

Full Council

22 February 2023



Working in partnership with **Eastbourne Homes**

Quorum: 7

Published: Tuesday, 14 February 2023

To the Members of the Borough Council

You are summoned to attend an ordinary meeting of Eastbourne Borough Council to be held at the Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 22 February 2023 at 6.00 pm to transact the following business.

Agenda

- 1 **Minutes of the meeting held on 16 November 2022. (Pages 7 - 12)**
- 2 **Declarations of disclosable pecuniary interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct (please see note at end of agenda).**
- 3 **Mayor's announcements. (Pages 13 - 16)**

A list of the Mayor's announcements in respect of his activities since the last meeting is attached for information.
- 4 **Notification of apologies for absence.**
- 5 **Public right of address.**

The Mayor to report any requests received from a member of the public under council procedure rule 11 in respect of any referred item or motion listed below.
- 6 **Order of business.**

The Council may vary the order of business if, in the opinion of the Mayor, a matter should be given precedence by reason of special urgency.
- 7 **Matters referred from Cabinet, Committees and other Council Bodies.**

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

 - (a) **Council Budget and Setting of the Council Tax for 2023/24. (Pages 17 - 46)**

Report of Councillor Holt on behalf of the Cabinet. Referred from Cabinet on 8 February 2022. To include decisions in respect of:

 - General Fund Budget 2023/24 and Capital Programme
 - Treasury Management and Prudential Indicators 2023/24, Capital

Strategy and Investment Strategy.

- Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2023/24 and HRA Capital Programme 2023-26.

Please note: that the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 requires named votes to be taken and recorded when setting the annual budget and council tax, this to include votes on any amendments and substantive motions.

(b) Local Council Tax Reduction Scheme 2023/24. (Pages 47 - 48)

Report of Councillor Holt on behalf of the Cabinet. Referred from Cabinet on 14 December 2022.

(c) Approval of Licensing Fees and Charges 2023-24. (Pages 49 - 56)

Report of Councillor Maxted on behalf of the Licensing Committee of 16 January 2023.

Note - some presentational changes have been made to Appendix 1 since presented to the Licensing Committee (shown highlighted) to provide greater transparency on the 1 year private hire licence fees available, the total fees applicable for a new driver, and the fee for an English Test resit.

(d) Scrutiny of Gatwick Airport's Carbon Neutral Accreditation (response to Council Motion). (Pages 57 - 58)

Report of Councillor Shore on behalf of the Scrutiny Committee of 9 January 2023 and 6 February 2023.

8 Appointment of Monitoring Officer. (Pages 59 - 62)

Report of the Chief Executive.

9 Members' Allowances Scheme - Report of the Independent Remuneration Panel (IRP) Revisit. (Pages 63 - 96)

Report of the Head of Democratic Services.

10 Motions.

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

(a) Eastbourne Local Plan - Protecting our Green and Leisure Spaces.

Motion submitted by Councillor Holt:

“This Council notes:

- That the Government requires a Local Plan to be produced.
- The Government states that Planning Officers have to identify what could be considered viable to the point which meets Government Housing Targets.

- For Eastbourne, this means 738 homes a year - which with the sea and National Park is unrealistic.
- Our leisure and green spaces are critical to our tourist economy and local residents' livelihoods and well being.
- That there is a need to build more houses in light of a housing crisis.
- That over 4,500 objections have been made to the Local Plan's identification of Fisherman's Green, including by Eastbourne Borough Council Leader Councillor David Tutt.

This Council:

- Thanks those residents who have lodged their own objections, showing the strength of local support to protect valuable green and leisure spaces which have added weight to our own evidence.
- Calls on the Government to remove its use of unrealistic housing targets.
- Calls on the Government to support the communities wish to protect key green spaces when considering how many new homes should be built in the Borough.
- Calls on the Government to provide reassurances that it will not sanction Eastbourne Borough Council for removing the Fisherman's Green site-from the Local Plan proposal."

(b) Notice of Motion - Protecting residents from soaring energy bills

Motion submitted by Councillor Babarinde:

"This Council notes:

In the Government's November 2022 Autumn Statement, the Chancellor announced a 20% increase in the 'Energy Price Guarantee' from £2,500 a year to £3,000 a year from 1 April 2023.

This Council:

Calls on the Government to scrap the planned April 2023 increase in the Energy Price Guarantee to protect local residents from soaring energy bills."

(c) Holding Southern Water to account for sewage discharges in the sea

Motion submitted by Councillor Babarinde:

"The Council notes:

- That the Southern Water was consistently in breach of the legal requirements with regard to the discharge of sewage.
- In the last two years water companies in England dumped raw sewage 775,568 times lasting 5,768,679 hours.
- Water company executives have paid themselves £51 million,

including £30.6 million in bonuses, over the last two years.

- That the Environment Agency downgraded Eastbourne's seawater quality from 'Good' to 'Sufficient' in 2022.
- That the Full Council passed a motion in 23 February 2022 which included a call for urgent action by Southern Water to prevent sewage discharges, and called on the Government to introduce a sewage tax on water companies to begin compensating for their discharges, and to help fund a cleaner sea.

This Council:

1. Reiterates its call for Southern Water to take robust action to prevent sewage discharges from occurring off the south coast.
2. Endorses the action taken by the Leader and the Chief Executive requesting an urgent meeting with the Chief Executive of Southern Water to hold the organisation to account for its raw sewage dumping along Eastbourne's coastline.
3. Calls on the Government to ban bonuses for water company Executives. “

11 Calendar of Meetings 2023/24. (Pages 97 - 98)

To agree the Calendar of Meetings for 2023/24.

Please note - The Council dates will be subject to final approval at the annual meeting of the Council, in accordance with legislation.

12 Discussion on minutes of council bodies.

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

The following are appended to this agenda:-

- (a) **Minutes of Planning Committee - 14 November 2022.** (Pages 99 - 100)
- (b) **Minutes of Audit and Governance Committee - 23 November 2022.**
(Pages 101 - 106)
- (c) **Minutes of Scrutiny Committee - 5 December 2022.** (Pages 107 - 114)
- (d) **Minutes of Cabinet - 14 December 2022.** (Pages 115 - 120)
- (e) **Minutes of Scrutiny Committee - 9 January 2023.** (Pages 121 - 126)
- (f) **Minutes of Licensing Committee - 16 January 2023.** (Pages 127 - 134)

- (g) **Minutes of Planning Committee - 23 January 2023.** (Pages 135 - 138)
- (h) **Minutes of Scrutiny Committee - 6 February 2023.** (Pages 139 - 146)
- (i) **Minutes of Cabinet - 8 February 2023.** (Pages 147 - 152)

13 Date of Next Meeting.

The next meeting is scheduled to take place on 24 May 2023.



Robert Cottrill
Chief Executive

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:

This meeting may be filmed, recorded or broadcast by any person or organisation. Anyone wishing to film or record must notify the Chair prior to the start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

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

Items for discussion:

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

Disclosure of interests:

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

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

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

Democratic Services

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

Email: committees@lewes-eastbourne.gov.uk

Telephone: 01323 410000

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

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Working in partnership with **Eastbourne Homes**

Full Council

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 16 November 2022 at 6.00 pm.

Present:

Councillor Pat Rodohan (Mayor).

Councillors Candy Vaughan (Deputy Mayor), Josh Babarinde, Margaret Bannister, Colin Belsey, Penny di Cara, Sammy Choudhury, Peter Diplock, Tony Freebody, Stephen Holt, Jane Lamb, Robin Maxted, Md. Harun Miah, Amanda Morris, Colin Murdoch, Jim Murray, Hugh Parker, Kshama Shore, Alan Shuttleworth, Robert Smart, Colin Swansborough, Barry Taylor, David Tutt and Steve Wallis.

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Director of Finance and Performance (Chief Finance Officer)), Kate Slattery (Solicitor), Sarah Lawrence (Committee Team Manager), Leigh Palmer (Head of Planning First), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning) and Tim Whelan (Director of Service Delivery).

34 Minute Silence

The Mayor advised that since the agenda had been sent out, the Council had been advised that former Councillor Bob Lacey, OBE had sadly passed away on Saturday, and who had served as a Conservative Councillor for Upperton between May 1998 and May 2007. The Council paid tribute to Bob Lacey OBE and held a minutes' silence in memory.

35 Minutes of the meeting held on 20 July 2022

RESOLVED (unanimously) – That the minutes of the meeting of the Full Council held on 20 July 2022 be approved and signed as an accurate record.

36 Declarations of disclosable pecuniary interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct (please see note at end of agenda).

There were no declarations of interest.

37 Mayor's announcements.

The Mayor drew Members' attention to the list of his and the Deputy Mayor's activities from July to November 2022.

The Mayor highlighted, in particular, the historic occasion of the Borough

Proclamation Ceremony where King Charles III was announced as the new king to residents of Eastbourne. The Mayor expressed his pleasure at the number of young entrepreneurs who received awards at the Eastbourne Business Awards. The Mayor highlighted that the Climate Emergency Hub had been opened on 1 November and would continue up to Christmas, giving residents the opportunity to find out about local environmental projects, and how to contribute to tackling the climate emergency. Finally, he thanked the Deputy Mayor, Councillor Vaughan, for standing in for him on a number of occasions, and in particular whilst he and the mayoress had Covid.

38 Notification of apologies for absence.

Apologies for absence were received from Councillors Dow and Whippy.

39 Public right of address.

There had been no requests to speak from members of the public.

40 Order of business.

No change to the order of business had been requested.

41 Result of the St Anthony's Ward By-Election

The Mayor advised that since the last Council meeting Councillor Burton had resigned, and Councillor Parker had been elected to the vacancy in the St Anthony's Ward by-election. In addition, Councillor Metcalfe had resigned due to ill health, and his vacant seat would be filled at the elections in May 2023.

Councillors paid tribute to the retiring Councillors and welcomed Councillor Parker to the Council.

A resolution was moved by Councillor Tutt and seconded by Councillor Smart, and:

RESOLVED (unanimously) –

1. To note the results of the By-Election for St Anthony's Ward By-Election held on 6 October 2022.
2. That the new member, Councillor Hugh Parker be congratulated and welcomed onto the Council; and
3. To express thanks to Councillor Burton and Councillor Metcalfe, who have resigned since the last meeting of the Council and wish them well.

42 Proposed changes to Conservation Advisory Group Terms of Reference

Councillor Wallis moved and Councillor Tutt seconded the recommendation of the report of the Head of Democratic Services to propose a minor amendment

to the terms of reference for Conservation Advisory Group (CAG). This would allow Full Council flexibility to appoint a nominee to the Group, in the event that the Council's Heritage Champion was appointed to the Planning Committee or otherwise unable to act as the Heritage Champion non-voting advisor to CAG.

The report was debated by Council and the recommendations were put to a vote and carried.

RESOLVED (By 17 votes to 7) -

1. To approve a minor amendment to the revised Terms of Reference (ToR) in respect of the Council's Heritage Champion, as set out at Appendix 1 to the report;
2. To authorise the Head of Democratic Services and Deputy Monitoring Officer to make the necessary changes to the Council's Constitution in order to give effect to these changes;
3. To re-confirm the appointment of Councillor Hugh Parker as the Council's Heritage Champion for the remainder of the municipal year, following his election to the Council; and
4. To authorise the Head of Democratic Services and Deputy Monitoring Officer to appoint a nominee (as the Council's Heritage Champion sits on the membership of Planning Committee), to act as a Co-opted advisor to the Conservation Advisory Group, in consultation with the relevant Group Leader, Chair of Conservation Advisory Group and Head of Planning for the remaining municipal year.

43 Matters referred from Cabinet or other council bodies.

43a Eastbourne Local Development Scheme

Councillor Swansborough moved and Councillor Tutt the recommendation to Council made by Cabinet on 2 November, to approve the Local Development Scheme 2022-2025.

The Council debated the referral report and appendices. It was noted that the Local Development Scheme was the Council's timetable for the production of planning document and key milestones for a three-year period from 2022-2025.

The recommendations were put to a vote and carried.

RESOLVED (By 17 votes to 4 with 3 abstentions)

1. To adopt the Eastbourne Local Development Scheme 2022-2025 as set out at Appendix 1 to the report; and
2. To delegate authority to the Director of Regeneration and Planning in consultation with the Cabinet Member for Climate Change, Heritage Assets, Place Services and Special Projects to make minor and technical updates to timetables within the Local Development Scheme where necessary.

44 Motions.**44a Motion - Cost of School Equipment**

Councillor Vaughan moved and Councillor Parker seconded the following motion as set out in the agenda papers:

“Eastbourne Borough Council recognises that the cost of specialist items, such as school uniform is putting enormous additional financial pressure and stress on families and can also lead to discriminatory and mental health issues.

This Council calls upon the Government to issue guidance to schools to require a more flexible approach in this cost of living crisis.”

The Council debated the motion in full. The motion was put to the vote and declared carried.

RESOLVED that (By 15 votes to 0 with 9 abstentions) –

1. Eastbourne Borough Council recognises that the cost of specialist items, such as school uniform is putting enormous additional financial pressure and stress on families and can also lead to discriminatory and mental health issues.
2. This Council calls upon the Government to issue guidance to schools to require a more flexible approach in this cost of living crisis.

44b Motion - No Confidence

Councillor Babarinde moved and Councillor Shuttleworth seconded the following motion, which had been revised and circulated to Councillors in advance of the meeting. This was read out for the benefit of those present:

“This Council notes that:

- Under the Conservative Government, inflation rose to 10.1% in September 2022 and The International Monetary Fund has predicted that UK inflation will be the highest in the G7 by the end of 2023.
- Under the Conservative Government, mortgage rates have sharply risen, with the Joseph Rowntree Foundation forecasting that homeowners will face average mortgage increases of £250 per month.
- Under the Conservative Government, the Bank of England has predicted that the UK will experience its longest recession since records began.
- Under the Conservative Government, Eastbourne’s Foodbank has become the busiest Foodbank in the UK.
- The UK’s third Conservative Prime Minister of 2022, Rishi Sunak, has been given no mandate to govern from the people of Eastbourne.
- Conservative Minister Zac Goldsmith has said that a General Election is “morally unavoidable”.
- Former Conservative Cabinet Minister Nadine Dorries has said that “it will now be impossible to avoid a General Election”.

This Council therefore:

- Has no confidence in the UK's Conservative Government;
- Has no confidence in Conservative Members of Parliament; and
- Demands that the Conservative Government calls a General Election immediately to give the people of Eastbourne, and the people of the UK, a say."

The Council debated the motion in full. The motion was put to the vote and declared carried.

RESOLVED that (By 16 votes to 7 with 1 abstention) –

1. This Council notes that:

- Under the Conservative Government, inflation rose to 10.1% in September 2022 and The International Monetary Fund has predicted that UK inflation will be the highest in the G7 by the end of 2023.
- Under the Conservative Government, mortgage rates have sharply risen, with the Joseph Rowntree Foundation forecasting that homeowners will face average mortgage increases of £250 per month.
- Under the Conservative Government, the Bank of England has predicted that the UK will experience its longest recession since records began.
- Under the Conservative Government, Eastbourne's Foodbank has become the busiest Foodbank in the UK.
- The UK's third Conservative Prime Minister of 2022, Rishi Sunak, has been given no mandate to govern from the people of Eastbourne.
- Conservative Minister Zac Goldsmith has said that a General Election is "morally unavoidable".
- Former Conservative Cabinet Minister Nadine Dorries has said that "it will now be impossible to avoid a General Election".

2. This Council therefore:

- Has no confidence in the UK's Conservative Government;
- Has no confidence in Conservative Members of Parliament; and
- Demands that the Conservative Government calls a General Election immediately to give the people of Eastbourne, and the people of the UK, a say.

45 Discussion on minutes of council bodies.

The minutes of the following Council bodies were submitted to the meeting for information as part of the agenda:

- Planning Committee – 25 July, 3 October and 17 October 2022
- Audit and Governance Committee – 28 September 2022
- Scrutiny Committee – 10 October 2022
- Cabinet – 2 November 2022

Requests to speak on specific minutes had been made by Councillors Wallis,

Freebody, Tutt and Smart, as follows:

1. Councillors Wallis and Freebody spoke in respect of Item 11d, Scrutiny Minutes of 10 October 2022, Minute 30 'A review of the Eastbourne Airshow'. They each expressed their concern as to the level of scrutiny of the report, that it had incomplete information when considered, and the conflict with Council's commitment to be Carbon Neutral by 2030. Councillor Tutt responded by highlighting the importance of the event for the local economy, confirmed that it took time each year for an assessment of the impact of Airbourne to be available, and advised that one of the key areas was the need to reduce traffic impact of Airbourne or any such event. Councillor Babarinde explained why he at Scrutiny Committee had accepted the report and supported Airbourne for 2023 on the basis of continued reductions in carbon impact. Other Councillors spoke to the questions raised.
2. Councillors Tutt and Smart spoke in respect of Item 11f, Cabinet minutes of 2 November 2022, Minute 28 'Eastbourne Local Plan – Growth Strategy Consultation. Councillor Tutt highlighted that this was the opportunity for detailed consultation with residents on local plan sites. He advised that he and other Councillors would not support all those proposed, and that they would continue to push for a reduction in housing numbers, but that this was the opportunity to shape the local plan. Councillor Smart advised that he shared the Leader's concerns that the housing numbers required were flawed, but that he would have wished to see the consultation started earlier and would like to see greater emphasis on employment sites. Councillor Shuttleworth highlighted the need for housing and asked for support from all parties in lobbying the Government to unlock funding to enable the Bedfordwell Road housing site to be delivered. Other Councillors spoke to the questions raised.

Councillor Bannister moved and Councillor Lamb seconded acceptance of the minutes.

RESOLVED (unanimously) – That the minutes be accepted.

46 Date of Next Meeting

The next meeting of Full Council would be scheduled for 22 February 2023 at 6 pm.

The meeting ended at 8.10 pm

Councillor Pat Rodohan (Mayor)

Agenda Item 3

Eastbourne Borough Council



Mayor
Councillor PAT RODOHAN

Deputy Mayor
Councillor CANDY VAUGHAN

MAYOR'S ANNOUNCEMENTS

Mayor's ENGAGEMENTS November 2022 – February 2023

Date	Attendee	Event
10.11.22	Mayor and Mayoress	Opening of Deliciously Gorgeous Art Gallery
11.11.22	Mayor and Mayoress	Remembrance Service at War Memorial Housing
11.11.22	Mayor and Mayoress	Reception for Eastbourne Open Bowls Tournament Volunteers in Mayor's Parlour
12.11.22	Mayor and Mayoress	Hailsham Choral Society Autumn Concert at All Saints Church
13.11.22	All Members of the Council	Eastbourne Remembrance Parade and Service
13.11.22	Mayor and Mayoress	Ruthless Memorial Service at Butts Brow
14.11.22	Mayor	Meeting with RAFA representatives in Mayor's Parlour
14.11.22	Mayor and Mayoress	Mayor's Charity Committee Meeting in Mayor's Parlour
16.11.22	All Members of the Council	Eastbourne Full Council Meeting
17.11.22	Deputy Mayor	Visit to The Hive and Certificate Presentation to Lewis Bonnor
17.11.22	Mayor and Mayoress	Eastbourne Youth Radio Reception at East Sussex College
18.11.22	Mayor	BEM Medal Ceremony at the Town Hall
18.11.22	Mayor	Citizenship Ceremony at the Town Hall
18.11.22	Mayor and Mayoress	SEA Art Exhibition Judging at the Town Hall
19.11.22	Mayor and Mayoress	Opening of SEA Art Exhibition at the Town Hall
19.11.22	Deputy Mayor	Tree Planting for Queens Green Canopy at junction of Link Road and Paradise Drive

Date	Attendee	Event
23.11.22	Mayor and Mayoress	Friends of Eastbourne Hospital AGM at Victoria Baptist Church
24.11.22	Mayor and Mayoress	Christmas Lights Switch On in Town Centre
26.11.22	Mayors and Mayoress	World Record Attempt by Neil Kirby at the Langham Hotel
26.11.22	Mayor and Mayoress	Eastbourne Choral Society Advent Concert at All Saints Church
27.11.22	Deputy Mayor and Consort	The Tails of Beatrix Potter Ballet at the Congress Theatre
27.11.22	Mayor and Mayoress	Salvation Army Lifeboat Service at the Salvation Army Citadel
01.12.22	Deputy Mayor	Property Services Team Lunch at Chalk Farm Hotel
01.12.22	Mayor and Mayoress	Little Chelsea Christmas Event
01.12.22	Mayor and Mayoress	Ice Rink Launch with LWC
02.12.22	Mayor and Mayoress	EENP Pantomime Challenge at the Town Hall
03.12.22	Mayor and Mayoress	Ice Rink Opening at the Enterprise Centre
03.12.22	Mayor and Mayoress	Hampden Park Community Centre Christmas Fayre
04.12.22	Deputy Mayor and Consort	Salvation Army Town Carol Concert at the Royal Hippodrome Theatre
04.12.22	Mayor and Mayoress	Rotary Club of Eastbourne AM Tree of Light Ceremony outside the Congress Theatre
04.12.22	Mayor and Mayoress	Plastic Free Eastbourne Christmas Dinner at the Alexandra Arms
05.12.22	Mayor and Mayoress	Mayor's Charity Committee Meeting in the Mayor's Parlour
05.12.22	Mayor and Mayoress	Carols at Palm Court
06.12.22	Deputy Mayor and Consort	Eastbourne Concert Orchestra Concert at All Saints Church
08.12.22	Mayor and Mayoress	Opening of Room 201 Wellbeing and Mental Health Service at The Foundry
08.12.22	Deputy Mayor and Consort	A Band of Brothers Homecoming at Friends Meeting House
09.12.22	Mayor and Mayoress	Mayor's Charity Christmas Dinner at Willingdon Golf Club
10.12.22	Mayor and Mayoress plus members of the Civic List	Inspiring Angels Civic Carol Service at St Saviours Church followed by Christmas Drinks in the Mayor's Parlour
10.12.22	Deputy Mayor	Christmas Cracker Event
14.12.22	Deputy Mayor and Consort	St Wilfrid's Hospice Lights of Love Service

Date	Attendee	Event
14.12.22	Mayor and Mayoress	ESCC Chairman's Christmas Reception at Blackstock Country Estate
15.12.22	Mayor and Mayoress	Pantomime Civic Night at the Devonshire Park Theatre
17.12.22	Mayor and Mayoress	Mayor's Charity Christmas Event in the Beacon
17.12.22	Mayor and Mayoress	Concentus Concert at St Saviours Church
19.12.22	Mayor and Mayoress	Mayor of Seaford's Carol Service at Seaford Baptist Church
25.12.22	Mayor and Mayoress	Alone at Christmas Event at Our Lady of Ransom Church Hall
25.12.22	Mayor and Mayoress	Christmas Day visits to Eastbourne Emergency Services
09.01.23	Mayor and Mayoress	Mayor's Charity Committee Meeting in the Mayor's Parlour
12.01.23	Mayor and Mayoress	Plastic Free Eastbourne AGM at the Town Hall
12.01.23	Mayor and Mayoress	Hall and Woodhouse Community Chest Awards at The Black Rabbit, Arundel
21.01.23	Mayor and Mayoress	Queens Green Canopy Tree Planting at Paradise Drive
22.01.23	Mayor and Mayoress	Eastbourne and District Chinese Association Chinese New Year Celebration at Hampden Park Community Centre
24.01.23	Mayor and Mayoress	Visit to The Chaseley Trust
24.01.23	Mayor and Mayoress	Holocaust Memorial Day Service at the Welcome Building
27.01.23	Mayor and Mayoress	Mayor's Charity Quiz Night at the Town Hall
06.02.23	Mayor and Mayoress	SEA Charity Cheque Presentation in Mayor's Parlour
06.02.23	Mayor and Mayoress	Mayor's Charity Committee Meeting in the Mayor's Parlour
09.02.23	Mayor and Mayoress	University of Brighton Graduation Ceremony at the Brighton Centre
13.02.23	Mayor and Mayoress	Mayor's Charity Meeting at the Grand Hotel
19.02.23	Mayor and Mayoress	Eastbourne Symphony Orchestra Annual Young Soloist Competition Final at the Birley Centre

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Meeting: FULL COUNCIL

Date: Wednesday 22 February 2023

Subject: COUNCIL BUDGET AND SETTING OF THE COUNCIL TAX FOR 2023/24

Report of: Councillor Stephen Holt, Deputy Leader of the Council and Cabinet Member for Finance

The Council is asked to consider the reports to Cabinet and also the Cabinet minutes and resolutions from the meeting held on 8 February 2023.

The budget book 2023/24 will be circulated to all Members of the Council, once the budget has been formally adopted. A copy will be provided on the Council's website.

The reports may also be viewed on the Council's website at:

[Agenda for Eastbourne Borough Council Cabinet on Wednesday, 8th February, 2023, 6.00 pm \(lewes-eastbourne.gov.uk\)](https://www.lewes-eastbourne.gov.uk/agenda-for-eastbourne-borough-council-cabinet-on-wednesday-8th-february-2023-6.00-pm)

Please contact Democratic Services (see below for contact details) in the first instance if you require a printed copy of any of the reports.

In order to comply with Section 25 of the Local Government Act 2003; the Authority's Chief Finance Officer is required to report on the robustness of the estimates made for the purposes of the budget calculations and the adequacy of the proposed reserves. A statement covering this requirement is attached at Appendix 1.

The resolutions in this report, which must include the requirements of all precepting authorities, are based on the recommendations being made to those Authorities and the budget approved by East Sussex County Council, East Sussex Fire Authority and the Sussex Police and Crime Commissioner.

A summary of the demand on the Collection Fund is as follows:

Authority	2023/24			Change Over 2022/23	
	Precept/Demand		Band D Council Tax	Band D Council Tax	
	£	%	£	£	%
Eastbourne Borough Council	9,518,253	11.69%	269.68	7.83	2.99%
East Sussex County Council	59,782,332	73.40%	1,693.80	80.46	4.99%
Sussex Police and Crime Commissioner	8,467,575	10.40%	239.91	15.00	6.67%
East Sussex Fire Authority	3,683,718	4.52%	104.37	5.00	5.03%
Total	81,451,879	100.00%	2,307.76	108.29	4.92%

After consideration of the foregoing, **the Council is asked to approve the following:**

Recommendations:

1. The recommendations as detailed in the reports from the Chief Finance Officer to Cabinet on 8 February 2023:
 - (i) To approve the General Fund budget for 2022/23 (Revised) and 2023/24 (Original).
 - (ii) To approve an increase in the Council Tax for Eastbourne Borough Council of 2.99% resulting in a Band D charge of £269.68 (per annum) for 2023/24.
 - (iii) To approve the revised General Fund capital programme 2023/24.
 - (v) To approve the Treasury Management Strategy and Annual Investment Strategy for 2023/24.
 - (vi) To approve the Minimum Revenue Provision (MRP) Policy Statement 2023/24.
 - (vii) To approve the Prudential and Treasury Indicators 2023/24 to 2025/26.
 - (viii) To approve the Capital Strategy.
 - (ix) To endorse the continuation of the Flexible use of Capital Receipts.
 - (x) To approve the Housing Revenue Account (HRA) income and expenditure proposals, including revised HRA budget for 2022/23 and the budget for 2023/24, HRA Capital Programme 2022-26, rents and service charges and the arrangements for finalising Eastbourne Homes' management fee, including:
 - That social and affordable rents (including Shared Ownership) are increased by 7% in line with Government policy.
 - That the average General Needs Housing Benefit (HB) Eligible service charge will be £5.39 per week.
 - That the average HB Eligible service charge for Retirement Housing will be £38.36 per week.
 - That the Support charge for Retirement Housing will be £5.82 per unit.
 - That the average Non-HB Eligible heating charges will be £3.73 per week.
 - That the average non-HB Eligible water charges will be £3.56.
 - That Garage rents are increased by 7%.
 - (xi) The Council introduce from 1 April 2024 a new discretionary Council Tax premium on second homes of up to 100% and apply a premium of up to 100% on homes which have been empty for longer than 1 year following the Levelling Up and Regeneration Bill becoming law.

- (xii) To grant delegated authority to the Chief Executive, in consultation with the Cabinet Portfolio holders for Financial Services and Direct Assistance Service and the Chief Finance Officer to finalise Eastbourne Homes' Management Fee and Delivery Plan.
2. That delegated authority is given to the Chief Finance Officer to amend the budget for any presentational changes ensuring the Council Tax Requirement at 6 below remains unchanged.
 3. That it be noted, that since the Cabinet meeting on 8 February the Business Rates return to the Government (NNDR1) has been finalised with no changes to the previous net budget assumptions.
 4. That consequent upon a General Fund budget of £9,518,253 and other matters, the basic amount (Band D) of Council Tax for the Borough Council's functions will be £269.68 (representing an increase of 2.99%) calculated as follows:

Table 1 - Eastbourne Borough Council Gross Expenditure 2023/24

Gross Expenditure	£	£
Borough Gross Expenditure		93,594,526
Surplus Income over Expenditure		0
Total		93,594,526
Less Income:		
Service Income	(75,621,658)	
Business Rate Income	(5,144,044)	
Other Government Grants	(1,927,032)	
Collection Fund Surplus (Council Tax)	(121,000)	
Contributions To / (From) Reserves	(1,262,539)	
Total		(84,076,272)
Total Council Tax Requirement		9,518,253
Band D Council Tax		£269.68

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

5. That it be noted that at its meeting on 14 December 2022 the Cabinet agreed the Council Tax Base of 35,294.8 for Band 'D' equivalent properties for the year 2023/24 (Item T in the formula in section 31B of the Local Government Finance Act 1992, as amended).
6. Calculate that the Council Tax requirement for the Council's own purposes for 2023/24 as £9,518,253.

7. That the following amounts be now calculated by the Council for the year 2023/24 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended:

A	£93,594,526	being the aggregate of the amounts which the Council estimates for the items set out in Section 31 A (2) of the Act.
B	£84,076,272	being the aggregate of the amounts which the Council estimates for the items set out in Section 31 A (3) of the Act.
C	£9,518,253	being the amount by which the aggregate at 5 (A) above exceeds the aggregate at 5 (B) above, calculated by the Council, in accordance with Section 31 A (4) of the Act as its Council Tax requirement for the year.
D	£269.68	being the amount at 5 (C) above, all divided by the taxbase of 35,294.8, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.

8. To note that East Sussex County Council, the Sussex Police and Crime Commissioner and the East Sussex Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992, as amended, for each category of dwellings in the Council's area as indicated in the table below.
9. That the Council, in accordance with Sections 30 to 36 of the Local Government Finance Act 1992, as amended, hereby sets the aggregate amounts shown in the table below as the amounts of Council Tax for 2023/24 for each of the categories of dwellings.

TOTAL COUNCIL TAX 2023/24 - BY AREA AND VALUATION BAND								
MAJOR PRECEPTOR	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
East Sussex Fire Authority (ESFA)	69.58	81.18	92.77	104.37	127.56	150.76	173.95	208.74
Sussex Police and Crime Commissioner (SPCC)	159.94	186.60	213.25	239.91	293.22	346.54	399.85	479.82
East Sussex County Council (ESCC)	1,129.20	1,317.40	1,505.60	1,693.80	2,070.20	2,446.60	2,823.00	3,387.60
Eastbourne Borough Council	179.79	209.75	239.71	269.68	329.61	389.54	449.46	539.36
Total Council Tax Requirement	1,538.51	1,794.92	2,051.34	2,307.76	2,820.59	3,333.43	3,846.26	4,615.52

10. Determine that the Council's basic amount of Council Tax for 2023/24 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, as amended.
11. As the billing authority, the Council has **not** been notified by a major precepting authority that its relevant basic amount of Council Tax for 2023/24 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992, as amended.

For a copy of the report please contact Democratic Services, Town Hall, Grove Road, Eastbourne, BN21 4TW. Tel. (01323) 415023.
E-mail: committees@lewes-eastbourne.gov.uk

For further information please contact Homira Javadi, Chief Finance Officer, Tel. (01323) 415149

Appendices:

Appendix 1 - Section 25 Statement of the Chief Finance Officer.

Appendix 2 - Draft Cabinet Minute Extract, 8 February 2023, General Fund Budget 2023/24 and Capital Programme.

Appendix 3 – Draft Cabinet Minute Extract, 8 February 2023, Treasury Management and Prudential Indicators 2023/24, Capital Strategy and Investment Strategy.

Appendix 4 – Draft Cabinet Minute Extract, 8 February 2023, Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2023/24 and HRA Capital Programme 2023-26.

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APPENDIX 1

Section 25 – Statement of the Section 151 Officer

1. Introduction

- 1.1. The Chief Financial Officer is required to make a statement on the adequacy of reserves and the robustness of the budget. This is a statutory duty under Section 25 of the 2003 Local Government Act which states the following:
- a) Where an authority to which Section 32 or 43 of the Local Government Finance Act 1992 (billing or major precepting authority) or Section 85 of the Greater London Authority Act 1999 (c.29) (Great London Authority) applies is making calculations in accordance with that section, the Chief Finance Officer of the authority must report to it on the following matters:
 - The robustness of the estimates made for the purposes of the calculations, and
 - The adequacy of the proposed financial reserves.
 - b) An authority to which a report under this section is made shall have regard to the report when making decisions about the calculations in connection with which it is made. This includes reporting and considering:
 - The key assumptions in the proposed budget and to give a view on the robustness of those assumptions.
 - The key risk areas in the budget and to assess the adequacy of the Council's reserves when reviewing the potential financial impact of these risk areas on the finances of the Council. This should be accompanied by a Reserves Strategy.
- 1.2. CIPFA published a new Financial Management (FM) Code in October 2019. One of the 17 standards included in the new Code is 'the budget report includes a statement by the chief financial officer on the robustness of the estimates and a statement on the adequacy of the proposed financial reserves.' The first full year of compliance with the new FM Code was 2021/22. This is a good practice approach that the Council will follow, and the statement is updated in light of the prevailing circumstances and assessment of relevant risks each financial year.
- 1.3. This statement must be considered and approved by full Council as part of the budget approval and Council Tax setting process.
- 1.4. This document concentrates on the General Fund budget, the Housing Revenue Account and Capital Investment Programme, but in addition it also considers key medium-term issues faced by the Council.

1.5. **The importance of this overall approach and need for prudent and realistic levels of reserves** and provisions was brought sharply into focus by firstly the impact of COVID-19 on both the finances and operations as well as the further implications of UK's exit from European Union and presently the general health of global and more specifically UK economy on the Local Government Sector throughout 2020/21 to 2022/23.

2. Assurance Statement of the Council's Section 151 Officer

- 2.1. The following are the summary assurances and recommendations of the Council's Section 151 Officer (currently Director of Finance & Performance and the Chief Finance Officer). They must be read in conjunction with the supporting statement in this Appendix, which together make up the Section 151 Officer's statutory duty to report under Section 25 of the Local Government Act 2003.
- 2.2. In relation to the 2023/24 General Fund Revenue budget, including the use of reserve, it relies on £2.1m of savings and income targets being achieved. In my opinion some £1.1m is considered low risk or already certain, the remaining £1m will be challenging, but achievable if senior management deliver within their agreed budgets.
- 2.3. However, should senior management not deliver within their budgets or meet their savings or income targets, the Council may need to draw on its reserves to balance the budget as it closes the 2023/24 year budget.
- 2.4. I have examined the budget proposals and I believe that, whilst the spending and service delivery proposals are challenging and to some degree uncertain, they are nevertheless achievable given the political and management commitment to control cost and stay within their approved budgets. Good management and the sound monitoring of performance and budgets will be essential.
- 2.5. I am satisfied that sufficient management processes exist within the Council to deliver this budget and to identify and deal with any problems which may arise unexpectedly during the year.
- 2.6. The key process risks in making the above statement are the level of resources within the Council dedicated to providing financial support services and advice to managers. Whilst a full complement of permanent finance staff is yet to be achieved, with the recent recruitments and successful appointments to some key posts the financial services has now the required capacity and skills set to provide an improved level of support to the services albeit by taking a targeted and risk based approach.

2.7. My recommendations are also conditional upon:

- a) The Council continuing to assess, learn, report, and respond appropriately to the existing and emerging financial pressures across all aspects of its operations but in particular its locally generated income from fees and commercial portfolio.
- b) The Council approving the updated Medium Term Financial Strategy for 2023/24 to 2026/27
- c) A recognition in the medium-term planning approach that the level of reserves and corporate risk assessment need to be regularly reviewed in the light of changing circumstances and that it may not be possible to match the two at any single point in time. The Council needs to show a commitment to maintain reserves at a level which provides adequate cover for most identified risks during the planning period. This approach is pragmatic and shows a clear commitment to prudent contingency planning.
- d) It must be noted, however, that the recommended levels of reserves could still leave the Council exposed to the very exceptional risks identified in this review and, if all those risks crystallised at the same time, then the total level of reserves could be inadequate.
- e) Cabinet Members, Chief Executive, Strategic Directors and managers not exceeding their cash limits for 2023/24 (and future years covered by the Medium Term Financial Strategy).
- f) Taking every opportunity to meet the Reserves Policy as a first call on outturn underspends.
- g) Not considering further calls on reserves other than for those risks that have been identified, those that could not have been reasonably foreseen and that cannot be dealt with through management or policy actions. The exception to this is where the Reserves Policy (introduced in Sept 2021) is met. Even in those circumstances, it is not prudent to finance ongoing spending from one-off reserves.

2.8. Any excess reserves should be targeted towards business transformation (including redundancies and invest to save initiatives), key services particularly housing need, environmental services, contributions to support asset maintenance, Local Government funding changes and the impacts of significant changes in national policy.

- a) Where there is a draw-down on reserves, which causes the approved Reserves Policy to be off target, that this is replenished as part of a revised Medium Term Financial Strategy.
- b) That the Council has arrangements and resources in place to consider and assess value for money across the delivery of all its services and operations in preparation for future years' budgets.

- 2.9. In relation to the adequacy of reserves, I recommend the following Reserves Policy based on internal financial risk assessment. The Reserves Policy is reviewed annually and adjusted in the light of the prevailing circumstances.
- a) An absolute minimum level of unallocated General Fund reserves of £2m is maintained throughout the period between 2023/24 to 20256/27.
 - b) An optimal level of unallocated General Fund reserves of £4m over the period 2023/4 to 2026/27 to cover the absolute minimum level of reserves, in-year risks, cash flow needs and unforeseen circumstances.
 - c) A maximum recommended level of unallocated General Fund reserves of £5m for the period 2023/24 to 2026/27 to provide additional resilience to implement the Medium Term Financial Strategy.
 - d) To remain within the recommended level of reserves over the relevant period of 2023/24 to 2026/27.
- 2.10. The estimated level of unallocated General Fund reserves at 31 March 2023, based on current projections is £3.2m depending on the final outturn position. Therefore:
- a) The absolute minimum level of reserves of £2m is currently being achieved.
 - b) The optimal level of reserves of £4m criteria is being achieved for 2022/23 (including available earmarked reserves), if departments spend against revised budget as currently projected.
 - c) The maximum level of unallocated reserves of £5 m is not being exceeded.
 - d) Reserves should remain within the recommended range of reserves during 2023/24. This is subject to the cash limited budget for 2023/24 being met.
- 2.11. These recommendations are made based on:
- a) The risks identified by the Chief Executive and Strategic Directors reviews of their budgets.
 - b) My own enquiries during the development of the current budget proposals.
 - c) The resilience and sustainability required to deliver the Medium Term Financial Strategy.
 - d) One-off unallocated reserves not being used to fund new on-going commitments.
 - e) That the reserves in 2023/24 and the foreseeable future are used only if risks materialise and cannot be contained by management or policy actions.

- f) That where reserves are drawn down, the level of reserves is maintained in line with the latest Medium Term Financial Strategy.

2.12. There are also serious exceptional risks which, if they crystallise, could significantly impact the Council's reserves, and leave its financial standing seriously in question. These include:

- a) The potential for unforeseen Council owned infrastructure issues.
- b) The provision for pay awards to be kept under review in view of the rising inflationary costs, strike actions and pay demands in 2023/24.
- c) The Waste Management is one of the largest areas of expenditure for the Council where there is a considerable volatility, new legislative and environmental requirements, which will potentially add extra risks and costs nationally in the market, any implications for the Council will be considered by the Cabinet in due time.
- d) The financial implications from the Care Act, adult social care and other welfare reform changes or other associated Housing legislation.
- e) The risk surrounding the non-delivery of savings and exceeding investment proposals within the Recovery and Stabilisation budget package for 2022/23.
- f) The financial uncertainty for the public sector arising from the prevailing and continuing national and local conditions.
- g) The risk of further significant reductions in income and Government grant funding, particularly in relation to:
 - Growth and decline in the Council's Tax base and Business Rates base.
 - Business Rates appeals from the 2017 revaluation.
 - The Local Council Tax Support Scheme with reduction in subsidy funding and no protection for caseload increases.
 - Further changes to the way in which Local Government is financed given the Government's intended Local Government reform in 2022/23 as part of its 'Levelling Up' agenda and potential redistribution of existing funding levels to other local authority areas from 2023/24.
 - Future Government changes in policy and funding for Local Government, particularly the unknown impact of the next Spending Round in 2024.
 - The need to address the Country's ongoing Public Sector pay and strike actions.
 - The need to address the Country's ongoing Public Sector Borrowing Requirement (PSBR) and the structural financial deficit.
 - The ongoing economic impact of the withdrawal of the UK from the European Union.

- The ongoing impact of the Ukraine Russia conflict on global and UK economy.

i) Insurance Claims.

Housing Revenue Account

2.13. In relation to the Housing Revenue Account (HRA) in 2023/24 and the medium to long term:

- a) Given the current status of housing management provision the recommendation is that general reserves be maintained within the target figure of £1.4m. This minimum reserves level must be maintained.
- b) A 2023/24 budget has been formulated to maintain a balanced HRA.
- c) Forward projections for the HRA beyond 2023/24 are being remodelled following the introduction of a rent cap of 7%.
- d) In addition, this is linked to the HRA's own Medium Term Financial Strategy for the period 2023/24 to 2026/27.

2.14. The current position demonstrates that it is possible to:

- Maintain a balanced HRA throughout that 2023/24.
- Meet current level of capital investment, and
- Meet the revenue cost of required debt.

2.15. **Capital Investment Programme 2022/23 to 2026/27** (including commitments from previous years and new starts):

- a) The HRA Capital Programme will need to be contained within the total programme cost.
- b) The General Fund Capital Budget is considerable and is based on the best information available in terms of project costs. What is less certain is the actual phasing of expenditure and any material increases in the costs caused by the supply and labour shortage.
- c) The key strategic schemes identified in the Capital Investment Programme will be closely monitored in-year.
- d) That the funding identified for the approved Capital Investment Programme is delivered and is proportionate, prudent, affordable, and sustainable.

2.16. In relation to the medium to long term Capital Investment Programme:

- a) The delivery of the agreed Capital Strategy and Asset Management Plan is a critical priority to enable the matching of resources to needs and priorities.

Assurance

2.17. Given all these factors, I, as the Council's Section 151 Officer, consider the estimates for 2023/24 to be sufficiently robust and recommend for approval by the Council. I am also able to advise the Council that the level of General Fund Reserves is adequate and to recommend a Reserves Strategy which is achievable for 2023/ 24.

3. Supporting Statement

3.1. Process

- 3.1.1. Budget estimates are exactly that – estimates of spending and income made at a point in time and which will change as circumstances change. This statement about the robustness of estimates cannot give a 100% guarantee about the budget but gives Members reasonable assurance that the budget has been based on the best information and assumptions available at the time.
- 3.1.2. To meet the requirement on the robustness of estimates several key processes have been put in place, including:
- a) The issuing of clear guidance to Services on preparing budgets.
 - b) The development of a Council wide risk assessment.
 - c) The use of extensive budget monitoring and its escalation process to identify risks.
 - d) The Council's S151 Officer providing advice throughout the process of budget preparation and budget monitoring.
 - e) The Chief Executive and Strategic Directors review of their budgets and appropriate sensitivity analysis.
 - f) A review of all budget proposals and implications by Corporate Management Team (CMT) from September 2022 to January 2023.
 - g) A review of budget proposals and implications by Cabinet Members from November 2022 to January 2023.
 - h) Enquiries made directly by the Section 151 Officer and Finance Officers.
- 3.1.3. Notwithstanding these arrangements, which are designed to rigorously test the budget throughout its various stages of development, considerable reliance is placed on the Chief Executive, Strategic Directors and Senior Managers having proper arrangements in place to identify issues, project costs, service demands, income levels, to consider value for money and efficiency, and to implement changes in their service plans. These arrangements are supported by appropriately qualified financial staff.

3.1.4. A summary of the key budget assumptions considered by Services and financial staff in terms of assessing the robustness of their budgets are shown below:

- a) The treatment of inflation and interest rates.
- b) The treatment of demand led pressures.
- c) The treatment of efficiency savings/productivity gains.
- d) The financial risks inherent in any significant new funding partnerships, major outsourcing deals, or major capital developments.
- e) The availability of other funds to deal with major contingencies.
- f) The Service's track record in budget and financial management.
- g) The Service's capacity to manage in-year budget pressures.

3.1.5. The full key budget assumptions and comments by the Chief Executive and Strategic Directors have been used in constructing all budget proposals.

3.1.6. Corporate and service processes are under continuous review and improvement. Over the last few years there has been a sustained emphasis on a robust scheme of budget monitoring with an improved reporting format to Cabinet and Members since 2020/21, which will be further improved in 2023/24. Additionally, the regular review and monitoring of the annual budget savings that was introduced by the Chief Finance Officer will continue in 2023/24.

3.1.7. There are also plans in place for the continuous improvement and development of the Financial systems. This will strengthen the authority's capacity and ability to monitor more effectively the overall budget. Continual improvement in these processes will also assist in the prevention or at least the earlier identification of issues to be dealt with in the budget and Medium Term Financial Strategy and allow for any in-year rebalancing to be undertaken as soon as possible if required. Nevertheless, in preparing a comprehensive budget for such a complex Organisation, unforeseen issues will undoubtedly still arise throughout the year and in the future.

3.2. Robustness of Estimates - General Fund Revenue Budget

3.2.1. The 2023/24 budget and the Council's Corporate Plan set out the roadmap to target our financial resources to delivering better outcomes and effectively manage risks. In addition to improving efficiency, there are clearly choices for the Council in this respect:

- a) To increase financial resources to meet demand and reduce risk, and/or

- b) To reduce (where possible) service levels and standards, frequency of service delivery, and eligibility for services.
- 3.2.2. As part of developing the budget, Members of the administration have considered these options and the outcome of these deliberations are reflected in the proposed overall budget package.
- 3.2.3. Most notably the Council has had to address major cost increases and pressures as well as corporate priorities including:
- a) Employee costs.
 - b) Demand led costs.
 - c) The cost of capital financing within the capital programme.
 - d) Shortfalls in income and grant income.
 - e) Inflation.
- 3.2.4. The factors and risks considered in developing the proposed budget and recommendations on reserves are contained in each of the Strategic Directors proposals surrounding their Service budget.
- 3.2.5. These assumptions will require the forecasts for future years to be reviewed early in each financial year leading to more detailed budgets during the autumn of each financial year.

3.3. Financial Sustainability Strategy

- 3.3.1. The Council has previously developed a high-level medium-term strategy that is designed to frame its financial future and intentions. This strategy helps set the context for the annual, guide the Council's approach to maximising resources, prioritising investment and the effective targeting of resources to deliver the ambitions and outcomes contained within the Corporate plan.
- 3.3.2. Its primary purpose is to outline the Council's approach, desire, and commitment to achieving financial sustainability by embracing the area's economic potential, growing our local tax base and increase sustainable income capabilities.
- 3.3.3. Given the unprecedented circumstances and challenges caused by COVID-19 in 2020/21 and 2021/22, exasperated by Brexit and followed by the sharp rises in inflation during 2022/23 and continuing into 2023/24, the Council is required to reviewing its Corporate plan again in advance of the budget process for 2024/25.

3.4. Medium Term Financial Strategy

- 3.4.1. The Council needs to deliver its Medium Term Financial Strategy reflecting the continuing impact of the proposed budget and only planned growth in relation to issues that are unavoidable. Within the current uncertain financial climate, it is very likely that service improvement and reasonable Council Tax increases, without key service reductions, will only be achieved through improving efficiency,

clear prioritisation and adopting a new more commercial approach to income generation.

3.5. Adequacy of Reserves – General Fund Revenue Budget

- 3.5.1. Under the Local Government 2003 Act the Secretary of State has powers to set a minimum level of reserves. The most likely use of this power is where an authority is running down its reserves against the advice of their S151 Officer.
- 3.5.2. Determining the appropriate levels of reserves is not a precise science or a formula e.g. a simple percentage of the Council's budget. It is the Council's safety net for risks, unforeseen or other circumstances. The reserves must last the lifetime of the Council unless contributions are made from future years' revenue budgets. The minimum level of balances cannot be judged merely against the current risks facing the council as these can and will change over time.
- 3.5.3. Determining the appropriate levels of reserves is a professional judgement based on local circumstances including the overall budget size, risks, robustness of budget preparation, major initiatives being undertaken, budget assumptions, other earmarked reserves and provisions, and the Council's track record in budget management. It is also a professional judgement on the external factors that influence the Council's current and future funding position.
- 3.5.4. The consequences of not keeping a minimum prudent level of reserves can be serious. In the event of a major problem or a series of events, the Council would run the serious risk of a deficit or of being forced to cut spending during the year in a damaging and arbitrary way.
- 3.5.5. The recommendation on the prudent level of reserves has been based on the robustness of estimate information and the Corporate Risk Register. In addition, the other strategic operational and financial risks considered when recommending the minimum level of unallocated General Fund reserves include:
 - a) There is always some degree of uncertainty over whether the full effects of any economising measures and/or service reductions will be achieved. The Strategic Directors have been requested to be prudent in their assumptions and that those assumptions, particularly about demand led budgets, will hold true in changing circumstances.
 - b) The Bellwin Scheme Emergency Financial Assistance to Local Authorities provides assistance in the event of an emergency. The Local Authority can claim assistance with the cost of dealing with an emergency over and above a threshold set by the Government.
 - c) The risk of major litigation, both current and in the future. Risks in the inter-relationship between various agencies and local authorities coupled with the responsibilities of Public Health.

- e) The Local Council Tax Support Scheme with less Government funding and increases in caseload at the Council's own risk
- f) Issues arising from the final Housing Benefit Subsidy Claim.
- g) The localisation of Business Rates including the impact of businesses declining in the district/ borough boundaries.
- h) New and impending legislation.
- i) Unplanned volume increases in major demand led budgets, particularly in housing and benefit services.
- j) The need to retain a general contingency to provide for some measure of unforeseen circumstances which may arise. This part of the reserves is not provided for directly but indirectly on the assumption that the financial risks identified will not all crystallise.
- k) The need to retain reserves for general day-to-day cash flow needs. This is minimal given the level of cash the Council holds at any given time.
- l) The potential impact nationally, regionally, and locally of new climate change initiatives and commitment to our green agenda.
- m) The longer-term impact of the pandemic on the finances and operational arrangements of the Council.
- n) There remains some ongoing uncertainty over the impact of Brexit.

3.5.6. Further exceptional risks identified may have a potential and serious call on reserves. The Council is advised to be cautious about these risks and commit to restoring any drawn down reserves in line with the Medium Term Financial Strategy.

3.5.7. In these circumstances, I will require the Council, Cabinet, Chief Executive, Strategic Directors and Senior Managers:

- a) To remain within their service budget for 2023/24 and within agreed medium term financial strategy parameters for future years (2024/25 to 2026/27) with a strict adherence to recovering overspends within future years' financial plan targets.
- b) Repayment to reserves in line with the Medium Term Financial Strategy should these risks materialise.
- c) Direct any revenue savings/underspends to reserves should the General Fund Revenue Reserves Policy require it.

3.6. Estimated Earmarked General Fund Revenue Reserves

3.6.1. I have reviewed the Council's General Fund earmarked revenue reserves. Further consideration and potential reassessment of all

earmarked reserves will be undertaken considering budget decisions taken in July 2023 as part of the outturn process.

3.7. Estimated Earmarked Housing Revenue Account Revenue Reserves

3.7.1. I have reviewed the Council's Housing Revenue Account earmarked revenue reserves. This is compiled mainly of a Capital Investment reserve and Major Repairs reserve.

Capital Investment Programme – 2023/24 to 2026/27

3.8. The Capital Budget

- 3.8.1. Projects, included in the capital investment programme, were prepared by Directors and managers in line with financial regulations and guidance. All projects were agreed by the relevant member of CMT and Cabinet Member and are fully funded for their estimated cost.
- 3.8.2. Projects have been costed at outturn prices with many subject to tender after inclusion in the programme. This may lead to variance in the final costs.
- 3.8.3. Services are required to work within the given cash envelope so any under or over provision must be found within these limits.

3.9. Capital Investment Programme Risks

- 3.9.1. The risk of the Council being unable to fund variations in the programme is minimal mainly due to phasing of projects. The Council can freeze parts of the programme throughout the year to ensure spend is within the agreed financial envelope, although this may have service implications.
- 3.9.2. A further key risk to the capital investment programme is the ability of the Council to fully deliver it within the agreed timescales.
- 3.9.3. In relation to the General Fund and HRA Capital Investment Programme specifically for 2023/24 (including commitments from previous years and new starts):
 - a) The HRA Capital Investment Programme will need to be contained within total programme cost by delaying or stopping specified schemes.
 - b) The General Fund Capital Budget is substantial but is based on the best information available in terms of project costs. What is less certain is the phasing of expenditure.
 - c) The strategic schemes identified in the Capital Investment Programme will be closely monitored in-year.
 - d) That the funding identified for the approved Capital Investment Programme is delivered and is proportionate, prudent, affordable, and sustainable.

4. Conclusion

4.1. Given all these factors, I, as the Council's Section 151 Officer, consider the estimates for 2023/24 to be sufficiently robust and recommend for approval by the Council. I am also able to advise the Council that the level of General Fund Reserves is adequate and to recommend a Reserves Policy which is achievable for 2023/24 – 2026/27.

Homira Javadi (CPFA, FCCA, ACCA)

Chief Finance Office (Section 151 Officer)

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Working in partnership with **Eastbourne Homes**

Meeting: Council

Date: 22 February 2023

Subject: General Fund Revenue Budget 2023/24 and Capital Programme

Report of: Councillor Stephen Holt on behalf of the Cabinet

The Council is asked to consider the minute and resolution of the Cabinet meeting held on 8 February 2023 as set out below.

The Council is recommended to:

- (1) Approve the General Fund Budget 2023/24 (original) and projected MTFs as set out at Appendix 1 to the Cabinet report.
 - (2) Approve the General Fund Budget 2022/23 (revised) as set out at Appendix 2 to the Cabinet report.
 - (3) Approve an increase in the Council Tax for Eastbourne Borough Council of 2.99% (per annum) resulting in a Band D charge for general expenses of £269.68 (per annum) for 2023/24.
 - (4) Approve the revised General Fund Capital Programme 2023/24 as set out at Appendix 6 to the Cabinet report.
 - (5) Approve the Council introduce from 1 April 2024 a new discretionary Council Tax premium on second homes of up to 100% and apply a premium of up to 100% on homes which have been empty for longer than 1 year following the Levelling Up and Regeneration Bill becoming law.
 - (6) Note the Section 151 Officer's sign off as outlined in the report.
 - (7) Approve flexible use of capital receipts to fund its transformation and improvement plans, as included in its Recovery and Stabilisation phase 2 programme.
-

Minute extract
Cabinet – 8 February 2023.

The Cabinet considered the report of the Director of Finance and Performance, seeking their recommendation to Full Council on the General Fund Budget 2023/24 and updated Medium Term Financial Strategy (MTFS), together with the updated Capital Programme and Treasury Management position.

Councillor Holt presented the report and thanked officers for their work in producing a balanced budget, given the challenging economic context, without cutting front line services. He added that following the success of the Cost-of-Living Crisis fund, the Council would be increasing this fund by £0.1 million, to support the local voluntary and community sector with practical support for those in most need.

He advised that a correction was required to section 1.9 of report. The report was produced with the assumption of Government support for the Council's proposals for Levelling Up Fund Round 2 and referred to a planned capital expenditure of £63.9 million (and £146 million over the MTFS period). Given the Council was unsuccessful in its bid, the Council was now planning capital expenditure of £41.6 million (and £79.7 million over the MTFS period).

Following discussion, it was unanimously agreed to add a further recommendation to Full Council around capital receipts in the context of the Recovery and Stabilisation programme and this was detailed below.

Recommended to Full Council (Budget and policy framework)

(1) The General Fund Budget 2023/24 (original) and projected MTFS as set out at Appendix 1 to the report.

(2) The General Fund Budget 2022/23 (revised) as set out at Appendix 2 to the report.

(3) An increase in the Council Tax for Eastbourne Borough Council of 2.99% (per annum) resulting in a Band D charge for general expenses of £269.68 (per annum) for 2023/24.

(4) The revised General Fund Capital Programme 2023/24 as set out at Appendix 6 to the report.

(5) The Council introduce from 1 April 2024 a new discretionary Council Tax premium on second homes of up to 100% and apply a premium of up to 100% on homes which have been empty for longer than 1 year following the Levelling Up and Regeneration Bill becoming law.

(6) To note the Section 151 Officer's sign off as outlined in the report.

(7) To approve flexible use of capital receipts to fund its transformation and improvement plans, as included in its Recovery and Stabilisation phase 2 programme.

Resolved (Key decision):

(8) To give delegated authority to the Section 151 Officer, in consultation with the Cabinet member for finance to make any late adjustments necessary following the announcement of final financial settlement, prior to Full Council submission.

Reason for decisions:

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

For a copy of the report please contact Democratic Services:

Tel. (01323) 410000.

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

A copy may be downloaded on the [Council's website](#).

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Working in partnership with **Eastbourne Homes**

Meeting: Council

Date: 22 February 2023

Subject: Treasury Management and Prudential Indicators 2023/24,
Capital Strategy and Investment Strategy

Report of: Councillor Stephen Holt on behalf of the Cabinet

The Council is asked to consider the minute and resolution of the Cabinet meeting held on 8 February 2023 as set out below.

The Council is recommended to:

- (1) Approve the Treasury Management Strategy and Annual Investment Strategy for 2023/24 as set out at Appendix A to the Cabinet report.
 - (2) Approve the Minimum Revenue Provision Policy Statement 2023/24 as set out at paragraph 8 of Appendix A to the Cabinet report.
 - (3) Approve the Prudential and Treasury Indicators 2023/24 to 2025/26, as set out at paragraph 6 of Appendix A the Cabinet report.
 - (4) Approve the Capital Strategy set out at Appendix E to the Cabinet report.
-

Minute extract
Cabinet – 8 February 2023.

The Cabinet considered the report of the Director of Finance and Performance, asking them to recommend to Full Council, the Council's Annual Treasury Management Strategy, Capital Strategy and Investment Strategy, together with the Treasury and Prudential Indicators.

Recommended to Full Council (Budget and policy framework):

- (1) To approve the Treasury Management Strategy and Annual Investment Strategy for 2023/24 as set out at Appendix A to the report.
- (2) To approve the Minimum Revenue Provision Policy Statement 2023/24 as set out at paragraph 8 of Appendix A to the report.
- (3) To approve the Prudential and Treasury Indicators 2023/24 to 2025/26, as set out at paragraph 6 of Appendix A to the report.

(4) To approve the Capital Strategy set out at Appendix E to the report.

Reason for decisions:

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

For a copy of the report please contact Democratic Services:

Tel. (01323) 410000.

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

A copy may be downloaded on the [Council's website](#).

Working in partnership with **Eastbourne Homes**

Meeting: Council

Date: 22 February 2023

Subject: Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2023/24 and HRA Capital Programme 2022-26.

Report of: Councillor Stephen Holt on behalf of the Cabinet

The Council is asked to consider the minute and resolution of the Cabinet meeting held on 8 February 2023 as set out below.

The Council is recommended to:

- (1) Approve the HRA budget for 2023/24 and revised 2022/23 budget as set out at Appendix 1 to the Cabinet report.
 - (2) Approve that social and affordable rents (including Shared Ownership) are increased by 7% in line with government policy.
 - (3) Approve that the average General Needs Housing Benefit (HB) Eligible service charge will be £5.39 per week.
 - (4) Approve that the average HB Eligible service charge for Retirement Housing will be £38.36 per week.
 - (5) Approve that the Support charge for Retirement Housing will be £5.82 per unit.
 - (6) Approve that the average Non-HB Eligible heating charges will be £3.73 per week.
 - (7) Approve that the average non-HB Eligible water charges will be £3.56.
 - (8) Approve that Garage rents are increased by 7%.
 - (9) Grant delegated authority to the Chief Executive, in consultation with the Cabinet Portfolio holders for Financial Services and Direct Assistance Service and the Chief Finance Officer to finalise Eastbourne Homes' Management Fee and Delivery Plan.
 - (10) Approve the HRA Capital Programme as set out at Appendix 2 to the Cabinet report.
-

Minute extract

Cabinet – 8 February 2023.

The Cabinet considered the report of the Director of Finance and Performance, seeking a recommendation to Full Council for the detailed Housing Revenue Account (HRA) budget proposals, rent levels, service charges and heating costs for 2023/24, and the HRA Capital Programme 2022-26.

Councillor Holt in presenting the report, advised that a minor amendment was required to officer recommendation (8) to reflect that the proposed rent increase for garages was 7%.

Recommended to Full Council (Budget and policy framework):

- (1) The HRA budget for 2023/24 and revised 2022/23 budget as set out at Appendix 1 to the report.
- (2) That social and affordable rents (including Shared Ownership) are increased by 7% in line with government policy.
- (3) That the average General Needs Housing Benefit (HB) Eligible service charge will be £5.39 per week.
- (4) That the average HB Eligible service charge for Retirement Housing will be £38.36 per week.
- (5) That the Support charge for Retirement Housing will be £5.82 per unit.
- (6) That the average Non-HB Eligible heating charges will be £3.73 per week.
- (7) That the average non-HB Eligible water charges will be £3.56.
- (8) That Garage rents are increased by 7%.
- (9) To grant delegated authority to the Chief Executive, in consultation with the Cabinet Portfolio holders for Financial Services and Direct Assistance Service and the Chief Finance Officer to finalise Eastbourne Homes' Management Fee and Delivery Plan.
- (10) The HRA Capital Programme as set out at Appendix 2 to the report.

Reason for decisions:

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

For a copy of the report please contact Democratic Services:

Tel. (01323) 410000.

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

A copy may be downloaded on the [Council's website](#).

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Working in partnership with **Eastbourne Homes**

Meeting: Council

Date: 22 February 2023

Subject: Local Council Tax Reduction Scheme 2023/24

Report of: Councillor Stephen Holt on behalf of the Cabinet

The Council is asked to consider the minute and resolution of the **Cabinet** meeting held on **14 December 2022** as set out below.

The Council is recommended to:

(1) To adopt the 2022/23 Local Council Tax Reduction Scheme as the 2023/24 scheme.

(2) Subject to Full Council adoption of the Scheme, Cabinet has granted the Director of Service Delivery delegated authority–

(a) to implement the Scheme, such delegated authority to include any measures necessary for or incidental to its management and administration; and

(b) if necessary, and in accordance with paragraph 2.3, to amend the Scheme in consultation with the Lead Member for Direct Assistance Services.

(3) To continue the Exceptional Hardship Scheme in 2023/24, subject to funds being available.

**Minute extract
Cabinet – 14 December 2022.**

The Cabinet considered the report of the Director of Service Delivery, seeking their recommendation to Full Council that the 2022/23 Local Council Tax Reduction Scheme is adopted as the 2023/24 scheme.

Thanks were expressed to the Scrutiny Committee for their observations at the meeting on 5 December 2022.

Recommended to Full Council (Budget and policy framework):

(1) To recommend to Full Council that the 2022/23 Local Council Tax Reduction Scheme be adopted as the 2023/24 scheme.

(2) Subject to Full Council adoption of the Scheme, Cabinet grants the Director of Service Delivery delegated authority–

(a) to implement the Scheme, such delegated authority to include any measures necessary for or incidental to its management and administration; and

(b) if necessary, and in accordance with paragraph 2.3, to amend the Scheme in consultation with the Lead Member for Direct Assistance Services.

(3) That the Exceptional Hardship Scheme continues in 2023/24 subject to funds being available.

Reason for decisions:

The Council must review the scheme each year and adopt a scheme for the coming financial year.

For a copy of the report please contact Democratic Services:

Tel. (01323) 410000.

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

A copy may be downloaded on [the Council's website](#).



Working in partnership with **Eastbourne Homes**

Meeting: Full Council

Date: 22 February 2023

Subject: Approval of Licensing Fees 2023/24

Report of: Report of Councillor Maxted on behalf of the Licensing Committee

The Council is asked to consider the minute and resolution of the Licensing Committee held on 16 January 2023 as set out below.

Recommendation to Full Council

That the Council be recommended to approve the Licensing fees proposed **within Appendix 1** to apply from 1 April 2023.

Minute extract

Licensing Committee – 16 January 2023

19. Approval of licensing fees 2023/24

The Committee considered the report which sought its recommendation to Full Council that the licensing fees set out in the appendix to the report be applied from 1 April 2023 to 31 March 2024.

An amendment was tabled in relation to paragraph 2.5 of the report. The date of the indicative income forecast was corrected from '2022/2023' to '2023/2024', and the additional income forecast for 2023/24 was corrected from £117,125 to £117,000. A copy of the amended table was circulated at the meeting.

The Regulatory Services Lead (RSL) presented the report highlighting the fees proposed for the year, including the recommended changes to the Licensing fees in relation to post pandemic growth areas for pavement licencing fees, and piercing and tattooing licensing fee.

Members' questions included:

- Were there different Pavement Licences fees depending on the number of tables outside a premises? Officers advised that Officer time was charged at the same rate to consider an application regardless of the number of tables.
- How did the figures equate between the table in paragraph 2.5 (amended) and Appendix 1? What was the reason for the proposed increase and where would the money come from to cover the deficit? Officers advised that the table of fees at paragraph 2.5 reflected the income forecast of estimated fees and did not take into account the actual proposed fees at Appendix 1. There was an

increase in some fees to meet inflation, service demand and staff resources to administer applications. Furthermore, there had been a number of changes that had affected the taxi licensing fees from the HMRC and the Department of Transport.

- Feedback from the trade was that they did not want the fee increase. Officers advised that during the pandemic the Council had assisted the trade to help restrict costs and the fee increases were required to balance the books.
- Did the Personal Licence include more than the 4 categories listed: acupuncture, tattooing, ear piercing and electrolysis? Officers confirmed the categories were covered by legislation and that a Business Premises Licence would also be required for those working at home. Both the Personal and Business Premises Licences would require a one-off fee that did not need to be renewed. An administration fee would only apply to a Personal Licence if there was a change of staff.
- Was an increase in the number of taxi licences anticipated or were the figures based on the current number of licences? Officers confirmed the figures were based on the current number of taxi licenses.
- Did Officers hold up to date figures on the number of private hire vehicles in Eastbourne, and how did they compare to pre-pandemic levels? Officers confirmed the numbers of vehicles had not reduced significantly. Post-pandemic, the trade were selective on whether they wished to operate full or part time. The challenges with vehicle availability at peak times were reflected across the country.

Resolved:

That Full Council be recommended to approve the Licensing fees as set out in Appendix 1 of the report, to apply from 1 April 2023.

For a copy of the report please contact Democratic Services:

Tel. (01323) 410000.

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

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

[Agenda for Eastbourne Borough Council Licensing Committee on Monday, 16th January, 2023, 6.00 pm \(lewes-eastbourne.gov.uk\)](#)

Appendix 1 - Proposed Licensing Fees and Charges 2023/24

Eastbourne Borough Council Licensing Fees and Charges Proposals 2023/24

			2022-2023	2023-2024		Increase	Increase
			Current	Proposed	VAT	in pence	%
			charge	charge			
			£pence	£pence			
ENVIRONMENTAL HEALTH LICENSING							
Acupuncture, tattooing ear piercing and electrolysis (Personal)			£41.50	£90.00	e	£48.50	117%
Acupuncture, tattooing ear piercing and electrolysis (Premises)			£93.00	£140.00	e	£47.00	51%
Acupuncture, tattooing ear piercing and electrolysis (Premises + Personal)			£135.00	£230.00	e	£95.00	70%
Amendment to regisitered premises			£0.00	£0.00	e	£0.00	
Replacement certificate			£0.00	£0.00	e	£0.00	
MISC LICENSING							
Street Trading	Application Fee		£25.00	£25.00	e	£0.00	0%
	Daily rate		£30.00	£30.00	e	£0.00	0%
	Weekly Rate		£175.00	£175.00	e	£0.00	0%
	Annual Rate		£405.00	£475.00	e	£70.00	17%
Market Operators		New for 2023/24	£0.00	£475.00	e	£475.00	
Pavement Licences		New for 2023/24	£0.00	£75.00	e	£75.00	
Concessions	Event by a charity (inc street collections)		Free upon approval from Licensing Officer	Free upon approval from Licensing Officer			
Scrap Metal Dealers Act 2013	Site Licence - New		£375.00	£375.00	e	£0.00	0%
	Site Licence - Renewal		£375.00	£375.00	e	£0.00	0%
	Collector - New		£255.00	£255.00	e	£0.00	0%
	Collector - Renewal		£255.00	£255.00	e	£0.00	0%
	Licence Variation		£75.00	£75.00	e	£0.00	0%
Stage Hypnotism			Not Listed	Not Listed			
Sex Establishments	Initial Grant of Licence		£3,600.00	£3,600.00	e	£0.00	0%
	Annual Renewal		£2,050.00	£2,050.00	e	£0.00	0%
	Variation		£1,800.00	£1,800.00	e	£0.00	0%
Zoo Licensing Act 1981	Vet Fee +		Not Listed	Not Listed	e		
Guard Dogs Act 1975			Not Listed	Not Listed	e		
Dangerous Wild Animals Act 1976	Vet fee +		£95.00	£95.00	e	£0.00	0%

TAXI LICENSING

Visit www.lewes-eastbourne.gov.uk for access to our guidance that outlines additional services provided by other organisations

Drivers License Application Fee (including DBS check, Knowledge Test & English Language Test)		£204.00	£226.50	e	£22.50	11%
Knowledge Test Hackney & Private Hire Retest		£45.00	£50.00	e	£5.00	11%
English language Test Retest		£65.00	£72.00	e	£7.00	11%
Additional DBS Fees for Drivers only		£130.00	£144.00	e	£14.00	11%
Hackney Carriage and Private Hire Driver's Licence (Renewal)	3 Years	£315.00	£350.00	e	£35.00	11%
Hackney Carriage and Private Hire Driver's Licence (Renewal)	1 Years - Exceptional circumstances apply	£105.00	£116.50	e	£11.50	11%
Hackney Carriage and / or Private Hire Vehicle Licence		£150.00	£185.00	e	£35.00	23%
Private Hire Operator Licence 1 Year up to 5 Vehicles	Exceptional circumstances apply	£70.00	£70.00	e	£0.00	0%
Private Hire Operator Licence 1 Year 6 - 10 Vehicles	Exceptional circumstances apply	£110.00	£110.00	e	£0.00	0%
Private Hire Operator Licence 1 Year 11 - 20 Vehicles	Exceptional circumstances apply	£160.00	£160.00	e	£0.00	0%
Private Hire Operator Licence 1 Year 21 - 40 Vehicles	Exceptional circumstances apply	£260.00	£260.00	e	£0.00	0%
Private Hire Operator Licence 1 Year 41 - 80 Vehicles	Exceptional circumstances apply	£456.00	£456.00	e	£0.00	0%
Private Hire Operator Licence 1 Year 81-100 Vehicles	Exceptional circumstances apply	£560.00	£560.00	e	£0.00	0%
Private Hire Operator Licence 1 Year 101+ Vehicles	Exceptional circumstances apply	£700.00	£700.00	e	£0.00	0%
Private Hire Operator Licence 5 Year up to 5 Vehicles		£350.00	£350.00	e	£0.00	0%
Private Hire Operator Licence 5 Year 6 - 10 Vehicles		£550.00	£550.00	e	£0.00	0%
Private Hire Operator Licence 5 Year 11 - 20 Vehicles		£800.00	£800.00	e	£0.00	0%
Private Hire Operator Licence 5 Year 21 - 40 Vehicles		£1,300.00	£1,300.00	e	£0.00	0%
Private Hire Operator Licence 5 Year 41 - 80 Vehicles		£2,280.00	£2,280.00	e	£0.00	0%
Private Hire Operator Licence 5 Year 81-100 Vehicles		£2,800.00	£2,800.00	e	£0.00	0%
Private Hire Operator Licence 5 Year 101+ Vehicles		£3,500.00	£3,500.00	e	£0.00	0%
New / Replacement of Lost /Damaged Licence Plates (External)		£40.00	£44.50	e	£4.50	11%
New / Replacement of Lost /Damaged Licence Plates (Internal)		£10.00	£11.00	e	£1.00	10%
New / Replacement Doorsigns		£25.00	£27.50	e	£2.50	10%
Replacement of Driver's Badge		£10.00	£11.00	e	£1.00	10%
Transfer of Licence Plate to Different Vehicle (Hackney)		£37.50	£41.50	e	£4.00	11%
Transfer of Licence Plate to Different Vehicle (Private Hire)		£37.50	£41.50	e	£4.00	11%
Transfer of Ownership (Hackney)		£37.50	£41.50	e	£4.00	11%
Transfer of Ownership (Private Hire)		£37.50	£41.50	e	£4.00	11%
Vehicle Change of Use	From Private Hire to Hackney Carriage and vice versa	£0.00	£0.00	e	£0.00	
Change of Address		£0.00	£0.00	e	£0.00	
Missed Appointment		£0.00	£0.00	e	£0.00	

LICENSING ACT 2003

Premises Licence and Club Premises Certificates
(Licence fees are linked to non-domestic rateable value of the premises)

Statutory fees apply as shown below

Application Fee	Band A	£100.00	£100.00	e	£0.00	0%
	Band B	£190.00	£190.00	e	£0.00	0%
	Band C	£315.00	£315.00	e	£0.00	0%
	Band D	£450.00	£450.00	e	£0.00	0%
	Band E	£635.00	£635.00	e	£0.00	0%
Annual Charge	Band A	£70.00	£70.00	e	£0.00	0%
	Band B	£180.00	£180.00	e	£0.00	0%
	Band C	£295.00	£295.00	e	£0.00	0%
	Band D	£320.00	£320.00	e	£0.00	0%
	Band E	£350.00	£350.00	e	£0.00	0%
Minor variation application		£89.00	£89.00	e	£0.00	0%
Dis Application DPS		£23.00	£23.00	e	£0.00	0%
Personal Licence		£37.00	£37.00	e	£0.00	0%
Temporary Event Notice		£21.00	£21.00	e	£0.00	0%
Theft, loss etc of premises licence summary		£10.50	£10.50	e	£0.00	0%
Application for a provisional statement where premises being built etc.		£315.00	£315.00	e	£0.00	0%
Notice of change of name or address		£10.50	£10.50	e	£0.00	0%
Application to vary a licence to specify individual as Designated Premises Supervisor		£23.00	£23.00	e	£0.00	0%
Application for transfer of Premises Licence		£23.00	£23.00	e	£0.00	0%
Interim authority notice following death etc. of licence holder		£23.00	£23.00	e	£0.00	0%
Theft, loss etc. of certificate or summary		£10.50	£10.50	e	£0.00	0%
Notification of change of name or alteration of rules of club		£10.50	£10.50	e	£0.00	0%
Change of relevant registered address of club		£10.50	£10.50	e	£0.00	0%
Theft, loss etc. of Temporary Event Notice		£10.50	£10.50	e	£0.00	0%
Theft, loss etc. of Personal Licence		£10.50	£10.50	e	£0.00	0%
Duty to notify of change of name or address		£10.50	£10.50	e	£0.00	0%
Right of freeholder etc. to be notified of licensing matters		£21.00	£21.00	e	£0.00	0%
Premises Licenses Additional Fees					£0.00	

Where the number of people that the applicant allows on the premises at any one time is 5,000 or more an additional fee will be charged.

ANIMAL WELFARE

Animal Welfare Regs 2018 Dog Day Care		£225.00	£250.00	e	£25.00	11%
Animal Welfare Regs 2018 Sale of animals		£250.00	£277.50	e	£27.50	11%
Animal Welfare Regs 2018 Breeding Dogs	Vet Fee + 1st inspection only	£250.00	£277.50	e	£27.50	11%
Animal Welfare Regs 2018 Cat and Dog Home Boarding		£225.00	£250.00	e	£25.00	11%
Animal Welfare Regs 2018 Horses (upto 10)	Vet Fee +	£250.00	£277.50	e	£27.50	11%
Animal Welfare Regs 2018 Horses (between 11 and 20)	Vet Fee +	£316.00	£350.00	e	£34.00	11%
Animal Welfare Regs 2018 Horses (More than 20)	Vet Fee +	£415.00	£460.00	e	£45.00	11%
Animal Welfare Regs 2018 Keeping or training animals		£145.00	£161.00	e	£16.00	11%
Animal Welfare Regs 2018 Dog Day Care ADDITIONAL ACTIVITY		£69.00	£76.50	e	£7.50	11%
Animal Welfare Regs 2018 Sale of animals ADDITIONAL ACTIVITY		£91.00	£101.00	e	£10.00	11%
Animal Welfare Regs 2018 Breeding Dogs ADDITIONAL ACTIVITY		£101.00	£112.00	e	£11.00	11%
Animal Welfare Regs 2018 Cat and Dog Home Boarding ADDITIONAL ACTIVITY		£59.00	£65.50	e	£6.50	11%
Animal Welfare Regs 2018 Horses (upto 10) ADDITIONAL ACTIVITY		£107.00	£118.50	e	£11.50	11%
Animal Welfare Regs 2018 Horses (between 11 and 20) ADDITIONAL ACTIVITY		£123.00	£136.50	e	£13.50	11%
Animal Welfare Regs 2018 Horses (More than 20) ADDITIONAL ACTIVITY		£251.00	£278.50	e	£27.50	11%
Animal Welfare Regs 2018 Keeping or training animals ADDITIONAL ACTIVITY		£46.00	£51.00	e	£5.00	11%
Animal Welfare Regs 2018 Dog Day Care PLV		£138.00	£153.00	e	£15.00	11%
Animal Welfare Regs 2018 Sale of animals PLV		£144.00	£160.00	e	£16.00	11%
Animal Welfare Regs 2018 Breeding Dogs PLV		£156.00	£173.00	e	£17.00	11%
Animal Welfare Regs 2018 Cat and Dog Home Boarding PLV		£113.00	£125.00	e	£12.00	11%
Animal Welfare Regs 2018 Horses (up to 10) PLV		£162.00	£180.00	e	£18.00	11%
Animal Welfare Regs 2018 Horses (between 11 and 20) PLV		£177.00	£196.50	e	£19.50	11%
Animal Welfare Regs 2018 Horses (More than 20) PLV		£305.00	£338.50	e	£33.50	11%
Animal Welfare Regs 2018 Keeping or training animals PLV		£145.00	£161.00	e	£16.00	11%
Animal Welfare Regs 2018 Dog Day Care RESCORE		£115.00	£127.50	e	£12.50	11%
Animal Welfare Regs 2018 Sale of animals RESCORE		£101.00	£112.00	e	£11.00	11%
Animal Welfare Regs 2018 Breeding Dogs RESCORE		£111.00	£123.00	e	£12.00	11%
Animal Welfare Regs 2018 Cat and Dog Home Boarding RESCORE		£90.00	£100.00	e	£10.00	11%
Animal Welfare Regs 2018 Horses (up to 10) RESCORE		£117.00	£130.00	e	£13.00	11%
Animal Welfare Regs 2018 Horses (between 11 and 20) RESCORE		£133.00	£147.50	e	£14.50	11%
Animal Welfare Regs 2018 Horses (More than 20) RESCORE		£261.00	£290.00	e	£29.00	11%
Animal Welfare Regs 2018 Keeping or training animals RESCORE		N/A	N/A	e		
Animal Welfare Regs 2018 Dog Day Care APPEAL		£82.00	£91.00	e	£9.00	11%
Animal Welfare Regs 2018 Sale of animals APPEAL		£71.00	£79.00	e	£8.00	11%
Animal Welfare Regs 2018 Breeding Dogs APPEAL		£87.00	£96.50	e	£9.50	11%
Animal Welfare Regs 2018 Cat and Dog Home Boarding APPEAL		£60.00	£66.50	e	£6.50	11%
Animal Welfare Regs 2018 Horses (up to 10) APPEAL		£87.00	£96.50	e	£9.50	11%
Animal Welfare Regs 2018 Horses (between 11 and 20) APPEAL		£103.00	£114.50	e	£11.50	11%
Animal Welfare Regs 2018 Horses (More than 20) APPEAL		£231.00	£256.50	e	£25.50	11%
Animal Welfare Regs 2018 Keeping or training animals APPEAL		N/A	N/A	e		

GAMBLING ACT 2003Lotteries (Statutory Fee)

Initial	£40.00	£40.00	e	£0.00	0%
Renewal	£20.00	£20.00	e	£0.00	0%

Gaming Machines (Licensed Premises - Licensing Act 2003)

Notify Licensing Authority of intention to provide a maximum of 2 gaming machines - category C and/or D

Statutory Fees	£50.00	£50.00	e	£0.00	0%
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New licensed premises gaming permit

£150.00	£150.00	e	£0.00	0%
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Vary an existing licensed premises gaming permit

£100.00	£100.00	e	£0.00	0%
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Transfer an existing licensed premises gaming permit

£25.00	£25.00	e	£0.00	0%
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Annual Fee (Permits over 2 machines)

£50.00	£50.00	e	£0.00	0%
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Bingo Premises Licence

Statutory Fees

Annual Fee

£800.00	£800.00	e	£0.00	0%
---------	---------	---	-------	----

Application to vary a licence

£1,500.00	£1,500.00	e	£0.00	0%
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Application to transfer a licence

£1,000.00	£1,000.00	e	£0.00	0%
-----------	-----------	---	-------	----

Application for reinstatement of a licence

£1,000.00	£1,000.00	e	£0.00	0%
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Application for provisional statement

£2,700.00	£2,700.00	e	£0.00	0%
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Application for a new premises licence

£2,700.00	£2,700.00	e	£0.00	0%
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Application for a new premises licence (Provisional Statement Holder)

£1,000.00	£1,000.00	e	£0.00	0%
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Adult gaming centre premises licence

Statutory Fees

Annual Fee

£800.00	£800.00	e	£0.00	0%
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Application to vary a licence

£800.00	£800.00	e	£0.00	0%
---------	---------	---	-------	----

Application to transfer a licence

£1,000.00	£1,000.00	e	£0.00	0%
-----------	-----------	---	-------	----

Application for reinstatement of a licence

£1,000.00	£1,000.00	e	£0.00	0%
-----------	-----------	---	-------	----

Application for provisional statement

£1,500.00	£1,500.00	e	£0.00	0%
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Application for a new premises licence

£1,500.00	£1,500.00	e	£0.00	0%
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Application for a new premises licence (Provisional Statement Holder)

£1,500.00	£1,500.00	e	£0.00	0%
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Club Gaming/Machine Permit

Statutory Fees

Application for a new permit

£200.00	£200.00	e	£0.00	0%
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Application for a permit (Club Premises Certificate Holder)

£100.00	£100.00	e	£0.00	0%
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Application for a permit (Existing Operator)

£100.00	£100.00	e	£0.00	0%
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Application to vary a permit

£100.00	£100.00	e	£0.00	0%
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Renewal

£200.00	£200.00	e	£0.00	0%
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Renewal (Club Premises Certificate Holder)

£100.00	£100.00	e	£0.00	0%
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Annual Fee

£50.00	£50.00	e	£0.00	0%
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Copy of Permit

£15.00	£15.00	e	£0.00	0%
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Betting premises (Track licence)

Statutory Fees

Annual Fee	£800.00	£800.00	e	£0.00	0%
Application to vary a licence	£1,000.00	£1,000.00	e	£0.00	0%
Application to transfer a licence	£800.00	£800.00	e	£0.00	0%
Application for reinstatement of a licence	£800.00	£800.00	e	£0.00	0%
Application for provisional statement	£2,000.00	£2,000.00	e	£0.00	0%
Application for a new premises licence	£2,000.00	£2,000.00	e	£0.00	0%
Application for a new premises licence (Provisional Statement Holder)	£800.00	£800.00	e	£0.00	0%

Betting premises (other) licence

Statutory Fees

Annual Fee	£500.00	£500.00	e	£0.00	0%
Application to vary a licence	£1,200.00	£1,200.00	e	£0.00	0%
Application to transfer a licence	£1,000.00	£1,000.00	e	£0.00	0%
Application for reinstatement of a licence	£1,000.00	£1,000.00	e	£0.00	0%
Application for provisional statement	£2,300.00	£2,300.00	e	£0.00	0%
Application for a new premises licence	£2,300.00	£2,300.00	e	£0.00	0%
Application for a new premises licence (Provisional Statement Holder)	£1,000.00	£1,000.00	e	£0.00	0%

Temporary use notice

£250.00	£250.00	e	£0.00	0%
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Family entertainment centre premises licence

Statutory Fees

Annual Fee	£600.00	£600.00	e	£0.00	0%
Application to vary a licence	£800.00	£800.00	e	£0.00	0%
Application to transfer a licence	£800.00	£800.00	e	£0.00	0%
Application for reinstatement of a licence	£800.00	£800.00	e	£0.00	0%
Application for provisional statement	£1,500.00	£1,500.00	e	£0.00	0%
Application for a new premises licence	£1,500.00	£1,500.00	e	£0.00	0%
Application for a new premises licence (Provisional Statement Holder)	£800.00	£800.00	e	£0.00	0%

Family Entertainment Centre Gaming Machine Permit

Statutory Fees

Application for a new permit	£300.00	£300.00	e	£0.00	0%
Renewal	£300.00	£300.00	e	£0.00	0%
Application to Substitute name	£25.00	£25.00	e	£0.00	0%
Copy of permit	£15.00	£15.00	e	£0.00	0%

TOTAL ESTIMATED ANNUAL INCOME FOR ALL LICENSING SERVICES

Report to: Full Council

Date: 22 February 2023

Title: Scrutiny of Gatwick Airport's Carbon Neutral accreditation and the effect of the development of the Northern Runway on Eastbourne Borough Council's Carbon Neutral pledge for 2030

Report of: Councillor Shore on behalf of the Scrutiny Committee

The Council is asked to consider the recommendations of the Scrutiny Committee held on 9 January 2023 and 6 February 2023:

Minute Summary:

On the 6 February 2023, the Scrutiny Committee met to consider recommendations for a report previously considered on the 9 January 2023. The item was added to the Committee's work programme following the Full Council motion on the 22 July 2022.

'Eastbourne Borough Council notes its previous support for a second runway for Gatwick Airport in 2013. Since then, Eastbourne Borough Council has pledged to be Carbon Neutral by 2030. Eastbourne Borough Council further notes the UK Government has committed to increase airplane capacity and a new runway located at either Heathrow or Gatwick. Eastbourne Borough Council understands that Gatwick Airport has claimed to be the first carbon neutral London airport in 2017 and states on their website that they are committed to net zero direct emissions by 2040

Eastbourne Borough Council asks Scrutiny Committee to consider these claims and the carbon neutrality pledge of Gatwick airport and the impact on this Council's carbon neutrality pledge - before considering further its support for a second runway. This should include both passenger journeys to and from the airport and fuel emissions'

At the 9 January meeting, Members requested that any decision be deferred until further information could be provided by Gatwick Airport Ltd. The information was provided to the Committee prior to the 6 February meeting.

The following Members were present for consideration of the report on the 9 January and the recommendations agreed on the 6 February:

Councillors: Kshama Shore (Chair), Josh Babarinde (Vice Chair), Jane Lamb, Md. Harun Miah, Amanda Morris, Hugh Parker and Robert Smart.

Full Council is asked to consider the recommendations of the Scrutiny Committee. By a majority of 5 in favour and two against, the Scrutiny Committee **resolved** that it:

1. Is committed to advancing the Eastbourne Carbon Neutral 2030 (ECN2030) agenda, as committed to by Eastbourne Borough Council councillors in 2019.

2. Recognises the progress that Gatwick Airport Limited has made to achieve carbon neutrality in its Scope 1 and Scope 2 emissions, securing a 'Neutral' (Level 3+) Airport Carbon Accreditation as awarded by Airports Council International (ACI).
3. Recognises the potential economic value that the proposed Northern Runway Project at Gatwick Airport could bring to Eastbourne.
4. Is aware that the additional Scope 3 emissions enabled by - and associated with - Gatwick Airport's current proposals for the Northern Runway Project could be significant, may not be carbon neutral, and could therefore compromise the ECN2030 commitment.

The Scrutiny Committee therefore recommends that Full Council:

- 1. Makes any support for Gatwick Airport's Northern Runway Project conditional on Gatwick Airport's production and pursuit of a credible plan, in partnership with its Scope 3 stakeholders, to work towards carbon neutrality across its Scope 3 emissions by 2030.**
- 2. Calls on any Government to mandate a faster transition to low-carbon aircraft fuels, and to provide meaningful support to the fuel industry, airlines, manufacturers and other aviation industry stakeholders to achieve this.**

The agenda and minutes of the Scrutiny Committee meetings held on [9 January](#) and [6 February](#) 2023 are available on the Council's website.

Tel. (01273) 471600.

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

Report to:	Full Council
Date:	22 February 2023
Title:	Appointment of Monitoring Officer
Report of:	Robert Cottrill, Chief Executive
Ward(s):	All
Purpose of report:	To seek approval of the proposed new Monitoring Officer.
Officer recommendation:	That Council approve the appointment of Simon Russell as Monitoring Officer with effect from 1 April 2023.
Reasons for recommendations:	The current Monitoring Officer steps down from this position on 31 March 2023.
Contact Officer(s):	Name: Robert Cottrill Post title: Chief Executive E-mail: robert.cottrill@lewes-eastbourne.gov.uk Telephone number: 01323 415002

1 Introduction

- 1.1 The current Monitoring Officer (MO), Oliver Dixon, takes flexible retirement on 31 March 2023, after which his legal role with the Council will no longer include MO functions. A replacement MO needs to be appointed with effect from 1 April 2023.

2 Proposed Appointment

- 2.1 It is proposed that Simon Russell, who has been the Council's Deputy Monitoring Officer since November 2020, be appointed as Monitoring Officer from 1 April 2023.
- 2.2 The Chief Executive has discussed the proposed appointment with Simon Russell and is satisfied that he has the necessary experience and skills to perform the MO role effectively. He nominates him as MO and seeks Council approval.

3 Monitoring Officer functions

- 3.1 The MO's functions are set out in article 12.3 of the Council's constitution – reproduced at Appendix 1 of this report.

4 Financial appraisal

- 4.1 There are no financial issues associated with this report.

5 Legal implications

- 5.1 Section 5 of the Local Government and Housing Act 1989 requires the Council to appoint one of its officers to the position of MO. His / her statutory role is specified in sections 5 and 5A of the 1989 Act, and in sections 29 to 32 of the Localism Act 2011.
- 5.2 Regulation 2(1) and paragraph 44 of Part I of Schedule 1 to the Local Authority (Functions and Responsibilities) Regulations 2000 provides that designation of the MO must not be a function of the executive (i.e. Leader and Cabinet). Accordingly, this function is a matter for Full Council.
- 5.3 In managing the Council's ethical standards framework, the MO also plays a key role in appointing and making optimal use of the Council's 'independent persons', statutory positions held under section 28(7) of the Localism Act 2011.

6 Risk management implications

- 6.1 Failure to appoint a replacement MO would represent a failure to comply with the legal duties referred to in paragraph 5.1 above and render the Council liable to judicial review proceedings. It would also represent a serious failure of governance, given the MO's role in advising the Chief Executive and directors of any actual or potential non-compliance with legislation or policy.

7 Equality analysis

- 7.1 The proposal in this report involves the recommended appointment of the most suitable in-house officer based on experience and capability.

8 Appendices

- 8.1 Appendix 1 – Monitoring Officer (MO) functions

Functions of the Monitoring Officer

a) Maintaining the Constitution.

The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by Councillors, Officers and the public.

b) Ensuring lawfulness and fairness of decision making.

After consulting with the Head of Paid Service and Chief Finance Officer, the Monitoring Officer will report to the full Council or to the Executive in relation to an executive function if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

c) Supporting Standards of Conduct.

The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Panel.

d) Dispensations.

The Monitoring Officer may grant dispensations from the restrictions on speaking or voting at meetings for members or co-opted members with pecuniary interests in appropriate cases.

e) Conducting investigations.

The Monitoring Officer will conduct investigations into allegations of misconduct by Councillors and may make reports in respect of them to the Standards Panel.

f) Proper Officer for access to information.

The Monitoring Officer will ensure that executive decisions, together with the reasons for those decisions and relevant Officer reports and background papers are made publicly available as soon as possible.

g) Advising whether Executive decisions are within the budget and policy framework.

The Monitoring Officer will advise whether decisions of the Executive are in accordance with the budget and policy framework.

h) Providing advice.

The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors.

i) Restrictions on posts.

The Monitoring Officer cannot be the Chief Finance Officer or the Head of Paid Service.

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Agenda Item 9

Report to:	Full Council
Date:	22 February 2023
Title:	Members' Allowances Scheme – Report of the Independent Remuneration Panel (IRP) Revisit
Report of:	Simon Russell, Head of Democratic Services and Deputy Monitoring Officer
Ward(s):	All
Purpose of report:	To revisit the Independent Remuneration Panel's recommended changes to the Council's Allowances Scheme, as per the Full Council resolution in November 2020.
Officer recommendation(s):	<p>(1) To reconsider the recommendations of the Independent Remuneration Panel as set out at appendix 1 to the report and decide on one of the following options:</p> <ul style="list-style-type: none">(a) To accept the Panel's recommendation in full in relation to the levels of Basic Allowance, Special Responsibility Allowances and IT Allowance.(b) To partially accept the Panel's recommendation in relation to allowances with compelling reasons for doing so.(c) To reject the Panel's recommendation in full with compelling reasons for doing so. <p>(2) That the Head of Democratic Services be authorised to make the necessary amendments (if approved) to the Council's Members' Allowances Scheme to come into operation on 1 April 2023.</p>
Reasons for recommendations:	To meet the statutory requirement for Council to have regard to the recommendations made to it by the Independent Remuneration Panel.
Contact Officer(s):	Name: Simon Russell Post title: Head of Democratic Services E-mail: simon.russell@lewes-eastbourne.gov.uk Telephone number: 01323 415021

1 Introduction

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to have regard to the recommendations made to it by an Independent Remuneration Panel (IRP) before it agrees its Members' Allowances Scheme.

1.2 In accordance with regulation 20.2 (a) of the above regulations, an IRP comprising a minimum of three members, was appointed and tasked with carrying out a review of the Council’s Allowances Schemes and this took place during 2020.

1.3 The Panel for the review comprised the following members:-

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

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

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

2 Recommendations made by the Panel

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

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

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

	Full Year Total:
Mayor	£3,732
Deputy Mayor	£1,866
Leader of the Council	£7,464
Deputy Leader of the Council	£3,732
Other Cabinet Member	£3,732
Chair of Planning Committee	£2,986
Other Members of Planning Committee	£1,866
Reserve Member of Planning Committee	No SRA
Chair of Audit and Governance Committee	£1,866
Chair of Licensing Committee	£1,866
Chair of Scrutiny Committee	£2,986
Leader of the Largest Opposition Group	£3,732
Deputy Leader of the Largest Opposition Group	No SRA
Chair of the Joint Staff Advisory Committee	£1,116

Chairman of a Licensing Sub-Committee	£100 per meeting
Ordinary Member of a Licensing Sub-Committee	£65 per meeting

➤ **Travel and subsistence allowance:-**

No change to current scheme

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

DCA to be based on two rates:

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

Rate 2: Specialist care based at cost

➤ **Information technology allowance:-**

£429 per annum.

➤ **Indexing of allowances:-**

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

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

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

3 Full Council determination

3.1 Full Council, at its meeting on 18 November 2020 considered the recommendations of the IRP and passed the following resolution:

(1) Having considered the recommendations of the Independent Remuneration Panel (IRP), the Council is grateful to the Panel for its work, but determines that it would not be in the best interest of the Council or the Town to accept them in full given the current financial challenges facing the Council whilst responding to the Covid 19 pandemic;

(2) The Council resolves as follows in relation to the recommendations:

(a) That the basic allowance and special responsibilities allowances be as set out in the current scheme of allowances, and uplift recommended by the IRP be rejected;

(b) To accept the recommendation that no Councillor shall be entitled to receive at any time more than one Special Responsibility Allowance and that this One SRA Only Rule be adopted into the Scheme of

Allowances;

(c) To accept the Panel's recommendations in relation to travelling and subsistence allowances, Dependent Carers Allowances, the proposed policy to support parental leave, and the continuation of the current IT allowance;

(d) To agree that the above changes made to the allowances scheme will be implemented with effect from the beginning of the 2020-21 financial year, and to revoke the current scheme of allowances from the same date.

(3) That the Head of Democratic Services be authorised to make the necessary amendments to the Council's Members' Allowances Scheme;

(4) That the report and recommendations of the IRP be re-considered by Full Council at the end of the current administration in February 2023; and

(5) That thanks be conveyed to the Panel for the work undertaken and report produced.

3.2 As per the above resolution, Full Council is now required to revisit the IRP's recommendations and determine whether:

(a) To accept the Panel's recommendation in full in relation to the Basic Allowances, Special Responsibility Allowances and IT Allowance.

(b) To partially accept the Panel's recommendation in relation to the level of allowances with compelling reasons for doing so.

(c) To reject the Panel's recommendation in full with compelling reasons for doing so.

3.3 It is recommended that any further changes in the Members Allowances Scheme, as determined by Full Council, be implemented from **1 April 2023**.

3.4 The next scheduled review of Members' Allowances will be 2024, in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003

4 Financial appraisal

4.1 If the Council was to accept the Panel's recommendations in full, the budget for Members' basic and special responsibility allowances for 2023/24 would be approx. £174,857 (currently £133,731). This would be an increase of £41,126 for the basic, SRA and IT allowances in the current year. The current Members' Allowances budget will not be sufficient to fund the proposed changes detailed in Appendix 1 (IRP's report).

4.2 Therefore, the additional cost of implementing the Independent Remuneration Panel recommendations as set out within the Appendix 1 to the report for a full year

of £41,126 would be met from the 2023/24 provision of £50k set aside for the increase in Members allowances.

5 Legal implications

- 5.1 It is a statutory requirement under regulation 19(1) of the Local Authorities (Members' Allowances) (England) Regulations 2003 that a local authority has regard to the recommendations of an IRP before it makes or amends a members' allowances scheme.
- 5.2 By regulation 2(5) of The Local Authorities (Functions and Responsibilities) Regulations 2000, the function of making any scheme authorised or required by regulations under section 18 (schemes for basic, attendance and special responsibility allowances for local authority members) of the Local Government and Housing Act 1989, or of amending, revoking or replacing any such scheme, is not to be the responsibility of an executive of the authority.

Accordingly, the power to implement the officer recommendations in this report, as set out on the front sheet and reiterated at paragraph 3.2 above, is conferred solely on the Full Council.

Date of legal input: 20.12.22

Legal ref: 011677-EBC -OD

6 Risk management implications

- 6.1 There are none.

7 Equality analysis

- 7.1 The scheme as a whole is intended to assist the objective of overcoming any financial and other disincentive that an individual might experience in being a councillor and encourage persons from all sections of the community to become and remain councillors.
- 7.2 The Panel have given consideration to the subject of equalities in their report.

8 Environmental sustainability implications

- 8.1 There are no implications arising from this report.

9 Appendices

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

10 Background papers

- None

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

February 2020

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1 INTRODUCTION AND BACKGROUND

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

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

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

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

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

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

and the amount of such allowances.

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

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

2 CURRENT SCHEME

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

3 PRINCIPLES UNDERPINNING OUR REVIEW

The Public Service Principle

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

The Fair Remuneration Principle

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

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

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

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

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

3.6 Hence, we continue to acknowledge that:

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

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

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

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

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

4 CONSIDERATIONS AND RECOMMENDATIONS

Basic Allowance

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

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

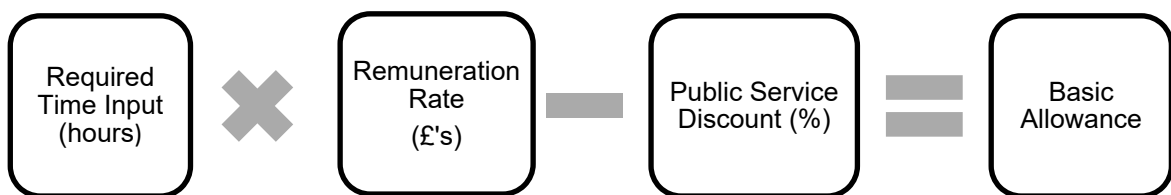
view on the rate at which, and the number of hours for which, Councillors ought to be remunerated.”³

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

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

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

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



4.5 Each of the variables is explained below.

Required Time Input

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

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

Public Service Discount (PSD)

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

³ paragraph 67.

⁴ paragraphs 66-81.

⁵ Summary responses to the questionnaires are available on request.

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

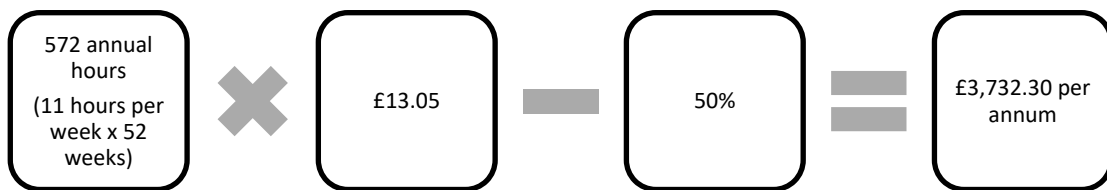
Remuneration Rate

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

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

Calculating the basic allowance

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



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

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

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

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

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

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

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

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

Special Responsibility Allowances (SRAs)

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

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

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

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

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

⁹ paragraph 72. Local Government Regulations 2003

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

One SRA Only Rule

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

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

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

The Maximum Number of SRAs Payable

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

Calculating SRAs

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

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

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



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

Leader (Tier One)

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

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

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

Deputy Leader (Tier Two)

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

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

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

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

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

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

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

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

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

Other Allowances

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

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

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

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

Travelling and Subsistence Allowance

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

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

Dependants' Carers' Allowance

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

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

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

Approved Councillor Duties

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

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

Parental Leave

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

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

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

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

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

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

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

Information Technology Allowance

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

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

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

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

Indexing of Allowances

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

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

Revocation of current Scheme of Allowances / Implementation of new Scheme

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

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

5 OUR INVESTIGATION

Background

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

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

Councillors' views on the level of allowances

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

Mark Palmer (Independent Remuneration Panel, Chair)

Daphne Bagshawe (Independent Remuneration Panel)

Ian Buckingham (Independent Remuneration Panel)

February 2020

Appendix 1 – Summary of Panel Recommendations

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

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

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

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

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

(Answered: 13 Skipped: 1)

The responses ranged from 40 to 12 hours.

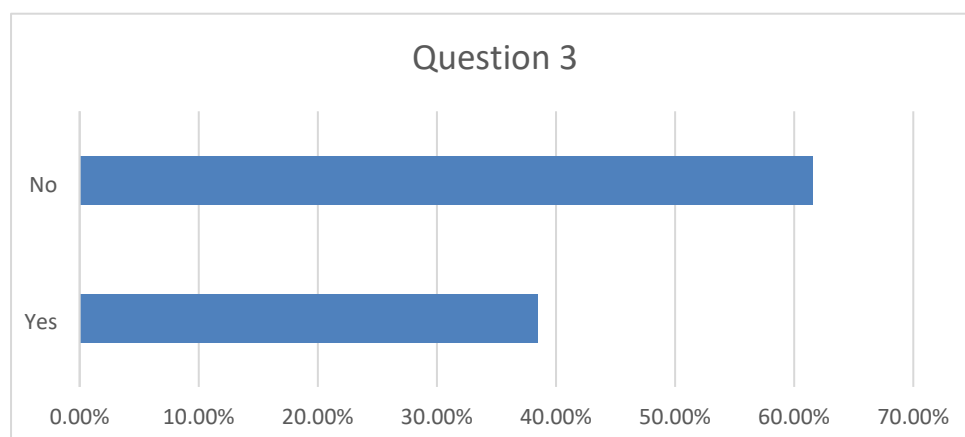
Q2 If you hold a role(s) within the Council i.e. Portfolio Holder, Chair etc., how many hours do you spend in a typical week on Council business relevant to the role(s). Please provide details separately for each role if more than one additional role is held, please specify specific roles below and hours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

Answered: 12 Skipped: 2

The responses ranged from 2 to 25 hours

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

(Answered: 13 Skipped: 1)



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

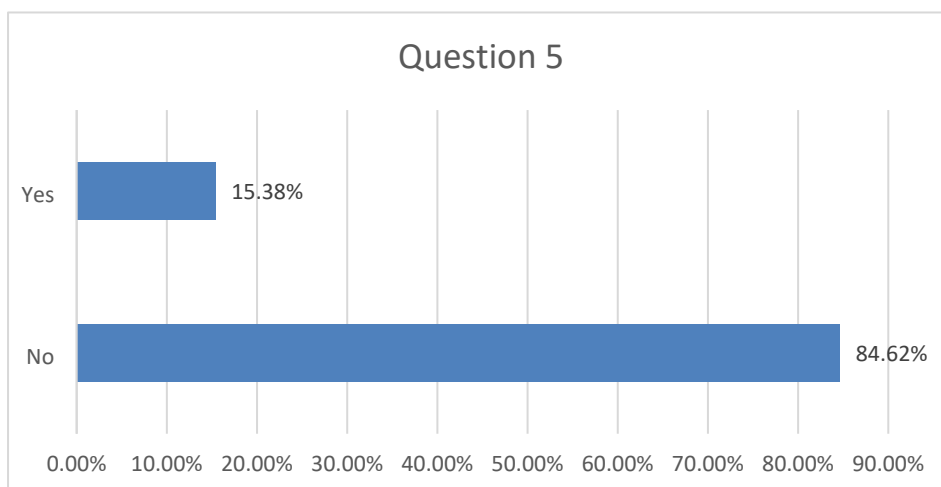
Q4 Government guidance states that “it is important that some element of the work of Councillors continues to be voluntary”. As part of their deliberations, Independent Remuneration Panels will assess what Public Service Discount should apply to the basic allowance - that is the percentage of their time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

(Answered: 13 Skipped: 1)

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

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

(Answered: 13 Skipped: 1)



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

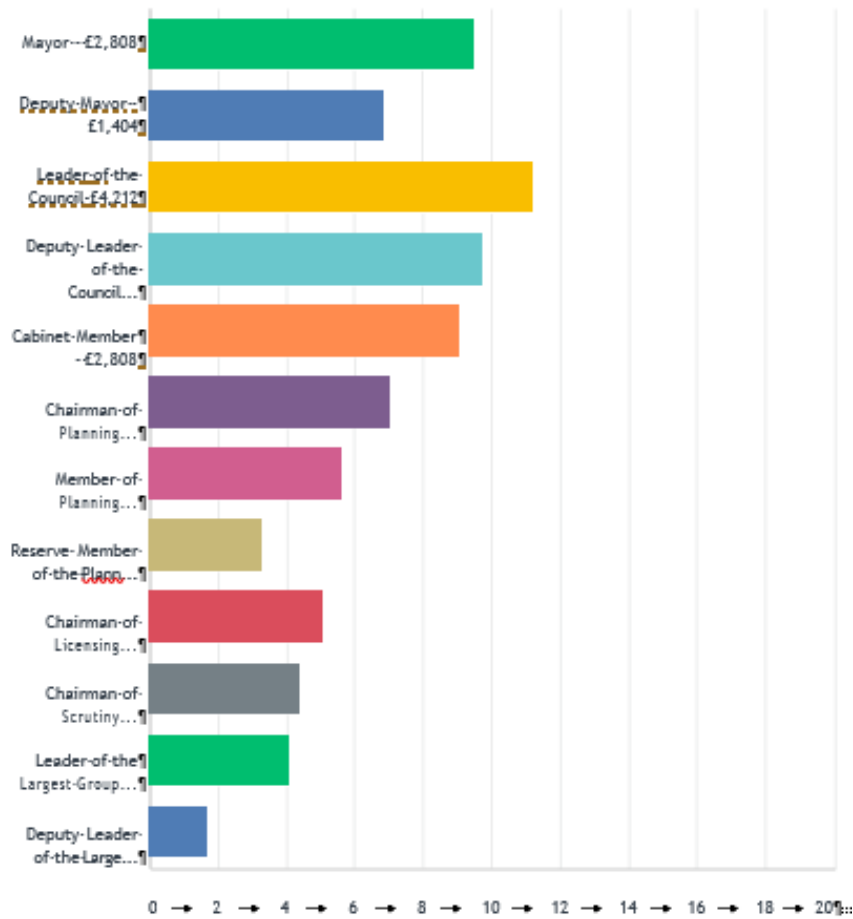
Q6 If you can, please indicate an appropriate level £:

(Answered: 10 Skipped: 4)

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

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

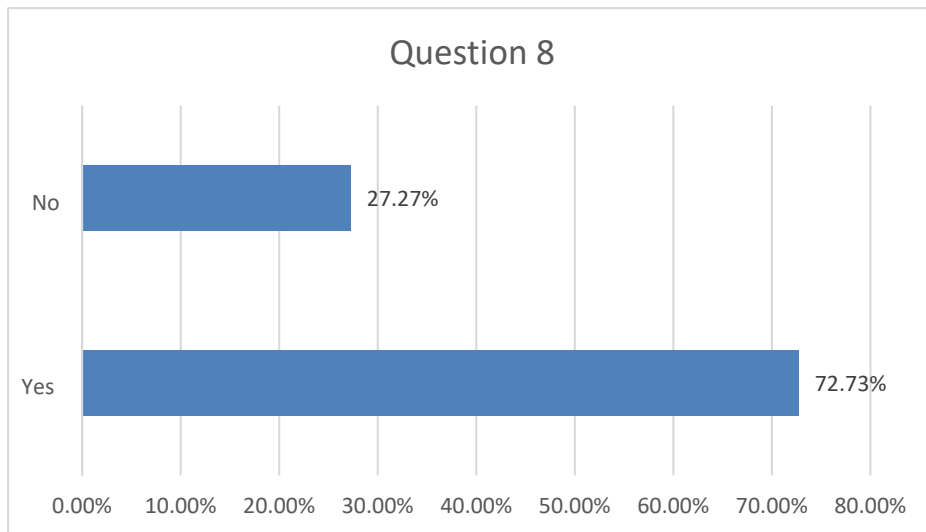
Answered: 11 Skipped: 3



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

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

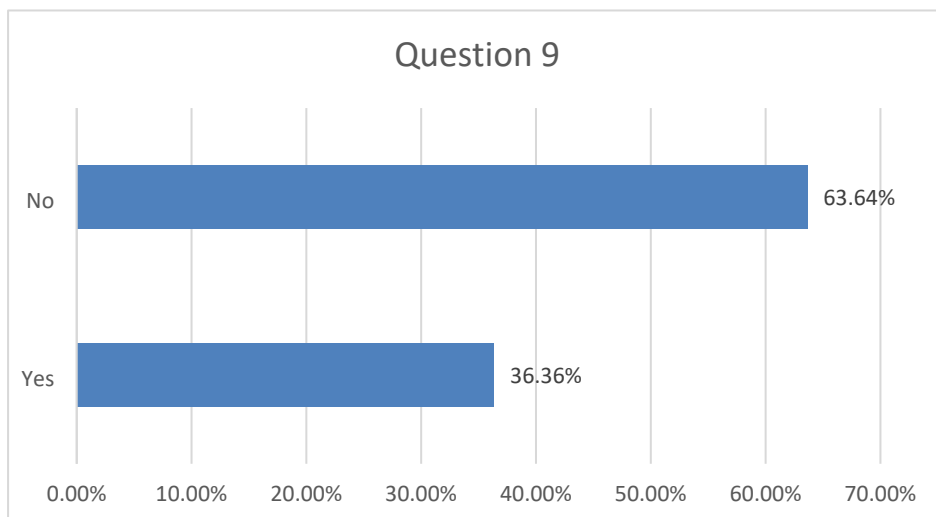
(Answered: 11 Skipped: 3)



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

Q9 Would you like to see any new SRAs introduced?

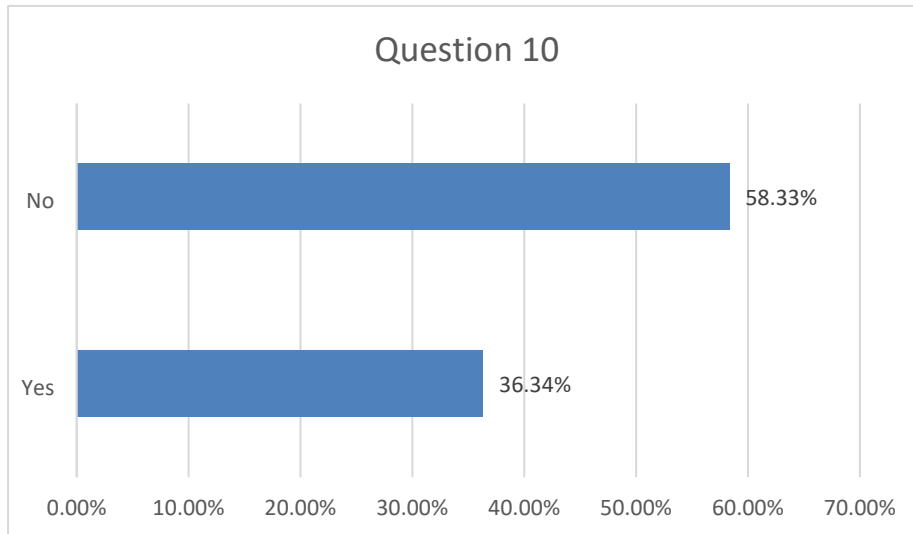
(Answered: 11 Skipped: 3)



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

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

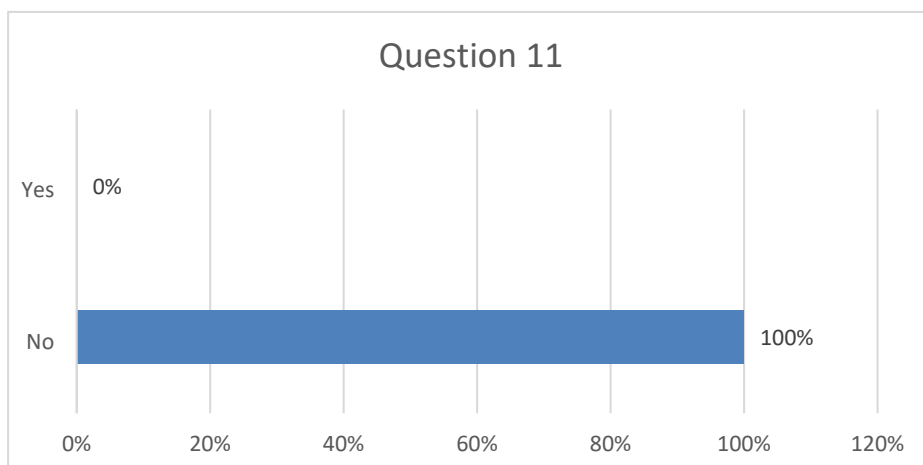
(Answered: 12 Skipped: 2)



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

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

(Answered: 12 Skipped: 2)



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

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

Basic Allowances:

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

Special Responsibility Allowances:

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

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

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

Appendix 4. Financial Implications

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

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

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

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

Calendar of Meetings

May 2023 - May 2024

EASTBOURNE
Borough Council



Working in partnership with **Eastbourne Homes**

MEETING:	Day	Time	May 2023	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan 2024	Feb	Mar	Apr	May
Annual Council	W	6pm	24												15
Council	W	6pm	24		26				15			21			15
Cabinet	W	6pm		7	19		20		1	13		7	20		
Scrutiny Committee	M	6pm			10		11			4		5			
Planning Committee	M	6pm		12	17	21	18	16	13	11	29	26	18	15	
Licensing Committee***	M	6pm		26							15				
Audit and Governance Committee	W	6pm		28			27		22			28			
Conservation Advisory Group	Tu	6pm		6	11	8	5		7		9		5		
Joint Staff Advisory Committee**	M(L) / W(E)	2.30pm		19(M)			13(W)			4(M)			6(W)		
Bank Holidays			1, 29			28				25, 26	1		29	1	6, 27
Elections+		4 (EBC) (Borough)													2
Other					LGA Ann. Conf. 4 - 6										

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Agenda Item 11

Notes:

*The dates of other Committees, Sub-Committees and Panels which do not meet regularly will be announced as and when.

**Meetings of Joint Staff Advisory Committee will alternate venues and days between Eastbourne (E) and Lewes (L).

***Additional meetings of the Licensing Committee will be scheduled if required.

+ Scheduled Elections during 2023/24 - Eastbourne Borough Council (EBC) elections - 4 May 2023.

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Working in partnership with **Eastbourne Homes**

Planning Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 14 November 2022 at 6.00 pm.

Present:

Councillor Jim Murray (Chair).

Councillors Jane Lamb, Md. Harun Miah, Amanda Morris, Colin Murdoch, Barry Taylor and Candy Vaughan.

Officers in attendance:

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

40 Introductions

Members of the Committee and Officers present introduced themselves to all those who were present during the meeting.

41 Apologies for absence and notification of substitute members

Apologies had been received from Councillor Hugh Parker, Deputy Chair.

42 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

Councillor Parker, was not present for the meeting due to a prejudicial interest in item 46, Eastbourne Bandstand as he is the director of the Friends of Eastbourne Bandstand CIC.

43 Minutes of the meeting held on 3 October 2022 and 17 October 2022

The minutes of the meeting held on 3 October and 17 October 2022 were submitted and approved as a correct record, and the Chair was authorised to sign them.

44 Urgent items of business.

There were no urgent items.

45 Officer Update

An officer addendum was circulated to the Committee prior to the start of the meeting, updating the main report on the agenda with any late information (a

copy of which was published on the Council's website).

46 Eastbourne Bandstand, Grand Parade. ID: 220770

Structural repair works to the stage, mortar and faience tiles repair and roof repairs – **TOWN CENTRE.**

The Senior Specialist Advisor (Planning) presented the report.

The Committee was advised by way of an Addendum that the Conservation Advisory Group (CAG) had met since the publication of the report and their views were reported in the addendum. Attention was drawn to the wording of Condition 10.4 of the Officers Committee report. Historic England (HE) had made no further comments on the application and no further representations had been received since the publication of the committee report.

The Committee queried the condition of the protective timber doors and their reinstatement, flooring and retaining the materials to listed building status. Members welcomed the closure of the timber doors to protect the Bandstand, but raised questions over maintenance and emphasised the importance of starting works as soon as possible. The Senior Specialist Advisor responded to the matters raised and would recommend to the Development Team the reinstatement of the protective timber doors as soon as possible.

Councillor Taylor requested that there be a named vote and this was approved.

Councillor Vaughan proposed a motion to approve the Listed Building application in line with the officer's recommendation. This was seconded by Councillor Morris and was carried.

RESOLVED: (by 6 votes for and 1 against) that Listed Building consent be granted subject to the conditions set out in the officer's report.

(For: Councillors Lamb, Miah, Morris, Murdoch, Murray and Vaughan. Against: Councillor Taylor. No abstentions).

47 Date of next meeting held on 12 December 2022

It was noted that the next meeting of the Planning Committee was scheduled to commence at 6:00pm on Monday, 12 December 2022.

The meeting ended at 6.40 pm

Councillor Jim Murray (Chair)



Working in partnership with **Eastbourne Homes**

Audit and Governance Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 23 November 2022 at 6.00 pm.

Present:

Councillor Robin Maxted (Chair).

Councillors Amanda Morris (Deputy-Chair), Sammy Choudhury, Tony Freebody, Kshama Shore, Candy Vaughan and Stephen Gilbert (Audit Independent Member).

Officers in attendance:

Lee Banner (Transformation Manager), Tony Barden (Head of IT Services), Lee Ewan (Counter Fraud Investigations Manager), Jackie Humphrey (Chief Internal Auditor), Ola Owolabi (Deputy Chief Finance Officer - Corporate Finance), Tim Whelan (Director of Service Delivery), and Elaine Roberts (Committee Officer).

Also in attendance: Ben Sherriff and Tanya Chikari, representatives for external auditor, Deloitte.

25 Minutes

The Minutes of the meeting held on 29th September 2022 were confirmed as an accurate record.

26 Apologies for absence/declaration of substitute members

Apologies were received from Councillors Miah and Diplock and from Chief Finance Officer, Homira Javadi.

27 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

There were none.

28 Questions by members of the public.

No questions from the public had been received.

29 Urgent items of business.

The Chair confirmed there were no urgent items.

30 Right to address the meeting/order of business.

The Chair confirmed there had been no requests to address the meeting.

31 External Audit Update

Ola Owolabi, Deputy Chief Finance Officer (DCFO) introduced the report and invited comment from Deloitte's representative, Ben Sherriff. Mr. Sherriff provided a brief summary of the draft ISA160 report, which had been submitted as a late supplement to the agenda and circulated via email to Committee Members ahead of the meeting.

The DCFO noted that, as the audit opinion was now 90% complete, the recommendation was to delegate final approval to the Chair in consultation with the Section 151 Officer the Chief Finance Officer, to help ensure the rapid conclusion of the audit.

The Committee considered the report. Key points and comments that arose from the discussion included:

- That due to the late submission of Deloitte's report, there had not been adequate time to consider a document of its size and complexity.
- Deloitte representatives confirmed that they did not expect any issues to emerge from the testing still in progress, (detailed in Appendix A, page 9), and that Deloitte's own specialists were progressing the outstanding work on the ICE transaction.
- Regarding clarification of the role of the Committee to satisfy the conclusion of the specific risk areas, as mentioned in Appendix A, page 5 of the report, Deloitte representatives apologised for an error in the report and confirmed there was no action outstanding for the Committee on this matter.
- Regarding possible concerns around the valuation process noted on page 7, Deloitte representatives confirmed that this was not an uncommon finding or cause for concern and clarified that the expectations were partly due to the auditing professions own regulations.
- Deloitte representatives and Officers clarified the difference between infrastructure assets and housing, and also provided a detailed explanation of the term 'componentised approach to infrastructure assets'.

The DCFO provided further explanation for the recommendations in the report, noting that it was not unusual, when an audit neared completion as was currently the case, to delegate power to sign off the audit to the Chair in consultation with the Section 151 Officer and would avoid delays to final completion the External Audit for 2019/20.

The Committee considered and voted on the recommendations in the report:

- To accept the Independent Auditor's (Deloitte) report to those charged

with governance on EBC Accounts, and the Value for Money conclusion report

- To delegate authority to the Chair in consultation with the Chief Finance Officer to sign-off the audited EBC 2019/20 Statement of Accounts.
- To authorise the Chief Finance Officer to sign the formal Letter of Representation to Deloitte.

The Committee voted against these recommendations by 0 votes to 4 with 2 abstentions.

A proposal was put forward instead for the Deputy Chief Finance Officer to liaise weekly with Deloitte advise the Chair when the accounts had been completed and could be brought back to the Committee. This was put to a vote and agreed.

RESOLVED (unanimously)

That the Deputy Chief Finance Officer liaise weekly with Deloitte and advise the Chair when the Statement of Accounts had been completed and was ready to be considered by the Committee as a whole.

32 Annual Report on Covert Surveillance Management

Lee Ewan, Counter Fraud Investigations Manager and RIPA Monitoring Officer (RMO), presented the report to the Committee, which provided the annual overview of the Council's use of covert surveillance powers in 21/22 and reported on the recent external inspection from the IPCO (Investigatory Powers Commissioner's Office).

Points highlighted during the presentation included:

- That the external report had found no issues of non-compliance and that the two minor matters of non-compliance identified by the previous inspection of 2019 had been resolved.
- Covert Human Intelligence Source (CHIS) training and other associated courses had ensured continuing capability and had merited praise from the inspection.
- Following IPCO recommendations, minor amendments had been made to the existing policies - the Covert Surveillance and CHIS Policy and Acquisition of Communications Data Policy – and were presented as part of the report, for Audit and Governance Committee approval.

The Chair thanked the RMO for the presentation and members considered the report.

The RMO confirmed difficulties of dealing with the court system due to four years of backlog compounded by poor communication of changes in Sussex and Surrey courts. However, the situation was improving, and more timely Court responses were expected to follow.

Members congratulated the RMO on a successful IPCO inspection and thanked the Team for all its hard work.

RESOLVED (unanimously)

- (1) To note the covert surveillance summary for September 2021 to September 2022;
- (2) To note the findings of the Investigatory Powers Commissioner's Office Inspection conducted in June 2022;
- (3) To approve the updated Covert Surveillance and CHIS Policy; and
- (4) To approve the updated Policy on Acquisition of Communications Data.

33 Treasury Management - Q2 2022-2023

Ola Owolabi, Deputy Chief Finance Officer (DCFO) presented the report, which outlined the activities and performance of the Treasury Management service during the period July to September 2022.

During the presentation, the DCFO highlighted key statistics and the changing nature of the economic environment and, further to completion of the annual Treasury Management Training for Councillors, invited members to approach Officers for any additional training needs.

The Committee considered the report. During the following discussions, Officers confirmed that additional information and explanations regarding capital programme monitoring were reported to Council via quarterly performance reporting /monitoring papers to Cabinet and Scrutiny committees. The DCFO agreed to consider including more explanation information in the reports to the Audit and Governance Committee as appropriate.

RESOLVED (unanimous)

To note the report of the Chief Finance Officer and the assurances contained within and agreed that the Treasury Management Activities for the period had been in accordance with the approved Treasury Strategies.

34 Internal Audit and Counter Fraud Quarterly Report

Jackie Humphrey, Chief Internal Auditor (CIA), presented the report, which provided a summary of the activities of Internal Audit and Counter Fraud for the first half of the financial year, from April to September 2022.

During the presentation, the CIA noted that the Audit Team was required to produce a number of Annual reports at this time of year, and referred the Committee to Appendix A, which illustrated the work actioned during the period up to September 2022.

The CIA gave a verbal update of more recent activity across key topic areas, including business continuity, arrears collection, member allowances, and officer expenses and drew the Members' attention to Section 3 of the report and a specific sub-headed update on the Stage Door, which had been included in direct response to the Committee's request for further information on this

topic.

The Chair thanked the CIA and invited comments and questions from Members.

In response to a request for an update on items listed as 'partial' in Appendix B, the CIA confirmed that that information would form part of the next quarterly Internal Audit Activity report. The CIA explained the relationship between information contained in Appendices B and C and noted that Appendix C contained monitoring information regarding any recommendations still outstanding after the first follow up.

Regarding the long-term listing of outstanding recommendations under Procurement, the CIA gave a brief update on Procurement's progress to address the recommendations, noting that none were of major concern, and confirmed that the Internal Audit Team had scheduled its next formal follow up for January 2023.

The CIA reported that the Committee's request that cases where recommendations were not addressed in the long-term should be recognised in some way had been taken to CMT. CMT had agreed that, while the risk level of something not being done could not change, long-term non-compliance could now result in a reduction of the overall assurance level of the review. This change to risk evaluation was being communicated to departments before being implemented.

RESOLVED (unanimous)

To note the update on the work of Internal Audit and Counter-Fraud.

35 IT and Communications Risks report

The Chair introduced the next report, which had been compiled by Chief Internal Auditor, Jackie Humphrey, and welcomed and thanked those Officers who had contributed to the report and were attending to support the Committee's considerations: Tim Whelan, Director of Service Delivery, in attendance at the Town Hall, and Tony Baden, Head of IT and Lee Banner, Transformation Manager, who joined the meeting remotely via Teams.

The meeting paused for a comfort break (approximately 3 minutes) and to allow those Officers connecting remotely to join the meeting.

On recommencement of the meeting, the Chair reminded the Committee that the report included an exempt appendix which could not be discussed in public session.

The Committee resolved (unanimously)

To move into private session so that it could consider the report in its entirety as the appendix to the report contained exempt information as set out on the agenda item 12.

36 Exclusion of public

The Committee resolved to enter into a private session for items 11 and 12, IT and Communications Risk Report and Appendix A, as discussion was likely to disclose exempt information as defined in Schedule 12A of the Local Government Act 1972 Exempt. Information reason 7 - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

37 IT and Communications Risks Report including Exempt Appendix A

The IT and Communications Risk Report and Exempt Appendix A were dealt with together under an exempt session.

Jackie Humphrey, Chief Internal Auditor, presented the report, which detailed Officer responses to a number of questions raised by the Committee around certain risks within the Strategic Risk Register, specifically around:

- SR_007 – Impact of an event under the Civil Contingencies Act
- SR_010 – Data Protection
- SR_006 – Impact of a cyber attack on the ability to deliver services and the risk to personal data

The Committee thanked Officers and considered the report and asked questions to the Officers present.

RESOLVED (unanimously)

1. To note the report.
2. To request a follow up report from the Head of IT with the results of a test exercise using an online toolkit from the National Cyber Security Centre, once completed.

To request that Officers seek assurance that relevant sections of the Council are considering and applying the information and general guidance available on the National Cyber Security Centre, as appropriate

38 Date of next meeting

The next meeting was confirmed for Wednesday 18th January at 6pm in the Town Hall, Eastbourne.

The meeting ended at 8.03 pm

Councillor Robin Maxted (Chair)



Working in partnership with **Eastbourne Homes**

Scrutiny Committee

Minutes of meeting held in Court Room - Town Hall, Eastbourne on 5 December 2022 at 6.00 pm.

Present:

Councillor Kshama Shore (Chair).

Councillors Steve Wallis (Deputy-Chair), Jane Lamb, Md. Harun Miah, Hugh Parker, Robert Smart and Robin Maxted.

Officers in attendance:

Philip Brown (Property Lawyer), Luke Dreeling (Performance Lead), Ola Owolabi (Deputy Chief Finance Officer - Corporate Finance), Nick Peeters (Committee Officer), Parmjeet Jassal (Interim Head of Financial Planning), Leigh Palmer (Head of Planning First), Lisa Rawlinson (Head of Regeneration and Planning Policy), Seanne Sweeney (Strategy and Commissioning Lead for Community and Partnerships) and Mark Walker (Head of Financial Planning).

37 Minutes of the meeting held on 10 October 2022

Resolved that the minutes of the meeting held on 10 October 2022 were submitted and approved and signed as a correct record by the Chair.

* Members requested that updates on the following be provided:

- Further data on the carbon emissions from the Eastbourne Airshow.
- An overview on the work of the Customer Contact team.

38 Apologies for absence / declaration of substitute members

Apologies for absence were received from Councillor Babarinde and Councillor Morris, Councillor Maxted attended as a substitute for Councillor Babarinde.

39 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct

There were none.

40 Questions by members of the public

There were none.

41 Urgent items of business

There were none.

42 Right to address the meeting/order of business

No requests were received.

43 HMO planning policy and licensing update - verbal update

Lisa Rawlinson, Head of Regeneration, provided an interim update to Members on planning policy and licensing for Houses of Multiple Occupancy (HMOs). Members were advised that, due to the complex nature of collecting the data, particularly the difficulties in identifying the location of small non licensable HMO's, data collected was unlikely to provide a comprehensive analysis.

During discussion, the following points were highlighted:

- The consultants engaged to collect the data had advised that identifying a sample of the HMO data would be sufficient to provide a robust analysis and avoid a challenge. The main issue was how the data was reported and that there was not a single point of information.
- The Council had datasets on licensable HMOs. The number of homes/dwellings that housed less than six people and were not licensed, were not known. Work was being done with the consultants to improve the quality of this data.
- The licensing of all types of HMOs was extremely difficult. One area the Council would focus on was a policy that controlled volumes of HMOs by street.
- Members felt that the proliferation of large HMOs in Eastbourne was of concern, with potentially vulnerable occupants with safeguarding needs. There was also an impact on local residents. Members asked that updated regulations and a policy be produced as a matter of urgency.

Resolved to note the update and request that a full report be provided to a future meeting of the Scrutiny Committee, including further information on the sampling exercise being undertaken by the Consultants.

44 Ombudsman referral

Tim Whelan, Director of Service Delivery and Gary Hall, Head of Homes First, introduced the report which outlined a decision by the Local Government and Social Care Ombudsman, regarding a complaint made against Eastbourne Borough Council's Housing service. The Ombudsman's recommendations included referral of the decision and the lessons learned outcomes to the Council's Scrutiny Committee. During discussion, the following points were highlighted:

- The Service had, historically, experienced a high turnover in staff, however, the importance of improved communication, both internally and externally, had been made a priority. The recommendations from the Ombudsman had been accepted.
- The Housing Needs team received a large volume of requests that included complex needs and did not refuse to support the requests. However, the major challenge faced by the Team was that the housing stock, both in the public and private sector, was not available to meet the needs requested.
- The front-end communications process had been improved to include a triage team that took calls straight away and assessed people that presented as homeless – providing early intervention.
- A homeless and housing prevention hub had been established in Eastbourne, which would work alongside statutory and voluntary agencies to ensure that practical, joined-up support was provided.
- A customer care workshop was being arranged in January for the Homes First leadership team, which would include focus on improved communications. Personal improvement plans had also been introduced for some staff.
- The Council had a low turnover of its own housing stock which meant the throughput of properties for those on the waiting list was low. This was also impacted on by homeless people housed in hotels and asylum seekers who sought housing.
- The complexity of the case had been noted and actions had been undertaken to address the issues raised by the Ombudsman. A review of the Council's letter of response to the Ombudsman would be undertaken to reflect more fully the steps taken by the Council.

Resolved to note the report and request that a top level analysis of the numbers of people on the housing waiting list and the types of more complex cases be provided to a future meeting of the Committee.

45 Corporate performance - quarter 2 - 2022/23

Luke Dreeling, Performance Lead, presented the report. During discussion, the following points were highlighted:

- The target of 22 days for the performance indicator (PI) 'Benefits: Average days to process new claims for housing/council tax benefit' was set by the Department for Work and Pensions. The types of information and the length of time customers needed to provide it, varied. The PI which impacted more on customers, was the 'Average days to process change of circumstances', following the award of benefits.

- In relation to the PI 'Customers: Increase the percentage of calls to the contact centre answered within 60 seconds', a number of the vacancies in the contact centre were a result of staff moving internally in the organisation and becoming specialists in other areas. Recruitment continued to be a challenge; however, the Team was being looked at and staff with skills/knowledge in areas such as housing or council tax/business rates were providing responses to those types of enquiries. Telephone, email and webchat were available for customers to contact the Council.
- Improvements in the PI for Housing: Average void relet time key to key (month & year to date) were expected through quarters 3 to 4. There were still challenges in sourcing building materials for repairs. Areas such as new kitchens and bathrooms had a longer lead-in time. A tenancy could be taken on prior to repairs being undertaken, however, in reality, there was normally work required in bathrooms and kitchens.
- The target for the PI for Housing: Number of Licensed HMO's Inspected per Quarter was based on a 'risk based' approach as not all the HMOs required inspection on an annual basis.

Corporate performance quarter 2, 2022-2023 Part B

Ola Owolabi, Deputy Chief Finance Director, presented the report. During the discussion, the following points were highlighted:

- The Annual Settlement from Government was expected around the 21 December 2022.
- Further analysis of the £1,353,00 (Capital Financing) within table 2.1 of the report was requested.
- The discussion around the additional cost and final figure for a pay award took place prior to the setting of the 2022/23 budget. The award had been anticipated and included in individual service costs, however, an additional cost now had to be managed.

Resolved to note the report.

46 Local council tax reduction scheme

Tim Whelan, Director of Service Delivery, introduced the report. During discussion, the following points were highlighted:

An online income and expenditure form had recently been introduced and become 'live' which used 'open sourced' banking data volunteered by customers and allowing quicker processing and decision making

A session was held at the Town Hall, attended by 250 people with pensions, providing access to the Council Tax Reduction scheme. Software had been introduced which identified pensioners in Eastbourne who were eligible for the

scheme but had not made a claim.

As the scheme was not being changed, it did not require consultation or permissions from partner authorities. Moving the scheme to 100 % council tax liability from 80 % would incur an additional cost of approximately £1 million for East Sussex County Council and £160,000 for Eastbourne Borough Council.

Resolved to note the report.

47 Council tax and business rate base 2023/24

Ola Owolabi, Deputy Chief Finance Officer, presented the report. During discussion, the following points were highlighted:

- Members felt that the scope of the council tax and business rate base should be reviewed and whether the mix of property types was being fully considered. Members were advised that an understanding of the current discounts and exemptions that applied in the Borough and the options available could be reviewed.

Following a proposal by Councillor Smart which was seconded by Councillor Lamb, the members of the Committee **Resolved** unanimously to support the Officer recommendations to the Cabinet, subject to the following, additional recommendation being considered:

- IV. That the Cabinet consider a review of the scope of the council tax base, including the parameters for exemptions and discounts that currently apply to Eastbourne Borough, and innovative schemes adopted by other authorities.

48 Cost of Living Crisis Fund Update

Seanne Sweeney, Community Services Lead, presented the report. During discussion, the following points were highlighted:

- Once a grant was awarded, a reporting schedule was provided as part of the letter of acceptance, and the organisations distributing the funds were required to report on where the funds were spent and the level of uptake. A timescale for the funds was normally, also provided.
- Members were advised that a breakdown of the grants awarded and the remaining balance would be provided to Members.

Resolved to note the report.

49 Update to the Local Validation List:- Information required to support/accompany planning applications

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

- Members noted and supported the recommendations in the report as they considered it would reduce the time planning officers would have to unnecessarily spend on planning applications.
- The list would be reviewed every two years. If there were only minor amendments, a public consultation would not be required.
- The House in Multiple Occupation Management Plan applied to properties with six occupants and above. The plan would support area such as anti-social behaviour.

Resolved to note the report.

50 Eastbourne Carbon Neutral 2030: Annual Progress Report

Ian Fitzpatrick, Deputy Chief Executive and Director of Regeneration and Planning, presented the report. During discussion, the following points were highlighted:

The travel element of the Eastbourne Airshow had been the largest contributor of carbon emissions at the event, and it was recognised that this had been increased by rail strikes on the day. The report highlighted this and future work would include mitigation and addressing the volume of travel.

A number of areas nationally, including technology, supply chains and skills, with capital support, needed acceleration. A number of housing supply chains were looking at environmental, social and governance (ESG) strategies. There was also a transitional period from fossil fuels to other energy sources with transport nationally, a crucial area of focus.

The majority of actions within the Action Plan were on target.

Resolved to note the report.

51 Forward Plan of Decisions

The Chair, Councillor Shore, introduced the Forward Plan of Cabinet decisions. Members requested that the following reports be included on the agenda for the Committee's meeting on the 6 February 2023:

- Corporate performance -quarter 3 - 2021/22
- General fund budget 2023/24 and capital programme
- Treasury Management and Prudential Indicators 2023/24, Capital Strategy &
- Investment Strategy
- Housing revenue account budget 2023/24

- Congress and Devonshire Park Theatres – Future Governance Arrangements
- Eastbourne & Lewes Community Safety Partnership – Annual Report (Eastbourne)

Resolved to note the Forward Plan of Cabinet Decisions.

52 Scrutiny Work Programme

The Chair, Councillor Shore, introduced the Committee's work programme. The following items were requested for inclusion at future meeting:

An additional meeting to discuss Gatwick Airport Ltd's carbon neutral accreditation was confirmed for the 9 January 2023.

An overview of the Customer Contact team.

Resolved to note the Committee's work programme.

53 Date of the next meeting

Resolved to note that the date of the next scheduled meeting of the Scrutiny Committee is Monday 6 February 2023, in the Court Room, Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG, with an additional meeting scheduled for Monday 9 January 2023.

The meeting ended at 8.45 pm

Councillor Kshama Shore (Chair)

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Working in partnership with **Eastbourne Homes**

Cabinet

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 14 December 2022 at 6.00 pm.

Present:

Councillor David Tutt (Chair).

Councillors Stephen Holt (Deputy-Chair), Margaret Bannister, Peter Diplock, Alan Shuttleworth and Colin Swansborough.

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Director of Finance and Performance (Chief Finance Officer)), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Tim Whelan (Director of Service Delivery), Becky Cooke (Assistant Director for Human Resources and Transformation), Luke Dreeling (Performance Lead), Ola Owolabi (Deputy Chief Finance Officer - Corporate Finance) and Simon Russell (Head of Democratic Services).

29 Minutes of the meeting held on 2 November 2022

The minutes of the meeting held on 2 November 2022 were submitted and approved and the Chair was authorised to sign them as a correct record.

30 Apologies for absence

None were reported.

31 Declaration of members' interests

Councillors Holt declared a personal, non-prejudicial interest in agenda item 10 (Council Tax Base and Non-Domestic Rates income for 2023/24) as his employer (Your Eastbourne BID) had association with business rates collected. He remained in the room and voted on the item.

32 Cost of Living Update

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning, updating them on steps taken to support residents through the cost-of-living crisis.

Thanks were expressed to all those involved for the measures taken, as set out in the report.

Resolved (Non-key decision):

To note the progress of measures taken to support residents through the cost-of-living crisis.

Reason for decision:

The Council has committed to a range of ongoing measures which are supporting residents and organisations across the Borough.

33 Corporate performance - quarter 2 - 2022/23

The Cabinet considered the report of the Chief Finance Officer, updating members on the Council's performance against Corporate Plan priority actions, performance indicators and targets for the second quarter of the year 2022-23.

Thanks were expressed to the Service Delivery team for their work during the quarter in collecting council tax and business rates, particular given the current economic climate.

Part B of the report detailed the Council's financial performance for the same quarter. The Council awaited the details of the financial statement from central government, that was expected later this month.

Resolved (Non-key decision):

(1) To note the achievements and progress against Corporate Plan priorities for 2022-23, as set out in Part A of this report.

(2) To note the General Fund, HRA and Collection Fund financial performance for the quarter, as set out in Part B of the report.

Reason for decisions:

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

34 Local Council Tax Reduction Scheme 2023/24

The Cabinet considered the report of the Director of Service Delivery, seeking their recommendation to Full Council that the 2022/23 Local Council Tax Reduction Scheme is adopted as the 2023/24 scheme.

Thanks were expressed to the Scrutiny Committee for their observations at the meeting on 5 December 2022.

Recommended to Full Council (Budget and policy framework):

(1) To recommend to Full Council that the 2022/23 Local Council Tax Reduction Scheme be adopted as the 2023/24 scheme.

(2) Subject to Full Council adoption of the Scheme, Cabinet grants the Director of Service Delivery delegated authority–

(a) to implement the Scheme, such delegated authority to include any measures necessary for or incidental to its management and administration; and

(b) if necessary, and in accordance with paragraph 2.3, to amend the Scheme in consultation with the Lead Member for Direct Assistance Services.

(3) That the Exceptional Hardship Scheme continues in 2023/24 subject to funds being available.

Reason for decisions:

The Council must review the scheme each year and adopt a scheme for the coming financial year.

35 Council tax and business rate base 2023/24

The Cabinet considered the report of the Chief Finance Officer, asking them to approve the Council Tax Base and net yield from Business Rate Income for 2023/24 in accordance with the Local Government Finance Act 1992.

Scrutiny Committee at its meeting on 5 December 2022, supported the officer recommendations to Cabinet, subject the following, additional recommendation being considered.

(iv) That the Cabinet consider a review of the scope of the council tax base, including the parameters for exemptions and discounts that currently apply to Eastbourne Borough, and innovative schemes adopted by other authorities.

The Cabinet advised that this request was already actioned and part of the existing process, therefore was not required to be part of a formal resolution.

Resolved (Key decision):

(1) To agree the provisional Council Tax Base of 35,294.8 for 2023/24.

(2) To agree that the Chief Finance Officer, in consultation with the Portfolio Holder for Financial Services, determine the final amounts for the Council Tax Base for 2023/24.

(3) To agree that the Chief Finance Officer, in consultation with the Portfolio Holder for Finance, determine net yield from Business Rate income for 2023/24.

Reason for decisions:

Cabinet is required to approve the Tax Base which will be used for the purposes of calculating the 2023/24 Council Tax.

36 Eastbourne Carbon Neutral 2030: Annual Report

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning, noting progress to date and seeking approval to publish the Annual Update, as set out at Appendix 1 to the report.

Partnership working had contributed to the delivery of a variety of regional and local projects, including the Communication Action at the E-Hive and the Sustainable Business and Solar Summit that took place in November.

Thanks were also expressed to Kate Richardson, Sustainability Lead and various partners for the work detailed in the report, and also Councillor Dow for his efforts when he was Cabinet member for Climate Change.

Resolved (Key decision):

(1) To approve the 'Eastbourne Carbon Neutral 2030' Annual Update as attached at Appendix 1 to the report for publication on the website.

(2) To note progress to date on the strategy action plan as contained within Appendix 1.

Reason for decisions:

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

37 Planning Local Validation List

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning, seeking their approval for the adoption and publication of the Council Local Validation List. The list outlined the supporting and evidential requirements of planning applications.

Resolved (Key decision):

(1) To agree the publication and use of the Draft Local List of Planning Application Requirements contained at Appendix 1 & 2 to the report.

(2) To provide delegated authority to the Director of Regeneration and Planning, in consultation with the Portfolio Holder for Planning and Infrastructure, to make minor or technical amendments to the Planning Local Validation List to its publication or as otherwise required following publication.

Reasons for decisions:

(1) To publicise the Council's expectation for the delivery of a robust planning application validation process.

(2) To make minor amendments to address technical, drafting issues or to take account of changing legislative requirements.

The meeting ended at 6.24 pm

Councillor David Tutt (Chair)

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Working in partnership with **Eastbourne Homes**

Scrutiny Committee

Minutes of meeting held in Court Room - Town Hall, Eastbourne on 9 January 2023 at 6.00 pm.

Present:

Councillor Kshama Shore (Chair), Steve Wallis, Josh Babarinde, Jane Lamb, Md. Harun Miah, Amanda Morris, Hugh Parker and Robert Smart.

Officers in attendance:

Nick Peeters (Committee Officer).

Also in attendance:

Tim Norwood (Chief Planning Officer and Director of Corporate Affairs, Planning and Sustainability), Jonathan Deegan (Northern Runway Programme DCO Lead), Mark Edwards (Head of Sustainability) and Alison Addy (Head of External Policy and Engagement), Christina Ewbank (CEO Eastbourne Chamber of Commerce and David Group Chair of the Transport Group from the Eco Action Network (Carbon Neutral 2030).

54 Election of a Deputy Chair

Councillor Babarinde, nominated by Councillor Huran Miah and seconded by Councillor Morris, as Deputy Chair of the Scrutiny Committee.

Resolved that Councillor Babarinde be appointed as Deputy Chair of the Scrutiny Committee.

55 Apologies for absence / declaration of substitute members

None were received.

56 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct

There were none.

57 Questions by members of the public

There were none.

58 Urgent items of business

There were none.

59 Right to address the meeting/order of business

There were no requests.

60 Scrutiny of Gatwick Airport's Carbon Neutral accreditation and the effect of the development of the Northern Runway on Eastbourne Borough Council's Carbon Neutral pledge for 2030

The Chair, Councillor Shore, introduced the report and outlined the background to the request from Full Council, for the Scrutiny Committee to meet representatives from Gatwick Airport and discuss the Airport's Carbon Neutral accreditation and the effect of the development of the Northern Runway on Eastbourne Borough Council's Carbon Neutral pledge for 2030. Councillor Shore also outlined the procedure for the meeting.

Representatives from Gatwick Airport; Tim Norwood (Chief Planning Officer and Director of Corporate Affairs, Planning and Sustainability), Jonathan Deegan (Northern Runway Programme DCO Lead), Mark Edwards (Head of Sustainability) and Alison Addy (Head of External Policy and Engagement), addressed the committee and provided a presentation (appended to the minutes and available on the Council's website).

The Committee was updated on the background to Gatwick achieving level 3+ Airport Carbon Accreditation and its work towards plans for development of its Northern runway, including: Jobs, growth and community benefits; environmental mitigation and reaching net zero; and the Airport's progress towards obtaining a Development Consent Order from government for the Northern Runway.

Following the presentation, Members discussed the points raised and the representatives responded to a number of questions:

- The reduction of emissions from the 1990 baseline had been achieved through purchasing renewable electricity through certified providers (Including removal of gas and gas boilers), introducing electric charging points in the Airport carparks for staff and customer vehicles and an overall focus on reducing electricity usage. The information on the emissions levels was available on the Gatwick Airport Ltd website.
- An economic analysis was being undertaken at the regional and 'five authorities' level, and would include an assessment of the labour market. Gatwick Airport Ltd had not experienced difficulties in recruiting staff. It would be difficult to predict the employment growth in Eastbourne borough as a result of the Northern Runway development. A prediction at East Sussex level could be provided.
- Gatwick's Airport Service Access strategy would be key in identifying how Gatwick worked with other airports and businesses, to ensure that sustainable travel plans were in place. The Airport's aim was to reach 60 % of people accessing the Airport by sustainable transport. Travel discounts,

electric car charging points and car-sharing were available for staff at the Airport. A forecourt surcharge had been introduced for pick-ups and drop-offs, with the aim of encouraging customers to use public transport. A proportion of the income from the charge was reinvested in sustainable projects at the Airport, such as an improved and larger railway station and an electric vehicle charging station.

- The answers to the questions requested by Members prior to the meeting had been included in the presentation and would be provided as a written response also.
- Current legislation did not allow for the Airport to refuse the use of aircraft that were not clean in terms of the type of fuel used. However, a differential charging rate was used to encourage and incentivise airlines to use renewable fuel in their aircraft. The Airport was working with a number of airlines on fleet replacement and the procurement process involved. The Airport's aim was to expand the facilities and infrastructure already in place to support wider use of clean aircraft.
- Gatwick had already received flights with aircraft using sustainable aviation fuel. The fuel was more expensive than the kerosene currently used, however, the Government would be introducing a mandate that required all airlines to use a 10 % sustainable aviation fuel mix by 2030. The Government had also pledged to provide 5 plants that would be in construction by 2025, to produce sustainable aviation fuel.
- Gatwick Airport Ltd had looked at Government policy which was to make best use of existing facilities, and on this basis, a planning application would be submitted in Spring of 2023, which would be independently examined by the Planning Inspectorate. The development of the Northern Runway would allow the Airport to grow and meet future passenger demand by attracting and serving more routes. The plans for Gatwick airport were not connected to any plans for Heathrow. The catchment area for business and position of the Airport in the Southeast of England was also a driver for growth.
- It was confirmed that the on-airport development was within the existing Airport boundary. The improvements needed for the highway network were within the highway boundary and adjacent to the existing highway infrastructure.
- The Airport's carbon footprint emissions were published on an annual basis and were publicly available. The scope 1 emissions for 2019 were 12, 223 tonnes of CO₂, scope 2 were 25,343 tonnes and scope 3 were 696,000 tonnes. The 2019 figures were used as the most representative of a 'normal' post-pandemic year. Once the 'Net Zero by 2040' pledge was achieved, the Airport would maintain its position and not burn natural gas, diesel or petrol as part of energy usage on-site. All new Northern Runway assets would be built inline with the Net Zero ethos.

- In reply to a question regarding the status of other airports in the UK, it was confirmed that commercial airports in the UK that offered tourism and international flights would have carbon neutral targets with dates and scopes for achieving targets, and that these varied amongst the airports.
- There had been no incidents of hospitalisation as a result of air quality at the Airport. The Airport was well within any legal limits for air quality. More broadly speaking, staff had access to an occupational health department for any work-related medical condition. Customers had access to a well trained team of first-aiders (including access to defibrillators) and the usual access to emergency services.
- It was expected that regardless of the outcome of the Northern Runway plans, flights at Gatwick would increase, meaning an increase in passengers, and journeys to and from the Airport. However, it was not predicted that carbon emissions would increase commensurately, as decarbonisation across the UK was taking place, including modes of transport.

Christina Ewbank, Chief Executive, Eastbourne Chamber of Commerce, addressed the Committee. Christine considered that:

- The Eastbourne Chamber of Commerce supported the expansion of Gatwick as being vital to support the economy in Eastbourne and reducing dependency on seasonal tourism. The Chamber of Commerce also supported the Council's aims to support carbon neutrality by 2030 and felt that focus should be on other areas, such as shipping pollution.
- An increase in business destinations and freight transport would reduce travel miles on the road network and reduce emissions.
- Gatwick Airport Ltd should continue working with Airlines towards fleet modernisation and a reduction in emissions and noise pollution, as a matter of priority.

David Everson, Group Chair of the Transport Group from the Eco Action Network (Carbon Neutral 2030), addressed the Committee. David considered that:

- The majority of economic benefit from the development would be located around Gatwick Airport and the benefit to Eastbourne would be less than proposed.
- The proposals for development of the Northern Runway and the expected increase in carbon emissions were of great concern, as was the expansion of airports nationally and the increase in flight numbers.
- The lack of influence Gatwick Airport would have on the emissions produced from the landing and take-off cycle of aircraft, and passenger and

staff travel at the Airport's level 3 accreditation, was also a concern. These were not 'direct emissions' and not under the control of Gatwick Airport Ltd.

- The road network around Gatwick Airport was already congested, with high levels of carbon emissions. Any expansion of the airport would add to the levels of emissions.
- The development of sustainable fuel production plants would not be on-stream at a fast enough rate and would not be used in sufficient proportions as a 'fuel mix' to make a difference.

The Gatwick representatives summed up by highlighting the following points:

- Gatwick Airport Ltd recognised the importance of climate change as one of the key issues being faced on a global scale. The Airport was demonstrating its commitment to mitigating carbon reduction through a wide range of measures and would do everything possible to reach net zero before 2040.
- All carbon offsetting by the Airport met the highest possible specifications, currently available. As the airport approached net zero, the offsetting would reduce to a point it would not be needed.
- Information would be provided to the Committee to clarify the figures and terminology referred to during the meeting.

The Chair, Councillor Shore, summed up by referring to the original request from Full Council and considered that, apart from providing specific responses to the questions asked by the Committee prior to the meeting, and clarification on the CO2 figures referred to, the representatives from Gatwick Airport had responded to the questions asked during the meeting.

Members felt that the information requested before and during the meeting should be provided prior to a decision being made. A number of Members felt that enough information had been provided for the Committee to reach a conclusion but agreed to a deferment.

Resolved to note the report and that a recommendation to Full Council be deferred until the next scheduled meeting of the Scrutiny Committee.

61 Date of the next meeting

It was noted that the next scheduled meeting of the Scrutiny Committee was 6 February 2023 at 6:00pm.

The meeting ended at 8.30 pm

Councillor Kshama Shore (Chair)

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Working in partnership with **Eastbourne Homes**

Eastbourne Licensing Committee

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 16 January 2023 at 6.00 pm.

Present:

Councillor Robin Maxted (Chair).

Councillors Josh Babarinde, Colin Belsey, Sammy Choudhury, Penny di Cara, Colin Murdoch, Hugh Parker, Colin Swansborough, Barry Taylor and Candy Vaughan.

Officers in attendance:

Jo Dunk (Lead for Regulatory Services), Tim Whelan, Director of Service Delivery, Michele Wilkinson (Lawyer – Housing & Regulatory) and Emily Horne (Committee Officer).

12 Introductions

Members of the Committee and Officers present introduced themselves via roll call during the meeting.

13 Minutes of the meeting held on 7 July 2022

The minutes of the meeting held on 7 July 2022 were submitted and approved, and the Chair was authorised to sign them as a correct record, subject to the amendment of item 8, Approval of Additional Licensing Fee, the name of the seconder of the motion was amended from Councillor Taylor to Councillor Diplock.

14 Apologies for absence/declaration of substitute members

An apology for absence had been received from Councillor Amanda Morris and absence was noted for Councillor Jim Murray.

15 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

There were none.

16 Questions by members of the public

There were none.

17 Urgent items of business

There were none.

18 Right to address the meeting/order of business

There were none.

19 Approval of Licensing Fees 2023/24

The Committee considered the report which sought its recommendation to Full Council that the licensing fees set out in the appendix to the report be applied from 1 April 2023 to 31 March 2024.

An amendment was tabled in relation to paragraph 2.5 of the report. The date of the indicative income forecast was corrected from '2022/2023' to '2023/2024', and the additional income forecast for 2023/24 was corrected from £117,125 to £117,000. A copy of the amended table was circulated at the meeting.

The Regulatory Services Lead (RSL) presented the report highlighting the fees proposed for the year, including the recommended changes to the Licensing fees in relation to post pandemic growth areas for pavement licencing fees, and piercing and tattooing licensing fee.

Members' questions included:

- Were there different Pavement Licences fees depending on the number of tables outside a premises? Officers advised that Officer time was charged at the same rate to consider an application regardless of the number of tables.
- How did the figures equate between the table in paragraph 2.5 (amended) and Appendix 1? What was the reason for the proposed increase and where would the money come from to cover the deficit? Officers advised that the table of fees at paragraph 2.5 reflected the income forecast of estimated fees and did not take into account the actual proposed fees at Appendix 1. There was an increase in some fees to meet inflation, service demand and staff resources to administer applications. Furthermore, there had been a number of changes that had affected the taxi licensing fees from the HMRC and the Department of Transport.
- Feedback from the trade was that they did not want the fee increase. Officers advised that during the pandemic the Council had assisted the trade to help restrict costs and the fee increases were required to balance the books.
- Did the Personal Licence include more than the 4 categories listed: acupuncture, tattooing, ear piercing and electrolysis? Officers confirmed the categories were covered by legislation and that a Business Premises Licence would also be required for those working at home. Both the Personal and Business Premises Licences would require a one-off fee that did not need to be renewed. An administration fee would only apply to a Personal Licence if there was a change of staff.
- Was an increase in the number of taxi licences anticipated or were the figures based on the current number of licences? Officers confirmed the

figures were based on the current number of taxi licenses.

- Did Officers hold up to date figures on the number of private hire vehicles in Eastbourne, and how did they compare to pre-pandemic levels? Officers confirmed the numbers of vehicles had not reduced significantly. Post-pandemic, the trade were selective on whether they wished to operate full or part time. The challenges with vehicle availability at peak times were reflected across the country.

Councillor Swansborough proposed a motion to agree the officer recommendations listed in the report. This was seconded by Councillor Parker.

RESOLVED (by 9 votes to 0 against, with 1 abstention) that:

- 1) That Full Council be recommended to approve the Licensing fees as set out in Appendix 1 of the report, to apply from 1 April 2023.

20 Consideration of feedback from the Trade

The Committee considered the report of the Director of Service Delivery which provided feedback received from the trade, and sought an amendment to the age of vehicles in the taxi and private hire vehicle sector, and an annual review of the Hackney Carriage and Private Hire Licensing Guidance commencing in June 2023.

The Committee welcomed the collaborative work between Officers and the trade.

Members' questions included:

- Were the door signs on Hackney Carriage vehicles getting smaller? Officers confirmed the door signs had reduced in size due to operating costs.
- Could the 10 year age limit on vehicles be extended for relicensing? Officers advised that the purpose of the report was to make more options available for drivers to find new vehicles, as the cost of them had significantly increased. All other Licensing Authorities throughout East and West Sussex had a 10-year cap on the age of vehicles. This was a measure to help support the trade during the transition, prior to taking into account the outcomes of the feasibility study on low or no emission vehicles.
- Were there any private hire or hackney carriage vehicles on the roads that were more than 5 years old? Officers advised that a vehicle must be no more than 5 years old when it was first registered. Although, there might be exceptional circumstances which the authorised officer would determine. It was not possible to list them all. Applications were dealt with on the information provided, on a case by case basis, and at the discretion of the officer.
- Members raised concerns that the knowledge test was out of date. Officers had taken on board feedback from the trade to be more

transparent, and had produced a revision document that took into account the weighting of questions and the additional requirements of the Department of Transport guidance, to advise applicants on what they needed to research for the test from the examples provided. The changes to the test would take effect from 1 April 2023. The English test would not be included as part of the knowledge test, as the requirement for it had not come in until a later date. This would be undertaken separately.

- Officers were asked to explain Options 1 and 2 in the recommendation. Officers advised the report proposed to extend the age limit for newly licensed vehicles from 5 years to 9 years, as a temporary measure and to review the age of vehicles when the overall Guidance was next reviewed. The Guidance would take into consideration an emissions policy.
- Officers were asked to provide case studies to give an idea of the principles used to make the decision as to the meaning of 'exceptional circumstances' and for the Committee to discuss the Guidance on 'exceptional circumstances'. Officers advised there would be an opportunity to discuss and review the overall Guidance at the Licensing Committee meeting in June 2023 and agreed to provide more clarity as to the meaning of 'exceptional circumstances'.

The Committee considered the Option 1 and Option 2 set out in paragraph 3.1 of the report and indicated that they wished to support both options, and also supported reviewing Hackney and Private Hire Guidance on an annual basis starting in June 2023.

Councillor Babarinde proposed a motion to agree the officer recommendations set out in the report, including Option 1 for introducing an immediate incentive for ultra-low or zero emission vehicles. This was seconded by Councillor Vaughan. This was put to a vote and carried unanimously.

Councillor Vaughan proposed a further motion to agree the officer recommendations set out in the report, including Option 2, to review the age of vehicles formally when the Guidance is next reviewed. This was seconded by Councillor Parker. This was put to a vote and carried unanimously.

RESOLVED (unanimous) that:

1. **The Licensing Committee accept Option 1**, that the Licensing Committee agrees as an immediate incentive, the Eastbourne Borough Council Hackney Carriage and Private Hire Licensing Guidance be amended to allow for an older vehicle in age to be newly licensed, and amended as follows:-

Vehicles presented for first licensing shall not be more than nine years old from the date of initial DVLA registration and vehicles presented for re-licensing shall not be more than ten years old apart from in exceptional circumstances at the discretion of an Authorised Officer. Applications to re licence vehicles over ten years old must be made in

writing to the Council citing what is an 'exceptional circumstance'. Financial matters nor the condition of the vehicle come into this exceptions category and will not be considered in the determination. For new and relicensed vehicles defined by the Vehicle Certification Agency as Ultra Low Emission Vehicles and Zero Emission Vehicles shall not be more than 15 years old in age.

RESOLVED (unanimous) that:

- 2. The Licensing Committee accept Option 2, Review the age of vehicles when the Guidance is next reviewed in June 2023.**

21 Implementation for CCTV in Taxi and Private Hire Vehicles

The Committee considered the report of the Director of Service Delivery regarding an implementation date for mandatory CCTV in Hackney and Private Hire vehicles.

Appended to the report at Appendix 1 was four company quotations, as requested by the Committee.

The Specialist Advisor – Licensing (SAL) presented the report. The Committee was asked to agree an implementation date of 1st May 2023 for CCTV to be mandatory requirement in Private Hire and Hackney Carriage Vehicles.

Members' questions included:

- What was the reason for the CCTV implementation date of 1st May? Officers advised that public safety concerns that had been raised in relation to the night time economy in Eastbourne, so it was hoped to bring in CCTV requirement at an early date.
- How many complaints had been received regarding taxi drivers in the last 6 months and what were the incidents? Did Lewes experience similar concerns regarding public safety? Officers advised the data was not immediately available, but some cases were taken to the Licensing Sub-Committee and authorised officers were able to revoke a licence if necessary. The Council wanted to send a clear message to say complaints or concerns would be taken seriously and install confidence in the trade. Local police had highlighted a particular issue with public safety during the night time in Eastbourne. This did not apply in the same way in Lewes District.
- Was it possible to align the implementation date for Eastbourne with Lewes to give more time for the Eastbourne trade? Officers advised the decision in Lewes was taken at the Licensing Committee meeting in May 2021 for the installation deadline by 1 October 2023. Eastbourne Licensing Committee had previously agreed that CCTV quotations should be reported to the Committee, prior to it agreeing the implementation date. The trade was aware of the matter, as it had been raised multiple times at the taxi forum meetings and through the

consultation process.

- Members raised concerns on the effect of costs incurred by vehicle owners and impacts on the cost of living. Officers advised that the equipment could be leased and there was a tax relief option for the trade on the installation of CCTV.
- Members raised concerns on the number of CCTV installations needed to meet the deadline. Officers advised there was a choice of four installation companies to choose from and that some vehicles already had CCTV installed.
- It was asked how many vehicles already had CCTV installed and how long would it take before Officers could inspect the vehicle? Officers advised the data was not immediately available. Liability would fall with the vehicle owner as it was a requirement of the Guidance. There were regular spot checks, operator inspections and vehicle suitability checks every 6 months. In the future, CCTV installation might form part of the vehicle suitability test.
- Did the drivers know how to maintain the CCTV equipment? Officers advised it was in the Guidance and this was shared with the trade.
- How did the Council become the data controller? Officers advised that once it was mandatory for the CCTV to be installed, then the Council would become the data controller.

Councillor Belsey proposed a motion to agree the officer recommendations listed in the report subject to the amendment of the implementation date for mandatory CCTV to be extended to 31 October 2023. This was seconded by Councillor Babarinde.

RESOLVED: by (9 votes to 1 against) that:

- 1) The Licensing Committee agrees that an implantation date of 31 October 2023 for CCTV to be a mandatory requirement in Private Hire and Hackney Carriage Taxi vehicles.

(The Committee paused for a 3 minute comfort break during this item after the Officer's introduction of the report).

22 Further supporting the transition to lower emission vehicles or zero emission vehicles in the taxi and private hire sector

The Committee considered the report of the Director of Service Delivery for Members to consider extending the licence span for low and hybrid emission Hackney Carriage and Private Hire vehicles.

The Regulatory Services Lead (RSL) presented the report highlighting the recommended changes to the Guidance.

The Licensing Committee welcomed the amendments.

Councillor Babarinde proposed a motion to agree the officer recommendations listed in the report. This was seconded by Councillor Parker.

RESOLVED: (Unanimous) that:

- 1) The Licensing Committee agrees that, as an immediate incentive, the Hackney Carriage and Private Hire Licensing Guidance be amended so that low and zero emission vehicles may have an extended licence span to 15 years.

23 Date of the next meeting

It was noted that the next meeting of the Licensing Committee was scheduled to commence at 6:00pm on Monday, 13 March 2023.

It was noted that the proposed dates for Licensing Committee for 2023/24 were Monday, 26 June 2023, 6:00pm and Monday, 15 January 2024, 6:00pm, with any additional meetings of the Committee being scheduled as and when required. These dates would be presented to Full Council for approval.

The meeting ended at 7.42 pm

Councillor Robin Maxted (Chair)

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Working in partnership with **Eastbourne Homes**

Planning Committee

Minutes of meeting held in the Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 23 January 2023 at 6.00 pm.

Present:

Councillor Jim Murray (Chair).

Councillors Hugh Parker (Deputy-Chair), Penny di Cara, Jane Lamb, Md. Harun Miah, Amanda Morris, Barry Taylor and Candy Vaughan.

Officers in attendance:

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

48 Introductions

Members of the Committee and Officers introduced themselves to all those who were present during the meeting.

49 Apologies for absence and notification of substitute members

Apologies had been received from Councillor Colin Murdoch. Councillor di Cara confirmed that she was acting as substitute for Councillor Murdoch.

50 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct.

Councillor Parker declared a personal interest in item 55, Eastbourne District General Hospital, Kings Drive, as he is a Trustee of the Friends of Eastbourne Hospital.

51 Minutes of the meeting held on 14 November 2022.

The minutes of the meeting held on 14 November were submitted and approved as a correct record, and the Chair was authorised to sign them.

52 Urgent items of business.

There were no urgent items.

53 Officer Update (Addendum to the Planning Agenda of 23 January 2023)

An officer addendum was circulated to the Committee prior to the start of the meeting, updating the report on the agenda with any late information (a copy of which was published on the Council's website).

54 Langney Service Station, Langney Rise. ID: 220726

Erection of single storey rear extension to existing sales building – **LANGNEY.**

The Senior Specialist Advisor (Planning) presented the report.

The Committee was advised by way of an Addendum that the submitted plans showed other development that was not part of the proposal and a revised recommendation to delegate the Head of Planning to obtain amended plans that omit development not being proposed by this application and then on receipt of the revised plans that are acceptable to Officers, to approve subject to conditions.

The Senior Specialist Advisor confirmed that revised plans had since been received that omitted the development that was not part of the proposal and the recommendation was amended to approve the application subject to conditions.

The Committee queried the hours of use and the potential for noise disturbance from the chiller unit and on-site bakery. The Senior Specialist Advisor confirmed that the Environmental Protection Officer had advised that the proposal is acceptable subject to a condition that any plant (for the chiller unit or any other part of the development) would require approval prior to implementation. This includes any required mitigation measures.

Councillor Taylor proposed a motion to approve the application in line with the officer's amended recommendation. This was seconded by Councillor Morris and was carried.

RESOLVED: (Unanimously) that planning permission be granted subject to the conditions set out in the officer's report and officer addendum.

55 Eastbourne District General Hospital, Kings Drive. ID: 220862

Removal of existing modular ward building erection of a three storey clinical extension with associated roof top plant located on an existing car park – **RATTON.**

The Senior Specialist Advisor (Planning) presented the report.

The Committee was advised by way of an Addendum of one further communication received since the publication of the report from the Council's Specialist Advisor (Environmental Protection) recommending a condition for a Construction and Environmental Management Plan (CEMP).

The Senior Specialist Advisor verbally added an additional condition to seek to protect water sources through construction.

The Committee sought clarification on the development, car parking spaces,

EV charging points, archaeological works and green proposals.

The Senior Specialist Advisor confirmed the proposed development was an extension to the existing hospital and not part of a new hospital. The development would allow for retention of 1073 parking spaces exclusively for staff. At Members' request Officers would negotiate with the applicant for the inclusion of EV charging points for incorporation into the revised travel plan. Archaeological works were secured by condition. Officers would negotiate with the applicant for the inclusion of renewable energy equipment, tree planters and bat and bird boxes, where possible.

Councillor Taylor proposed a motion to delegate to the Head of Planning First approval of the application in line with the officer's recommendation. This was seconded by Councillor Miah and was carried.

RESOLVED: (Unanimously) that delegated authority be provided to the Head of Planning First to, where possible, negotiate renewable energy equipment, tree planters, bat and bird boxes and EV charging facilities (secured by condition), liaise with East Sussex County Council Highways with regard to any proposed Heads of Terms for the S106 and any additional conditions; and on conclusion of the consultation process for planning permission to be approved subject to conditions set out in the officer's report, the CEMP condition in the addendum (with the addition of a stipulation to protect water sources through the construction period), and subject to a S106 Agreement to secure a Local Labour Agreement; Travel Plan; and any additional East Sussex County Council Highways requested Heads of Terms.

56 Date of next meeting

It was noted that the next meeting of the Planning Committee was scheduled to commence at 6:00pm on Monday, 27 February 2023.

The meeting ended at 6.37 pm

Councillor Jim Murray (Chair)

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Working in partnership with **Eastbourne Homes**

Scrutiny Committee

Minutes of meeting held in Court Room - Town Hall, Eastbourne on 6 February 2023 at 6.00 pm.

Present:

Councillor Kshama Shore (Chair).

Councillors Steve Wallis, Josh Babarinde (Vice-Chair), Jane Lamb, Md. Harun Miah, Amanda Morris, Hugh Parker and Robert Smart.

Officers in attendance:

Philip Brown (Property Lawyer), Luke Dreeling (Performance Lead), Lee Banner (Transformation Programme Manager), Homira Javadi (Director of Finance and Performance (Chief Finance Officer)), Nick Peeters (Committee Officer), Parmjeet Jassal (Interim Head of Financial Planning), Ross Sutton (Head of Financial Reporting), Mark Walker (Head of Financial Planning) and Tim Whelan (Director of Service Delivery).

62 Minutes of the meeting held on 5 December 2022

Resolved that the minutes of the meeting held on 5 December 2022 were submitted and approved and signed as a correct record by the Chair.

63 Apologies for absence / declaration of substitute members

There were none.

64 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct

There were none.

65 Questions by members of the public

There were none received.

66 Urgent items of business

There were none.

67 Right to address the meeting/order of business

No requests were received.

68 Eastbourne & Lewes Community Safety Partnership – Annual Report (Eastbourne) - to follow

Oliver Jones, Strategy Lead, Homes First, presented the report which enabled the Scrutiny Committee to consider the 2022/23 performance of the Eastbourne & Lewes Community Safety Partnership. Oliver was joined by Chief Inspector Di Lewis, Sussex Police. During discussion, the following points were highlighted:

- Work on identifying ‘high harm’ hotspots was refreshed across the year and daily operational safety patrols were directed to those areas where increases were identified. Neighbourhood policing teams also carried out any necessary enforcement activity to help proactively and robustly deal with criminal activity. Research was being undertaken with Sussex Police, the Safer Communities team at East Sussex County Council and other partners, through a placed-based approach to serious violence in the Devonshire ward, looking at a range of data, including, crime statistics, temporary accommodation / HMO use, and NHS incidents. Funding had been provided which supported the employment of a community development worker to undertake engagement work in the Devonshire ward.
- The issue of bicycle thefts was raised and one of the main challenges when dealing with these was being able to link recovered bikes with owners. Some work had been done locally through identification, with positive results and enforcement action being taken. PCSOs and Engagement Officers were also encouraging the ‘marking’ of bikes which was having a positive effect on identification and return.
- Between 6 – 8 PCSOs covered the Town Centre on a regular basis, with between 15 – 20 across the Borough. Recruitment of PCSOs across East Sussex continued. The work of the PCSOs provided significant support across Sussex Police.
- As a force, Sussex Police did not have a large number of burglaries. Those that did occur could be attributed to private HMOs and hotels, where access was easily gained. CCTV was in use and kept up to date, and the Community Safety Partnership had funded replacement units and upgrades. The Force Control room included CCTV monitoring operators and the work to investigate incidents was often supported by volunteered Ring doorbell footage. When people who are known burglars are released back into communities, they are monitored and interviewed if reoffending is suspected.
- There were rises in numbers of burglaries, robberies and shoplifting, and it was reasonable to assume that the cost-of-living crisis was a factor. Drug testing upon arrest was undertaken and the Drug Liaison team worked in custody units to provide support and reduce reoffending. Partnership work took place to provide appropriate accommodation and support mental health issues.

Resolved to note the report.

69 Customer Contact Overview

Tim Whelan, Director of Service delivery, presented the report which provided members with an overview of the work of the customer contact team. During discussion, the following points were highlighted:

- Calls to the Contact Team included a front-end message during periods of delay. Calls were being answered within an average of 2 minutes and the call abandon rate was 6 percent. This was considered to be a very high standard with the increased rate of calls as result of the cost-of-living crisis.
- The focus of the Team was to answer calls quickly and provide first-time resolutions. Reducing the reasons for customers needing to contact the Council by phone was also important in reducing wait times.
- The Chatbot (Ellis) had dealt with a number of enquiries, 25 % of those were out of hours, demonstrating the demand for information outside of normal working hours. The level of answers from Ellis had been measured and there was a 96 % parity with answers that would have been provided by a human operator.
- The number of calls regarding waste was being delt with by reducing the number of missed bins. This figure reduced following the service being taken over by SEESL.
- The data provided in the report related to Eastbourne Borough only. Lewes District enquiries were to a separate phone number.

Resolved to note the report.

70 Corporate Performance - quarter 3 - 2022-2023

Luke Dreeling, Performance Lead, presented the report which update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets for the third quarter of the year 2022-23. During discussion, the following points were highlighted:

- Although not yet at target level, household waste sent for reuse, recycling and composting had increased as a result of alternative weekly collection. The annual outturn would provide a more accurate figure as opposed to the quarterly data. The numbers of people using the garden waste collection service was being maintained. The Council used the single green bin collection method to encourage recycling, along with communication to residents on how and what to recycle.
- The performance indicator for number of new sign-ups to the Councils' social media channels had increased post covid and continued to be above

target. The numbers had been maintained and the Council's focus was on continuing to provide information and promote its services via social media.

- Members felt that future reviews of performance indicators could include comparisons to the types of indicators being used by other authorities and targets set.

Resolved to note the report.

71 General fund budget 2023/24 and capital programme - to follow

Homira Javadi, Director of Finance and Performance, presented the report which detailed the General Fund Budget 2023/24, and updated Medium Term Financial Strategy, together with the updated Capital Programme and Treasury Management position. During discussion, the following points were highlighted:

- The work on the revised policy for the introduction of a council tax premium on second homes for 2024 would include consultation. There were approximately 843 second homes, the majority of which were concentrated in the Meads area and Sovereign Harbour.
- The Council had a statutory duty to balance its budget and there was a significant gap between expenditure and sources of income, with pre-covid levels of income not yet reached. Efficiencies and savings would be achieved through areas such as improving IT procurement and using digitalisation to improve service delivery and reduce service delivery costs. Further work on how best to utilise the Council's under-performing assets would also be done. The Council was also looking at reducing its reliance on tourism income and its provision being independent from the level of Council subsidy currently provided. Partnership working to reduce the number of people in emergency accommodation would also produce savings.
- The pay award for the current financial year had only recently been agreed. The 2021/2022 pay award had been provided as a flat rate, benefiting officers at the lower scale of pay. A 4% increase had been assumed for 23/24 but this could be subject to change.
- Members expressed concern that the rise in council tax would impact heavily on individuals and households who were already experiencing financial difficulties through the cost-of-living crisis.
- The budget included an additional allocation of £100,000 for the Cost-of-living Crisis Fund. There was a broad package of support that would be targeted through the use of in-house data and widely advertised.

Resolved to note the report.

72 Treasury Management and Prudential Indicators 2023/24, Capital Strategy & Investment Strategy - to follow

Homira Javadi, Director of Finance and Performance, presented the report which provided detail on the Council's Annual Treasury Management Strategy, Capital Strategy & investment Strategy together with the Treasury and Prudential Indicators. During discussion, the following points were highlighted:

- Members were offered additional training on any areas of the Treasury Management and Prudential indicators, where that felt more detail was needed.

Resolved to note the report.

73 Housing Revenue Account Budget 2023/24 - to follow

Homira Javadi, Director of Finance and Performance, presented the report which detailed HRA budget proposals, rent levels, service charges and heating costs for 2023/24, and the HRA Capital Programme for 2022-26. During discussion the following points were highlighted:

- It was confirmed that proposals for increasing garage rent were 7%.

Resolved to note the report.

74 Congress and Devonshire Park Theatres - Future Governance Arrangements

Lee Banner, Transformation Programme Manager, presented the report which provided an update on the progress of the work of the cross-party Devonshire Park Governance Board and proposed changes to the governance arrangements for the Congress and Devonshire Park Theatres, in pursuit of cultural and financial benefits. During discussion, the following points were highlighted:

- The report looked specifically looked at the Congress and Devonshire Park theatres. Future discussion would include all areas of the Devonshire Quarter and the relationship between the buildings. However, there was no expectation of any impact, as a result of this work, on the conference sector in Eastbourne.
- There were further details that needed to be worked through with regards to the operation of the arrangements. As the business plan and the memorandum of understanding were worked through, detail on the practical operational element of the governance would become clearer.
- The Committee noted the report, with several members commenting on its complexity and requesting regular updates to clarify specifically on the long-term effects of the Conference facilities provision & VAT cultural exemption.

- The aim of the project was to establish a self-sufficient entity, through a charitable trust, that was able to access external grant-funding and would have a greater capacity to deliver the tourism offer. The current proposals sought Cabinet approval to create the Local Authority Controlled Company as an interim step towards setting up the charitable entity.

Resolved to note the report.

75 Update on Scrutiny of Gatwick Airport Ltd (Carbon Neutral Accreditation/Northern Runway development) - verbal update

The Chair, Councillor Shore, introduced the item and reminded Members of the presentation received from Gatwick Airport Ltd representatives at the previous meeting and that the Committee had resolved to defer a decision until the Committee's next meeting, following receipt of further information requested from Gatwick Airport Ltd. It was agreed that all the follow-on information requested had been received:

Resolved by a majority of 5 in favour and 2 against that

Full Council is asked to consider the following recommendations of the Scrutiny Committee. That the Scrutiny Committee:

1. Is committed to advancing the Eastbourne Carbon Neutral 2030 (ECN2030) agenda, as committed to by Eastbourne Borough Council councillors in 2019.
2. Recognises the progress that Gatwick Airport Limited has made to achieve neutrality in its Scope 1 and Scope 2 emissions, securing a 'Neutral' (Level 1) Airport Carbon Accreditation as awarded by Airports Council International.
3. Recognises the potential economic value that the proposed Northern Runway Project at Gatwick Airport could bring to Eastbourne.
4. Is aware that the additional Scope 3 emissions enabled by - and associated with - Gatwick Airport's current proposals for the Northern Runway Project could be significant, may not be carbon neutral, and could therefore compromise the ECN2030 commitment.

The Scrutiny committee therefore recommends that Full Council:

1. Makes any support for Gatwick Airport's Northern Runway Project conditional on Gatwick Airport's production and pursuit of a credible plan, in partnership with its Scope 3 stakeholders, to work towards carbon neutrality across its Scope 3 emissions by 2030.
2. Calls on any Government to mandate a faster transition to low-carbon air and to provide meaningful support to the fuel industry, airlines, manufacturers and other aviation industry stakeholders to achieve this.

76 Forward Plan of Decisions

The Chair, Councillor Shore, introduced the Forward Plan of Cabinet decisions.

There were no further updates to the plan.

Resolved to note the Forward Plan of Cabinet Decisions.

77 Scrutiny Committee Work Programme

The Chair, Councillor Shore, introduced the Committee's work programme. Members were advised that they would be contacted prior to the next scheduled meeting for any items they wished to be considered for inclusion and the setting of the 2023/2024 would form part of the agenda at the next meeting.

Resolved to note the Scrutiny Committee Work Programme.

The meeting ended at 8.40 pm

Councillor Kshama Shore (Chair)

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Working in partnership with **Eastbourne Homes**

Cabinet

Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 8 February 2023 at 6.00 pm.

Present:

Councillor David Tutt (Chair).

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

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Director of Finance and Performance (Chief Finance Officer)), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Tim Whelan (Director of Service Delivery), Becky Cooke (Assistant Director for Human Resources and Transformation), Luke Dreeling (Performance Lead), Simon Russell (Head of Democratic Services), Kate Slattery (Solicitor), Ross Sutton (Head of Financial Reporting) and Mark Walker (Head of Financial Planning).

38 Minutes of the meeting held on 14 December 2022

The minutes of the meeting held on 14 December 2022 were submitted and approved and the Chair was authorised to sign them as a correct record.

39 Apologies for absence

An apology for absence was reported from Councillor Diplock.

40 Declaration of members' interests

None were declared.

41 Corporate performance - quarter 3 - 2022/23

The Cabinet considered the report of the Director of Finance and Performance, updating Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets for the third quarter of the year 2022-23.

Thanks were conveyed to staff for their performance during this quarter, given the impact of Covid-19 and the cost-of-living crisis.

Resolved (Non-key decision):

To note the achievements and progress against Corporate Plan priorities for 2022-23, as set out at Appendix 1 to the report.

Reason for decision:

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

42 General Fund Revenue Budget 2023/24 and Capital Programme

The Cabinet considered the report of the Director of Finance and Performance, seeking their recommendation to Full Council on the General Fund Budget 2023/24 and updated Medium Term Financial Strategy (MTFS), together with the updated Capital Programme and Treasury Management position.

Councillor Holt presented the report and thanked officers for their work in producing a balanced budget, given the challenging economic context, without cutting front line services. He added that following the success of the Cost-of-Living Crisis fund, the Council would be increasing this fund by £0.1 million, to support the local voluntary and community sector with practical support for those in most need.

He advised that a correction was required to section 1.9 of report. The report was produced with the assumption of Government support for the Council's proposals for Levelling Up Fund Round 2 and referred to a planned capital expenditure of £63.9 million (and £146 million over the MTFS period). Given the Council was unsuccessful in its bid, the Council was now planning capital expenditure of £41.6 million (and £79.7 million over the MTFS period).

Following discussion, it was unanimously agreed to add a further recommendation to Full Council around capital receipts in the context of the Recovery and Stabilisation programme and this was detailed below.

Recommended to Full Council (Budget and policy framework)

(1) The General Fund Budget 2023/24 (original) and projected MTFS as set out at Appendix 1 to the report.

(2) The General Fund Budget 2022/23 (revised) as set out at Appendix 2 to the report.

(3) An increase in the Council Tax for Eastbourne Borough Council of 2.99% (per annum) resulting in a Band D charge for general expenses of £269.68 (per annum) for 2023/24.

(4) The revised General Fund Capital Programme 2023/24 as set out at Appendix 6 to the report.

(5) The Council introduce from 1 April 2024 a new discretionary Council Tax premium on second homes of up to 100% and apply a premium of up to 100% on homes which have been empty for longer than 1 year following the Levelling Up and Regeneration Bill becoming law.

(6) To note the Section 151 Officer's sign off as outlined in the report.

(7) To approve flexible use of capital receipts to fund its transformation and improvement plans, as included in its Recovery and Stabilisation phase 2 programme.

Resolved (Key decision):

(8) To give delegated authority to the Section 151 Officer, in consultation with the Cabinet member for finance to make any late adjustments necessary following the announcement of final financial settlement, prior to Full Council submission.

Reason for decisions:

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

43 Treasury Management and Prudential Indicators 2023/24, Capital Strategy & Investment Strategy

The Cabinet considered the report of the Director of Finance and Performance, asking them to recommend to Full Council, the Council's Annual Treasury Management Strategy, Capital Strategy and Investment Strategy, together with the Treasury and Prudential Indicators.

Recommended to Full Council (Budget and policy framework):

(1) To approve the Treasury Management Strategy and Annual Investment Strategy for 2023/24 as set out at Appendix A to the report.

(2) To approve the Minimum Revenue Provision Policy Statement 2023/24 as set out at paragraph 8 of Appendix A to the report.

(3) To approve the Prudential and Treasury Indicators 2023/24 to 2025/26, as set out at paragraph 6 of Appendix A to the report.

(4) To approve the Capital Strategy set out at Appendix E to the report.

Reason for decisions:

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

44 Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2023/24 and HRA Capital Programme 2022-26

The Cabinet considered the report of the Director of Finance and Performance, seeking a recommendation to Full Council for the detailed Housing Revenue Account (HRA) budget proposals, rent levels, service charges and heating costs for 2023/24, and the HRA Capital Programme 2022-26.

Councillor Holt in presenting the report, advised that a minor amendment was required to officer recommendation (8) to reflect that the proposed rent increase for garages was 7%.

Recommended to Full Council (Budget and policy framework):

(1) The HRA budget for 2023/24 and revised 2022/23 budget as set out at Appendix 1 to the report.

(2) That social and affordable rents (including Shared Ownership) are increased by 7% in line with government policy.

(3) That the average General Needs Housing Benefit (HB) Eligible service charge will be £5.39 per week.

(4) That the average HB Eligible service charge for Retirement Housing will be £38.36 per week.

(5) That the Support charge for Retirement Housing will be £5.82 per unit.

(6) That the average Non-HB Eligible heating charges will be £3.73 per week.

(7) That the average non-HB Eligible water charges will be £3.56.

(8) That Garage rents are increased by 7%.

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

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

Reason for decisions:

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

45 Congress and Devonshire Park Theatres - Future Governance Arrangements

The Cabinet considered the report of the Chief Executive, updating it on the progress of the work of the cross-party Devonshire Park Governance Board and to propose changes to the governance arrangements for the Congress and Devonshire Park Theatres, in pursuit of cultural and financial benefits.

Resolved (Key decision):

(1) To note the update on work to date and to authorise the Chief Executive, in consultation with the Leader and the Cabinet Member for Tourism and Culture Services, to take all necessary actions in relation to the project to create the Local Authority Controlled Company including determining the terms of and authorising execution of all documentation.

(2) To develop further the plans for the creation of the charitable entity for a future decision by Cabinet.

(3) To agree provision of £50,000 to be made available to support the initial steps towards delivery of the new governance arrangement.

Reason for decisions:

The recommendations build on investment made to date which has enhanced the offer of the Congress and Devonshire Park Theatres and promote the future of the facilities and the cultural offer for Eastbourne. The proposed, new governance offer would introduce financial safeguards for the council while increasing opportunities for the theatres to raise funds and access funding streams unavailable to local authority-owned and operated facilities.

The meeting ended at 6.20 pm

Councillor David Tutt (Chair)

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