per FTE employee due to sickness	8.0 days	1.46 days	2.42 days	2.35 days	2 days			<p>Sickness levels remain slightly above target for Q3 at 2.35 days, although it is a reduction from 2.42 days in Q2.</p> <p>The increase in Q2 had been predicted as a result of the easing of Covid-19 safety measures. In Q3, some of these measures were reinstated in response to the highly transmissible Omicron variant, and we did experience a number of staff absences both with positive Covid-19 results and following booster vaccinations. There were 24 staff absences due to Covid-19 (those staff reporting symptoms) in Q3 which was an increase from 7 in Q2. 1 member of staff recorded an absence due to Covid-19 isolation (those staff required to self-isolate as they have been in contact with someone showing symptoms). In addition, a further 7 staff were absent following a vaccination. If we remove these types of absence from the Q3 figure outturn, that number reduces to 1.92 days, and absences for these reasons have now tailed off (just one employee at the time of writing this report).</p> <p>If we remove LDC Waste Services, the Q3 figure reduces to 1.99 days and Waste Services on its own is 4.6 days, which is a significant reduction from 8.6 days in Q2.</p> <p>Although sickness levels remain low, HR Business Partners continue to support managers in robustly managing any attendance issues that arise.</p>
13. <b>Planning:</b> % of appeals allowed against the authority's decision not to grant planning permission (2 year rolling government figures)	10.0% (annual and quarterly data)	Major – 0% Minor – 1.5%	Major- 3.3% Minor- 1.4%	Major – 3.3% Minor – 1.4%	10.0%			<p>For the Government survey period (24 months ending Sept 2019):</p> <p>30 decisions made on major applications - 1 appeal overturned (0.33%)</p> <p>1,000 decisions made on minor applications - 14 appeals overturned (1.4%)</p>
14. <b>Planning:</b> Exceed government targets for the % of major applications determined within 13 weeks - LDC	60%	87.5%	50%	66.67%	60%			<p>Performance is ahead of target.</p> <p>2 major applications out of 3 were determined within 13 weeks.</p> <p>Annual performance of 71% remains on target.</p>
15. <b>Planning:</b> Exceed government targets for the % of minor applications	70%	66.96%	71.52%	70.89%	70%			Performance remains ahead of target.

KPI Description	Annual Target 2021/22	Q3 2020	Q2 2021	Q3 2021				Latest Note
		Value	Value	Value	Quarterly Target	Status	Short Trend	
determined within 8 weeks-LDC								
16. <b>Recycling &amp; Waste:</b> KG waste collected per household	Data only	111.7	111.3	111.3 (estimated)	Data only			<p>It is estimated that the Q3 data will remain stable.</p> <p>The estimated breakdown for Q3 is as follows:</p> <ul style="list-style-type: none"> <li>Oct = 37.6kgs</li> <li>Nov = 35.9kgs</li> <li>Dec = 37.8kgs</li> <li>Q3 Average: 37.1kgs per HH</li> </ul> <p>Please note - ESCC (as the waste disposal authority) provide the closing data for this calculation which is not yet available. In the meantime, raw data taken from vehicle weighbridge tickets has been used (d-n ÷ number of dwellings).</p>
17. <b>Recycling &amp; Waste:</b> Percentage of household waste sent for reuse, recycling and composting	48.00%	41.17%	44.21%	TBA	48%			<p>We await confirmed data for this.</p> <p>Please note - ESCC (as the waste disposal authority) provide the closing data for this calculation which is not yet available.</p>
18. <b>Recycling &amp; Waste:</b> Total number of reported fly-tipping incidents	180	39	58	94	45			<p>The council's classification of fly tipping is any waste (inclusive of a single black bag of waste) left in a public space. In Q3, there were 40 incidences of Household fly tipping and 15 of garden waste fly tipping. In light of the success of the deployment of cameras in reducing fly tipping incidents in hotspot areas, we will continue to deploy more cameras across the district.</p> <p>Fly tipping reports in Q3 were as follows:</p> <ul style="list-style-type: none"> <li>Between the 1 October and the 31 October 2021, there were 25 confirmed fly tipping reports compared with 17 for the same period the previous year. This shows an increase of 8 for the month.</li> <li>Between the 1 November and the 30 November 2021, there were 37 confirmed fly tipping reports compared with 13 for the same period the previous year. This shows an increase of 24 for the month.</li> <li>Between the 1 December and the 31 December 2021 there were 32 confirmed fly tipping reports compared with 9 for the same period the previous year. This shows an increase of 23 for the month.</li> </ul> <p>Hotspots:</p> <ul style="list-style-type: none"> <li>Lewes Castle Ward</li> <li>Lewes Priory Ward</li> <li>Newhaven</li> </ul>

KPI Description	Annual Target 2021/22	Q3 2020	Q2 2021	Q3 2021				Latest Note
		Value	Value	Value	Quarterly Target	Status	Short Trend	
								1 fly tipping fine was issued in Q3 totalling £75.
<b>19. Sustainability:</b> Air Quality: Number of times nitrogen dioxide levels exceed national air quality objectives (200 µg/m3 hourly mean ave.)	18	0	0	4	4			Non ratified data.

<b>Report to:</b>	<b>Policy and Performance Advisory Committee</b>
<b>Date:</b>	<b>17 March 2022</b>
<b>Title:</b>	<b>Finance update – Performance Quarter 3 2021/22</b>
<b>Exemption:</b>	<b>None</b>
<b>Report of:</b>	<b>Homira Javadi, Chief Finance Officer</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of Cabinet report:</b>	<b>To update members on the Council's financial performance in Quarter 3 2021/22</b>
<b>Officer recommendations to the Cabinet:</b>	<b>1. Note the General Fund, HRA and Collection Fund financial performance for the quarter ended December 2021.</b> <b>2. Agree the amended capital programme as set out in Appendix 2.</b>
<b>Recommendations to the Committee</b>	<b>The recommendations are detailed at 1.3 of this report</b>
<b>Reasons for recommendations to the Committee:</b>	<b>To provide a critical friend challenge to the Cabinet decision and policy making process.</b>
<b>Contact Officer(s):</b>	<b>Name: Nick Peeters</b> <b>Post title: Committee Officer</b> <b>E-mail: <a href="mailto:nick.peeters@lewes-eastbourne.gov.uk">nick.peeters@lewes-eastbourne.gov.uk</a></b> <b>Telephone number: 01323 415272</b>

## **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.

- Appendix 1 – Housing Revenue Account
- Appendix 2a and 2b – Capital Programme



<b>Report to:</b>	<b>Cabinet</b>
<b>Date:</b>	<b>24 March 2022</b>
<b>Title:</b>	<b>Finance update – Performance Quarter 3 2021/22</b>
<b>Report of:</b>	<b>Homira Javadi, Chief Finance Officer</b>
<b>Cabinet member:</b>	<b>Councillor Zoe Nicholson, Leader of the Council, Chair of Cabinet and Cabinet Member for Finance and Assets</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of report:</b>	<b>To update members on the Council’s financial performance in Quarter 3 2021/22</b>
<b>Decision type:</b>	<b>Non Key</b>
<b>Officer recommendation(s):</b>	<b>Cabinet is recommended to</b> <ol style="list-style-type: none"> <li><b>1. Note the General Fund, HRA and Collection Fund financial performance for the quarter ended December 2021.</b></li> <li><b>2. Agree the amended capital programme as set out in Appendix 2.</b></li> </ol>
<b>Reasons for recommendations:</b>	<b>To enable Cabinet members to consider specific aspects of the Council’s financial performance.</b>
<b>Contact Officer(s):</b>	<b>Name: Homira Javadi</b> <b>Post title: Chief Finance Officer</b> <b>E-mail: <a href="mailto:Homira.javadi@lewes-eastbourne.gov.uk">Homira.javadi@lewes-eastbourne.gov.uk</a></b> <b>Telephone number: 01323 415512</b>

## **1 Introduction**

- 1.1 It is essential to ensure that the Council has a sound financial base from which to respond to changing activity levels and demand for statutory services and to ensure that, when appropriate, its finances are adjusted in response to reducing income levels and inflationary pressures on expenditure.
- 1.2 A report on the financial performance following the end of each quarter is made to Cabinet to ensure that the financial health of the General Fund, Housing Revenue Account and Capital Programme activities are kept under continual review.

## 2 General Fund

2.1 General Fund performance of the quarter is shown in the table below:

Department	2021-22 Budget £'000	2021-22 Projected Outturn £'000	Variance £'000
<b>SUMMARY</b>			
Corporate Services	3,575	3,681	106
Service Delivery	7,515	6,772	(743)
Regeneration, Planning & Assets	557	338	(219)
Tourism & Enterprise Services	445	520	75
<b>Total Service Expenditure</b>	<b>12,092</b>	<b>11,311</b>	<b>(781)</b>
Capital Financing and Interest	1,050	350	(700)
Other Movements	23	115	92
Contributions to/(from) Reserves	578	1,531	953
<b>Net Expenditure</b>	<b>13,743</b>	<b>13,307</b>	<b>(436)</b>
<b>Financing</b>			
Council Tax	(7,998)	(7,998)	0
Business Rates	(4,950)	(4,950)	0
Government Grants	(795)	(795)	0
<b>Total Financing</b>	<b>(13,743)</b>	<b>(13,743)</b>	<b>0</b>
<b>(Surplus) / Deficit</b>	<b>0</b>	<b>(436)</b>	<b>(436)</b>

2.2 The position at the end of the financial year shows a net underspend of £0.436m. Variations are set out in the table below:

Detailed variation	£000's	£000's
<b>Corporate Services</b>		
Corporate Management	43	
Strategic Finance	0	
Human Resources	30	
Information Technology	(2)	
Legal and Democratic Services	35	
		<b>106</b>
<b>Service Delivery</b>		
Case Management and Special services	(305)	
Customer & Neighbourhood services	(260)	
Waste & Recycling	(127)	
Homes First	(51)	
		<b>(743)</b>

<b>Regeneration &amp; Planning</b>		
Estates and Property	308	
Planning	(88)	
Regeneration	(290)	
Business Planning and Performance	(149)	(219)
<b>Tourism and Enterprise</b>		
Arts Development	0	
Tourism	62	
Wave Leisure	13	75
<b>Capital financing Costs and Interest</b>		
Reduction in Capital Financing cost plus additional Interest income		(700)
Other Movements		92
Contributions to Reserves		953
<b>Net surplus</b>		<b>(436)</b>

- 2.3 The impact of the pandemic and associated lockdown continues to have an impact on the Council's financial position, in particular within the Estates and Property variance of £308k Corporate Property income has projected to be £468k below budget for the year. Car parking income also included in this budget has also seen a downturn and the projection outturn income will be £196k below budget. However, both these items have been offset by staff savings achieved in the year. There are also reductions within Service Delivery, noticeably a reduction in rent allowance costs (£305k), a reduction in Bed & Breakfast Accommodation costs (£51k) and a Shared Service salary saving arising from vacancies (£260k). A reduction in financing costs of £700k has been due to reprofiling of the capital programme.

### 3 Housing Revenue Account

- 3.1 HRA performance for the quarter is as follows:

<b>Housing Revenue Account Summary</b>	<b>Current Budget £'000</b>	<b>2021-22 Projected Outturn £'000</b>	<b>Variance to date £'000</b>
Income	(16,966)	(16,966)	0
Expenditure	15,252	15,577	325
Capital Financing & Interest	2,026	2,039	13
<b>Total HRA</b>	<b>312</b>	<b>650</b>	<b>338</b>

A further breakdown is shown at **Appendix 1**.

- 3.2 The projected outturn position for the HRA is showing an overspend of £338k. This variance is attributable to the repairs and maintenance budget which has

overspent by £661k. Other areas of saving have mitigated this position and savings are projected in both Special Services (£82k) and Rents and Rates charges (171k).

## 4 Capital Expenditure

### 4.1 Capital Expenditure – General Fund

4.2 The capital programme at Appendix 2a, provides a detailed summary of spend for quarter 2 compared to the allocation for 2021/22. The Capital Programme (including slippages from 2020/21) for 2021/22 totals £34.9m compared to the original Capital Programme approved by Council 22 February 2021 of £23.4m. The summary of the Capital Programme movements are shown in the following table.

	Original	B/F	Other	Revised	Q3
	Programme		Variations	Programme	Expenditure
NON-HOUSING CAPITAL PROGRAMME	2021/22	2020/21	2021/22	2021/22	2021/22
	£'000	£'000	£'000	£'000	£'000
Recovery and Reset	555	118	-	673	52
Regeneration	15,967	7,031	1,094	24,092	879
Asset Management	580	839	-	1,419	369
Indoor Leisure Facilities	1,095	91	-	1,186	66
Total Energy Schemes	3,000	-	-	3,000	93
Community Infrastructure	890	-	1,180	2,070	2,070
Service Delivery	227	41	-	268	108
Specialist	136	-	-	136	39
Coastal Defence Works	300	94	-	394	-
Parks, Pavilions etc.	150	201	516	867	10
Open Spaces	300	-	-	300	-
Information Technology	150	148	-	298	45
Finance Transformation	50	129	-	179	-
<b>GENERAL FUND</b>	<b>23,400</b>	<b>8,693</b>	<b>2,790</b>	<b>34,883</b>	<b>3,729</b>

4.3 The total spends and commitments at the end of December 2021 totalled £3.7m against a revised budget of £34.9m. The revised programme includes a proportion of the £19.3 million Government funding award for Newhaven, following the successful bid that focused on five core themes. In accordance with the government's funding criteria, officers are now preparing to submit a detailed business case for each project in Newhaven. The government will then scrutinise the plans prior to releasing the funds.

### 4.4 Capital Expenditure – HRA

4.5 The detailed HRA capital programme at Appendix 2b, provides a summary of spend for quarter 3 compared to the allocation for 2021/22. The HRA Capital Programme (including slippages from 2020/21) for 2021/22 totals £22.5m compared to the original Capital Programme approved by Council 22 February 2021 of £27.5m. The changes to the Capital Programme are shown in the following table.

	Original			Revised	Q3
SUMMARY	Program me	B/F	Re-profiled	Programme	Expenditure
	2021/22	2020/21	2021/22	2021/22	2021/22
HRA HOUSING	£'000	£'000	£'000	£'000	£'000
Housing Investment	23,831	6,780	-	30,611	4,925
General Fund Housing	1,136	-	-	1,136	439
Housing Companies Loans	2,550	15,741	-15,740	2,551	1,947
<b>TOTAL HOUSING</b>	<b>27,517</b>	<b>22,521</b>	<b>-15,740</b>	<b>34,298</b>	<b>7,311</b>

- 4.6 The revised budget for the Housing Capital Programme for the year is £34.2, with expenditure and commitments to the end of Quarter Three of £7.3m. Capital budgets from the previous year have been carried forward to 2021/22, relating to the maintenance of the Council's housing stock, and the New Build programme.
- 4.7 Project team leaders will, as with every year, be encouraged to review scheme progress on an ongoing basis throughout the year and advise where there are significant revisions. Based on this information reprofiling will be undertaken where necessary to reflect these changes within the HRA Capital Programme.
- 4.8 Covid-19 has also had a detrimental effect on the rest of the HRA Capital Programme. However, the true slippage on all programmes won't fully be known until later in the financial year once discussions with contractors are at an advanced stage and the impact on supply chains is fully assessed.

## 5 Collection Fund

- 5.1 The Collection Fund records all the income from Council Tax and Non-Domestic Rates and its allocation to precepting authorities.
- 5.2 The Collection fund for the year is as follows:

	Council Tax £'000	Business Rates £'000
<b>Brought Forward 01 April 2021 – (Surplus) / Deficit</b>	<b>(2,049)</b>	<b>8,337</b>
Total Collectable Income for year*	(83,075)	(31,473)
Payments to Preceptors	81,166	26,653
Write offs, provisions for bad debts and appeals	1,008	192
Three year spreading adjustment	-	(49)
<b>Estimated Balance 31 March 2022 - (Surplus) / Deficit</b>	<b>(2,950)</b>	<b>3,660</b>
<b>Allocated to:</b>		

Central Government	-	1,830
East Sussex County Council	(2,081)	1,464
Lewes District Council	(448)	329
Sussex Police	(290)	-
East Sussex Fire Authority	(131)	37
<b>Total</b>	<b>(2,950)</b>	<b>3,660</b>

*\* This represents the latest total amount of income due for the year and allows for changes as a result of discounts, exemptions and reliefs, as well as increases in the Council Tax and Business Rate bases.*

- 5.3 The allocation to preceptors reflects the operation of the Collection Fund for Council Tax and Business Rates which are distributed on different bases under regulations. The distributions for the estimated balance calculated at quarter 3 will be made in 2022/23.
- 5.4 Council Tax is showing an estimated surplus for the year of £2.950m at quarter 3. The Council's share of the surplus is £448k. This is the surplus that was formally set in January 2022 and notified to preceptors. The position continues to be monitored on a monthly basis.
- 5.5 Business Rates is showing an estimated deficit for the year of £3.660m at quarter 3 due to expanded retail and nursery discount relief provided under Covid-19. The Council's share of the deficit is £329k. The deficit is being funded through the payment of section 31 grant from central government. This is the deficit that was formally set in January 2022 and notified to preceptors. The position continues to be monitored on a monthly basis.

## **6 Financial implications**

- 6.1 As set out in the report

## **7 Legal implications**

- 7.1 None associated with the report.

## **8 Risk management implications**

- 8.1 Continued monitoring of the Council's financial position is essential to ensure it remains within budget and can take necessary action if and when required.

## **9 Equality analysis**

- 9.1 This Finance update is a routine report for which detailed Equality Analysis is not required to be undertaken. The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports.

## **10 Environmental sustainability implications**

10.1 None associated with the report.

## **11 Appendices**

- Appendix 1 – Housing Revenue Account
- Appendix 2a and 2b – Capital Programme

## **12 Background papers**

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

- Budget monitoring 21/22 working papers

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### Housing Revenue Account 2021/22

	Revised Budget £000's	Actual to 31/12/2021 £000's	Commitments £000's	Total Actual to 31/12/2021 £000's	Projected 2021/22 Outturn £000's	Projected Variance at Year End £000's
<b>INCOME</b>						
Dwelling Rents	(15,104)				(15,104)	0
Non-Dwelling Rents	(461)				(461)	0
Charges for Services and Facilities	(1,216)				(1,216)	0
Contributions towards Expenditure	(185)				(185)	0
<b>GROSS INCOME</b>	<b>(16,966)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(16,966)</b>	<b>0</b>
<b>EXPENDITURE</b>						
Repairs and Maintenance	4,637	302	645	947	5,298	661
Supervision and Management	3,305	88	17	105	3,313	8
Special Services	1,389	689	114	802	1,307	(82)
Rents, Rates, Taxes and Other Charges	259	66	0	66	88	(171)
Increase in Impairment of Debtors	143	0	0	0	143	0
Depreciation of Fixed Assets	5,182	0	0	0	5,182	0
Amortisation of Intangible Assets	3	0	0	0	3	0
Debt Management Costs	52	0	0	0	3	(49)
<b>GROSS EXPENDITURE</b>	<b>14,970</b>	<b>1,145</b>	<b>775</b>	<b>1,920</b>	<b>15,336</b>	<b>366</b>
<b>NET COST OF HRA SERVICES</b>	<b>(1,996)</b>	<b>1,145</b>	<b>775</b>	<b>1,920</b>	<b>(1,630)</b>	<b>366</b>
HRA share of Corporate and Democratic Core	282	0	0	0	241	(41)
<b>NET OPERATING COST OF HRA</b>	<b>(1,714)</b>	<b>1,145</b>	<b>775</b>	<b>1,920</b>	<b>(1,389)</b>	<b>325</b>
<b>Capital Financing and Interest Charges</b>						
Interest Payable	2,043	0	0	0	2,043	0
Interest Receivable	(17)	0	0	0	(4)	13
Revenue Contributions to Capital Expenditure	0	0	0	0	0	0
<b>Total Capital Financing and Interest Charges</b>	<b>2,026</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,039</b>	<b>13</b>
<b>HRA (SURPLUS) / DEFICIT</b>	<b>312</b>				<b>650</b>	<b>338</b>

HOUSING REVENUE ACCOUNT WORKING BALANCE	Revised Budget					
Working Balance at 1 April	(3,322)				(3,318)	
(Surplus) or Deficit for the year	312				650	
Working Balance at 31 March	(3,010)				(2,668)	0

<b>Allocation of Working Balance:</b>						
- General Working Balance	(2,465)				(2,123)	
- Special Projects	(270)				(270)	
- Self Insurance	(275)				(275)	
<b>Working Balance at 31 March</b>	<b>(3,010)</b>				<b>(2,668)</b>	<b>0</b>

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THE CAPITAL PROGRAMME 2021/2022 - General Fund						APPENDIX 2a
SUMMARY	Original Programme 2021/22	B/F 2020/21	Re-profiled 2021/22	Other Variations 2021/22	Revised Programme 2021/22	Q3 Inc Comm Expenditure 2021/22
	£	£	£	£	£	£
<b>Recovery and Reset</b>						
Recovery and Reset	555,000	118,464	-	-	673,464	51,725
<b>TOTAL Recovery and Reset</b>	<b>555,000</b>	<b>118,464</b>	<b>-</b>	<b>-</b>	<b>673,464</b>	<b>51,725</b>
<b>Regeneration</b>						
Commercial Property Acquisition & Development	1,500,000	981,438	-	-	2,481,438	-
NSQ - North Street Quarter	3,500,000	1,933,618	-	-	5,433,618	81,614
NSQ - Springman House	300,000	-	-	-	300,000	-
Construction of Avis Way Depot, Newhaven	2,327,000	2,590,797	-	-	4,917,797	185,123
Newhaven Square Co-Op - Demolition	500,000	-	-	-	500,000	-
Town Centre & Public Realm Improvements	250,000	-	-	-	250,000	-
Newhaven High Street- Newhaven Reimagining	4,000,000	-	-	-	4,000,000	154,812
The Sidings, Railway Quay, Newhaven	520,000	-	-	328,554	848,554	701,760
UTC (Newhaven)	1,800,000	(15,912)	-	-	1,784,088	2,750
Caburn House	270,000	174,817	-	(200,000)	244,817	20,497
Asset Development Newhaven	1,000,000	1,366,578	-	-	2,366,578	-
Newhaven Town Deal	-	-	(18,463,015)	19,428,015	965,000	10,120
<b>TOTAL REGENERATION</b>	<b>15,967,000</b>	<b>7,031,336</b>	<b>(18,463,015)</b>	<b>19,556,569</b>	<b>24,091,890</b>	<b>1,156,675</b>
<b>Asset Management</b>	<b>400,000</b>	<b>200,322</b>	<b>-</b>	<b>(79,915)</b>	<b>520,407</b>	<b>-</b>
Asset Management Aggregated	180,000	638,238	-	79,915	898,153	408,718
<b>TOTAL ASSET MANAGEMENT</b>	<b>580,000</b>	<b>838,560</b>	<b>-</b>	<b>-</b>	<b>1,418,560</b>	<b>408,718</b>
<b>TOTAL INDOOR LEISURE FACILITIES</b>						
Indoor Leisure Facilities - Major Repairs and Improvements	545,000	91,000	-	-	636,000	-
Denton, Downs & Seahaven	550,000	-	-	-	550,000	127,635
<b>TOTAL INDOOR LEISURE FACILITIES (MAJOR REPAIRS AND IMPROVEMENTS)</b>	<b>1,095,000</b>	<b>91,000</b>	<b>-</b>	<b>-</b>	<b>1,186,000</b>	<b>127,635</b>
<b>Energy Schemes</b>						
Local Energy Schemes	3,000,000	-	-	(155,000)	3,000,000	-
OVEsco Ouse Valley Solar Farm	-	-	-	155,000	-	93,000
<b>Total Energy Schemes</b>	<b>3,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>	<b>93,000</b>
<b>Community Infrastructure</b>	<b>889,600</b>	<b>-</b>	<b>-</b>	<b>1,180,301</b>	<b>2,069,901</b>	<b>2,069,902</b>
<b>TOTAL COMMUNITY INFRASTRUCTURE</b>	<b>889,600</b>	<b>-</b>	<b>-</b>	<b>1,180,301</b>	<b>2,069,901</b>	<b>2,069,902</b>
<b>Service Delivery</b>	<b>227,000</b>	<b>41,041</b>	<b>-</b>	<b>(144,105)</b>	<b>123,936</b>	<b>185,146</b>
Recycling Equipment	-	-	-	144,105	144,105	-
<b>TOTAL SERVICE DELIVERY</b>	<b>227,000</b>	<b>41,041</b>	<b>-</b>	<b>-</b>	<b>268,041</b>	<b>185,146</b>
<b>Specialist</b>	<b>136,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>136,000</b>	<b>56,275</b>
<b>TOTAL SPECIALIST</b>	<b>136,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>136,000</b>	<b>56,275</b>
<b>Coastal Defence Works</b>	<b>300,000</b>	<b>94,280</b>	<b>-</b>	<b>-</b>	<b>394,280</b>	<b>-</b>
<b>TOTAL COASTAL DEFENCE WORKS</b>	<b>300,000</b>	<b>94,280</b>	<b>-</b>	<b>-</b>	<b>394,280</b>	<b>-</b>
<b>Parks, Pavilions etc. - Remedial works</b>	<b>150,000</b>	<b>200,938</b>	<b>-</b>	<b>515,860</b>	<b>866,798</b>	<b>10,413</b>
<b>TOTAL PARKS, PAVILIONS, ETC., - REMEDIAL WORKS</b>	<b>150,000</b>	<b>200,938</b>	<b>-</b>	<b>515,860</b>	<b>866,798</b>	<b>10,413</b>
<b>Open Spaces</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>-</b>
<b>Information Technology (IT)</b>	<b>150,000</b>	<b>148,426</b>	<b>-</b>	<b>-</b>	<b>298,426</b>	<b>44,811</b>
<b>TOTAL INFORMATION TECHNOLOGY (IT)</b>	<b>150,000</b>	<b>148,426</b>	<b>-</b>	<b>-</b>	<b>298,426</b>	<b>44,811</b>
<b>Finance Transformation</b>	<b>50,000</b>	<b>129,310</b>	<b>-</b>	<b>-</b>	<b>179,310</b>	<b>1,700</b>
<b>TOTAL FINANCE TRANSFORMATION</b>	<b>50,000</b>	<b>129,310</b>	<b>-</b>	<b>-</b>	<b>179,310</b>	<b>1,700</b>
<b>TOTAL GENERAL FUND CAPITAL PROGRAMME</b>	<b>23,399,600</b>	<b>8,693,355</b>	<b>(18,463,015)</b>	<b>21,252,730</b>	<b>34,882,670</b>	<b>4,205,999</b>
<b>TOTAL OVERALL CAPITAL PROGRAMME</b>	<b>50,916,600</b>	<b>31,214,102</b>	<b>(34,204,243)</b>	<b>21,253,730</b>	<b>69,180,189</b>	<b>11,517,201</b>
<b>CAPITAL PROGRAMME FUNDING</b>						
Borrowing	31,229,000	26,937,308	(15,741,228)	(199,000)	42,226,080	-
Capital Receipts	2,036,000	2,732,623	-	-	4,768,623	-
Reserves	7,763,000	1,257,665	-	-	9,020,665	-
Capital Grants (HM Government)	6,706,000	-	(18,463,015)	19,408,015	7,651,000	-
Capital Grants (Non-Governmental Public Bodies)	1,301,000	94,702	-	-	1,395,702	-
Other Capital Contributions	-	-	-	-	-	-
Planning Section 106 Contributions	-	146,349	-	515,860	662,209	-
CIL Contributions	889,600	-	-	1,528,855	2,418,455	-
Capital Expenditure Financed from Revenue (General Fund)	-	9,916	-	-	9,916	-
Capital Expenditure Financed from Revenue (Housing Revenue)	992,000	35,539	-	-	1,027,539	-
<b>TOTAL CAPITAL PROGRAMME</b>	<b>50,916,600</b>	<b>31,214,102</b>	<b>(34,204,243)</b>	<b>21,253,730</b>	<b>69,180,189</b>	<b>-</b>

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THE CAPITAL PROGRAMME 2021/2022 - HRA					APPENDIX 2b
SUMMARY	Original Programme 2021/22	B/F 2020/21	Other Variations 2021/22	Revised Programme 2021/22	Q3 Inc Comm Expenditure 2021/22
<b>HRA HOUSING CAPITAL PROGRAMME</b>	£	£	£	£	£
Buy-back of RTB Properties	-	-	-	-	-
New Acquisitions & New Build	18,812,000	4,656,531	(6,247,736)	17,220,795	-
Fort Road New Housing Development	-	29,215	33,701	62,916	62,916
Saxonbury Redevelopment	-	545,339	64,756	610,095	610,096
Old Hamsey Lakes Development	-	-	30,553	30,553	30,553
Newhaven Old Police Station Development	-	7,183	6,047,157	6,054,340	32,899
Newhaven Old Fire Station Development	-	-	12,061	12,061	12,061
Long Park Corner, Ditchling Development	-	-	21,660	21,660	21,660
Construction (Lewes Infills)	-	-	-	-	-
Construction (Lynchetts)	-	-	5,392	5,392	5,392
Oakfield House (Plumpton Green)	-	1,417,109	-	1,417,109	1,366,769
Harrison Road (Refurbishment)	-	-	21,680	21,680	21,679
Meridian Court (Peacehaven)	-	105,682	-	105,682	-
Mill Road, Broyle Close and Kiln Road	-	-	10,776	10,776	10,776
<b>Improvements to Stock (Block Allocation)</b>	4,554,000	-	(4,554,000)	-	2,748,014
Improvements to Stock (Block Allocated- for approval)	-	-	4,554,000	4,554,000	-
<b>Disabled Adaptations</b>	415,000	-	-	415,000	630
Recreation & Play Areas	50,000	18,460	-	68,460	1,485
<b>TOTAL HRA HOUSING INVESTMENT CAPITAL PROGRAMME</b>	<b>23,831,000</b>	<b>6,779,519</b>	-	<b>30,610,519</b>	<b>4,924,931</b>
<b>GENERAL FUND HOUSING CAPITAL PROGRAMME</b>					
Private Sector Housing Support	135,000	-	-	135,000	11,022
Mandatory Disabled Facilities Grants	1,001,000	-	-	1,001,000	428,304
<b>TOTAL GENERAL FUND HOUSING INVESTMENT CAPITAL PROGRA</b>	<b>1,136,000</b>	-	-	<b>1,136,000</b>	<b>439,326</b>
LHIC - Loans for Delivery of Mixed Tenure Homes	-	2,498,935	(2,497,935)	1,000	1,000
LHIC/Aspiration Homes - Loans to facilitate delivery of new homes	2,550,000	13,242,293	(13,242,293)	2,550,000	1,945,945
<b>TOTAL LOANS TO HOUSING COMPANIES</b>	<b>2,550,000</b>	<b>15,741,228</b>	<b>(15,740,228)</b>	<b>2,551,000</b>	<b>1,946,945</b>
<b>TOTAL HOUSING</b>	<b>27,517,000</b>	<b>22,520,747</b>	<b>(15,740,228)</b>	<b>34,297,519</b>	<b>7,311,202</b>

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<b>Report to:</b>	<b>Policy and Performance Advisory Committee</b>
<b>Date:</b>	<b>17 March 2022</b>
<b>Title:</b>	<b>Lewes District Homelessness &amp; Rough Sleeping Strategy 2022 - 2027/22</b>
<b>Exemption:</b>	<b>None</b>
<b>Report of:</b>	<b>Tim Whelan, Director of Service Delivery</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of Cabinet report:</b>	<b>To introduce a new homelessness &amp; rough sleeping strategy and ask Cabinet for approval of the strategic goals, objectives, and associated action plan</b>
<b>Officer recommendations to the Cabinet:</b>	<ol style="list-style-type: none"><li><b>1. Consider the final draft of the Lewes District Homelessness &amp; Rough Sleeping Strategy 2022 – 2027, set out in Appendix 1; and</b></li><li><b>2. Subject to there being no requirement for significant amendments, to authorise the Director of Service Delivery to adopt the strategy and produce a formatted version for public release.</b></li></ol>
<b>Recommendations to the Committee</b>	<b>The recommendations are detailed at 1.3 of this report</b>
<b>Reasons for recommendations to the Committee:</b>	<b>To provide a critical friend challenge to the Cabinet decision and policy making process.</b>
<b>Contact Officer(s):</b>	<b>Name: Nick Peeters Post title: Committee Officer E-mail: <a href="mailto:nick.peeters@lewes-eastbourne.gov.uk">nick.peeters@lewes-eastbourne.gov.uk</a> Telephone number: 01323 415272</b>

## **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 1 – Draft Lewes District Homelessness & Rough Sleeping Strategy 2022-2027.



**Report to:** Cabinet

**Date:** 24 March 2022

**Title:** Lewes District Homelessness & Rough Sleeping Strategy 2022 - 2027.

**Report of:** Tim Whelan, Director of Service Delivery

**Cabinet member:** Councillor William Meyer, Cabinet member for housing

**Ward(s):** All

**Purpose of report:** To introduce a new homelessness & rough sleeping strategy and ask Cabinet for approval of the strategic goals, objectives, and associated action plan.

**Decision type:** Key

**Officer recommendation(s):** Cabinet is recommended to:

- (1) Consider the final draft of the Lewes District Homelessness & Rough Sleeping Strategy 2022 – 2027, set out in Appendix 1;
- (2) Subject to there being no requirement for significant amendments, to authorise the Director of Service Delivery to adopt the strategy and produce a formatted version for public release.

**Reasons for recommendations:** To secure Cabinet approval for a new homelessness and rough sleeping strategy for the District, which local authorities have a statutory obligation to review and publish every five years.

The new strategy provides a strategic overview of the current challenges and sets out a framework and action plan addressing these.

**Contact Officer(s):** Name: Oliver Jones

Post: Strategy & Partnerships Lead - Housing & Communities

E-mail: Oliver.Jones@lewes-eastbourne.gov.uk

Telephone number: 01323 415 464

## **1. Introduction & background**

- 1.1 Reducing the incidence of homelessness and ending rough sleeping is a priority for Lewes District Council. This strategy sets out the Council's approach to achieving this goal over the next five years, by setting out new strategic objectives and a framework focused on preventing homelessness, intervening effectively when it occurs, and putting in place sustainable solutions to support

re-housing options. The associated delivery plan sets out the actions needed to implement the strategy and their intended outcomes.

1.2 The strategy has been developed in line with the requirements set out in the Homelessness Act 2002, which places a legal responsibility on local authorities to undertake a two stage process of reviewing homelessness in their district, then use the findings of that review to develop and publish a revised homelessness strategy every five years.

1.3 The review stage of the process, undertaken in autumn 2021, provided an up to date picture of the:

- Current and likely future levels of homelessness across Lewes District.
- Activities carried out and support available to prevent homelessness and those experiencing it.
- Level of resources made available locally to tackle homelessness.

The main sections of the review set out the current operating context, summarised progress made against the previous strategy, and looked at how the service is currently operating. The review of operations assessed the levels of demand for housing needs services, examined the responses made to prevent and relieve homelessness, and looked at how temporary accommodation was being used. How well local partnerships worked to address homelessness was also reviewed as part of the process.

1.4 A summary of the main outcomes of the review is set out in the strategy, and amongst these the headline findings were as follows:

- **Demand** - The number of enquiries received by the Council's housing needs team increased by 23% during 2020/21.
- **Preventative action** - A range of activities undertaken by the team helped secure homes for over half of the 62 households threatened with homelessness when they approached the Council (under the prevention duty<sup>1</sup>).
- **Early action** - A range of activities undertaken within the team helped secure homes for around 40% of the 147 households already homeless when they approached the Council (under the relief duty<sup>2</sup>).
- **Main duties** - As a result of these actions only 36% of those already homeless when they approached the Council went on to be assessed under the main homelessness duty and required temporary accommodation. This

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<sup>1</sup>The *prevention duty*, introduced by the Homelessness Reduction Act (HRA) 2017, requires local authorities to take reasonable steps to prevent homelessness for any eligible applicant likely to become homeless within 56 days of applying for help.

<sup>2</sup> The *relief duty*, introduced by the HRA 2017, requires local authorities to provide more support to those who are homeless when they applied to help, for a minimum of 56 days, including scope to provide emergency accommodation for a widely defined group of households.

reduced the social cost of homelessness on households and the financial costs borne by the Council.

- **Partnership working** - Shaping effective alliances with statutory and voluntary partners has been integral to the local response, helping prevent homelessness and providing support to vulnerable households across the District.
- **Rough sleeping.** The number of rough sleepers in Lewes District has been consistently low compared with other areas, with the Government's annual count registering numbers in single figures for each of the past five years. The Rough Sleeping Initiative (RSI) continues to provide ongoing support, although there are a small number of hard to engage rough sleepers that services struggle to connect with. To address this, the new strategy will bolster the commitment to support local voluntary agencies working with this group.
- **Covid-19** - Analysis indicates that the pandemic had a local impact that reflected national trends, with the policies that sought to restrict evictions and increase the assistance given to the most vulnerable, increasing the number of single households and reducing the number of family households, assisted under homelessness duties.
- **Homelessness Reduction Act (HRA) 2017** - There is evidence that the shift towards assisting more single households was underway before the pandemic, as a result of the new prevention and relief duties introduced by the HRA. This means that the service is managing more single people with complex needs than previously.

1.5 Taking account of the findings, the final section of the review set out a strategic outlook based on three key themes, namely:

- Prevention – reducing the incidence of homelessness.
- Intervention – lessening the impact where homelessness has occurred.
- Sustainable solutions – promoting housing options and support services.

These formed the vision for the new strategy and the framework shaping the objectives it contains.

## 2. Strategy proposals

2.1 This section summarises the contents of the newly developed strategy, a full copy of which can be found in appendix 1. The opening and introductory sections of the document propose a vision for tackling homelessness across the District, outline the definition of homelessness underlying the proposals, and review the current national and local operating context.

2.2 At a national level the operating context focuses on the impact of Covid-19, recent legislation, and policy frameworks, such as the Homelessness Reduction Act 2017, the Domestic Abuse Act 2021, and the National Rough Sleeping Strategy. These have had an impact on levels of operational demand and

shaped service delivery by forming the backdrop for joint working, helping to address issues such as domestic abuse and street homelessness.

2.3 Locally, the context focusses on the impact of high house prices and rents, increasing levels of deprivation, and limited housing supply. The review recognised the continuing impact of high house prices, with Lewes now having the highest average of the five districts and boroughs in East Sussex. Prices now average over ten times the average local salary. These inflated prices have a knock on impact on rents, restricting the access that those on low (and increasingly so those on moderate), incomes have to both home ownership and private rented markets. The relatively small size of the private rented market across the District and increasing levels of deprivation compound the issue and increase further, local levels of housing need. At the sharp end this culminates in those households losing their home, or not being able to secure suitable housing in the District, seeking assistance from the housing needs team.

2.4 The key section of the strategy introduces nine objectives based around three key themes set out in the vision, which focus on; **prevention** to reduce the incidence of homelessness, effective **intervention** to reduce the impact of existing homelessness; and **sustainable solutions** to support re-housing options. Together the themes and objectives create a framework that, barring any significant change to the operating context, is intended to remain fixed for the five year duration of the strategy. The nine objectives are set out below:

#### Prevention

- Quality housing needs services - dedicated to effective advice, holistic and informed assessment.
- Preventative casework – working, alongside partners, to stop those seeking help from becoming homeless.
- Targeted preventions for the most vulnerable groups – through the provision of agreed pathways into support.
- Strategic activities - that seek to identify the issues that drive homelessness across the District and apply remedies to reduce it.

#### Intervention

- Tackling rough sleeping - continue with our county-wide approach to reduce harm and address associated multiple, complex needs.
- Partnership working - maximise the effectiveness of joint working and pathways for at risk groups.
- Temporary housing – provide a good quality, safe, secure, value-for-money accommodation portfolio and reduce the use of emergency placements.

#### Sustainability

- Re-housing - establish a range of sustainable housing and move-on options for homeless households.
- Support - deliver effective support services to help customers maintain accommodation once housed.

- 2.5 A series of cross-cutting themes support the delivery of the framework through:
- Promoting collaborations with statutory, agency and voluntary partners.
  - Investing to train staff and upskill teams.
  - Delivering high quality, value for money services that make the most of available funding.
- 2.6 This framework forms the basis for the delivery plan, the first iteration of which is incorporated into the strategy set out in appendix 1. The plan contains a series of actions and outcomes tuned-in to deliver the listed objectives, which will be allocated to post holders once the strategy is approved. Unlike the framework, the action plan is designed to be updated across the duration of the strategy, to reflect progress, changes to operating context and new funding opportunities.
- 2.7 The majority of the actions and outcomes presented in the plan are set to complete within two years of the strategy being deployed. Highlights include:
- Supporting education initiatives for young people & care leavers.
  - Creating a dedicated 'prevention hub' to co-ordinate the work of Council teams, local voluntary and agency partners.
  - Using data modelling to identify households at a high risk homelessness and engaging them to target support, wellbeing, and employment initiatives.
  - Delivering updated processes, IT case management systems, and enhanced reporting to deliver key service improvements.
  - Working with neighbouring authorities and key delivery partners to secure the best 3-year RSI funding commitment from DLUHC.
  - Aligning multi-agency relationships to agree housing solutions in the most complex of individual cases.
  - Reviewing the allocations policy to ensure that it balances the needs of homeless and housing register applicants.
  - Reviewing temporary accommodation provision to enhance the supply of a good quality, value for money, portfolio.
  - Exploring the development of a county-wide approach to partnership working with private rented sector landlords.

### 3. Outcome expected and performance management.

- 3.1 The structure of the strategy is designed to remain relevant, adaptable, and responsive. It comprises of a framework setting out the vision and key

objectives, which is designed to guide the implementation of a regularly updated delivery plan across the life of the strategy. The first iteration of the delivery plan is summarised above and set out in full, in appendix 1.

- 3.2 Regular monitoring and reviews will be led by the Senior Leadership Team in Homes First and an annual review of progress will engage key stakeholders. The Head of Homes First will provide a report on progress against this strategy to the Cabinet's Lead Member for Housing each year.

#### **4. Consultation**

- 4.1 In line with the provisions set out in the Homelessness Act 2002 and the Government's published *Homelessness Code of Guidance*<sup>3</sup>, housing authorities must consult public or local authorities, voluntary organisations, or other persons as they consider appropriate before adopting or modifying a homelessness strategy.
- 4.2 As part of the preparation of the draft strategy there have been two periods of consultation, the first in respect of the preceding homelessness review (autumn 2021) and more recently in respect of the draft strategy, a six week consultation which closed in mid-February. Both members of the public and agency partners were invited to comment on the proposals.
- 4.3 Responses received were broadly supportive of the strategy themes and delivery plans, in particular recognising, the importance of addressing high levels of housing need, the value of strong partnerships, and the benefit of preventative measures. The strategy has been updated to reflect the responses, for example by, clarifying areas where the Council will actively seek to work with partners; emphasising the importance of good quality temporary accommodation, and clarifying the steps that will be taken to measure progress of the delivery plan.
- 4.4 Beyond the specific remit of the consultation, the leads responsible for delivering housing policy routinely co-ordinate activities with housing authorities across the County, as part of the East Sussex Housing Strategy Group.

#### **5. Corporate Plan & Council Policies**

- 5.1 This strategy contributes directly to the housing priorities set out in Lewes District Council's Corporate Plan 2020 - 2024, which sets out five clear objectives targeted at increasing the supply of housing, reducing housing need and tackling homelessness. The five set out to:
- Support the provision of social, affordable, sustainable, energy and resource efficient, climate resilient housing, delivering for residents more effectively.
  - Build more rented council homes in the District, including in local villages, and provide homes which support independent living.

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<sup>3</sup> Department for Levelling Up, Housing & Communities – 22/02/2018 (updated 12/10/2021).

- Use the planning system to support affordable housing delivery.
- Increase housing through innovation, modular housing, and infill sites.
- Reduce the reliance on temporary and emergency accommodation.

## **6. Business case**

- 6.1 The high level business case associated with the strategy is set out in the delivery plan. Specific business cases will be developed to support items the plan contains, such as those relating to the delivery of new IT case management systems, the multi-disciplinary preventative hub, and specific support services.

## **7. Financial appraisal**

- 7.1 It is anticipated that the cost of deploying initiatives contained within the action plan can be met from existing budgets, DLUHC confirmed *Homelessness Prevention Grants* for 2022/23 and other funding acquired under specific initiatives such as the *Rough Sleeper Accommodation Programme*. We are still awaiting confirmation of the three-year funding settlement for the Rough Sleeper Initiative, which is expected to be of an equivalent amount to current funding levels. Action plans may have to be updated to reflect any changes to this funding, or changes to future levels of grant received across the duration of the strategy.
- 7.2 Successful implementation of the strategy is designed to reduce the cost of addressing homelessness by; focussing on preventative measures to reduce demand; putting in place lower cost solutions to meet temporary housing needs; and shaping a more integrated approach to housing, health, and wellbeing to reduce the call on wider public services.
- 7.3 *Deputy Chief Finance Officer consulted on 16/02/2022.*

## **8. Legal implications**

- 8.1 This strategy has been prepared in line with the statutory requirements set out in the Homelessness Act 2002, Section 1(4) of which requires housing authorities to publish a new homelessness strategy, based on the results of a homelessness review, within a period of five years.
- 8.2 The housing authority shall take their homelessness strategy into account in the exercise of their functions in accordance with Section 1(5) of the Act.
- 8.3 In formulating or modifying this strategy the housing authority shall have regard to its current allocation scheme under Section 166A of the Housing Act 1996 and its current tenancy strategy under Section 150 of the Localism Act 2011.

8.4 In line with the Act and the Government's published Homelessness Code of Guidance<sup>4</sup> the:

- Preceding review included an assessment of the:-
  - current levels and likely future levels of homelessness; activities carried out to prevent households from becoming homeless;
  - accommodation available to those who are homeless or who may become homeless;
  - support available to those who are or who may become homeless or who have been homeless and need support to prevent homelessness again; and;
  - level of resources available locally to tackle homelessness.
- Proposed strategy incorporates plans for addressing homelessness and rough sleeping into a single document.
- Statutory and voluntary partners, along with members of the public have been provided with an opportunity to comment and provide feedback on the proposals at both the review and draft proposal stage.
- Strategy and action plan aligns with county wide approaches wherever applicable and sets out actions and outcomes that will build on the key relationships already formed with local partners.
- Strategy contains an action plan setting out to secure effective outcomes in pursuit of the proposed strategic themes and objectives.
- The proposals commit to regular reviews of the delivery plan.

8.5 *Legal Services considered this Report on 21/02/2022. (Legal ref: IKEN 010873-LDC-CH).*

## **9. Risk management implications.**

9.1 Having in place a robust strategy and up to date action plan improves the ability to co-ordinate and deliver the range of services that set out to address homelessness. Through doing so it reduces the incidence of homelessness and deals with it more effectively where it occurs. This:

- Lowers the impact on local individual and family households and the associated risk to their wellbeing.
- Reduces the risk of the Council spending more than budgeted on homelessness services.

9.2 Having in place an up to date strategy that complies with statutory responsibilities, reduces the risk of strategic shortfalls being cited in any legal proceedings seeking review of homelessness decisions, which is commonplace in legal challenges.

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<sup>4</sup> Department for Levelling Up, Housing & Communities – published 22/02/2018 (last updated 12/10/2021).



## **10. Equality analysis.**

- 10.1 An equality analysis has been completed, to assess the impact of the proposals on groups of residents with protected characteristics, and those facing financial hardship. The assessment identified no negative impacts on protected groups and neutral or positive impacts for others. The positive impacts of the proposals can be delivered through the successful implementation of enhanced preventative activities, support actions, and case management, particularly those measures setting out to address the issues experienced by groups at higher risk of homelessness. These include; women at risk of domestic abuse and their households; those living with physical disabilities, mental health conditions and experiencing multiple complex needs; and those on lower incomes struggling to afford housing. A copy of the analysis is available from the report author.

## **11. Environmental impact analysis**

- 11.1 There are no direct environmental impact implications for the Council arising from the recommendations set out in this report.

## **12. Appendices**

- 12.1
- Appendix 1 – Draft Lewes District Homelessness & Rough Sleeping Strategy 2022-2027.

## **13. Background papers.**

- 13.1 The following background papers are associated with this report, copies of which are available from the author:
- Lewes District Homelessness & Rough Sleeping Strategy 2022-27 – Equality & Fairness Analysis.
  - Lewes District Homelessness Review 2021.



Lewes District Council  
Homelessness and Rough Sleeping Strategy  
(Draft)  
2022-2027

DRAFT

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## 2. Our vision



Prevent – to reduce the incidence of homelessness

Intervene – to reduce the impact where homelessness has occurred



Sustainable solutions – to promote housing options and effective support services

### 3. Foreword

Lewes is a great District in which to live and work, but too many local households still struggle to secure suitable housing at a price they can afford. Lewes District has the highest average property prices in East Sussex, whilst rising rents, restricted availability in the private rented sector and a shortage of affordable housing, have left many local families with limited and costly housing options. As a result, the demand for social housing is high. There are currently 1,050 households waiting for homes on the Council's housing register, each of whom meets one or more category of preferential need.

Rough sleeping is the most visible aspect of homelessness, and though its incidence is relatively low across the District, when it occurs it can have a devastating effect on the health and wellbeing of the individuals concerned. Over the past few years those individuals in need of help have been assisted by the Rough Sleeper Initiative, a programme that now works across East Sussex to provide support and access to a multi-disciplinary team of health and welfare professionals.

Reducing the incidence of homelessness and ending rough sleeping across the District is a priority for Lewes District Council. This strategy sets out the Council's approach to achieving this goal over the next five years, by setting out a framework focused on preventing homelessness, intervening effectively when it occurs, and putting in place sustainable solutions to support re-housing options.

The impact of Covid-19 has brought home the fundamentals that matter the most to households and communities across Lewes, and as we adjust to the new challenges ahead, it is clearer than ever that having access to a good home is central to us all feeling safe and secure. I am confident that delivering the priorities and associated action plans set out here will help all in the District achieve this goal.

**Cllr William Meyer - Lead Member for Housing**

## 4. Introduction

- 4.1. The demand for homelessness services has increased steadily over the past 5 years, and during 2020/21 the number of enquiries received by the Council's housing needs team increased by over 20%. The impact of homelessness has a devastating impact on the individuals and their families directly affected, a social cost that extends into the wider community, and a financial cost that draws agency resources away from other key services.
- 4.2. This strategy introduces a framework that sets out to reduce the impact that homelessness has on local individuals and households, and the priorities the Council will pursue to help do so.

### What is homelessness?

- 4.3. Those who present as homeless do not have to be sleeping on the streets or lack a roof at the time they ask for help. Households can also be considered homeless if they are:
- Having to stay with friends or family.
  - Staying in a hostel, night shelter or bed and breakfast accommodation.
  - At risk of violence or abuse in their current home.
  - Living in poor or unsafe conditions.
  - Leaving an institution such as a prison or hospital, or the care system, with nowhere to go.
- 4.4. This strategy uses a definition of homelessness that includes both rough sleepers, single people and families that are threatened with, or present as homeless. In short, any household (individual, couple, or a family) that find themselves without a safe or secure place to call home.

### How has this strategy been developed?

- 4.5. The relevant legislation has been adhered to in formulating and modifying this strategy. It has been prepared in line with the statutory requirements set out in the Homelessness Act 2002, Section 1(4) of which requires housing authorities to publish a new homelessness strategy, based on the results of a homelessness review, within the period of five years beginning with the day on which their last homelessness strategy was published. In addition we have had regard to the Council's Allocation Scheme, Tenancy Policy, and the Homelessness Code of Guidance for local housing authorities in England 2018, updated 12th October 2021.
- 4.6. The homelessness review, undertaken earlier this year, provided an up-to-date picture of the:
- Current and likely future levels of homelessness across Lewes District.
  - Activities carried out & support available to prevent homelessness and those experiencing it.
  - Level of resources made available locally to tackle homelessness.
- 4.7. The wider public, local voluntary and statutory partners, were invited to comment on the findings of the review, and their responses have been used to inform the shape and direction of the resulting strategy, which sets out how the Council will work with others to; put in place plans to prevent homelessness occurring; intervene effectively when it occurs; and deliver sustainable plans to support re-housing options.

## 5. Context

### National context

4.1 The operating environment in which local authorities must deliver services to reduce homelessness continues to provide a number of key challenges. Increasing house prices, rising private sector rents and the reduced income many local households have experienced as a result of the pandemic, continue to have an impact, sustaining the high number of households accessing services and needing to be placed in temporary accommodation. Key issues to highlight include:

- **Covid-19.** Over the past year the pandemic has, not unsurprisingly, had a significant impact on central Government strategy. At a local level, this has resulted in teams re-focusing services by; providing emergency accommodation to rough sleepers as part of the 'Everyone In' initiative; putting in place additional safeguards to help maintain social distancing in temporary accommodation; and delivering remote services as standard. A ban on private rented sector evictions, in place since the first national lockdown, expired at the end of May 2021. Along with the broader economic impacts of the pandemic, this has increased the level of demand on homelessness services and the potential impacts will need to be monitored in the months ahead.
- **Homelessness Reduction Act (HRA) 2017.** The implementation of this Act, whilst putting in place welcome additional protections for those at risk of homelessness, has introduced extra demands on the work of local housing needs teams. The changes it introduced included:
  - A new 'prevention duty', requiring local authorities to take reasonable steps to assist those likely to become homeless earlier, so within 56, rather than 28 days.
  - A new 'relief duty', which applies to those already homeless when they ask the local authority for help. It requires local authorities to provide support for 56 days.
  - A requirement to carry out a holistic assessment of the applicant's housing and support needs, then set out how these will be addressed in a defined 'personal housing plan'.

The combined impact of these changes has been to increase the overall number of applicants seeking help, alter the profile of those qualifying for assistance (in particular more single applicants and more households with complex needs are coming forward under the new duties) and increase the number of applicants placed in temporary accommodation.

- **Domestic Abuse Act 2021.** Under this new Act, domestic abuse is recognised as a direct factor conferring priority need for the first time, so applicants no longer have to prove that the abuse is creating vulnerability, in order to qualify for help. This is a welcome change that will provide re-assurance and certainty for individuals and their families presenting as homeless because of domestic abuse, and simplify the decision-making process for officers. The Act also introduces a new definition of domestic abuse and requires that housing authorities, when rehousing victims, should provide a secure lifetime tenancy.

- **National Rough Sleeping Strategy 2018.** In August 2018, the Government published this strategy which set out their current plans for ending rough sleeping by 2027. It comprises of three parts or ‘pillars’:
  - Prevention: understanding issues that lead to rough sleeping and providing support.
  - Intervention: helping rough sleepers with swift support tailored to their individual needs.
  - Recovery: supporting people in finding a new home and rebuilding their lives.

The three pillars of the strategy, along with the funding received via the Rough Sleeper Initiative, set out to halve rough sleeping by 2022 and eradicate it completely by 2027.

## Local context

4.2 Lewes District has the highest average property prices in East Sussex, with the recent surge in market activity pushing up the average cost of a home to £405,000. High prices set the context for a range of issues locally that restrict access to housing markets. These include:

- **High affordability ratios.** These ratios, which compare the relationship between average property prices and average earnings, showed that by autumn 2020, median property prices were over ten times the local full-time salary. High house prices have a knock on effect on private rents, and in many parts of the District these continue to challenge the ability of local households to secure suitable housing. By March 2020, the average rent (all bed sizes) stood at £960<sup>5</sup> per month, a rise of 13 percent over the past five years.
- **Deprivation.** Indices of Deprivation, last published by the Office for National Statistics in 2019, provide a snapshot of relative deprivation in each locality in England, by looking at a range of factors including income, employment, education, health, and barriers to housing. These are combined into a single index. Overall, Lewes ranks as 194 out of 317 local authorities in England and contains no localities in the 10 percent most deprived. However, it contains two localities (Lewes Castle and Newhaven Valley) in the bottom 20 percent and in 2019, more than half (37 of the 62) of localities in Lewes District were more deprived than when the index was last published in 2015. Meanwhile, by the end of 2019/20, more than 3,000 children were living in low-income families, 13.5 percent of all children in the District.
- **Housing tenure and supply.** The total housing stock of Lewes District numbered 45,858 in 2019, an increase of 2,488 homes (so up by 6%) over the past ten years, driven largely by new private sector provision (2,245 homes) and a small increase in housing associations homes (317 homes). Overall, the growth in social housing stock has been small, amounting to a net increase of only 243 homes in the past ten years, once *Right to Buy* losses are taken into account. However, this picture is changing, with planning showing that 58 affordable homes were expected to complete before the end of March 2022 and that 436 affordable homes have been granted planning permission at sites across the District, including 126 new council homes. The private rented sector is relatively small in Lewes District and at the time of the last census in 2011, it only housed 14% of households, lower than for East Sussex as a whole (18%) and the South-East (17%).

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<sup>5</sup> [Office of National Statistics - Private rental summary statistics July 2020.](#)



- **Housing demand and availability.** Private rents in many parts of the District are higher than the Local Housing Allowance (LHA), the Government cap that limits the amount of housing welfare payments that can be claimed to cover rent. This presents a real barrier to the market for those on lower incomes, who often have to look for cheaper areas to live in beyond the District or use 'living money' to supplement housing rental costs. The relatively small size of the private rented sector compounds the problem, with a shortage of supply contributing to high rents. Meanwhile, the demand for social housing is high and there are currently 1,050 households waiting for homes on the Council's housing register, whilst both new supply and available re-lets are low. During 2019/20 a total of only 115<sup>6</sup> council homes and 70 housing association homes became available. This combination of high house prices and rents, along with restricted housing availability in both the private and social rented housing sectors, create a pressing housing challenge to residents of the District.

## Strategic fit

4.3 This strategy contributes directly to the housing priorities set out in Lewes District Council's Corporate Plan 2020 - 2024, which sets out five clear objectives targeted at increasing the supply of housing, reducing housing need and tackling homelessness. The five set out to:

- Support the provision of social, affordable, sustainable, energy and resource efficient, climate resilient housing, delivering for residents more effectively.
- Build more rented council homes in the District, including in local villages, and provide homes which support independent living.
- Use the planning system to support affordable housing delivery.
- Increase housing through innovation, modular housing and developing infill sites.
- Reduce the reliance on temporary and emergency accommodation.

The Corporate Plan sets out a number of associated goals, including the:

- Provision of 200 new council houses and 300 new affordable homes.
- Opening up of quality housing options for low to middle income residents.
- Delivery of accessible housing for those with physical and additional support needs.

## 6. Summary of Findings from the Homelessness Review

6.1. The review set out to provide an up-to-date picture of the:

- Current and likely future levels of homelessness across Lewes District.
- Activities carried out & support available to prevent homelessness and those experiencing it.
- Level of resources made available locally to tackle homelessness.

A summary of key findings from the review is set out below.

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<sup>6</sup> DLUHC - Local authority statistical housing returns 2019/20.

- **Service demand and operational response.** The review showed that the demand for services is high and likely to remain so into the foreseeable future. During 2020/21, 702 households raised enquiries with the housing needs team, an increase of 23% on the number received the year before. Sixty percent of these enquiries (433) progressed through to a formal homelessness application, and of these around two-thirds (284 households) were found to be owed a prevention or relief duty.
- **Statutory duties and the Council's response.** In 2020/21, the Council helped find homes for over half of the 62 households owed a prevention duty (because they were threatened with homelessness), were helped to stay in their existing home or find a new one. Around a fifth (19%) went on to become homeless. Of the 147 households owed a relief duty (because they were already homeless when they applied for help), around 40% were helped to secure a new home, whilst 36% remained homeless and went on to be assessed under the main homelessness duty. Taking action to address homelessness in this way reduces both the social cost of homelessness on households and the financial costs borne by the Council.
- **Main duty assessments.** The number of main duty assessments conducted (carried out because households could not be helped earlier in the process), fell during 2020/21, as did the percentage of those qualifying for a new home because they were assessed as being homeless and in priority need. This fall is almost certainly because of the increasing numbers of single households coming through the system, as a result of the implementation of the HRA 2017, and more recently, the pandemic. These households are less likely to qualify as a priority than families, as having children is the key driver of priority need set out in the legislation. Most households re-housed under the main duty accepted an offer of a socially rented home (86%), with only 1 in 10 accepting an offer in the private rented sector.
- **Rough sleeping.** The number of rough sleepers in Lewes District has been consistently low when compared with other areas, with the Government's annual count of rough sleepers registering numbers in single figures for each of the past five years. The Rough Sleeping Initiative (RSI) continues to provide ongoing support, carrying out proactive outreach work that identifies those sleeping rough and helps connect them with local services. However, there are a small number of hard to engage rough sleepers that services struggle to connect with at times, and to address this the new strategy will bolster the commitment to support local voluntary agencies working with this group.
- **Partnerships.** Working with statutory and voluntary partners has been integral to mounting an effective local response to homelessness, and a wide range of dedicated partners have joined efforts to help prevent homelessness and provide support to vulnerable households across the District. The new 'duty to refer' pathway, introduced by the HRA is working well, with 1 in 10 (9%) of all enquiries received having been referred by another agency via this route. The probation service, hospitals and prisons were the leading sources of referral.
- **Local trends and Covid-19.** Over the past year, analysis of how the housing needs service has been operating indicates that the pandemic has had a local impact that reflects national trends. As such, the associated policies that have sought to restrict evictions and increase the assistance given to the most vulnerable, have increased the number of single households, and reduced the number of households with children, who have been assisted under homelessness duties.

- **Impact of the HRA 2017.** There is evidence that the shift towards assisting more single households was underway before the pandemic, as a result of the new prevention and relief duties introduced by the HRA. This means that the service is managing higher numbers of single and vulnerable people with complex needs, illustrated by the fact that the percentage of those owed a prevention or relief duty with support needs increased from 33%, to 45%, between 2019 & 2020.
- **Longer term trends.** Whilst in the short term there is likely to be some re-balancing of the profile of those accessing the service, as the impact of Covid-19 eases, services are likely to continue to face a high level of demand from a more marginalised and challenging customer base. In addressing these trends, the emphasis will need to be placed on putting in place high quality services, that seek to reduce demand through preventative activity and intervene effectively to support those households affected by homelessness.

## 7. Strategic Priorities

7.1. The strategic priorities are based around the following key themes:

### 1. PREVENTION

Quality housing needs services - dedicated to effective advice, holistic and informed assessment.

Preventative casework – working alongside partners, to stop those seeking help from becoming homeless.

Targeted preventions for the most vulnerable groups – through the provision of agreed pathways into support.

Strategic activities - that seek to identify issues that drive homelessness across the District and apply remedies to reduce it.

### 2. INTERVENTION

Tackling rough sleeping – continue supporting the county-wide approach to reducing harm and addressing associated multiple, complex needs.

Partnership working - maximise the effectiveness of joint working and pathways for at risk groups.

Temporary housing – provide a good quality, safe, secure, value-for-money accommodation portfolio and reduce the use of emergency placements.

### 3. SUSTAINABLE SOLUTIONS

Re-housing - establish a range of sustainable housing and move-on options for homeless households.

Support - deliver effective support services to help customers maintain accommodation once housed.

7.2. Each of these priorities is underpinned by a series of cross-cutting themes:

- Effective collaborations with statutory, agency and voluntary partners.
- High quality, that treat all applicant with dignity & respect and provide value for money services.
- Skilled and well-trained staff.

7.3. Pursuing an integrated approach that works with partners to assess and prevent the local causes of homelessness, can help deliver best practice, reduce the barriers that restrict people from accessing services, and equip residents with the skills they need to sustain their tenancy in the longer term.

## 8. Priority **1** – PREVENTION

8.1. The Homelessness Reduction Act (2017) introduced an enhanced *prevention duty* for local housing authorities, extending the period that they are required to work with those threatened with homelessness, from 28 to 56 days. Under this duty, the local authority must take reasonable steps to prevent eligible persons from becoming homeless, by helping them stay in their current home, or find a new one. This duty informs the first priority of the strategy, and it will focus on addressing this by delivering an approach that balances strategic activities, preventative casework, and targeted support to the vulnerable. Underpinning this are the processes and resources needed to deliver a quality housing needs service.

8.2. Taking each in turn:

- **Quality housing needs services - dedicated to effective advice, holistic and informed case assessment.** Plans will address this by putting in place processes that provide access to readily available housing advice, backed up by a well-equipped and knowledgeable team. The team will be empowered to deliver tools that intervene early to increase the likelihood of a successful outcome. Keeping the skills of the team up to date, to ensure that they deliver high quality, respectful, casework throughout the customer journey, and developing IT systems in order to automate and support processes, are the other essential elements that will help drive successful service delivery.
- **Preventative casework - avoiding those seeking help from becoming homeless.** The approach here seeks to maximise the proportion of residents supported to stay in their existing home, or where this is not possible, facilitate a planned move to a new one.

Maximising success here reduces the trauma experienced by households undergoing homelessness, as well as the financial costs of funding emergency accommodation. Activities providing financial incentives, debt guarantees, undertaking negotiation with private landlords, family, and friends, will all be key to success. The strategy will seek to find ways of optimising their use. High house prices, high rents, and the limited supply of socially rented homes in the District, means that the private rented sector (PRS) will often be the only option for many households, so opening up access to lower cost PRS housing options is a priority. Promoting the recently launched landlord incentive scheme, dedicating resources to work hand in hand with local agents, and examining innovative ways to boost provision, are all key areas of focus.

- **Offering targeted preventions for the most vulnerable – through the provision of agreed pathways into support.** Providing accommodation alone is not a rounded solution to homelessness, especially for those with additional or complex needs, who will often require extra help to manage in their new home. Without this support vulnerable individuals and households can find themselves in repeat cycles of homelessness and at higher risk of rough sleeping. Fostering collaborations to develop and maintain clear and effective pathways to housing (for example when clients leave hospital, prison, care, or the RSI), delivering holistic services around those with the highest level of need, and increasing access to supported accommodation, are all tools that the strategy will help deliver.
- **Strategic activities - that seek to identify issues that drive homelessness across the District and apply remedies to reduce it.** Here activities will look to address this by focusing on modelling tenure, income, welfare benefit and demographic data to help identify which local households are most at risk of homelessness. Identified groups can then be engaged ‘upstream’, to reduce this risk materialising through co-ordinating locally available funding, staff, and project resources to offer support. Drawing these together to align wellbeing, employment, housing, and treatment plans, are the kinds of activities likely to offer the greatest chance of reducing future demand on services.

## 9. Priority 2 – INTERVENTION

- 9.1. The second strategic priority reflects the *relief duty*, also introduced by the Homelessness Reduction Act, under which local authorities must intervene when an applicant has already lost their accommodation, so is homeless when they apply for help. Under this duty authorities must take reasonable steps to help the applicant secure a new home. Not every applicant can be prevented from losing their accommodation, so it is crucial that plans are in place to help maximise the range of realistic housing options available to households.
- 9.2. Targeted casework and putting in place a robust, well-resourced housing needs service are as important here as they are in helping prevent homelessness. Beyond that, the approach set out in the strategy is based around continuing to focus work through the rough sleeper initiative and working with partners to address the needs of identified at risk groups. A further key goal is to minimise the use of temporary accommodation placements, but where these are necessary the strategy will focus on ensuring that these are clean, safe, and represent value for money for both the applicant and Council.

### 9.3. Taking each in turn:

- **Tackling rough sleeping - continue supporting a county-wide approach to reduce harm and address associated multiple, complex needs.** The Rough Sleeping Initiative (RSI) remains central to recent work supporting rough sleepers, and local partners are keen to build on the success of the work in East Sussex, which has been cited as an example of best practice across the country. Working in partnership to secure ongoing funding, replicating the model used by the RSI to provide support to the wider group of local residents living with mental health challenges and complex needs (not just rough sleepers), and developing a single county-wide pathway approach for the most complex cases, are the key goals that the strategy will set in the years ahead. Moving in this direction will help develop a more holistic approach to assessment, deliver models of support tailored to individual needs, and create flexible pathways into suitable accommodation options.
- **Partnership working - maximise the effectiveness of joint working and pathways for at risk groups.** Addressing this goal will build on a range of projects and programmes already being delivered in partnership with other East Sussex local authorities. Recent examples of these include; a new service working with rough sleepers, those living with mental health challenges and other complex needs, to offer wellbeing support and employment advice; the deployment of independent domestic violence advocates who will help housing needs teams support victims; and the launch of a new multi-agency assessment framework, which meets monthly to discuss high risk multiple complex needs cases and agree action plans. Additional pathways of support are in place for those leaving prisons, hospitals and care. The new strategy will look to build on these initiatives and ensure that the outcomes are aligned to reduce homelessness.
- **Temporary housing – provide a good quality, safe, secure, value-for-money accommodation portfolio and reduce the use of emergency placements.** The overriding goal here is to eliminate the use of emergency accommodation, to reduce the social cost of the disruption to households and financial costs to the Council. However, there are times when its use is unavoidable, so there is a need to ensure that both short-term emergency and medium-term temporary accommodation options, provide clean, safe homes that represent value for money. The strategy will put in place clear procurement goals and work with other partners (in the local *Temporary Accommodation Action Group*) to agree accommodation standards, agree rents with providers, and develop support plans for residents.

## 10. Priority **3** – SUSTAINABLE SOLUTIONS

- 10.1. This third priority acknowledges the importance of having in place a range of options to meet housing demand across the District. It also recognises that having access to accommodation alone does not necessarily address the underlying causes of homelessness, and that housing provision often needs to be supported by services that can help new households sustain their tenancy. Aligning housing and support in this way can help prevent future homelessness and break the cycles that can result in households experiencing long-term instability.

#### 10.2. Taking each in turn:

- **Re-housing - establish a range of sustainable housing and move-on options for homeless households.** The housing offered to households will include privately rented accommodation, council, social and supported housing, so the focus of the strategy here will be to help back the expanded provision of each. Carrying out robust housing needs assessments, taking steps to ensure that identified needs are reflected in new developments, and opening up the access to housing availability, particularly the availability of the private rented sector to those on low incomes, are all key. Commissioning a balanced range of supported accommodation and putting in place effective arrangements for allocating it, so housing solutions are in place for every level of need, is also a key strategic goal.
- **Support – deliver effective services to help customers maintain accommodation once housed.** The strategy recognises that those moving into new homes have varying levels of need. These range from lower levels of support providing households with help settling in, through to the intensive support that may be needed to help households sustain tenancies over the longer term. Effectively assessing need and establishing the resources and skills required to meet it is a key goal of the new strategy. These needs will not always be fixed, so some degree of flexibility is required to allow support to be ‘stepped up’ or ‘stepped down’ as demand necessitates. A new pilot to address wellbeing, health and employability is already being delivered in partnership with the County’s public health team. This provides access to a wide range of interventions and the strategy seeks to expand this to develop a county-wide service capable of having a lasting impact on supporting the stability of many more households.

## 11. Governance & monitoring.

- 11.1. The senior leadership team within Homes First will oversee the delivery of this strategy. It will regularly monitor key milestones and the targets that need to be met to maintain progress against the set priorities. It will also assign responsibility for completing tasks to named individuals and post holders within Homes First, or in other teams as appropriate. It will review progress against the plan every year and invite key stakeholders to take part in the process. The Council’s lead member for housing will receive an annual report on progress against this strategy.

## 12. Delivery Plan

The themes and objectives set out above form the framework for this plan. Unlike the framework which is designed to remain fixed for the duration of the strategy, this delivery plan is intended to be reviewed and updated to reflect progress, changes to operating context and new funding and partnership opportunities.

Priority 1 – PREVENTION			
Objective	Action	Outcome(s)	Target Date
Quality housing needs services - dedicated to effective advice, holistic and informed case assessment.	Train and develop a team of confident and experienced Housing Options Officers, to deliver high quality needs assessments and excellent customer service, with dignity & respect.	Staff have up to date knowledge of relevant legislation and case law.	June 2022
		Staff are trained to take a 'trauma-informed' approach to assessment.	June 2022
		Named staff champions in place who have attended additional specialist training in areas such as domestic abuse and mental health awareness.	June 2022
		Reduced levels of complaints about delays or the quality of service.	Oct 2022
	Develop IT systems to maximise efficiency, case management and reporting capabilities and align key customer processes.	Effective case management of homelessness applications & decisions in place.	July 2022
		Updated website content, with better quality information providing residents with opportunities to receive answers via self-service options.	July 2022
		Automated management reports detailing caseload, approaches, throughput, and demographics, to support more effective monitoring of service.	Sept 2022



		Data reports that can be extracted and shared with partners to support the development of new initiatives and funding bids.	Sept 2022
		Key customer processes, including applications for homelessness, housing register, and change of circumstance forms, fully operational online.	Dec 2022
		Automated processes in place that reduce the time spent on administrative tasks & improve customer outcomes.	Dec 2022
	Work closely with statutory and voluntary sector partners, ensuring customers can access advice & practical support which meets their needs and delivers realistic housing solutions.	Regular county-wide forum taking place via Homeless Link.	Dec 2022
		At least one partner agency invited to each monthly team meeting to discuss their service / project.	Established and ongoing.
		Effective referral arrangements in place to deliver preventative outcomes.	Ongoing
Preventative casework – working, alongside partners, to stop those seeking help from becoming homeless.	Work effectively with other colleagues in the Council such as housing benefit, private housing, neighbourhood services, licensing, and income teams, to help resolve issues that may lead to homelessness.	Improved standards in private sector accommodation resulting in fewer approaches due to disrepair.	April 2023
		Revised account management and debtor processes that limit arrears escalation and promote sustainable income recovery.	July 2022

	Work with neighbouring authorities and named public bodies to review and maintain effective 'duty to refer' pathways, to help drive the early identification of homelessness.	Increased volume of timely referrals from agencies and support services, improving prevention outcomes for applicants.	Ongoing
	Create a dedicated 'hub' of local partners, integrating the prevention work of Council teams, voluntary and statutory agencies, to focus on 'upstream' preventative activities' and co-ordinate casework.	Hub established as the focus of preventative work and the lead in deploying early interventions targeted to those at risk of losing their home.	Dec 2022
		Increased volumes of planned moves to alternative PRS homes and other housing options through negotiation and the use of incentives.	Dec 2022
	Target financial support for tenants (DHP, deposits & rent in advance).	Reduced proportion of relief vs prevention outcomes managed through the housing needs team.	August 2022
	Develop an effective, value for money, landlord incentive scheme that encourages more private rented sector landlords to let homes to housing needs referrals.	Scheme published/advertised to private sector landlords.	June 2022
		Key point of contact for private sector landlords established and better working relationships with local landlords, local agents, and the National Residential Landlords Association.	June 2022
		Increased number of private sector properties available and reduced numbers of applicants in emergency / temporary accommodation (EA / TA).	June 2022
Offering targeted preventions for the most vulnerable – through the provision of agreed pathways into support.	Support education & awareness initiatives for young people & care leavers to highlight the reality of becoming homeless.	Continued funding of contributions to the East Sussex Schools Homeless Prevention Project (YMCA).	Ongoing

	Jointly manage and review key 'duty to refer' pathways for those leaving hospital and care teams, to improve interventions for the most vulnerable clients.	Reduced number of 18–25-year-old homeless applicants.	April 2023
		Embedded pathways for care leavers reducing the numbers in EA / TA.	June 2022
	Develop pathways for prison leavers and those in the criminal justice system through the Local Leadership Integration Fund (LLIF) bid.	Jointly funded prison housing officer in post (LLIF bid).	Dec 2022
		Reduced number of prison leavers entering EA / TA.	Dec 2022
	Agree joint working pathways with Children's Services for care leavers or families who may be intentionally homeless, to minimise the impact of homelessness on these households.	Reduced number of intentionally homeless families with children in EA / TA.	Dec 2022
Strategic activities - that seek to identify the issues that drive homelessness across the District and apply remedies to reduce it.	Use reports / data modelling to identify households at risk of future homelessness.	Clearly identified lists of local residents to be targeted by interventions.	July 2022
	Engage identified households and address specific issues by targeting practical, wellbeing and employment initiatives, to improve housing options.	Reduced demand on local homelessness / agency services.	December 2022

Priority 2 – INTERVENTION			
Objective	Action	Outcome(s)	Target date
Tackling rough sleeping - continue supporting the county-wide approach to reducing harm and addressing associated multiple, complex needs.	Work with neighbouring authorities and key delivery partners to establish local funding commitments and longevity for services once DLUHC funding ends	Agreed funding framework for rough sleeping services to sustain funding.	April 2025
	Develop a county-wide support and accommodation approach for customers with the most complex support needs.	Multi Agency Risk Management (MARM) protocols embedded across the county.	April 2022
		An established multi-disciplinary team/ hub where multiple complex needs (MCN) cases across the county are managed in one place.	April 2023
		Reduced number of households with MCN in EA / TA.	April 2023
	Continue to use capital and revenue grants from DLUHC and Homes England, to provide dedicated move-on accommodation for former rough sleepers and work collaboratively with relevant partners to ensure the success of those placements.	Completed property acquisitions within the Rough Sleeper Accommodation Programme (RSAP) - capital grant round 2021/22.	April 2022
		Support services within the RSAP revenue grant agreed and in place – revenue grant round 2021/22.	April 2022
		Full utilise any 2022/23 capital and revenue allocation successfully bid for.	April 2023
		Increased number of units available across LDC specifically for use by former rough sleepers.	April 2023
		Reduced numbers of rough sleepers in LDC.	April 2023

	Engage with the voluntary sector to target and deliver support where it is needed most and make best use of their well-established working relationship with this client group.	Established county-wide homelessness forum for relevant partners via Homeless Link	Ongoing
		Joint plan with voluntary groups for delivering Severe Weather Emergency Protocol (SWEPP) responses and winter night shelters, in place.	Ongoing
Partnership working - maximise the effectiveness of joint working and pathways for at risk groups.	Strategic commitment to partnership working across various multi-agency panels and forums to find solutions in the most complex of individual cases.	Multi Agency Risk Management (MARM) protocols implemented across the county	April 2022
		An established multi-disciplinary team/ hub where multiple complex needs (MCN) cases across the county are managed in one place.	April 2023
		Reduced number of MCN cases in EA / TA.	April 2023
	Strategic commitment to close working with East Sussex districts and boroughs to minimise duplication, pool resources and reduce costs.	Regular attendance at the East Sussex Housing Officers Group (ESHOG) and homelessness sub-group.	Ongoing
	Continue with consortium applications for grant funding wherever possible, to help maximise funding successes.	Successful joint bids with other East Sussex authorities for future funding opportunities.	Ongoing
	Contribute to county-wide efforts to improve services and options for victims of domestic abuse, including the ongoing <i>Respite Rooms</i> project and the deployment of <i>Independent Domestic Violence Advocates</i> .	Enhanced housing options to support for victims of domestic abuse (DA).	Nov 2022
		Reduced numbers of DA victims going into EA / TA.	July 2022

Temporary housing – provide a good quality, safe, secure, value-for-money accommodation portfolio and reduce the use of emergency placements.	Review existing emergency and temporary accommodation provision to ensure value for money across the TA portfolio.	Reduced in average cost per TA unit.	Dec 2022
		Quality portfolio of TA properties including disabled access and staffed accomm. to better meet a wide range of applicants housing needs, in place.	Dec 2022
		Continue to maximise the optimise the use of council stock as TA, over and above emergency short term placements.	Ongoing
	Review the allocations policy and make the best use of existing social housing stock.	Allocations policy updated, consulted, and approved.	March 2023
		Effective processes matching disabled applicants with adapted properties, in place.	Sept 2022
		Reduced void turnaround times.	Ongoing
	Explore opportunities to develop and maintain a County-wide TA policy and approach to procuring units, making placements, and managing the stock.	Shared policy and procedure in place.	April 2023

Priority 3- SUSTAINABLE SOLUTIONS			
Objective	Action	Outcome(s)	Target date
Re-housing - establish a range of sustainable housing and move-on options for homeless households.	Explore developing a cohesive county-wide approach to PRS procurement and lettings of AST and leased properties.	Greater range of sustainable move-on options for homeless households delivered.	April 2023
	Work with partners in ESCC to ensure the commissioning and best use of supported accommodation across the county.	New supported provision jointly commissioned by ESHOG via the agreed Supported Accommodation framework.	Ongoing
		Reduced numbers of applicants in EA awaiting move-on to supported accommodation.	Ongoing
	Accelerate the delivery of new affordable & council general needs and supported housing, in partnership with the Council's development team, developers and registered providers.	Increased development pipeline of new affordable homes across the District.	Ongoing
	Ensure the Allocations policy balances the needs of homeless and housing register applicants & review existing applications	Revision of allocations policy complete & list up to date.	March 2023.
	Make best use of Disabled Facilities Grants (DFGs) to provide suitable adaptations across the public and private sector.	More residents continuing to live independently and DFG stats. reflected in homelessness prevention outcomes.	Ongoing

	Undertake regular assessments of housing need to inform delivery plans for new homes.	Comprehensive housing needs assessment completed in partnership with the Planning Policy Team.	Dec 2022
Support – deliver effective services to help customers maintain accommodation once housed.	Develop a <i>Wellbeing and Employability Service</i> , to help bridge the gap between health, homelessness and worklessness.	Team and support service in place.	April 2022
	Develop a standalone <i>Tenancy Readiness Platform</i> to provide training for homeless applicants in specific areas of independent living and tenancy sustainment	Tenancy readiness platform design and build complete and fully operational.	Oct 2022
		Tenancy readiness platform embedded into Housing Needs team procedures.	Feb 2023
		Tenancy readiness platform licensed out to other organisations.	March 2023



<b>Report to:</b>	<b>Policy and Performance Advisory Committee</b>
<b>Date:</b>	<b>17 March 2022</b>
<b>Title:</b>	<b>Local Connection Eligibility Self-build and Custom Housebuilding Register</b>
<b>Exemption:</b>	<b>None</b>
<b>Report of:</b>	<b>Ian Fitzpatrick, Director of Regeneration and Planning and Deputy Chief Executive</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of Cabinet report:</b>	<b>To seek Cabinet approval to include Local Connection Eligibility into the Self-Build and Custom Housebuilding Register.</b>
<b>Officer recommendations to the Cabinet:</b>	<ol style="list-style-type: none"><li><b>1. That Cabinet authorise the incorporation of a Local Connection Eligibility Test in the Self-Build and Custom Housebuilding Register; and</b></li><li><b>2. That Cabinet authorises the start of a re-registering process for all individuals and associations currently on the Register.</b></li></ol>
<b>Recommendations to the Committee</b>	<b>The recommendations are detailed at 1.3 of this report</b>
<b>Reasons for recommendations to the Committee:</b>	<b>To provide a critical friend challenge to the Cabinet decision and policy making process.</b>
<b>Contact Officer(s):</b>	<b>Name: Nick Peeters Post title: Committee Officer E-mail: <a href="mailto:nick.peeters@lewes-eastbourne.gov.uk">nick.peeters@lewes-eastbourne.gov.uk</a> Telephone number: 01323 415272</b>

## **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.

- Appendix 1 – Report Public Consultation

<b>Report to:</b>	<b>Cabinet</b>
<b>Date:</b>	<b>24 March 2022</b>
<b>Title:</b>	<b>Local Connection Eligibility Self-build and Custom Housebuilding Register</b>
<b>Report of:</b>	<b>Ian Fitzpatrick, Director of Regeneration and Planning and Deputy Chief Executive</b>
<b>Cabinet member:</b>	<b>Councillor Stephan Gauntlett, Cabinet Member for Planning, and Infrastructure</b>
<b>Ward(s):</b>	<b>All wards in Lewes District that lie wholly or partially outside of the South Downs National Park</b>
<b>Purpose of report:</b>	<b>To seek Cabinet approval to include Local Connection Eligibility into the Self-Build and Custom Housebuilding Register.</b>
<b>Decision type:</b>	<b>Non-key</b>
<b>Officer recommendation(s):</b>	<ul style="list-style-type: none"> <li><b>(1) That Cabinet authorise the incorporation of a Local Connection Eligibility Test in the Self-Build and Custom Housebuilding Register.</b></li> <li><b>(2) That Cabinet authorises to start a re-registering process for all individuals and associations currently on the Register.</b></li> </ul>
<b>Reasons for recommendations:</b>	<ul style="list-style-type: none"> <li><b>(1) The proposal to implement a Local Connection Test to the Self-build and Custom Housebuilding Register is important in informing the emerging LDC Local Plan,</b></li> <li><b>(2) The proposal would meet the requirements of the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) and subsequent Self-build and Custom Housebuilding Regulations 2016.</b></li> </ul>
<b>Contact Officer(s):</b>	<b>Name: Gerda Zijm</b> <b>Post title: Planning Policy Officer</b> <b>E-mail: gerda.zijm@lewes-eastbourne.gov.uk</b> <b>Telephone number: 07710 069385</b>

## 1 Introduction

- 1.1 'Self-build and custom housebuilding' covers a wide spectrum, from projects where individuals are involved in building or managing the construction of their home from the beginning to the end, to projects where individuals commission their home, making key decisions about design and layout. A legal definition of self-build and custom housebuilding is provided in the [Self-build and Custom Housebuilding Act 2015 \(as amended by the Housing and Planning Act 2016\)](#)<sup>1</sup>.
- 1.2 Key to the consideration of whether a home is self or custom build is whether the initial owner of the home will have primary input into its final design and layout and whether the home will be occupied by the initial owner. The Act does not distinguish between self-build and custom housebuilding.
- 1.3 Since April 1st, 2016, it has been the statutory responsibility of the Council to keep a Self-build and Custom Housebuilding Register ("the Register"). This followed the introduction of the Self-build and Custom Housebuilding Act 2015 (as amended) and subsequent Self-build and Custom Housebuilding Regulations 2016<sup>2</sup>. The Act places a duty on the Council to have regard to the register when carrying out their planning, housing, land disposal and regeneration functions.
- 1.4 Inclusion on the Register does not confer any form of entitlement in terms of the provision of serviced plots. Rather, its purpose is to provide local planning authorities with demand data that they can use to understand, and plan need for this type of housing in their area. Authorities may, at their discretion, advise people on the Register of relevant proposals for development.
- 1.5 Local authorities are expected to meet the level of need indicated by the Register, by permitting an equal number of serviced plots within the following three years to the number of registrations that are made. This is a rolling requirement, running from the end of October each year. The emerging Local Plan will need to address how self-build and custom housebuilding will be supported through the plan period.
- 1.6 Supporting self-build or custom build helps with diversity in the housing market and increases consumer choice, often this can allow individuals to be more innovative in a home's design and construction.
- 1.7 An introduction of a Local Connection Test to applicants of The Register is being sought as demand for self-build plots is high in the borough and land availability is severely restricted. The introduction of local connection eligibility will only affect the information for the council on the requirement of the provision of serviced plots. Local connection has no implications for people with or without local connections to obtain a plot for self-build or custom house building in the

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<sup>1</sup> <https://www.legislation.gov.uk/ukpga/2015/17/contents/enacted/data.htm>

<sup>2</sup> <https://www.legislation.gov.uk/uksi/2016/950/contents/made>

District,

## The Register

- 1.8 The number of entries currently on the Register; and the number of entries per year, suggest the number for self-build and custom housebuilding will continue to rise. The following table shows the current entries to the Register by base year period

Base period	
1. April 2016 - 30 October 2016	38
2. 31 October 2016 - 30 October 2017	77
3. 31 October 2017 - 30 October 2018	32
4. 31 October 2018 - 30 October 2019	57
5. 31 October 2019 - 30 October 2020	53
6. 31 October 2020 - 30 October 2021	72
TOTAL	329

- 1.9 According to Planning Practice Guidance (PPG)<sup>3</sup> at the end of each base period, relevant authorities have 3 years in which to grant permission for an equivalent number of plots of land, which are suitable for self-build and custom housebuilding, as there are entries for that base period. To date Lewes District council should have granted consent for 147 self-build plots to meet the demand as shown by the number of applicants on the register for base period 1, 2 and 3.
- 1.10 The number of self-build plots granted can be difficult to quantify, as it is not always identifiable through the application process. The following table shows the number of identified self-build dwellings which were granted self-build exemption from the Community Infrastructure Levy.

Base period	Number of dwellings with CIL (self-build) relief
1	3
2	7
3	8
4	5
5	8
6	8
Total	39

- 1.11 No applications have currently been granted specifically for self-build plots in the district. At the time of writing, the Planning Applications Committee has resolved to grant an application for 12 self-build plots at Hamsey Lakes but awaits a S106 agreement before that permission is granted.

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<sup>3</sup> <https://www.gov.uk/guidance/self-build-and-custom-housebuilding>

## 2 Proposed local connection test

- 2.1 According to the Self-build and Custom Housebuilding Act 2015 (as amended)<sup>4</sup> and the PPG<sup>5</sup> Local Authorities may choose to set up a local connection test and are then required to have two parts to their register. Individuals or associations who meet all the eligibility criteria must be entered on part 1, those who meet the national eligibility criteria except for a local connection must be entered on Part 2.
- 2.2 On the difference between the two parts of the Register, the PPG<sup>6</sup> explains that relevant authorities must count entries on Part 1 of the register towards the number of suitable serviced plots that they must grant development permission for. Entries on Part 2 do not count towards demand for the purpose of the 2015 Act (as amended) but relevant authorities must have regard to the entries on Part 2 when carrying out their planning, housing, land disposal and regenerations functions.
- 2.3 It is proposed to introduce a local connection eligibility test for all individuals and associations on the register and for new applicants and to create the two parts of the register.
- 2.4 A local connection test will enable a more accurate picture of the local demand to inform decision making and inform policy formation.
- 2.5 The proposed criteria for Local Connection Eligibility are:
- RESIDENCY
    - reside in the Lewes district as your only or principal home and have done so for the previous 2 years
    - have resided in the Lewes district as your only or principal home for a period of at least 3 consecutive years out of the previous 5 years.
  - WORK
    - being employed in the district or being self-employed and provide a service related to the district, and have been so for the previous 2 years
  - FAMILY
    - have close relatives who reside in the Lewes district as their only or principal home and have done for at least the previous 5 years.
  - ARMED FORCES
    - When you have served in the Armed Forces within the previous 5 years you do not need a local connection

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<sup>4</sup> <https://www.legislation.gov.uk/ukpga/2015/17/contents/enacted/data.htm>

<sup>5</sup> <https://www.gov.uk/guidance/self-build-and-custom-housebuilding>

<sup>6</sup> <https://www.gov.uk/guidance/self-build-and-custom-housebuilding>

- 2.6 If the Local Connection Eligibility Test were adopted, all individuals and associations registered will be asked to re-register within four months, their original date of entrance on the register will then be honoured.
- 2.7 All individuals or associations who do not re-register will be considered no longer eligible for entry in the Register and will be removed. They will be notified with reasons for the determination. Registration after the 4-month period will be considered as a new registration.

### **3 Consultation**

- 3.1 The Planning Practice Guidance recommends consulting on the proposal before an eligibility test is introduced. A public consultation on the proposal took place between 8 October and 19 November 2021 through the Council's planning consultation website. Additionally, all individuals and association on the Register were sent a direct email to take part in the consultation.
- 3.2 We received 48 responses to the consultation. The report of the consultation is attached as Appendix 1. Most of the respondents agree with the inclusion of a Local Connection and gave comments on specific criteria of Local Connection Eligibility.

### **4 Corporate plan and council policies**

- 4.1 In the Council's Corporate Plan 'Creation of sustainable community wealth' and 'Building homes that people can afford to live in' are two of the main focusses. Promoting Self / Custom Housebuilding supports both aims.
- 4.2 Core Policy 3 in Local Plan Part 1 is to deliver the homes and accommodation for the needs of the district and ensure the housing growth requirements are accommodated in the most sustainable way. The Self-build and Custom Housebuilding Register help to identify the demand in the district for this type of development.

### **5 Business case and alternative option(s) considered**

- 5.1 The Planning Practice Guidance states that the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) enables relevant authorities to include up to two optional local eligibility tests. These are limited to the local connection test and a financial solvency test. However, because financial solvency will be difficult to assess this test it is not proposed to introduce a financial solvency test.
- 5.2 According to the Planning Practice Guidance a local authority can charge fees on a cost recovery basis. At this stage it is felt that the introduction of a fee should not be combined with introducing local connection eligibility. A fee may act as a disincentive and affect those with a low income and the desire to self-build. Therefore, it is not proposed to introduce a fee for registration.

## **6 Financial appraisal**

- 6.1 The application of this change to the register and its ongoing maintenance falls within the existing staffing establishment and given the recommendation not to incur a registration fee then it is considered that there are no financial implications of implementing a Local Connection Test to the Self Build and Custom House Building Register.

## **7 Legal implications**

- 7.1 For the reasons set out in the report, having a two-part register will help the District Council meet its legal duty to meet local demand for self-build and custom housebuilding. The legal authority to take this action is set out in the Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) and the Self-build and Custom Housebuilding Regulations 2016. In taking any action, the council must also have regard to the Planning Practice Guidance on Self-build and Custom Housebuilding.

Legal implications Provided 14.12.21 JCS Ref 10663

## **8 Risk management implications**

- 8.1 The creation of the two-part register will allow for a more focused picture of the demand in the District to inform policy making in the emerging local plan.

## **9 Equality analysis**

- 9.1 As all entrants to the register will be engaged with regard to the proposed changes and where there are specific issues raised that may give rise to equality issues then these will be assessed by officer's on a case by case basis

## **10 Environmental sustainability implications**

- 10.1 Many individuals on the register are motivated to self-build because they want to build an environmentally sustainable home for themselves and their families. This would align with the current and emerging Local Plan policies as well as supporting community wealth building.

## **11 Contribution to Community Wealth Building**

- 11.1 Facilitating Self-Build and Custom Housebuilding contributes to Community Wealth Building. Self/custom housebuilding by local residents will lead to more affordability and accessibility of homes. Self-build and custom housebuilding will likely incorporate more small local businesses and local labour. This will contribute to increased local economic power.

## **12 Appendices**

- Appendix 1 – Report Public Consultation



### **13 Background papers**

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

- 13.2
- <https://www.lewes-eastbourne.gov.uk/planning-policy/supplementary-planning-guidance-and-supplementary-planning-documents/?assetdet3184c5c8-f61a-49cf-9c3f-4c18958be787=312746>  
LDC Sustainability in Development TAN – Sustainability Checklist for Minor Developments.

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## LDC Report Consultation on local connection eligibility.

Consultation period between 8 October and 19 November 2021

Number of respondents: 41.

### 1. Information about the respondents:

Subscribed to the Register: 30

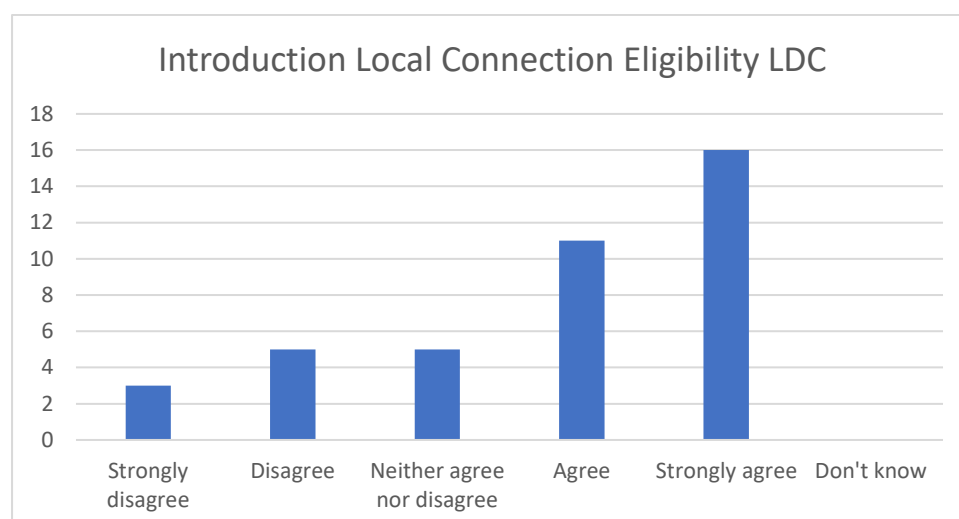
Lewes District resident: 31

Resident outside Lewes: 6

Developer: 2

Representing an organisation: 2 (Telscombe Town Council, Hamsey Parish Council)

### 2. Opinion about the proposal to introduce a Local Connection Eligibility Test on the Register:



### 3. Should the Homes First Criteria be applied?

No, the criteria should be more demanding	7
No, the criteria should be less demanding	6
Not sure	14
Yes	13

### 4. Comments

General comments	Response
<b>It's discriminatory</b> <ul style="list-style-type: none"> <li><i>We wouldn't qualify because we don't live in the area.</i></li> <li><i>It shouldn't be about where you work but where you want your centre of life to be.</i></li> </ul>	<p>The creation of a Part 1 of the Register has implications for the requirement of the Local Authority to provide serviced plots for Self-build or Custom housebuilding. There are no limitations for individuals on Part 2 of the the Register or individuals who didn't subscribe</p>

<ul style="list-style-type: none"> <li><i>The "apartheid approach " to only those who live in Lewes is discriminatory</i></li> </ul>	<p>at all to the Register to purchase land for Self-build.</p>
<p><b>New people should be able to come to live in Lewes</b></p> <ul style="list-style-type: none"> <li><i>A quota or proportion of housing should be available to those who are not from the Lewes District, because there will be people made homeless by climate change or weather event in other parts of the world.</i></li> <li><i>How do you then bring new people, money, skills, creativity etc into an area?</i></li> </ul>	<p>The Self-build Register doesn't have any implications for individuals being allowed or not to self-build. When a plot is available or comes on the market anyone can buy and self-build. The place on the Register doesn't have any implication for this.</p>
<p><b>Builders and/or developers misuse the rules anyhow</b></p> <ul style="list-style-type: none"> <li><i>Nothing to stop a builder with local link to sell as soon as development completed.</i></li> <li><i>Self Builds and Custom builds should not be on the same register. Take the example of Hamsey Lakes, where a private company owned the land and got planning permission; they in turn are selling the development to a Custom house building company who will offer max 6 designs for wealthy people to choose from, then the same company will build them. How can the LA stop this company from selling to people outside the area? People from our area likely will never be able to afford these premium properties.</i></li> </ul>	<p>The creation of a Part 1 of the Register has implications for the requirement of the Local Authority to provide serviced plots for Self-build or Custom housebuilding. There are no limitations for individuals on Part 2 of the Register or individuals who didn't subscribe at all to the Register to purchase land for Self-build.</p>
<p><b>Other</b>  <i>The Council should refer to the Bacon report on providing more sites for self-build. In addition, NACSBA reports used in two appeal decisions that the demand for self-build is much greater than the Council lists.</i></p>	<p><a href="https://nacsba.org.uk/">https://nacsba.org.uk/</a>  <a href="https://www.gov.uk/government/publications/independent-review-into-scaling-up-self-build-and-custom-housebuilding-report">https://www.gov.uk/government/publications/independent-review-into-scaling-up-self-build-and-custom-housebuilding-report</a></p> <p>We intend to update the information on the Council's website and refer to the Bacon Review and to the National Custom and Self-build Association.</p>

<b>Comments on specific criteria</b>	<b>Response</b>
<p>Criterion: have resided in the Lewes district as your only or principal home for a</p>	<p>We consider the close family relation criterion applies to these examples.</p>

<p>period of at least 3 consecutive years out of the previous 5 years.</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• <i>An additional criterion: over 10 years of childhood spent living in Lewes. This would allow children who are priced out of currently living in Lewes to join the local register as they are Lewes locals.</i></li> <li>• <i>Include people who grew up in the District but squeezed out by high local housing costs.</i></li> </ul>	
<p>Criterion: be in permanent employment in the Lewes district and have been for the previous 2 years.</p> <p>Comment:</p> <ul style="list-style-type: none"> <li>• <i>Someone may be unwell, caring for someone, or in short-term jobs</i></li> </ul>	<p>We consider that for people who are unwell or are caring the residence criterion should apply.</p>
<p>Criterion: you need to move to the Lewes district for work related reasons. Read the <a href="#">work-related qualifying criteria</a>.</p> <p>Comment:</p> <ul style="list-style-type: none"> <li>• <i>Not necessary to apply, if you need to move for work you can live in the district for the required period and qualify that way.</i></li> </ul>	<p>We agree that this criterion is more obvious for Homes First than for the Register. We remove this criterion.</p>
<p>Criterion: have close relatives who reside in the Lewes district as their only or principal home and have done for at least the previous 5 years.</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• <i>We should add grandparents to the close-relatives category.</i></li> <li>• <i>Relative's residence shouldn't be a criterion unless essential care is provided</i></li> </ul>	<p>Grandparents aren't considered close relatives by law; we apply the legal definition.</p> <p>The objective of this criterion is to also to allow people who have lived in Lewes to come back to where their family is still living.</p>
<p>Criterion: have served in the Armed Forces within the previous 5 years. You do not need a local connection to join our waiting list</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• <i>There should be no limit here.</i></li> <li>• <i>Include key workers such as doctors, paramedics, teachers, etc.</i></li> </ul>	<p>We do not adjust the criterion for the Armed Forces, as we find no obvious reason to change the Homes First criterion</p> <p>For key workers the employment criterion applies.</p>

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## FORWARD PLAN OF DECISIONS

Period covered by this Plan:

**1 March to 30 June 2022**

Date of publication:

**23 February 2022**

### Membership of Cabinet:

**Councillor Zoe Nicholson:** Leader of the Council, Chair of Cabinet and Cabinet member for finance and assets

**Councillor James MacCleary:** Deputy leader of the Council and Cabinet member for regeneration and prosperity

**Councillor Matthew Bird:** Cabinet member for sustainability

**Councillor Julie Carr:** Cabinet member for recycling and open spaces

**Councillor Chris Collier:** Cabinet member for performance and people

**Councillor Johnny Denis:** Cabinet member for communities and customers

**Councillor Stephen Gauntlett:** Cabinet member for planning and infrastructure

**Councillor William Meyer:** Cabinet member for housing

**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:
<b>Portfolio progress and performance report quarter 3 - 2021-2022</b> To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 3 2021/22 period.  (Lead Cabinet member: Councillor Chris Collier)	All Wards	Non-Key	Cabinet	24 Mar 2022	Open	Policy and Performance Advisory Committee to receive report.	Report	Director of Regeneration and Planning (Ian Fitzpatrick)  Lee Banner, Transformation Programme Manager Tel: 01323 415763 <a href="mailto:lee.banner@lewes-eastbourne.gov.uk">lee.banner@lewes-eastbourne.gov.uk</a>



## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<b>Finance update - performance quarter 3 - 2021-2022</b> To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 3 2021/2022 and explain the impact on the current financial position.  (Lead Cabinet member: Councillor Zoe Nicholson)	All Wards	Key	Cabinet	24 Mar 2022	Open	Audit and Standards Committee	Report	Chief Finance Officer (Homira Javadi)  Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>  Isabel Brittain, Project Accountant <a href="mailto:isabel.brittain@lewes-eastbourne.gov.uk">isabel.brittain@lewes-eastbourne.gov.uk</a>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<b>Housing development update</b>  The report will provide introductions and updates on a number of housing development projects across Lewes District Council that the District Council is proposing to develop.  (Lead Cabinet member: Councillor William Meyer)	All Wards	Key	Cabinet	24 Mar 2022	Part exempt  Exempt information reason: 3	Policy and Performance Advisory Committee (if requested)	Report	Director of Regeneration and Planning (Ian Fitzpatrick)  Leighton Rowe, Development Project Manager Tel: 01323 415367 <a href="mailto:Leighton.rowe@lewes-eastbourne.gov.uk">Leighton.rowe@lewes-eastbourne.gov.uk</a>

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<b>Lewes District Homelessness Strategy</b>  Sets out a new five year homelessness strategy for the District, in line with our statutory obligations set out in the Homelessness Act 2002, which places a legal responsibility on local authorities to carry out a review of homelessness in their district and publish a revised homelessness strategy every five years.  (Lead Cabinet member: Councillor William Meyer)	All Wards	Key	Cabinet	24 Mar 2022	Open	Preceding review has been subject to consultation; The strategy will be out to public consultation between December 2021 & January 2022.	Report	Director of Service Delivery (Tim Whelan)  Oliver Jones, Strategy and Partnership Lead Tel: 01323 415464 <a href="mailto:Oliver.Jones@lewes-eastbourne.gov.uk">Oliver.Jones@lewes-eastbourne.gov.uk</a>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Local Connection Eligibility Self-build and Custom Housebuilding Register</b></p> <p>To seek Cabinet approval to include Local Connection Eligibility into the Self-Build and Custom Housebuilding Register.</p> <p>(Lead Cabinet member: Councillor Stephen Gauntlett)</p>	All Wards	Non-Key	Cabinet	24 Mar 2022	Open	A public consultation on the proposal took place between 8 October and 19 November 2021.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Gerda Zijm, Planning Policy Officer Tel: 01273 085870 <a href="mailto:Gerda.zijm@lewes-eastbourne.gov.uk">Gerda.zijm@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Introduction of Planning Obligation Monitoring Fees</b></p> <p>The 2019 amendments to the CIL Regulations 2010 allows local planning authorities to charge a fee for the monitoring, and reporting on, the delivery of planning obligations. Introducing these monitoring fees would allow the Councils to cover the costs of efficient and effective monitoring and reporting of section 106 contributions.</p> <p>(Lead Cabinet member: Councillor Stephen Gauntlett)</p>	All Wards	Key	Cabinet	9 Jun 2022	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Leigh Palmer, Head of Planning First Tel: 01323 415215 <a href="mailto:leigh.palmer@lewes-eastbourne.gov.uk">leigh.palmer@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<b>Homes First Repairs Service: Re-design and Development</b> <p>This describes an operational model for the delivery of a repairs service which, developed over time, will enable greater flexibility to deliver the Councils' aspirations of Community Wealth Building, Social Value and Sustainability. Members are asked to ratify the management actions and decisions taken by officers.</p> <p>(Lead Cabinet member: Councillor William Meyer)</p>	All Wards	Key	Cabinet	9 Jun 2022	Fully exempt  Exempt information reasons: 3, 4	<p>Consultation has taken place with tenants to determine what the service experience should be like. Their views form part of this report.</p> <p>Policy and Performance Advisory Committee (if requested)</p>	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Simon Watts, Interim Lead, Homes First  <a href="mailto:simon.watts@lewes-eastbourne.gov.uk">simon.watts@lewes-eastbourne.gov.uk</a></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.



Category	Condition No.
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
<p>8. Information is not exempt information if it is required to be registered under:</p> <ul style="list-style-type: none"> <li>(a) the Companies Acts (as defined in section 2 of the Companies Act 2006;</li> <li>(b) the Friendly Societies Act 1974;</li> <li>(c) the Friendly Societies Act 1992;</li> <li>(d) the Industrial and Provident Societies Acts 1965 to 1978;</li> <li>(e) the Building Societies Act 1986; or</li> <li>(f) the Charities Act 1993.</li> </ul> <p>“Financial or business affairs” includes contemplated as well as past or current activities.</p>
9. Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

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

## Further information

The plan is available to view on our [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, Head of Democratic Services, on (01323) 415021, or e-mail [simon.russell@lewes-eastbourne.gov.uk](mailto:simon.russell@lewes-eastbourne.gov.uk).

## Policy and Performance Advisory Committee Work Programme 2021/2022

Subject	Lead Officer	Date of meeting
Local Council Tax Reduction Scheme 2022/23	Bill McCafferty, Revenues and Benefits Manager bill.mccafferty@lewes-eastbourne.gov.uk	3 June 2021
Recovery and Reset Programme	Jo Harper, Head of Business Planning and Performance jo.harper@lewes-eastbourne.gov.uk	3 June 2021
Community Wealth Building	Jo Harper, Head of Business Planning and Performance jo.harper@lewes-eastbourne.gov.uk	3 June 2021
Lewes Biodiversity Strategy	Jane Goodall, Strategy and Partnership Lead, Quality Environment, jane.Goodall@lewes-eastbourne.gov.uk	3 June 2021
Local Plan Issues and Options Consultation	Matt Hitchen, Senior Planning Policy Officer matt.hitchen@lewes-eastbourne.gov.uk	3 June 2021
Update to the Local Validation List (Information required to support/accompany planning applications)	Leigh Palmer, Head of Planning First <a href="mailto:leigh.palmer@lewes-eastbourne.gov.uk">leigh.palmer@lewes-eastbourne.gov.uk</a>	3 June 2021
Portfolio progress and performance report quarter 4 - 2020-2021	Millie McDevitt, Organisational Effectiveness and Performance Lead millie.mcdevitt@lewes-eastbourne.gov.uk	30 June 2021
Investing in Green Energy Initiatives	Kate Richardson,	30 June 2021
Annual treasury management report 2020-21	Ola Owolabi, Deputy Chief Finance Officer ola.owolabi@lewes-eastbourne.gov.uk	30 June 2021

## Policy and Performance Advisory Committee Work Programme 2021/2022

Revenue and Capital Outturn report 2020-21	Andrew Clarke, Deputy Chief Finance Officer <a href="mailto:Andrew.Clarke@lewes-eastbourne.gov.uk">Andrew.Clarke@lewes-eastbourne.gov.uk</a>	30 June 2021
Re-imagining Newhaven	Peter Sharp, Head of Regeneration <a href="mailto:peter.sharp@lewes-eastbourne.gov.uk">peter.sharp@lewes-eastbourne.gov.uk</a>	30 June 2021
Community Grants Policy	Seanne Sweeney, Strategy and Commissioning Lead for Community and Partnerships <a href="mailto:seanne.sweeney@lewes-eastbourne.gov.uk">seanne.sweeney@lewes-eastbourne.gov.uk</a>	30 June 2021
Housing Development Update	Leighton Rowe, Development Project Manager <a href="mailto:Leighton.rowe@lewes-eastbourne.gov.uk">Leighton.rowe@lewes-eastbourne.gov.uk</a>	30 June 2021
Update on the Waste Service	Linda Farley, Head of Customer First <a href="mailto:linda.farley@lewes-eastbourne.gov.uk">linda.farley@lewes-eastbourne.gov.uk</a>	16 September 2021
Portfolio progress and performance report quarter 1 - 2021-2022	Millie McDevitt, Organisational Effectiveness and Performance Lead <a href="mailto:millie.mcdevitt@lewes-eastbourne.gov.uk">millie.mcdevitt@lewes-eastbourne.gov.uk</a>	16 September 2021
Finance update - performance quarter 1 - 2021-2022	Andrew Clarke, Deputy Chief Finance Officer <a href="mailto:andrew.clarke@lewes-eastbourne.gov.uk">andrew.clarke@lewes-eastbourne.gov.uk</a>	16 September 2021
Corporate Plan- Review of year 1 achievements	Organisational Effectiveness and Performance Lead <a href="mailto:millie.mcdevitt@lewes-eastbourne.gov.uk">millie.mcdevitt@lewes-eastbourne.gov.uk</a>	16 September 2021
Medium term financial strategy	Andrew Clarke, Deputy Chief Finance Officer <a href="mailto:andrew.clarke@lewes-eastbourne.gov.uk">andrew.clarke@lewes-eastbourne.gov.uk</a>	16 September 2021
Housing Development Update – PART EXEMPT	Leighton Rowe, Development Project Manager <a href="mailto:Leighton.rowe@lewes-eastbourne.gov.uk">Leighton.rowe@lewes-eastbourne.gov.uk</a>	16 September 2021

## Policy and Performance Advisory Committee Work Programme 2021/2022

Recovery and Reset Programme	Lee Banner, Transformation Programme Manager, <a href="mailto:lee.banner@lewes-eastbourne.gov.uk">lee.banner@lewes-eastbourne.gov.uk</a>	3 November 2021
Climate change and sustainability strategy annual progress report	Kate Richardson, Strategy and Partnership Lead for Sustainability <a href="mailto:kate.richardson@lewes-eastbourne.gov.uk">kate.richardson@lewes-eastbourne.gov.uk</a>	3 November 2021
Newhaven Town Deal - Business Case Update	Peter Sharp, Head of Regeneration, <a href="mailto:Peter.Sharp@lewes-eastbourne.gov.uk">Peter.Sharp@lewes-eastbourne.gov.uk</a>	3 November 2021
Portfolio progress and performance report quarter 2 - 2021-2022	Lee Banner, Transformation Programme Manager, <a href="mailto:lee.banner@lewes-eastbourne.gov.uk">lee.banner@lewes-eastbourne.gov.uk</a>	30 November 2021
Finance update - performance quarter 2 - 2021-2022	Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>	30 November 2021
Council tax base and non-domestic rate income for 2022/23	Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>	30 November 2021
Local Council Tax Reduction Scheme for the Working Age 2022/23	Bill McCafferty, Revenues and Benefits Manager, <a href="mailto:bill.mccafferty@leweseastbourne.gov.uk">bill.mccafferty@leweseastbourne.gov.uk</a>	30 November 2021
Update on the Planning Service	Leigh Palmer, Head of Planning First <a href="mailto:leigh.palmer@lewes-eastbourne.gov.uk">leigh.palmer@lewes-eastbourne.gov.uk</a>	27 January 2022
Recovery and Reset Programme	Lee Banner, Transformation Programme Manager, <a href="mailto:lee.banner@lewes-eastbourne.gov.uk">lee.banner@lewes-eastbourne.gov.uk</a>	27 January 2022
Community grants programme	Seanne Sweeney, Strategy & Corporate Projects Officer <a href="mailto:seanne.sweeney@lewes-eastbourne.gov.uk">seanne.sweeney@lewes-eastbourne.gov.uk</a>	27 January 2022
Community Safety Partnership annual report.	Oliver Jones, Strategy & Partnerships Lead <a href="mailto:oliver.jones@lewes-eastbourne.gov.uk">oliver.jones@lewes-eastbourne.gov.uk</a>	27 January 2022

## Policy and Performance Advisory Committee Work Programme 2021/2022

General Fund Revenue Budget 2021/22, Capital Programme	Homira Javadi, Chief Finance Officer <a href="mailto:homira.javadi@lewes-eastbourne.gov.uk">homira.javadi@lewes-eastbourne.gov.uk</a>	27 January 2022
Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2021/22 and HRA Capital Programme 2020-24	Homira Javadi, Chief Finance Officer <a href="mailto:homira.javadi@lewes-eastbourne.gov.uk">homira.javadi@lewes-eastbourne.gov.uk</a>	27 January 2022
Treasury Management and Prudential Indicators 2021/22, Capital Strategy & Investment Strategy	Ola Owolabi, Deputy Chief Finance Officer, <a href="mailto:Ola.Owolabi@lewes-eastbourne.gov.uk">Ola.Owolabi@lewes-eastbourne.gov.uk</a>	27 January 2022
Fees and Charges	Ola Owolabi, Deputy Chief Finance Officer <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>	27 January 2022
Levelling Up Fund	Peter Sharp, Head of Regeneration <a href="mailto:peter.sharp@lewes-eastbourne.gov.uk">peter.sharp@lewes-eastbourne.gov.uk</a>	27 January 2022
Litter strategy 2022-27	Jane Goodall, Strategy and Partnership Lead, Quality Environment <a href="mailto:Jane.Goodall@lewes-eastbourne.gov.uk">Jane.Goodall@lewes-eastbourne.gov.uk</a>	27 January 2022
A Coastal Concordat for England	Leigh Palmer, Head of Planning First, <a href="mailto:leigh.palmer@lewes-eastbourne.gov.uk">leigh.palmer@lewes-eastbourne.gov.uk</a>	27 January 2022
Asset Management	Mark Langridge Kemp, Head of Property, Delivery and Compliance <a href="mailto:mark.langridge-kemp@eastbourne.gov.uk">mark.langridge-kemp@eastbourne.gov.uk</a>	27 January 2022
Portfolio progress and performance report quarter 3 - 2021-2022	Lee Banner, Transformation Programme Manager, <a href="mailto:lee.banner@lewes-eastbourne.gov.uk">lee.banner@lewes-eastbourne.gov.uk</a>	17 March 2022
Finance update - performance quarter 3 - 2021-2022	Homira Javadi, Chief Finance Officer <a href="mailto:homira.javadi@lewes-eastbourne.gov.uk">homira.javadi@lewes-eastbourne.gov.uk</a> Ola Owolabi, Deputy Chief Finance Officer, <a href="mailto:Ola.Owolabi@lewes-eastbourne.gov.uk">Ola.Owolabi@lewes-eastbourne.gov.uk</a>	17 March 2022

## Policy and Performance Advisory Committee Work Programme 2021/2022

Introduction of Planning Obligation Monitoring Fees	Leigh Palmer, Head of Planning First, <a href="mailto:leigh.palmer@lewes-eastbourne.gov.uk">leigh.palmer@lewes-eastbourne.gov.uk</a>	17 March 2022
Lewes District Homelessness Strategy	Oliver Jones, Strategy & Partnerships Lead <a href="mailto:oliver.jones@lewes-eastbourne.gov.uk">oliver.jones@lewes-eastbourne.gov.uk</a>	17 March 2022
Local Connection Eligibility Self-build and Custom Housebuilding Register	Gerda Zijm, Planning Policy Officer, <a href="mailto:Gerda.zijm@lewes-eastbourne.gov.uk">Gerda.zijm@lewes-eastbourne.gov.uk</a>	17 March 2022

### Standing Items at all meetings of the Committee

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

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