

# Full Council

## 15 November 2023



Working in partnership with **Eastbourne Homes**

Quorum: 7

*Published: Tuesday, 7 November 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 15 November 2023 at 6.00 pm to transact the following business.

## Agenda

**1 Minutes of the meeting held on 26 July 2023 (Pages 7 - 14)**

**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 15 - 18)**

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 or other council bodies.**

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

**(a) Updating and Alignment of the Scheme of Delegations to Officers**  
(Pages 19 - 80)

Report of the Monitoring Officer.

Considered and referred from the meetings of the Audit and Governance Committee on 4 September 2023 and Cabinet on 1 November 2023.

**(b) Housing delivery and asset update** (Pages 81 - 96)

Report of Councillor Peter Diplock, Cabinet member for Housing and Planning, on behalf of the Cabinet held on 20 September 2023.

**(c) War Pensions and Armed Forces Compensation Policy** (Pages 97 - 102)

Report of Councillor Robin Maxted, Cabinet Member for Finance and Resources, on behalf of the Cabinet held on 1 November 2023.

**8 Members' Allowances Scheme - Report of the Independent Remuneration Panel (IRP) (Pages 103 - 156)**

Report of the Head of Democratic Services (and Monitoring Officer).

**9 Polling Station Review (Pages 157 - 206)**

Report of the Head of Elections and Local Land Charges.

**10 Motions.**

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

**(a) Motion - Southern Water**

The following motion has been submitted by Councillor Murray:

“Southern Water was responsible for 16,888 sewage spills in 2022. In Eastbourne during last year alone, sewage was discharged into the sea by Southern Water for a staggering 434 hours. It is time that we hold those responsible to task for this tsunami of human waste polluting our sea water.

This volume of waste and the frequency of discharges show that the discharges have become routine, rather than an emergency response to exceptional conditions.

The Government has stated that ‘Climate change has led to increased rainfall and water infrastructure has not kept pace with development growth’.

In addition to having a negative impact on local wildlife in our rivers and beaches, it is also having a devastating effect on our tourism and the health and wellbeing of our residents who use sea swimming to support their health.

We must work together to hold those responsible for these travesties to account, stop allowing them to profit at our expense and ensure that they improve the infrastructure to stop this happening in the future.

The Council:

1. Calls on the Government and Southern Water to accelerate the capital programme to stop the risks of untreated sewage discharges into our rivers and seas and to stop this assault on nature, our economy and our

basic human rights.

2. Calls on the Government and Southern Water to enable the widespread deployment of nature-based solutions for flood mitigation and improved water quality.
3. Calls on the Government:
  - a. To ensure a better resourced Environment Agency in its role as regulator, in order that enforcement and monitoring is improved.
  - b. To stop enforcing unrealistic housing numbers on local councils and force Southern Water to meet the costs of the required disposal of water from new homes once it is at street level, to improve the existing sewers to make them fit for purpose.
  - c. To reform the Regulated Asset Base model, and significantly reduce the weighted, adjusted cost of Capital, to stop rate Paying households underpinning company debts.
  - d. To make CEO's of water companies personally responsible for excessive sewage discharges.
4. Asks that the Chief Executive and Leader write to relevant Government Ministers and Southern Water to call for these changes.”

**(b) Motion - Local Plan**

The following motion has been submitted by Councillor Alan Shuttleworth:

“This Council recognises the work that our officers have taken in identifying all possible sites for residential development in accordance with the Government directive to meet the housing targets that they set for Eastbourne.

The Council notes that since this work was completed Michael Gove, Secretary of State for Levelling Up, Housing and Communities, has stated that it is for Local Authorities to decide on whether or not sites are included in their Local Plan.

As the current position with preparations for the Eastbourne Local Plan have reached a stage where detailed assessment of the sites identified is conducted to inform a decision on whether they should be included or excluded from the plan as it progresses:

The Council resolves to commence that work immediately, starting with the two sites closest to the Pevensey levels, giving due consideration of the impact on the drainage infrastructure and the risk of flooding with the proximity to the Pevensey Levels, site of Special Scientific Interest.

Whilst the Council recognises the need for additional housing within the Borough, in order to achieve this, the Council calls upon Government to:

- Take action to progress the development on the many sites that already have planning approval; and
- To provide the necessary grant funding to enable the development of

the Bedfordwell Road site to commence.”

**(c) Motion - Housing and Homelessness Challenge**

The following motion was submitted by Councillor Diplock:

“This Council notes:

Local Authorities spent £1.7bn on temporary accommodation in the last financial year.

Homeless presentations to the Borough have more than doubled over the last 3 years.

The net cost to the Borough has increased from £1.4m in 2021/22, to a projected figure of well over £3m this year.

Private sector rents are at their highest on record, with available housing supply at its lowest.

Lack of secure housing has a wider socio-economic impact on health, productivity and communities.

The recent cross-party summit hosted by this Authority alongside the District Councils’ Network and attended by 158 local authorities (half of all local authorities in England) to tackle the national crisis relating to homelessness and temporary accommodation.

Ordinary working families are caught up in a housing crisis that is no fault of theirs.

This Council urgently requests that the Government:

- Raises Local Housing Allowance rates to a level that will cover at least 30% of local market rent and commit to annual uprating.
- Provides urgent additional funding to local authorities for Discretionary Housing Payments of £100m in 2023-24 and £200m in 2024-25.
- Provides a £150m top-up to the Homelessness Prevention Grant for 2024-25.
- Reviews the cap for housing benefit subsidy rate for local authority homelessness placements.
- Develops new policy to stimulate retention and supply in the privately rented sector.
- Gives councils the long-term funding, flexibility and certainty

needed to increase the supply of social housing.”

**(d) Motion - Bylaws**

The following motion was submitted by Councillor Lamb:

“We confirm that Eastbourne Borough Council should enforce its bylaws.”

**(e) Motion - Holocaust Memorial Day**

The following motion was submitted by Councillor Small:

"Eastbourne Borough Council reaffirms its support for the International Holocaust Memorial Day event and commits the Council's events team to continue to offer direct support with the organisation and public engagement of the event."

**11 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 - 21 August 2023** (Pages 207 - 212)
- (b) Minutes of Scrutiny Committee - 18 September** (Pages 213 - 218)
- (c) Minutes of Cabinet - 20 September 2023** (Pages 219 - 224)
- (d) Minutes of Audit and Governance Committee - 5 October 2023** (Pages 225 - 230)
- (e) Minutes of Cabinet - 1 November 2023** (Pages 231 - 234)

**12 Date of Next Meeting**

The next scheduled meeting of the Council is 19 February 2024 at 6 pm.



**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. If you would like to use the hearing loop please advise Democratic Services (see below for contact details) either in advance of the meeting or when you arrive so that they can set you up with the relevant equipment to link into the system.

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](mailto:committees@lewes-eastbourne.gov.uk)

**Telephone:** 01323 410000

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

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## Full Council

**Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 26 July 2023 at 6.00 pm.**

### **Present:**

Councillor Candy Vaughan (Mayor).

Councillors Amanda Morris (Deputy Mayor), Nick Ansell, Kathy Ballard, Colin Belsey, Daniel Butcher, Penny di Cara, Andy Collins, Ali Dehdashty, Nigel Goodyear, Stephen Holt, Jane Lamb, Robin Maxted, Jim Murray, Hugh Parker, Pat Rodohan, Teri Sayers-Cooper, Kshama Shore, Alan Shuttleworth, David Small, Robert Smart, Colin Swansborough and Jenny Williams.

### **Officers in attendance:**

Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Homira Javadi (Director of Finance and Performance (Section 151 Officer)), Kate Slattery (Head of Legal Services), Simon Russell (Head of Democratic Services and Monitoring Officer) and Sarah Lawrence (Committee Team Manager).

### **16 Minute of Silence**

The Council paid tribute to former Borough and County Councillor Barry Taylor and held a minute of silence.

### **17 Minutes of the meeting held on 24 May 2023**

**RESOLVED** – That the minutes of the meeting of the Council held on 24 May 2023 were confirmed and signed as a correct record.

### **18 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).**

No declarations of interest were made at the meeting.

### **19 Mayor's announcements.**

The Council received a list of all the Mayor's engagements carried out since the last Full Council meeting. The Mayor advised that she had enjoyed all forty of the events she had attended in the last two months, and highlighted in particular the Eastbourne Carnival, Drusilla's Dream night for disabled children,

the Armed Forces Briefing as the Armed Forces Champion, and the reception for HMS Puncher.

The Mayor drew Councillors' attention to a consultation being carried by Post Office Ltd on the decision to cease the reopening of Langney Post Office and encouraged all Councillors to participate.

**20 Notification of apologies for absence.**

Apologies for absence had been received from Councillors Bannister, Diplock, Ewbank and Mayes.

**21 Public right of address.**

One public speaker was in attendance and advised that he had emailed in to request to speak on Item 10b, but it had not been received due to an error in the email address used. Councillor Belsey moved and Councillor Holt seconded that the request be allowed and this was agreed. The Mayor confirmed that on this basis the public speaker would be allowed to speak at that the start of Item 10b, Motion – Public Space Protection Orders.

**22 Order of business.**

No change in the order of the business had been requested.

**23 Appointment of Standards Independent Persons**

Councillor Holt moved and Councillor Maxted seconded the recommendations set out in the report of the Monitoring Officer to appoint two Independent Persons.

Councillor Smart moved and Councillor di Cara seconded a proposal that this matter be deferred until all Councillors had sight of the CVs of the proposed independent persons.

In speaking to the report, Councillor Holt set out the interview process which had taken place with the Chair of the Audit & Governance Committees of both Councils in conjunction with the Monitoring Officer, which was in accordance with the requirements of the constitution. He also extended the Council's thanks to Graham Branton for his service over the last 4 years.

The amendment was put to a vote by a show of hands and lost by 8 votes to 15 with no abstentions.

The original recommendations were then put to a vote and carried by 15 votes to 0, with 8 abstentions.



**RESOLVED** (by 15 votes to 0, with 8 abstentions):

(1) That the Council approves the appointment of Neal Robinson and Paul Cummins as Independent Persons for Eastbourne Borough Council and Lewes District Council for a term of four years, commencing on 1 August 2023, subject to re-confirmation at the Annual Council meetings throughout their term of office; and

(2) That the Council records its thanks to Graham Branton for his service as outgoing Independent Person.

**24 Matters referred from Cabinet or other council bodies.**

**24a Treasury Management Annual Report 2022/23**

Councillor Maxted moved and Councillor Holt seconded the recommendation referred from the meeting of Cabinet held on 19 July 2023, in support of the approval of the Annual Treasury Management Report 2022/23. The referral document from Cabinet and the report considered by Cabinet was set out in an agenda supplement.

The report was discussed by the Council.

A request for a recorded vote was put forward by Councillor Smart and seconded by Councillor di Cara, meeting the threshold in the constitution.

The proposal was put to a recorded vote and carried, as follows:

For: Councillors Ballard, Butcher, Collins, Dehdashty, Holt, Maxted, Morris, Murray, Parker, Rodohan, Sayers-Cooper, Shuttleworth, Swansborough, Vaughan and Williams (15)

Against: Councillors Ansell, Belsey, di Cara, Goodyear, Lamb, Shore, Small and Smart (8).

Abstentions: None

**RESOLVED** (by 15 votes to 8):

(1) To approve the Annual Treasury Management report 2022/23 for publication (attached as Annex 1); and

(2) To approve the 2022/23 Prudential and Treasury Indicators included in the report (set out at Section 10.1).

**25 Motions.**

Before the discussion of the motions, the Mayor reminded the Council that they were currently in the pre-election period ahead of the Meads County Council by-election on 3 August. She asked that Members be careful to ensure that their comments related directly to the substance of the motions and actions

being suggested, rather than commenting positively or negatively on the political running of the County Council, which could be seen to be seeking to influence the by-election.

## 25a Motion on Highways Disrepair

Councillor Parker moved and Councillor Butcher seconded the following motion, which had been slightly amended since its publication on the agenda. The affect of the amendments was to delete the first two sentences of the proposed motion and add in 'and pavements' into point 1.

“Further to the announcement that East Sussex County Council unanimously approved the additional spending from reserves to pay for extra patching and drainage work, and to increase the capital programme, funded through borrowing, and a decision on capital funding due to be made this month - Eastbourne Borough Council asks the Leader and Chief Executive:

1. To contact East Sussex County Council and ask that the County, if it has not already done so, undertakes an immediate and comprehensive condition survey of all Borough highways **and pavements** and within 3 months of that contact, provide this Council with a work plan for undertaking the necessary repairs and resurfacing over a period not exceeding 12 months, giving priority to the more serious conditions; and
2. To invite the relevant officers from East Sussex County Council to attend an early meeting of this Council's Scrutiny Committee to provide details of the arrangements for the repair and maintenance of the highways.”

The Council gave its consent to the motion being amended prior to discussion.

Councillor Small then moved an amendment to the motion which had been circulated, which was seconded by Councillor Shore, to add three additional recommendations:

“3. To reinstate two yearly weed sprays of all Borough highways in order to combat the prevalence of weeds across the borough and to prevent any further unnecessary damage to the borough's highways, subject to Cabinet's approval, once they have considered the financial, strategic and policy implications of this.

4. To ask Council officers to investigate and report back to the relevant Council body on how best the Borough Council (in conjunction with relevant authorities) can address problematic parking on pavements and verges in order to protect against the damage this causes, to ensure disabled residents can navigate the town safely and to support active travel.

5. To note East Sussex County Council's recent decision to invest an additional £15.7 million in pothole repairs, alongside the £2.4 million Government grant announced by the chancellor in the 2023 budget. “

The motion and the amendment were debated in full by the Council.

The amendment proposed by Councillor Small was then put to vote by a show of hands and declared lost by 8 votes to 15.

The motion proposed by Councillor Parker was then put to a vote and carried unanimously.

**RESOLVED (unanimously)** – Further to the announcement that East Sussex County Council unanimously approved the additional spending from reserves to pay for extra patching and drainage work, and to increase the capital programme, funded through borrowing, and a decision on capital funding due to be made this month - Eastbourne Borough Council asks the Leader and Chief Executive:

1. To contact East Sussex County Council and ask that the County, if it has not already done so, undertakes an immediate and comprehensive condition survey of all Borough highways and pavements and within 3 months of that contact, provide this Council with a work plan for undertaking the necessary repairs and resurfacing over a period not exceeding 12 months, giving priority to the more serious conditions; and
2. To invite the relevant officers from East Sussex County Council to attend an early meeting of this Council's Scrutiny Committee to provide details of the arrangements for the repair and maintenance of the highways.

## **25b Motion - Public Space Protection Orders (PSPOs)**

Councillor Shore moved and Councillor Goodyear seconded the following motion, as set out on the agenda:

“This Council notes that in November 2017, Eastbourne Borough Council implemented Public Space Protection Orders (PSPOs) covering the seafront and a number of open spaces throughout the town.

These PSPOs grant authorised individuals to issue fixed penalty notices of up to £75 or fines of up to £1000 to dog owners who do not keep their dogs on leads in designated areas, or when asked to do so, to clear up after their dog or allow their dogs to enter certain prohibited areas.

This Council notes that these PSPOs have seen exceptionally little enforcement and are commonly ignored.

This Council instructs the Cabinet member for Community Spaces and officers to ensure there are dedicated enforcement patrols of these PSPOs going forward and requires the relevant officer to produce a report for Scrutiny Committee every 6 months detailing the location and number of patrols and any enforcement undertaken that have taken place in the preceding 6 months.

The Council also requests the Director of Service Delivery to make arrangements to extend each of these PSPOs beyond their current November 2023 expiry date, subject to statutory consultation requirements.”

Councillor Morris moved and Councillor Ballard seconded an amendment to the motion to add additional words shown in bold and delete the third and fourth recommendation. The new amended motion would read:

“This Council notes that in November 2017, Eastbourne Borough Council implemented Public Space Protection Orders (PSPOs) covering the seafront and a number of open spaces throughout the town.

These PSPOs grant authorised individuals to issue fixed penalty notices of up to £75 or fines of up to £1,000 to dog owners who do not keep their dogs on leads in designated areas, or when asked to do so, to clear up after their dog or allow their dogs to enter certain prohibited areas.

**The Association of Public Service Excellence states that enforcement of PSPOs are part of a solution, but that it needs to be supported by a wider campaign of promoting responsible dog ownership, and reducing dog fouling.**

**In addition, according to Keep Britain Tidy the vast majority (around 9 out of 10) of people pick up after their dogs.**

**We note that Keep Britain Tidy wants to eradicate dog fouling by 2030.**

**We call on Eastbourne Borough Council:**

- **To support the campaign of Keep Britain Tidy to eradicate dog fouling by 2030.**
- **To develop a communications strategy to help educate residents and visitors on the importance of responsible dog ownership.**
- **To request the Director of Service Delivery to make arrangements to extend each of these PSPOs beyond their**

**current November 2023 expiry date, subject to statutory consultation requirements.”**

The Council then heard from the public speaker, Mr Veit, a new local resident on concerns on the presence of dog fouling on the beach, and the need for additional dog bins and better education and information.

The Council then debated the motion and the amendment together. As part of summing up, Councillor Shore indicated that she would be willing to incorporate into her motion the suggested additional recommendations in relation to the Keep Britain Tidy campaign but could not do without the additional paragraphs on additional enforcement patrols and regular reports back to the Scrutiny Committee. Consent to this change to Cllr Shore's original motion was given by the Council, in accordance with Council Procedure Rules.

The amended motion as proposed by Councillor Morris was then put to a vote and carried unanimously.

**RESOLVED** (unanimously):

This Council notes that in November 2017, Eastbourne Borough Council implemented Public Space Protection Orders (PSPOs) covering the seafront and a number of open spaces throughout the town.

These PSPOs grant authorised individuals to issue fixed penalty notices of up to £75 or fines of up to £1,000 to dog owners who do not keep their dogs on leads in designated areas, or when asked to do so, to clear up after their dog or allow their dogs to enter certain prohibited areas.

The Association of Public Service Excellence states that enforcement of PSPOs are part of a solution, but that it needs to be supported by a wider campaign of promoting responsible dog ownership, and reducing dog fouling.

In addition, according to Keep Britain Tidy the vast majority (around 9 out of 10) of people pick up after their dogs.

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We call on Eastbourne Borough Council:

- To support the campaign of Keep Britain Tidy to eradicate dog fouling by 2030.
- To develop a communications strategy to help educate residents and visitors on the importance of responsible dog ownership.
- To request the Director of Service Delivery to make arrangements to extend each of these PSPOs beyond their current November 2023 expiry date, subject to statutory consultation requirements.

**26 Discussion on minutes of council bodies.**

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

Licensing Committee – 26 June 2023,  
Audit and Governance Committee – 8 June 2023  
Planning Committee – 12 June 2023  
Scrutiny Committee – 10 July 2023  
Cabinet – 13 June 2023 and 19 July 2023

No items were called for discussion.

Councillor Holt moved and Councillor Rodohan seconded acceptance of the minutes.

**RESOLVED (unanimously)** – That the minutes be accepted.

**27 Date of next meeting**

It was noted that the date of the next meeting was scheduled to take place on 15 November 2023 at 6 pm.

The meeting ended at 7.47 pm

Councillor Candy Vaughan (Mayor)

# Agenda Item 3

## Eastbourne Borough Council



**Mayor**  
**Councillor CANDY VAUGHAN**

**Deputy Mayor**  
**Councillor AMANDA MORRIS**

### MAYOR'S ANNOUNCEMENTS

#### Mayor's ENGAGEMENTS July 2023 – November 2023

<b>Date</b>	<b>Attendee</b>	<b>Event</b>
27.07.23	Mayor	University of Brighton Graduation Ceremony Brighton Centre
28.07.23	Mayor & Consort	LTA Summer County Cup Finals Devonshire Park
29.07.23	Mayor & Consort	Baroque Bonanza St Saviours Church
02.08.23	Mayor & Consort	Interview on Seahaven FM Sutton Lane, Seaford
04.08.23	Mayor & Consort	Armed Forces Bula Festival Aldershot Garrison
05.08.23	Mayor	Pier to Peer Wayfinder Woman Walk Eastbourne Pier
05.08.23	Mayor & Consort	The Seasons Summer Art Exhibition Cavendish Hotel
06.08.23	Mayor & Consort	Seaside Rec Family Fun Day Seaside Rec
07.08.23	Mayor & Consort	Mayor's Charity Committee Meeting Mayor's Parlour
12.08.23	Mayor & Consort	One Great Day Charity Event Langney Shopping Centre
13.08.23	Mayor & Consort	Dieppe Raid Commemoration Newhaven
16.08.23	Mayor & Consort	The Invisible Man Civic Night Devonshire Park Theatre
18.08.23	Mayor & Consort	Opening of Recovery Café North Street
21.08.23	Mayor & Deputy Mayor	Public Speaking Training Mayor's Parlour
23.08.23	Mayor & Consort	UnderWired Production Welcome Building

<b>Date</b>	<b>Attendee</b>	<b>Event</b>
24.08.23	Deputy Mayor & Consort	Ukrainian Independence Day Fundraiser Red Lion Pub
29.08.23	Mayor & Consort	Army Cadet Force Visitors Day Crowborough Camp
06.09.23	Mayor	Meadowburne Place Show Home Opening Meadowburne Place
07.09.23	Mayor & Consort	Opening of Brotherhood of Magicians Conference Devonshire Park Theatre
09.09.23	Deputy Mayor	Brotherhood of Magicians Show Devonshire Park Theatre
10.09.23	Mayor & Consort	Celebration Service for the Opening of Emmanuel Church Emmanuel Church
11.09.23	Mayor & Consort	Mayor's Charity Committee Meeting Mayor's Parlour
14.09.23	Mayor & Consort	New Vicar Induction Christ Church
16.09.23	Mayor & Consort	Devonshire West Fest Leaf Hall
16.09.23	Mayor & Consort	Hampden Park Senior Citizens Cream Tea Hampden Park Community Centre
17.09.23	Mayor & Consort	Chair of RDC Civic Service St Mary's Church, Battle
20.09.23	Mayor	Town Hall Tour Town Hall
21.09.23	Mayor & Consort	A Service of Thanksgiving for Volunteers in East Sussex & High Sheriff's Reception Ashburnham Place
24.09.23	Mayor & Consort	Eastbourne Chinese Association Mid Autumn Mooncake Festival Hampden Park Community Centre
25.09.23	Mayor	EEBP Black Robin Farm Challenge Town Hall
27.09.23	Mayor & Consort	100 <sup>th</sup> Anniversary of Eastbourne Blind Society Eastbourne Bland Society, Longstone Road
27.09.23	Mayor	Turner Prize Preview Towner Gallery
29.09.23	Mayor & Consort	Macmillan Coffee Morning Brewers Decorator Centre
29.09.23	Mayor & Consort	Cavendish Hotel 150 <sup>th</sup> Anniversary Celebration Cavendish Hotel
01.10.23	Mayor & Consort	Civic Harvest Festival St Mary's Church, Decoy Drive
02.10.23	Mayor	EEBP Junior Enterprise Challenge Town Hall
02.10.23	Mayor & Consort	Mayor's Charity Committee Meeting Mayor's Parlour
04.10.23	Mayor & Consort	Compass Arts – The Big Conversation Beacon Centre



<b>Date</b>	<b>Attendee</b>	<b>Event</b>
08.10.23	Deputy Mayor & Consort	Mayor of Seaford's Civic Reception The Mercread Youth Centre, Seaford
13.10.23	Mayor	High Sheriff's Judges Service Lewes
14.10.23	Mayor & Consort	RBL Concert Band – Bexhill and Little Common Concert Salvation Army Citadel
15.10.23	Mayor	Mayor's Charity Sponsored Walk Shinewater Park
16.10.23	Mayor & Consort	CandyLand Grand Opening Grove Road
17.10.23	Mayor & Consort	Seasons The Musical Royal Hippodrome Theatre
20.10.23	Mayor	Rotary Conference Opening Welcome Building
20.10.23	Mayor & Consort	Mayor's Charity Quiz Night Town Hall
24.10.23	Mayor & Consort	Walk A Mile Pier to Langham Hotel
24.10.23	Mayor & Consort	Sussex Lord Lieutenant's Award Ceremony Lancing College
27.10.23	Mayor	Age Concern Eastbourne 75 <sup>th</sup> Anniversary William & Patricia Venton Centre
29.10.23	Mayor & Consort	Eastbourne Symphony Orchestra Concert St Saviour's Church
30.10.23	Mayor	Town Hall Visit Town Hall
03.11.23	Mayor	SEA Art Exhibition Judging Town Hall
04.11.23	Mayor & Consort	SEA Art Exhibition Opening Town Hall
05.11.23	Mayor & Consort	SEA Art Exhibition Visit Town Hall
05.11.23	Mayor & Consort	Concert of Remembrance with Eastbourne Silver Band Our Lady of Ransom Church
05.11.23	Mayor & Consort	Salvation Army Lifeboat Service Salvation Army Citadel
06.11.23	Mayor & Consort	Mayor's Charity Committee Meeting Town Hall
08.11.23	Mayor & Consort	Councillor Shing (Polegate) Freedom Ceremony The Cumberland Hotel
08.11.23	Mayor & Consort	Opening of Chuck & Blade Restaurant Beacon Centre
10.11.23	Mayor	Citizenship Ceremony Town Hall
11.11.23	Mayor & Consort	Eastbourne War Memorial Housing Remembrance Service Eastbourne War Memorial Housing, Victoria Drive

<b>Date</b>	<b>Attendee</b>	<b>Event</b>
11.11.23	Mayor & Consort	Eastbourne Voices Choir Concert All Saints Church
11.11.12	Deputy Mayor & Consort	Hailsham Choral Autumn Concert St Saviour's Church
12.11.23	All Members of the Council	Eastbourne Remembrance Parade and Service Town Hall to Eastbourne War Memorial
12.11.23	Mayor & Consort	Ruthless Memorial Service Butts Brow

<b>Report to:</b>	<b>Full Council</b>
<b>Date:</b>	<b>15 November 2023</b>
<b>Title:</b>	<b>Updating and Alignment of Scheme of Delegations to Officers</b>
<b>Report of:</b>	<b>Simon Russell, Monitoring Officer</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of report:</b>	<b>To set out the need for an updated and aligned Scheme, and to outline key amendments.</b>
<b>Officer recommendation(s):</b>	<b>(1) To consider the draft updated and aligned Scheme at Appendix 1 and approve all council delegations.</b> <b>(2) To note Cabinet’s approval of all executive delegations.</b>
<b>Reasons for recommendations:</b>	<b>Eastbourne’s existing Scheme has not been fully updated since 2015, leading to lack of clarity over certain officer powers and difficulty with implementation.</b>
<b>Contact Officer(s):</b>	<b>Name: Oliver Dixon</b> <b>Post title: Lawyer and Data Protection Officer</b> <b>E-mail: <a href="mailto:oliver.dixon@lewes-eastbourne.gov.uk">oliver.dixon@lewes-eastbourne.gov.uk</a></b> <b>Telephone number: 01323 415881</b>

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## **1 Introduction**

- 1.1 The Council’s Scheme of Delegations to Officers forms part of the constitution and sets out the substance and extent of powers delegated by the executive and full Council to each of the directors, the Monitoring Officer and Head of Legal Services. These delegations relate to officers’ operational powers to perform their routine day to day functions.
- 1.2 Additionally, the Scheme delegates powers to Proper Officers, namely those officers designated under local government legislation to perform ‘proper officer’ functions.
- 1.3 Since the Joint Transformation Programme in 2015, the Council (EBC) and Lewes District Council (LDC) have continued to operate under individual Schemes. The presentation and scope of each one is drafted differently.
- 1.4 This differing approach, in addition to the absence of a much needed update, has led to inconsistencies at corporate level where directors acting across both authorities have sought clarity over the nature and extent of their delegated

powers. Equally, references to 'Proper Officer' legislation require a refresh to ensure only current law is cited.

- 1.5 Whilst updating and alignment is the overriding objective, two individual Schemes will remain, since EBC retains exclusive functions relating to–

Eastbourne Homes Ltd, Devonshire Park culture and tourism, and the Eastbourne Downs Golf Club.

For ease of reference, these are highlighted in blue in the draft Scheme.

LDC retains exclusive functions relating to–

- (i) its development management functions on behalf of South Downs National Park Authority, and
- (ii) its management of Code of Conduct matters in relation to parish councils.

- 1.6 The two Schemes will in all other respects be identical in presentation and content, enabling officers to interpret and apply their powers correctly and consistently across their entire service responsibility and both authorities' geographical areas.

## **2 Drafting and consultation to date**

- 2.1 The Monitoring Officer prepared initial drafts, which he referred to the Corporate Management Team on 14 June 2023 and to the Senior Managers Forum for comment. Their recommended amendments were reflected in a revised draft.

- 2.2 The Eastbourne Constitution Working Group (CWG) met on 23 June 2023 to review the Eastbourne draft Scheme. CWG is a cross-party advisory body with a remit to consider proposed amendments to the constitution and make recommendations to Audit and Governance Committee.

- 2.3 At their meeting, CWG commented on the draft in detail. This included comments about item B44 (the power to place officers at the disposal of other authorities) and C11 (power to manage cultural functions at Devonshire Park). The resulting amendments to these sections are shown in Appendix 1 in tracked format. With these changes in place, the Group was happy to support the draft and refer it to the Council's Audit and Governance Committee.

- 2.4 Since CWG's meeting in June, officers have made minor presentational improvements to the draft, for example listing the Director of Service Delivery's powers as consecutive entries on the Contents list, and adopting a systematic numbering protocol throughout the document. These are included in the tracked changes in Appendix 1.

- 2.5 At its meeting on 5 October 2023, the Audit and Governance Committee – in its capacity to consider proposed governance amendments – reviewed the latest version of the draft.

- 2.6 The only amendment the Committee requested was to the Director of Finance and Performance treasury management powers. In relation to the powers specified in item C42(iv) and (vii), the limitation in column 4 would now read “In the event of the Director of Finance and Performance wishing to depart in any material aspect from the main principles of CIPFA’s Code of Practice, the reasons **must** *[not should]* be disclosed in a report to Cabinet.”
- 2.7 On reviewing the latest draft, officers have identified that the Director of Service Delivery’s delegated powers to exercise the Council’s functions relating to homeless persons (at row C27) should be amplified to expressly include the power to carry out or to arrange to carry out homelessness reviews under Part VII of the Housing Act 1996. Row C27 has been amended accordingly.

### **3 Proposal**

- 3.1 At its meeting on 1 November 2023, Cabinet approved the executive delegations set out in the draft Scheme. Council is asked to note this approval.
- 3.2 Council is invited to accept the Audit and Governance Committee’s recommendation to approve the delegation of all council functions listed in the draft Scheme at Appendix 1.
- 3.2 All functions in the Scheme are executive delegations except those marked with a ‘C’ suffix in the first column; these are Council functions and for approval by full Council only.
- 3.3 Subject to –
- (i) Council approving the council functions at its meeting on 15 November 2023; and
  - (ii) Lewes District Council’s Cabinet and full Council approving respectively the executive and council delegations for its Scheme,
- both authorities’ revised Schemes will come into force once the directors’ existing sub-delegations are aligned to the new parent Schemes.
- 3.4 Part A3 paragraphs (v) and (vi) authorise officers with powers conferred on them by the Schemes to delegate those powers further to another officer under a process known as sub-delegation. Paragraphs (vii) and (viii) set out the conditions under which sub-delegations may operate.
- 3.5 Sub-delegation alignment by the Council’s legal team should be complete by the end of December, allowing the revised Schemes to take effect from 1 January 2024.

### **4 Summary of Key Changes**

#### **4.1 Layout**

- Contents list added for ease of reference.
- Scheme opens with principles of interpretation (A) followed by delegations to all chief officers (B), and then to specified chief officers (C).

- Annex A summarises the remits of each chief officer.
- Delegations to Director of Service Delivery now listed sequentially.
- Consistent numbering protocol applied throughout.

#### 4.2 Content amendment

- All references to legislation checked and updated where necessary.
- Repealed legislation is deleted.
- Chief Officers' titles and remits updated.
- Obsolete powers removed.
- Urgency powers added.
- Limitations to exercise of Chief Executive's powers to take urgent action, now requiring pre-notification to the Leader or Deputy Leader where reasonably practicable.
- Chief Officers' powers to determine staff matters at item B43 require consultation with the Director of Tourism, Culture and Organisational Development for the functions listed in the Limitations column.
- Clarification of Chief Finance Officer's treasury management powers.
- Clarification added to the Director of Regeneration and Planning's planning functions.
- Clarification of Assets of Community Value review powers conferred on Head of Legal Services.

### **5 Outcome expected and performance management**

- 5.1 An aligned and updated Scheme should ensure lawful, valid and consistent decision making by directors, the Monitoring Officer and Head of Legal Services across both authority areas.
- 5.2 The Monitoring Officer has authority to make minor administrative amendments (such as job title and statute updates) and may at any time refer substantive amendments to the Council's Constitution Working Group for consideration and referral to Audit and Governance Committee.

### **6 Consultation**

- 6.1 Consultation arrangements are summarised in paragraph 2 above.

### **7 Corporate plan and council policies**

- 7.1 An updated and aligned Scheme will support all elements of the Council's corporate plan, as each director, the Monitoring Officer and Head of Legal Services will have clear, lawful and consistent reference point for delegated decision-making.

### **8 Business case and alternative option(s) considered.**

- 8.1 The Council is under a legal duty to include in its constitution a list of powers exercisable by officers. See further at paragraph 10.

## **9 Financial appraisal**

- 9.1 The cost of updating and managing an updated set of Schemes can be met by the revenue budgets of the Legal and Democratic Services teams.

## **10 Legal implications**

- 10.1 Section 9P (1) of the Local Government Act 2000 requires a council operating executive arrangements to prepare and keep up to date a constitution which contains (amongst other things) “such information as the Secretary of State may direct.” Under the Local Government Act 2000 (Constitution) Direction 2000, the Secretary of State directed that councils must include in their constitution–
- a. a description of those powers of the **executive** which are exercisable by an officer of the local authority, stating the title of the officer by whom each of the powers so specified is exercisable; and
  - b. a description of those powers of the **council** which are exercisable by an officer of the local authority stating the title of the officer by whom each of the powers so specified is for exercisable.
- 10.2 Apart from the record needing to list all powers delegated to specified officers, the document format is not prescribed by statute or common law. It is in the interests of council members, officers and the public, however, that the Scheme is clear and concise. It should also be prefaced by a set of principles as to how the Scheme operates (including arrangements for amending and adding to the Scheme as necessary from time to time) and guidelines by which it should be interpreted.
- 10.3 Section 100G(4) of the Local Government Act 1972 and section 9P(3) of the Local Government Act 2000 require that local authorities make a copy of its constitution available for inspection by members of the public at all reasonable hours. The council satisfies this obligation by publishing its constitution on its website.
- 10.4 The distinction between executive and council functions is specified in the Local Authorities (Functions and Responsibilities) Regulations 2000.

## **11 Risk Management implications**

- 11.1 An aligned and updated Scheme provides a sound and proper basis on which directors can exercise powers on a delegated basis. It is no longer tenable for directors to rely on the current Scheme, given its many references to obsolete job titles, repealed legislation and lack of consistency across the shared LDC-EBC areas.
- 11.2 Officer decisions made without proper authority could provide an affected party with grounds to apply for a judicial review.

## **12 Equality analysis**

- 12.1 This proposal will have a positive impact on all staff, including staff with protected characteristics, as it will provide senior officers with a lawful and therefore robust decision-making protocol across both authorities. Subsequently, the risk of a decision being challenged for lack of legitimate power conferred on the decision-maker is minimised.

## **13 Appendices**

- 13.1 Appendix 1 – proposed Scheme of Delegations to Officers, aligned and updated.

## **14 Background papers**

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

- Eastbourne Borough Council's current Scheme of Delegations [Microsoft Word - part 3\\_D \(Responsibility for Functions\) \(Section D - Scheme of delegations\) \(Updated April 2023\) \(lewes-eastbourne.gov.uk\)](#)
- Lewes District Council's current Scheme of Delegations [Microsoft Word - Constitution Part9\\_T \(Scheme of Delegation\) \(June 2021\) \(lewes-eastbourne.gov.uk\)](#)
- List of functions reserved to full Council [Microsoft Word - part 2 \(Articles of the Constitution\) \(Dec 2020\) \(lewes-eastbourne.gov.uk\)](#)  
[EBC Constitution Part 3B \(lewes-eastbourne.gov.uk\)](#)





## **APPENDIX 1**

### **Part 9**

# **Scheme of Delegations to Officers and Proper Officer List**

# **EASTBOURNE BOROUGH COUNCIL**

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### D – Proper and/or Authorised Officer Functions

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### Annex A – Chief Officers' and Monitoring Officer's Areas of Responsibility

## A General Principles

### A1. Statutory authority permitting the Council to delegate the discharge of its functions to an officer is provided by:

- The Local Government Act 1972, section 101(a), in respect of **non-executive** functions. The power to decide which of these functions are to be delegated to an officer resides with full Council or, where full Council has authorised a committee to discharge any function, with that Committee.
- The Local Government Act 2000, section 9E(2)(b), in respect of **executive** functions. The power to decide which executive functions are to be delegated to an officer is in the sole gift of the Leader or, where the Leader has authorised the Cabinet or a Cabinet Member to discharge any function, in the gift of the Cabinet or Cabinet Member as applicable.

The Proper Officer appointments are made under the relevant provisions of section D of this scheme.

An officer or other person is authorised to exercise such powers as are shown in the Scheme of Delegations including those reasonably applied or incidental to the matters specified in respect of the functions of the Council. Functions, matters, powers, authorisations, delegations, duties and responsibilities etc. within the scheme shall be construed in a broad and inclusive fashion.

### A2. For the purposes of this scheme:

If the post of an officer to whom a function is delegated (or to which he/she has been appointed as a Proper Officer) is vacant, or if the post-holder is absent through sickness, on leave (of whatever type), or otherwise unavailable, then unless the Council otherwise decides:

- i) In the case of the Chief Executive, the delegation shall be exercisable by the Deputy Chief Executive, a formally-appointed Acting Chief Executive (to include an Interim Chief Executive) or any one of the Chief Officers (as defined below).
- ii) In the case of a Chief Officer the delegation shall be exercisable by the Chief Executive or another Chief Officer.
- iii) In the case of the Officer who carries the role of a Section 151 Officer, the delegation shall be exercisable by the Deputy Section 151 Officer in relation to matters under Section 151 of the Local Government Act 1972.

- iv) In the case of the Officer who carries the role of Monitoring Officer, the delegation shall be exercisable by the Deputy Monitoring Officer in relation to matters which are the responsibility of the Monitoring Officer.
- v) In the case of a Head of Service, the delegation shall be exercisable by the Chief Executive, Deputy Chief Executive or a Director or a Head of Service sub-delegated to in writing by one of these officers, provided that the officer exercising the delegation has the requisite professional qualification, where such is required (e.g. planning).

**A3. Where decisions are taken by officers under delegated powers the following conditions and rules shall apply:**

- i) Powers shall be exercised in accordance with the Council's Constitution (including budgetary, financial and contractual procedural rules), in accordance with professional advice and, if appropriate, from the relevant lead service officer, in accordance with the Council's approved Policy Framework and other approved plans and policies and also with regard to all relevant legislative provisions.
- ii) Any Officer exercising a delegation, except in cases of emergency, shall only do so:
  - a) in accordance with the relevant policies and procedure of the Council, and
  - b) where provision has been made for any expenditure within the relevant budget.
- iii) In cases of emergency an Officer may, if justified by all of the circumstances, exercise delegations in a manner which is not in accordance with Council policies or procedures and/or where provision has not been made in any budget. A written record of the reasons for deviating from the policies and procedure and/or expenditure without a relevant budget must be made and kept.
- iv) The Officer exercising such power shall give effect to any resolution or decision of the Council, Leader, Cabinet, Cabinet Member or a Committee upon any matter of principle or policy in relation to the functions concerned.
- v) Where an Officer is authorised to take a decision or exercise a function either directly or by virtue of the provisions relating to absence detailed in paragraph A2 above, he/she may authorise any other officer specifically or generally to take such action as is necessary to implement that decision or exercise that function either in the name of the Officer so delegating or in the sub-delegate's own name.
- vi) Officers carrying delegations under this Scheme of Delegations, while retaining the delegation themselves, may also, in writing, further delegate the authority to exercise the delegation to another officer, although final responsibility for the actions taken under any such sub-delegation will remain with the original delegator. Officers entrusted with such sub-

delegations may, with the written agreement of the relevant Director or Assistant Director, further delegate the authority.

- vii) Any sub-delegation is to be recorded in writing.
- viii) A copy of any sub-delegation or its revocation shall be provided to the Head of Democratic Services within five working days. The Head of Democratic Services shall maintain a central register of sub-delegations and the current list of sub-delegations shall be shown on the intranet and be available to Members and Officers.
- ix) An Officer may be required under this Scheme of Delegations to Officers to exercise a delegation after consultation with the Leader, a Cabinet Member or other nominated Councillors. Any sub-delegation or further sub-delegation of the original delegation will retain any original consultation requirement. The Officer dealing with a matter shall also arrange for any inter-departmental consultation that may be required.
- x) Where an Officer is authorised to take decisions, action to implement such decisions shall be taken in the name of (but not necessarily personally by) that Officer.
- xi) Any Officer to whom a delegation or sub-delegation is given may waive his/her right to exercise the delegation or sub-delegation and refer the matter back to the Council, the Leader, the Cabinet, the Individual Cabinet Member or to the relevant Committee or the original delegate for a decision.
- xii) Where an Officer is taking a decision which could attract legal liability to the Council, he/she shall consider whether or not the nature of the decision justifies it being taken in consultation with the Head of Legal Services to the Council (e.g. termination of a contract).
- xiii) Each delegated power includes authority, after consultation with the Council's senior legal officer, for:
  - (a) the prosecution, defence, institution of or appearance in any legal or other proceedings in any Court, inquiry or tribunal or before any similar body; and
  - (b) the conduct of any such proceedings. All legal proceedings shall be undertaken under the name of the Council's senior legal officer.
- xiv) Any decision which has financial implications other than those budgeted for shall be taken in consultation with the Council's Director of Finance and Performance.

- xv) Unless specifically stated, no delegation authorises the taking of decisions as to whether or not simple cautions (as a punishment) should be administered to defendants or legal action should be taken by or on behalf of the Council.
- xvi) Subject to any express provision or instruction from the Council, the Leader, the Cabinet or other decision-making body of the Council to the contrary, any power to approve or deal also includes the power to refuse and the power to impose appropriate conditions.
- xvii) Decisions taken under delegated powers may need to be recorded. Rule 13 of the Access to Information Procedure Rules shall apply in respect of any key decision taken by an Officer under delegated authority of the Leader or the Cabinet. An Officer exercising a delegated power shall, where necessary, append a note to the record of his/her decision detailing the steps taken to inform/consult with the Leader/Cabinet Members/Councillors and the responses received. In accordance with regulation 13(4) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and regulation 7 of the Openness of Local Government Bodies Regulations 2014, where a written statement of executive and non-executive officer decisions must be recorded, it is published as soon as reasonably practicable after a decision has been made.
- xviii) This Scheme of Delegation should be read in conjunction with any of the Council's business plans. These set out the general priorities for the Council's activities and are agreed by the Council on an annual basis. Chief Officers are delegated to carry out the activities described in these plans, with overview by the Council carried out through its performance management and budget monitoring framework.

#### **A4. Other matters**

- i) Those Officers designated as proper officers, authorised officers, appropriate person or any other statutory description of officer listed in Section D shall exercise the powers and have the responsibilities attributed to them by legislation.
- ii) The Chief Executive, Deputy Chief Executive, Directors and the Director of Finance and Performance may appoint any appropriate officer to be a proper officer, authorised officer, appropriate person or any other statutory description of officer in respect of any legislation and written confirmation of such appointment shall be conclusive evidence of its application in particular cases.

- iii) In the event that a post to which a delegation is given ceases to exist and its responsibilities are transferred to another post temporarily or permanently, then the delegations given under this scheme shall be exercisable by the post to which the responsibilities have been transferred. There should be written confirmation of the change in responsibilities from the Chief Executive, which shall be provided to the Head of Democratic Services to be retained with the central copy of the Scheme of Delegations and sub-delegations.
- iv) An Officer acting up to or seconded to a post on which delegations have been bestowed in accordance with this Scheme of Delegations shall be able to exercise those delegations in the same way as the original postholder.

**A5. Interpretation**

<b>Term</b>	<b>Definition</b>
Act, Order or other legal provision	Any reference to an Act, Order or other legal provision shall include a reference to any modification or re-enactment thereof and any reference to any Directive, Act, Order or other legal provision shall include any Regulations, Orders, Rules, Instruments, Directions, Statutory Guidance or other legal provision made thereunder.
Chief Officer	The Chief Executive and any of the Directors.
Consultation	Consultation shall mean seeking the comments of the person(s) to be consulted with. Consultation shall not mean obtaining the consent of the person(s) to be consulted with. A written record of the consultation shall be retained by the officer managing the exercise.
The Council	Shall include the Council, the Leader, the Cabinet, an Individual Cabinet Member or a Committee.
Emergency	Circumstances where action is necessary immediately and where inaction may lead to a loss of life, injury to a person or animal or damage to or loss of property.
The Planning Acts	The Town and Country Planning Act 1990, the Town and Country Planning Act 2008, the Planning (Listed Building and Conservation Areas) Act 1990, and the Planning (Hazardous Substances) Act 1990; and, in respect of them all, any amendments as may be made from time to time and any regulations and orders made pursuant to the same.
In writing	When applied to a sub-delegation, further sub-delegation or the cancellation of such a sub-delegation or further sub-delegation from this Scheme of Delegations, “in writing” shall be taken to include email, whether or not by specific reference to the elements of the scheme within such an email, or by a combination of general sub-delegation and attachment to the email of part or parts of this Scheme. As provided at A3(vii) above, the Head of Democratic Services shall be responsible for maintaining an up to date register of such sub-delegations, further sub-delegations or retractions of such delegations and sub-delegations, which shall be available to view on the Council’s Intranet.



**A6. Abbreviations**

<b>Post</b>	<b>Abbreviation</b>
Chief Executive (and Head of Paid Service)	CE
Director of Regeneration and Planning	DRP
Director of Service Delivery	DSD
Director of Finance and Performance	DFP
Director of Tourism, Culture and Organisational Development	DTCOD
Head of Legal Services	HLS
Head of Democratic Services	HDS
Head of Elections and Local Land Charges	HE & LLC

<b>Act / Regulation or Order</b>	<b>Abbreviation</b>
Planning (Listed Buildings and Conservation Areas) Act 1990	P(LB&CA)A
Town and Country Planning Act 1990	TCPA
Town and Country Planning (Control of Advertisement) Regulations 1992	TCP(CA) Regs
Town and Country Planning (General Permitted Development) Order 2015	GPDO

## B Delegations to all Chief Officers

Subject to the foregoing, there are delegated to the Chief Officers those matters detailed in column 2 below, subject to any consultation requirements set out in column 3 and any limitations listed in column 4 below. Chief Officers can make any decision that can be made by a Head of Service or other Officer.

### General:

No.	Delegation	Consultees	Limitations
B1.	To manage the functions for which they are responsible as set out in <a href="#">Annex A</a> .		
B2.	To make consequential amendments to any policy, strategy, consultation or similar document and sign notices, other than legal notices, arising from any decision of the Council.		
B3.	To respond to consultations.	Relevant Cabinet Member	
B4.	To dispose of lost or uncollected property.		
B5.	To procure goods and services in accordance with Contract Procedure Rules.	DFP	
B6.	To exercise powers under Section 1 of the Localism Act 2011 (the general power of competence) in respect of the functions for which they are responsible as set out in <a href="#">Annex A</a> .		
B7.	To exercise powers and determine all matters relating to the supply of goods and services to other local authorities and public bodies in respect of the functions for which they are responsible as set out in <a href="#">Annex A</a> .	DFP	

No.	Delegation	Consultees	Limitations
B8.	To carry out the 'Proper Officer' and "authorised Officer" functions as identified in the list set out in Section D below.		
<a href="#">B9.</a>	To carry out minor development for which planning permission is not required.		
<a href="#">B10.</a>	To authorise Officers to carry out inspections, take samples, enter premises, form opinions and take any other necessary action as may be required by law or in accordance with the Council's functions and policies in relation to the functions for which they are responsible.		

**Contracts:**

No.	Delegation	Consultees	Limitations
<a href="#">B11.</a>	To do all matters in relation to the letting of contracts.		In accordance with Contract Procedure Rules
<a href="#">B12.</a>	To invite and accept tenders received on any matter.		<a href="#">In accordance with Contract Procedure Rules</a>
<a href="#">B13.</a>	To sign contracts on behalf of the Council.		In accordance with Contract Procedure Rules

**Financial:**

<b>No.</b>	<b>Delegation</b>	<b>Consultees</b>	<b>Limitations</b>
<a href="#">B14.</a>	To manage budgets allocated to the functions for which they are responsible as set out in Annex A, including authority to incur expenditure, and enter into contracts, on items included in the approved Revenue Estimates or Capital Programme except where the Council has placed a reservation on any such item.		In accordance with Financial Procedure Rules and Contract Procedure Rules
B15.	To implement the substance and conditions of a grant provided by the government under s.31 of the Local Government Act 2003.		
<a href="#">B16.</a>	To provide business grants under government schemes.		
<a href="#">B17.</a>	To write off amounts as irrecoverable.	DFP/Relevant Cabinet Member	In accordance with Financial Procedure Rules
<a href="#">B18.</a>	To determine grant applications in relation to the functions for which they are responsible as set out in Annex A.		(NB this delegation does not relate to the award of grants to Voluntary sector organisations)
<a href="#">B19.</a> C	To vary, in exceptional circumstances, annual fixed fees and charges, subject to any relevant Council policies.	Relevant Cabinet Member	
<a href="#">B20.</a> C	To determine charges for the use of relevant services and events not covered by the annual review of fees and charges.	Relevant Cabinet Member	

No.	Delegation	Consultees	Limitations
<a href="#">B21.</a>	To take any action authorised by Financial Procedure Rules.		
<a href="#">B22</a>	To submit bids for the Council to receive grants etc from outside bodies in accordance with the functions of the Council.	DFP	

**Assets:**

No.	Delegation	Consultees	Limitations
<a href="#">B23.</a>	Disposal of surplus / redundant moveable assets (i.e. not land or buildings).		Not to include any item that may be considered to be of historical significance, interest or value.

**Data Protection and Freedom of Information:**

No.	Delegation	Consultees	Limitations
<a href="#">B24.</a>	Respond to requests under Data Protection and Freedom of Information legislation, the latter comprising the Freedom of Information Act 2000 and Environmental Information Regulations 2004.		

**Emergency Powers:**

No.	Delegation	Consultees	Limitations
<a href="#">B25.</a>	To take any action necessary with regard to the Council's Emergency Planning functions, <a href="#">as required under the Civil Contingencies Act 2004 and the Council's other emergency plans.</a> including authority to incur expenditure.		

**Land:**

No.	Delegation	Consultees	Limitations
<a href="#">B26.</a>	In accordance with Council policies, to manage land, property and other assets allocated to the functions for which they are responsible.		

**Health and Safety:**

No.	Delegation	Consultees	Limitations
B27.	To exercise all powers, functions, duties and responsibilities of the Council with regard to Health & Safety.		

**Equalities:**

No.	Delegation	Consultees	Limitations
B28.	To exercise all powers, functions, duties and responsibilities of the Council with regard to equalities.		

**Legal:**

No.	Delegation	Consultees	Limitations
B29.	To make application for warrants of entry to land or property under the provisions of any legislation, other than warrants for possession of land or property, in relation to functions for which the Chief Officer is responsible.	Where practicable, with the HLS	

No.	Delegation	Consultees	Limitations
<a href="#">B30.</a>	After consultation with the Head of Legal Services,  (i) to prosecute, defend, commence or appear in any legal or other proceedings in any Court, inquiry or tribunal or before any similar body; and  (ii) to conduct any such proceedings. All legal proceedings shall be undertaken under the name of the Head of Legal Services.		
<a href="#">B31.</a>	To sign, issue and serve all notices required by statute or otherwise to be given by the Council and all necessary advertisements.		

**Regulatory:**

No.	Delegation	Consultees	Limitations
<a href="#">B32.</a>	To issue fixed penalty notices where permitted by statute in relation to the functions for which they are responsible.		
<a href="#">B33.</a>	The grant, review, renewal and cancellation of authorisations under the Regulation of Investigatory Powers Act 2000 (RIPA) and Investigatory Powers Act 2016, in accordance with the Council's surveillance and communications data acquisition policies.		Applies to RIPA authorising officers only.
<a href="#">B34.</a>	The making of ex gratia payments in cases of maladministration.	DFP	

**Licences, notices etc.**

No.	Delegation	Consultees	Limitations
<a href="#">B35.</a> <a href="#">C</a>	The determination of any application for permissions, consents or licences or for registration within the functions for which he/she is responsible.		Except where they are reserved to Council, the Leader, the Cabinet, a Cabinet Member or Committee.
<a href="#">B36.</a> <a href="#">C</a>	The issue and service of any notice or requisition for information concerned with matters within the functions for which he/she are responsible.		
<a href="#">B37.</a> <a href="#">C</a>	The carrying out of works in default following non-compliance with any notice concerned with matters within the functions for which the/she are responsible.		
<a href="#">B38.</a>	The management of any internal appeal, challenge or objection process against or in support of any of the Council's decisions, other than before a court or tribunal.		
<a href="#">B39.</a>	The incurring of expenditure on the reception and entertainment by way of official courtesy of persons representative of or connected with local government or other public services whether inside or outside the United Kingdom.		To maximum of £2000.

**Planning:**

No.	Delegation	Consultees	Limitations
<a href="#">B40.</a>	To make application for all consents required in relation to planning permission in respect of Council land or property in relation to the functions for which they are responsible as set out in <a href="#">Annex A</a> .		



**Regulation etc:**

No.	Delegation	Consultees	Limitations
<a href="#">B41.</a>	To make application for all consents required in relation to Building Regulation Approval in respect of Council land or property in relation to the functions for which they are responsible as set out in <a href="#">Annex A</a> .		

**Staffing:**

No.	Delegation	Consultees	Limitations
<a href="#">B42.</a>	To determine and take action in relation to all staff matters relating to permanent and temporary staff below Chief Officer level, allocated to the functions for which they are responsible.		<a href="#">In respect of applications for ill health retirement, and applications from former employees to have their LGPS pensions released on compassionate or exceptional grounds, directors may proceed only in consultation with DTCOD and Council appointed Occupational Health Team.</a>
<a href="#">B43.</a>	To appoint officers as 'Authorised Officers', 'Inspectors', 'Proper Officers' or similar and to undertake enforcement functions excluding the issuing or defending of legal proceedings in respect of functions for which the officer is responsible.		
<a href="#">B44.</a>	In accordance with section 113(1) of the Local Government Act 1972, to place officers at the disposal of other local authorities.	The individual officer(s) to whom the disposal applies	<a href="#">Where the disposal relates to a high profile matter or one of strategic importance, the Chief Officer should give due consideration to consulting the relevant Cabinet member.</a>

## C Delegations to Specific Chief Officers

Subject to the foregoing, there are delegated to the Officers listed below those matters detailed in column 2 subject to any consultation requirements in column 3 and any limitations in column 4.

No.	Scope of Delegations
C1.	<p>Chief Officers and Head of Legal Services shall exercise the following powers or may authorise suitably experienced or qualified officers who shall have, save for any consultation requirements and limitations listed, the range of powers set out below. The powers referred to shall <b>not</b> include the following:</p> <ul style="list-style-type: none"> <li>a) Powers where an individual officer is required by law to hold a relevant qualification and he/she does not hold that qualification.</li> <li>b) Powers which fall outside the individual's actual authority as determined by his/her post or are not covered by the authorisation issued by or on behalf of the delegating Officer.</li> <li>c) Any situation where an individual Officer is prevented, for whatever proper reason, from exercising such power.</li> <li>d) Powers to determine whether or not civil or criminal proceedings should be issued once evidence to support the issue of such proceedings is available save as set out below in respect of cautions and administrative penalties.</li> <li>e) Powers to authorise civil or criminal proceedings.</li> </ul>

**Chief Executive:**

No	Function	Consultation	Limitation
C2. <a href="#">C</a>	The taking of any action required in connection with the organisation or holding of neighbourhood, parish, district, county, general elections or referenda.		
C3.	To take urgent action on behalf of the Council.		<p><a href="#">This power may be exercised only where all efforts, so far as reasonably practicable, have been made to inform the Leader or Deputy Leader in advance.</a></p> <p><a href="#">Where it is not practicable to inform the Leader or Deputy Leader in advance, the Chief Executive should do so at the earliest feasible time thereafter.</a></p> <p>For the purposes of this delegation, “urgent action” means action that needs to be taken immediately or in a very short timescale to meet operational needs and cannot reasonably be deferred to allow the normal decision making process.</p>
<a href="#">C4.</a>	The grant and supervision of exemptions from political restriction.	HLS	
<a href="#">C5.</a>	To maintain a register of politically restricted posts and ancillary matters.	HLS / HDS	
<a href="#">C6.</a>	To convene and cancel meetings of the Council, the Leader, the Cabinet, Cabinet Members, Committees and all other Council bodies.	HLS / HDS	

**Chief Officers other than the Chief Executive:**

**Director of Tourism, Culture and Organisational Development:**

No	Function	Consultation	Limitation
<a href="#">C8.</a>	To confirm the appointment of staff on the satisfactory completion of probationary period.	Relevant Chief Officer.	
<a href="#">C9.</a>	To implement the Council’s pay and grading procedure.	DFP.	
<a href="#">C10.</a>	To implement any nationally agreed pay settlements.	DFP.	
<a href="#">C11.</a>	To exercise the Council’s functions relating to the provision and management of cultural facilities and activities, including but not limited to the provision of hospitality and catering. In this paragraph, “cultural facilities” include The Congress Theatre, Devonshire Park Theatre, The Welcome Building, Winter Garden <del>The Stage Door</del> and the Bandstand. <sup>1</sup>		
<a href="#">C11A.</a>	To manage the Council’s functions relating the provision and management of The Stage Door pub.		
<a href="#">C11B.</a>	To exercise the Council’s functions relating to the provision and management of the International Tennis Centre at Devonshire Park.		
<a href="#">C11C.</a>	To exercise the Council’s functions relating to the provision and management of the Eastbourne Downs Golf Club.		

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<sup>1</sup> Text highlighted in blue indicates a function unique to Eastbourne Borough Council

**Director of Service Delivery:**

No	Function	Consultation	Limitation
C12.	To make payments of housing and Council Tax or similar benefits.		
C13.	To take all necessary actions including legal enforcement relating to the demand, collection and the recovery of Council Tax, Rates and any other local levy or collected taxes.		
C14.	To determine entitlement to mandatory or discretionary rate relief.	Relevant Cabinet Member	
C15.	To serve on the Valuation Officer notice of objection to any proposals for alteration of the Valuation List.		
C16.	To make proposals for the alteration of the Valuation List or for inclusion of particular properties in the Valuation List.		
C17.	To sign off Valuation Agreements.		
C18.	To determine any applications for Housing, Council Tax or similar benefits.		
C19.	To determine and take all action in relation to the management and maintenance of the Council's housing accommodation including the letting, transfer, exchange and repossession of dwellings, garages, open spaces and parking spaces. To determine and where appropriate give consent for alterations or extensions to		

No	Function	Consultation	Limitation
	former Council houses and flats.		
<a href="#">C20.</a>	<p>In relation to all and any council owned housing properties:</p> <p>(i) to acquire or dispose of land, and to grant and/or modify leases, easements, licences and way-leaves of, in, or over such properties, in accordance with the limits specified in paragraphs C1 a) to e) above.</p> <p>(ii) To vary the terms and conditions of, or negotiate the surrender of, leases and licences.</p> <p>(iii) To determine as landowner or landlord, applications for licences, consents and permissions in respect of properties.</p>	Where any value exceeds the limits specified in paragraphs a) to e), the DSD may exercise the powers referred to in C20(i) but only after consulting with the relevant cabinet portfolio holder.	<p>a) Where the payment from the other party does not exceed £50,000 (£25,000 for amenity land); or</p> <p>b) where the payment to the other party does not exceed £50,000;</p> <p>c) where the annual rent does not exceed £25,000 (except for a rent review); or</p> <p>d) where the lease term of the property does not exceed 10 years; or</p> <p>e) if an easement or way-leave, the annual fee does not exceed £1,000.</p>
<a href="#">C21.</a>	To make the necessary application for permission to dispose of 5 or more HRA assets direct to the Secretary of State.		
<a href="#">C22.</a>	To investigate allegations of council tax benefit fraud.		
<a href="#">C23.</a>	To determine whether or not a simple caution or administrative penalty should be administered following an investigation into an alleged criminal offence	HLS	<p>There must be a full admission.</p> <p>It must be a first offence.</p> <p>It must be in the public interest.</p> <p>It must be a minor matter.</p> <p>It must not be a complex fraud or attempted fraud.</p>
<a href="#">C24.</a>	To administer simple cautions and administrative penalties, following determination in accordance with paragraph <a href="#">C23</a> above.		
<a href="#">C25.</a>	To implement the Council's policies regarding		

No	Function	Consultation	Limitation
	Community Safety and the reduction of crime and disorder.		
C26.	To take appropriate enforcement action in relation to – (i) any Council byelaw; and (ii) any anti-social behaviour regulated by the Council under powers conferred by the Anti-social Behaviour, Police and Crime Act 2014, such enforcement to include the issuing of fixed penalty notices.		
C27.	To exercise the Council's functions relating to homeless persons. <a href="#">This includes the power to carry out and/or arrange for the carrying out of homelessness reviews in accordance with Part VII of the Housing Act 1996. The Director of Service Delivery may carry out such reviews personally or may instruct another council officer to carry out such a review or may instruct a third party individual or body to carry out such a review on his/her behalf. A third party individual or body may be instructed to carry out such a review by the Director of Service Delivery personally or by a council officer acting on his/her behalf.</a>		
C28.	To determine applications for appropriate Housing Grants and the taking of all steps concerned with certification of payment of the same.		
C28A.	To cast any vote the Council may have at General Meetings of Eastbourne Homes Ltd.		
C29.	To devise, manage and maintain the Housing Register		

No	Function	Consultation	Limitation
	maintained by the Council under the relevant statutory provisions in accordance with the Council's Housing Allocations Policy.		
C30.	To nominate people on the Council's Housing Register to properties managed by Homes First (on behalf of Eastbourne Homes Ltd) and the Registered Social Landlords in accordance with the Council's allocations policy.		
C31.	To exercise the Council's regulatory and any associated management functions in relation to fitness and standards of housing and residential accommodation.		
C32.	To exercise the Council's regulatory and any associated management functions in relation to houses in multiple occupation and private housing.		
C33.	To exercise all the Council's functions in relation to cremations, burials and all bereavement-related services.		
C34.	To collect, remove, recycle and dispose of waste and fly tipping waste to ESCC's nominated Waste Disposal Authority (WDA) site.		
C35.	To collect, remove, recycle and dispose of litter to ESCC's nominated WDA site.		
C36.	To authorise revisions to charges in relation to the following "charged for" services: Garden Waste, Trade Waste, Bulky Waste, as well as replacement bin provision.		



**Director of Service Delivery:**

<u>No</u>	<u>Function</u>	<u>Consultation</u>	<u>Limitation</u>
<u>C37.</u>	<u>To manage, including the authority to agree usage (and, where appropriate, agree temporarily reduced charges for usage where such reduction is in the financial and/or overall interests of the Council) and, to maintain all the parks, pleasure grounds, gardens, open spaces, commons, recreational facilities, museums, nature reserves and allotments within the Council's control.</u>		
<u>C38.</u> <u>C</u>	<u>All matters relating to pleasure boats, boatman's licences, fisherman's agreements and all such other matters related to the Council's powers and duties in relation to the coast, rivers and harbours.</u>		
<u>C39.</u> <u>C</u>	<u>Regulatory functions.</u> <u>To exercise all the regulatory and any associated management functions for which the Council has responsibility, including but not limited to the following:</u>  <u>a. Amenities on the highway.</u> <u>b. Animal welfare and control</u> <u>c. Caravan Sites</u> <u>d. Environmental protection</u> <u>e. Fitness and Standards of Housing</u> <u>f. Food Safety and Hygiene</u> <u>g. Gambling</u> <u>h. Gaming permits</u> <u>i. Hackney Carriages and Drivers</u> <u>j. Health and Safety at Work</u>		

<u>No</u>	<u>Function</u>	<u>Consultation</u>	<u>Limitation</u>
	<ul style="list-style-type: none"> <li><a href="#">k. Houses in Multiple Occupation and Private Housing.</a></li> <li><a href="#">l. House to house collections</a></li> <li><a href="#">m. Highway management</a></li> <li><a href="#">n. Licensable activities under the Licensing Act 2003</a></li> <li><a href="#">o. Lotteries</a></li> <li><a href="#">p. Markets</a></li> <li><a href="#">q. Motor Salvage Operators</a></li> <li><a href="#">r. Pest Control</a></li> <li><a href="#">s. Leisure Boats</a></li> <li><a href="#">t. Private Hire Vehicles drivers and operators</a></li> <li><a href="#">u. Public Health</a></li> <li><a href="#">v. Public Safety</a></li> <li><a href="#">w. Registration Plates</a></li> <li><a href="#">x. Residential Accommodation</a></li> <li><a href="#">y. Scrap metal dealers</a></li> <li><a href="#">z. Shops and Sunday trading</a></li> <li><a href="#">aa. Street Collections</a></li> <li><a href="#">bb. Street Trading</a></li> <li><a href="#">cc. Water and Sewerage</a></li> <li><a href="#">dd. Street Closures</a></li> <li><a href="#">ee. Cremations, Burials and all Bereavement-related services.</a></li> </ul>		
C40. C	<a href="#">All matters relating to the investigation and prosecution of matters under the Health &amp; Safety at Work legislation.</a>	HLS	<a href="#">Using duly appointed inspectors as appropriate.</a>
C41. C	<a href="#">To issue and serve notices pursuant to the Building Act 1984 and Building Regulations and to carry out works in default.</a>		

**Director of Finance and Performance (Section 151 Officer):**

No	Function	Consultation	Limitation
C42.	<p>In respect of Treasury Management:</p> <p>(i) to arrange the borrowing of money authorised by the Council and manage the Council's debt in accordance with any guidelines laid down by the Council, but this authority does not extend to matters other than the strict management of debt and does not include (for the sake of illustration only) other measures, such as interest rate swaps, any financial arrangements which are based on notional amounts of debt, or any speculative proposals of any kind;</p> <p>(ii) to borrow by way of bank overdraft from the Council's current bankers, in accordance with the Treasury Management Strategy and any other relevant Council budgetary policy, subject to annual review by the bank and the Relevant Cabinet Member;</p> <p>(iii) to manage the investment of the funds of the Council but not in equities or any investment of a speculative nature;</p> <p>(iv) to implement and monitor a treasury management policy statement setting out the matters detailed in CIPFA's Code of Practice on Treasury Management in Local Authorities;</p>	<p>Relevant Cabinet Member</p>	<p>In the event of the Director of Finance and Performance wishing to depart in any material respect from the main principles of CIPFA's Code of Practice, the reasons <b>must</b> be disclosed in a report to Cabinet.</p>

No	Function	Consultation	Limitation
C	<p>(v) to have control of all money in the hands of the Council and to manage the Council’s banking arrangements;</p> <p>(vi) to report, at or before the start of the financial year, to the Cabinet on the strategy for treasury management it is proposed to adopt for the coming financial year;</p> <p>(vii) to take all executive decisions on borrowing, investment or financing and to act in accordance with CIPFA’s Code of Practice on Treasury Management in Local Authorities; and</p> <p>(viii) to report to the Cabinet not less than twice in each financial year on the activities of the treasury management operation and on the exercise of delegated treasury management powers. One such report shall comprise an annual report on treasury management for presentation by 30 September of the succeeding financial year.</p> <p>(ix) quarterly reporting to the Audit Committees on treasury management activities and performance.</p>		<p>In the event of the Director of Finance and Performance wishing to depart in any material respect from the main principles of CIPFA’s Code of Practice, the reasons <u>must</u> be disclosed in a report to Cabinet.</p>
C43.	<p>To deal with all matters relating to the Council's insurances including without limitation:</p> <p>(i) the authorisation of the payment of increased premiums as necessary, subject to any general direction</p>		

No	Function	Consultation	Limitation
	of the Cabinet or the Council, and to a report being made to the Cabinet upon the matter of insurance generally from time to time; (ii) the making of payments into the insurance fund. (iii) the making of payments in respect of any claims where the Council’s insurers may be involved.		
C44.	To administer the functions of the Council under the Local Government and Finance Act 1992 and regulations made thereunder in connection with the collection and enforcement of the Council Tax including, without limitation, the Council's functions regarding: (i) determinations as to persons to be disregarded for the purposes of discount under Section 11(5) and Schedule 1 to the Act; (ii) the administration etc of the Council Tax under regulations made pursuant to Section 14(1) and Schedule 2 to the Act; (iii) the imposition of penalties under Section 14(2) and Schedule 3 to the Act; (iv) the enforcement of the Council Tax under regulations made pursuant to Section 14(3) and Schedule 4 to the Act;		

No	Function	Consultation	Limitation
	<p>(v) the administration of and making determinations under legislation relating to Council Tax benefits and reductions; and</p> <p>(vi) the authorisation of officers to levy distress on behalf of the Council pursuant to regulation 45 of the Council Tax (Administration and Enforcement) Regulations 1992</p>		
C45.	To invest available funds on appropriate terms and in accordance with the Council's investment strategy.		
C46.	Where annual contributions have been made to specific reserves for either repairs and maintenance to land and buildings and facilities or replacement of equipment, vehicles, plant and transport, to incur the expenditure, subject to there being sufficient funds available to meet the expenditure.		
C47.	With the approval of the Chief Executive, to roll forward specified amounts within the revenue budget between financial years where it has not been possible to incur the expenditure within the approved financial year and where the appropriate budget is not overspent and the purpose of the expenditure is to remain the same. Any amounts rolled forward shall be reported to the next meeting of the Cabinet.		
C48.	To administer the Council's functions in relation to the collection of non-domestic rates in accordance with the Local Government Act 1988 and all relevant regulations made thereunder.		

No	Function	Consultation	Limitation
C49.	To exercise determinations, discretionary powers and all functions contained under the Social Security and Housing Benefit Act 1982 including any regulations and amendments thereto and any subsequent relevant legislation.		
C50.	To maintain an adequate and effective Internal Audit Service and to be responsible for staff engaged in financial and key business plan target performance management work		
C51.	To make payment of any sums due from the Council.		
C52.	To make repayments to the Council's Pension Fund from those reserves earmarked for pension's contribution.		
C53.	To write off debts in accordance with the Council's Financial Procedure Rules.		
C54.	To investigate and report upon any allegations of fraud or dishonesty.		
C55.	For the purposes of the Regulation of Investigatory Powers Act 2000 (RIPA), the Investigatory Powers Act 2016 (IPA) and associated codes of practice, to perform all functions required of the Council's RIPA Monitoring Officer.	HLS in their capacity as Senior Responsible Officer for the Council's functions under RIPA and IPA	

No	Function	Consultation	Limitation
C56.	Functions relating to: (i) preparation and updating of the <a href="#">Medium Term Financial Strategy</a> (ii) preparation of the Councils' annual budget proposal for consideration by Cabinet (iii) invoicing of debtors (iv) preparation of proposed fees and charges for consideration by Licensing Committee and Cabinet (v) calculation of Council Tax Base and setting of precepts (vi) responsibility for financial reporting including the preparation of annual report and accounts relating to both Councils and their trading companies (vii) the financing of the Capital Programme; (viii) any other services allocated to the Director of Finance and Performance by the Chief Executive. (ix) quarterly reporting to Cabinet and audit committees on revenue and capital budget performance and forecast		

**Director of Regeneration and Planning:**

No	Function	Consultation	Limitation
	<b>Planning</b>		



No	Function	Consultation	Limitation
<p>C57. C</p>	<p>To determine applications for planning permission, to vary planning permission, listed building consent, express consent to display advertisements, hazardous substances consent and footpath diversions pursuant to the Planning Acts, including:</p> <p>i) development specified in the GPDO where express planning permission is required by reason of limitations or conditions by that order;</p> <p>ii) determinations in connection with prior notification procedure under T&amp;CP (General Permitted Development) Order; and</p> <p>iii) [not applicable]</p> <p>(iv) reserved matters as defined in article 2 of the Town and Country Planning (Development Management Procedure (England) Order 2015.</p>		<p>The delegation shall not be exercised in relation to:</p> <p>a) applications for development which significantly conflicts materially with adopted policy, unless to refuse.</p> <p>b) applications requiring the Secretary of State to be notified under the Town and Country (Development Plans and Consultations)(Departures) Direction 2009, unless to refuse.</p> <p>(c) applications materially affecting ancient monuments, and sites of special scientific interest, unless to refuse.</p> <p>d) where the application has been made by an elected member (or their spouse/partner) of the Council; or any direct employee (or their spouse/partner) of Lewes District Council or Eastbourne Borough Council.</p> <p>e) where the Senior Specialist Advisor dealing with the matter considers that the application should be dealt with by the Committee.</p> <p>f) where a member of the Council not more than 28 days after the validation of an application requests the matter be determined by committee and that this request is based on material planning grounds and in the view of the Senior Specialist Advisor has the potential to lead to a substantive/sustainable reason(s) for refusal.</p>

No	Function	Consultation	Limitation
			g) [not applicable] h) where a substantial number of objections have been received on material planning grounds and in the view of the Senior Specialist Advisor have the potential to lead to a substantive/sustainable reason(s) for refusal and these objections are in opposition (contrary) to the officer’s recommendation.
<a href="#">C58.</a> C	To negotiate the terms of and authorise section 106 planning obligations, to include applications to vary existing obligations and to determine all requests for approval made pursuant to these obligations.		Unless a Member of the Council not more than 28 days after the validation of an application to vary an existing section 106 obligation requests the matter be determined by committee and that this request is formed by material planning grounds and in the view of the Senior Specialist Advisor have the potential to lead to a substantive/sustainable reason(s) for refusal.
<a href="#">C59.</a> C	To discharge applications for consent pursuant to the conditions and limitations imposed under the Planning Acts.		
<a href="#">C60.</a> C	To determine applications for lawful development certificates (Town and Country Planning Act 1990, sections 191 and 192).	HLS in respect of section 191 applications (existing use)	
<a href="#">C61.</a> C	To give, make and confirm any order or direction under the Planning Acts.	HLS	

No	Function	Consultation	Limitation
<a href="#">C62.</a> C	To issue, serve, modify and withdraw any notice under the Planning Acts, to include all types of planning enforcement activity and to carry out works in default.	HLS in respect of enforcement notices and temporary stop notices	
<a href="#">C63.</a> C	The issue and service of a requisition for information on planning matters under the Local Government (Miscellaneous Provisions) Act 1976		
	<b>Trees</b>		
<a href="#">C64.</a> C	To make and confirm Tree Preservation Orders with or without modification (and associated applications for consent for works) and to deal with notification of works to trees in conservation areas.		Not to confirm Tree Preservation Orders if there are any objections, unless the objection(s) are not based on valid planning grounds and in the view of the Senior Specialist Advisor in consultation with the Chair of Planning Committee do not have the potential to lead to a substantive/sustainable reason(s) not to confirm the Order.
<a href="#">C65.</a> C	To determine applications and to take any action under the Anti-Social Behaviour Act (2003) Part 8 (High Hedges).		
	<b>Planning Policy</b>		
<a href="#">C66.</a> C	To determine the Council's stance in respect of and respond to consultation and opinions sought concerning cross boundary and neighbouring authority planning matters, and ESCC and the South Downs National Park Authority planning applications.	Chair of Planning Committee	
<a href="#">C67.</a>	To exercise all powers and duties under the		

No	Function	Consultation	Limitation
<a href="#">C</a>	Community Infrastructure Levy regulations, to include the determination of any applications for discretionary or exceptional circumstances relief from liability.		
	<b>Building Control</b>		
<a href="#">C68.</a> <a href="#">C</a>	To issue, serve, modify and withdraw any notice under the Building Act 1984, including in respect of ruinous and dilapidated buildings and neglected sites (section 79).		
	<b>Other <a href="#">Regulatory</a> Functions</b>		
<a href="#">C69.</a> <a href="#">C</a>	All matters relating to the Planning (Hazardous Substances) Act 1990.		
<a href="#">C70.</a> <a href="#">C</a>	To issue and serve notices and take any further regulatory action where required, including enforcement in consultation with the HLS, under planning, environmental and other relevant legislation applicable to the Council as local planning authority .		Action must have regard to the Council's Regulatory Services Enforcement Policy
<a href="#">C71.</a>	To exercise the Council's powers in respect of water supply, sewerage and drainage, including land drainage.		
<a href="#">C72.</a>	All matters relating to the naming and numbering of streets.	Relevant Cabinet Member and	

No	Function	Consultation	Limitation
		Ward Cllrs	
<a href="#">C73.</a> <a href="#">C</a>	To exercise the Council's powers affecting the design or maintenance of highways.		
<a href="#">C74.</a>	All matters relating to coastal and dredging licence applications.		Such development must be permitted by a General Permitted Development Order or have been granted planning permission.
<a href="#">C75.</a>	[Deleted]		
<a href="#">C76.</a>	All matters relating to on and off-street parking.	Relevant Cabinet Member	
<a href="#">C77.</a>	To manage the improvement, refurbishment and maintenance of the Council's non-housing property portfolio where not specifically the responsibility of other officers, this to include all tasks related to new build provision.		
<a href="#">C78.</a>	To acquire land in connection with the Council's functions and to grant and/or modify leases, easements, licences and way-leaves of, in, or over buildings or land in connection with the Council's functions.		
<a href="#">C79.</a>	To dispose of land in connection with the Council's functions and to grant and/or modify leases, easements, licences and way-leaves of, in, or over buildings or land in connection with the Council's functions.		
<a href="#">C80.</a>	To vary the terms and conditions of, or negotiate the		

No	Function	Consultation	Limitation
	surrender of, leases and licences.		
<a href="#">C81.</a>	To determine as landowner or landlord applications for licences, consents and permissions in respect of the Council's buildings or land.		
<a href="#">C82.</a>	To determine asset of community value nominations and/or applications for compensation, pursuant to sections 87 to 108 of the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012; and to review successful nominations on receipt of a valid request made under section 92 of the Act.		

**Head of Legal Services:**

No	Function	Consultation	Limitation
<a href="#">C83.</a>	<p>Legal Proceedings:</p> <p>a) To determine what, if any, legal action should be taken following any investigation into a criminal matter.</p> <p>b) To institute, prosecute or terminate any proceedings which the Council is empowered to undertake in or before any Court, Tribunal, Inquiry or by way of Fixed Penalty Notice.</p> <p>c) To defend or settle any proceedings brought against the Council.</p> <p>d) To take any action incidental or inclusive to or which would facilitate any action under this paragraph, including instruction of Counsel and appearance in</p>		Except in relation to Health & Safety at Work in relation to a), b), c) and f).

No	Function	Consultation	Limitation
	<p>any Court, or any Inquiry, Tribunal or other forum on behalf of the Council.</p> <p>e) To advise the relevant Chief Officer who is contemplating administering a formal caution to a person that has admitted an offence.</p> <p>f) To determine whether or not any legal proceedings should be taken in any particular case or set of circumstances.</p>		
C84.	To appoint and instruct external legal service providers where necessary, by reason of technical or specialist competence, rights of audience, resource availability or otherwise.		
C85.	To settle any claims where the Council's Insurers may be involved.	DFP	
C86.	To negotiate and enter into planning or other agreements regulating or controlling the use of development of land.		
C87.	To make minor amendments in planning or other agreements regulating or controlling the use or development of land.		
C88.	To issue, serve, modify, or withdraw any enforcement action or notices under the Planning Acts, the Building Acts, the Environmental Protection Acts and any other such regulatory legislation enforced by the Council etc.		
C89.	To carry out or authorise the carrying out of works in default under any statutory provisions including but not limited to notices concerning ruinous and dilapidated		

No	Function	Consultation	Limitation
	buildings and neglected sites (Building Act 1984, Section 79).		
<a href="#">C90.</a>	To give, make and confirm any Order or Direction under the Planning Acts including Tree Preservation Orders (and associated applications for consent for works) and notification of works to trees in conservation areas.		Not to confirm if there are any objections
<a href="#">C91.</a>	To seal any document.	Relevant <a href="#">Chief Officer</a>	
<a href="#">C92.</a>	To negotiate and agree the terms of any contract.		
<a href="#">C93.</a>	To sign any contract on behalf of the Council.		
<a href="#">C94.</a>	To authorise the attendance of officers at Court under any statutory provision.		
<a href="#">C95.</a>	To authorise service of any statutory requisition for information as to interests in land.		
<a href="#">C96.</a>	To execute any legal document on behalf of the Council.		
<a href="#">C97.</a>	All matters relating to consultations with Sussex Police and other bodies in relation to anti-social behaviour.		
<a href="#">C98.</a>	All matters relating to the consecration of land.		
<a href="#">C99.</a>	To issue, serve, suspend or withdraw any notices in respect of any matter for which the Council has power to act.		
<a href="#">C100.</a>	To carry out any and all functions of Senior Responsible Officer in connection with Part 2 of the Regulation of Investigatory Powers Act 2000, Part 3 of the		



No	Function	Consultation	Limitation
	Investigatory Powers Act 2016 and any related secondary legislation, as specified by the codes of practice issued under those Acts.		
C101.	<p>To exercise the following functions for the management and administration of assets of community value (ACV) pursuant to Part 5, chapter 3, of the Localism Act 2011 and associated secondary legislation:</p> <ol style="list-style-type: none"> <li>1. <a href="#">to</a> conduct reviews of the Council’s decisions to include land/buildings in the Council’s ACV list;</li> <li>2. <a href="#">to</a> conduct reviews of the Council’s decisions in respect of ACV owners’ claims for compensation; and</li> </ol> <p><a href="#">to</a> put in place all necessary procedures and processes to support the functions numbered 1 and 2 above.</p>		
C102.	To take all and any measures necessary to exercise high standards of client care, regulatory compliance relevant to the solicitors profession, and practice management, whether by applying for and maintaining a recognised legal practice mark such as Lexcel or by adopting equivalent standards.		
C103.	To formulate and implement a general undertakings policy and an undertakings policy for property transactions, to enable legally qualified members of the Legal Practice to give undertakings on behalf of the Council in appropriate circumstances and subject to any limitations or other controls set out in the policies.		

**Monitoring Officer (MO):**

No	Function	Consultation	Limitation
C104.	Pursuant to sections 28(6) and (7) of the Localism Act 2011, to decide, in relation to members of the Council, whether to investigate allegations that a member has failed to comply with the Code of Conduct.	Independent Persons appointed by the Council.	
C105.	Establish, maintain and publish the register of interests in accordance section 29(1) of the Localism Act 2011.		
C106.	To grant dispensations for relief of interest restrictions	Independent Persons appointed by the Council if appropriate.	

**D Proper and/or Authorised Officer Functions**

No	Act	Function	Officer	Deputy
D1.	All legislation prior to 1 <sup>st</sup> April 1972	Proper Officer in relation to references to Treasurer or Borough Treasurer	DFP	DDFP
D2.	All legislation prior to 1 <sup>st</sup> April 1972	Proper Officer in relation to declarations and certificates with regard to securities	DFP	DDFP

**Local Government Act 1972:**

No	Act	Function	Officer	Deputy
D3.	Section 83(3)	Declarations of acceptance of office of Councillors	CE	HDS
D4	Section 84(1)(a)	Receipt of resignations of Councillors	CE	HDS
D5.	Section 88(2)	Convene a meeting of the Council to fill a vacancy of Chair of the Council	CE	HDS
D6.	Section 89(1)(b)	Receive from electors Notices of Casual Vacancies of Councillors	CE	HE & LLC
D7.	n/a			
D8.	Section 100B(2)	Excluding from the public reports which are not likely to be considered in open session	HLS	HDS
D9.	Section 100C(2)	Where part or the whole of the report has been exempt the Proper Officer shall make a written summary of the proceedings or a part to provide a record without disclosing the exempt information	HLS / HDS	
D10.	Section 100D	Compilation of list of background documents	Director or actual author of report for Director	

No	Act	Function	Officer	Deputy
D11.	Section 100F(2)	Deciding whether documents for inspection contain exempt information under relevant paragraph of Schedule 12A which are not required to be open to inspection by Members of the Council	HLS / HDS	
D12.	Section 115(2)	For receipt of monies due to the Council from Officers	DFP	
D13.	Section 146(1)(a)	Statutory Declaration regarding change of name of the Authority in connection with the Companies Act 2006.	HLS	
D14.	Section 191(2)	Applications under the Ordnance Survey Act 1841	DSD	
D15.	Section 210	In respect of powers with regard to charities	HLS	
D16.	Section 225	Deposit of documents in accordance with Standing Orders of either House of Parliament, Enactment or Statutory Instrument	HLS	
D17.	Section 229	To certify photographic copies of documents to be a true copy.	HLS	
D18.	Section 234	To sign notices, orders or other documents authorised or required by or under any enactment.	HLS	
D20.	Section 238	Certification of printed copies of Byelaws	HLS	
D21.	Section 248	To keep roll of persons admitted to the Freedom of the Borough	CE	HDS
D22.	Parts IV and Schedule 12	Signing and serving of summonses to attend meetings of the Council.	CE	HDS
D23.	Schedule 14 Paragraph 25(7)	To certify copies of resolutions applying or disapplying provisions of the Public Health Act 1875 to 1925	HLS	

**Local Government Miscellaneous Provisions Act 1976:**

No	Act	Function	Officer	Deputy
D24.	Section 41	To certify copies of resolutions, orders, reports or minutes of the Council or any predecessor authority	CE	HLS

**Local Government & Housing Act 1989:**

No	Act	Function	Officer	Deputy
D25.	Section 2	To receive a list of politically restricted posts	CE	DCE
D26.	Section 4	Designation as Head of Paid Service	CE	DCE
D27.	Section 5	Designation as Monitoring Officer	HDS	HLS

**Representation of the People Act 1983:**

No	Act	Function	Officer	Deputy
D28.	Sections 8 and 52	Appointed as Electoral Registration Officer (s. 8). Power to appoint Deputy Registration Officer (s. 52).	CE	HE & LLC
D28A	Section 28(1)(a)	Acting Returning Officer for Parliamentary elections	HE & LLC	
D29.	Section 35(1)	Returning Officer at Borough Elections	CE (appointed by the Council when post-holder changes)	HE & LLC
D30.	Not applicable			
D31.	Sections 82 and 89	To receive declaration of election expenses and holding of documents for public inspection	CE	HE & LLC

**Local Government (Committees and Political Groups) Regulations 1990:**

No	Regulation	Function	Officer	Deputy
D32.	Regulation 8	Receipt of Notice of Political Groups	CE	DCE
D33.	Regulation 10	Receipt of Notice of cessation of membership of Political Group	CE	DCE
D34.	Regulation 13	To accept wishes of Political Groups in respect of proportionality	CE	DCE
D35.	Regulation 14	To notify Political Groups of allocations	CE	DCE

**Local Government Act 1974:**

No	Act	Function	Officer	Deputy
D37.	Part 3	Local Government Ombudsman	CE	HLS

**Local Authorities (Referendum) (Petitions and Directions) Regulations 2000:**

No	Regulation	Function	Officer	Deputy
D39.	All	Proper Officer function	CE	HLS / HE & LLC

**Local Authorities (Conduct of Referendums) (England) Regulations 2007:**

No	Regulation	Function	Officer	Deputy
D40.	All	Proper Officer function	CE	DCE / HE & LLC

**The Neighbourhood Planning (Referendums) Regulations 2012**

No	Regulation	Function	Officer	Deputy
D40A	Regulation 9	To be the Counting Officer for Referendums	HE & LLC	

**Public Health Act 1936**

No	Act	Function	Officer	Deputy
D41.	Section 79	Removal of noxious matter	DSD	
D42.	Section 84	Verminous Articles	DSD	
D43.	Section 85	Verminous People	DSD	

**National Assistance Act 1948:**

No	Act	Function	Officer	Deputy
D44.	Section 47	Removal of people in need	DSD	Officers of Health Authority etc authorised under S 113 (1A) of the Local Gov Act 1972

**Public Health Act 1961:**

No	Act	Function	Officer	Deputy
D45.	Section 37	Verminous Articles	DSD	

**Public Health (Control of Disease) Act 1984**

No	Act	Function	Officer	Deputy
D46.	Whole Act	Infectious Diseases and Dead Bodies	DSD	

**Public Health (Infectious Diseases) Regulations 1988**

No	Regulation	Function	Officer	Deputy
D47.	All	Infectious Diseases	DSD	

**Food Safety Act 1990**

No	Act	Function	Officer	Deputy
D48.	All	Food Safety	DSD	

**Police Reform and Social Responsibility Act 2011**

No	Act	Function	Officer	Deputy
D49.	Section 54	Local Returning Officer for Police and Crime Commissioner elections	HE & LLC	

**Any other legislative provisions for which arrangements are not specifically made under this Scheme of Delegations:**

No	Act	Function	Officer	Deputy
D50.	All	Proper/Authorised etc. Officer functions or similar	CE	DCE



## **E Specific authorisations for Court**

### **E1 Officers authorised to represent the Council in Court etc:**

- A. Every solicitor, barrister or legal executive employed or engaged by the Council shall be authorised to appear on its behalf before any Court, Tribunal or other Hearing before which they have a Right of Audience and to exercise the powers given by the relevant professional body.
- B. The following post holders are authorised to appear on behalf of the Council and to conduct proceedings in court and these are additional to the powers delegated by the Scheme of Delegation to Officers and the rights to appear in Court given to solicitors, barristers and legal executives:
- a. pursuant to the Local Government Act 1972 section 223 and the County Courts Act 1984 section 60 (in respect of possession matters) and for any purpose for which the Council is empowered to authorise Officers to appear on its behalf:
    - (i) Legal Assistants
    - (ii) Trainee Solicitors
    - (iii) Other suitably experienced and/or qualified Officers specifically authorised in writing so to appear by the Head of Legal Services.
  - b. pursuant to the Local Government Act 1972 section 223 in respect of rating or council tax matters:
    - (i) The Director of Service Delivery
    - (ii) Officers of the Council authorised in writing so to appear by the Director of Service Delivery
  - c. pursuant to Part I of the Health and Safety at Work etc Act 1974
    - (i) Director of Service Delivery
    - (ii) Officers of the Council so authorised in writing to appear by the Director of Service Delivery and/or in accordance with the legislation.
  - d. pursuant to the Insolvency Rules 1986 Part 9 (examination of persons concerning company and individual insolvency)
    - (i) The Director of Service Delivery
    - (ii) Officers of the Council so authorised in writing to appear by the Director of Service Delivery

## **F Authorisation to enter land or premises**

### **F1 General:**

- a. This authorisation authorises those Officers named in paragraphs 2-7 to enter land or premises for or in connection with their duties and pursuant to the functions mentioned.
- b. The authority to enter land or premises shall be exercisable subject to any statutory constraints.
- c. A reference to any Act shall include reference to any amendment or re-enactment and any subordinate legislation.
- d. In the event that a post ceases to exist or the name of the post is changed or the responsibilities of that post are transferred to another post temporarily or permanently then the authority given by this authorisation shall be exercisable by the officer in whose area of responsibility the previous responsibilities now reside.
- e. The right to enter given by paragraphs 2-7 below shall extend to the exercise of the power to make inspections, to provide samples and to examine and seize goods as and if appropriate.
- f. A person authorised to enter land may take with him or her or such other persons and equipment as may be necessary.
- g. This authorisation entitles the person authorised to enter land to seek a warrant to enter.
- h. The authorisation of an Officer to enter land shall be taken as this appointment of that Officer among other things for that purpose.

### **F2 All purposes:**

- a. Chief Executive
- b. Deputy Chief Executive
- c. Directors
- d. Director of Finance and Performance
- e. Operational Lead – Emergency Planning

**F3 Environmental Health, Housing etc**

The following are authorised to enter land or premises for the following function:

No	Function	Officer	Deputy
a.	Animal Welfare and Control	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time	
b.	Caravan Sites	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time	
c.	Environmental Protection	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time	
d.	Food Safety and Hygiene	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time	
e.	Health and Safety at Work	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time	
f.	Housing	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time.	
g.	Licensing Act 2003	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time.	
h.	Pest Control	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time.	
i.	Public Health	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time.	
j.	Public Safety	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time.	
k.	Scrap Metal Dealers	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time.	
l.	Shop Acts	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time.	
m.	Street Trading	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time.	
n.	Sunday Trading	Director of Service Delivery and such other Officers as	

No	Function	Officer	Deputy
		shall be delegated to in writing by them from time to time.	
<u>o.</u>	Environmental Protection	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time.	
<u>p.</u>	Gambling Act 2005	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time.	
<u>q.</u>	Street Closures	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time.	
<u>r.</u>	Cremations and Burials	Director of Service Delivery and such other Officers as shall be delegated to in writing by them from time to time.	

**F4 Planning**

The following are authorised to enter land or premises for the following function:

No	Function	Officer	Deputy
a.	The Town and Country Planning Act 1990, Sections 178, 196A, 196B, 214B, 214C, 324 and 325A	Director of Regeneration and Planning and such other Officers as shall be delegated to in writing by him/her from time to time	
aa	Order made under the Plant Health Act 1967, including but not limited to those relating to Dutch Elm Disease	Director of Regeneration and Planning and such other Officers as shall be delegated to in writing by him/her from time to time	
b.	Planning (Listed Buildings and Conservation Areas) Act 1990, Section 88 and 88A	Director of Regeneration and Planning and such Officers as may be delegated to in writing by him/her from time to time	
c.	Planning (Hazardous Substances) Act 1990, Section 36, 36A, 36B and 36C	Director of Regeneration and Planning and such Officers as may be delegated to in writing by him/her from time to time	
d.	Anti-Social Behaviour Act 2003, Part 8, sections 74 and 77(5)	Director of Regeneration and Planning and such Officers as may be delegated to in writing by him/her from time to time	
e.	Local Government (Miscellaneous	Director of Regeneration and Planning and such other	

No	Function	Officer	Deputy
	Provisions) Act 1976, sections 23 and 24	Officers as shall be delegated to in writing by him/her from time to time.	
f.	Hedgerows Regulations 1997, regulations 12 and 13	Director of Regeneration and Planning and such other Officers as shall be delegated to in writing by him/her from time to time.	
g.	Community Infrastructure Levy Regulations 2010, regulation 109	Director of Regeneration and Planning and such other Officers as shall be delegated to in writing by him/her from time to time.	

**F5 Building Control**

The following are authorised to enter land or premises pursuant to the following power:

No	Function	Officer	Deputy
a.	Building Act 1984, section 95	The Director of Regeneration and Planning and such Officers as may be delegated to in writing by him/her from time to time.	

**F6 Local Taxation**

The following are authorised to enter land or premises pursuant to the following power:

No	Function	Officer	Deputy
a.	Collection of Local Taxes	The Director of Service Delivery and such Officers as may be delegated to in writing by him/her from time to time	

**F7 Land Drainage and Sewerage Undertaking**

The following are authorised to enter land or premises pursuant to the following function:

No	Function	Officer	Deputy
a.	Water Industry Act 1991	The Director of Service Delivery and Director of	

No	Function	Officer	Deputy
		Regeneration and Planning and such Officers as may be delegated to in writing by them from time to time.	
b.	Land Drainage Act 1991	The Director of Service Delivery and Director of Regeneration and Planning and such Officers as may be delegated to in writing by them from time to time.	

**ANNEX A**

**Chief Officers’ and Monitoring Officer’s areas of responsibility:**

<b>Chief Executive (and Head of Paid Service)</b>	<i>Strategic leadership and the delivery of quality services. Legal and Democratic Services, Member Services, devolution and governance. Information and communications technology (ICT).</i>
<b>Director of Service Delivery</b>	<i>Service delivery, including but not limited to Customer First, Neighbourhood First, Environment First, Homes First, Eastbourne Homes Ltd, bereavement services and waste services. Business improvement and transformation.</i>
<b>Director of Regeneration &amp; Planning</b>	<i>Planning First (planning policy and development control), property development, regeneration, energy and sustainability, Corporate Plan, procurement, asset management, strategic partnerships, voluntary sector, community engagement, community safety, community grants, youth strategy and equality.</i>

<b>Director of Tourism, Culture and Organisational Development</b>	<i>Human Resources, organisational development, Chief Executive's Office, internal and external communications, information management, and civil contingencies. Employee health and safety policy and procedure.</i>  <i>Tourism, events, marketing, sports, seafront, cultural centre and <b>the Devonshire Park facilities</b></i>
<b>Director of Finance and Performance (Section 151 officer)</b>	<i>Accountancy, internal audit, counter-fraud, purchasing and payments, general income &amp; system support, business planning and performance.</i>
<b>Monitoring Officer</b>	<i>The assurance that all actions and decisions taken by the Officers and Members of the Council are lawful and that the interests of the Council are legally protected and enhanced. All arrangements related to the maintenance and promotion of high standards of conduct among Councillors and arrangements for dealing with complaints about Councillor conduct.</i>

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Working in partnership with **Eastbourne Homes**

**Meeting:** Full Council  
**Date:** 15 November 2023  
**Subject:** Housing delivery and asset update  
**Report of:** Councillor Peter Diplock on behalf of the Cabinet

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The Council is asked to consider the minute and resolution of the **Cabinet meeting** held on **20 September 2023** as set out below.

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**The Council is recommended to:**

**Approve an increase of £2.41m to the existing new build and acquisitions budget within the 2023/24 HRA Capital Programme, totalling a new budget of £10.81m, to facilitate and be funded by new government grants.**

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**Minute extract**  
**Cabinet – 20 September 2023.**

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning, providing an update on the housing development and delivery programme. This included proposals to identify new opportunities to further the delivery of council housing, requirements to revise existing budget allocations to support delivery and recommendations to dispose of garage sites to generate new income.

Eastbourne was one of just a third of English councils that had built new social housing in each year of the last five financial years, according to government figures. Thanks, were also expressed to government for their release of additional grant funding opportunities that the Council had been able to secure and welcomed further opportunities. Further details were contained within the report.

**Recommended to Full Council (Budget and policy framework)**

(1) To approve an increase of £2.41m to the existing new build and acquisitions budget within the 2023/24 HRA Capital Programme, totalling a new budget of £10.81m, to facilitate and be funded by new government grants, subject to Full Council approval.

**Resolved (Key decision):**

(2) To note the progress of the housing development and delivery programme as set out at Appendix 1 to the report.

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(3) To support the progression of the initial phase of sites identified within the Housing Revenue Account (HRA) from the internal Asset Review to be taken through the feasibility and due diligence processes, utilising existing budgets and delegations.

(4) To approve a variation of £150k for the Fort Lane development in accordance with the Financial Procedure Rules, totalling a new scheme budget of £3.15m, financed within the capacity of the existing approved 2023/24 HRA Capital Programme.

(5) To approve the disposal of Council-owned garage sites as set out within Appendix 2 (Exempt) to the report, subject to a full business case, and with the capital receipts ring-fenced to support the HRA Business Plan and future capital schemes for housing.

(6) To authorise the Director of Regeneration and Planning, in consultation with the Director of Finance and Performance (S151 Officer) and Lead Member for Housing and Planning, to take all necessary actions to progress all recommendations including business cases, budget allocations, negotiation and agreement of terms, award of contract(s), and authorising the formal execution of all related documentation.

**Reason for decisions:**

(1) To provide Cabinet with an update on the growing housing development and delivery programme.

(2) To progress the development of new Council homes across the borough, maximising brownfield sites to enable new affordable housing opportunities.

(3) To ratify HRA Capital Programme budgets to support the delivery and purchase of new homes.

(4) To rationalise the HRA, making best use of assets and resources, and generating income to support future housing schemes.

*Notes: (1) Appendix 2 remained exempt. (2) Exempt information reason 3 -Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

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For a copy of the report please contact Democratic Services:

Tel. (01323) 410000.

E-mail: [committees@lewes-eastbourne.gov.uk](mailto:committees@lewes-eastbourne.gov.uk)

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

<b>Report to:</b>	<b>Cabinet</b>
<b>Date:</b>	<b>20 September 2023</b>
<b>Title:</b>	<b>Housing Delivery and Asset Update</b>
<b>Report of:</b>	<b>Ian Fitzpatrick, Deputy Chief Executive and Director of Regeneration and Planning</b>
<b>Cabinet member:</b>	<b>Councillor Peter Diplock, Cabinet member for Housing and Planning</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of report:</b>	<b>To provide an update on the housing development and delivery programme.</b>
<b>Decision type:</b>	<b>Key</b>
<b>Officer recommendation(s):</b>	<b>(1) To note the progress of the housing development and delivery programme as set out in Appendix 1.</b> <b>(2) To support the progression of the initial phase of sites identified within the Housing Revenue Account (HRA) from the internal Asset Review to be taken through the feasibility and due diligence processes, utilising existing budgets and delegations.</b> <b>(3) To approve a variation of £150k for the Fort Lane development in accordance with the Financial Procedure Rules, totalling a new scheme budget of £3.15m, financed within the capacity of the existing approved 2023/24 HRA Capital Programme.</b> <b>(4) To approve an increase of £2.41m to the existing new build and acquisitions budget within the 2023/24 HRA Capital Programme, totalling a new budget of £10.81m, to facilitate and be funded by new government grants, subject to Full Council approval.</b> <b>(5) To approve the disposal of Council-owned garage sites as set out within Appendix 2 (Exempt), subject to a full business case, and with the capital receipts ring-fenced to support the HRA Business Plan and future capital schemes for housing.</b>

**(6) To authorise the Director of Regeneration and Planning, in consultation with the Director of Finance and Performance (S151 Officer) and Lead Member for Housing and Planning, to take all necessary actions to progress all recommendations including business cases, budget allocations, negotiation and agreement of terms, award of contract(s), and authorising the formal execution of all related documentation.**

**Reasons for recommendations:**

**(1) To provide Cabinet with an update on the growing housing development and delivery programme.**

**(2) To progress the development of new Council homes across the borough, maximising brownfield sites to enable new affordable housing opportunities.**

**(3) To ratify HRA Capital Programme budgets to support the delivery and purchase of new homes.**

**(4) To rationalise the HRA, making best use of assets and resources, and generating income to support future housing schemes.**

---

**Contact Officer(s):**

**Name: Nathan Haffenden**

**Post title: Head of Development, Investment and Delivery**

**E-mail: [nathan.haffenden@lewes-eastbourne.gov.uk](mailto:nathan.haffenden@lewes-eastbourne.gov.uk)**

**Telephone number: 01323 436422**

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## **1 Introduction**

1.1 This report provides Cabinet with an update on the Eastbourne housing development and delivery programme, including:

- Proposals to identify new opportunities to further the pipeline,
- Requirements to revise existing budget allocations to support delivery, and
- Recommendations to dispose of garage sites to generate new income.

## **2 Background**

2.1 The Eastbourne Corporate Plan 2022-2026 (refreshed) sets out clear goals for Council housing to:

- Increase the number of new homes purchased and built.
- Reduce families housed in temporary / emergency accommodation.
- Utilise public sector land and assets, including with other partners.
- Promote sustainable, quality, and affordable homes, including low-cost homeownership.

2.2 The Corporate Plan was originally implemented during a time of unforeseen and unprecedented challenges, including the global Covid-19 pandemic, Brexit, and

Russia's invasion of Ukraine, all of which had a compounded crippling impact on the UK national economy.

2.3 On 13<sup>th</sup> July 2022, a housing development update to Cabinet set out the implications and consequences of the impact including:

- **Inflation** – significant increases to costs impacting on financial viability.
- **Supply chains** – labour shortages delaying programme delivery.
- **Land and property values** – increases affecting affordability and re-setting “value for money”.
- **Fuel prices** – increases impacting our residents and their household affordability, making running costs just as crucial as rent levels.

Over 12-months later, the Council continues to face financial pressures as set out in the 2023/24 budget papers.

2.4 The Council approved the HRA Revenue Budget and Capital Programme 2023/24 in February 2023. The HRA Business Plan remains under significant financial strain due to increases in costs but also further exacerbated by the social housing rent cap implemented by Government for this financial year. Although the Council recognised the importance of supporting our residents, the cap limits the Council's ability to balance costs with income, and so alternative saving and efficiency measures need to be considered.

2.5 The Council has been actively engaging with the Department for Levelling Up, Housing and Communities (DLUHC) during this time alongside other stock holding local authorities to help the Government understand the implications on services and our residents. This has led to some temporary relaxations as follows:

- A small reduction to Public Works Loan Board (PWLB) borrowing rates for new homes up to the end of 2024/25 Q1.
- An increase in Right to Buy (RTB) receipt retention from sales in 2022/23 and 2023/24, to be spent within 5-years.

Although a welcome relief, the measures are not permanent, and alone will not resolve the extent of the financial pressures faced. Grants from Government remain available for affordable housing (Affordable Homes Programme 2021-26) and brownfield land (Brownfield Land Release Funding), which the Council has successfully secured on its own schemes, but the amount offered has not increased proportionately to costs and the ‘new normal’ we now operate in.

The Government has very recently announced the new Brownfield Infrastructure Land Fund (BILF), which may result in further grant opportunities, and officers are in the early stages of determining how this fund might support the Council's future housing development programme.

2.6 In an effort to maintain and decarbonise our existing homes, whilst also building new homes, the Council is undertaking a “deep dive” of the HRA stock to ensure assets and values are being maximised. Alongside those HRA interventions, the Council will need to look at alternative ways to support truly affordable housing delivery within the borough to ensure supply meets the excess levels of current demand.

### 3 Programme

- 3.1 However, in spite of the significant challenges, the Council has been able to drive forward a successful and diverse programme of sustainable new build developments and acquisitions as summarised in Appendix 1.
- 3.2 This pipeline includes opportunities to deliver new custom-build accommodation utilising grant funding obtained via SPACES (Strategic Property Asset Collaboration East Sussex), the One Public Estate (OPE) body for East Sussex, which will see increased options for specially adapted homes within the borough.
- 3.3 Since the last update was provided, the status of the following pipeline projects has also changed:
- **Bedfordwell Road** – The Council hosted Homes England earlier in the year to review housing opportunities in Eastbourne, including Bedfordwell Road. This was a positive meeting and Homes England have agreed to re-engage with the Council on the proposals. An independent specialist consultant has also been appointed to undertake a full options appraisal of the site to support those ongoing conversations with Homes England.
  - **Biddenden Close** – The Council previously exchanged contracts with the Eastbourne Community Land Trust (CLT) in February 2022 to bring forward 5 x new affordable homes for the town, with completion subject to securing the required external funding. An extension was agreed to the final funding deadline date and will be reviewed in October 2023.
  - **Law Courts (“MOJ”)** – In line with the Assurance Review, the Council is considering the best approach regarding this asset – assessing the cost / value benefit of sale over direct-delivery. An options assessment will be taken to the Council’s Strategic Property Board (SPB) later in the year for consideration toward a future Cabinet decision.
  - **Rough Sleepers Accommodation Programme (RSAP)** – In 2022/23, the Council once again successfully secured Government funding as a joint bid with other East Sussex authorities to secure managed move-on accommodation in Eastbourne and to help reduce the reliance on temporary / emergency accommodation. The Council successfully acquired a portion of the allocated properties in 2022/23 and Government agreed to carry forward the remaining funding into 2023/24.
  - **Victoria Mansions** – The repair and restoration programme to this key town centre asset, focused on the external, structure, common parts, and residential flats, has now achieved Practical Completion.
- 3.4 The housing pipeline continues to explore different construction methodologies to support corporate objectives, which includes the Modular Housing Framework the Council previously procured in partnership with Lewes District Council (LDC) and awarded to Boutique Modern. The framework is available to all local authorities in the Sussex and Greater Brighton area.

## 4 Asset Review

4.1 The first stage of the review focuses on the HRA estate, forming part of the overall stock condition survey and Asset Management Plan (AMP), considering the assessment and balance of existing asset condition, energy performance, and future maintenance costs as set out in the 30-Year Business Plan.

4.2 An initial list of brownfield sites has been identified with potential capacity to deliver new Council homes. The sites will be subject to more detailed feasibility and due diligence up to the pre-planning stage, including further site investigations, concept designs, and local consultation including with Ward Councillors. The sites included in this report are all brownfield garage sites, set out in Table 1.

4.3 **TABLE 1 - Asset Review (Phase 1 )**

Site	Ward
Cade Street	Hampden Park
Otham Road	Hampden Park
Off Port Road (1)	Hampden Park
Off Port Road (2)	Hampden Park
Longstone Road	Devonshire
Milfoil Drive	Langney
Sorrel Drive	Langney
Primrose Close	Langney
Foxglove Road	Langney
Erica Close	Langney
Faversham Road (1)	Langney
Faversham Road (2)	Langney
Hawkhurst Close	Langney
Sidcup Close	Langney
Goudhurst Close	Langney
Wrotham Close	Langney
Timberley Road	Rattan
Hamsey Close	Rattan

Ashgate Road	St Anthony's
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- 4.4 The Asset Review process included assessing each HRA site first from a technical perspective, incorporating the views of Homes First and Planning First, to identify where there were clear constraints, limitations, and/or policy restrictions that minimised the true development potential. The review also had to consider the capacity of each site, impacts on existing and surrounding residents, and deliverability within the Medium-Term Financial Plan (MTFP). This reduced a long list to a much shorter list as presented here.
- 4.5 Following a period of managed feasibility, the individual sites will be brought back to Cabinet for approval. Where insurmountable challenges to the financial viability of any potential development are identified, then those sites may be released from the housing delivery programme, and their future use and usefulness re-evaluated.

## 5 Capital Budget Revisions

### 5.1 Fort Lane

On 13<sup>th</sup> July 2022, Cabinet approved a revised allocation within the HRA Capital Programme of up to £3m based on an updated business case. The need for the increase was reflective of the market and economic circumstances at that time.

The main development has now completed, subject to a release of retention funds at the end of the contractual defects period. Since Cabinet considered the scheme progress over 12-months ago, further unforeseen cost pressures have arisen, mainly the additional requirements of meeting Part L of the Building Regulations.

Therefore, an increased total budget of £3.15m is required - a £150k (5%) increase. As further detailed within the Financial Implications section of this report, the increased budget requirement is viable in accordance with HRA Business Plan and original business case approved by Cabinet in July 2022. The scheme budget variation also does not impact on the overall Capital Programme, where the increase will be met from savings made elsewhere.

The scheme replaces redundant and dangerous light industrial units within the Eastbourne Devonshire Ward with 7 x new quality Council houses delivered via the Modular Housing Framework – both supporting the Corporate Plan objectives for new homes and regenerating the local area.

### 5.2 Acquisitions

The 2023/24 HRA Capital Programme includes a budget for new build and acquisitions of £8,140,800. The budget was set within the capacity of the HRA Business Plan based on known new build schemes and modelled acquisitions, at that time.



The 2022/23 estimated outturn proposes a carry forward to support this programme of £260,000. Therefore, the revised budget for 2023/24 is £8,400,800.

Since the budget was approved, Government have released further grant funding opportunities that the Council has been able to secure as follows:

<p>Local Authority Housing Fund (LAHF)</p>	<p>A capital grant fund in financial years 2022/2023 and 2023/2024 to support selected local authorities in England to obtain and refurbish property in order to provide sustainable housing for those unable to secure their own accommodation who are here under the following schemes:</p> <ul style="list-style-type: none"> <li>• Afghan Citizen Resettlement Scheme (ACRS)</li> <li>• Afghan Relocations and Assistance Policy (ARAP)</li> <li>• Ukraine Family Scheme</li> <li>• Homes for Ukraine</li> <li>• Ukraine Extension Scheme</li> </ul>	<p>Round 1 - £830,328, to acquire 7 x properties.</p> <p>Round 2 - £1,188,000, to acquire a further 9 x properties.</p>
<p>Single Homelessness Persons Accommodation (SHAP)</p>	<p>A capital grant fund in financial years 2023/2024 and 2024/2025 to support selected local authorities in England obtain and refurbish property in order to provide supported accommodation for those rough sleeping and those at risk of rough sleeping.</p>	<p>£976,000, to acquire 1 x property with up to 11 x bedrooms – paid as follows:</p> <ul style="list-style-type: none"> <li>• Acquisition (45%) – 2023/24</li> <li>• Start on site (50%) – 2024/25</li> <li>• Practical completion (5%) – 2024/25</li> </ul>

In obtaining this additional level of external grant, alongside that already in progress (i.e., RSAP), the Council is able to further its acquisitions programme to support in the refugee relocation programme(s) but whilst also contributing to the rising homelessness problem leading resulting in significant cost.

Based on the updated HRA new build and acquisitions pipeline and reprofiled forecast spend in 2023/24, the total increased budget allocation requirement for 2023/24 is £10,811,030. The additional budget requirement of £2,410,230 will be off-set by the external grants secured and is therefore viable within the capacity and tolerances of the HRA Business Plan.

## **6 HRA Garage Disposals**

- 6.1 To achieve the Council's objectives in providing affordable, sustainable, and accessible homes, both new and existing, the Asset Review considered the existing HRA stock to identify land and assets that are inefficient and/or high cost (proportionately) impacting on the HRA Business Plan.
- 6.2 In the circumstances and where such properties are identified, there is a decision to be made about how the Council approaches value for money and making the best use of assets to meet local need. In some instances, it will be more cost effective to dispose of the asset to reduce burdens on the HRA and generate income to support new housing schemes whilst also maintaining the existing social housing stock.
- 6.3 The Asset Review identified a number of garage sites with potential for housing development proposed for further feasibility as above. However, after further review, there are other sites that for various reasons are not appropriate for the Council to develop out itself.
- 6.4 An independent red book valuation has been undertaken of the sites based on their existing use value, which confirms a potential total capital receipt of circa £1.140m. The receipt generated could help to support the viability and sustainable of the HRA in the current highly challenging operating environment. This is further detailed within Appendix 2 (Exempt).
- 6.5 In making a decision on any disposals, the Council will need to consider all factors including future maintenance costs, void rates, and arrears levels against the expected rental income compared with the potential capital receipt value. Also, the capacity of the HRA to repair and maintain existing homes alongside objectives to increase the new homes programme.

Therefore, subject to a full business case demonstrating cost / benefit, it is proposed that the Council approves the sites for disposal, to be taken to public auction in accordance with the Contract Procedure Rules (CPR) in-line with the valuation(s) obtained. Any capital receipts generated would then be ring-fenced within the HRA to support future the HRA.

## **7 Corporate Plan and Council Policies**

- 7.1 These proposals meet the following objectives in accordance with the Eastbourne Corporate Plan 2022-2026:

### Housing and Development

- Effective development pipeline.
- Promoting accessible low-cost rental and home ownership initiatives.
- Reducing the environmental impact that council owned homes have on the environment.
- Working with public / private sector partners to deliver new affordable housing.
- Identifying sustainable locations for development.
- Transitioning to the delivery of new carbon neutral and environmentally friendly homes.

### Thriving Communities

- Ensuring that new developments and regeneration schemes adhere to 'secure by design' principles.

### Generating Social Value

- Responsible procurement practices including through working with partners on efficient procurement routes to market.

7.2 The Council continues to work closely with local education partners, including the East Sussex College Group (ESCG), to ensure opportunities for apprenticeships and work placements are integrated and embedded within the capital development projects delivered including those for new homes.

7.3 Ward Councillors have been consulted on the proposals following the Asset Review, which will continue to be an iterative and ongoing process.

## **8 Business Case and Financial Appraisal**

8.1 The HRA Capital Programme 2023/24 included an allocation for new build housing development and acquisitions across the Medium-Term Financial Plan (MTFP) as follows:

	<b>2022/23 (Revised)</b>	<b>2023/24</b>	<b>2024/25</b>
<b>New build and acquisitions</b>	£8,229,000	£8,140,800	£4,894,300

There is also an identified capital underspend in 2022/23, which has been carried forward into this financial year to support the acquisitions programme of £260k.

8.2 The capital budgets for the following schemes require a review in 2023/24:

### Fort Lane

The Council is asked to approve a variation of £150k (5%) to reflect unforeseen cost pressures mainly related to changes in the Building Regulations. The request for approval is in accordance with the Council's Financial Procedure Rules. This results in a total revised scheme budget of £3.15m, where the increase will be met from an underspend within the wider new build programme in 2023/24. This means no overall impact to the MTFP, and the scheme remains viable in the context of the HRA Business Plan and approved business case.

### Acquisitions

The additional grant funding secured by the Council from Government requires an increase to the 2023/24 HRA Capital Programme allocation.

The total increased budget allocation requirement for 2023/24 is £10,811,030 based on: a) new schemes, and b) reprofiled budgets in this financial year. The additional budget requirement of £2,410,230 (subject to Full Council approval) is therefore required and will be off set by external grants secured and is viable in accordance with the HRA Business Plan.

It should also be noted that the SHAPs programme is awaiting confirmation. If not taken forward, the budget would decrease and then could result in an underspend showing at year end. It is difficult to guarantee any acquisitions, which are subject to offer conditions to ensure value for money and risk mitigation for the Council.

- 8.3 The HRA Revenue Budget 2023/24 includes an allocation to undertake feasibility work on new potential housing development sites to support business case development up to planning, subject to Cabinet approval. At the point Cabinet approve an individual scheme and capital budget, the relevant feasibility costs are capitalised to that project releasing capacity within the feasibility budget. Subject to approval, this budget will be utilised to further the Asset Review (Phase 1) schemes, subject to further and ongoing consultation.
- 8.4 The disposal of garage sites will be subject to a full business case to ensure outputs support the HRA Business Plan. The production of new capital receipts can further support the Capital Programme, specifically the project finance of new and existing Council housing schemes to generate an overall net gain of available homes.
- 8.5 The recommendations within this report will continue to be subject to financial due diligence, monitoring, and review as part of the Council’s usual budget management and monitoring processes.

## 9 Legal Implications

### 9.1 Disposal of HRA assets

Section 32 of the HA 1985 requires the Secretary of State’s consent for the disposal of land held for the purposes of that Act (i.e., HRA land). The Secretary of State has issued a general consent (A3.1.1 of the General Housing Consents 2013) for the disposal of such land for a consideration equal to its market value (subject to certain exceptions, which are not relevant here).

- 9.2 In accepting any grant from central government, the Council will need to enter into legal funding agreements. Those agreements will be subject to legal due diligence and review before being authorised by the Corporate Management Team (CMT) using delegated powers.

*[6<sup>th</sup> September 2023 Iken ref: 012384-EBC-KS]*

## 10 Risk Management Implications

- 10.1 The key risks and mitigations at this stage are set out in Table 2:

<b>TABLE 2 – Risk Management Implications</b>		
	<b>Risk</b>	<b>Mitigations</b>
1	Costs for developing small sites may prove too high to be viable.	By selecting small local firms to deliver sites, overheads can be kept to a minimum. Some sites can be delivered as part of a wider agreement by a modular house builder. Consideration is also

		being given to available government grant funding.
2	Increasing construction costs due to inflation and instability of interest rates impacting on development viability.	The market continues to be monitored closely and the viability of each scheme in the pipeline will be assessed on their own merits, with reference to the Business Plan(s). Specialist / external advice will also be taken from independent agencies and the Council will look to enter into fixed price contracts wherever possible.
3	Planning may be refused on some sites.	Extensive pre-application discussions and due diligence will take place on all sites prior to a formal submission.
4	Abortive costs as a result of sites not taken forward.	The feasibility budgets were approved on this basis, understanding there is a risk element to exploring scheme capacity, which will be managed, monitored, and minimised in the early stages of each project. Schemes without sufficient viability and strategic benefit will be aborted to reduce the risk of unnecessary cost exposure.
5	SHAP grant fund may not be granted.	The SHAP grant funding application is being re-submitted but the date for a decision is currently unknown. This may impact the ability to take the proposed scheme forward due to insufficient funding.
6	Disposal of garage assets negatively impacts the HRA Business Plan.	The disposal of garage assets shall be subject to a full business case to ensure that any impact due a loss of rent is outweighed by the benefit of capital receipt generation to support the viability and sustainability of the HRA Business Plan.

## 11 Equality Analysis

- 11.1 The proposals outlined in this report have no direct impact relating to equality and fairness, but ultimately aim to improve affordability for residents and create new opportunities to meet a range of close needs including for those who may be disabled, of an older demographic, and / or young families.

## 12 Environmental Sustainability Implications

- 12.1 The proposals within this report adhere to the Council's Sustainability Policy and objectives to deliver quality, affordable, and sustainable homes to meet the demands of the Housing Waiting List and a range of locally identified needs.

- 12.2 All homes continue to be built in accordance with the Council's Employers Requirements (ERs), which includes clear criteria regarding sustainability.
- 12.3 The procurement of works and services are undertaken using the Council's adopted Social Value Charter. The Charter considers and assesses important elements over and above financial cost. The Charter aims to ensure sustainability and value in the community. Appointments of main contractors will continue to utilise the Modular Housing Framework alongside other local partnerships and supply chains as appropriate. The Charter encourages the use of local Small and Medium Enterprises (SME), which in turn increases local employment and training opportunities.

### **13 Appendices**

- Appendix 1 – Housing development pipeline
- Appendix 2 (Exempt) – HRA garage disposals

### **14 Background Papers**

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

- EBC Cabinet – Housing development update – 13<sup>th</sup> July 2022 ([Eastbourne Borough Council Cabinet agenda, 13th July 2022](#))

## Housing Development Programme and Pipeline

The schemes are categorised by their progress in accordance with the Royal Institute of British Architects (RIBA) Plan of Work:

- *Stage 0 – Strategic definition (concept)*
- *Stages 1-3 - Feasibility and planning*
- *Stage 4 - Technical design*
- *Stage 5 - Construction*
- *Stage 6 – Handover*
- *Stage 7 – Use*

<b>Project</b>	<b>Description</b>	<b>Corporate Policy Alignment</b>	<b>Stage</b>
The Foundry, Langney Road	Modular construction via the Aspiration Homes Limited Liability Partnership (AHLLP) consisting of 12 x 1 and 2 bed flats constructed on a brownfield site. Handover achieved in March 2022.	Housing and Development Thriving Communities	Stage 7
Brede Close	Traditional construction consisting of 5 x 2 bed houses and 1 x 1 bed flat (including the Rough Sleepers Accommodation Programme [RSAP]). Handover achieved in November 2022.	Housing and Development Thriving Communities	Stage 7
Fort Lane	Modular development consisting of 7 x 2 bed houses on a brownfield site previously occupied by light industrial units. Handover achieved August 2023.	Housing and Development Thriving Communities	Stage 7
The Glenn, Southfields Road	Development of a former Council-owned car park. Traditional construction consisting of 19 x 1 and 2 bed flats, including fully accessible flats on the ground floor. Completion expected early Q3 2023/24.	Housing and Development Thriving Communities	Stage 5

Lancer Court, Cavalry Crescent	Demolition and redevelopment of 8 x Parkinson non-traditional HRA homes in significantly poor condition. Traditional construction scheme of 20 x units, 6 x 3 bed houses and 14 x flats. The ground floor flats and the 4 x bed house are fully accessible. Due for handover in early 2024/25.	Housing and Development Thriving Communities	Stage 5
Asset Review (Phase 1)	Various garage sites identified as part of the review are being assessed for suitability for housing across various Wards in the borough. Estimated to deliver up to 40-60 units, subject to viability, feasibility, and further consultation.	Housing and Development Thriving Communities Best Use of Resources	Stages 1 - 3
2020/21-2023/24 Acquisitions Programme	General needs, Next Steps Accommodation Programme (NSAP), and RSAP funded programmes that acquired 26 x units since 2020/21.	Housing and Development Thriving Communities	Complete
2023/24 Acquisitions Programme	General needs, NSAP, and the Local Authority Housing Fund (LAHF) funded programmes totalling a target of a further 19 x new homes.	Housing and Development Thriving Communities	On-going
2023/24-2024/25 Single Homelessness Accommodation Programme (SHAP)	Government grant funded programme to acquire and convert a building to provide up to 11 x units.	Housing and Development Thriving Communities	On-going





Working in partnership with **Eastbourne Homes**

**Meeting:** Full Council

**Date:** 15 November 2023

**Subject:** Housing Benefit War Pension and Armed Forces Compensation Policy

**Report of:** Councillor Robin Maxted on behalf of the Cabinet

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The Council is asked to consider the minute and resolution of the **Cabinet meeting** held on **1 November 2023** as set out below.

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**The Council is recommended to:-**

**Agree the disregarding in full of War Pensions income and the Armed Forces Compensation income above the statutory disregard in the assessment of Housing Benefit.**

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**Minute extract**  
**Cabinet – 1 November 2023.**

The Cabinet considered the report of the Director of Service Delivery, seeking their recommendation to Full Council for the disregarding, in the assessment of Housing Benefit, War Pension and Armed Forces Compensation income above the statutory disregard in the assessment of Housing Benefit.

For several years, Eastbourne Borough Council has used its discretion to fully disregard any income that residents receive from War Widow's (Widower's) Pension, War Disablement Pension and the Armed Forces Compensation Schemes if they claim housing benefit. The report recommended that the council continue its support.

**Recommended to Full Council (Budget and policy framework):**

To recommend to Full Council, the disregarding in full of War Pensions income and the Armed Forces Compensation income above the statutory disregard in the assessment of Housing Benefit.

**Reason for decision:**

As set out in the report.

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For a copy of the report please contact Democratic Services:

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Tel. (01323) 410000.

E-mail: [committees@lewes-eastbourne.gov.uk](mailto:committees@lewes-eastbourne.gov.uk)

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

<b>Report to:</b>	<b>Cabinet</b>
<b>Date:</b>	<b>1 November 2023</b>
<b>Title:</b>	<b>Housing Benefit War Pension and Armed Forces Compensation Policy</b>
<b>Report of:</b>	<b>Tim Whelan, Director of Service Delivery</b>
<b>Cabinet member:</b>	<b>Councillor Robin Maxted, Lead Member for Finance and Resources</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of report:</b>	<b>To gain Cabinet's recommendation to Full Council for the disregarding, in the assessment of Housing Benefit, War Pension and Armed Forces Compensation income above the statutory disregard.</b>
<b>Decision type:</b>	<b>Budget and Policy Framework</b>
<b>Officer recommendation(s):</b>	<b>Cabinet recommend to Full Council the disregarding in full of War Pensions income and the Armed Forces Compensation income above the statutory disregard in the assessment of Housing Benefit.</b>
<b>Reasons for recommendations:</b>	<b>As set out in the report.</b>
<b>Contact Officer(s):</b>	<b>Name: Bill McCafferty Post title: Lead for Income Maximisation and Welfare E-mail: bill.mccafferty@lewes-eastbourne.gov.uk Telephone number: (01323) 415171</b>

## **1 Introduction**

- 1.1 The Housing Benefit Regulations 2006 make provision for the first £10.00 of income from War Widows (Widowers)/War Disablement Pension and the Armed Forces Compensation Scheme to be disregarded in any benefit assessment. The cost of this disregard is fully reimbursed to the Council.
- 1.2 The Social Security Administration Act 1992 gives the Council discretion to disregard any amount it chooses in addition to the statutory provision. The Council has taken advantage of this provision and fully disregarded income claimants receive from the War Widows (Widowers)/War Disablement Pension and the Armed Forces Compensation Schemes.

## **2 Proposal**

- 2.1 That Cabinet recommend to Full Council the continued support to our veterans by disregarding in full any amounts above the statutory disregard.

## **3 Outcome expected and performance management**

- 3.1 That Veterans continue to receive additional support with their housing costs in recognition of the service they provided to the country.

## **4 Consultation**

- 4.1 No consultation has taken place as the policy has been in place for several years.

## **5 Corporate plan and council policies**

- 5.1 This report supports the Council's commitment to the Armed Forces Covenant.

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

- 6.1 There is an option to not disregard part or all of the income above the statutory disregard. However, this would lead to adverse publicity from the Armed Forces Community and not be in keeping with the Council's commitment to the Armed Forces Covenant.

## **7 Financial appraisal**

- 7.1 The additional housing benefit awarded in 2021/22 due to the application of the policy was £13,700 across seven claims. The mechanics of the housing benefit subsidy claim meant that the actual cost to the Council was £3,425. The pre-audited expenditure in 2022/23 shows an expenditure of £13,212 with a cost to the Council of £3,303. The 2022/23 figures may change slightly following the audit.

## **8 Legal implications**

- 8.1 The provision in paragraph 1.1 above is specified in regulation 40(2) and paragraph 15 of Schedule 5 to the Housing Benefit Regulations 2006.
- 8.2 The discretionary provision in paragraph 1.2 above is specified in section 134(8) of the Social Security Administration Act 1992.

Date of legal input: 22.08.23

Legal ref: 012336-JOINT-OD

## **9 Risk management implications**

- 9.1 There is a risk that the cost to the Council could increase. The service will regularly monitor expenditure and report to finance and the Portfolio holder any significant rises.

## **10 Equality analysis**

- 10.1 The disregard of War widows and war compensation payments, when assessing someone's income for Housing benefit, will have a positive impact on veterans. This means the policy will have a positive impact on people with disabilities, people of working age as well as older residents.

## **11 Environmental sustainability implications**

- 11.1 There are no environmental sustainability implications arising from this report.

## **12 Appendices**

- None

## **13 Background papers**

- None

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# Agenda Item 8

<b>Report to:</b>	<b>Full Council</b>
<b>Date:</b>	<b>15 November 2023</b>
<b>Title:</b>	<b>Members' Allowances Scheme – Report of the Independent Remuneration Panel (IRP)</b>
<b>Report of:</b>	<b>Simon Russell, Head of Democratic Services (and Monitoring Officer)</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of report:</b>	<b>To advise the Council of the Independent Remuneration Panel's recommendations and determine changes to the Council's Allowances Scheme in the light of the recommendations.</b>
<b>Officer recommendation(s):</b>	<p><b>(1) To consider the recommendations of the Independent Remuneration Panel as set out at appendix 1 to the report and decide on one of the following options:</b></p> <ul style="list-style-type: none"><li><b>(a) To accept the Panel's recommendation in full</b></li><li><b>(b) To partially accept the Panel's recommendation with compelling reasons for doing so.</b></li><li><b>(c) To reject the Panel's recommendation in full with compelling reasons for doing so.</b></li></ul> <p><b>(2) That the Head of Democratic Services (and Monitoring officer) be authorised to make the necessary amendments (if approved) to the Council's Members' Allowances Scheme.</b></p> <p><b>(3) That thanks be conveyed to the Panel for the work undertaken and report produced.</b></p>
<b>Reasons for recommendations:</b>	<b>To meet the statutory requirement for Council to have regard to the recommendations made to it by the Independent Remuneration Panel.</b>
<b>Contact Officer(s):</b>	<b>Name: Simon Russell</b> <b>Post title: Head of Democratic Services (and Monitoring Officer)</b> <b>E-mail: <a href="mailto:simon.russell@lewes-eastbourne.gov.uk">simon.russell@lewes-eastbourne.gov.uk</a></b> <b>Telephone number: 01323 415021</b>

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## **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, must be appointed and tasked with carrying out a review of the Council's Allowances Schemes. Once appointed, an IRP's term of office expires after four years.

1.3 The last review of the Council's Members' Allowances schemes was undertaken in 2020 by a newly appointed IRP. 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.



1.4 In accordance with the above resolution, the report was then re-considered by Full Council in February 2023. The following resolution was passed.

**RESOLVED (By 16 votes to 6)** – That the Council agree option c), to reject the Panels’ recommendation in full for the reasons that the recommendations of the Panel were now out of date, but this was subject to an Independent Review Panel being called early in the new Council to undertake a review, to report back to Full Council in November 2023.

1.5 The Independent Remuneration Panel appointed in 2020 was called and tasked with carrying out a new 2023 review.

1.6 The Panel 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 and was part of the 2020 review.

**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. Was a member of the IRP for the 2020 review.

1.7 This covering report has been produced to accompany the detailed report of the IRP that is included at appendix 1. Reference should be made to that report for further information and detail.

1.8 The regulations require the Council to publicise the recommendations of the IRP, the agreed scheme and actual allowances paid to councillors each year. Arrangements are in hand for the required notice to be published in accordance with the regulations.

## **2 Recommendations made by the Panel**

2.1 Under the regulations the Council is required to have regard to the advice of its 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 its report but a summary is set out below:

- **Basic allowance** (payable to all 27 Councillors):- **£4,573**
- **Special responsibility allowances (SRA)** (no councillor shall be entitled to receive at any time more than one SRA):-

	<b>Full Year Total:</b>
<b>Mayor</b>	<b>£4,573</b>
<b>Deputy Mayor</b>	<b>£2,287</b>
<b>Leader of the Council</b>	<b>£9,146</b>
<b>Deputy Leader of the Council</b>	<b>£4,573</b>
<b>Other Cabinet Member</b>	<b>£4,573</b>
<b>Chair of Planning Committee</b>	<b>£3,658</b>
<b>Other Members of Planning Committee</b>	<b>£2,287</b>
<b>Reserve Member of Planning Committee</b>	<b>£1,144</b>
<b>Chair of Licensing Committee</b>	<b>£2,287</b>
<b>Chair of Scrutiny Committee</b>	<b>£3,658</b>
<b>Chair of Audit and Governance Committee</b>	<b>£2,287</b>
<b>Leader of the Largest Opposition Group</b>	<b>£4,573</b>
<b>Deputy Leader of the Largest Opposition Group</b>	<b>No SRA</b>
<b>Chair of the Joint Staff Advisory Committee</b>	<b>5% of combined average of the Leaders of EBC and LDC</b>

<b>Chairman of a Licensing Sub-Committee</b>	<b>£100 per meeting</b>
<b>Ordinary Member of a Licensing Sub-Committee</b>	<b>£65 per meeting</b>

- **Travel and subsistence allowance:-**
  - No change to current scheme
- **Dependants' carers' allowances (DCA):-**
  - No change to current scheme
  - 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

➤ **Parental Leave Policy:-**

No change to current scheme.

➤ **Information technology allowance:-**

£429 per annum (with indexation applied).

➤ **Indexing of allowances:-**

The basic allowance, SRAs and IT allowance to be increased annually in line with the percentage increase in staff salaries (or average percentage pay increase across salary bands if flat rate) until the allowances scheme is next reviewed by an IRP in 2027.

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

Recommended to be implemented with effect from the beginning of the 2024-25 financial year.

### **3 Financial appraisal**

- 3.1 The cost of the review has been met within an existing budget. The IRP's recommendation would result in an increase in basic allowance, SRA and IT allowance totalling £79,825. The existing budget allocation for members allowances which also includes allowances for other expenses incurred (e.g. Independent Person costs) is £190,200. Therefore, an increase of £24,846 would be required to accommodate the suggested increase in its entirety.

### **4 Legal implications**

- 4.1 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.

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: 02.11.23, Legal ref: 012518-EBC -KS*

## **5 Risk management implications**

5.1 There are none.

## **6 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 its report.

## **7 Environmental sustainability implications**

8.1 There are no implications arising from this report.

## **8 Appendices**

- Appendix 1 – Report from the Independent Remuneration Panel of November 2023.

## **9 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**

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November 2023

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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 former 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:
- (a) the amount of basic allowance to be payable to all councillors.
  - (b) 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.
  - (c) 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 January 2020. The recommendations of the Panel in

respect of the Basic Allowance, Special Responsibility Allowances and A Parental Leave Policy were not accepted by the Council. The 2023 Panel undertaking this review continue to be of the view that the recommendations made in January 2020 are still robust and appropriate and this report and its recommendations reflects this view. The current 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.<sup>1</sup> 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 The principle of public service had been recognised in the January 2020 IRP review and was clearly quantified. To provide transparency and increase an understanding of the Panel's work, we will again 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 2023 continues to subscribe 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*

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<sup>1</sup> The former Office of Deputy Prime Minister – now the Department for Levelling Up, Housing and Communities and HM Revenue and Customs, *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.*<sup>2</sup>

- 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*

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

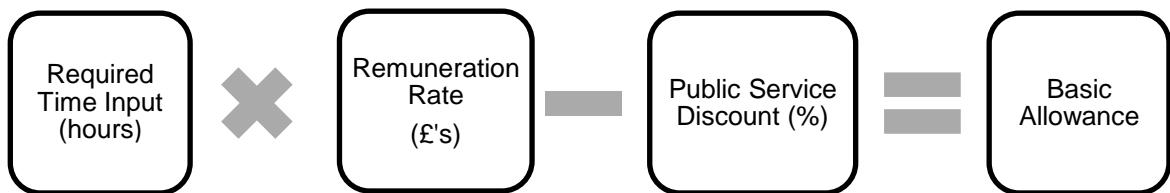
*authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.”<sup>3</sup>*

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.<sup>4</sup> 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 a questionnaire 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.<sup>5</sup>

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 continues to be 11 hours per week.

#### Public Service Discount (PSD)

<sup>3</sup> paragraph 67.

<sup>4</sup> paragraphs 66-81.

<sup>5</sup> Summary responses to the questionnaires are available on request.

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 for learning and development, and the increasing accessibility and expectations of the public, we continue to 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.

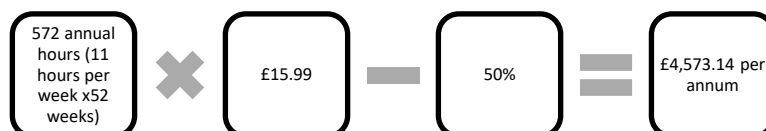
#### Remuneration Rate

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 gross<sup>6</sup> wage per hour by place of residence for Eastbourne. The latest available figure is £15.99.<sup>7</sup>

#### 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 (£15.99), we calculated the basic allowance as follows:



4.12 The gross Basic Allowance before the PSD is applied is **£9,146.28**. Following the application of the PSD this leads to a basic allowance of **£4,573.14** per annum. This is then rounded to **£4,573**.

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).

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

<sup>7</sup> The Nomis official labour market statistics: Hourly Pay – Gross median (£) For full-time employee jobs by place of residence: UK December 2022.

<b>Council</b>	<b>Sussex District and Borough Councils: Basic Allowances (£) 2023<sup>8</sup></b>
Adur District Council	5,279
Arun District Council	6,033
Chichester District Council	5,200
Crawley Borough Council	6,948
<b>Eastbourne Borough Council</b>	<b>4,573</b> <b>(recommended)</b>
Hastings Borough Council	6,429
Horsham District Council	5,739
Lewes District Council	3,451
Mid Sussex District Council	5,700
Rother District Council	4,930
Wealden District Council	4,846
Worthing Borough Council	5,531
<b>Average</b>	<b>5,388</b>

4.15 The Panel in 2023 as in 2020 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 had *begun* to make recommendations to ensure that the recommended basic is in accordance with the principle of fair remuneration and the 2023 review recommendation continues the approach to establish fair remuneration. Despite this recommendation the rate is still low by comparison with similar size district and borough councils and considerably lower than the Sussex average for district and borough councils.

**WE THEREFORE RECOMMEND that the Basic Allowance payable to all members of Eastbourne Borough Council be £4,573 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.<sup>9</sup>

<sup>8</sup> Figures drawn from the South East Employers, Members' Allowances Survey 2023 (October 2023).

<sup>9</sup> paragraph 72. Local Government Regulations 2003

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
- The Mayor and Deputy Mayor
- Chair of the Planning Committee
- Other Members of the Planning Committee
- Chair of the Overview and 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 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 continues to 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 continues to be 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 £9,146.

**WE RECOMMEND that the Leader of the Council continue to receive a Special Responsibility Allowance of 200% of the basic allowance, £9,146 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 £4,573.
- 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 £4,573, 50% of the Leader's Allowance.
- 4.30 Evidence 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 £4,573, 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 £4,573, 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, £4,573.**

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, £3,658.

- 4.34. The Scrutiny Committee does not have formal decision-making powers; but is influential and since 2000 Governments have sought to increase the scope and influence of the scrutiny role and 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 £3,658, 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, £3,658.**

The Chair of the Licensing Committee, Chair of Audit and Governance Committee and Members of the Planning Committee (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, £2,287.
- 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 £2,287, 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 Members of the Planning Committee should receive a Special Responsibility Allowance of 25% of the Leader's Special Responsibility Allowance, £2,287.**

Other Allowances

- 4.37 The Panel is of the view that the allowance for Deputy Mayor should continue to be based on a percentage of the allowance for Mayor. Currently the Deputy Mayor receives an SRA of £1,404. The Panel consider that this allowance should be £2,287, 50% of the Mayor's Special Responsibility Allowance.
- 4.38 With regard to the role of Deputy Leader of the Largest Opposition Group the Panel as in 2020 was of the view that this role should *not* receive a Special Responsibility Allowance. Therefore, the Panel recommends that *no* allowance should be payable to the role of Deputy Leader of the Largest Opposition Group.
- 4.39 Following discussion the Panel was of the view that the Reserve Members of the Planning Committee should continue to receive a Special Responsibility



Allowance. The Panel recommends that the Reserve Members of the Planning Committee should receive a Special Responsibility Allowance of 50% of the Members of the Planning Committee, £1,144.

- 4.40 The Chair of the Joint Staff Committee has since May 2020 been a joint 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 Committee should receive an allowance of 5% of the recommended combined Leader's allowance.
- 4.41 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, £2,287. The Chair of the Joint Staff Committee should receive an allowance of 5% of the combined Lewes District Council and Eastbourne Borough Councils Leader's Allowance. The Reserve Members of the Planning Committee should receive an allowance of 50% of the Planning Committee Members, £1,144.**

**Finally, WE RECOMMEND, that no allowance should be payable to the role of Deputy Leader of the Largest Opposition Group.**

#### **Travelling and Subsistence Allowance**

- 4.42 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.
- 4.43 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 Independent Person in connection with any approved duties in accordance with the current scheme of allowances. Travel and when required subsistence allowances will continue to be only payable for activities outside of the Borough boundary.**

### **Dependants' Carers' Allowance**

- 4.44 The dependants' carers' allowance should ensure that potential candidates are not deterred from standing for election because they have caring responsibilities. The allowance should also enable current councillors to continue in the role if they have caring responsibilities.
- 4.45 Following the 2020 review and recommendation the Panel continues to be of the view that the Dependants' Carers Allowance should 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 continue to 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**

- 4.46 The Panel reviewed the Approved Councillor Duties and recommended that no changes be made.

**WE THEREFORE RECOMMEND that no changes be made to the Approved Councillor Duties.**

### **Parental Leave**

- 4.47 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'.
- 4.48 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.

4.49 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.

4.50 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 as in 2020 that the approach outlined is adopted as a basis of a Policy to support parental leave for councillors.**

#### 4.51 **Information Technology Allowance**

The Council currently provides an Information Technology (IT) Allowance of £429 per annum. The Panel is of the view that this should continue at the current rate and be subject to any Indexation that may apply.

**WE RECOMMEND that the current IT Allowance for Councillors of £429 per annum continues, subject to any indexation that may apply.**

## **Indexing of Allowances**

- 4.52 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 a be increased annually in line with the percentage increase in staff salaries until 2027, at which time the Scheme shall be reviewed again by an Independent Remuneration Panel.**

## **Revocation of current Scheme of Allowances / Implementation of new Scheme**

- 4.53 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 2024-25 municipal/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 19 of the 27 councillors, which represents **70%** of the Councillors. The information obtained was helpful in informing our deliberations.
- 5.2 We interviewed eleven 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 B.

**Mark Palmer (Independent Remuneration Panel, Chair)**  
**Daphne Bagshawe (Independent Remuneration Panel)**  
**Ian Buckingham (Independent Remuneration Panel)**

**November 2023**

## Appendix A – Summary of Panel Recommendations

Allowance	Current Amount for 2023-24	Number	Recommended Allowance (50% PSD)	Recommended Allowance Calculation
<b>Total Basic:</b>	<b>£2,808</b>	<b>27</b>	<b>£4,573</b>	

Special Responsibility:				
Leader of the Council	£4,212	1	£9,146	200% of BA
Deputy Leader	£2,808	1	£4,573	50% of Leader's Allowance
Members of the Cabinet	£2,808	5	£4,573	50% of Leader's Allowance
Mayor	£2,808	1	£4,573	50% of Leader's Allowance
Deputy Mayor	£1,404	1	£2,287	50% of the Mayor's Allowance
Leader of the Largest Opposition Group	£2,106	1	£4,573	50% of Leader's Allowance
Deputy Leader of the Largest Opposition Group	£1,404	1	No SRA to be payable	
Chair of Scrutiny	£1,404	1	£3,658	40% of Leader's Allowance
Chair of Planning	£2,106	1	£3,658	40% of Leader's Allowance
Members of the Planning Committee	£1,404	7	£2,287	25% of Leader's Allowance
Reserve Members of the Planning Committee	£702	4	£1,144	50% of the Planning Committee Members

Chair of Audit and Governance	No SRA	1	£2,287	25% of the Leader's Allowance
Chair of Licensing	£1,404	1	£2,287	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	

<b>Chair of Joint Staff Committee</b>	£0	1	£ 1 (tbc)	5% of the combined Leader's allowance
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<b>Dependent Carers' Allowance</b>	Childcare and Carers' of Dependents: reimbursed at cost upon production of receipts		Childcare and Carers' of Dependents: reimbursed at cost upon production of receipts	
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1. Allowance payable every other year, due to a rotating Chair with Lewes DC

## Q1 In a typical week how many hours do you spend on Council business relating to your Basic Allowance?

Answered: 19 Skipped: 0

#	RESPONSES	DATE
1	10	10/11/2023 5:29 PM
2	Approximately 20 hours	10/11/2023 4:37 PM
3	20 hours	10/11/2023 1:33 PM
4	approx 25 hours	10/11/2023 12:05 PM
5	10	10/11/2023 10:57 AM
6	10 +	10/11/2023 10:53 AM
7	15 - 20	10/11/2023 10:04 AM
8	4	10/10/2023 5:41 PM
9	16	10/10/2023 12:04 PM
10	10	10/8/2023 2:37 PM
11	20	10/6/2023 10:47 AM
12	About 15 hours	10/5/2023 4:04 PM
13	Cross over with casework, ctte work and community. Min 10 hours	10/4/2023 4:11 PM
14	As Group Leader - most of my activity is related to my special responsibility.	10/3/2023 7:13 PM
15	I don't count them	10/3/2023 1:43 PM
16	5	10/3/2023 1:34 PM
17	20	10/2/2023 4:52 PM
18	30	10/2/2023 4:50 PM
19	20 hours	10/2/2023 4:41 PM

Q2 If you hold a role(s) within the Council i.e. Group Leader, Cabinet Member, Chair/Vice 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:

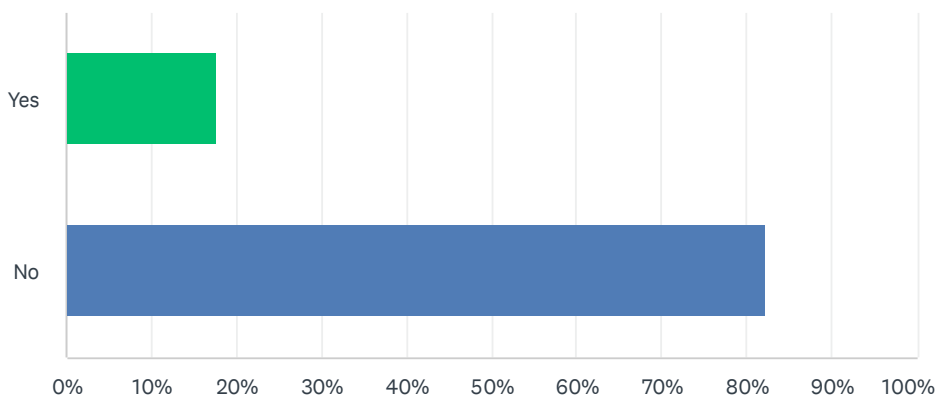
Answered: 15 Skipped: 4

#	RESPONSES	DATE
1	Group Leader 10	10/11/2023 5:29 PM
2	Deputy Leader of the opposition - average of 4 hours per week	10/11/2023 4:37 PM
3	Cabinet lead on climate change. 15 hours, 5 hours on local issues.	10/11/2023 1:33 PM
4	Cabinet - 2-3 hours Chair of Scrutiny - 5-6 hours	10/11/2023 12:05 PM
5	Cabinet Member for Finance and Resources 15	10/11/2023 10:57 AM
6	2 planning	10/10/2023 5:41 PM
7	Shadow Cabinet - Finance and IT = 6 hours	10/10/2023 12:04 PM
8	N/A	10/8/2023 2:37 PM
9	2 hours	10/5/2023 4:04 PM
10	Scrutiny role covering a range of specialist areas 5 hours	10/4/2023 4:11 PM
11	Group Leader - 12 hours a week	10/3/2023 7:13 PM
12	Cabinet member but I don't count the hours	10/3/2023 1:43 PM
13	Deputy Leader - 3 Lead member for Tourism, Leisure, Accessibility and Community Safety - 12	10/3/2023 1:34 PM
14	Chair Conservation Advisory Group 1hour	10/2/2023 4:50 PM
15	Lead opposition member on planning committee. 5 hours	10/2/2023 4:41 PM



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

Answered: 17 Skipped: 2



ANSWER CHOICES	RESPONSES
Yes	17.65% 3
No	82.35% 14
TOTAL	17

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	Fuel costs	10/11/2023 4:37 PM
2	Difficult to quantify - travel mainly within the ward	10/11/2023 12:05 PM
3	car, fuel, paper, office.	10/11/2023 10:53 AM
4	Meeting residents in coffee shops, parking and fuel.	10/5/2023 4:04 PM

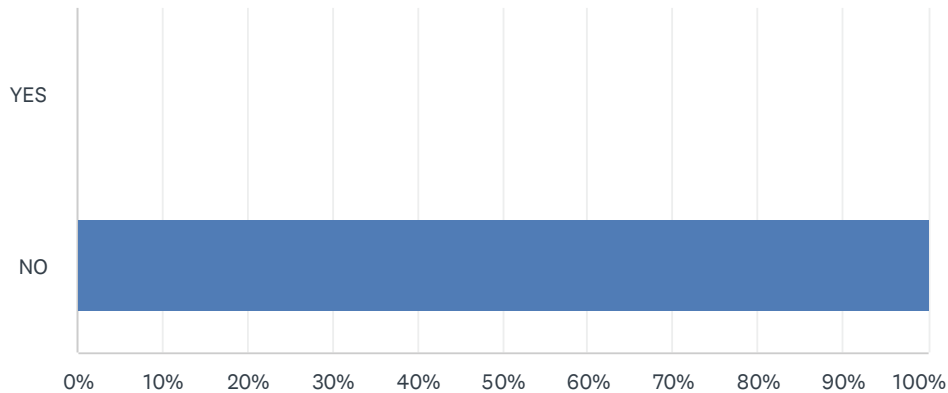
Q4 Government guidance states that “it is important that some element of the work of Councillors continues to be voluntary”. As part of their deliberations, Independent Remuneration Panels will assess what Public Service Discount should apply to the basic allowance - that is the percentage of their time 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: 19 Skipped: 0

#	RESPONSES	DATE
1	?	10/11/2023 5:29 PM
2	20%	10/11/2023 4:37 PM
3	15	10/11/2023 1:33 PM
4	10-15 %. Remember that not all voluntary work we do is because of the "Councillor" label. Often we were already engaged in voluntary work before being elected.	10/11/2023 12:05 PM
5	40%	10/11/2023 10:57 AM
6	5 - 10	10/11/2023 10:53 AM
7	At least 50%, probably closer to 75%	10/11/2023 10:04 AM
8	10%	10/10/2023 5:41 PM
9	20%	10/10/2023 12:04 PM
10	50%	10/8/2023 2:37 PM
11	25	10/6/2023 10:47 AM
12	25%	10/5/2023 4:04 PM
13	I spend over 30 hours a week on Council/community activity. I consider 75% to be in the community/voluntary area	10/4/2023 4:11 PM
14	75%	10/3/2023 7:13 PM
15	20	10/3/2023 1:43 PM
16	50%	10/3/2023 1:34 PM
17	50%	10/2/2023 4:52 PM
18	20%	10/2/2023 4:50 PM
19	33%	10/2/2023 4:41 PM

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

Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES	
YES	0.00%	0
NO	100.00%	19
TOTAL		19

#	IF NO, SHOULD IT BE LOWER OR HIGHER? PLEASE GIVE A REASON FOR YOUR ANSWER:	DATE
1	Higher - should be in line with other Councils	10/11/2023 5:30 PM
2	Higher - it is not enough to cover costs and therefore does not attract a cross section of people	10/11/2023 4:49 PM
3	Higher	10/11/2023 1:34 PM
4	Much higher	10/11/2023 12:06 PM
5	It should be higher as we need to attract younger people to stand for council and they may incur significant financial losses as a result. Also, the basic allowance has remained unchanged for the past 16 years.	10/11/2023 10:58 AM
6	Higher	10/11/2023 10:54 AM
7	A little bit higher	10/11/2023 10:07 AM
8	higher	10/10/2023 5:43 PM
9	Higher - I'm fortunate enough have a very understanding employer and to have no dependants, but if I were to have a family in the future I would have to stand down as a councillor as I couldn't justify this much time for £2,800 (which you are left with very little of after travel costs, stationary, printing, IT etc) - And this may not be able to be factored in to the levels allowances are set at, but in my ward all of the candidates from other parties were people who were paper candidates who didn't even want to win, which was broadly the case across the whole town at the last election. The offer to prospective candidates of campaigning in a target ward for several years in the hope you can swing enough votes to switch it is not an offer anyone wants to take up.	10/10/2023 12:25 PM
10	Higher. Much of my time is taken up involves reading about and understanding the workings of the council in order to make informed decision. In addition to meetings there will be preparation and follow up work. This is the professional element of being a councillor and should be paid accordingly. Meeting and working with residents should be the voluntary aspect of being a councillor in my view.	10/8/2023 3:14 PM

## Independent Remuneration Panel Members' Allowance Survey Eastbourne Borough Council 2023

11	Higher or lower dependant upon the councillors commitment	10/6/2023 10:48 AM
12	Higher. EBC Cllrs have the lowest allowances in the County.	10/5/2023 4:05 PM
13	Higher, It has been held back for many years. One of lowest in the country so deters some people from standing for Council.	10/4/2023 4:13 PM
14	I don't believe the basic rate is sufficient compared to other areas. However, it is difficult with councils faced with funding pressures.	10/3/2023 7:15 PM
15	Higher	10/3/2023 1:43 PM
16	Higher. The amount of time expected to be spent on council business by councillors has gone up over the last few years especially since COVID. Residents expect more from councillors and instant solutions. Social media has also had an impact on expectations	10/3/2023 1:38 PM
17	Higher	10/2/2023 4:53 PM
18	Higher	10/2/2023 4:51 PM
19	It is too low	10/2/2023 4:42 PM

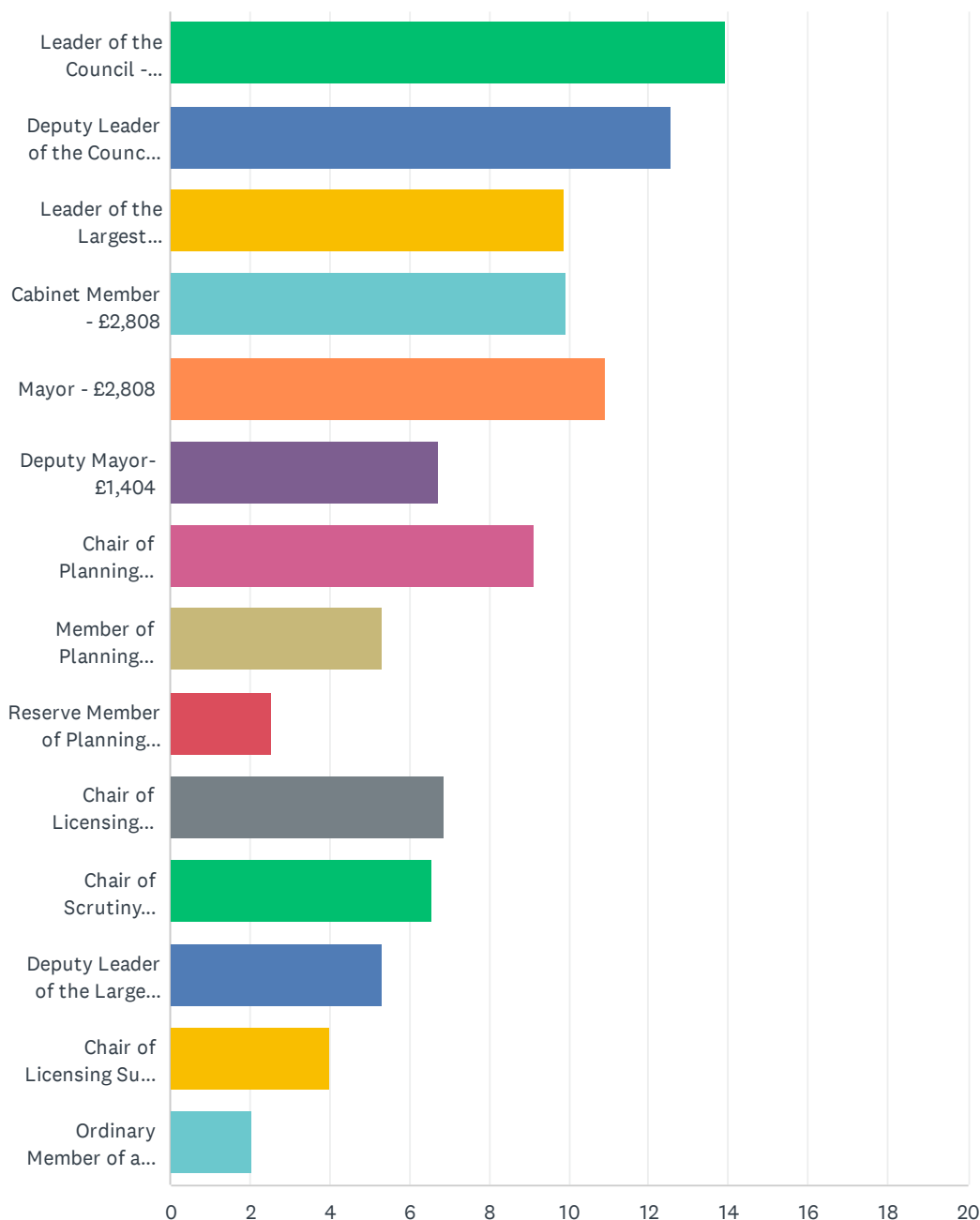
## Q6 If you are able to, please indicate an appropriate level £:

Answered: 17 Skipped: 2

#	RESPONSES	DATE
1	In line with other Councils	10/11/2023 5:30 PM
2	£5,000	10/11/2023 4:49 PM
3	8000.00	10/11/2023 1:34 PM
4	At least £5,000	10/11/2023 12:06 PM
5	3600	10/11/2023 10:58 AM
6	£4.500	10/11/2023 10:54 AM
7	Circa £k per annum: at £3,000 this would equate to £250 per month, which I don't think is excessive.	10/11/2023 10:07 AM
8	£4,000	10/10/2023 5:43 PM
9	I would look towards Hastings Borough Council which has a basic allowance of £6458. They have seen a far more diverse range of councilors elected and this level of allowance has been high enough not to act as a barrier to finding candidates willing to seriously contest non-safe seats.	10/10/2023 12:25 PM
10	I am factoring in a full day of 'professional' councillor work spread over a week. The minimum wage is currently £10.42 per hour. For an 8 hour day this equals £83.36 and for a year this will be £4,334.72. This figure is based on the minimum wage for doing unskilled work. Councillors however develop a profession in Town Hall administration over a period of their tenure. Further, a decent daily rate for councillors would allow me to switch down to 4 days working at my main profession and one day a week working on borough council matters.	10/8/2023 3:14 PM
11	£5,000	10/5/2023 4:05 PM
12	I think there needs to be a gradual rise to bring EBC more inline with other Councils of a similar size	10/4/2023 4:13 PM
13	I note that Lewes is £3,451. I'm not sure it can be increased this high at this stage, but I think £3k would be reasonable as a basic.	10/3/2023 7:15 PM
14	Can't say	10/3/2023 1:43 PM
15	£3,500-4,000	10/2/2023 4:53 PM
16	circa £5000	10/2/2023 4:51 PM
17	£4,500	10/2/2023 4:42 PM

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: 16 Skipped: 3

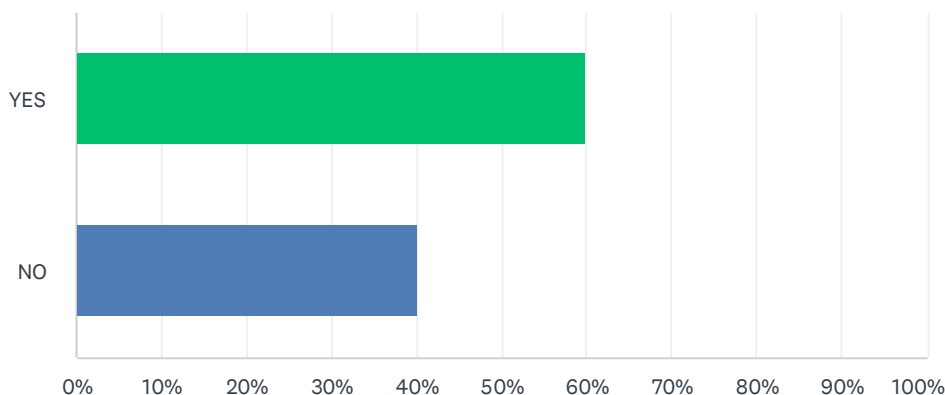


Independent Remuneration Panel Members' Allowance Survey Eastbourne Borough Council 2023

	1	2	3	4	5	6	7	8	9	10	11
Leader of the Council - £4,212	93.75% 15	6.25% 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	0.00% 0
Deputy Leader of the Council - £2,808	6.25% 1	62.50% 10	18.75% 3	6.25% 1	6.25% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Leader of the Largest Opposition Group - £2,106	0.00% 0	25.00% 4	12.50% 2	6.25% 1	12.50% 2	18.75% 3	6.25% 1	12.50% 2	0.00% 0	0.00% 0	0.00% 0
Cabinet Member - £2,808	0.00% 0	0.00% 0	46.67% 7	20.00% 3	6.67% 1	6.67% 1	0.00% 0	0.00% 0	6.67% 1	0.00% 0	6.67% 1
Mayor - £2,808	0.00% 0	6.67% 1	20.00% 3	46.67% 7	13.33% 2	13.33% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Deputy Mayor- £1,404	0.00% 0	0.00% 0	6.67% 1	0.00% 0	13.33% 2	6.67% 1	20.00% 3	6.67% 1	13.33% 2	6.67% 1	13.33% 2
Chair of Planning Committee- £2,106	0.00% 0	0.00% 0	0.00% 0	13.33% 2	26.67% 4	26.67% 4	26.67% 4	6.67% 1	0.00% 0	0.00% 0	0.00% 0
Member of Planning Committee- £1,404	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6.67% 1	0.00% 0	6.67% 1	13.33% 2	13.33% 2	20.00% 3	20.00% 3
Reserve Member of Planning Committee- £702	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.14% 1	0.00% 0	0.00% 0	14.29% 2
Chair of Licensing Committee - £1,404	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 3	13.33% 2	33.33% 5	6.67% 1	20.00% 3	6.67% 1
Chair of Scrutiny Committee- £1,404	0.00% 0	0.00% 0	0.00% 0	12.50% 2	0.00% 0	6.25% 1	12.50% 2	0.00% 0	43.75% 7	6.25% 1	12.50% 2
Deputy Leader of the Largest Opposition Group- £1,404	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6.67% 1	0.00% 0	13.33% 2	6.67% 1	13.33% 2	26.67% 4	13.33% 2
Chair of Licensing Sub Committee- £93	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6.25% 1	0.00% 0	0.00% 0	12.50% 2	0.00% 0	18.75% 3	6.25% 1
Ordinary Member of a Licensing Sub Committee - £62.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6.25% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6.25% 1

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

Answered: 15 Skipped: 4



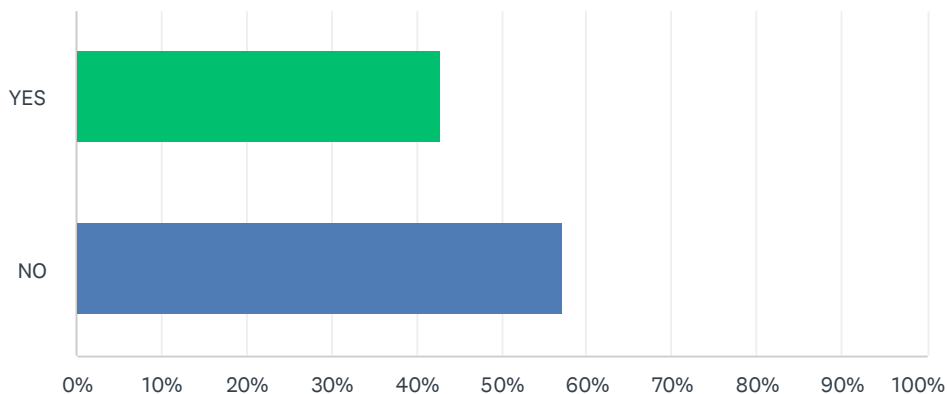
ANSWER CHOICES	RESPONSES
YES	60.00% 9
NO	40.00% 6
TOTAL	15

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	All should have modest uplift	10/11/2023 4:55 PM
2	Increased	10/11/2023 1:39 PM
3	Equalize allowances for Chair of committees, members etc so there is no hierarchy. The opposition leader should definitely be recognised as an important part of the Governance of the Council.	10/11/2023 12:18 PM
4	Leader, Deputy Leader/Cabinet Members allowances brought into line with Lewes District Council	10/11/2023 11:02 AM
5	Commensurate increases in line with an uplift in the basic allowance	10/11/2023 10:10 AM
6	I would increase them across the board - leading a borough council should require at least enough hours to be a full time job and the allowance should be at a level to not require additional employment. I would also say that cabinet members and leader of the opposition are both very significant jobs in terms of responsibility and time commitments and this should be reflected.	10/10/2023 12:31 PM
7	Increase them all	10/5/2023 4:08 PM
8	broadly in agreement with present ranking if not amount.	10/4/2023 4:18 PM
9	I'm not comfortable commenting on the importance of my roles relative to others. However, given the financial restraints of the authority, I am content with my current allowance	10/3/2023 7:19 PM
10	All improved by 20%	10/2/2023 4:44 PM



## Q9 Would you like to see any new SRAs introduced?

Answered: 14 Skipped: 5

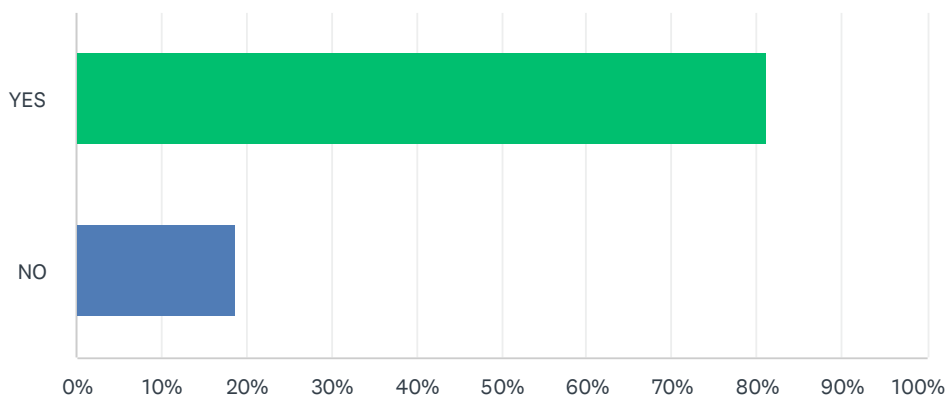


ANSWER CHOICES	RESPONSES
YES	42.86% 6
NO	57.14% 8
TOTAL	14

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	Chair of Audit and Governance;	10/11/2023 12:18 PM
2	Chair of Audit and Governance Committee currently does not get an SRA and should be in line with Licensing Chair	10/11/2023 11:02 AM
3	Audit & Governance members	10/5/2023 4:08 PM
4	No. I would also suggest that some could be removed, to try to make this more cost effective - such as the reserve positions.	10/3/2023 7:19 PM
5	Deputy Chair of Scrutiny	10/3/2023 1:42 PM
6	Champion roles	10/2/2023 5:02 PM
7	Chair Audit and Governance and chair of Conservation Advisory Group	10/2/2023 4:58 PM

## Q10 Dependent Carers' Allowance - Reimbursed at cost . Do you support this allowance?

Answered: 16 Skipped: 3

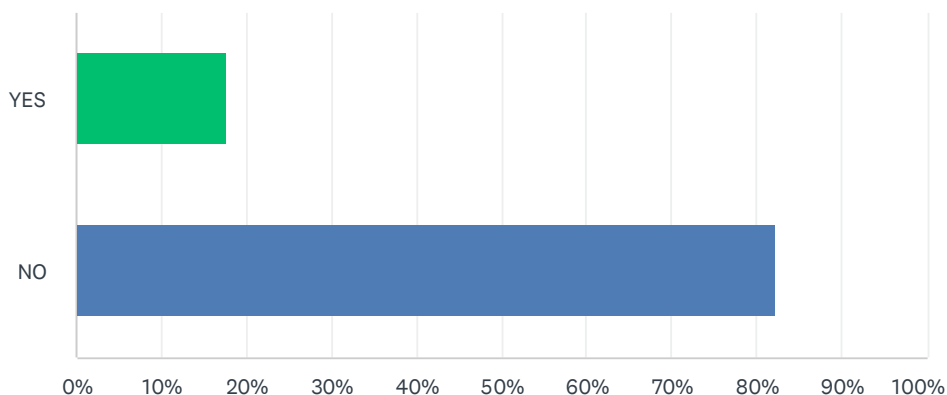


ANSWER CHOICES	RESPONSES	
YES	81.25%	13
NO	18.75%	3
TOTAL		16

#	IF YES, PLEASE INDICATE RATE AND SEASON:	DATE
1	OR maybe 20-25% of care allowance to be regularly reviewed. Does it encourage young mothers to be be Councillors?	10/11/2023 12:20 PM
2	A necessary allowance to ensure that no section of the community is dissuaded from becoming a councillor.	10/11/2023 10:11 AM
3	Carers need support	10/5/2023 4:08 PM
4	I believe this should continue, to support those who need help to support their dependents and still remain a councillor. It's important we attract as many diverse backgrounds.	10/3/2023 7:20 PM

### Q11 There is a current scheme of travel ad subsistence allowances, do you have any comments on the current scheme for Councillors?

Answered: 17 Skipped: 2

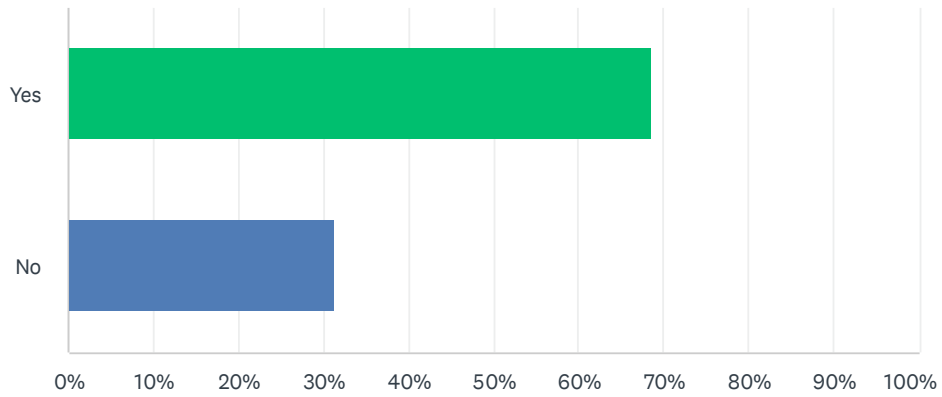


ANSWER CHOICES	RESPONSES
YES	17.65% 3
NO	82.35% 14
TOTAL	17

#	IF YES, PLEASE PROVIDE DETAILS:	DATE
1	It is very restricted and does not really compensate adequately	10/11/2023 12:21 PM
2	increase	10/11/2023 11:00 AM
3	Rarely used!	10/3/2023 7:21 PM

## Q12 Parental Leave Policy for Councillors. Would you be supportive of a Parental Leave Policy for Councillors?

Answered: 16 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	68.75%	11
No	31.25%	5
TOTAL		16

## Q13 If you have any other comments on Members' Allowances, please detail below:

Answered: 5 Skipped: 14

#	RESPONSES	DATE
1	The allowances are not comparable to other Councils and do not encourage younger people to take up these responsibilities	10/11/2023 12:21 PM
2	The current level of allowance acts as a major barrier for working people to become and remain councillors and its no surprise that the vast majority of councillors in Eastbourne are retired. We only have 1 councillor who is below the average age of an Eastbourne resident (45) - It is also almost impossible to convince people to stand as candidates outside of the safest of seats once people are aware of the very large amount of work needed to win a non held seat and the very low level of allowance if they are successful. I don't believe any councillors in Eastbourne have stood due to the money offered, but given the cost of getting yourself elected its not unreasonable for people to not want to be out of pocket at the end of it.	10/10/2023 12:54 PM
3	Given the financial constraints - maybe the scheme could be means tested? Perhaps so that it is done based on the requirements of the Councillor (those claiming state benefits such as UC or Disability to receive more than those who don't)	10/3/2023 7:21 PM
4	Purely that with inflation so rampant, the allowance is fast becoming redundant with out inflationary increase at least	10/2/2023 5:03 PM
5	As there is a voluntary vcomponent and no salary just allowance I think an increased basic rate should apply . Leave is taken when required a policy is not required. If basic allowance was increased that would mitigate need for additional reimbursements	10/2/2023 5:02 PM

## Q14 Name:

Answered: 16 Skipped: 3

#	RESPONSES	DATE
1	Penny di Cara	10/11/2023 4:56 PM
2	KOBE	10/11/2023 12:21 PM
3	Robin Maxted	10/11/2023 11:03 AM
4	Ciir Pat Rodohan	10/11/2023 11:00 AM
5	Nigel Goodyear	10/11/2023 10:11 AM
6	Nicholas Ansell	10/10/2023 5:50 PM
7	David Small	10/10/2023 12:54 PM
8	Ali Dehdashty	10/8/2023 3:20 PM
9	Andy COLLINS	10/6/2023 10:52 AM
10	Christina Ewbank	10/5/2023 4:09 PM
11	Cllr Alan Shuttleworth	10/4/2023 4:20 PM
12	Cllr Stephen Holt	10/3/2023 7:21 PM
13	Margaret Bannister	10/3/2023 1:42 PM
14	Daniel Butcher	10/2/2023 5:03 PM
15	Kathy Ballard	10/2/2023 5:02 PM
16	Jane Lamb	10/2/2023 4:44 PM

				MINIMUM	£2,808.00	£46,500.00		
				MAXIMUM	£6,948.00	£441,721.00		
				AVERAGE	£5,229.95	£301,076.40		
Council name	Type of council	County area	Population	Basic Allowance for 2023/2024	Overall budget for Member Allowances	Total number of councillors	Percentage of Public Service Discount*, if applicable (%)	Comments on Basic Allowance
Adur District Council	District	West Sussex	65000	£5,279.00	£239,548	29	45%	This is the first time the Council has introduced a public service discount for calculating the basic allowance.
Arun District Council	District	West Sussex	164900	£6,033.00	£404,254	54	30%	This is uplifted in line with staff pay.
Chichester District Council	District	West Sussex	124000	£5,200.00	£296,806	36	0%	n/a
Crawley Borough Council	District	West Sussex	119000	£6,948.00		36		N/A
Eastbourne Borough Council	District	East Sussex	101600	£2,808.00	£46,500	27	N/A	None
Hastings Borough Council	District	East Sussex	95000	£6,429.00	£280,000	32		IRP recommended a freeze on basis allowances due to councils financial situation.
Hove District Council	District	West Sussex	144000	£5,738.55	£414,395	48	35%	Index linked with officers' payrise. Current amount includes 4.9% increase for 2022/23. Rates for 23/24 remaining as for 2022/23 at present.
Lewes District Council	District	East Sussex	102744	£3,317.00	£241,000.00	41	n/a	n/a
Mid Sussex District Council	District	West Sussex	278016	£5,700.00	£441,721	48		The cost of the amendment to the basic allowance is a net saving of £7,200, with the increase per Councillor being offset by the reduced number of elected Members.
Rother District Council	District	East Sussex	93100	£4,930.00		38		The Basic Allowance may be increased each year at the start of each new civic year in May by agreement.
Wealden District Council	District	East Sussex	160180	£4,846.20	£337,200	45		N/A
Worthing Borough Council	District	West Sussex	100000	£5,530.67	£309,340	37	45%	This is the first year that WBC has used a PSD to calculate it's level of basic allowance.

Previous years' data - did not submit 2022 return

NB: some cells contain notes denoted by a red mark

		MINIMUM	£4,212.00	£2,228.00	£2,808.00	£0.00	£1,630.00	£1,047.00	£0.00	
		MAXIMUM	£22,800.00	£11,400.00	£9,120.00	£9,120.00	£4,800.00	£5,726.00	£1,583.00	
		AVERAGE	£14,081.76	£6,868.69	£6,465.09	£3,966.12	£3,452.89	£2,691.44	£566.17	
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	Deputy Chair Licensing Committee
Adur District Council	District	West Sussex	65000	£15,837.00	£8,710.00	£7,127.00	£0.00	£3,318.00	£3,167.00	£1,583.00
Arundel District Council	District	West Sussex	164900	£6,294.00	£2,228.00	N/A	N/A	£4,127.00	£4,402.00	£1,320.00
Brighton & Hove City Council	City	East Sussex	270000	£15,500.00	£8,150.00	£7,400.00	£7,400.00	£4,800.00	£4,300.00	N/A
Crawley Borough Council	District	West Sussex	119000	£16,679.00	N/A	£8,339.00	N/A	£2,781.00	£5,726.00	£0.00
Eastbourne Borough Council	District	East Sussex	101600	£4,212.00	£2,808.00	£2,808.00	£2,808.00	N/A	£1,404.00	N/A
Hastings Borough Council	District	East Sussex	95000	£12,861.00	£8,364.00	£6,945.00	£3,467.00	£3,216.00	£1,047.00	£0.00
Horsham District Council	District	West Sussex	144000	£16,350.80	£9,362.30	£7,642.00	N/A	£2,659.20	£2,659.20	N/A
Lewes District Council	District	East Sussex	102744	£15,382.00	n/a	£6,153.00	£3,076.00	£4,614.00	£62 per meeting.	n/a
Mid Sussex District Council	District	West Sussex	278016	£22,800.00	£11,400.00	£9,120.00	£9,120.00	£3,420.00	£1,140.00	£0.00
Rother District Council	District	East Sussex	93100	£14,814.00	£4,938.00	£3,259.00	£0.00	£1,630.00	£1,630.00	£494.00
Wealden District Council	District	East Sussex	160180	£14,169.60	£5,857.92	£5,857.92	£5,857.92	£3,963.72	£1,439.16	N/A
Worthing Borough Council	District	West Sussex	100000	£16,592.00	£9,125.00	£7,466.00	£0.00	£3,318.00	£4,148.00	£1,037.00



	£0.00	£2,106.00	£0.00	£0.00	£1,404.00	£0.00	£0.00	£0.00	£2,308.00
	£275.00	£7,125.00	£2,771.00	£1,404.00	£7,461.00	£2,074.00	£1,436.00	£0.00	£9,158.00
	£63.96	£5,006.45	£1,366.10	£478.75	£4,232.29	£1,033.33	£287.20	£0.00	£5,205.89
Council name	Members of Licensing Committee	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	£0.00	£5,543.00	£2,771.00	£0.00	£4,148.00	£2,074.00	£0.00	£0.00	£3,167.00
Arun District Council	£275.00	£6,604.00	£2,180.00	£825.00	N/A	N/A	N/A	N/A	£9,158.00
Chichester District Council	n/a	£6,350.00	N/A	N/A	£5,050.00	N/A	N/A	N/A	£5,000.00
Crawley Borough Council	£0.00	£6,948.00	£0.00	£0.00	£7,461.00	£0.00	£0.00	£0.00	£6,679.00
Eastbourne Borough Council	N/A	£2,106.00	N/A	£1,404.00	£1,404.00	N/A	N/A	N/A	£2,808.00
Hastings Borough Council	£108.77	£3,861.00	£1,413.00	£1,047.00	£3,216.00	£630.00	£0.00	£0.00	£6,840.00
Horsham District Council	N/A	£4,196.00	£1,410.90	N/A	£5,570.20	£1,862.00	£1,436.00	N/A	£5,570.20
Lewes District Council	n/a	£4,614.00	£769.00	£554.00	£3,691.00	n/a	n/a	n/a	£2,308.00
Mid Sussex District Council	£0.00	£7,125.00	£1,781.00	£0.00	£4,560.00	£1,140.00	£0.00	£0.00	£7,410.00
Rother District Council	£0.00	£3,259.00	£494.00	£0.00	£3,259.00	£494.00	N/A	N/A	£3,300.00
Wealden District Council	N/A	£4,464.96	£1,476.00	N/A	£3,963.72	N/A	N/A	N/A	£5,024.64
Worthing Borough Council	£0.00	£5,807.00	£1,451.00	£0.00	£4,148.00	£1,037.00	£0.00	£0.00	£3,318.00

	£550.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£75.00		
	£3,021.00	£4,750.00	£1,659.00	£1,569.52	£0.00	£5,360.00	£1,436.00			
	£1,708.28	£2,806.19	£542.59	£402.79	£0.00	£2,119.67	£739.71			
Council name	Deputy Chair/ Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson	Committee Chair	Independent Person Allowance	Independent Person (Audit)	Do you operate the '1 SRA per councillor' rule?	Do you operate the 50% rule?
Adur District Council	£1,583.00	£3,959.00	£1,659.00	£0.00	£0.00	N/A	£75.00	£0.00	No	Yes
Arundel District Council	£3,021.00	£4,312.00	N/A	£107.00	N/A	£5,360.00	£528.00	N/A	No	No
Brighton & Hove City Council	n/a	£4,750.00	N/A	N/A	N/A	N/A	N/A	N/A	Yes	No
Brighton & Hove City Council	£1,002.00	£2,570.00	£0.00	£0.00	£0.00	N/A	£750.00	£750.00	Yes	No
Eastbourne Borough Council	£1,404.00	£2,106.00	£1,404.00	N/A	N/A	N/A	£1,000.00	£1,000.00	Yes	No
Hastings Borough Council	£2,235.00	£1,569.52	£192.52	£1,569.52	£0.00		£612.00	£0.00	No	No
Horsham District Council	£1,867.20	£4,045.50	N/A	N/A	N/A	£2,659.20	£1,436.00	N/A	No	No
Lewes District Council	n/a	£4,616.00	n/a	n/a	n/a	n/a	£1,000.00	n/a	Yes	no
Mid Sussex District Council	£2,470.00	£0.00	£0.00	£250.00	£0.00	£1,140.00	£750.00	N/A	Yes	No
Rother District Council	£550.00	£1,630.00	£0.00	£494.00	£0.00	£0.00	£379.00	£954.00	Yes	No
Wealden District Council	£1,242.36	£1,310.04	N/A	£399.00	N/A	£1,439.16	£867.12	N/A	Yes	No
Worthing Borough Council	£829.00	£4,148.00	£1,037.00	£0.00	£0.00	£0.00	£75.00	£0.00	Yes	No

Council name	Type of council	County area	Population	Travelling/mileage (pence per mile)	Bicycle mileage (pence per mile)	Subsistence allowance	Carers' allowance
Adur District Council	District	West Sussex	65000	£0.45	£0.00	<p>Breakfast £4.82 (90%) £3.73 Lunch £11.72 (90%) £10.66</p> <p>Tea £4.64 (90%) £4.18 Evening Meal £4.51 (90%) £4.93</p> <p>APPENDIX E TRAVEL AND DISTURBANCE ALLOWANCES</p> <p>Excess Travelling Expenses £102.40% £5.22 Lodging Allowances £74.22 (40%) £78.40 Advertising Costs £34.03 (40%) £44.44 Tenancy Costs £23.58 (40%) £36.15 Disturbance Allowance £577.19 (40%) £639.04 OUT OF POCKET EXPENSES Per night £552.37% £.70 Per week £6.17 (37%) £6.79 MEAL CHARGES FOR RESIDENTIAL AND ALLIED STAFFS</p> <p>Breakfast £0.98 (1.20%) £0.99 Dinner/Main Meals £1.72 (1.20%) £1.74 Tea £0.49 (1.20%) £0.50 Snack Supper £0.79 (1.20%) £0.80 % changes are based on the March RPI figures .</p>	The Dependent Persons Carer Allowance and both Child Carer Allowance should be based at cost upon production of receipts. In the case of specialist care a requirement of medical evidence that this type of care be required, the allowance should have no daily or monthly maximum claim when undertaking Approved Councilor Duties.
Arun District Council	District	West Sussex	164900	£0.45	£0.20	<p>Breakfast - £6.98 (where travel has started, absence less than 24 hours, leaving home before 7 am) Lunch - £9.63 (for necessary absences of several hours spanning the normal lunch period leaving before 11.00 am and not returning until after 3.00 pm) Tea - £3.82 (unable to arrive home before 6.30 pm) Evening Meal - £11.94 (unable to arrive home before 8.30 pm) Out of pocket expenses for residential courses - £6.38 per night or £25.48 per week Overnight Accommodation - £106.91</p>	£10 per hour for childcare [up to a limit of £4k per annum] Dependent Adult Allowance [maximum of the Home Care Allowance rated paid by West Sussex County Council [£18.49] up to a limit of £6k per annum
Chichester District Council	District	West Sussex	124000	£0.65	£0.20	<p>Breakfast -£8.68 (where travel starts before 7am and absence is less than 24 hours) (ii) Lunch -£11.90 (for necessary absences of several hours spanning the normal lunch period leaving home/ office before 11am and returning after 3pm) (iii) Tea -£4.74 (if unable to return to home/office by 6.30pm) (iv) Evening Meal -£14.38 (if unable to return to home/office by 8.30pm) (v) Out of Pocket Expenses for residential courses -£6.73 per night.</p>	£10 an hour

Council name	Type of council	County area	Population	Travelling/mileage (pence per mile)	Bicycle mileage (pence per mile)	Subsistence allowance	Carers' allowance
Crawley Borough Council	District	West Sussex	119000	£0.45	£0.20	Afternoon - £3.53 / evening - £11.03 (same as officer rates)	£10.52/hr (10p above National Living Wage)
Eastbourne Borough Council	District	East Sussex	101600	£0.45	£0.20	Breakfast - £7.13 (4 hours or more away from home, event starting before 7.30 am) Lunch - £9.78 (4 hours or more away, including noon to 2 pm) Tea - £4.44 (4 hours or more away, ending after 6.30 pm) Evening meal (1) - £17.80 (4 hours or more away from home, ending after 8.30 pm) Evening meal (2) - £41.52 - When taken as part of an overnight stay.	Actual costs necessarily incurred.
Hastings Borough Council	District	East Sussex	95000	£0.45	20p	Breakfast £6.88 Lunch £9.50 Dinner £11.76	£10.90 per hour
Horsham District Council	District	West Sussex	144000	£0.45	£0.20	hardly ever claimed for: current rates Breakfast £6.45 Lunch £8.91 Tea £3.53 Dinner £11.03	£9.50 per hour (equal to Living Wage rate)
Lewes District Council	District	East Sussex	102744	£0.45	£0.20	In exceptional circumstances in line with staff rates, with receipts.	At actual cost, with receipts
Mid Sussex District Council	District	West Sussex	278016	£0.45	£0.20	Breakfast - £7.00 Lunch - £10.00 Tea - £4.00 Evening Meal - £13.00	Childcare Allowance to be payment of receipt-based actual costs up to a maximum rate of £11 per hour for one child, or a maximum of £22 per hour for two or more children. Dependent Carer's allowance is on receipt-based actual costs, up to a maximum rate of £22 per hour.
Rother District Council	District	East Sussex	93100	£0.45	£0.20	Breakfast £6.10 Lunch £8.50 Tea £3.60 Dinner £12.10	£14.00 - dependants £10.42 - childcare

Council name	Type of council	County area	Population	Travelling/mileage (pence per mile)	Bicycle mileage (pence per mile)	Subsistence allowance	Carers' allowance
Wealden District Council	District	East Sussex	160180	£0.45	£0.20	Breakfast £7.15 (When away from home on approved Council business before 8 a.m.) Lunch £9.35 (When away from home on approved Council business between 12 noon and 2 p.m.) Evening Meal £16.50 (When away from home on approved Council business after 7 p.m.) Subsistence for overnight absence – Other than London or specified conferences - £94. Subsistence for overnight absence – In London or specified conferences - £105.	Up to £12 per hour
Worthing Borough Council	District	West Sussex	100000	£0.45	£0.00	Breakfast 8.48% 8.73 Lunch 11.72% 12.06 Tea 6.4% 6.78 Evening Meal 14.51% 14.93 APPENDIX E TRAVEL AND DISTURBANCE ALLOWANCES Excess Travelling Expenses 5.10% 5.22 Lodging Allowances 174.22% 178.40 Advertising Costs 34.03% 44.44 Tenancy Costs 23.58% 36.15 Disturbance Allowance 2577.19% 2639.04 OUT OF POCKET EXPENSES Per night 5.55% 6.70 Per week 6.17% 6.79 MEAL CHARGES FOR RESIDENTIAL AND ALLIED STAFFS Breakfast 0.98% 0.99 Dinner/Main Meals 1.72% 1.74 Tea 0.49% 0.50 Snack Supper 0.79% 0.80 % changes are based on the March RPI figures	money is reimbursed at cost

Council name	IT allowance	Any other allowances	Maternity/parental leave
Adur District Council	Councillors are provided with a device upon collection		0 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 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 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 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. If a Councillor stands down, or an election is held during the period when a Councillor is absent due to any of the above and the Councillor is not re-elected or decides not to stand down for re-election, their Basic Allowance and any Special Responsibility Allowance will cease from the date they leave office.
Arun District Council	N/A	Substitute Member of Planning Committee £330 Chair of Standards - £1,100 Chairs and Vice-Chairs of 6 Service Committees £5,360 and £1,768 these being: Policy & Finance Corporate Support Planning Policy Housing & Wellbeing Environment Economy	N/A
Chichester District Council	n/a	n/a	24 weeks

Council name	IT allowance	Any other allowances	Maternity/parental leave
Crawley Borough Council	0 - but laptops and/or mobile phones provided	N/A	N/A
Eastbourne Borough Council	£429.00	Reserve Member of Planning Committee - £702 Chair of a licensing sub-cttee - £93 per meeting Ordinary member of a licencing sub-cttee - £62 per meeting	Parental leave - - Cllrs shall receive basic allowance in full for period up to 6 months due to maternity, paternity, adoption shared parental leave or sickness absence. Cllrs receiving an SRA will continue to receive this in full for 6 months. If a replacement is appointed to the role covered by the SRA they will receive the SRA pro rota for the period covered.
Hastings Borough Council		0 n/a	same as officers
Horsham District Council	N/A - iPads supplied	Representatives on outside bodies; £52.50 per meeting for approved representatives (excluding Parish Councils or where Cllr is paid by host organisation).	N/A
Lewes District Council		437 £63 per meeting for Chair of Licensing Sub-Cttee or Scrutiny Panel. Members of Licensing Sub-Ctttes paid £334 pa if do 13-26 meetings, £829pa for 27-40 meetings, £1105 pa for 41 or more meetings.	Parental Leave 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. SRA for 6 months for same. Replacement rep can claim SRA during six month absence on pro rota basis.
Mid Sussex District Council	£0	£0	0
Rother District Council		0 Member Champions / spokespersons (non-Cabinet Members) £494.00	0

Council name	IT allowance	Any other allowances	Maternity/parental leave
Wealden District Council	N/A	Chair and Deputy Chair of the Council receives an additional £1,002 and £300 respectively under Section 3 of the LGA 1972	N/A
Worthing Borough Council	Cllrs are supplied with a device upon election		<p>0 Parental Leave 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 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 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 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. If a Councillor stands down, or an election is held during the period when a Councillor is absent due to any of the above and the Councillor is not re-elected or decides not to stand down for re-election, their Basic Allowance and any Special Responsibility Allowance will cease from the date they leave office.</p>



Council name	Type of council	County area	Population	How are current levels of SRA calculated? Please provide a brief summary (eg as a percentage of the Leader's SRA)	Date current allowances were approved?	Date of your next review	Have your allowances been updated since last year, or frozen?	Other	Have you established a formula for updating the allowances annually?	If 'yes' please detail
Adur District Council	District	West Sussex	65000	percentage of leaders	20/02/2024	02/08/2024	Updated		Yes	indexed to njc
Arun District Council	District	West Sussex	164900	By reviewing workload of each role that attracts an SRA under Committee form of governance	13/01/2021	13/03/2024	Other (please specify)	All SRAs were increased in line with staff pay as well as the Basic Allowance	Yes	They increase in line with national pay award
Chichester District Council	District	West Sussex	124000	SRA level is calculated by the panelist by examining the relevant responsibility and obligations of each role as well as carrying out a comparison exercise regionally with other authorities and also by wider comparison work using employment data	17/05/2023	01/05/2024	Frozen		No	N/A
Crawley Borough Council	District	West Sussex	119000	Considered by an IRP - evidence based on workloads, consultation with councillors/chairs, other authorities' rates etc	19/10/2022	01/06/2026	Other (please specify)	All allowances increased by 5% for 2023/24 in line with the Council's increase in fees and charges	Yes	Historically the officers' pay increase had been used as the annual indexation for councillors' allowances - in its absence this year the IRP chose to use the Council's increase in fees and charges as a guide for the councillors' percentage increase.
Eastbourne Borough Council	District	East Sussex	101600	Unknown	01/04/20	17/10/23	Frozen		No	

Council name	Type of council	County area	Population	How are current levels of SRA calculated? Please provide a brief summary (eg as a percentage of the Leader's SRA)	Date current allowances were approved?	Date of your next review	Have your allowances been updated since last year, or frozen?	Other	Have you established a formula for updating the allowances annually?	If 'yes' please detail
Hastings Borough Council	District	East Sussex	95000	IRP recommendations, raised in line with Officer salary previously. Due to inflation rates the allowances are now calculated separately	26/04/2023	15/11/2023	Frozen		No	n/a
Horsham District Council	District	West Sussex	144000	Benchmarked against comparator local authorities and public bodies. Interviews with cross-section of Cllrs and senior officers. Questionnaire to all Cllrs to get their views and hours of work undertaken. review of organisational changes.	22/02/2023	07/04/2025	Frozen		Yes	All allowances (apart from Travel and Subsistence) index linked to any staff percentage increase. (last year's lump sum increase was calculated at a 4.9% increase)
Lewes District Council	District	East Sussex	102744	Uplift on previous values.	21/02/22	01/04/24	Updated by index		Yes	Based on staff pay uplift, average of pay award.
Mid Sussex District Council	District	West Sussex	278016	By an Independent Remuneration Panel. The SRA's are linked to the Basic Allowance in the following way: Leader's allowance = 4 times the basic allowance Deputy Leader = 2 times the basic allowance Cabinet Members = 1.6 times the basic allowance Chairman = 1.3 times the basic allowance	26/07/2023	26/03/2024	Updated		Yes	As above, the SRA's are a linked to the basic allowance.
Rother District Council	District	East Sussex	93100	Based on ratios.	20/02/2023	26/11/2023	Updated		No	? I answered no to this, so no answer necessary?
Wealden District Council	District	East Sussex	160180	Assessment of time spent on council business	22/02/2023	21/02/2024	Updated		Yes	Remuneration Panel Review annually
Worthing Borough Council	District	West Sussex	100000	Percentage of Leader's allowance	23/02/2023	02/08/2026	Updated		Yes	raised inline with the NIC over four years

Council name	How did you recruit your Independent Remuneration Panellists? If you advertised, please state where.	What rate of pay do Independent Remuneration Panellists receive?	Please detail any recent changes to the structure within your authority (including number and/or political persuasion of members involved)	Is the Leader full-time?	If the Leader is not full time, please detail the number of hours worked on average per week	Please detail the number of hours your Cabinet members work on average per week	Please detail any significant changes made to SRAs	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Adur District Council	social and traditional print media	£75 per meeting (£100 for the chair)	additional executive sub-committee	If not, please detail the number of hours worked on average per week	N/A	N/A	N/A	8 members out of 16 jointly with wbc 8 members on Adur OSC
Arun District Council	Council's Web Page Advert in the local press Council's Business Partnership magazine HR web page - job advertisements	£60 per meeting attended	Arun moved to a Committee form of Governance in May 2021 Since 2019 the political persuasion has changed 3 times.	Yes		Under a committee system we do not have Cabinet Members - a review is currently underway on the allowances scheme under a Committee structure and so the number of hours each Committee Chair works will be confirmed as part of that review.	N/A	We do not have any Scrutiny Committee
Chichester District Council	Public advertisement in local newspaper and on the Council website	~£50 for each meeting per panelist	Lib - 25 Con - 5 Local Alliance - 4 Green - 2	Yes		Variable	n/a	11 Members (excluding members of the Cabinet and the Chairman of the Council) based on political proportionality
Crawley Borough Council	Local businesspeople/community leaders e.g. police, school governors	£150	N/A	Yes		N/A	N/A	1x Overview and Scrutiny Commission (11 members). Currently no live Scrutiny Panels.
Eastbourne Borough Council	Chair from SEE. Other panel members - advertised and asked for recommendations from neighbouring authorities.	SEE rate for Chair, £100 per day + expenses for other panel members.	19 Lib Dem, 8 Cons (changed in May from 17 Lib Dems, 7 Conservative, 3 Independent)	No	We do not record that information.	We do not record that information.	None	Scrutiny Cttee - 8 members (5 Lib Dems, 3 Conservatives). Opposition member in the chair.

Council name	How did you recruit your Independent Remuneration Panellists? If you advertised, please state where.	What rate of pay do Independent Remuneration Panellists receive?	Please detail any recent changes to the structure within your authority (including number and/or political persuasion of members involved)	Is the Leader full-time?	If the Leader is not full time, please detail the number of hours worked on average per week	Please detail the number of hours your Cabinet members work on average per week	Please detail any significant changes made to SRAs	Please detail the size and composition of your authority's Overview and Scrutiny committee(s) and panels.
Hastings Borough Council	Ask other LA's, advertise in the community	£2000 Chair, other member £1500	Restructure of senior managers. hung council with 15 Labour, 11 Conservative, 5 Green and 1 Reform UK	Yes		16	None	11 members on 1 committee
Horsham District Council	Advertised on website. Two were interviewed and recruited who had been previously interviewed for the Independent Person role the year before.	£700 for last full review (2021) Interim review rate tbc	Change of administration in May 2023 - from Conservative majority to Liberal Democrat majority. No structure changes though Cabinet has one fewer member.	If not, please detail the number of hours worked on average per week	Unknown. He is continuing in employment elsewhere on a part-time basis	Unknown.	N/A	15 members. 9 Lib Dem, 3 Conservatives, 2 Green, 1 Independent. Task & Finish Groups ad hoc, normally 3 or 4 members.
Lewes District Council	Chair from SEE, Panel members by advert and recommendations from neighbouring councils.	Chair - SEE rates, Other panel members £100 a day.	Since May 2023- Administration of 17 Green and 9 Labour Councillors. 15 Liberal Democrats in opposition. Previously Administration of 9 Lib Dem, 8 Green, 4 Labour and 1 Ind, 18 Conservatives in opposition and 1 Independent.	Yes	Data not collected.	Not recorded	None	The policy and performance advisory committee has 11 Members - 4 Green, 4 Lib Dem, 3 Labour. Chaired by opposition member.
Mid Sussex District Council	Advertised on own website, through Town and Parish Council's and external advertising sites.	£700 pa	There has been a reduction of total number of Members from 54 to 48. This comprises 20 Liberal Democrat, 18 Conservative, 4 Green, 4 Independent Group, 1 Burgess Hill Independent and 1 Labour.	Yes		Unquantifiable.	The increase remains based on the same link to the basic allowance as in the previous year.	There are 2 Scrutiny Committees with 11 Members on each. The composition of Members is politically balanced.
Rother District Council	On website only and via parish / councillor networks	Fee for work as agreed 4 meeting @90 per meeting and one training session @ 90.	None since elections in May 2023. The allowances were only set for 1 year - the IRP will be reconvened in the Autumn to look at allowances for next year and hopefully set for the remainder of the term of office.	If not, please detail the number of hours worked on average per week	unknown	unknown	None significant - changes to opposition group leader - flat rate rather than amount per member. New allowance for V-C of planning committee.	One OSC 12 Members. NO standing panels - task and finish groups as and when.
Wealden District Council	3-year appointment	£280 per year	N/A	If not, please detail the number of hours worked on average per week	Not recorded	Not recorded	N/A	1 Committee consisting of 12 members
Worthing Borough Council	via social media and traditional print media	£75 per meeting (£100 for the chair)	additional executive committees to reflect differences across partner authorities	If not, please detail the number of hours worked on average per week	N/A	N/A	the SRA's were given a thorough review and a number were changed significantly.. most notably the vice Chair of committees were reduced	8 members from WBC along with 8 members from ADC fo joint arrangements. 16 members on WBC Scrutiny Committee

<b>Report to:</b>	<b>Full Council</b>
<b>Date:</b>	<b>15 November 2023</b>
<b>Title:</b>	<b>Polling Districts and Polling Places Review</b>
<b>Report of:</b>	<b>Head of Elections and Local Land Charges</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of report:</b>	<b>To agree arrangements in respect of polling districts and polling places in the Borough of Eastbourne</b>
<b>Officer recommendation(s):</b>	<b>(1) That the Acting Returning Officer's proposals as set out in the report be approved.</b>  <b>(2) That the Head of Elections and Local Land Charges, on behalf of the Returning Officer and Electoral Registration Officer, be authorised to implement the Council's decisions in respect of the review.</b>
<b>Reasons for recommendations:</b>	<b>To fulfil the Council's statutory duty in respect of conducting a Polling District and Polling Place Review.</b>
<b>Contact Officer(s):</b>	<b>Name: Tracey Pannett</b> <b>Post title: Head of Elections and Local Land Charges</b> <b>E-mail: Tracey.Pannett@lewes-eastbourne.gov.uk</b> <b>Telephone number: 01323 415074</b>

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## **1 Introduction**

- 1.1 The Council must regularly review the division of its area into polling districts and the places where electors are asked to vote. A full review of the whole borough must be undertaken at intervals of not less than 5 years. A review must also be undertaken when a change in a particular polling place is proposed to be made.
- 1.2 The relevant legislation can be found in section 16 of the Electoral Administration Act 2006, the Representation of the People Act 1983 and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006. Guidance is also published by the Electoral Commission .
- 1.3 This matter is brought before full Council as decisions on matters in respect of polling district boundaries and polling places cannot be dealt with by a council's executive (i.e. the Cabinet) by virtue of The Local Authorities (Functions and Responsibilities) (England) Regulations 2000.

## **2 Review process**

- 2.1 As part of the review process the Council must:

- Seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
- Seek to ensure that so far as is reasonable and practicable the polling places are accessible to those who are disabled; and
- When considering or reviewing the designation of a polling place, have regard to the accessibility needs of disabled people.

2.2 The consultation period for this full review ran for 5 weeks between 2 October and 3 November 2023. The timing of the review has been determined by a number of factors. First to complete the review ahead of the Police and Crime Commissioner Elections in May 2024, secondly because of the need for a Parliamentary Election to be held prior to 28 January 2025, and thirdly to ensure that the review is completed in advance of the publication of the new register on 1 December. Public notice of the review was published and information about the review made available on the Council’s website. Any elector in the Eastbourne constituency was entitled to make representations.

2.3 As well as being supplied on request, the consultation document (Appendix 1) was sent to the local Member of Parliament, Borough and County Councillors in the relevant wards and local political parties. It was also sent to the Access Group as required under the regulations as persons having particular expertise in relation to access to premises or facilities for persons who have different forms of disability. The Access Group is an umbrella group of local organisations that represents many of the disabled people living in Eastbourne.

### 3 Definitions

3.1 **“Parliamentary constituency”**. This cannot be changed by the review. It is the division of the constituency into polling districts and places that is the subject of the review. It should be noted that following the conclusion of the 2023 Parliamentary Boundary Review, the Eastbourne constituency is now coterminous with the Borough boundary of Eastbourne. The Willington, Jevington and Wannock areas of Wealden that used to form part of the Eastbourne Constituency are no longer part of the new Eastbourne constituency.

**“Polling district”**. The area created by the division of a constituency or ward into smaller parts, within which a polling place can be determined which is convenient to the electors.

**“Polling place”**. The building or area in which polling stations will be selected by the Acting Returning Officer.

**“Polling station”**. The actual area where the process of voting takes place. This must be located within the polling place and designated for the particular polling district. This function is the responsibility of the Acting Returning Officer.

## 4 The proposals and comments received

4.1 The consultation document set out details of current polling districts and polling places together with details of the proposed changes (Appendix 1). Appendix 2 sets out the full text of all comments received.

4.2 The following summarises the proposals and comments received together with any necessary observations on the comments and final recommendations:

**All Wards** - To confirm the designation of the whole of each of the 9 wards as the polling place. If a polling station becomes unavailable at any time, we can conduct an internal review to locate the most suitable venue to serve the voters in the area and where there is only one choice, this mitigates the need to conduct a full public consultation.

**Recommendation:** That the Acting Returning Officer's proposal be approved.

**Devonshire Ward** - No proposals to change any of the stations in this Ward.

**Hampden Park Ward** - No proposals to change any of the stations in this Ward.

**Langney Ward** - No proposals to change any of the stations in this Ward.

**Meads Ward** - A large number of representations have been received from Meads residents in response to the consultation, requesting that St John's Hall be kept as the polling station. Several respondents agreed with the proposed move to Jubilee Hall, however given the volume of opposition to the proposed change the Acting Returning Officer recommends that the status quo remains and St John's Hall remains the polling station for MDC. (All comments have been recorded and can be viewed in Appendix 2).

**Old Town Ward** - To confirm Eastbourne Grace Baptist Church, Victoria Drive, Eastbourne, BN20 8JS as the new polling station for OTA and OTD and if possible the main hall be used for both OTA and OTD.

**Comments:** Councillor Diplock commented "Neither I nor any of my fellow councillors can support this change. Before the Borough elections in May this year, we were all concerned about the size and capacity of Victoria Eastbourne Grace Baptist in managing the volume of voters. Old Town routinely has a voting turn out higher than other wards in the Borough. Victoria Grace had, at various points on polling day in May, long queues stretching out of the OTA entrance. The time taken for people to pass through, vote and then leave, was in the region of 20 to 25 minutes. This is no comment on the efficiency of Borough staff, simply a recognition that the space available isn't enough to permit voters to flow through effectively. In a general election volume of voters will be significantly higher. This risks disenfranchising voters (as those who are in a hurry simply won't bother to wait around) and increases the risks of

social disorder (there were several heated conversations between different groups of voters outside OTA, and potential challengeable behaviour from other political groups). A speedy throughput of voters with a minimum of waiting is very important.

We do not believe that Eastbourne Grace Baptist Church has the space or capacity to manage the volume of voters that will present on polling day. We have seen this with our own eyes. As such, Old Town cllrs **cannot support the recommendation that Eastbourne Grace Baptist Church becomes the new designated polling place replacing Greenfield Methodist.** A bigger alternative venue must be found.”

**Response:** The polling station was moved from Emmanuel Church as this venue is being sold to finance the move to the new Emmanuel Church in Upperton Road.

As a result a new venue was sought. After a very intensive search early in 2023, including visiting the Royal Golf course and the Downs Golf Course, Eastbourne College premises in Summerdown Road, the JPK premises, several industrial buildings opposite the old Emmanuel venue and Gildredge House School. All either refused to accommodate us or were unsuitable. Grace Baptist was a similar size to the two roomed station in Greenfield Road and was therefore selected as the only option for May 2023.

There are unfortunately no larger venues available in the OTA/OTD polling districts.

In view of the fact that the previous station is no longer available and we have only been able to identify one premises, Grace Baptist, as an alternative venue, I can see no alternative to this as the venue for OTA and OTD.

No further venues have been identified.

**Recommendation:** That the Acting Returning Officers proposal to use Eastbourne Grace Baptist for OTA and OTD be approved.

**Ratton Ward-** Amalgamate RNA and RNB into one polling district to remain at Broadway United Church to be known as RNA. RNC to become RNB and RND to become RNC. Willingdon Golf Club remain as the venue for the new RNB polling district.

**Comments:** Cllr Belsey commented ‘I have read through the documents and have to say delighted you have amalgamated RNA and RNB logical and see no problems with the rest of Ratton.’

**St Anthony’s Ward-** To accept St Richard’s Church Hall as the new venue for SAD, to alleviate the need to close the cafe and Food Bank at Langney Village Hall on election day.



**Sovereign Ward:** To move the polling station in polling district SVD Conqueror Hall to Sovereign Community Centre. As Conqueror Hall which is the most expensive polling stations and has a low voter turnout.

**Comments:** Russel Dobson, Chair of Kingsmere Community Association commented, " With regard to the removal of Conqueror Hall as a polling station within the Sovereign Ward polling district: Our view is that this action will have a negative impact on the people of Kingsmere and Kings Park for the following reason:

The KCA have taken soundings and it is apparent to us that many of our residents will not go to the new Sovereign Harbour Community Centre to vote; if they did decide to vote in the new centre some would have to go by car as they are disabled, and this would have an impact on emissions to the local area. Some of our residents have anxiety and panic attacks when they go out, so try to stay close to home. Sovereign Harbour Community Centre lighting doesn't help with some anxiety sufferers such as the new B&M stores lighting.

We have also noticed that you have only put the cost of Conqueror Hall down on your review documentation and consequently we feel you are singling out our hall unfairly; the cost of every polling station should be put on your paperwork, especially the local alternatives, so costs can be compared between all: we trust that you have not already made up your mind on this issue as we feel we have a good argument to make in keeping CH as our local polling place. So as to impress upon you our desire to retain our hall as a polling place in the future the Association is more than willing to half the hire fee previously set by our predecessors: i.e. our offer to you is to propose a hire fee of £300 instead of the current £600.

Voting is a right and also, in a democracy, perhaps a duty and we feel if Conqueror Hall is removed from the polling station list, this will have a detrimental effect on local turn-out when the next round of elections come up; we wish to encourage and improve local participation in the democratic process and we strongly feel that this action, if proceeded with, will have the opposite effect.

In conclusion, Conqueror Hall fits all your criteria with easy access, suitable lighting inside and out and good parking. Our three local councillors support our bid to retain the hall as a polling place"

**Recommendation:** That the Acting Returning Officer's proposal to move SVD from Conqueror Hall to the Sovereign Community Centre and to merge SVD back into SVC be rescinded and the status quo remain with the current polling stations- and districts .

**Upperton Ward:** Revert to Emmanuel Church (Formerly Upperton United Reformed Church) for UPA voters, as agreed in the Polling Place Review in 2018.

**Comments:** St Michael and All Angels be thanked for the use of the Hub on the Hill whilst the new Church was rebuilt.

## **5 Council consideration**

- 5.1 Council is asked to consider the amended proposals and representations received and make a final decision. The Council is required to give reasons for its decisions in respect of the designation of both polling districts and polling places. Reasons have been given in appendix 1 with additional reasoning noted in paragraph 4.2 above.

## **6 Implementation**

- 6.1 The chosen venues will be used at all future elections. No re-drawing of polling district boundaries will be required.
- 6.2 In addition, the Council must publish:
- All correspondence sent to the Returning Officer in connection with the review and all correspondence sent to any person who the Council thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability.
  - All representations made by any person in connection with the review;
  - Details of the actual designations of polling districts and polling places agreed as a result of the review.
  - Details of where the results of the review have been published.

## **7 Appeal to Electoral Commission**

- 7.1 The grounds under which the review outcome can be challenged are that the Council has failed to:
- meet the reasonable requirements of the electors in the constituency, or a body of them (i.e. the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
  - take sufficient account of the accessibility for disabled people of polling stations within a designated polling place.
- 7.2 The following may make representations to the Electoral Commission namely;
- not less than 30 registered electors in the constituency
  - any person who made representations to the council when the review was being undertaken (except the Returning Officer)
  - any person who is not an elector within the constituency who the Electoral Commission feel has sufficient interest in the accessibility of disabled people;

Also, the Returning Officer may make observations on any representations made to the Commission.

## **8 Financial appraisal**

- 8.1 Police and Crime Commissioner elections and UK referendums are funded by the government. East Sussex County Council provide funding for county elections. The Borough elections are funded by the Borough Council. Where there are combined elections, the costs are split across the different bodies. We have a duty to provide accessible and convenient Polling Stations but will always keep the financial costs of Rent/Hire, heating and lighting costs under review.

*Approved by Steven Houchin 06/11/2023*

## **9 Legal implications**

- 9.1 The content and recommendations of this report complies with the legislation detailed in paragraphs 1.2 and 1.3 above.

*Lawyer consulted on: 6<sup>th</sup> November 2023 12532-EBC-KS*

## **10 Risk management implications**

- 10.1 We conduct this review to ensure that our polling places are suitable venues and where we are aware that a venue will no longer be available carry out visits to find new suitable venues. The risk of not accepting the recommendations, in particular, where we are aware that we will no longer be able use a current venue's, is that it will prevent electors from voting and therefore disenfranchise voters.

## **11 Equality analysis**

- 11.1 In carrying out the review we have sought to ensure that so far as is reasonable and practicable the polling places are accessible to those who are disabled, and when considering or reviewing the designation of a polling place, have had regard to the accessibility needs of disabled people.

We have received many responses in particular with regards to Mead's ward and have listened and retracted our proposal.

Where we have received other responses that needed a response to provide more detail we have replied.

## **12 w Appendices**

- Appendix 1 - Review of Eastbourne Polling Districts and Polling Places Consultation
- Appendix 2 – Consultation responses

## **13 Background papers**

- None

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# **Review of Polling Districts and Polling Places in the Borough of Eastbourne**

**Consultation document for a full review 2023**

**Consultation period runs from  
2nd October to 3rd November 2023**

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### Contact information:

Information on who can make representations and where to address representations is given on pages 5 of this consultation document.

If you want to talk to someone about this review, require further information or want information about any other electoral matter please contact:

Anne Andrews, Electoral Services Manager  
Eastbourne Borough Council,  
Town Hall,  
Grove Road,  
Eastbourne,  
BN21 4UG

Telephone (01323) 415036  
E-mail: [elections@lewes-eastbourne.gov.uk](mailto:elections@lewes-eastbourne.gov.uk)

If you wish to receive this consultation document in an alternative format, such as large print, please let us know by contacting Electoral Services:

- E-mail: [elections@lewes-eastbourne.gov.uk](mailto:elections@lewes-eastbourne.gov.uk)
- Telephone: (01323) 415036

## 1. Background to this review

The council must regularly review the division of its area into polling districts and the places where electors are asked to vote. A full review of the whole borough must be undertaken at intervals of not less than 5 years. A review must also be undertaken when a change in a particular polling place is proposed to be made.

The relevant legislation can be found in section 16 of the Electoral Administration Act 2006 (as amended), the Representation of the People Act 1983 and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006. Guidance is also published by the Electoral Commission.

The council's last full review was carried out in 2018 and approved by the council in November of 2018.

Further information about the procedures for making representations is given later in this paper and the detailed proposals, including proposals for change, are set out in the appendix.

## 2. Definitions

**"Parliamentary constituency"**. This cannot be changed by the review. It is the division of the constituency into polling districts and places that is the subject of the review. It should be noted that following the conclusion of the 2023 Parliamentary Boundary Review, the Eastbourne constituency is now coterminous with the Borough boundary of Eastbourne. The Willington, Jevington and Wannock areas of Wealden that used to form part of the Eastbourne Constituency are no longer part of the new Eastbourne constituency.

**"Polling district"**. The area created by the division of a constituency or ward into smaller parts, within which a polling place can be determined which is convenient to the electors.

**"Polling place"**. The building or area in which polling stations will be selected by the Returning Officer.

**"Polling station"**. The actual area where the process of voting takes place. This must be located within the polling place and designated for the particular polling district. This function is the responsibility of the Returning Officer.

### 3. The review process

As part of the review process the council must:

- Seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
- Seek to ensure that so far as is reasonable and practicable the polling places are accessible to those who are disabled, and
- When considering or reviewing the designation of a polling place, have regard to the accessibility needs of disabled people.

The council is required to publish notice of the holding of a review. Information about the review is made available on the council’s website and can also be obtained in person from Electoral Services at the Town Hall, Eastbourne.

The consultation document will also be sent to the local Member of Parliament, Borough and County Councillors and local political parties. It will also be sent to persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

The consultation period for this review will last for 5 weeks. This is considered to be sufficient given that minimal change is proposed.

**The timetable for this review is set out below:**

Publication of notice	2 October
Publication of consultation document including Returning Officer’s proposals	2 October
Closing date for representations.	3 November
Final proposals published (as part of the agenda papers for meeting of the council on 14 November 2018.  These will be available on the Council’s website.	7 November
Council approves revised scheme.	15 November



#### **4. The role of the Returning Officer**

The Council is required to consult the Returning Officer for every Parliamentary constituency that is wholly or partly within its area. This consultation document contains the proposals made by the Returning Officer for the Eastbourne parliamentary constituency.

#### **5. Proposals**

The appendix to this consultation document sets out details of current polling district and polling places for each of the 9 wards in the Borough of Eastbourne and details of any proposed changes.

#### **6. Making representations**

Any elector in the Eastbourne parliamentary constituency may make representations to the Council.

Representations will also be considered from persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

We would encourage anyone making representations to suggest alternative polling districts/places to those proposed where appropriate and to give reasons for the alternative.

Any representations must be received by **5pm Friday 3 November 2023**.

All Representations should be addressed to:

Polling Place Review  
Electoral Services  
Eastbourne Borough Council  
Town Hall  
Grove Road  
Eastbourne  
BN21 4UG

If you prefer you can email your representations (with the words "Polling Place Review" in the subject line) to [elections@lewes-eastbourne.gov.uk](mailto:elections@lewes-eastbourne.gov.uk)

All representations received will be published on the Council's website as soon as possible after receipt, even if you have already commented on the proposals, you may make further submissions in response to views and comments you see on the website, provided these are received no later than the consultation closing date on 3 November 2023. You can view this document, together with maps showing the ward and polling district boundaries at:

<http://lewes-eastbourne.gov.uk/consultations/>

## **7. Completion of the review**

A report will be submitted to a meeting of the Full Council on 15 November 2023. The Council will be asked to consider the Returning Officer's proposals and any representations received and make a final decision. The council is required to give reasons for its decisions in respect of the designation of both polling districts and polling places.

Revisions to any electoral register comprising a revised polling district will be made when the new register is published on 1 December 2023.

In addition, the council must publish:

- all correspondence sent to the Returning Officer in connection with the review and all correspondence sent to any person who the council thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability;
- all representations made by any person in connection with the review;
- the minutes of any meetings held by the council where details of the review have been considered;
- details of the actual designations of polling districts and polling places agreed as a result of the review; and
- details of where the results of the review have been published.

## **8. Challenging the outcome of the review**

Although the Electoral Commission has no initial role in the review process itself, it does have an important role in respect of considering representations and observations, that a council has not conducted a review so as to:

- meet the reasonable requirements of the electors in the constituency, or a body of them (i.e. that the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
- take sufficient account of the accessibility of polling stations within a designated polling place, for disabled people.

## **9. Who may make a representation to the Electoral Commission?**

The following may make representations to the Electoral Commission namely;

- not less than 30 registered electors in the constituency
  - any person who made representations to the council when the review was being undertaken (except the Returning Officer)
  - any person who is not an elector within the constituency who the Electoral Commission feel has sufficient interest in the accessibility of disabled people;
- Also the Returning Officer may make observations on any representations made to the commission.

## **10. Review by the Electoral Commission**

The Electoral Commission is required to consider any such representations and observations, and after doing so, may direct the relevant council to make any alterations it sees necessary to the polling places designated by the review.

Should a council fail to make the alterations within two months of the direction being given, the Commission may make the alterations itself.



## Appendix 1

### Review of Polling Districts and Polling Places in the Borough of Eastbourne

#### Proposals Document

Electorate as at 1 September 2023

#### Devonshire Ward

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
DVA	All Souls Parish Room, Wellesley Road, Eastbourne, BN21 3RJ	Devonshire	2,185	356	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Parking is very limited. Have not received any complaints about this venue.
DVB	Eastbourne Blind Society, 124-142 Longstone Road Eastbourne, BN22 8DA	Devonshire	2,029	377	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Parking is very limited. Have not received any complaints about this venue.
DVC	St Agnes Hall, Whitley Road, Eastbourne, BN22 8NJ	Devonshire	2,161	407	Located just outside of the Polling District boundary (in SAA). Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Parking at the rear of the building. Have not received any complaints about this venue.
DVD	Archery Youth Centre, Archery Recreation Ground, Seaside, BN22 7RR	Devonshire	1,858	412	Located just outside of the Polling District boundary (in SAC) and is used as double polling station with St Anthony's (SAB). Large hall and small hall. Good disabled access. Suitable lighting inside and out. Parking at the rear of the building. Have not received any complaints about this venue.

**Returning Officer's proposal:** There are no proposals to change any of the stations in this ward. To continue to designate the whole of **Devonshire Ward** as the polling place.

**Reasons:** If a polling station becomes unavailable at any time, we can conduct an internal review to locate the most suitable venue to serve the voters in the area and where there is only one choice, this mitigates the need to conduct a full public consultation.

**Hampden Park Ward**

<b>Polling District</b>	<b>Polling Station</b>	<b>Polling Place</b>	<b>Polling Station Electorate:</b>	<b>No of Postal Voters</b>	<b>Returning Officer Comments and Proposals</b>
HPA	Hampden Park Community Centre, Brodrick Road, Eastbourne, BN22 9NR	Hampden Park	1,681	369	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Have not received any complaints about this venue
HPB	St Peter's Church Hall, The Hydneye, Eastbourne, BN22 9BY	Hampden Park	2,821	480	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Have not received any complaints about this venue
HPC	Willingdon Trees Community Centre, Holly Place, Maywood Avenue, Eastbourne, BN22 0UT	Hampden Park	1,949	341	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Parking good. Have not received any complaints about this venue.

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**Returning Officer's proposal:** There are no proposals to change any of the stations in this ward. To continue to designate the whole of **Hampden Park Ward** as the polling place.

**Reasons:** If a polling station becomes unavailable at any time, we can conduct an internal review to locate the most suitable venue to serve the voters in the area and where there is only one choice, this mitigates the need to conduct a full public consultation.

**Langney Ward**

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
LGA	St Barnabas United Church, Kingfisher Drive Eastbourne, BN23 7RA	Langney	1,246	325	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good Parking. Have not received any complaints about this venue
LGB	Shinewater Community Centre, Milfoil Drive, Eastbourne, BN23 8ED	Langney	3,521	683	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good Parking. Have not received any complaints about this venue
LGC	Langney Sport Club, Priory Road, Eastbourne, BN23 7QH	Langney	1,527	401	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good Parking. Have not received any complaints about this venue

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**Returning Officer's proposal:** There are no proposals to change any of the stations in this ward. To continue to designate the whole of **Langney Ward** as the polling place.

**Reasons:** If a polling station becomes unavailable at any time, we can conduct an internal review to locate the most suitable venue to serve the voters in the area and where there is only one choice, this mitigates the need to conduct a full public consultation.



**Meads Ward**

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
MDA	St Saviour's Church Hall, Spencer Road, Eastbourne, BN21 4UT	Meads	2,316	628	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good Parking. Have not received any complaints about this venue
MDB	All Saints' Church Hall, Grange Road, Eastbourne, BN21 4HE	Meads	1,620	577	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good Parking. Have not received any complaints about this venue.
MDC	<b>Current Venue:</b> St John's Parish Hall, Meads Street, Eastbourne, BN21 7QL	Meads	2,324	925	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Parking is very limited.
	<b>Proposed New Venue:</b> St John The Evangelist Jubilee Church Hall, Staveley Road, Eastbourne, BN20 7ND				A representation has been received from an elector on behalf of her disabled husband requesting a relocation to the Church's Jubilee Hall. Change from using St Johns Parish hall, Meads Street that is being considered for sale by the church, has poor accessibility entrances along a dark overgrown path, very limited parking and move to a modern venue within the grounds of St Johns church in Staveley Road, improved access for disabled electors, better parking, improved internal and external lighting, a more modern venue with better facilities for electors and staff , better disabled access and improved on street parking. <b>Proposal accept Jubilee Church Hall as the new venue for MDC.</b>

**Returning Officer's proposal:** To accept the proposal to move MDC to St John The Evangelist Jubilee Church Hall, Staveley Road, Eastbourne, BN20 7ND from 2023. There are no proposals to change either of the other stations in the ward. To continue to designate the whole of **Meads Ward** as the polling place.

**Reasons:** If a polling station becomes unavailable at any time, we can conduct an internal review to locate the most suitable venue to serve the voters in the area and where there is only one choice, this mitigates the need to conduct a full public consultation.

**Old Town Ward**

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
OTA	<b>Current Venue:</b> Eastbourne Grace Baptist Church, Victoria Drive, Eastbourne, BN20 8JS	Old Town	2,877	703	Emmanuel Church remained available until 2021 and in 2023 the decision was made that due to the Covid Pandemic it would not be feasible to use the Care Home venue selected as part of the 2018 Polling Places Review, Upwyke House as the new venue. Eastbourne Grace Baptist Church was used for the 2023 elections. The venue has two rooms accommodating OTA in the main church area and OTD in the very small hall. The main church entrance has good disabled access. Suitable lighting inside and out. On street parking. <b>Look at combining both stations in the main hall for easier and level access for disabled electorate.</b>
	<b>Previous Venue:</b> Emmanuel Church (formerly known as Greenfield Methodist Church Hall,) Greenfield Road, Eastbourne, BN21 1JJ				
OTB	Old Town Community Centre, Central Avenue, Eastbourne, BN20 8PL	Old Town	1,769	325	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Have not received any complaints about this venue.
OTC	Victoria Baptist Church Hall, Eldon Road, Eastbourne, BN21 1UE	Old Town	1,331	347	Located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good parking. Have not received any complaints about this venue.
OTD	<b>Current Venue:</b> Eastbourne Grace Baptist Church, Victoria Drive, Eastbourne, BN20 8JS	Old Town	626	322	Emmanuel Church remained available until 2021 and in 2023 the decision was made that due to the Covid Pandemic it would not be feasible to use the Care Home venue selected as part of the 2018 Polling Places Review, Upwyke House as the new venue. Eastbourne Grace Baptist Church was used for the 2023 elections. The venue has two rooms accommodating OTA in the main church area and OTD in the small hall. The small hall has a ramped entrance for disabled access. Suitable lighting inside and out. On
	<b>Previous Venue:</b> Emmanuel Church (formerly known as Greenfield Methodist Church Hall,) Greenfield Road, Eastbourne, BN21 1JJ				



					street parking. <b>Look at combining both stations in the main hall for easier and level access for disabled electorate.</b>
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**Returning Officer's proposal:** To confirm Eastbourne Grace Baptist Church, Victoria Drive, Eastbourne, BN20 8JS as the new polling station for OTA and OTD and if possible the main hall be used for both OTA and OTD . To continue to designate the whole of **Old Town Ward** as the polling place.

**Reasons:** If a polling station becomes unavailable at any time, we can conduct an internal review to locate the most suitable venue to serve the voters in the area and where there is only one choice, this mitigates the need to conduct a full public consultation.

**Ratton Ward**

<b>Polling District</b>	<b>Polling Station</b>	<b>Polling Place</b>	<b>Polling Station Electorate:</b>	<b>No of Postal Voters</b>	<b>Returning Officer Comments and Proposals</b>
RNA	<b>Current Venue:</b> Broadway United Church, The Broadway, Eastbourne, BN22 0AS	Ratton	911	271	Venue moved to be a joint station in Broadway United Church as Oakwood School no longer available in Dec 2019 after consultation with the Ward Cllrs. Located within the polling district. Easily accommodates the required double polling station. Good disabled access. Suitable lighting inside and out. Good parking. Some confusion with voters having to be directed to the correct part of the polling district to vote. <b>Propose amalgamating the two polling districts RNA and RNB into one station to prevent voter confusion This will also have staffing and equipment cost savings.</b>
	<b>Previous Venue:</b> Oakwood Primary School, Magnolia Drive, Eastbourne, BN22 0SS				
RNB (RNA)	Broadway United Church, The Broadway, Eastbourne, BN22 0AS	Ratton	1,250	502	Located within the polling district. Easily accommodates the required double polling station. Good disabled access. Suitable lighting inside and out. Good parking. Have not received any complaints about this venue. <b>Propose amalgamating the two polling districts RNA and RNB to be known as RNA into one Polling District. This means we will only have one polling station within Broadway United Church. This will also have staffing and equipment cost savings.</b>
RNC (RNB)	<b>Current Venue:</b> Willingdon Golf Club, Southdown Road, Eastbourne, BN20 9AA	Ratton	1,682	632	In 2023 following the Covid Pandemic the decision was made to relocate the RNC polling station to Willingdon Golf Club, which is a much larger venue with good disabled access and more parking including accessible parking, after consultation with the Ward Cllrs. Located within the polling district. Easily accommodates the required single polling station. Suitable lighting inside and out. No complaints were received about the new venue. <b>Proposal to continue to use Willingdon Golf Club as the RNB/C venue. If the above proposal is agreed RNC would be renamed RNB.</b>
	<b>Previous Venue:</b> Back Room, The Red Lion Pub, Wish Hill, Eastbourne, BN20 9HQ				
RND (RNC)	St Clements Court, Framfield Way, Eastbourne, BN21 2QZ	Ratton	1,494	599	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Parking is very limited. Have not



					received any complaints about this venue. <b>If the above proposals are accepted the RND will be renamed RNC.</b>
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**Returning Officer's proposal:** Amalgamate RNA and RNB into one polling district to remain at Broadway United Church to be known as RNA. RNC to become RNB and RND to become RNC. Willingdon Golf Club remain as the venue for the new RNB polling district. To continue to designate the whole of **Ratton Ward** as the polling place.

**Reasons:** If a polling station becomes unavailable at any time, we can conduct an internal review to locate the most suitable venue to serve the voters in the area and where there is only one choice, this mitigates the need to conduct a full public consultation.

**St Anthony's Ward**

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Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
SAA	Suncoast Church, 3 Courtlands Road, Eastbourne, BN22 8TR	St Anthony's	1,764	382	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Good Parking. Have not received any complaints about this venue.
SAB	Archery Youth Centre, Archery Recreation Ground, Seaside, BN22 7RR	St Anthony's	1,075	196	Located just outside of the Polling District boundary and is used as double polling station with Devonshire (DVD). Large hall and small hall. Good disabled access. Suitable lighting inside and out. Parking at the rear of the building. Have not received any complaints about this venue. Have had problems in the past with confusion over which entrance to use for each station but have improved this over time with improved signage.
SAC	St Andrew's Parish Hall, Seaside, Eastbourne, BN22 7RT	St Anthony's	1,227	217	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Parking. Have not received any complaints about this venue.
SAD	<b>Current Venue:</b> Langney Village Hall, Etchingham Road, Eastbourne, BN23 7DR	St Anthony's	2,812	734	The use of Langney Community Centre requires the café and Food Bank to be closed on election day. St Richard's Church Hall is located within the polling district. Easily accommodates the required single polling station. Good disabled access. Suitable lighting inside and out. Good Parking. More modern venue, with less inconvenience to the local community. <b>Proposal to move the SAD venue to St Richard's Church Hall</b>
	<b>Proposed Venue:</b> St Richard's Church Hall, Priory Road, Eastbourne, BN23 7AX TBC				

**Returning Officer's proposal:** To accept St Richard's Church Hall as the new venue for SAD, to alleviate the need to close the cafe and Food Bank at Langney Village Hall on election day. To continue to designate the whole of **St Anthony's Ward** as the polling place.



**Reasons:** If a polling station becomes unavailable at any time, we can conduct an internal review to locate the most suitable venue to serve the voters in the area and where there is only one choice, this mitigates the need to conduct a full public consultation.



**Sovereign Ward**

<b>Polling District</b>	<b>Polling Station</b>	<b>Polling Place</b>	<b>Polling Station Electorate:</b>	<b>No of Postal Voters</b>	<b>Returning Officer Comments and Proposals</b>
SVA	Christ the King Catholic Church Hall, Princes Road, Eastbourne, BN23 6HT	Sovereign	2,676	852	Located within the polling district. Easily accommodates the required single polling station.
SVB	The Haven School, Atlantic Drive, Eastbourne, BN23 5SW	Sovereign	1,683	429	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Parking is not great as the school will not allow voters to park within the school. Have not received any complaints about this venue.
SVC	<b>Current Venue:</b> Sovereign Harbour Community Centre, The Crumbles, BN23 6JH	Sovereign	2,132	777	The venue was moved to Sovereign Harbour Community Centre when it opened in 2019 in accordance with the 2018 Review. Located within the polling district. Easily accommodates the required single polling station. Good Disabled vehicle access via different access road. Good disabled access, suitable lighting inside and out and parking. There have been no complaints about this venue. Two large halls available.
	<b>Previous Venue:</b> Sovereign Harbour Yacht Club, 3 Harbour Quay, Eastbourne, BN23 5QF				
SVD (SVC)	Conqueror Hall, Horsa Close, Eastbourne, BN23 6TL	Sovereign	677	108	<p>Located within the polling district. Easily accommodates the required single polling station. Suitable lighting inside and out. Good Parking.</p> <p><b>However this station is our most expensive costing £640 to hire at todays rates, it is 1/3 more to hire than the next costliest, it has a very small electorate and very low turnout at every election since 2015</b></p> <p><b>12.10% turnout of 76 voters in 2016 PCC, 16.81% turnout of 117 voters 2019 Borough Election 14.79% turnout of 100 voters 2023 Borough Election</b></p>



					<p><b>Costs were £6.40p per vote at 2023 Borough Election compared with less than 0.10p at our cheapest Polling station based on venue hire cost only, not including staff wages, tablet hire or ballot printing costs.</b></p> <p><b>Prior to 2015 SVD formed part of SVC and it is recommended that we revert back to this and amalgamate SVD back into SVC. Significant savings on staff, equipment, delivery and hire costs.</b></p>
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**Returning Officer's proposal:** Proposal to merge SVD back into SVC. To continue to designate the whole of **Sovereign Ward** as the polling place.

**Reasons:** SVD is a small polling district of approx. 600 voters, has a historically very low turnout and the hire of the hall is our most expensive in the Borough, merging the two will offer savings with little difference to voters, who can easily access their community centre.

If a polling station becomes unavailable at any time, we can conduct an internal review to locate the most suitable venue to serve the voters in the area and where there is only one choice, this mitigates the need to conduct a full public consultation.

**Upperton Ward**

Polling District	Polling Station	Polling Place	Polling Station Electorate:	No of Postal Voters	Returning Officer Comments and Proposals
UPA	<b>Current Venue:</b> The Hub on the Hill, in the grounds of St Michael and All Angels Church, Willingdon Road, Eastbourne BN21 1TN	Upperton	1,392	384	The previous 2018 Review agreed that we would use The Hub on the Hill in the grounds of St Michael and All Angels until such time as Upperton United (now renamed New Emmanuel Church) reopened.  The new venue is now open and we wish to move UPA voters back to this new and improved venue. We are waiting to arrange a site visit, but do not envisage any issues with moving to this new venue.
	<b>Proposed Venue:</b> New Emmanuel Church, Upperton Road, Eastbourne, BN21 1LQ				
UPB	St Thomas a Becket Junior School, Tutts Barn Lane, Eastbourne, BN22 8XT	Upperton	2,170	550	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Parking. Have not received any complaints about this venue
UPC	Town Hall, Grove Road, Eastbourne, BN21 4UG	Upperton	719	239	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Parking. Have not received any complaints about this venue
UPD	Elim Family Centre, Hartfield Road, Eastbourne, BN21 2AD	Upperton	2,008	450	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Have not received any complaints about this venue
UPE	The Old Parsonage Barn, St Mary The Virgin Parish Church, Ocklynge Road, Eastbourne, BN21 1PW	Upperton	439	116	Located within the polling district. Easily accommodates the required single polling station. Reasonable disabled access. Suitable lighting inside and out. Parking. Have not received any complaints about this venue

**Returning Officer's proposal:** Revert to Emmanuel Church (Formerly Upperton United Reformed Church) for UPA voters. To continue to designate the whole of **Upperton Ward** as the polling place.

**Reasons:** If a polling station becomes unavailable at any time, we can conduct an internal review to locate the most suitable venue to serve the voters in the area and where there is only one choice, this mitigates the need to conduct a full public consultation.

## Eastbourne Polling Districts, Polling Places Review 2023

### Representations received up until 3<sup>rd</sup> November 2023

Ward	Polling Station	Representation
All	All	<p>I've been alerted to your polling station review and just wanted to share our thoughts on behalf of blind and partially sighted people living in your constituency.</p> <p>I work for Thomas Pocklington Trust, a national sight loss charity and I'm the Engagement Manager South East and head up the <a href="#">East Sussex Sight Loss Council</a> (SLC). The SLC work with organisations and businesses on ensuring that their services and goods are accessible for blind and partially sighted people.</p> <p>We just wanted to confirm that, when you choose a polling station, that you're considering blind or partially sighted people that may wish to vote. Our Public Affairs and Campaigns team have shared the attached document that we think you'll already be aware of but sharing just in case.</p> <p>I did note, when reading the consultation document, that some of the venues used are referred to as 'mostly accessible' and did wonder what that meant? Surely all of your voting stations have to be accessible for all and therefore 'mostly' isn't accessible or acceptable?</p>
Devonshire	Archey Youth Centre	<p>As a disabled voter (left a.k.a.) I use the Archery youth club to vote. I find both the steps and the ramp very user friendly, and once inside the floor smooth and level with no trip hazards.</p> <p>No problems with this building, for me anyway</p>
Hampden Park	All	All polling stations accessible. why not have a postal vote.
Meads	St Johns Church Hall	<p>I live in the Meads area of Eastbourne and along with my wife have voted for a number of years at the Parish Hall on the corner of Meads Road and Meads Street. I would like to object to moving the polling station to St John the Evangelist Jubilee Church Hall for the following reasons:</p> <p>The proposed new venue would mean a doubling of the distance we would have to travel, and whereas the present venue is a short walk away from our home, the change would inevitably mean that we would have to travel by car which would be an additional expense for us as retired people as well as bad for the environment</p>

when everyone should be doing as much as possible to keep the air clean. The present venue is in the centre of Meads and easily accessible by the Meads Community.

One factor mentioned in the report relates to 'very limited parking'. The actual position is quite the reverse. There are always free and available parking spaces near the corner of Meads Street, Meads Road and Beachy Head Road – there is simply no problem with people who have to drive to the Parish Hall being unable to find a parking space.

My wife needs the assistance of a walking stick and although not classified as disabled has no difficulty entering or leaving the Parish Hall as or using facilities whilst there. It should be noted that there is a disabled toilet at the Parish Hall.

The Parish Hall is very active hosting a number of functions throughout the year. It has modern facilities and more than adequate lighting.

Access to the Parish Hall is a very short distance from the street compared with the church hall which is set back from the road. It is well lit and there is no 'dark overgrown path'.

The Meads Community is in the process of seeking to take over the running of Parish Hall, which I understand is NOT to be sold, and it is important that it retains its profile as the Meads polling station for local and national elections. Out of an electorate of 2,324 with 925 postal votes this makes for up to 1399 voters who can vote in person at the polling station. A representation from a single elector on behalf of her disabled husband hardly justifies changing the venue of the polling station which has held good for a number of years with the overwhelming majority quite satisfied with its venue, access and facilities.

To switch the Polling Station from St. John's Parish Hall to St. John The Evangelist Jubilee Church Hall would cause great inconvenience to lots of people in the neighbourhood, Meads Village and surrounding areas as it is very convenient and easily accessible to all.

There is a community group in negotiations to take over the running of the Hall from the Church who would make it available for polling.

The entrance used for polling is level and easy access to wheelchairs friendly entrance and only a few yards from the kerb. The pathway is light as well as having nearby street lighting and has lighting from the entrance porch.

There is plenty of parking on Meads Street and Meads Road and surrounding streets. The parking adjacent to the entrance for voting at the hall has restrictions that allow badge holders to park while they vote.

The Parish Hall has a disabled toilet, level access, wide doorways and short distance from pavement to entrance and parking for blue badge holders directly outside.

I hope this is helpful to you.

I support the proposal to relocate the polling station in Upper Meads.

Please keep the Parish Hall as a Poling station as it has good access including disabled. It is on bus routes and the new proposed venue is not.

It will put people of voting as it is not in a convenient place.

I am a resident of the area of the Meads Ward which uses the Parish Hall in Meads Street as its Polling Station.

I am emailing to object to the recommendation that the location is changed to the Jubilee Hall adjacent to St John's Church in Staveley Road. The fact that this recommendation has been made based on just one negative response is difficult to justify. The Parish Hall is registered as an asset of community value and has been at the centre of this part of the Meads Community since it was built in 1926. The responder's statement that the church is selling the Hall is incorrect. Discussions are ongoing between the church and a community group to take it over and pay the church a peppercorn rent. The Parish Hall is perfectly accessible for people with mobility issues both externally and internally. The same can be said for the lighting. There is plenty of two-hour parking within the vicinity of the Hall and the local bus route stops outside. It is also close to the Meads Village shops which means that voters can combine their visit with a shopping trip thereby supporting local traders.

This recommendation is misguided and should be reconsidered. The Parish Hall in Meads Street should remain as the Polling Station for this part of Meads.

I trust that the St John's Parish Hall, Meads polling station will *not* be changed from its current position in Meads Street.

It is situated hard by a bus stop, with the resultant help to a number of elderly folk wishing to cast their votes. There is nothing dark and overgrown about the pathway leading to the front door. Indeed the pathway cited in the objection does not even have to be used. In Meads Street itself the main entrance to the hall encompasses a few yards of clear path where there is plenty of room even for the political parties' representatives to congregate. Furthermore, plenty of room, on the level, is available to any wheelchair user in and out of the parish hall.

I would like to object to moving the Polling station in Meads Street to St. John's Hall, as it is currently in the main village street with an adjacent bus stop and more useful for many local residents. The proposed venue at St. John's is further away and not easily accessible or convenient for most residents.

Please leave the Meads Polling Station at the Parish Hall Meads St. No good reason to move it.

St John's Hall in Meads High Street preferred.

I feel strongly that the Meads polling station remain in it's current location. It is convenient, has bus stops nearby and local shops which benefit from the increased footfall on polling day. There seems no logical reason to move the Polling Station from the Meads Street Parrish Hall , which has a long and trouble free history of successful polling use.

We strongly oppose the proposed polling station departure from the convenient and central Parish Hall to the inconvenient Jubilee Hall of the church.

The Jubilee Hall is quite a way from the bus and well away from the village centre.

We have now read the case put by just one person for moving the polling station from the Parish Hall to the Jubilee Hall of St John's Church.

We wish to correct some of the statements made in that case. The Parish Hall is NOT now being sold. It is an asset of community value and it is planned that the community will take on the running costs with ownership being retained by the Church. It is, and always has been, an ideal location for a polling station.

It is NOT true that the access to the Parish Hall is poor and down dark unlit passages. The entrance is just a few steps from the well lit central village pavement and those few steps lead you to a lit covered porch. In contrast the Jubilee Hall entrance is in a dark residential area and involves a walk of many steps down the church garden path.

The parking in Meads Village is not bad at all since two hour parking was introduced. There are nearly always spaces available quite near the Parish Hall.

The Jubilee Hall is a long way from public transport which cuts off a lot of people from voting. The Parish Hall is very near the village bus stops.

The Jubilee Hall is not in a central location. It is convenient only for a few residents living near St John's Church. Is it really sensible to choose a location which will result in many more people using their car to vote if indeed they have a car.

We suggest that before a decision is made council officials do a site visit and get their facts properly verified. If a decision is made based on incorrect facts this a surely likely to result in a challenge to the Electoral Commission.

The Executive Committee of the Meads Community Association strongly disagrees with the recommendation to relocate the polling station from St John's Parish Hall to St John's Jubilee Hall based on one resident's request.

It is important to point out that the accompanying reasons for the proposed change are incorrect a prime example is stating that the Hall is being considered for sale by the church. Discussions are ongoing for a community group to take over the running of the Hall while paying the church a peppercorn rent. The MCA completely refutes the opinion expressed that the Hall has poor accessibility 'along a dark overgrown path'. During the day both entrances are in full sun and once it becomes dark there is adequate lighting provided by streetlamps in both Meads Road and Meads Street. We also point out that both the access and facilities for disabled electors are more than adequate. The same can be said for both internal and external lighting. In terms of parking, there are



plenty of two-hour spaces within walking distance of the Hall, and this has never been seen as a problem. Furthermore, the number 3 bus stops virtually outside. Electors can also combine their visit with a trip to the Meads Village shops, a matter of minutes away.

The Jubilee Hall is not as easily accessible, there is a long walk to the hall from the footpath, it is not in the centre of the polling area and has no public transport facility.

The Parish Hall in Meads Street has been at the heart of the Meads community since it was built. The MCA, representing over 700 households in Meads, makes a strong request that it remains as one of the three polling stations for the Meads Ward.

I have read that there is some thought to transferring the polling station from the Parish Hall in Meads High Street to the hall at St John's Church. Please don't do this!

As I'm registered severely sight impaired, the Parish Hall is easily accessible for people like me both in terms of transport links - the 3/3a stop almost outside and if they're brought by car then there's plenty of parking. The hall is light, bright and airy which helps me for the remaining vision I have left.

There are no steps - it's all on the level which makes it much simpler to negotiate. If people are in wheelchairs then perhaps the single door is a bit narrow but there are always people to open the second door if necessary and perhaps this could always be left unlocked (perhaps it is - I've never had to check). All in all, it's a perfect space and I can't see any logical reason for changing it. I'll be very upset if you do! I can't imagine what grounds anyone has to suggest moving it either.

With regard to the proposal to change the Meads polling station, the description of a dark overgrown path is nonsense and presumably a disabled voter should get themselves a postal vote to make life easier! The current polling station in Meads Street is very near a bus stop and has just as good nearby parking as the hall at the church. There really is no need to make a change!

I write regarding the transfer of our polling station from the community hall to St John's church. I STRONGLY believe that it should remain where it is and not be moved further away from the hub of the community. Moving it would be at a cost for those who live in the main hub of Meads and serves no purpose - it works very well where it is.

I would like to register my opposition to the suggestion of the returning officer in the consultation document for the review of polling places in the Meads ward.

The recommendation of the returning officer is that the voting venue be moved from the parish hall to the hall at St John's Church.

I would much prefer that voting continues in the parish hall, as at present.

The path to the hall is not overgrown and I can only remember one small step with, usually, several people outside to help. Inside the hall is more than adequate. It does not need to be ultra modern and is, hopefully, in the process of being sold to the Meads residents with anticipated renovations. It should remain the polling place for Meads.

Its present position in the heart of Meads is ideal and is served by a very convenient bus stop. There is no such bus stop near the church. Many of the roads around the parish hall have been made 2 hour only parking, except for those residents who purchase a permit. As such there is not usually a great delay in finding parking during ordinary working hours.

We wish that Meads Village Hall remains as our polling station.

write to object to the proposal to move the Upper Meads Polling Station from Meads Parish Hall to the Jubilee Hall in St. John's Church. My objections are as follows:

The current venue of Meads Parish Hall has more than adequate disabled access.

The path to the entrance to the Parish Hall is **NOT** dark and overgrown, I really do not know when this objector last visited the Parish Hall as it has never been dark and overgrown it is adequately lit both by the Hall and streetlights, as the entrance is just off the main pavement and also anyone entering the hall is visible from the street at all times. Conversely the entrance to the Jubilee Hall is much further from the street and is dark as it is in the shadow of the church, and it is not so visible from the street at all times.

Voters who are not members of the Christian faith may be deterred from voting because the Jubilee Hall is quite obviously more part of the church estate.

The Meads Parish Hall is used by the whole community all the time and there is no intimidating presence of the church for none-church goers.

Meads Parish Hall and sits at the heart of Meads, a change of this nature would deter people who rely on public transport to get to the polling station.

I believe that on balance this proposal for change might well disenfranchise more people than accommodate the one objector who by their own admission can access the Meads Parish Hall.

Proposal to abandon using Meads Parish Hall in Meads Street as the polling station for Upper Meads is frankly bonkers.

Although it is not the polling station for me in the MDB district, I have many friends living in Upper Meads who are dismayed by this proposal.

St John's Church, the suggested alternative, is not the centre of activity in Meads, it is geographically not central to Upper Meads and has no adjacent bus stops, nor indeed is it on a bus route.

The Parish Hall, Meads Street is in the centre of the polling district MDC and is recognised as the Community Centre of Meads.

The hall has good disabled access and is on both 3 and 3a bus routes with bus stop only few yards away and is within the shopping area of Meads.

I hope this ill-conceived idea is dropped and the Parish Hall remains as the polling station for the MDC district.

As postal voters, the position of the polling station has no effect on us.

If we were not postal voters, the Parish Hall would be more suitable than St. John's Jubilee Hall.

I wish to register that the Polling station remains at the Parish Hall in Meads Street and is NOT moved elsewhere. There is perfectly adequate access etc and there is no good reason to move it.

I feel that the Parish Hall in Mead street is the correct place for the polling Station. It is in the centre of the residents who vote there and has easy access. It do not believe St. John's is appropriate for our area.

I wish to object to the idea that the Polling Station is moved. I request that it remains at the Parish Hall in Meads Street.

I write to object to the outcome of the recent review of polling stations that you have to do regularly in regard to the Meads change from Parish Hall Meads Street to the Jubilee Hall adjacent to St John's Church.

The recommendation for the change seems to be based on concerns about access. The Parish Hall has long been the Polling Station and is recognised as the only community hall in this part of the Mead Ward. It is in the centre of the polling area, adjacent to footpaths, a bus stop nearby if needed, good disabled access. and there is plenty of two-hour parking or disabled parking possible on double yellow lines adjacent to the entrance for short-term parking taken when voting.

There is the added advantage that Voters can combine their shopping in Meads Street before/after voting at the Parish Hall which is not the case with ease at the recommended use of the Jubilee Hall in St Johns Road/Staveley Road. And, access is not anything as favourable for walkers, cyclists, drivers, buses or disabled voters.

The Parish Hall in Meads is a valuable community asset and I suggest it should continue to be used as such for voting purposes in preference to the recommended Church Jubilee Hall.

I trust the foregoing points support my objection to the recommendation and the use of the Meads Parish Hall will continue for voting purposes.

I understand that the proposed change of Polling Station from the present location, is due to ONE negative response??

I cannot believe you would even consider making a change on that basis.

If that is the only problem raised, then obviously the vast majority of people are happy with the present arrangement, and Please don't make changes to something that works well.

Please keep the polling station in Meads at the current location at the community hall in Meads St. it has perfectly good accessibility.

We consider the Parish Hall should remain as the polling station for this part of Meads as access by foot to and from the Jubilee Hall adjacent to St John's Church will be too inconvenient allow voting to be made.

With regard to the review of places to be used, we strongly feel that for upper Meads it should remain the parish hall in Meads Street.

There is good disabled access, and it is easy for people such as me, Sally Reed, as I am sight impaired.

Many people walk to the parish hall to vote. It is a short walk through the village, and We feel the other church hall at St John's would deter some people from voting due to a much longer walk.

There is also a bus stop almost opposite the parish hall, whereas there is no bus service close to St John's.

We think it would be a very detrimental move to transfer to St John's.

For many years I lived opposite the St John's Parish Hall in Meads Street and observed its use in local, county, and national elections between 1982 and 2013. Since 2013 I have lived about 500 yards from that Hall.

On the grounds put forward by Meads Community Association I support retaining the Parish Hall as the Upper Meads polling station.

Electors living closer to St John's Church than the Parish Hall would notionally gain a benefit from the Station's relocation to the Church Hall, but, as a very large number of those Electors frequently visit the shops,

restaurants and other businesses near the Parish Hall, any perceived inconvenience of concurrently or separately visiting the Hall on a Polling Day is far too slight to justify your serious consideration.

Meads Eastbourne. I strongly object to moving the polling station from the hall in Meads Street to the St Johns church hall. The convenience for voters will be severely diminished if this happens.

I would prefer the Polling Station in Meads to remain in the Parish Hall.

My preference for the polling station for the Upper Meads area is the Parish Hall.

Retain the Polling Station at St. John's Parish Hall, and not use the Jubilee Suite in St. John's Church

I am resident in Gaudick Road in Meads and would like our polling station to remain unchanged at the Parish Hall in Meads Street.

I hereby request that the station stays at the Parish Hall in Meads Street.

The Village Hall is ideal. The hall at the church is not on a bus route, nowhere near anywhere else. Not close to the shops. In a residential area not what is expected of a location for voting. Please [keep.it](#) in the Village Hall.

Please keep the Meads village hall as the the polling station for the meads.

I wish to request that the polling station for Upper Meads is NOT relocated to the Jubilee Hall at St John's church.

There is no parking at St John's church, and the walk from the entrance of the church grounds to the hall is a very long way for people with limited mobility. St John's church is nowhere near a bus stop, whereas the Parish hall, the current polling station, has a bus stop outside.

The Parish hall on Meads Street has excellent access for disabled people and those of limited mobility. It is in the heart of Meads, next to all local amenities. St John's church Jubilee Hall is too far away from Meads village. Please do not change our polling station.

I believe the polling station should remain in the village....I live in Staveley Road a few yards down from the church and having the station in the Jubilee Hall would create noise, more traffic and car doors slamming from morning till night.

If people need access, then perhaps they should elect to have a postal vote.

I wish disagree with the suggestion to move Meads polling station location from Parish Hall to St John's Hall.

I have lived in Meads for 42 years and strongly believe the Parish Hall should remain the voting location for our area.

I have always voted there, and appreciate using the hall as it symbolises the purpose of the parish as a whole, in the heart of Meads,

and voters can also happily patronise the village shops and cafes.

I understand that it is vital to respect the needs of less bodily abled people. However, the Hall is step free and to my knowledge suitable for access.

I would happily volunteer to help the couple when they come to vote. I am sure many others would do so too.

I am a regular user of St Johns Hall. It is pleasant and suitable, but would not be as advantageous as the parish hall, as it is a greater distance from

the bus stops, and elderly voters may be less likely to walk the distance to Meads High Street before or after voting. This means there is less of the

advantage to the ward community, of being able to come together socially.

I hope and believe that the needs of the disabled person can be met without us all transferring the location.

I would like the polling station to remain in the Parish Hall in Meads Street.

I am a resident living in Gaudick Place. Many thanks and hoping for a satisfactory outcome

Please leave the voting at the Meads parish hall not move it to St John's church hall as we are happy with it being in Meads encouraging shopping.

I object to the recommendation to change the location for Upper Meads from the Parish Hall in Meads Street to the Jubilee Hall adjacent to St John's Church.

The turnout is bad on polling day and his will only will only discourage some of the electors further. There is plenty of two-hour parking with a bus stop a few metres away.

Please retain Meads Street Parish Hall for Upper Meads as the polling station.

I wish the Polling station for Upper Meads to remain in The Parish Hall in Meads Street as it's the most convenient position being in the centre of the village.

I want the polling station for upper meads to remain at the Parish Hall in Meads Street. It is in the centre of Meads and has easy access .

I would like to record my objection to the proposed move of the polling station from the Parish Hall in Meads to the Jubilee Hall in St Johns Church. The Parish Hall's role as a community asset is soon to be strengthened by the setting up of a charitable trust to take it over from St John's Church and to run it as a true "parish hall". The charitable trust will soon be raising funds for the refurbishment of the hall and will be improving the access to the hall at the same time. The Jubilee Hall at the church is used on Thursdays to host a very popular mothers and toddlers morning and it would be a great pity to have to cancel those meetings every time there is an election.

I feel strongly that polling should continue to take place in the Parish Hall, Meads Street.

I endorse the Meads Association view that the Polling Station for Meads should be kept at the Parish Hall in Meads Street. This is situated in the centre of the community, near a convenient bus stop and is well known by residents in the area. Parking is also nearby and it is also close to shops and eating places. I can see no problem for disability access. Do not change something that has worked well in the past

I understand that in the current review it is being proposed that the Upper Meads Polling Station be moved to St John's Church Hall from the Community Hall in Meads Street. I wish to place my name on record as being firmly against the proposal.

The Community Hall in Meads Street is ideally placed for the community, with ample free parking in the streets around and on the regular bus route. It has worked very well as a Polling station for many decades. If it works don't change it.

I feel the Polling Station should stay in The Parish Hall Meads Street as it is so convenient.

I strongly think the polling station should remain in Meads Road. It is a more central part of the village for access.

The parish church St Johns is more convenient for me and I am 96!

I object strongly to moving the polling station from our local community hall, St John's Parish Hall, Meads Street to St John's, The Evangelist Church hall in Staveley Road.  
Moving the polling station on the basis of one person's objections, or preference of modern buildings, is unfair. It does not adequately reflect the views of the majority of residents.

As an elderly resident with mobility problems, I find the current location convenient and accessible. Our local hall is perfectly adequate for the purpose of a polling station.

There is plenty of parking in surrounding streets. The overgrown areas have been cleared. There will be repairs in the near future of this historic building.

It is absolutely ridiculous to move the polling station to the jubilee hall. (Just because one person lives near it or can park there?) The hall is too small, there is a long path up to it and the parish hall is not being sold. The parish hall is central and there are bus stops nearby, and when people have voted, which only takes a few minutes, there are places nearby where they can have coffee and do their shopping. I am an old lady of 94 and know if I did have a problem with walking into the parish hall there are people there who would help me.

I wish to object most strongly to the proposed moving of Meads Polling station from the Parish hall to jubilee hall at St John's church, nowhere near Meads village. The Parish hall is situated directly opposite the bus stop and drop off areas for those in cars. It has all the facilities required including wheelchair access. During these difficult times the shops in Meads benefit from the extra footfall on Polling days. This proposal is completely inappropriate and unnecessary.

I understand there is a proposal to move the polling station for Meads from the Parish Hall to a building adjacent to St. John's Church. I strongly oppose such a change.  
From a personal point of view, I live on Meads Street, and the Parish Hall is obviously more convenient. However, I am also concerned that from the point of view of transport links and other facilities, Meads Street is far more convenient for more people than is the proposed new site. It is the established centre of this district of Meads and is more accustomed to coping with people arriving from elsewhere in the greater Meads area for shopping, bus travel, pubs etc. The parish hall has a bus stop opposite and also good disabled access.

I urge you to retain the polling station in its current position.

My husband and I strongly support the view of the Meads Community Association that the Polling Station for Meads should remain at the community hall which is well known as the centre for this part of Meads. We hope you will take this into consideration.



My wife and I are totally opposed to the move away from using the Parish Hall in Meads Street to the Jubilee Hall part of St John's Church. We do not recognise the description of the facilities in your reasons for change and consider that making this change arising from one person's complaint is anti-democratic.

The Parish Hall has been recognised by the local community and EBC as the community hall for Meads residents and should remain so as it has all the necessary facilities for easy access for all local residents

I strongly believe that this proposed change will make voting very difficult for the residents of the community who are currently assigned to cast their votes in the Parish Hall in Upper Meads. Transport is ideally located in Meads Street and a considerable number of elderly or physically challenged people depend on that. Parking facilities are also good in Meads Street. The Parish Hall itself is very user friendly for people. The Returning Officer should consider that it is the duty and the right of the people to be able to cast their vote and they should be enabled and encouraged to do so. I would like to register my views that for the reasons I outlined above I oppose the proposed change and urge the authorities to keep the Parish Hall in Upper Meads as a voting location.

Please leave the polling station where it is in the Parish Hall Meads St.

As local Meads residents we would wish to strongly object to the above proposal. The Parish Hall is clearly the logical location for community events, and from the perspective of voting the proximity to local transport links makes it an obvious location. The Jubilee Hall is not well known and very distant from local transport and easy parking .... we feel the proposed change would jeopardise voter participation and lead to a lower turnout than continuing with the current location. Additionally, if this is the suggestion of just one person it clearly has no overall support from wider community.

Please ensure the change is strongly resisted.

I believe the current location of the Village Hall in Meads is right location for the Polling Station as it is well known to all.

I feel very strongly that the current location of the polling station in the Meads Street is ideal for the residents of Upper Meads and that it should not be moved to near St John's Church as proposed.

The current building is easily accessed by all with free parking within the immediate vicinity, and a bus stop opposite. By foot it is a very short walk from the shops.

It is part of the village's main street and so it is easy to combine your shopping and voting on polling day! I'm sure that's a help to the less mobile and those that have other difficulties leaving their home.

I am carer for my adult daughter who is registered disabled, and with her particular disabilities, she feels that having the polling station directly within our local community area makes it significantly more accessible for her.

The proposed location near St John's church is nowhere near as convenient for residents of Upper Meads. It would be much more effort for us to journey there, and I would be concerned that this could prevent some people from going to vote.

With the long-term plans to renovate the building it will be even more suitable in the future as the polling station for Upper Meads.

Please do not relocate our polling station, its great where it is, central to our community.

I live in the Meads and I oppose the recommended change to the polling station from St John's Parish Hall to St John The Evangelist Jubilee Church Hall.

St John's Parish Hall is a community hub which we are all trying to save. It would seem that council employees are not in agreement with this.

I would like to request that the Parish Hall remains as the polling station in Meads. It does not make any sense to move the station to St John's Church as this would increase the time and distance we would have to travel to vote. The Parish Hall is in the centre of Meads and on the local bus route.

This is to provide my comments on the proposed relocation of MDC's polling station from St John's Parish Hall to St John's Jubilee Church Hall.

It's ironic to me that this proposal hardly seems like democracy at work; just one applicant (who lives in MDC Ward?) has requested this move, so this goes for review; if you receive more people objecting to the move than are in favour of it, will you reject the proposal? Will this be a "majority rules" situation? It should be, especially given the matter at hand.

Apart from the single applicant, who else thinks that the Parish Hall is a problem? I doubt there has been any groundswell of public opinion wanting this change to the largest number of voters of the 3 districts comprising Meads Ward.

Access to the Parish Hall is, I would argue, better than the Church Hall; parking is just as convenient, if not more so; buses run along Meads St; the distance from the kerbside into the Parish Hall is minimal, especially compared to the Jubilee Hall; there's no grass verge on Meads St making access from the kerb easier and safer.

The Church wants to dispose of the Parish Hall; this appears to be a step taken to advance that agenda. This looks to be a solution in search of a problem.

		<p>This proposal should be rejected. I am writing to express my concern about moving the polling station from the Parish Hall, in Meads.</p> <p>This would mean the loss of an excellent community facility for voting purposes. I do NOT support the move to</p> <p>Please leave the present situation as it is. As, has been said many times, “ If it isn’t broken why mend it “</p> <p><i>I write to object to the proposal to move the Upper Meads Polling Station from Meads Parish Hall to the Jubilee Hall in St. John’s Church. My objections are as follows:</i></p> <p><i>The current venue of Meads Parish Hall has more than adequate disabled access. The path to the entrance to the Parish Hall is <b>NOT</b> dark and overgrown, I really do not know when this objector last visited the Parish Hall as it has never been dark and overgrown it is adequately lit both by the Hall and street lights, as the entrance is just off the main pavement and also anyone entering the hall is visible from the street at all times. Conversely the entrance to the Jubilee Hall is much further from the street and is dark as it is in the shadow of the church, and it is <b>not</b> so visible from the street at all times. Voters who are not members of the Christian faith may be deterred from voting because the Jubilee Hall is quite obviously more part of the church estate. The Meads Parish Hall is used by the whole community all the time and there is no intimidating presence of the church for none-church goers. Meads Parish Hall sits at the heart of Meads, a change of this nature would deter people who rely on public transport to get to the polling station and can combine a vote with use of the local shops.</i></p> <p><i>I believe that on balance this proposal for change might well disenfranchise more people than accommodate the one objector who by their own admission can access the Meads Parish Hall.</i></p>
Old Town	Grace Baptist Church	<p>Thank you for the notice concerning the polling places review. I note the suggestion in Old Town for the replacement of Greenfield Methodist Church on Green Street with Eastbourne Grace Baptist Church on Victoria Drive.</p> <p>Neither I nor any of my fellow councillors can support this change. Before the Borough elections in May this year, we were all concerned about the size and capacity of Victoria Eastbourne Grace Baptist in managing the volume of voters. Old Town routinely has a voting turn out higher than other wards in the Borough. Victoria Grace had, at various points on polling day in May, long queues stretching out of the OTA entrance. The time taken for people to pass through, vote and then leave, was in the region of 20 to 25 minutes. This is no comment on the efficiency of Borough staff, simply a recognition that the space available isn’t enough to permit</p>

		<p>voters to flow through effectively. In a general election volume of voters will be significantly higher. This risks disenfranchising voters (as those who are in a hurry simply won't bother to wait around), and increases the risks of social disorder (there were several heated conversations between different groups of voters outside OTA, and potential challengeable behaviour from other political groups). A speedy throughput of voters with a minimum of waiting is very important.</p> <p>We do not believe that Eastbourne Grace Baptist Church has the space or capacity to manage the volume of voters that will present on polling day. We have seen this with our own eyes.</p> <p>As such, Old Town Cllrs cannot support the recommendation that Eastbourne Grace Baptist Church becomes the new designated polling place replacing Greenfield Methodist.</p> <p>A bigger alternative venue must be found.</p>
Ratton	All	I have read through the documents and have to say delighted you have amalgamated RNA and RNB logical and see no problems with the rest of Ratton.
Sovereign	Conqueror Hall	<p>With regard to the removal of Conqueror Hall as a polling station within the Sovereign Ward polling district: Our view is that this action will have a negative impact on the people of Kingsmere and Kings Park for the following reason:</p> <p>The KCA have taken soundings and it is apparent to us that many of our residents will not go to the new Sovereign Harbour Community Centre to vote; if they did decide to vote in the new centre some would have to go by car as they are disabled, and this would have an impact on emissions to the local area. Some of our residents have anxiety and panic attacks when they go out, so try to stay close to home. Sovereign Harbour Community Centre lighting doesn't help with some anxiety sufferers such as the new B&amp;M stores lighting. We have also noticed that you have only put the cost of Conqueror Hall down on your review documentation and consequently we feel you are singling out our hall unfairly; the cost of every polling station should be put on your paperwork, especially the local alternatives, so costs can be compared between all: we trust that you have not already made up your mind on this issue as we feel we have a good argument to make in keeping CH as our local polling place. So as to impress upon you our desire to retain our hall as a polling place in the future the Association is more than willing to half the hire fee previously set by our predecessors: i.e. our offer to you is to propose a hire fee of £300 instead of the current £600.</p> <p>Voting is a right and also, in a democracy, perhaps a duty and we feel if Conqueror Hall is removed from the polling station list, this will have a detrimental effect on local turn-out when the next round of elections come up; we wish to encourage and improve local participation in the democratic process and we strongly feel that this action, if proceeded with, will have the opposite effect.</p>

		<p>In conclusion, Conqueror Hall fits all your criteria with easy access, suitable lighting inside and out and good parking. Our three local councillors support our bid to retain the hall as a polling place; Councillor Nigel Goodyear is more than happy to act as our liaison on this matter and he very much agrees with our premise that making voting more difficult for local residents is counterproductive and he, like us, wishes to see the numbers of residents who do vote in person increase; relying on postal voting is not the answer in this particular case we believe.</p>
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## Planning Committee

**Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 21 August 2023 at 6.00 pm.**

### **Present:**

Councillor Hugh Parker (Chair).

Councillors Amanda Morris (Deputy-Chair), Nick Ansell, Andy Collins, Jane Lamb, Anita Mayes, Teri Sayers-Cooper and Candy Vaughan.

### **Officers in attendance:**

Leigh Palmer (Head of Planning First), Helen Monaghan (Lawyer, Planning), Emily Horne (Committee Officer).

### **22 Introductions**

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

### **23 Apologies for absence and notification of substitute members**

There were no apologies given and there were no notifications of substitute Members.

### **24 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 Ansell declared a prejudicial interest in item 31, Saffrons Sports Club, Compton Place Road, as he lived in proximity to the site and had long associations with the applicant. He confirmed that he would leave the room for the discussion of this item. For transparency, Councillor Parker advised the committee that he worked in the building next door to Saffrons Sports Club, Compton Place Road, this was neither a personal nor prejudicial interest. Councillor Lamb declared a prejudicial interest in item 32, Land off Biddenden Close, as she was a member of the Community Land Trust and confirmed that she would leave the room for the discussion of this item.

### **25 Urgent items of business.**

There were no urgent items.

### **26 Minutes of the meeting held on 17 July 2023**

The minutes of the meeting held on 17 July 2023 were submitted and

approved as a correct record, and the Chair was authorised to sign them.

**27 Officer Update**

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).

**28 Site 7a, Pacific Drive (Aldi Store Ltd.) ID: 220849**

Erection of Class E foodstore alongside access, parking, landscaping, and associated works – **SOVEREIGN**.

The Head of Planning First presented the report.

The Committee was advised by way of the presentation and the Addendum that affordable housing issue and the late stage review were deleted from the recommendation.

Mr Iain Shore, Sovereign Harbour Residents' Association, spoke on behalf of local residents in objection to the application. Rob McClellan, Applicant, spoke in favour of the application. Councillor di Cara, Ward Councillor, addressed the Committee on behalf of residents.

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

Councillor Vaughan put forward a proposal to approve the application in line with the officer's recommendation and the amended recommendation/conditions set out in the Addendum. This was seconded by Councillor Sayers-Cooper and was carried.

**RESOLVED: (by 6 votes to 2 against)** (For: Councillors Collins, Mayes, Morris, Sayers-Cooper, Parker and Vaughan. Against: Councillors Ansell and Lamb). That planning permission be delegated to the Head of Planning to secure agreement to the scheme from the Councils Air Quality Officer (to be concluded), landscaping issues and ecological translocation issues. On reaching agreement to these issues then the Head of Planning be authorised to grant permission subject to conditions set out in the report, officer addendum, and S106 / S278 agreement for travel plan audit fees, other highway works, local labour agreement, ecological translocation controls and 'golden brick' clause to limit the trading of the foodstore until the schemes on the adjacent sites (Care Home and McCarthy and Stone) have reached a defined point in their construction. If no meaningful engagement with the legal agreement is pursued within six months, then the Head of Planning be authorised to refuse planning permission due to the lack of infrastructure.

**29 Site 7a, Pacific Drive (McCarthy and Stone Retirement Lifestyles Ltd.) ID: 220850**

Erection of apartment retirement living development (Use Class C3) access,



car parking, and associated landscaping – **SOVEREIGN**.

The Head of Planning First presented the report.

The Committee was advised by way of the Addendum that 51 additional responses of support had been received since the publication of the Officers report. The Environment Agency had withdrawn their objections. Appraisal paragraphs 8.3, 8.4, 8.6, 8.7, 8.9 and 8.13 were updated. The following Conditions were clarified or updated: 10.1 Bus stops, 10.5 Cycle/scooter parking, 10.6 Surface Water Drainage onto the Public Highway, 10.9 Wheel washing, 10.17 Archaeological reporting and investigation and 10.20 Approved Plans.

Dr Idango Adoki, The Harbour Medical Practice, spoke on behalf of the medical practice in objection to the application. Annalie Davy, Applicant, spoke in favour of the application. Councillor di Cara, Ward Councillor, addressed the Committee on behalf of residents.

Councillor Morris put forward a proposal to approve the application in line with the officer's recommendation and the amended conditions set out in the Addendum. This was seconded by Councillor Vaughan and was carried.

**RESOLVED: (by 7 votes to 1 against)** that planning permission be delegated to the Head of Planning to secure agreement to the scheme from the Councils Air Quality Officer (to be concluded), landscaping issues, affordable housing issues and ecological translocation issues. On reaching agreement to these issues then the Head of Planning be authorised to grant permission subject to conditions set out in the report, officer addendum, and S106 / S278 agreement for travel plan audit fees, other highway works including public transport initiatives, late-stage review to establish affordable housing position (unless otherwise agreed), local labour agreement, ecological translocation controls. If no meaningful engagement with the legal agreement is pursued within six months, then the Head of Planning be authorised to refuse planning permission due to the lack of infrastructure.

**30 Site 7a, Pacific Drive (LNT Care Developments Ltd.) ID: 220852**

Proposed three storey, 66 bedroom, care home for older people (Class C2 Use) with associated new access (off Pacific Drive), parking & landscaping – **SOVEREIGN**.

The Head of Planning First presented the report.

The Committee was advised by way of the Addendum that there were no further updates.

Mr Iain Shore, Sovereign Harbour Residents' Association, spoke on behalf of local residents in objection to the application. Alistair Wood, Agent, spoke in favour of the application. Councillor di Cara, Ward Councillor, addressed the

Committee on behalf of residents.

Councillor Mayes put forward a proposal to approve the application in line with the Officer's recommendation and the amended conditions set out in the Addendum. This was seconded by Councillor Morris and was carried.

**RESOLVED: (by 7 votes to 1 against)** that planning permission be delegated to the Head of Planning to secure agreement to the scheme from the Councils Air Quality issues (to be concluded), landscaping issues, ecological translocation issues and sustainable drainage matters. On reaching agreement to these issues then the Head of Planning be authorised to grant permission subject to conditions set out in the report, officer addendum, and S106 / S278 agreement for travel plan audit fees, other highway works including public transport enhancements, local labour agreement and ecological translocation controls. If no meaningful engagement with the legal agreement is pursued within six months, then the Head of Planning be authorised to refuse planning permission due to the lack of infrastructure.

The Chair paused the meeting for a 10 minute comfort break

**31 Saffrons Sports Club, Compton Place Road. ID: 230105**

Having declared a prejudicial Interest, Councillor Nick Ansell was absent from the room during the discussion and voting of this item.

Erection of 3no. covered Padel courts, 1no. open Padel court and extension to existing pavilion with additional car parking – **UPPERTON**

The Head of Planning First presented the report.

The Committee was advised by way of the Addendum that the recommendation was amended to include a S106 Agreement to control the delivery and funding of a travel plan, subject to the approval of planning consent and an additional condition to include refuse/recycling collection.

Mr Roger Myall, Applicant, spoke in favour of the application. Councillor Ballard, Ward Councillor, addressed the Committee in relation to the application.

Councillor Lamb put forward a proposal to approve the application in line with the officer's recommendation, the amended recommendation/conditions set out in the Addendum, and the additional conditions for the roof colouring to be agreed (not white) and for a post development acoustic report. This was seconded by Councillor Collins and was carried.

**RESOLVED: (Unanimously)** that the application be granted subject to a S106 to control the delivery and funding of a travel plan, the conditions set out in the officer's report, officer addendum and the additional conditions for the roof colouring to be agreed (not white) and post development acoustic report.

**32 Land off Biddenden Close. ID: 220453**

Having declared a prejudicial Interest, Councillor Jane Lamb was absent from the room during the discussion and voting of this item.

Demolition of existing garage blocks and erection of 3no terraced three-bedroom dwelling and 2no semi-detached two-bedroom dwellings together with parking and new site access – **LANGNEY**

The Head of Planning First presented the report.

The Committee was advised by way of the Addendum that there were no further updates following completion of the Committee report.

Mrs Sandra Medway, Applicant, spoke in favour of the application.

Councillor Morris put forward a proposal to approve the application in line with the officer's recommendation. This was seconded by Councillor Vaughan and was carried.

**RESOLVED: (Unanimously)** that the application be granted subject to the conditions set out in the officer's report.

**33 6 Somerville Close. ID: 230411**

Erection of single storey extension to north elevation – **SOVEREIGN**

The Head of Planning First presented the report.

The Committee was advised by way of the Addendum that there were no further updates following completion of the Committee report.

Councillor Vaughan put forward a proposal to approve the application in line with the officer's recommendation. This was seconded by Councillor Sayers-Cooper and was carried.

**RESOLVED: (Unanimously)** that the application be granted subject to the conditions set out in the officer's report.

**34 Date of next meeting**

It was noted that the next meeting of the Planning Committee was scheduled to commence at 6:00pm on Monday, 18 September 2023.

The meeting ended at 9.22 pm

Councillor Hugh Parker (Chair)

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## Scrutiny Committee

**Minutes of meeting held in Court Room - Town Hall, Eastbourne on 18 September 2023 at 6.00 pm.**

### **Present:**

Councillor Kshama Shore (Chair).

Councillors Alan Shuttleworth (Deputy-Chair), Kathy Ballard, Ali Dehdashty, Jane Lamb, Hugh Parker and Robert Smart.

### **Officers in attendance:**

Philip Brown (Property Lawyer), Luke Dreeling (Performance Lead), Nick Peeters (Committee Officer), Robert Cottrill (Chief Executive), Nathan Haffenden (Head of Development, Investment and Delivery), Steven Houchin (Interim Deputy Chief Finance Officer (Corporate Finance)) and Lynn Ingram (Interim Head of Financial Planning).

### **15 Minutes of the meeting held on 10 July 2023**

**Resolved** that the minutes of the meeting held on 10 July 2023 were submitted and approved and signed as a correct record by the Chair.

### **15 Minutes of the meeting held on 10 July 2023**

**Resolved** that the minutes of the meeting held on 10 July 2023 were submitted and approved and signed as a correct record by the Chair.

### **16 Apologies for absence / declaration of substitute members**

Apologies for absence were received from Councillors Goodyear and Morris. Councillor Smart was a substitute for Councillor Goodyear.

### **17 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.

### **18 Questions by members of the public**

There were none.

### **19 Urgent items of business**

There were none.

**20 Right to address the meeting/order of business**

There were no requests.

**21 Assurance Review follow up - CIPFA (Chartered Institute of Public Finance and Accountancy) Rapid Finance Review**

Jo Harper, Head of Business Planning and Performance, presented the report which updated the Scrutiny Committee on the results of a recent review undertaken by the Chartered Institute of Public Finance and Accountancy (CIPFA) and associated recommendations. During discussion, the following points were highlighted:

- Members felt that the rising costs of homelessness were continuing to impact on the Council and people in the Borough, both in terms of the human and financial cost. Members requested that the issue be looked at further and that it be included as a topic for the Committee's work programme.
- It was confirmed that the investment Company Eastbourne Limited (ICE), a wholly owned council company established as the loan guarantor in connection with a commercial property in Leicester, was not for sale.
- Members noted that there were many positive responses in the Assurance Review that were provided by an external, independent body, including the Council's positive progress towards financial stability, and its management of short-term debt and repayment plans (where no concerns were identified). However, a member expressed concerns that there were factual omissions that questioned the credibility of the CIPFA report.
- Officers confirmed the long-term debt provision of £114m related to long term loans held with the Public Works Loan Board and also confirmed that the council maintained a short-term debt balance of £67m, details of which would be reported as part of the Quarter 1 Treasury Management Report due to be presented to the Councils Audit & Governance Committee.
- Members noted a previous balance of £46m of short-term debt and sought clarification that short term debt had increased significantly over a short period?" Officers responded that short term debt had increased by £4m since the end of this financial year (31 March 2023) to £67m, but they were not aware of the balance quoted by members as the published level of short-term debt held as of the 31 March 2022 was £41m.
- Members then asked officers to confirm the levels of interest paid against existing short terms debt. Officers confirmed there were 12 items outstanding of short-term debt with values between £4 million and £10 million. The rates between the items had varied over the previous 6 months between 4.1% and 4.85%, with an overall average of 4.56 %. Officers also agreed to circulate an analysis of £67m short-term debt, including the dates loans were agreed, the dates they matured, and the interest rate charged

against each loan.

- In conclusion to the discussion regarding the CIPFA report, it was noted that opposition members had raised concerns about the Councils management of short-term debt, but that CIPFA had not raised any specific concerns about the Councils debt. It was noted that the council was in an “under borrowed” position and debt levels were comparable with other councils.
- It was anticipated that the overarching strategy recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) for objectives on tourism, income, and economic diversification would be available in December 2023.

**Resolved** to note the report.

## **22 LGO annual complaints review 2022 - 2023**

Rob Cotterill, Chief Executive, presented the report provided an update to members on the Local Government Office (LGO) annual review (22-23) of complaints received and investigated. During discussion, the following points were highlighted:

- Members questioned whether delays in the processing of stage 1 complaints led to an increase in stage 2 complaints and follow up complaints with the Ombudsman. Officers explained The expectation by the public in terms of very quick response times to enquiries was a possible factor in the number of stage 1 complaints. Homelessness and housing options produced a high volume of enquiries, including people trying to access suitable housing within a limited supply. It was a complex area, involving investigation and assessments, and a challenge to provide responses and outcomes within timescales.
- Members requested further information on the five complaints that were upheld and that the number of stage 1 complaints be looked at further to see how processes could be improved.

**Resolved** to note the report.

## **23 Corporate performance - quarter 1 - 2023/24**

Luke Dreeling, Performance Lead, presented the report which provided members with detail on the Council’s progress and performance in respect of service areas for the First Quarter of the year (April-June 2023). During discussion, the following points were highlighted:

- Qualitative data was also now being monitored for customer telephone calls. It was recognised that calls were taking slightly longer but this allowed staff to have more in-depth conversations with customers to ensure that potentially complex enquiries were resolved. The possibility of a front-end

message advising customers of the same would be looked at.

- Members thanked the Environment First team for their prompt action when notified of incidents of fly-tipping. Members requested that the number of fly tipping cases where prosecution took place, be provided as a percentage of the total number of incidents. Members felt that wider publicity of the impact of fly-tipping would raise public awareness and the use of cameras in high incident areas could be used, as it was a cause of distress to residents.
- Members noted the improvement in the number of households living in emergency (nightly paid) accommodation and thanked officers for their hard work in difficult circumstances. The improvement in the average number of days taken to process new claims for housing and council tax benefit was also noted.

**Resolved** to note the report.

## **24 Revenue and Capital Financial Monitoring Report Quarter 1 2023-24**

Steve Houchin, Deputy Chief Finance Officer and Lynne Ingram, Interim Head of Financial Planning, presented the report which provided an assessment of the Council's financial performance against its approved 2023-24 budget, incorporating key financial risks, issues and opportunities identified since 1 April 2023 for the General Fund and the Housing Revenue Account (HRA). During discussion, the following points were highlighted:

- It was confirmed that the predicted overspend for 2024 was an appraisal with the Council working towards mitigating the causes of the overspend and reducing it.
- Homelessness and homelessness support were a significant financial pressure for the Council. The issue was one that was impacting on many local authorities on the South Coast.
- The Housing Revenue Account did not take into account the overspend from the previous year, when the Council provided additional funding to cover the overspend position at that point.
- The funding for the Better Care Fund reflected discussions between the Section 151 Officers (Chief Finance Officer) at Eastbourne Borough Council and East Sussex County Council on the transfer of grants between the two authorities.
- The Council approved a capital expenditure budget of £27 million in February 2023 and £3.992 million was carried forward from the previous year (page 63 paragraph 5,2). Variations, including a reduction in anticipated capital spend meant a slippage to a revised budget of £25.328 million. It was not anticipated that the Council would spend the entire budget - the current level of spend was significantly below that expected. The slippage in the Capital programme was due to a reduction in resources



and the Council was focusing on priority areas, rather than externally funded projects. The Capital Programme Oversight Board had been appointed to review the capital programme from a strategic perspective and also to review the funding arrangements.

**Resolved** to note the report.

## **25 Forward Plan of Decisions**

The Chair introduced the Forward Plan of Cabinet Decisions which outlined decisions due to be presented to the Cabinet at its future meetings.

**Resolved** to note the Forward Plan of Cabinet Decisions.

## **26 Scrutiny Work Programme**

The Chair, Councillor Shore, introduced the Scrutiny Committee's work programme. Members requested that the following areas be considered for scrutiny at future meetings:

- The schedule of works for the Seafront lighting.
- Housing and homelessness in the Borough

**Resolved** to note the Scrutiny Committee's work programme.

## **27 Exclusion of Press and Public**

**Resolved** to enter into an exempt part of the meeting for item 11. Housing Delivery & Assets Update and item 13. Housing delivery and assets update - Exempt Appendix 2, as it was considered that public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Exempt reason 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

## **28 Housing Delivery & Assets Update**

Nathan Haffenden, Head of Development, Investment and Delivery, presented the report which provided an update on the housing development and delivery programme.

Members discussed housing development in the Borough, the types of build that would be appropriate and the associated issues with finding solutions to providing affordable housing, and reducing homelessness numbers. Members also discussed the types of government funding potentially available and whether they were suitable for housing development needs in the Borough.

**Resolved** to note the report.

**29 Housing delivery and assets update - Exempt Appendix 2**

This item was dealt with as part of item 11. Housing delivery and assets update.

**30 Date of the next meeting**

**Resolved** to note that the next meeting of the Scrutiny Committee is scheduled to be held on 4 December 2023 in the Court Room, Town Hall, Eastbourne commencing at 6:00pm.

The meeting ended at 7.50 pm

Councillor Kshama Shore (Chair)



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## Cabinet

**Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 20 September 2023 at 6.00 pm.**

### **Present:**

Councillor Stephen Holt (Chair).

Councillors Margaret Bannister (Deputy-Chair), Peter Diplock, Robin Maxted, Jim Murray and Colin Swansborough.

### **Officers in attendance:**

Robert Cottrill (Chief Executive), Homira Javadi (Director of Finance and Performance (Section 151 Officer)), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Becky Cooke (Director of Tourism, Culture and Organisational Development), Simon Russell (Head of Democratic Services and Monitoring Officer), Kate Slattery (Head of Legal Services), Luke Dreeling (Performance Lead), Nathan Haffenden (Head of Development, Investment and Delivery), Steven Houchin (Interim Deputy Chief Finance Officer (Corporate Finance)), Lynn Ingram (Interim Head of Financial Planning) and Sarah Lawrence (Committee Team Manager).

### **Also in attendance:**

Councillor Penny di Cara (Opposition Deputy Leader), Councillor Nigel Goodyear (Shadow Cabinet member), Councillor Kshama Shore OBE (Shadow Cabinet member and Chair of Scrutiny Committee), Councillor David Small (Shadow Cabinet member) and Councillor Robert Smart (Opposition Leader).

### **15 Minutes of the meeting held on 19 July 2023**

The minutes of the meeting held on 19 July 2023 were submitted and approved and the Chair was authorised to sign them as a correct record.

### **16 Apologies for absence**

None were reported.

### **17 Declaration of members' interests**

None were declared.

### **18 Assurance Review follow up - CIPFA (Chartered Institute of Finance and Accountancy) Rapid Finance Review**

The Cabinet considered the report of the Director of Finance and Performance, updating them on the results of the recent review undertaken by Chartered Institute of Public Finance and Accountancy (CIPFA) and associated

recommendations.

Visiting member, Councillor Smart, addressed the Cabinet on the item. He queried the validity of the report, due to the reporting of the Council's short-term debt management position. Councillor Holt responded and strongly refuted the claims and reported that all information requested as part of the independent review had been provided.

Reference was made to the letter received from the Parliamentary Under Secretary of State for Local Government and Building Safety, Lee Rowley MP, which thanked officers for their assistance and the Council for their willingness to engage openly with the review team. The letter praised the positive progress that the Council had made to become more financially sustainable since its previous assurance review in 2021. The report acknowledged that the review had found no major areas of concern and much to commend. The Council's debt restructuring plan, instead of long-term borrowing was based on the most efficient financing option and this had been positively reflected on by CIPFA and other independent bodies.

Councillor Holt referenced the ongoing challenges affecting local authorities, driven by the cost-of-living challenges, high inflation and continued increase in costs associated with homelessness. Councillor Holt advised that he was inviting council leaders, Local Government Association and DLUC to an emergency summit, to look cross-party at how to positively resolve the national issue.

**Resolved (Non-key decision):**

To note the report, and to note that actions to respond to the recommendations would be addressed within the Stability and Growth programme.

**Reason for decision:**

The assurance review, and the subsequent follow up review referred to in this report, have been necessary as a requirement of the Council accessing Government Exceptional Financial Support.

**19 Corporate performance - quarter 1 - 2023/24**

The Cabinet considered the report of the Director of Finance and Performance, considering the Council's progress and performance in respect of service areas for the first quarter of the year (April-June 2023), as shown at Appendix 1 to the report.

Commentary on those key performance indicators performing below target expectations were detailed in the report. Reference was made to the solution sprint outcomes this quarter, as detailed at section 3 of the report, which included the delivery of a 'tackling the crisis' housing/homelessness workshop between housing colleagues from Lewes, Eastbourne and Hastings.

**Resolved (Non-key decision):**

To note progress and performance for quarter 1 2023/24.

**Reason for decision:**

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

**20 Revenue and Capital Financial Monitoring Report Quarter 1 2023-24**

The Cabinet considered the report of the Director of Finance and Performance, providing an assessment of the Council's financial performance against its approved 2023-24 budget, incorporating key financial risks, issues and opportunities identified since 1 April 2023 for the General Fund and the Housing Revenue Account (HRA).

The report detailed a forecast outturn position for 2023-24 of £2.348k, as detailed at Table 1 to the report. It was reiterated that this was an initial assessment and further monitoring would be undertaken over the coming months. The main underlying pressures included the underlying levels of inflation and increased interest costs affecting contracts, operations and running costs, increase in homelessness and the use of expensive nightly purchased temporary accommodation, increased number of planning appeals and budget pressures associated with establishment restructures. Work was already underway on mitigating options for the potential overspend.

**Resolved (Non-key decision):**

(1) To note the forecast outturn position for 2023-24 and associated risks.

(2) To delegate authority to the Director of Finance and Performance and the portfolio holder for finance to apply the required budget virements to support effective management of the overall budget.

(3) To note Appendix 1 and 2 to the report.

**Reason for decision:**

To update members on the financial position of the Council and ensure that the Authority complies with its financial regulations.

**21 Housing delivery and asset update**

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning, providing an update on the housing development and delivery programme. This included proposals to identify new opportunities to further the delivery of council housing, requirements to revise existing budget allocations to support delivery and recommendations to dispose of garage sites to generate new income.

Eastbourne was one of just a third of English councils that had built new social housing in each year of the last five financial years, according to government figures. Thanks were also expressed to government for their release of additional grant funding opportunities that the Council had been able to secure and welcomed further opportunities. Further details were contained within the report.

**Recommended to Full Council (Budget and policy framework)**

(1) To approve an increase of £2.41m to the existing new build and acquisitions budget within the 2023/24 HRA Capital Programme, totalling a new budget of £10.81m, to facilitate and be funded by new government grants, subject to Full Council approval.

**Resolved (Key decision):**

(2) To note the progress of the housing development and delivery programme as set out at Appendix 1 to the report.

(3) To support the progression of the initial phase of sites identified within the Housing Revenue Account (HRA) from the internal Asset Review to be taken through the feasibility and due diligence processes, utilising existing budgets and delegations.

(4) To approve a variation of £150k for the Fort Lane development in accordance with the Financial Procedure Rules, totalling a new scheme budget of £3.15m, financed within the capacity of the existing approved 2023/24 HRA Capital Programme.

(5) To approve the disposal of Council-owned garage sites as set out within Appendix 2 (Exempt) to the report, subject to a full business case, and with the capital receipts ring-fenced to support the HRA Business Plan and future capital schemes for housing.

(6) To authorise the Director of Regeneration and Planning, in consultation with the Director of Finance and Performance (S151 Officer) and Lead Member for Housing and Planning, to take all necessary actions to progress all recommendations including business cases, budget allocations, negotiation and agreement of terms, award of contract(s), and authorising the formal execution of all related documentation.

**Reason for decisions:**

(1) To provide Cabinet with an update on the growing housing development and delivery programme.

(2) To progress the development of new Council homes across the borough, maximising brownfield sites to enable new affordable housing opportunities.

(3) To ratify HRA Capital Programme budgets to support the delivery and purchase of new homes.

(4) To rationalise the HRA, making best use of assets and resources, and generating income to support future housing schemes.

*Notes: (1) Appendix 2 remained exempt. (2) Exempt information reason 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).*

The meeting ended at 6.31 pm

Councillor Stephen Holt (Chair)

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## **Audit and Governance Committee**

**Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 5 October 2023 at 6.00 pm.**

### **Present:**

Councillor Christina Ewbank (Chair).

Councillors Ali Dehdashty (Deputy-Chair), Kathy Ballard, Daniel Butcher, Hugh Parker, Kshama Shore, David Small and Stephen Gilbert (Audit Independent Member).

### **Officers in attendance:**

Steven Houchin (Interim Deputy Chief Finance Officer (Corporate Finance)), Jackie Humphrey (Chief Internal Auditor) and Elaine Roberts (Committee Officer).

### **Also in attendance:**

Ben Sheriff and Tanya Chikari, External Auditors, Deloitte (until after Agenda Item 7).

## **12 Minutes**

The minutes of the last meeting, held 28 June 2023, were confirmed as an accurate record and signed by the Chair.

## **13 Apologies for absence/declaration of substitute members**

Apologies were received from Councillor Collins and from Director of Finance and Performance, Homira Javadi.

Councillor Rodohan attended as substitute for Councillor Collins.

## **14 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.

## **15 Questions by members of the public.**

The Chair confirmed that no questions had been received from members of the public.

## **16 Urgent items of business.**

There were none.

**17 Right to address the meeting/order of business.**

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

**18 External Audits Update**

Steven Houchin, Interim Deputy Chief Finance Officer (IDCFO) presented a verbal update on the current status of the outstanding external audits. Ben Sheriff and Tanya Chikari from Deloitte attended remotely.

The IDCFO reported that Deloitte and the Council's Finance Team were currently working to complete the 2020/21 audit, with weekly meetings to monitor progress and resolve issues. In addition, senior finance managers from Deloitte and the Council were meeting periodically to check progress with a view to bringing a final set of financial statements for 2020-21 to committee in February 2024.

The IDCFO noted a clear ambition on both sides to complete the remaining audits for 2021/22 and 2022/23 as soon as possible, particularly given the transfer of external audit responsibilities to Grant Thornton in April 2024, and that a delivery timeframe would be presented at the next committee meeting in November.

The IDCFO concluded with an update on the national situation regarding delays to local authority external audits, and the Government's potential plan to mitigate the issue. This included setting statutory deadlines to clear the backlog of delayed audits and accepting, in consequence that some external audits may be submitted with qualifications and disclaimers of opinion in the short term.

The Committee considered the update.

In the following discussion, Members raised concerns over the continued slippage of deadlines and subsequent loss of confidence in future deadlines being met.

Other topics of discussion included Deloitte's allocation of resources, and Deloitte's own internal processes of drafting statements. Deloitte and Officers explained that capitalised expenditure was specifically recognised in all audit statements and the treatment of capitalised expenses for 2021/22 specifically would be reported to Members.

Officers clarified that, currently, Deloitte was responsible for completing audits up to and including 2022-23, but noted the arrangement could change following Government's final decisions on how to address the backlog.

The Committee invited the view of the Chief Internal Auditor (CIA) regarding risk management of late audits. The CIA explained that, as all returned external audits were unqualified, no specific risks had been identified other than reputational. However, if the Government was to propose the filing of qualified

accounts as a measure to address the backlog then the Audit Team would consider it appropriate to undertake risk analysis.

**Resolved (unanimous):**

To note the report.

**19 Update and alignment of Scheme of Delegations to Officers**

Simon Russell, Monitoring Officer, introduced the report and Oliver Dixon, Lawyer and Data Protection Officer, explained the purpose and scope of the Scheme, and the rationale and benefits for aligning and updating the individual Schemes for both Lewes District and Eastbourne Borough Councils.

Oliver Dixon described the consultation with officers and the in-depth revision work carried out by Members, via the cross-party Constitution Working Group), which had informed the refresh of the Scheme, and talked through the key revisions detailed in Appendix 1 of the report.

Following comments from members, Officers clarified queries around the recording of decisions taken under delegated powers and also noted that this area would be reviewed for best practice as part of the ongoing work to refresh the constitution.

In the course of discussions, Officers confirmed that:

- Bids for grants to outside bodies made under delegated powers should be linked with Council's core functions (page 29 B22)
- in cases of injustice by mal-administration, levels of compensation were recommended by the local government ombudsman (pg 31 – B34)
- an edit would be made to change 'should' to 'must' (pg 45 – Limitations relating to C42(vi) and (vii))
- Suffix C indicated the delegated power derived from functions of the Full Council.
- Delegated decisions on whether to accept or refuse a nomination that a property be listed as an 'Asset of Community Value' (ACV) (pg 55/58, C82 and C101) were taken by a panel of specialist officers, with due regard to legal advice. The determination of ACV nominations was highly legalistic and followed a technical procedure under the Localism Act 2011 and associated regulations. For this reason, the decision was not referred to members. However, the Head of Property and Asset Management would notify the relevant ward members that a nomination had been received for a property in their area.

At the end of the considerations, Officers thanked the cross-party Constitution Working Group for its work and the constructive comments from the Committee.

**Resolved (unanimously):**

- (1) To recommend to Cabinet the updated and aligned Scheme of Delegations to Officers (executive functions only) set out in Appendix 1

(2) To recommend to Full Council the updated and aligned Scheme of Delegations to Officers (council functions only) set out in Appendix 1

## **20 Treasury Management**

Steven Houchin, Interim Deputy Finance Officer (IDCFO), provided a summary of recent Treasury Management activities for the quarter one period, April to June inclusive, 2023 and the Committee considered the report.

Officers agreed to make copies of a number of documents referenced in the report available to members, specifically the:

- Strategy Statement (pg 75)
- Treasury Management Strategy Statement (pg 81)
- Treasury Management Practices (pg 81)
- Treasury Management and Investment Strategy

In response to queries from Members, Officers clarified and explained a number of points from the report, including:

- That banks set maximum limits on cash accounts;
- That the Council had the option to generate income by lending any surplus cash to other local authorities;
- That long term debt had not changed since the last report to the Committee in June 2023.
- That while interest rates remained volatile the Council was adopting an approach, under advice, to use short term debt options (when long term debts matured), to avoid committing the Council to long term high interest rates.
- That the £178m quoted in the report was based on current prudential indicators and expectations of grant funding.
- That the forecast for debt increases was an estimate for the year end but would be influenced by councillor decisions made through the remainder of the financial year, and that the Council did not currently borrow to invest.
- That Officers would check and feedback to Members the exact amount of interest paid.

### **Resolved (unanimously):**

To note the report of the Director of Finance and Performance and the assurances contained within and that Treasury Management Activities for the period April to June 2023 had been in accordance with the approved Treasury Strategies.

## **21 Internal Audit and Counter Fraud Report for first quarter of financial year 2023-2024 - 1st April 2023 to 30th June 2023**

Jackie Humphrey, Chief Internal Auditor (CIA) introduced the report, which summarised the work carried out by the Internal Audit and Counter Fraud teams during the first quarter of the financial year 2023-24 and provided

an update on progress with 'follow-ups'. The CIA also noted that the team planned to refresh the process adopted for next year's work programme and these would be explained once in progress, and that the vacant post within the team had now been filled.

Members thanked the CIA for the clarity and comprehensive nature of the report.

Following questions and comments from Members, the CIA explained that the timeline for setting up a Local Authority Controlled company (LAC) (pg 94, 2.5) had not been finalised, confirmed that the Audit Team would be mindful of ensuring follow ups if progress was slow and assured Members that any future risk assessment requirements would be addressed by the wider revision of the risk assessment process currently underway.

The CIA clarified that there was a net gain benefit for the Council when Counter Fraud activities of both retrieval and prevention of spend were considered combined. The CIA also noted the value of deterring attempted fraud, gained from publicising Council successes in prevention and detection and would investigate a possible model to demonstrate recovery versus costs ratio for future reports.

The Committee commented on the outstanding issues regarding the Construction Industry Scheme and recognised the work being undertaken by the Council to address issues around debt collection.

**Resolved (unanimously):**

To note the information in the report and that the case for information requirements had been made during the course of the discussion.

**22 Strategic Risk Register Quarterly Review**

Jackie Humphrey, Chief Internal Auditor (CIA) introduced the report, which noted changes to the risk register made by the Corporate Management Team (CMT) following its quarterly review of the register.

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

In the following discussions, it was agreed that the CIA would:  
Request an update from the Head of IT on work to build resilience and best practice, including current back-up arrangements

Investigate if and how the Risk Register software could facilitate capturing the rationale for a new topic being included.

**Resolved (unanimously):**

To note the update to the Strategic Risk Register.

**23 Date of next meeting**

The date of the next meeting was confirmed as Wednesday 22<sup>nd</sup> November 2023, at 6pm, in the Court Room, Eastbourne Town Hall.

The meeting ended at 8.21 pm

Councillor Christina Ewbank (Chair)



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## Cabinet

**Minutes of meeting held in Court Room at Eastbourne Town Hall, Grove Road, BN21 4UG on 1 November 2023 at 6.00 pm.**

### **Present:**

Councillor Stephen Holt (Chair).

Councillors Margaret Bannister (Deputy-Chair), Peter Diplock, Robin Maxted, Jim Murray and Colin Swansborough.

### **Officers in attendance:**

Robert Cottrill (Chief Executive), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Oliver Dixon (Lawyer and Data Protection Officer), Sarah Lawrence (Committee Team Manager), Bill McCafferty (Lead for Income Maximisation and Welfare), Simon Russell (Head of Democratic Services and Monitoring Officer) and Kate Slattery (Head of Legal Services).

### **22 Minutes of the meeting held on 20 September 2023**

The minutes of the meeting held on 20 September 2023 were submitted and approved and the Chair was authorised to sign them as a correct record.

### **23 Apologies for absence**

None were reported.

### **24 Declaration of members' interests**

Councillor Holt declared a personal, non-prejudicial interest in agenda item 11 (Future options of delivery of council housing services in Eastbourne) as a leaseholder of Eastbourne Homes Limited (EHL). He remained in the room and voted on the item.

### **25 Appointments**

Councillor Holt reported that he was creating a new executive post titled "Water Champion" and incorporating it into Councillor Murray's portfolio responsibilities.

Councillor Murray then addressed the Cabinet and outlined the key areas of focus, including sewage discharges into seas and local rivers, sea defences and Marine Conservation Zone.

## 26 **Stability and Growth Programme**

The Cabinet considered the report of the Chief Executive, updating them on the Stability and Growth programme.

Section 2.13 of the report detailed the emerging pressures for local authorities around homelessness. In response to the pressures, the council co-hosted, jointly with the District Council's Network, an emergency homelessness summit, which was attended by 158 local authorities. The outcome of the summit was a letter that would be submitted to the Chancellor of the Exchequer, signed by as many authorities as possible, which contained six main requests:

- Raise Local Housing Allowance rates to a level that will cover at least 30% of local market rent and commit to annual uprating.
- Provide £100m additional funding for Discretionary Housing Payments in 2023-24 and an additional £200m in 2024-25.
- Provide a £150m top-up to the Homelessness Prevention Grant for 2024-25.
- Review the cap for housing benefit subsidy rate for local authority homelessness placements.
- Develop policy to stimulate retention and supply in the privately rented sector.
- Give councils the long-term funding, flexibility and certainty needed to increase the supply of social housing.

Thanks were conveyed to officers for their work in setting up the summit.

### **Resolved (Non-key):**

To note the report and agree in principle support to the proposed areas for savings set out at paragraph 2.18 of the report, subject to further Cabinet decisions or delegated authority as appropriate.

### **Reason for decision:**

The Stability and Growth programme will work to drive improvement and efficiency, in line with the needs of the organisation, and also the recommendations made by the Assurance Reviews and the Local Government Association (LGA) Peer Challenge.

## 27 **Updated and Aligned Scheme of Delegation to Officers**

The Cabinet considered the report of the Monitoring Officer, which set out the need for an updated and aligned scheme of delegations to officers, and to outline key amendments to the current version.

The Lawyer and Data Protection Officer was in attendance remotely to present the report, on behalf of the Monitoring Officer. The document had extensive consultation prior to Cabinet, which included a meeting of the cross-party



Constitution Working Group and consideration by the Audit and Governance Committee, at its meeting on 5 October 2023.

**Resolved (Key decision):**

(1) To consider the draft updated and aligned Scheme at Appendix 1 to the report and approve all executive delegations.

(2) To refer its approval to Full Council for noting.

**Reason for decision:**

Eastbourne's existing Scheme has not been fully updated since 2015, leading to lack of clarity over certain officer powers and difficulty with implementation.

**28 Housing Benefit War Pension and Armed Forces Compensation Policy**

The Cabinet considered the report of the Director of Service Delivery, seeking their recommendation to Full Council for the disregarding, in the assessment of Housing Benefit, War Pension and Armed Forces Compensation income above the statutory disregard in the assessment of Housing Benefit.

For several years, Eastbourne Borough Council has used its discretion to fully disregard any income that residents receive from War Widow's (Widower's) Pension, War Disablement Pension and the Armed Forces Compensation Schemes if they claim housing benefit. The report recommended that the council continue its support.

**Recommended to Full Council (Budget and policy framework):**

To recommend to Full Council, the disregarding in full of War Pensions income and the Armed Forces Compensation income above the statutory disregard in the assessment of Housing Benefit.

**Reason for decision:**

As set out in the report.

**29 Future options for delivery of council housing services in Eastbourne**

The Cabinet considered the report of the Chief Executive, seeking their agreement to undertake a consultation exercise with the tenants of Eastbourne Homes Limited (EHL) with regard to the future delivery of housing services.

**Resolved (Key decision):**

(1) To note and endorse the conclusions drawn by the project team following the high-level internal assessment process (set out at Appendix 1 to the report).

(2) To note that the options presented may offer a better opportunity to respond to revised national regulatory and legislative requirements.

(3) To note that any decision around the future of housing management will require a thorough consultation and engagement exercise with all tenants and stakeholders before the Council is in a position to change the service delivery model.

(4) To approve a consultation and engagement exercise with EHL tenants and leaseholders, in line with the proposals set out in the report.

**Reason for decisions:**

To enable a consultation exercise to be undertaken to inform future options for delivery of housing services.

The meeting ended at 6.26 pm

Councillor Stephen Holt (Chair)