



Lewes District Council



# Councillor Induction Booklet

## 2022

Essential Information for  
Newly Elected Councillors



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# Introduction

## Welcome to Lewes District Council

Congratulations on your election success.

This booklet contains all the essential information you will need as a councillor.

For any other queries, please contact: [committees@lewes-eastbourne.gov.uk](mailto:committees@lewes-eastbourne.gov.uk)

## Our Plans and Priorities

The Council's plans and priorities are set out in our Corporate Plan 2020-24.

We have a particular focus on five main areas:

### Our Services – Getting it Right First Time

We know how important our services are to you, and getting them right matters.

### Sustainability and Climate Change

We will lead our community to net zero carbon. Tackling climate change is central to all our activities. We will produce and implement a targeted and costed Sustainability and Climate Plan with the ambition of becoming a net zero carbon and climate-resilient council by 2030.

### Building Community Wealth

We need a people-centred approach to local economic development, which redirects wealth back into the local economy, and places control and benefits into the hands of the people. We will work with key local institutions, our county council, local businesses, police and NHS partners to provide more local employment. We will change the way we outsource services, supporting more local businesses to deliver council services, and we will bring services in-house or establish social enterprises where additional social value can be demonstrated.

## **Delivering Homes**

The home in which we live has a huge influence on the quality of all our lives and health. Access to safe, secure and affordable housing really is fundamental to supporting wellbeing and creating sustainable communities where people can live and work.

Our vision is to deliver and maintain affordable, high quality homes in partnership with TOLD (Tenants of Lewes District), including council housing. We will promote access to housing for home owners, residents of social housing and private renters. By working with partners, including community land trusts, to identify housing needs, deliver new homes and stabilise local housing markets, we will help sustain our communities and tackle the inequalities faced by many of our residents, including those at risk of homelessness.

## **Be Open and Transparent**

Throughout our work, we will act responsibly and transparently. This means reporting how our services are performing; making our financial information available and ensuring that we embed responsible sustainable practices throughout.

# Declaration of Acceptance of Office

Making a declaration of acceptance of office involves you agreeing to fulfil your duties as a councillor and comply with the Council's Code of Conduct. You can read the full Councillor Code of Conduct in the Constitution at:

[www.lewes-eastbourne.gov.uk/about-the-councils/constitutions/](http://www.lewes-eastbourne.gov.uk/about-the-councils/constitutions/)

In order to formally take up your position as a councillor, you will need to make your declaration to the Council's Proper Officer. This will be completed at the election count, following the declaration of result.

If you do not submit your declaration by the Annual Council meeting on **23rd May**, your seat will be declared vacant and a notice of casual vacancy will be published.

## Register of Members' Interests

In accordance with Section 30 of the Localism Act 2011 and the Council's Code of Conduct, you are required to disclose pecuniary or any other interests within 28 days of being made aware of them.

Throughout your term of office, you are also required to notify Committee Services of any person from whom you have received (in your capacity as a member/co-opted member) a gift or hospitality with an estimated value of at least £50.

An individual session on **Governance and Probity** will be arranged to provide guidance on how to complete your interest form and declare a gift and hospitality.

Further information can be sought from Committee Services.

## Members' Allowances

Details on allowances payable to councillors can be found in the Members' Allowances scheme at:

[www.lewes-eastbourne.gov.uk/about-the-councils/constitutions/](http://www.lewes-eastbourne.gov.uk/about-the-councils/constitutions/)

Guidance on how to claim on your travel and subsistence whilst on Council duties can be provided by Committee Services.

## Induction and Development Programme

A governance and probity training session will be arranged for you with Oliver Dixon (Head of Legal Services and Monitoring Officer) and Simon Russell (Head of Democratic Services and Deputy Monitoring Officer), to give you an oversight of the Council's governance arrangements and your responsibilities under the Code of Conduct.

At the Annual Council meeting you will be appointed to various Council committees and outside bodies. Certain committees such as Planning and Licensing require **MANDATORY** training to be completed before you are permitted to sit on them, and will be arranged by Committee Services for all Councillors joining these Committees after Annual Council.

Other training sessions will be arranged from time to time. Please talk to Committee Services if there is particular training in which you are interested.

# Partnership with Local Government Association

Lewes and Eastbourne Councils are delighted to be working in partnership with the Local Government Association (LGA) to provide a selection of development opportunities during your term of office.

Go to [www.local.gov.uk/our-support/councillor-development/new-councillor-hub](http://www.local.gov.uk/our-support/councillor-development/new-councillor-hub) to access a range of information for you as a newly elected councillor.

The LGA produce a selection of excellent workbooks to assist you in your role, which can be downloaded at: [www.local.gov.uk/councillor-workbooks](http://www.local.gov.uk/councillor-workbooks)



# Role of a Ward Councillor

Your overriding duty as a councillor is to the whole community, but you will have a special duty to your constituents, including those who did or did not vote for you.

## **Councillors should:**

- Communicate with the public in a variety of ways including electronically and in person.
- Work with officers and political groups to identify and address their training needs.
- Identify areas suitable for scrutiny and involve the public and communities in the process.
- Look for ways to promote democracy and increase public and community engagement, including Town & Parish councils and interest groups.
- Represent effectively and be an advocate for local residents, their communities and wards in their relations with the District Council and other local and national government bodies.
- Provide a channel through which residents can make better use of Council services and be the key link between Council officers and local communities.
- Keep up to date with local concerns by drawing information from diverse sources, including hard to reach groups.

## **The Council will:**

- Provide access to induction and development training.
- Provide sufficient IT equipment and support to enable councillors to undertake their role.
- Disseminate relevant and useful ward intelligence to councillors including contacts for local organisations.
- Support councillors to enable them to engage actively with residents and community groups.



# IT Support

You will be set up on **Office 365** and given a login (username and password) which will give you access via **www.Office.com** to your email, calendar, Teams and other Office Apps from any browser.

You can opt to receive a laptop from the Council to use for Council business, use of 365 and use of the modern.gov app to read agenda papers and minutes. Alternatively, you can use a personal device. If you would like a laptop, please speak to a member of the Committee Services Team.

You will receive an IT allowance of £437 when first elected for LDC to support your additional IT needs. You could use this to purchase a printer, purchase a tablet to read Council papers (in addition to the laptop provided), to purchase paper and cartridges for an existing printer.

You can access all the information about the Council's decision-making structure, a calendar of meetings and a page showing your details as a Councillor from the democracy pages on the Council's website:

<https://democracy.lewes-eastbourne.gov.uk/>

**IT Training** – A range of IT courses are available from an

online training resource made available for both Councillors and Officers. These can be accessed from: <https://mylearning.learningpool.com>

Shortly after election, you will be set up

with a username: **firstname.surname** and can use the password **welcome**.

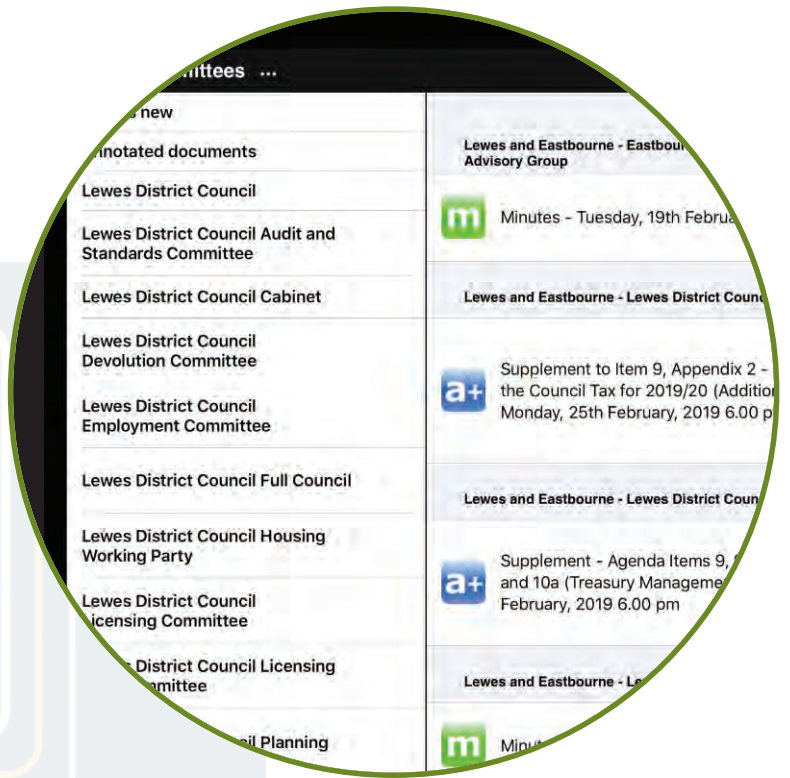
You will be asked to change your password on first login and can keep track of the courses you have completed.



# Modern.gov

The Democratic Services Team uses a system called Modern.gov to publish its agendas, minutes and decisions to the Council website. In addition, there is an app which is available for iPads, Android or Windows devices.

We would encourage you to download the app and subscribe to receive the agenda papers you need for Council meetings. This way you can receive papers as soon as they are published, and you can annotate, highlight and bookmark key sections.



Modern.Gov

# Democratic Process

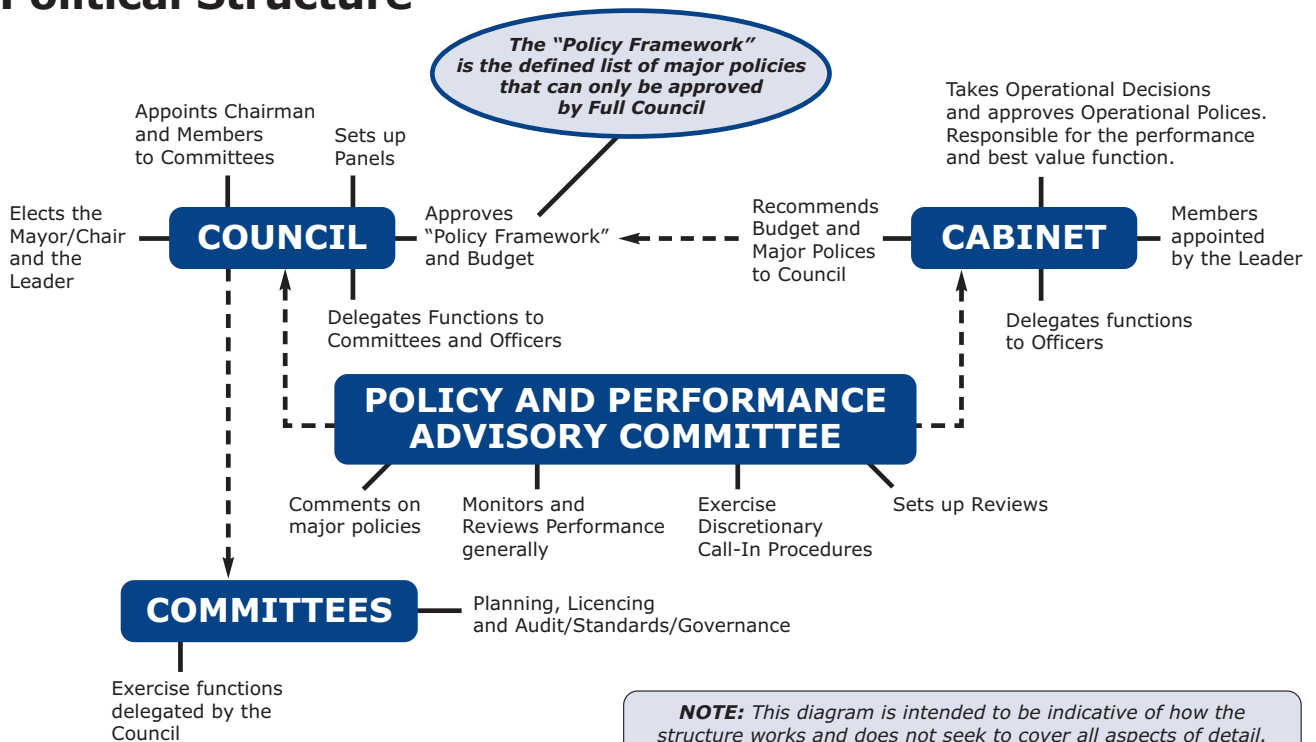
## Attendance at meetings

As part of your roles as a councillor, you will be expected to attend the following meetings:

- Council meetings (also known as Full Council/Annual Council)
- Committees and Panels on which you are allocated a role
- **Mandatory training** for any quasi-judicial bodies on which you have been allocated a role, such as Planning and Licensing.
- Meetings of any Outside Bodies on which you are appointed as a representative
- Political Group meetings (if you are a member of a political group)

## How it Works...

### The Modernised Political Structure



# Annual Council

At the beginning of the first Council meeting of each municipal year (known as Annual Council), the new Chair and Vice-Chair of the Council for that year are elected.

At Annual Council, members of the Council will:

- Note the Leader's appointments to the Cabinet
- Appoint members to Committees and Outside Bodies
- Approve the Calendar of Meetings for the municipal year



# Council Meetings

The Council meets throughout the year for Full Council meetings. All 41 members of the Council are expected to attend each meeting. Council meetings are public meetings which are webcast live.

## **The principal roles of the Council are to:**

- Agree the budget and specific policies as part of the “Budget and Policy Framework”
- Agree changes to the constitution
- Consider any notices of motion submitted by members
- Consider all matters referred to it for decision by other council committees

## **Council cannot**

- Take or change decisions on Cabinet functions
- Decide which Cabinet functions should be delegated to individual councillors or officers
- Delegate any of its own functions to the Cabinet
- Determine policies other than those listed in the “Budget and Policy Framework” although the Cabinet can, if it wishes, refer such matters to the Council before the final policy is approved by Cabinet

Further details can be found in the Council Procedure Rules at:  
[www.lewes-eastbourne.gov.uk/about-the-councils/constitutions/](http://www.lewes-eastbourne.gov.uk/about-the-councils/constitutions/)

# Cabinet

The Cabinet consists of councillors who are appointed by the Leader of the Council.

Cabinet is the executive decision-making body within the Council's structures, and is chaired by the Leader. Each Cabinet member has a specific portfolio of work for which he or she is responsible.

Cabinet takes operational decisions and approve operational policies. It is responsible for the performance and best value function.

The Cabinet can delegate functions to officers and are also responsible for taking individual executive decisions on occasions (through the Leader or individual Cabinet members if delegated at Council).

The work of the Cabinet is supported closely by officers within the Corporate Management Team.

Further details can be found in the Council Procedure Rules at: [www.lewes-eastbourne.gov.uk/about-the-councils/constitutions/](http://www.lewes-eastbourne.gov.uk/about-the-councils/constitutions/)



# Policy and Performance Advisory (Scrutiny)

The Scrutiny process is a councillor led, non-political process by which the Council looks at its own performance, and that of other public sector services, to check how well we are doing. Since May 2020, this has been carried out by the Policy and Performance Advisory Committee (PPAC). Scrutiny enables councillors to challenge the decision-making of the Cabinet, hold it to account, monitor the quality of service delivery and review and contribute to policy development.

Scrutiny provides an important role to the Council and involves councillors who do not hold Cabinet positions. As part of our governance arrangements, PPAC acts as a 'critical friend' to the Executive decision makers by:

- Holding to account the Council's Cabinet and other decision makers
- Policy review and development
- Challenging performance and reviewing quality of forthcoming decisions
- Reflecting the voice and concerns of the public

PPAC members can carry out site visits and undertake specific development opportunities, where necessary, to increase their knowledge and understanding. The scrutiny function also extends beyond the Council. It is responsible for holding to account key partner agencies by scrutinising jointly agreed targets and has a statutory role to scrutinise health issues and crime and disorder issues.

Additional time-limited, ad hoc panels are established to carry out in-depth reviews of issues, policies or services and these usually focus on complex, cross cutting issues.

Further details can be found in the Policy and Performance Advisory Procedure Rules at:

[www.lewes-eastbourne.gov.uk/about-the-councils/constitutions/](http://www.lewes-eastbourne.gov.uk/about-the-councils/constitutions/)

# Membership of Committees and Panels

The number of seats that each political group gets on each Committee or Panel is determined by the number of members that they have.

Each political group decides who is nominated for seats on each Committee or Panel and the final appointments are agreed at Annual Council. Political Group Leaders will make the nominations so you should make your particular interests known to them.

Current Committees and Panels include:

- Audit and Standards Committee
- Licensing Committee
- Planning Applications Committee
- Policy and Performance Advisory Committee
- Joint Staff Advisory Committee

Remits of the committees can be found in the Constitution at:  
[www.lewes-eastbourne.gov.uk/about-the-councils/constitutions/](http://www.lewes-eastbourne.gov.uk/about-the-councils/constitutions/)



# Council Structure

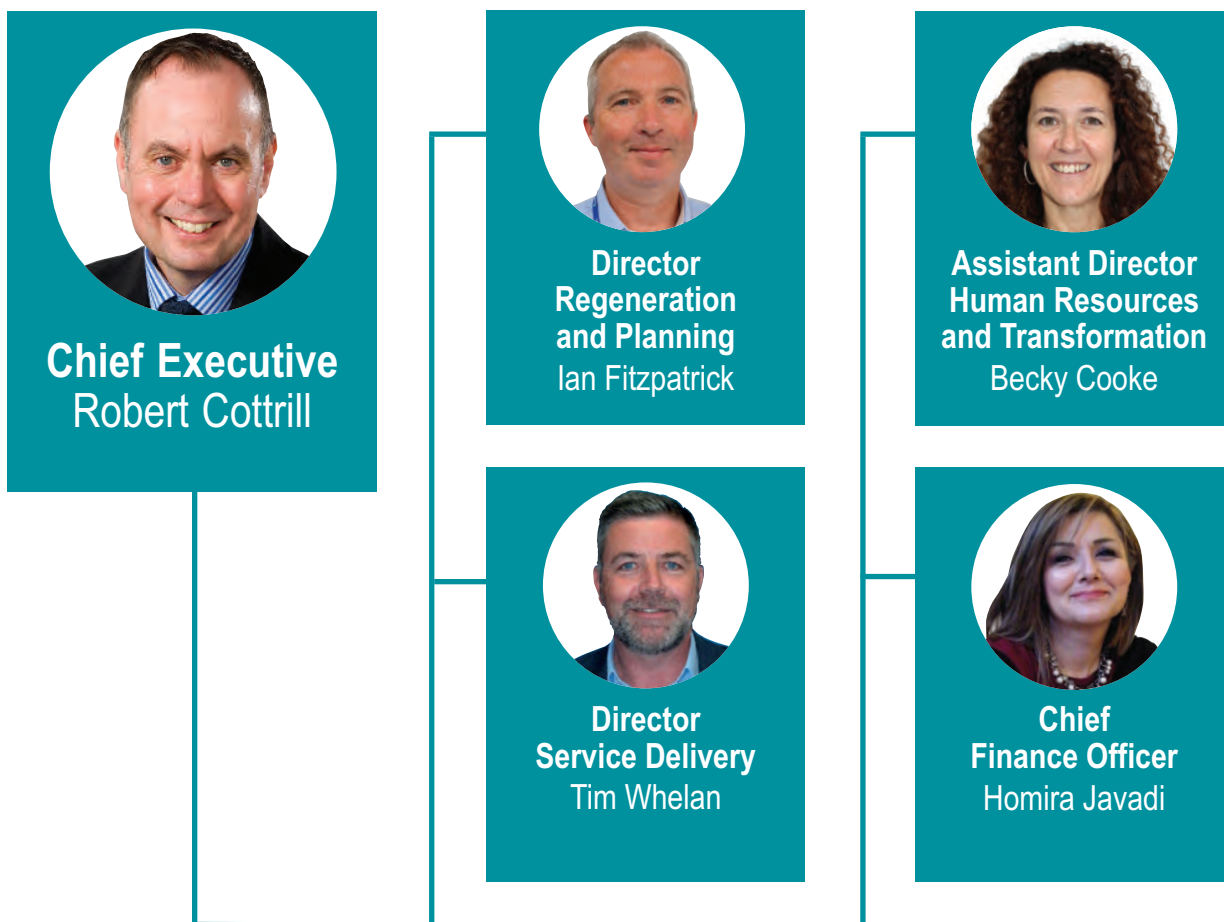
Councillors and officers are indispensable to one another but their roles and responsibilities are distinct. Councillors are responsible to the electorate and officers are responsible to the Council. Officers give advice to councillors and the Council, and carry out the Council's work under the direction and control of the Council and its Committees.

The Leader of the Council provides strategic and political leadership and ensures that the Council successfully discharges its overall responsibilities for the activities of the organisation as a whole.

Robert Cottrill is the Chief Executive and the Head of Paid Service for Lewes District Council and Eastbourne Borough Council. He is responsible for the delivery of all services within the legal framework and for maintaining the Council's reputation. Robert has a team of Directors that form the Corporate Management Team.

- Deputy Chief Executive and Director of Regeneration and Planning  
– Ian Fitzpatrick
- Chief Finance Officer – Homira Javadi
- Director of Service Delivery – Tim Whelan
- Assistant Director for Human Resources and Transformation  
– Becky Cooke

## Corporate Management Team



## Heads of Service / Key Roles:

### Reporting to the Chief Executive:

- **Oliver Dixon** – Head of Legal Services (and Monitoring Officer)  
Contact: [oliver.dixon@lewes-eastbourne.gov.uk](mailto:oliver.dixon@lewes-eastbourne.gov.uk). 01323 415881
- **Simon Russell** - Head of Democratic Services (and Deputy Monitoring Officer)  
Contact: [simon.russell@lewes-eastbourne.gov.uk](mailto:simon.russell@lewes-eastbourne.gov.uk). 01323 415021
- **Tracey Pannett** – Head of Elections (including Local Land Charges and Print Services)  
Contact: [tracey.pannett@lewes-eastbourne.gov.uk](mailto:tracey.pannett@lewes-eastbourne.gov.uk). 01323 415074
- **Annie Wills** – Head of Tourism and Enterprise  
Contact: [annie.wills@lewes-eastbourne.gov.uk](mailto:annie.wills@lewes-eastbourne.gov.uk). 01323 415410
- **Chris Jordan** – Artistic Director Eastbourne Theatres  
Contact: [chris.jordan@lewes-eastbourne.gov.uk](mailto:chris.jordan@lewes-eastbourne.gov.uk). 01323 415501

## Reporting to the Director Regeneration and Planning:

- **Jo Harper** – Head of Business Planning and Performance  
Contact: jo.harper@lewes-eastbourne.gov.uk. 01272 085049 or 01323 415049
- **Peter Sharp** – Head of Regeneration  
Contact: peter.sharp@lewes-eastbourne.gov.uk. 01272 085044 or 01323 415044
- **Leigh Palmer** – Head of Planning First  
Contact: leigh.palmer@lewes-eastbourne.gov.uk. 01323 415215
- **Mark Langridge-Kemp** - Head of Property, Delivery and Compliance  
Contact: mark.langridge-kemp@lewes-eastbourne.gov.uk. 07900 057102
- **Jane McCarthy-Penman** - Lead on Commercial Business Activities / Projects and Groups (Company Secretary)  
Contact: jane.mccarthy-penman@lewes-eastbourne.gov.uk 01323 436404
- **Nathan Haffenden** – Head of Commercial Business and Development  
Contact: nathan.haffenden@lewes-eastbourne.gov.uk. 01323 416422
- **Lisa Rawlinson** – Strategy and Partnership Lead  
Contact: lisa.rawlinson@lewes-eastbourne.gov.uk 01323 415250

## Reporting to the Director of Service Delivery

- **Sean Towey** – Head of Environment First  
Contact: sean.towey@lewes-eastbourne.gov.uk. 01323 415097
- **Linda Farley** – Head of Customer First  
Contact: linda.farley@lewes-eastbourne.gov.uk. 01323 415990
- **Gary Hall** – Head of Homes First  
Contact: gary.hall@lewes-eastbourne.gov.uk. 01323 436401
- **Julie Quanstrom** – Head of Neighbourhood First  
Contact: julie.quanstrom@lewes-eastbourne.gov.uk 01323 415379
- **Bill McCafferty** – Lead for Income Maximisation and Welfare  
Contact: bill.mccafferty@lewes-eastbourne.gov.uk 01323 415171
- **Jane Goodall** – Environmental Lead  
Contact: jane.goodall@lewes-eastbourne.gov.uk 01273 085383
- **Jo Dunk** – Lead for Regulatory Services  
Contact: jo.dunk@lewes-eastbourne.gov.uk 0734 206 628
- **Rebecca Wynn** – Regulatory Services Lead  
Contact: rebecca.wynn@lewes-eastbourne.gov.uk 01273 085491

## Reporting to the Chief Finance Officer:

- **Ola Olowabi** – Deputy Chief Finance Officer (Corporate Finance) and Deputy 151 Officer  
Contact: Ola.Owolabi@lewes-eastbourne.gov.uk. 01323 415083
- **Sian Hedger** – Interim Deputy Chief Finance Officer (Financial Planning)  
Contact: andrew.clarke@lewes-eastbourne.gov.uk. 01323 415691.
- **Jackie Humphrey** - Chief Internal Auditor  
Contact: jackie.humphrey@lewes-eastbourne.gov.uk. 01323 415925

## Reporting to the Assistant Director HR and Transformation

- **Tony Barden** – Head of ICT  
Contact: tony.barden@lewes-eastbourne.gov.uk. 01323 415187
- **Helen Knight** – Head of Human Resources  
Contact: helen.knight@lewes-eastbourne.gov.uk. 01323 415063
- **Lee Banner** – Transformation Programme Manager  
Contact: lee.banner@lewes-eastbourne.gov.uk. 07894 237929
- **Becky Holloway** – Specialist Advisor Health and Safety  
Contact: becky.holloway@lewes-eastbourne.gov.uk. 07935 517814

# Democratic Services and Elections

The Democratic Services and Elections Teams deliver a range of services that support the governance and decision making of the Councils by enabling access to the democratic process for our electors, members, officers and residents, in a professional, efficient and approachable manner.



## **Tracey Pannett**

Head of Elections

Tracey is responsible for the strategic planning and operation delivery of all elections, polls, referendums, resourcing and management of the discharge of electoral registration functions across both councils.

Acts as the Councils' expert and lead advisor on elections and electoral registration matters and procedures advising the Returning Officer, Electoral Registration Officer, senior council officers, elected members, election agents and candidates.

Manages the service delivery of the shared Print and Design Unit, and Land Registry Team.

**[Tracey.Pannett@lewes.eastbourne.gov.uk](mailto:Tracey.Pannett@lewes.eastbourne.gov.uk)**

**01323 415074**

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## **Simon Russell**

Head of Democratic Services  
(and Deputy Monitoring Officer)

Simon is responsible for managing and organising the operational delivery of committee and member and civic support services across both councils, and is Deputy Monitoring Officer.

Simon also services both Cabinets and acts as lead advisor to the Councils on democratic processes and corporate governance.

**[Simon.Russell@lewes.eastbourne.gov.uk](mailto:Simon.Russell@lewes.eastbourne.gov.uk)**

**01323 415021**

## Council Buddy

The Committee and Civic Officers will form part of your day-to-day support. You will be assigned a 'Buddy' who will be your first point of contact for any queries during your induction.

For any general councillor or committee meeting enquiries, please contact:  
**[committees@lewes-eastbourne.gov.uk](mailto:committees@lewes-eastbourne.gov.uk)**

For any electoral registration enquiries, please contact:  
**[elections@lewes-eastbourne.gov.uk](mailto:elections@lewes-eastbourne.gov.uk)**



## Useful Links

- **Office 365** (access to email, calendars and Teams meetings)  
[www.office.com](http://www.office.com) and login
- **Lewes and Eastbourne website**  
<https://www.lewes-eastbourne.gov.uk/>
- **Meetings, agendas and minutes**  
<http://democracy.lewes-eastbourne.gov.uk>
- **Constitutions**  
<https://www.lewes-eastbourne.gov.uk/about-the-councils/constitutions/>
- **Sign up to receive news and alerts from Lewes**  
<https://public.govdelivery.com/accounts/UKLDC/subscriber/new>
- **District News**  
<https://www.lewes-eastbourne.gov.uk/lewes-district-council-news>
- **East Sussex County Council**  
<https://www.eastsussex.gov.uk/>

# Member Checklist

Please tick each item as you complete it...

- Complete declaration of acceptance of office
- Be assigned a "Buddy"
- Have your photo taken  
(Civic and Member Services Officer will advise when)
- Provide Payroll information
- Provide contact number for constituents  
to Democratic Services
- Complete members' interest
- Collect access card from Democratic Services
- Complete Register of Electors form  
and return to Electoral Registration
- Be appointed to council committees  
(*at Annual Council*)
- Attend mandatory committee training



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