

Public Document Pack
Annual Full Council
20 May 2024



Quorum: 11

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To the Members of the Council

You are summoned to attend the annual meeting of the Council to be held in the Council Chamber, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE on 20 May 2024 at 6.00 pm to transact the following business.

Note: At the commencement of the meeting the Chair will ask for a period of silence to enable councillors to focus their thoughts on the meeting or to pray silently.

Agenda

1 Election of the Chair of the Council

One nomination has been received for the office of the Chair of the Council for Councillor Lesley Boniface.

The nomination will be voted upon. Following the appointment, the Chair of the Council will be invited to make a Declaration of Acceptance of Office.

2 Appointment of the Vice-Chair of the Council

One nomination has been received for the office of the Vice-Chair of the Council for Councillor Paul Keene.

The nomination will be voted upon. Following the appointment, the Vice-Chair of the Council will be invited to make a Declaration of Acceptance of Office.

3 Apologies for absence

4 Declarations of interest

Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial or a disclosable pecuniary interest (DPI) under the terms of the Members' Code of Conduct.

5 Minutes of the meeting held on 19 February 2024 (Pages 5 - 16)

To confirm and sign the minutes of the meeting of the Council dated 19 February 2024.

6 Urgent items

Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972.

7 Announcements (Pages 17 - 22)

To receive any announcements from the Chair of the Council, Leader of the Council, Members of the Cabinet or the Chief Executive.

A list of the engagements carried out during the last year by Councillor Alexander as Chair of the Council is attached.

8 Appointments Report (Pages 23 - 32)

a) To note any changes to the Leader of the Council's appointments to Cabinet, the individual areas of responsibility allocated to the Cabinet and the allocation of those areas of responsibility to the members of the Cabinet (to be reported verbally by the Leader at the meeting); and

b) To consider and determine proposals set out in the report of the Head of Democratic Services.

9 Annual Pay Policy Statement (Pages 33 - 40)

To consider the report of the Director for Tourism, Culture and Organisational Development.

10 Calendar of Meetings 2024/25 (Pages 41 - 42)

To consider the calendar of meetings 2024/25 for ratification.

The following changes have been made to the calendar since considered at the last meeting:

- The Cabinet meeting on 6 June 2024 will be held at noon (not 2.30pm)
- The Licensing Committee meeting on 13 June is not required for normal business so will be used only for member training.

11 Urgent decisions taken by the Cabinet or Cabinet members

In accordance with Policy and Performance Procedure Rule 17, to receive details

of any urgent decisions taken by the Cabinet or Cabinet members since the previous meeting (if any).

12 Date of Next Meeting

The next meeting of Full Council is scheduled to take place at 6 pm on Monday 22 July 2024.



Robert Cottrill
Chief Executive

Information for the public

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

Filming/Recording: This meeting is being webcast and 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 the agenda) for the relevant deadline for registering to speak on a matter which is listed on the agenda, if applicable.

Information for Councillors

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

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

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

Councillor right of address: A member of the Council may ask the Chair, the Leader, a Cabinet member, the Chair of any committee or sub-committee, or a member of the Council to any external body or joint authority a question on any matter in relation to which the Council has powers or duties of which affects the district.

A member must give notice of the written question to Democratic Services in writing or by electronic mail no later than close of business on the fourth working day before the meeting at which the question is to be asked.

Democratic Services

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

Email: committees@lewes-eastbourne.gov.uk

Telephone: 01323 410000

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

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Full Council

Minutes of meeting held in Council Chamber, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE on 19 February 2024 at 6.00 pm.

Present:

Councillor Ian Alexander (Chairman).

Councillors Lesley Boniface (Vice-Chair), Lucy Agace, Graham Amy, Christine Brett, Julie Carr, Ciarron Clarkson, Graham Clews, Ezra Cohen, Chris Collier, Paul Davies, Johnny Denis, Nikki Fabry, Becky Francomb, Cathy Gallagher, Stephen Gauntlett, Freddie Hoareau, Olivia Honeyman, Charlotte Keenan, Paul Keene, Nick Kortalla-Bird, Christoph von Kurthy, James MacCleary, Sean MacLeod, Imogen Makepeace, Wendy Maples, Paul Mellor, Zoe Nicholson, Emily O'Brien, Laurence O'Connor, Christine Robinson, Joa Saunders, Isobel Sharkey, Mark Slater and Stella Spiteri.

Officers in attendance:

Robert Cottrill (Chief Executive), 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).

66 Welcome and Order of Business

Councillor Alexander welcomed everyone to the meeting. As there were members of the public present for the Motion on Zane's Law, the Chair decided to bring forward item 12A to earlier in the meeting before agenda item 9.

67 Minutes of the meeting held on 20 November 2023

RESOLVED that the minutes of the meeting held on 20 November 2023 were approved and signed as a correct record.

68 Apologies for absence

Apologies for absence were received from Councillors Baah, Bristow, Clay, Coupland, Meek and Stewart-Roberts.

69 Declarations of interest

There were no declarations of interest.

70 Announcements

Councillor Alexander drew attention to the engagements he had undertaken since the last meeting. In addition, he advised that he had written to the King to send the Council's best wishes for his recovery.

71 Urgent items

There were no urgent items.

72 Questions from members of the public

There were no questions from members of the public.

73 Petitions

There were no petitions.

74 Urgent decisions taken by the Cabinet or Cabinet members

There were no urgent decisions taken by the Cabinet or Cabinet Members since the last meeting.

75 Member Attendance

Councillor Nicholson moved and Councillor Collier seconded a proposal to approve Councillor Coupland's absence from meetings until the November 2024 Full Council meeting due to ill health. This was voted upon and approved unanimously.

RESOLVED – To approve the absence of Councillor Coupland from attendance at any Full Council, Committee or Sub-Committee meeting of Lewes District Council pursuant to Section 85(1) of the Local Government Act 1972, due to his current ill health, for a period from 19 February 2024 up to and including the date of the November Full Council meeting, scheduled to be 18 November 2024.

76 Motion - Support for Zane's Law

Councillor Makepeace moved and Councillor Brett seconded the motion as set out on the agenda. The Chair welcomed to the meeting Kye Gbangbola, who was Zane's father.

Councillor Makepeace explained that in 2014, 7-year-old Zane Gbangbola had died, and his father had been paralysed after flood water had entered their home during a period of severe flooding, and on the night a high level of hydrogen cyanide had been detected in the home by the Fire and Rescue Services. 'Zane's Law' was about asking the Government to bring forward new legislation and funding to enable all contaminated land to be registered and that information made available to the public, and to enable remediation of contaminated land which poses harm to public safety following the 'polluter pays' principle.

The motion was debated and received support from across the Council.

The motion was put to a vote and carried unanimously.

RESOLVED: To write to the Prime Minister, the Secretary of State for Health, and the Secretary of State for the Environment, Food and Rural Affairs to express the Council's support for new legislation on contaminated land based on the proposed principles of 'Zane's Law', to request that these ministers support Baroness Natalie Bennett, by all possible means, in her efforts to advance 'Zane's Law' through the House of Lords, and that the Government provides all necessary funds for Local Authorities and others to meet the requirements of any new legislation.

77 Council Budget and Setting of the Council Tax for 2024/25

Councillor Nicholson moved and Councillor Sharkey seconded the proposals in the report of the Chief Finance Officer and the Cabinet Member for Finance and Assets on behalf of the Cabinet, incorporating the recommendations from the Cabinet reports on:

- General Fund Revenue Budget 2024-25 and Capital Programme
- Treasury Management and Prudential Indicators 2024-25 Capital Strategy
- Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2024-25
- Council Tax Discounts and Premiums 2024-25.

Councillor Nicholson presented the budget and set out the context for the proposals in terms of shared values of the last four years against the backdrop of a challenging national financial position of recession and high inflation, and the impact of the housing and homelessness crisis. She highlighted the investments the Council would be making in its key priorities around the local economy and wellbeing, essential works to assets in including leisure centres, play spaces, public toilets, investing in a low emissions waste fleet, investing in biodiversity and open spaces, retrofitting Council housing to make it more energy efficient, and continuing its 100% Council Tax Reduction Scheme.

The Council debated the budget and Councillors across the Council spoke in support and thanked the officers who had made it possible to have a balanced budget. Councillor Slater (as Cabinet Member for tenants and those in housing need) in particular thanked officers who had worked on the SHDF (Social Housing Decarbonisation Fund) bid over the Christmas period.

In addition, Councillors spoke in the favour of the proposal also to replenish reserves, as a prudential and responsible Council.

In accordance with legislation, the vote was put to a recorded vote. The recommendations were approved unanimously as follows:

For: Councillors Agace, Alexander, Amy, Boniface, Brett, Carr, Clarkson, Clews, Cohen, Collier, Davies, Denis, Fabry, Francomb, Gallagher, Gauntlett, Hoareau, Honeyman, Keenan, Keene, Kortalla-Bird, MacCleary, Macleod, Makepeace, Maples, Mellor, Nicholson, O'Brien, O'Connor, Robinson, Saunders, Sharkey, Slater, Spiteri and von Kurthy.

Against: None
Abstentions: None

RESOLVED:

1. To approve the recommendations as detailed in the reports from the Chief Finance Officer to Cabinet on 1 February 2024 as summarised below:
 - (i) To approve the General Fund budget for 2023/24 (Revised) and 2024/25. An increase in the Council Tax for Lewes District Council of 2.99% (including Special Expenses) resulting in a total Band D charge for of £228.17 for 2024/25.
 - (ii) To approve the revised General Fund capital programme 2024/25.
 - (iii) To note the Section 151 Officer's sign off as outlined in the Cabinet Report and at Appendix 1.
 - (iv) To approve the Treasury Management Strategy and Annual Investment Strategy for 2024/25.
 - (v) To approve the Minimum Revenue Provision Policy Statement for 2024/25.
 - (vi) To approve the Prudential and Treasury Indicators for 2024/25 to 2026/2.
 - (vii) To approve the Capital Strategy.
 - (viii) To endorse the continuation of the Flexible use of Capital Receipts.
 - (ix) To approve the Housing Revenue Account (HRA) income and expenditure proposals, including revised HRA budget for 2022/23 and the budget for 2023/24, rents and service charges and the HRA Capital Programme, including:
 - That social and affordable rents (including Shared Ownership) be increased by 7.7% in line with Government policy with effect from 1st April 2024.
 - To agree that, with effect from 1st April 2024, when social-rented properties are relet to new tenants, the applicable rent will be increased by 5% above target rent with effect from 1st April 2024.
 - That the revised service charges are implemented with effect from 1st April 2024
 - That garage rents are increased by 6.7%.
 - (x) To approve the Council Tax Discount and Premiums from 1 April 2024 and 1 April 2025.
2. That delegated authority is given to the Chief Finance Officer to amend the budget for any presentational changes ensuring the Council Tax Requirement remains unchanged.
3. That it be noted, that since the Cabinet meeting on 1 February the Business Rates return to the Government (NNDR1) has been finalised with no changes to the previous net budget assumptions.
4. That the expenses incurred by the Council set out below be approved as Special Expenses chargeable to the residents of each of the Town/Parish areas indicated and that any other expenses (excluding local precepts) incurred by the Council be approved as general expenditure for the purposes of Section 35 of the Local Government Finance Act 1992.

Town / Parish Area	Social Expense 2024/25 £
Lewes	377,053
Newhaven	148,350
Telscombe	63,465
Seaford	64,443
Peacehaven	45,198
Chailey	1,226
Ringmer	4,853
Total:	704,588

5. That consequent upon a General Fund budget of £8,793,451 and other matters, the basic amount (Band D) of Council Tax for the District Council's functions will be £228.77 calculated as follows:

	General Expenses only	Total (Including Special Expenses)
	£000's	£000's
Gross Expenditure:		
General Fund	54,161	
HRA	21,582	
Business Rates payable to Government	11,160	
Contributions to Reserves	110	
	87,012	87,012
Special expenses		705
Less Income:		
Service Income	(59,841)	
Other Government Grants	(6,152)	
Business Rates Income	(12,841)	
Collection Fund Surplus (Council Tax)	(91)	
	(78,925)	(78,925)
COUNCIL TAX REQUIREMENT	8,087	8,792
Band D Council Tax	£209.89	£228.17

The statutory resolutions relating to this matter are given at paragraphs 6 and 7 below.

6. That it be noted that at its meeting on 2 February 2023 Cabinet approved the following calculations for the year 2023/24, being made in accordance with regulations made under Sections 31(B)(4) and 34(4) of the Local Government Act 1992, as amended:
- a) 38,538.3 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of the Council Tax

Base) Regulations 1992, as amended, as its Council Tax Base for the year) Item T in the formula in Section 31B of the Local Government Finance Act 1992).

- b) The amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as amended, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate can be found in Appendix 2 – Table A.
7. That the following amounts be now¹, calculated by the Council for the year 2023/24 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended:
- (a) £92,981,329 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act.
 - (b) £78,923,604 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) £14,057,725 being the amount by which the aggregate at 5(a) above exceeds the aggregate at 5(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
 - (d) £364.77 being the amount at 6(c) above (Item R), all divided by Item T (5 above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including local precepts).
 - (e) £5,968,862 being the aggregate amount of all special items referred to in Section 34(1) of the Act.
 - (f) £209.89 being the amount at 6(d) above less the result given by dividing the amount at 6(e) above by the amount at 4(a) above (Item T), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates
 - (g) Table C in Appendix 2 being the amounts given by adding the amount at 7(c) above, the amounts of the special items or items relating to dwelling in those parts of the Council's area mentioned above divided in each case by the amount at Table A (Appendix 2) for each area, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

- (h) Table D in Appendix 2 being the amounts given by multiplying the amounts at 7(g) (Appendix 2 – Table C) by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.
8. To note that East Sussex County Council, East Sussex Fire Authority and Sussex Police and Crime Commissioner have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992, as amended, for each category of dwellings in the Council's area as indicated in Table E in Appendix 2.
 9. That having calculated the aggregate in each case of the amounts at 6 and 7 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts as set out in Table F in Appendix 2, the amounts of Council Tax for the year 2024/25 for each of the categories of dwellings as shown in Table F (Appendix 2).
 10. To determine that the Council's basic amount of Council Tax for 2024/25 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, as amended.
 11. To note that, as the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount (and increase) of Council Tax for 2024/25 is excessive (as set out in Table G – Appendix 2) and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992, as amended.

78 Local council tax reduction scheme

Councillor Robinson moved and Councillor Clews seconded the recommendations of the Cabinet held on 7 December 2023, to adopt the 2023/24 Local Council Tax Reduction Scheme as the 2024/25 scheme, including making available 100% council tax reduction to those struggling financially the most.

Councillor Makepeace as Council representative on the Citizens Advice Bureau stated that for the CAB this scheme was one of the most important things the Council does, which makes a difference to residents. Thanks were extended to the officer team that had worked on the Council Tax Reduction Scheme.

The proposal was put to a vote and carried unanimously.

RESOLVED:

- 1) To adopt the 2023/24 Local Council Tax Reduction Scheme as the 2024/25 scheme (attached at Appendix 1 to the referral report).
- 2) To note that subject to Full Council adoption of the Scheme, Cabinet has granted the Director of Service Delivery delegated authority:
 - (a) to implement the Scheme, such delegated authority to include any measures necessary for or incidental to its management and administration; and
 - (b) if necessary, and in accordance with paragraph 2.3, to amend the Scheme in consultation with the Cabinet Member for Assets and Finance.
- 3) To continue the Exceptional Hardship Scheme in 2024/25 subject to funds being available.

79 Re-imagining Lewes District: Delivering the Vision 2024 - 2028

Councillor Nicholson moved and Councillor Fabry seconded the recommendations from the Cabinet on 1 February 2024, to adopt the Corporate Plan – Re-imagining Lewes District: Delivering the Vision 2024 - 2028.

Councillor Nicholson highlighted that the Plan was built upon the previous four years work, and the responses from the public consultation on the draft plan. It was focused on delivering on promises made, and continuing to support people struggling with the cost of living and housing crisis. Councillor Nicholson extended her thanks to Jo Harper (Head of Business Planning and Performance) and to the design team for the development of the plan.

Councillor O'Brien (as Cabinet member for climate, nature and food systems) advised that the detailed public feedback relating to climate and nature would be addressed as part of the development of the Climate and Nature Action Plan.

The Council debated the plan and many Councillors spoke in support. The recommendations were put to a vote and declared carried unanimously.

RESOLVED: To adopt the plan (attached as Appendix 1 to the referral report) as the Council's overarching corporate policy document for the next 4 years.

80 Approval of Licensing Fees 2024/2025

Councillor Mellor moved and Councillor Fabry seconded the recommendations of the Licensing Committee held on 14 December 2024, to approve the Licensing Fees for 2024/2025. It was noted that where there was a proposed increase, this was at around 5%.

The proposals were put to a vote and carried by 34 votes in favour, 1 against, 0 abstentions.

RESOLVED – To approve the Licensing fees proposed within Appendix 1 of the referral report to apply from 1 April 2024.

81 Members' Allowances Scheme - Report of the Independent Remuneration Panel (IRP)

The Council considered a report of the Head of Democratic Services, and the report of the Independent Remuneration Panel which was set out in Appendix 1.

Councillor Collier moved and Councillor Keene seconded the adoption of option (a), to accept the recommendations of the Independent Remuneration Panel in full, and thanked the Panel for its work. It was noted that a key factor in the proposals was to enable those from a wide variety of backgrounds to be able to afford to stand as Councillors.

The proposal was put to a vote and carried unanimously.

RESOLVED:

1) That having considered the recommendations of the Independent Remuneration Panel as set out at appendix 1 to the report, option (a) 'To accept the Panel's recommendation in full', be approved.

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

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

82 Motion - Giving Children the Best Start in Life

Councillor MacCleary moved and Councillor Slater seconded the motion as set out on the agenda, but with the addition of a second recommendation which had been tabled at the meeting as an amendment from Councillor O'Brien, as follows:

"2. To support the request by [Lewes District Cost of Living Partners action group](#) and [The Local Government Association](#) by asking the relevant government minister to urgently reconsider the scrapping of the Household Support Fund after March 2024.' Demand for local welfare support is at record levels, with the cost of energy, housing and other essentials remaining exceptionally high. Some food banks in Lewes District have experienced a 60% increase in members in a year. A recent survey by Lewes District Food Partnership showed that the Household Support Fund is the second most important source of funding across emergency food projects, so this funding from government is needed now more than ever to avoid local families falling

into hardship and destitution.”

Councillor MacCleary, in moving the motion, highlighted that the lifting of the two-child benefit cap would immediately lift around 250,000 children out of poverty across the UK, and many in the District, and that the costs to the Government would almost certainly be offset by the drop in the current additional burden on services provided by councils, Government, and charities.

The motion was debated and received support from across the Council.

The motion was put to a vote and carried unanimously.

RESOLVED:

1. To ask the Leader to write to the UK Government calling on the Government to scrap the two-child benefit cap and requesting that the Members of Parliament representing Lewes District support this call; and
2. To support the request by Lewes District Cost of Living Partners action group and The Local Government Association by asking the relevant government minister to urgently reconsider the scrapping of the Household Support Fund after March 2024. Demand for local welfare support is at record levels, with the cost of energy, housing and other essentials remaining exceptional high. Some food banks in Lewes District have experienced a 60% increase in members in a year. A recent survey by Lewes District Food Partnership showed that the Household Support Fund is the second most important source of funding across emergency food projects, so this funding from government is needed now more than ever to avoid local families falling into hardship and destitution.

83 Calendar of Meetings 2024-25

Councillor Clarkson moved and Councillor Cohen seconded the acceptance of the proposed Draft Calendar of Meetings for 2024-25. It was noted that the dates would be subject to final ratification at annual council in line with legislation. Members thanked officers for moving many of the Committees to later start times, to enable working councillors to attend.

This was put to the vote and approval unanimously.

RESOLVED: That the draft Calendar of Meetings for 2024/25 be approved.

84 Written questions from Councillors

There were none.

85 Questions to the Leader of the Council

There were none.

86 Ward issues

There were none.

87 Reporting back on meetings of outside bodies

The following reports had been received on outside bodies set out in the agenda and were noted:

- Councillor Makepeace – Lewes Citizens Advice Bureau
- Councillor Nicholson – Aspiration Homes, Greater Brighton Economic Board, Team East Sussex
- Councillor Brett – East Sussex Health Overview and Scrutiny Committee
- Councillor O'Connor – Wave Active
- Councillor Stewart-Roberts – South Downs National Park Authority, and Armed Forces Champion update
- Councillor Keene – Sussex Police and Crime Panel
- Councillor O'Brien – Lewes District Food Partnership, Water Champion Update, LGA Coastal Special Interest Group and general LGA update, Ouse Valley Climate Action.

In addition, Councillor Macleod advised that the role of the Mental Health Champion role would be changing and as more details emerged, he would keep the Council updated.

88 Date of Next Meeting

It was noted that the next scheduled meeting would be the Annual Council meeting on 20 May 2024 at 6 pm.

The meeting ended at 7.25 pm

Councillor Ian Alexander (Chairman)

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Agenda Item 7



Lewes District Council
6 High Street
Lewes
East Sussex BN7 2AD

Civic & Member Services Officer: 01273 085030

CHAIR: Councillor Ian Alexander

VICE-CHAIR
Councillor Lesley Boniface

caroline.hanlon@lewes-eastbourne.gov.uk

Chair's Engagements **22 May 2023 – 20 May 2024**

2023		
Date	Time	Event
Thursday 8 June	6.45pm	Chair: To attend the Sussex Armed Forces Briefing at the Army Reserve Centre, Crawley
Friday 9 June	7.30pm	Chair and Consort: To attend the Peacehaven Players Summer Show "Magic of the Musicals" at the Meridian Centre, Peacehaven
Monday 12 June	4.30pm – 6pm	Chair: To attend a Reception with the Lord-Lieutenant, at County Hall, St Anne's Crescent, Lewes, BN7 1UE
Wednesday 12 July	6pm – 8pm	Chair and Consort: To attend the Chair of ESCCs Summer Civic Reception at the Buxted Park Hotel, Uckfield
Thursday 27 July	6pm – 8.30pm	Chair: To attend The Makers Directory Big Summer Meet Up at Lewes House
Sunday 13 August	12pm for 12.30pm	Vice-Chair: To attend the 81 st Anniversary of the Dieppe Raid Commemorations in Newhaven – Lunch reception at Denton Island Bowls Club followed by a memorial service at Canadian Memorial, South Way, Newhaven. Vice-Chair to lay a wreath on behalf of LDC.

Date	Time	Event
Friday 18 August - Saturday 19 August	Various	Chair: To attend the 81 st Anniversary of the Dieppe Raid Commemorations in Dieppe, France.
Weds 30 August	5pm – 7.30pm	Vice-Chair: To attend the Landport Community Annual Barbeque, Eridge Green
Thursday 31 August	5pm – 7pm	Chair: To host the Launch of Lewes Heritage Open Days weekend at Lewes House, Lewes
Thursday 7 September	5pm – 9pm	Chair and Consort: To attend Celebrate Cuckmere drinks party with guest speaker Hugh Fearnley-Whittingstall at South Hill Barn, Cuckmere Haven
Monday 11 September	7.30pm – 9.30pm	Chair and Consort: To attend the launch of Charleston's new space and private view of Jonathan Baldock: Through the joy of the senses and Bring No Clothes: Bloomsbury and Fashion, Southover House, Lewes
Thursday 14 September	5pm – 7.30pm	Chair: To attend a reception at Reeves studio, Lewes to view the exhibition 'In Their Footsteps' accompanying 'Stories Seen Through a Plate Glass' in light boxes in the streets of Lewes.
Wednesday 20 September	1pm – 4pm	Chair and Consort: To attend 3VA's Celebrating Communities event at the Civic Centre, Uckfield
Thursday 21 September	3pm- 6pm	Chair and Consort: To attend the High Sheriff of East Sussex's Service of Thanksgiving for Volunteers in East Sussex followed by a Summer Reception at Ashburnham Place, Battle
Sunday 8 October	2pm – 4.30pm	Chair and Consort: To attend the Mayor of Seaford, Cllr Olivia Honeyman and the Young Mayor Nia Waite's Civic Reception, Mercread Youth Centre, Seaford
Friday 13 October	4pm	Vice Chair: To attend the annual East Sussex High Sheriff's Judges' Service at St Anne's Church, Western Road, Lewes followed by a reception at the Agrifood Centre, Plumpton College

Date	Time	Event
Tuesday 24 October	6.30pm – 10.30pm	Chair and Consort: To attend His Majesty's Lord Lieutenant Awards at Lancing College, Lancing, West Sussex
Thursday 26 October	6.30-9pm	Chair: To attend the TOLD (Tenants of Lewes District) AGM at the Tenant Resource Centre, Lewes
Monday 30 October	2.30pm	Chair: To attend a visit to East Sussex by HRH The Duke of Gloucester at Grange Gardens, Lewes, Chair to be part of the civic line up. HRH The Duke of Gloucester will then take part in a ceremonial tree planting to commemorate the Coronation of His Majesty King Charles III
Saturday 4 November	5pm – 9pm	Chair and Consort: To host the annual Lewes Bonfire celebrations for staff and civic guests at Lewes House, Lewes
Saturday 11 November	12pm – 3pm	Chair: To attend the STEM (Science, Technology, Engineering and Maths) Fair in Lewes Town Hall
Sunday 12 November	9am	Vice-Chair: To attend Newhaven Town Council's Service of Remembrance at St Michaels Church, Newhaven and to lay a wreath at Memorial Green, followed by refreshments at Mencap, Riverside Hall, Newhaven
Sunday 12 November	2.15pm	Chair: To attend Lewes Town Council's Remembrance Day ceremony at the War Memorial, followed by a Service of Remembrance in the Church of St Michael's
Tuesday 14 November	10.30am	Chair: To attend Seaford Town Council's Commonwealth Service of Remembrance and to lay a wreath at Seaford Cemetery War Memorial, Alfriston Road Seaford followed by a buffet lunch at The Royal British Legion, Seaford Branch, Claremont Road Seaford
Saturday 2 December	7pm	Chair and Consort: To attend Peacehaven Players performance of

Date	Time	Event
		"Alice in Pantoland" at the Meridian Centre, Peacehaven
Sunday 3 December	3pm	Chair and Consort: To attend the HOMELINK Christmas Concert by the Ashdown Singers at St Thomas More Church, Seaford followed by mince pies and tea/coffee in the church hall
Thursday 7 December	5pm – 6pm	Chair and Consort: To join the Mayor of Lewes for drinks and mince pies to celebrate the Lewes Town Hall Christmas Lights switch on at Lewes Town Hall
Thursday 7 December	5.30pm – 8pm	Chair and Consort: To host the Santa's Grotto for Lewes Late Night Shopping at Lewes House, Lewes
Saturday 9 December	3pm	Chair and Consort: To attend the St John Sussex Carol Service at St Mary de Haura Church, Shoreham followed by refreshments at the Shoreham Centre
Monday 11 December	7pm	Chair: To attend the Mayor of Lewes's Civic Carol Service at St Annes Parish Church, Lewes
Tuesday 12 December	6.45pm	Chair and Consort: To attend the One Voice Festival of Singing hosted by Create Music at Glyndebourne

2024

Date	Time	Event
Thursday 25 January	5pm – 6pm	Chair: To attend the Launch of Lewes Holocaust Memorial Day, Lewes Town Hall Council Chamber
Saturday 27 January	2.30pm	Chair: To attend the Lewes Holocaust Memorial Day event, 'Never Again: Holocaust Lessons for Forgetful Times' at Trinity St John Sub Castro, Lewes
Wednesday 28 February	7.30pm	Chair: To attend the inaugural Long Man Lecture at the Attenborough Centre for the Creative Arts, University of Sussex

Saturday 16 March	4pm	Chair and Consort: To attend Mayor of Peacehaven's Civic Reception at Community House, Peacehaven
Thursday 18 April	4.30pm	Chair: To attend a 'Discover Gatwick' visit for Local Authorities
Wednesday 24 April	12pm – 3pm	Chair and Consort: To attend the official launch of the Bluebell Railway's Accessible Pullman
Thursday 25 April	6.30pm – 8.30pm	Chair and Consort: To attend Look Again Community Event – Soup & Social at Hillcrest Community Centre, Newhaven
Monday 6 May	9.45am – 12.30pm	Chair and Consort: To attend Lewes Garland Day hosted by The Knots of May, Gun Garden, Lewes Castle and Cliffe Precinct, Lewes
Wednesday 8 May	12pm	Chair and Consort: To attend HM The King's Royal Garden Party at Buckingham Palace, London
Thursday 9 May	6.50pm for 7pm	Vice Chair: To attend Lewes Town Council's Annual Meeting of the Council and Ceremony of Mayor Making, Council Chamber, Lewes Town Hall
Thursday 9 May	6pm	Chair: To attend the King's Award for Voluntary Service 2024 Reception at Eastbourne Town Hall
Friday 10 May	2pm – 4pm	Chair: To attend the newly refurbished Friends Meeting House Opening Event hosted by Lewes Quakers
Thursday 16 May	11am	Chair: To join the civic line up for a Royal Visit to Charleston for the launch of the Charleston Literary Festival
Saturday 18 May	2pm – 4pm	Chair: To attend the Launch of East Sussex Hearing's new outreach vehicle 'the Hearing Hopper' and new clinic room at Chantry House, Eastbourne
Saturday 18 May	5.15pm	Chair: To attend HOMELINK's Annual General Meeting at King's Church, Brooks Road, Lewes

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Report to:	Annual Council
Date:	20 May 2024
Title:	Appointments Report
Report of:	Head of Democratic Services and Monitoring Officer
Ward(s):	All
Purpose of report:	To agree the seat allocations and appointments set out in this report in relation to Committees, Other Bodies and Outside Bodies and to note the Leader's appointments to Cabinet
Officer recommendation:	<ol style="list-style-type: none">1. To approve the proposed number and allocation of seats and nominations to Committees, Other Bodies and Outside Bodies, and to Chairs and Deputy Chairs as set out in Appendix 1;2. To appoint all members of the Council to the 'approved list' of members appointed as substitute members in accordance with Council's Rules of Procedure, except where prohibited by those rules such as for Licensing Committee and Cabinet;3. To note the Leader of the Council's appointments to Cabinet, the individual areas of responsibility allocated to the Cabinet and the allocation of those areas of responsibility to the members of the Cabinet, as reported at the meeting;4. That Paul Cummins and Neal Robinson be re-appointed as Independent Persons until their tenure ends on 31 July 2027;5. To delegate to the Head of Democratic Services to resolve in consultation with Group Leaders any vacant appointments.
Reasons for recommendations:	To enable the Council to proceed with decision-making in the relevant bodies.
Contact Officer(s):	Name: Simon Russell, Post title: Head of Democratic Services and Monitoring Officer E-mail: Simon.Russell@lewes-eastbourne.gov.uk Telephone number: 01323 415021.

1. Introduction

- 1.1 There are 41 Councillors on the Council. Following the election in May 2023 and in April 2024 one of the Green Councillors becoming independent, the current political group membership is as follows:

16 Green Group
 15 Liberal Democrat Group
 9 Labour Group
 1 Independent Member

1.2 Following consultation with group leaders, it is recommended that the allocation of places between the political groups is as set out in Appendix 1.

2. Political Balance Review:

2.1 Under Section 15 of the Local Government and Housing Act 1989, the Council has a duty to review the political balance at the Annual meeting of the Council. In addition, it does so under the delegated authority of the Head of Democratic Services for any in-year changes in group memberships, and this sets out the principles for how committee places are allocated.

2.2 The principles for carrying out a review of the committee proportionality under Section 15(5) of the Act are that the Council has a duty to ensure:

- a. that not all the seats are allocated to the same political group;
- b. that a political group with an overall council majority gets a majority of seats allocated on any statutory Committee;
- c. subject to (a) and (b), that the total number of seats each political group has on all ordinary committees is in proportion to that group's share of the total council elected membership; and
- d. subject to (a) and (c), that the number of seats on the body allocated to each political group on a particular committee bears the same proportion to the number of seats the group has on the Council.

2.3 Each Group's fraction of 41 membership is as follows:

Group	Number	Proportion
Green Group	16	39.02%
Liberal Democrat Group	15	36.59%
Labour Group	9	21.95%

2.4 **Committees.** The table below sets out the allocations firstly by applying the membership percentage figures (principle c above) and then by applying the whole council proportionality to the total allocation of seats (principle d above):

Committee	No. of Seats	Green	Liberal Democrat	Labour
Audit and Governance	7	3	3	1
Licensing	11	4	4	3
Planning Applications	11	5	4	2
Policy and Performance Advisory	11	4	4	3
Totals:	40	16	15	9

The independent member is not entitled to any seats as of right but can be gifted a seat by another Group, should they wish to do so.

- 2.5 **Chairs and Deputy Chairs** - Under the constitution all appointments to chair and deputy chairs of Committee; appointments are made at Annual Council, with the exception of the deputy chair of Planning Applications Committee (which is determined at the first meeting). The appointments document set out at Appendix 1 include these nominations. If there is more than one nomination for a position, a vote of the Council is required. Alternatively, Council could decide to defer such appointments to be determined at the first meeting for the relevant Committee.
- 2.6 **Licensing Committee** - The law requires there to be not less than 10 members and not more than 15 members of a committee dealing with Licensing Act functions. In order to continue to achieve overall balance and to allow for an additional member to be called for Licensing Panels, the proposal is to continue operating a 11 member committee in 2024/25. There are no substitutes allowed on this body.
- 2.7 **Standards Independent Persons** – The Council appointed Standards Independent Persons, Neal Robinson and Paul Cummins from 31 July 2023, following interview, and subject to reconfirmation by the Full Council each year. It is asked that the Council recommend their appointments for the next municipal year.
- 2.8 **Advisory Groups and Other Bodies** - Advisory Groups and Other Bodies do not have to be set to proportionality rules, but their memberships will normally reflect the political balance of the Council unless their terms of reference or the Constitution requires otherwise.
- 2.9 **Cabinet** - As a matter of law the power to appoint the Cabinet rests with the Leader of the Council, together with the individual areas of responsibility for each member. The maximum number of Cabinet Members, including the Leader and Deputy Leader is 10.

Where practicable, the Leader will advise at the meeting their appointments to Cabinet at Full Council. Where not possible, the appointments will be notified to all Council members as soon appointed.

- 2.10 **Outside Bodies** - Group Leaders have also been asked for nominations to outside bodies. The recommendations in relation to these appointments are set out at Appendix 1. Where more than one nomination has been received in respect of a place a vote will be required.

3. Financial appraisal

- 3.1 There are no financial implications from these proposals.

4. Legal implications

- 4.1 The Council must act in accordance with sections 15 to 16 and Schedule 1 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990, in relation to the calculation of group Committee places.

5. Appendices

- 5.1 Appendix 1 – Proposed Allocations to Committees, Outside and Other Bodies and to Chairs and Deputy Chairs.

6. Background papers

None



Appendix 1

Appointments for Committees and Advisory Bodies

AUDIT AND GOVERNANCE COMMITTEE (7 Members)

(cannot contain more than 1 Cabinet member; chaired by a member of the Opposition Group)

Chair: Stephen Gauntlett

Deputy Chair: Daniel Stewart-Roberts

Green (3)	Lib Dem (3)	Labour (1)
Graham Clews	Stephen Gauntlett	Cathy Gallagher
Charlotte Keenan	Daniel Stewart-Roberts	
James Meek	Olivia Honeyman	

2 Independent Persons: Paul Cummins and Neal Robinson until 31 July 2027.

(**The Standards Panel**, usually comprising 3 members, will be convened as and when required from the members of the Audit and Governance Committee and a chair appointed for the meeting)

LICENSING COMMITTEE (11 Members) (increased from 10 members)

Chair: Roy Clay

Deputy Chair: Paul Mellor

Green (4)	Lib Dem (4)	Labour (3)
Roy Clay	Christine Brett	Ian Alexander
Nick Kortalla-Bird	Freddie Hoareau	Paul Davies
Wendy Maples	Sean Macleod	Nikki Fabry
Joa Saunders	Paul Mellor	

(**The Licensing Sub-Committee**, usually comprising 3 members, will be convened as and when required from the members of the Licensing Committee and a chair appointed for the meeting)

POLICY AND PERFORMANCE ADVISORY COMMITTEE (11 Members)

(cannot contain Cabinet members)

Chair: Christine Brett

Deputy Chair: Janet Baah

Green (4)	Lib Dem (4)	Labour (3)
Ezra Cohen	Christine Brett	Ciarron Clarkson
Graham Clews	Janet Baah	Paul Davies
Paul Keene	Paul Mellor	Nikki Fabry
Charlotte Keenan	Daniel Stewart-Roberts	

(A '**Call-in panel**' will be convened as and when required, usually comprising 5 members)

Lewes District Council Scrutiny Emergency Climate Change Panel (5 Members)

(Standing sub-committee of the Policy and Performance Advisory Committee and appointed by and from the membership of that Committee).

Chair: Janet Baah

Green (2)	Lib Dem (2)	Labour (1)
Becky Francomb	Janet Baah	Ciarron Clarkson
Lucy Agace	Christina Bristow	

PLANNING APPLICATIONS COMMITTEE (11 Members)

Chair: Cllr Lucy Agace

Deputy: **To be appointed at the first meeting as required by the constitution**

Green (5)	Lib Dem (4)	Labour (2)
Lucy Agace	Graham Amy	Ian Alexander
Roy Clay	Sean Macleod	Isobel Sharkey
Becky Francomb	Stella Spiteri	
Paul Keene	Christoph von Kurthy	
James Meek		

JOINT COMMITTEES:

Joint Staff Advisory Committee (3 members including at least 1 Cabinet Member and 1 Member from another Group): Councillors Chris Collier, Wendy Maples, and James MacCleary.

(Also includes: 3 members from Eastbourne Borough Council and 4 staff representatives (2 from the recognised union and 2 from the staff group. Chair and Vice-Chair to be appointed at the first meeting of the municipal year).

Joint Appointments and Appeals Committee – 3 Members from Lewes District Council including at least 1 Cabinet Member and 1 member from another group (politically balanced as far as possible):

(Also includes 3 Members from Eastbourne Borough Council including at least 1 Cabinet Member and 1 opposition member (politically balanced as far as possible).

Members shall be selected by the Director of HR and Transformation as and when the need for a Committee arises and where possible shall include the portfolio-holding Cabinet Member from each Council most relevant to the position which is the subject of the recruitment or appeal.

Advisory Bodies:

Constitution Working Group (3 Members)

Green (1)	Lib Dem (1)	Lab (1)
Ezra Cohen	Stephen Gauntlett	Chris Collier

CIL Executive Board (3 Members) (these members cannot sit on the Management Board)

CIL Executive Board	Cabinet Member for Planning – Cllr O’Connor Cabinet Member for Communities and Customers - Cllr Robinson Chair of Policy and Performance Advisory Committee – Cllr Brett
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CIL Management Board (5 Members)

(Representatives should include two Councillors from wards to the north and three from south of the National Park).

Green (2)	Lib Dem (2)	Lab (1)
Johnny Denis	Lesley Boniface	Isobel Sharkey
Mark Slater	Sean Macleod	

Grants Task Group (3 Members)

Green (1)	Lib Dem (1)	Lab (1)
Johnny Denis	Julie Carr	Ian Alexander

Local Plan Steering Group (7 Members) (To include the Cabinet Member for Planning)

Chair – Laurence O’Connor - Cabinet Member for Planning

Green (3)	Lib Dem (3)	Lab (1)
Emily O’Brien	Stephen Gauntlett	Laurence O’Connor
Lucy Agace	Daniel Stewart-Roberts	
Ezra Cohen	TBC	

Strategic Property Board (5 Members)

Chair: Zoe Nicholson – Leader of the Council

Green (2)	Lib Dem (2)	Lab (1)
Zoe Nicholson	James MacCleary	Chris Collier
Graham Clews	Julie Carr	

Officers: Ian Fitzpatrick, Mark Langridge-Kemp, Homira Javadi and Nathan Haffenden.

Strategic Climate and Nature Board (5 Members) New

5 Councillor nominations **to follow**.

Officers: Ian Fitzpatrick, Homira Javadi, Jo Harper, Lee Banner and Kate Richardson.

Appointments for Outside Bodies

<p style="text-align: center;">Outside Body (Annual appointment unless otherwise stated)</p>	<p style="text-align: center;">Proposed Representative.</p>
3VA Board (1 rep)	Cllr Christine Brett
Armed Forces Champion (<i>1 rep</i>)	Cllr Daniel Stewart-Roberts
Aspiration Homes Ltd (3 Cabinet Members – usually Leader of the Council, Deputy Leader and Cabinet for Housing)	Leader - Cllr Zoe Nicholson Deputy Leader - Cllr Christine Robinson Cabinet Housing Member - Cllr Mark Slater
Community Safety Partnership <ul style="list-style-type: none"> • Joint Action Group <i>(2 reps – 1 should be Cabinet Member whose portfolio includes Community Safety)</i> • Strategy Group Meeting <i>(Rep should be Cabinet Member whose portfolio includes Community Safety)</i> 	2 reps – Relevant Cabinet Member (Cllr Christine Robinson) + 1 Other Councillor (Cllr Julie Carr) Relevant Cabinet Member – Cllr Christine Robinson
East Sussex Health and Wellbeing Board (1 rep)	Cllr Paul Davies
East Sussex Health Overview and Scrutiny Committee <i>(1 Rep - must be a member of Policy and Performance Committee)</i>	Cllr Christine Brett
East Sussex Strategic Partnership Board (Leader of the Council + Chief Executive) (Substitute – Deputy Leader)	Rep - Leader of the Council (or their nominee) – Cllr Zoe Nicholson (+ Chief Executive) Substitute – Deputy Leader of the Council - Cllr Christine Robinson
East Sussex Strategic Planning Members Group <i>(Rep should be Cabinet Member for Planning Policy)</i>	Relevant Cabinet Member – Cllr Laurence O'Connor
Greater Brighton Economic Board <ul style="list-style-type: none"> • Board Member <i>(Rep should be Leader of the Council)</i> • Independent Call-in Panel Member <i>(1 rep and 1 appointed sub – rep and sub cannot be on the Board or involved in decision being called-in) must be Policy and Performance Advisory Committee Member</i> 	Leader of the Council (Board Member) – Cllr Zoe Nicholson Independent Call-in Panel: 1 PPAC Member - TBC 1 Reserve (PPAC Member) – TBC
IESE Transformation Ltd (1 rep and 1 appointed sub – rep should be Leader of the Council)	Leader of the Council – Cllr Zoe Nicholson (1 substitute – Deputy Leader (Cllr Christine Robinson) or other Cabinet Member)

<p style="text-align: center;">Outside Body (Annual appointment unless otherwise stated)</p>	<p style="text-align: center;">Proposed Representative.</p>
Impact Seaford <i>(1 rep - Cabinet Member or Seaford Ward member)</i>	Cllr James Meek
Lewes District Citizens Advice (1 rep)	Cllr Imogen Makepeace
Lewes District Council – Mental Health Champion	Cllr Sean Macleod
Lewes Food Partnership Steering Group	Relevant Cabinet Member – Cllr Emily O’Brien
Lewes Housing Investment Company - 3 reps <i>(Leader, Deputy Leader and Cabinet Member for Housing) (+ Relevant Council Directors)</i>	Leader – Cllr Zoe Nicholson Deputy Leader – Cllr Christine Robinson Cabinet Member for Housing – Cllr Mark Slater
East Sussex Joint Parking Board <i>(1 rep, 1 reserve)</i>	Cllr Wendy Maples Cllr Nick Kortalla-Bird (Reserve)
Local Government Association (1 rep) Coastal Issues Special Interest Group	Cllr Emily O’Brien
Local Government Association – District Councils Network (1 rep) <i>(Rep should be the Leader of the Council)</i>	Leader of the Council – Cllr Zoe Nicholson (Reserve – Cllr Johnny Denis)
Local Government Association – General Assembly <i>(Rep should be Leader of the Council)</i>	Leader of the Council – Cllr Zoe Nicholson
Mental Health Champion	Member – Cllr Sean Macleod Officer – Becky Cooke
Newhaven Town Deal Board	Leader of the Council – Cllr Zoe Nicholson Deputy Leader of the Council – Cllr Christine Robinson Chief Executive Deputy Chief Executive Head of Regeneration
Ouse Valley Climate Action Delivery Board	Relevant Cabinet Member - Cllr Emily O’Brien (Chaired by J Winkworth SDNP)
Pensions Board Representative (nomination to ESCC)	Usually held by Cabinet Member for HR Matters – however another nominee is allowed if the Cabinet member is unavailable. Or nominee - Cllr Stephen Gauntlett.

<p style="text-align: center;">Outside Body (Annual appointment unless otherwise stated)</p>	<p style="text-align: center;">Proposed Representative.</p>
<p>Planning Service User Group (Joint Body)</p>	<p>Relevant Cabinet Member - Cllr Laurence O'Connor</p>
<p>Seaford Head Local Nature Reserve Management Committee (1 rep)</p>	<p>Cllr Christine Brett</p>
<p>Seaford Downs Line Steering Group (1 rep)</p>	<p>Cllr Freddie Hoareau</p>
<p>South Downs National Park Authority (1 representative to be appointed for 4 years)</p>	<p>Cllr Daniel Stewart-Roberts</p>
<p>South East Coastal Group (ad hoc) (1 rep – Cabinet Member)</p>	<p>Cllr Emily O'Brien</p>
<p>South East England Councils <i>(1 rep and 1 appointed sub – are normally Cabinet Members)</i></p>	<p>Cllr Johnny Denis 1 Substitute Cabinet Member (to be nominated by the Leader if required)</p>
<p>Sussex Annual Forum – the University of Sussex <i>(Rep should be Chair of the Council)</i></p>	<p>Chair of the Council</p>
<p>Sussex Police and Crime Panel <i>(1 rep and 1 appointed sub)</i></p>	<p><i>Representative</i> – Cllr Paul Keene <i>Reserve</i> – Cllr Graham Clews</p>
<p>Sussex Rural Community Council – 1 rep (Action in Rural Sussex)</p>	<p>Cllr Daniel Stewart-Roberts</p>
<p>Team East Sussex <i>(Rep should be Leader of the Council)</i></p>	<p>Leader of the Council – Cllr Zoe Nicholson (Reserve – Deputy Leader of the Council) - Cllr Christine Robinson</p>
<p>Transport for the South East – Rep on behalf of local Districts</p>	<p>Currently held by Wealden Council Cabinet Member</p>
<p>Upper Ouse Flood Protection and Water Retention Works Working Group (Cabinet Member + 1 rep) (Also include officers from Council and from Sussex Wildlife Trust and Ouse and Adur River Trust)</p>	<p>2 Representatives – Relevant Cabinet Member - Cllr Emily O'Brien + 1 other rep: Cllr Mark Slater</p>
<p>Water Champion</p>	<p>Relevant Cabinet Member – Cllr Emily O'Brien</p>
<p>Wave Active Ltd. Board (2 reps)</p>	<p>Cllr Charlotte Keenan Cllr Laurence O'Connor</p>
<p>West Sussex and Greater Brighton Strategic Planning Board <i>(previously known as Coastal West Sussex and Greater Brighton Strategic Planning Board)</i> <i>(Rep should be Cabinet Member for Planning)</i></p>	<p>Relevant Cabinet Member – Cllr Laurence O'Connor</p>

Report to:	Full Council
Date:	20 May 2024
Title:	Annual Pay Policy Statement
Report of:	Director for Tourism, Culture and Organisational Development
Ward(s):	All
Purpose of report:	To present a Pay Policy Statement for the financial year 2024/25 for approval by Council.
Officer recommendation(s):	That the Council approves and recommends the updated Pay Policy Statement for publication on the Council's website.
Reasons for recommendations:	Sections 38-39 of the Localism Act 2011 require local authorities to adopt and publish a Pay Policy Statement.
Contact Officer(s):	Name: Becky Cooke Post title: Director for Tourism, Culture and Organisational Development E-mail: becky.cooke@lewes-eastbourne.gov.uk Telephone number: 07805 812060

1 Introduction

- 1.1 The Localism Act 2011 places an obligation on relevant local authorities to be more accountable to the communities they serve.
- 1.2 Part 1, Chapter 8, of the Act requires the Council to prepare, approve and publish a Pay Policy Statement. The statement drafted for Lewes District Council is appended to this report (Appendix 1). The Council is required to keep the Statement up to date and it has now been reviewed to take account of the latest statistical data.
- 1.3 The revised version is presented to Council for consideration and approval. Once adopted, it will replace the current version on the Council's website.

2 Changes to the Pay Policy Statement

- 2.1 The 'pay multiple' is the ratio between the highest paid salary and the median average salary of the whole of the Council's workforce.
- 2.2 The lowest spinal column (scp) point we paid our permanent employees at 31 March 2024 is scp 3, which is £23,108 per annum. The median point at 31 March 2024 is £29,769. The Council's pay multiple for 2023/24 was 5.1840

which remains within the Council's aim to maintain a multiple no greater than 6 to 1 and is a reduction from 2022/23 which was 5.3.

3 Financial appraisal

- 3.1 The Pay Policy Statement is based on existing policies, procedures and a requirement of the Localism Act. Generally, pay increases are agreed as part of National negotiations of the National Joint Council, and assumptions on this are included in the budget as part of the annual budget setting process, so any increase in pay award is reflected in the budget each year.
- 3.2 The 2024/25 Pay Policy Statement sets out the pay policy of the Council and there are no financial implications arising directly from this report or as a result of publishing the Pay Policy Statement.
- 3.3 The Council Medium Term Financial Strategy has made provision for a national pay award, however further information is awaited regarding the specific details of any national pay award offer for 2024/2025.

4 Legal implications

- 4.1 This report reflects the requirements of sections 38-39 of the Localism Act 2011 with regard to pay accountability. The key requirements are that pay policy statements be:
- prepared for each financial year
 - approved by full council
 - published on the Council's website

Under section 40, the Council must, in performing its functions under sections 38-39, have regard to the guidance on openness and accountability in local pay issued by the Secretary of State.

012885-JOINT-KS 29th April 2024

5 Risk management implications

- 5.1 The primary risk should the updated Pay Policy Statement not be updated is the breach to our regulatory responsibilities and commitments to staff with the potential for reputational damage.

6 Equality analysis

- 6.1 A 'No Relevance' report has previously been submitted to the Equalities and Fairness Planning Group.

7 Appendices

- Appendix 1 – Pay Policy Statement 2024/25

8 Background papers

Statutory guidance ['Openness and accountability in local pay: Guidance under section 40 of the Localism Act'](#)

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Pay Policy Statement 2024/25

This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and this will be updated annually from April each year.

This Pay Policy Statement sets out the Councils' policies relating to the pay of its workforce for the financial year 2024/25, in particular:

- a) The remuneration of its Chief Officers;
- b) The remuneration of its 'lowest paid employees'
- c) The relationship between:
 - i) The remuneration of its Chief Officers and;
 - ii) The remuneration of its employees who are not Chief Officers

New Appointments

Full Council shall agree salary packages in excess of £100,000 for new appointments. Salary packages shall include salary, bonuses, fees, benefits in kind or allowances that would be routinely payable to the appointee. The salary package shall be agreed before recruitment for the post begins.

Publication of Information

The authority will publish appropriate details of those relevant staff whose salary is at least £50,000.

Pay Multiples

The authority will publish information on pay multiples – the ratio between the highest paid employee and the median salary across the organisation.

The authority shall publish the actual pay multiple as at 31 March each year. The authority recognises that the actual pay multiple will vary slightly year on year for the reasons set out above, but will usually aim to maintain a multiple no greater than 6 to 1.

Local Election Duties

Fees for local election duties will be paid separately to the remuneration paid for an officer's employment. Those fees are set in accordance with a scale of fees and charges agreed and reviewed annually jointly by all authorities in East Sussex. For parliamentary elections (national and European) and national referenda, those fees are set nationally by parliament.

Pay Determination

The pay for the highest paid employee has previously been set through benchmarking exercises within the local government employment market, pay levels in the local area, relative cost of living in the local area, including housing costs, and through the application of nationally negotiated pay awards by the Joint National Council for Chief Executives. For 2024/25 this current remuneration level will continue and any nationally negotiated pay awards will be paid.

Members of the Corporate Management Team shall have their salary levels set based on compliance with equal pay, discrimination and other relevant employment legislation, whilst also ensuring that remuneration packages broadly align with market norms for relevant local government and public sectors. The appropriate banding shall be determined, depending on the current responsibilities and accountabilities, size of department, market pressures and any other relevant information. Total salary packages above £100,000 will be subject to agreement by Full Council.

The basic pay of all other employees comprises a core grade derived from the national pay spine as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Services. This grade range consists of a number of salary points through which employees may progress until the top of the grade is reached.

The salary grade for each post shall be determined using the Council's agreed job evaluation scheme.

Low Pay

The lowest paid employees within the council are those permanent workers who are paid on the councils' lowest hourly rate.

The Councils consider this to be the most appropriate definition as this is the lowest pay point/pay level on its substantive pay structure and which normally applies to new entrants to the lowest graded jobs within the Councils. The Councils have had regard to guidance issued by the Local Government Association and JNC for Local Authority Chief Executives in agreeing this definition.

For the purposes of this policy statement, remuneration includes the employee's basic annual salary and any other allowances or other similar payments, benefits in kind, any increases or enhancements to any pension entitlement and any termination or other severance payments.

Pension provision

All employees are eligible to join the Local Government Pension Scheme in accordance with the statutory terms of that scheme.

The authority shall maintain a policy on discretionary payments for early termination of employment as required by the Local Government (Early

Termination of Employment) (Discretionary Compensation) Regulations 2006 and all severance payments made shall follow the approach of that policy.

Termination or severance payments

Any proposal to offer a severance payment of £100,000 or more to a member of staff leaving the organisation will be referred to full council.

Re-engagement of Chief Officers

Re-engagement as employees

- (1) Subject to any relevant provisions in employment and equalities legislation, the Councils' policy is not to re-employ [as a Chief Executive or Chief Officer/ in any capacity] any former Chief Executive or Chief Officer who left the Council for any reason other than compulsory redundancy and was in receipt of a severance or termination payment, for a period of three years from the date of termination of employment. This policy may be varied in exceptional circumstances which are approved by a delegated panel/committee of Council Members acting on behalf of Full Council and advised by appropriate persons.
- (2) Where a Chief Executive/ Chief Officer's employment has been terminated compulsorily on grounds of redundancy, they will not be re-employed in the same or a similar post for a period of one year following the date of termination of employment. If they are re-employed in another post within four weeks after the effective date of redundancy, they will lose their right to a redundancy payment, including any enhancements under the provisions of the LGPS or the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.
- (3) Any former Chief Executive or Chief Officer who is employed by the Councils and who has previously received a severance, termination or redundancy payment from this or any other Council or related body will not have previous service counted when determining any further entitlements to notice periods, sickness payments, annual leave or other benefits/entitlements based on continuous service.

Re-engagement under a contract for services

The Council's policy is not to re-engage under a contract for services any former Chief Executive or Chief Officer who left the Council for any reason and was in receipt of a redundancy, severance or termination payment, for a period of three years from the cessation of employment. This policy may be varied in exceptional circumstances which are approved by a panel/committee convened by the Council to act in this matter and advised by persons including the Council's Monitoring Officer, except where the Monitoring Officer is a Chief Officer.

Employment of those in receipt of an LGPS pension:

General:

In the unlikely event that the Councils employ as a Chief Executive or Chief Officer a person who is in receipt of a pension under the LGPS, the rules on abatement of pensions adopted by the Council's Administering Authority for the LGPS, pursuant to Regulations 70 and 71 of the the Local Government Pension Scheme (Administration) Regulations 2008 must be applied.

Flexible retirement:

The LGPS regulations permit the Councils to offer flexible retirement to employees aged 55 or over, so that they can reduce their hours of work, and receive a pension in respect of accrued years in the scheme.

Calendar of Meetings

May 2024 - May 2025



MEETING:	Day	Time	May 2024	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2025	Feb	Mar	Apr	May
Annual Council	M	6pm	20												19
Council	M	6pm	20		22		30 ++ (Res)		18			24			19
Cabinet	Th	2.30pm		6 (noon)	11		26		7	5		6	20		
Policy and Performance Advisory Committee	Th	5pm	30		4		19	31	28		30		13		
Planning Applications Committee	W	5pm		12	10	7	4	9	6	4	8	5	12	9	
Licensing Committee***	Th	5pm		(13)						12					
Audit and Governance Committee	M	5pm			1		9		11				3		
Joint Staff Advisory Committee**	Tu (E) / Th (L)	10am		27 (Th)			10 (Tu)		21 (Th)				18 (Tu)		
Bank Holidays			6, 27			26				25, 26	1			18, 21	5, 26
Elections+			2 PCC												ES

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Notes:

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

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

***Additional meetings of the Licensing Committee will be scheduled if required. The first meeting of the year will be used as a training date only.

+ Scheduled Elections during 2024/25 - 2 May 2024 PPC, 1 May 2025 County Council, General Election to be held no later than 28 January 2025 - date TBC.

++Full Council meeting on 30 September 2024 is a reserve date. Will be used only if needed for urgent decisions.

Agenda Item 10

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