

**Policy and Performance  
Advisory Committee  
16 March 2023**



Lewes District Council

**Time and venue:**

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

**Membership:**

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

**Quorum: 3**

*Published: Wednesday, 8 March 2023*

## **Agenda**

**1 Minutes of the previous meeting dated 26 January 2023 (Pages 5 - 12)**

**2 Apologies for absence**

**3 Declarations of Interest**

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

**4 Urgent Items**

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

**5 Written Questions from Councillors**

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

### **POLICY INPUT AND DEVELOPMENT**

**6 Requested reports due for consideration by the Cabinet on 23 March 2023**

**(a) Finance update - performance quarter 3 - 2022-2023 (Pages 13 - 32)**

**(b) Eastbourne & Lewes Community Safety Partnership – Annual Report (Lewes) (Pages 33 - 44)**

**7 Forward Plan of Cabinet Decisions (Pages 45 - 54)**

To receive the Forward Plan of the Council.

**8 Policy and Performance Advisory Committee Work Programme (Pages 55 - 60)**

To receive the Policy and Performance Advisory Committee Work Programme.

**9 Date of Next Meeting**

To note that the next meeting of the Policy and Performance Advisory Committee is scheduled to be held on 8 June 2023, 2.30pm at Southover House, Lewes.

## **Information for the public**

### **Accessibility:**

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

### **Filming/Recording:**

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### **Public participation:**

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

## **Information for councillors**

### **Disclosure of interests:**

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

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

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

### **Councillor right of address:**

A member of the Council may ask the Chair of a committee or sub-committee a question on any matter in relation to which the Council has powers or duties or which affect the District and which falls within the terms of reference of that Committee or Sub-Committee.

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

**Other participation:**

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

## **Democratic Services**

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

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## Policy and Performance Advisory Committee

**Minutes of meeting held in Ditchling and Telscombe Rooms at Southover House, Southover Road, Lewes, BN7 1AB (TBC) on 26 January 2023 at 2.30 pm.**

### **Present:**

Councillor Liz Boorman (Chair).  
Councillors Isabelle Linington (Deputy-Chair), Robert Banks, Nancy Bikson, Christine Brett, Roy Clay, Lynda Duhigg, Christine Robinson, Adrian Ross and Richard Turner.

### **Officers in attendance:**

Philip Brown (Property Lawyer), Luke Dreeling (Performance Lead), Homira Javadi (Director of Finance and Performance (Chief Finance Officer)), Nick Peeters (Committee Officer), Nathan Haffenden (Head of Development, Investment and Delivery), Gary Hall (Head of Homes First), Christopher Bibb (Specialist Advisor Green Consultancy (Projects)) and Jane Goodall (Environment Lead).

### **51 Minutes of the previous meeting 1 December 2022**

The minutes of the meeting held on 21 December 2022 were submitted and the Chair was authorised to sign them as a correct record.

### **52 Apologies for absence**

Apologies for absence were received from Councillor Turner.

### **53 Declarations of Interest**

There were none.

### **54 Urgent Items**

There were none.

### **55 Written Questions from Councillors**

There were none.

### **55a Local Government and Social Care Ombudsman referral**

Gary Hall, Head of Homes First, introduced the report, which outlined the request from the Local Government and Social Care Ombudsman, for the Policy and Performance Advisory Committee to consider the Ombudsman's decision regarding a complaint made against the Council's Housing Service. The report also outlined the actions the Council had taken to respond to the

points highlighted in the Ombudsman's decision. During discussion, the following points were highlighted:

- The audit of new homelessness cases was an action the Housing Team already undertook and was ongoing. Additionally, the reintroduction of a triage team and partnership working, post-Covid, provided additional support. The approach now adopted by local authorities was to promote opportunities for tenants to complain through the correct channels. As a result, it was expected that the level of complaints may increase.
- The family involved had presented challenges to the Housing Team in difficult circumstances and it was considered that the response from the Ombudsman did not take some of those circumstances and challenges into account. The family had distinct needs and there was not the availability of the type of stock needed at that point – the availability of stock continued to be an issue.
- Recruitment into the Housing Team and retention of staff had improved but the Team continued to face the issues experienced at a National level. Agency staff were being used and the overall costs of using them were higher. The flexibility available to workforces meant wider opportunities, with more attractive salaries, were available.
- The demand on the Housing Service were high, with elements such as: a required focus on damp and mould; meeting the demands of the cost-of-living crisis; and a decrease in the availability of private sector housing; and the impact of a cap on rent levels on the Housing Revenue Account. However, it was recognised that appropriate administration effective working procedures should continue to be provided within the Service.

**Resolved** to note the report.

#### **55b Report of the Scrutiny Emergency Climate Change Panel**

Councillor Ross, Chair of the Scrutiny Emergency Climate Change Panel, introduced the report, which updated Members on the work of the Panel to date and sought the view of the Committee on the terms of reference and direction of the Panel. There was no further discussion on the item.

**Resolved**

1. To note the report; and
2. That the Panel continues as a standing panel with the same terms of reference, but with reduced frequency of meetings, and report back for a review in 1 year.

#### **56 Requested reports due for consideration by the Cabinet on 2 February 2023**

The Chair confirmed that, as part of the call-over process, the following reports would be included for discussion by the Committee:

- 6(a) Portfolio progress and performance report quarter 3
- 6(b) General Fund Revenue Budget 2023/24 and Capital Programme
- 6(c) Treasury Management and Prudential Indicators 2023/24, Capital Strategy & Investment Strategy
- 6(d) Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2023/24 and HRA Capital Programme 2022-26
- 6(e) Purchase of land at Landport Brooks
- 6(f) Reimagining Newhaven Programme - Project Update

**56a Portfolio progress and performance report quarter 3 - 2022-2023**

Luke Dreeling, Performance Lead, presented the report and appendix which detailed the Council's progress and performance in respect of service areas for the Third Quarter of the year (October-December 2022). During discussion, the following points were highlighted:

- There had been an increase in the percentage of calls answered in 60 seconds in quarter 3. Historically, the third quarter showed improvements due to seasonal decrease in demand. 6 new members of the Team were currently receiving training and would soon be fully integrated. 13 applicants were due to be interviewed in next two weeks, for 10 vacancies.
- There were a small number of agency staff in the Contact Centre who supported low-level enquiries and the cost was lower than in other services, where specific knowledge/skills were needed. The turnover within the Contact Centre was internal and staff were staying within the organisation and moving to other services. Recruitment days were being held and it was hoped that the recent pay increase would widen the application base.
- The Sprint Solutions tool was utilised to support service improvements. It was an inhouse tool and would be expanded to look at a wider range of services.
- The Housing register review was an opportunity for tenants to update the Council on any changes to their household. It would identify who was on the list and any needs within the household in terms of housing. Members continued to express concern at the performance indicator for decreasing the average number of days to re-let Council homes.
- Members requested further detail on the levels of fly-tipping, including any prosecutions and the outcomes.
- A project manager had been identified for work to start on a full review of

the Council's website. It was anticipated that stakeholder engagement, including resident participation, would be part of the review and further details would be provided once available.

**Resolved** to support the officer recommendations in the Cabinet report, in full.

#### **56b General Fund Revenue Budget 2023/24 and Capital Programme**

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

- The use of approximately £229,000 of reserves related to a one-off requirement for the forthcoming elections and included future contributions, which would be drawn down from earmarked reserves with a proposed annual base-budget of £100,000.
- The recommended 100% discretionary council tax premium on second and empty homes, would be subject to a consultation, and any comments received would be reflected in the Council's final policy.
- The recommended increase in council tax was included and reflected in the Council's 'spending power', which was determined by an increase in council tax of a minimum of 3%. This increase was the minimum uplift for the spending power in all authorities.
- The statement of the Council's reserves was included at appendix 7 to the report. When determining the level of its reserves the Council had to consider further exposure to income reduction, additional costs/demands. The use of the reserves was more appropriate for one-off costs, with an agreed repayment plan. Any reduction in council tax revenue lowered the budgetary baseline for future years.
- A number of Members felt that the increase in council tax would impact on residents who were already affected by the cost-of-living crisis and felt it should not be increased.

**Resolved** to support the officer recommendations in the Cabinet report, subject to the following amendment to recommendation 1.3 being considered by the Cabinet:

- 1.3 That the increase in the Council Tax for Lewes District Council of 1% (per annum) resulting in a Band D charge for general expenses of £204.10 (per annum) for 2023/24, be reduced to 0% and that should this be agreed, The Chief Finance Officer identifies other areas of the Budget where the required savings can be made.



**56c Treasury Management and Prudential Indicators 2023/24, Capital Strategy & Investment Strategy**

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

- Interest rates had increased further over the previous several months but it was projected that there would be reductions in the latter part of 2024, with further reductions continuing in 2025. The Council had surplus funds available in its day-to-day transactions, which allowed offsetting of some of the increased costs.
- The profiling of borrowing for the Capital Programme was focused on internal resources and borrowing to fund the Programme, providing resilience until interest rates settled.

Further detail would be provided on:

- The Retrofit Loan Scheme in Lewes in Partnership with Lendology CIC, referred to in 7.10 of appendix A of the report.
- The main General Fund capital projects, referred to at 2.2.4 in appendix E of the report.

**Resolved** to support the officer recommendations in the Cabinet report, in full.

**56d Housing Revenue Account (HRA) Revenue Budget and Rent Setting 2023/24 and HRA Capital Programme 2022-26**

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

- Members requested further details on the status of the Council's stock of garages. A number of Members expressed concern at the increase in housing rent and considered that an increase in the rental charge for garages was not beneficial to residents, or the Council.

- Officers confirmed that the Housing Revenue Account was ringfenced and could only be subsidised by rent income. The income from housing rents was a significant component of the Council's programme for increasing its housing stock and maintaining the standard of existing stock.

**Resolved** To support the officer recommendations in the Cabinet report, subject to the Cabinet considering the following amendment to recommendation v).

v) That garage rents are not increased in 2023/2024.

## **56e Purchase of land at Landport Brooks**

Jane Goodall, Environment Lead and Christopher Bibb, Neighbourhood First Team Specialist Advisor (Green Consultancy), presented the report which sought approval from the Cabinet to buy land at Landport Brooks and provide an asset that would include biodiversity enhancements and stackable environmental benefits, including potential commercial returns. During discussion, the following points were highlighted:

- The agreement over the provision of pasture and grazing rights would form part of the discussion, as the scheme progressed. The process followed, including the making of an offer to the landowner, was normal practice and had been necessary in order to take the land off the market. The offer was subject to the normal contracts and searches that would be expected as part of land purchase.
- The footpath was the Environment Agency's asset and its maintenance would also be included as part of future discussions. It was confirmed that scheme was in its early stages and once within the Council's ownership, proposals for management and how best to promote environmental elements of the land, would be considered.
- Members felt that development of a business case, which demonstrated the viability of the land needed to be prioritised before any further work on the scheme was undertaken and prior to purchase of the land. A number of Members also expressed concern that an offer of purchase had been made by the Council without any prior scrutiny or consultation.

**Resolved** to support the officer recommendations in the Cabinet report, subject to the following amendment to recommendation 1a)

1a) To purchase the Land at Landport Brooks, subject to production of a satisfactory business case, to put Lewes District Council in a position to deliver a range of environmental, ecological, flood mitigation and health and wellbeing outcomes, subject to valuation, legal advice and the usual due diligence.

## **57 Exclusion of the public**

Resolved to enter into a private session for item 7(f) Reimagining Newhaven Programme - Project Update and (a) Reimagining Newhaven - Project Update - Exempt Appendix 1 only, as both items were likely to disclose exempt information as defined in Paragraph 3 of Schedule 12A of the Local Government Act 1972 and would therefore need to take place in a private session.

#### **57a Reimagining Newhaven Programme - Project Update**

Nathan Haffenden, Head of Development, Investment and Delivery, presented the report which provided an update on the progress of the Reimagining Newhaven Programme, including proposals for new health, leisure, and wellbeing services.

Members discussed the proposals in the report and officers responded to questions asked.

**Resolved** to support the officer recommendations in the Cabinet report subject to amendments to the following recommendations:

- (2) To approve a new budget of up to £2.5m, subject to production of a detailed business case, to develop the proposals for 5-8 Newhaven Square as set out in Appendix 1 (Exempt);
- (3) To approve a new budget of up to £4m, additional to the existing co-funding and also subject to production of a detailed business case, to develop the extended proposals for 10 Newhaven Square as set out in Appendix 1 (Exempt);

and removal of the following recommendation;

- 4)
  - to make investment(s) of up to £250k in new renewable energy solutions, within existing approved sustainability budgets, to support the programme, also the wider objectives of the Council, including any opportunities for the acquisition of third-party company shares, subject to a business case, further legal advice, and full due diligence.

#### **57b Reimagining Newhaven - Project Update - Exempt Appendix 1**

This item was dealt with under minute 57a - Reimagining Newhaven – Project Update.

#### **58 Forward Plan of Decisions**

The Chair, Councillor Boorman, introduced the Forward Plan of Cabinet Decisions which detailed those items being considered at future Cabinet meetings. Members requested that the following reports be included at the Committee's next meeting on the 16 March:

- Eastbourne & Lewes Community Safety- Partnership – Annual Report

(Lewes).

**Resolved** to note the Forward Plan of Cabinet Decisions.

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

The Chair, Councillor Boorman, introduced the Committee's work programme, which detailed the items due to be considered at future meetings and provided an opportunity for Members to request any areas or issues they wished the Committee to look at in further depth.

- Members were reminded that the setting up of a working party/stakeholder group had been requested at the Committee's previous meeting to continue work with Southern Water. Members were advised that this would be included as an agenda item at the Committee's next meeting.

**Resolved** to note the Committee's work programme.

**60 Date of Next Meeting**

**Resolved** that the next meeting is scheduled for Thursday 16 March 2023, 2.30pm at Southover House, Lewes.

The meeting ended at 5.45 pm

Councillor Liz Boorman (Chair)

# Agenda Item 6a

<b>Report to:</b>	<b>Policy and Performance Advisory Committee</b>
<b>Date:</b>	<b>16 March 2023</b>
<b>Title:</b>	<b>Finance update – Performance Quarter 3 2022/23</b>
<b>Exemption:</b>	<b>None</b>
<b>Report of:</b>	<b>Homira Javadi, Director of Finance and Performance</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of Cabinet report:</b>	<b>To update members on the Council’s financial performance at Quarter 3 2022/23</b>
<b>Officer recommendations to the Cabinet:</b>	<b>(1) Note the General Fund, HRA and Collection Fund financial performance for the quarter ended December 2022.</b> <b>(2) Note the capital programme as set out in Appendix 2.</b>
<b>Recommendations to the Committee</b>	<b>The recommendations are detailed at 1.3 of this report</b>
<b>Reasons for recommendations to the Committee:</b>	<b>To provide a critical friend challenge to the Cabinet decision and policy making process.</b>
<b>Contact Officer(s):</b>	<b>Name: Nick Peeters</b> <b>Post title: Committee Officer</b> <b>E-mail: <a href="mailto:nick.peeters@lewes-eastbourne.gov.uk">nick.peeters@lewes-eastbourne.gov.uk</a></b> <b>Telephone number: 01323 415272</b>

## **1 Introduction**

- 1.1 In its role as a provider of public scrutiny and as critical friend, the Policy and Performance Advisory Committee has a duty to provide a challenge to the executive decision and policy makers.
- 1.2 The Policy and Performance Advisory Committee is able to provide this challenge through the inclusion of the Council’s Forward Plan of Decisions as a standing item on each of the Committee’s agendas, allowing the Committee to request the inclusion of reports due for consideration by the Cabinet on its agenda and by asking that the relevant officers, heads of service or directors, attend the Committee meetings and discuss the content of the reports.
- 1.3 Following consideration of each item, where the Members will be able to ask questions of the relevant officers, heads of service, directors and other

stakeholders, the Policy and Performance Advisory Committee will provide one of the following three recommendations to the Cabinet:

- 1) To support the recommendations in the report in full; or
- 2) To support the recommendation in the report subject to the consideration by the Cabinet of any amendments agreed by Committee; or
- 3) To not support the recommendations in the report and give reasons.

1.4 The Cabinet will be provided with the recommendations from the Policy and Performance Advisory Committee when it considers the main report.

## **2 Financial / Legal / Risk Management / Equality Analysis/ Environmental Sustainability Implications/ Background Papers**

2.1 All implications are addressed in the Cabinet report attached at Appendix 1.

### **3 Appendices:**

- **Finance update – Performance Quarter 3 2022/23**

**Report to:** Cabinet

**Date:** 23 March 2023

**Title:** Finance update – Performance Quarter 3 2022/23

**Report of:** Homira Javadi, Director of Finance and Performance

**Cabinet member:** Councillor Zoe Nicholson, Deputy Leader of Council,  
Cabinet Member for Finance and Assets

**Wards:** All

**Purpose of report:** To update members on the Council’s financial performance at Quarter 3 2022/23

**Decision type:** Non-Key

**Officer recommendations:** Cabinet is recommended to:

- (1) Note the General Fund, HRA and Collection Fund financial performance for the quarter ended December 2022.
- (2) Note the capital programme as set out in Appendix 2.

**Reason for recommendations:** To enable Cabinet members to consider specific aspects of the Council’s financial performance.

**Contact Officer:** Name: Homira Javadi  
Post title: Chief Finance Officer  
E-mail: homira.javadi@lewes-eastbourne.gov.uk  
Telephone number: 01323 415512

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## **1 Introduction**

- 1.1 It is essential to ensure that the Council has a sound financial base from which to respond to changing activity levels and demand for statutory services and to ensure that, when appropriate, its finances are adjusted in response to reducing income levels and inflationary pressures on expenditure.
- 1.2 A report on the financial performance following the end of each quarter is made to Cabinet to ensure that the financial health of the General Fund, Housing Revenue Account and Capital Programme activities are kept under continual review.
- 1.3 The budget approved by Council in February 2022 was balanced over the medium term and was set based on a number of key assumptions including pay and cost inflation. Inflation had been calculated for premises and transport

related costs including utilities, business rates and fuel based on latest market intelligence and CPI forecasts from Central Government. Whilst there were concerns about the rapidly rising levels of inflation, the advice at that time indicated a short term and sharp spike rise in inflation followed by a return to previously experienced levels by early spring.

The CPI has since nearly tripled which when coupled with the proportion of use and demand for consumables such as utilities, fuel, goods and services has created and continues to give rise to significant budgetary concerns.

### *UK CPI table*

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2022	4.90%	5.50%	6.20%	7.80%	7.90%	8.20%	8.80%	8.60%	8.80%	9.60%	9.30%	9.20%	7.90%
2021	0.90%	0.70%	1.00%	1.60%	2.10%	2.40%	2.10%	3.00%	2.90%	3.80%	4.60%	4.80%	2.49%
2020	1.80%	1.70%	1.50%	0.90%	0.70%	0.80%	1.10%	0.50%	0.70%	0.90%	0.60%	0.80%	1.00%

- 1.4 The Council operates Directorate cash limited budgets and Corporate Management Team/Directors are responsible for ensuring that appropriate action is taken to contain both revenue and capital spending in line with the directorate’s overall budget limit. The challenges facing local residents as a result of the cost-of-living crisis are very real and very urgent. There has been a wave of authorities at every level that have revealed their budget plans are in pieces due to the huge spike in costs since April 2022 and authorities across the country are not immune to the national financial pressures while facing increasing demand and increasing cost pressures.
- 1.5 Various authorities are dealing with a very difficult set of circumstances currently and face a real challenge to balance the budget this year, while forecasting a significant overspend with the main causes being record inflation levels, soaring energy prices, pay deal for staff, etc. This is the reality for councils across the country at the moment and it has been widely reported that inflation, energy costs and other current challenges are predicted to lead to £2.4bn in extra cost pressures to councils this year alone, rising to £3.6bn in 2024-25 and over £7bn by 2025/26.

The budget 2022/23 was revised in light of identified pressures and approved by Full Council in February 2023.

## **2 General Fund - Revenue**

- 2.1 The projected outturn compared to the revised budget for 2022/23, as advised by budget holders as of 31 December 2022, is an overspend of £420,119, as summarised in table 1 below. This shows we are still largely managing the increased cost of housing needs, energy costs and economic down-turn. A number of internal adjustments are to be actioned at year end to target reserves to where they are needed most based on latest projections.



Summary Table 1:

Table 1: Summary of projected out-turn as at Quarter 3	Revised Budget 2022-23	Internal Adjustments	Projected Outturn Including Internal Adjustments	Q3 Projected Variance at year end
	£	£	£	£
Corporate Services	5,855,175	92,075	5,855,175	0
Service Delivery	11,056,106	(350,000)	11,452,338	396,232
Regeneration and Planning	2,360,891	(92,075)	2,408,189	47,298
Tourism and Culture	294,201	0	282,500	(11,701)
Recharges to the Housing Revenue Account	(4,049,115)	0	(4,049,115)	0
Net Cost of Service	15,517,258	(350,000)	15,949,086	431,828
Other Operating Income and Expenditure	350,000	0	0	(350,000)
Capital Financing	550,000	0	550,000	0
Net Budget	16,417,258	(350,000)	16,499,086	81,828
Proposed transfer to / (from ) reserves	(36,358)	350,000	313,642	350,000
Funding	(16,380,900)	0	(16,392,609)	(11,709)
Funding Available	(16,417,258)	350,000	(16,078,967)	338,291
NET BUDGET POSITION	0	0	420,119	420,119

\*transfer from /to reserves subject to final accounts adjustments

The projected out-turn for 2022/23, advised by budget holders as of 31 December 2022 is an overspend against the revised budget of £0.420m.

- 2.2 Some of the provisions from 2021/22 were carried forward due to reprofiling and alignment of budget. Where applicable these have been incorporated into relevant budgets and form part of the revised budget as approved by Full Council in February 2023.
- 2.3 The residual projected overspend of £420k is due to the anticipated impact of price inflation for energy costs, goods and services. The additional cost of the April 2022 pay award agreed recently is incorporated into Service revised budgets.
- 2.4 At the time of preparing this report, more detailed work on business rates shared benefits and retention value was taking place. Any further adjustments required as a result of this work will be reflected in the final accounts report.
- 2.5 Inflation is currently (December 2022) at over 10% and the Bank of England recently (February 2023) increased base rates by 1% to 4%, the 10<sup>th</sup> successive increase and the highest level since 2008, impacting the cost of borrowing and mortgage interest rates.

- 2.6 The impact on consumer spending power, and bad debts is uncertain, however due to careful planning in 2021/22 we have been able to mitigate against this impact of inflation.
- 2.7 We afforded and set aside reserves as at 2021/22-year end to provide resilience and as a result we have been able to bring into position £1,011.5k of one-off funds to support the 2022/23 position. At the December Cabinet, it was agreed that further work would be undertaken regarding the plan to transfer £0.841m into reserves in 2022/23 and other support to ensure a balanced position for the year. Regeneration will have the support of S31 grants and reserves set aside to fund activity in this year.
- 2.8 The budget includes savings targets of £1.2m, which have been incorporated to the relevant services' budgets.
- 2.9 Key variances are set out in the following tables:
- 2.10 Corporate Services

Corporate Services	Revised Budget 2022-23	Internal Adjustments	Projected Outturn Including Internal Adjustments	Q3 Projected Variance at year end
	£	£	£	£
Corporate Management	458,537	0	408,100	(50,437)
Financial Services Team	860,176	0	874,600	14,424
Business Planning & Performance	804,191	0	773,100	(31,091)
Internal Audit and Corporate Fraud	251,519	0	239,200	(12,319)
Corporate Finance	112,400	0	115,800	3,400
Human Resources	350,024	0	379,200	29,176
Information Technology	1,780,292	0	1,760,150	(20,142)
Local Land Charges	(74,850)	0	(74,850)	0
Legal Services	402,881	0	349,100	(53,781)
Democratic Services	810,006	0	838,700	28,694
Recovery and Stabilisation	100,000	0	100,000	0
Internal Adjustments	0	92,075	92,075	92,075
Corporate Services	5,855,175	92,075	5,855,175	(0)

Overall, there is a balanced position for Corporate Services after internal adjustments to be actioned at year-end.

## 2.11 Service Delivery

Service Delivery	Revised Budget 2022-23	Internal Adjustments	Projected Outturn Including Internal Adjustments	Q3 Projected Variance at year end
	£	£	£	£
Head of Customer First	242,933	0	325,933	83,000
Head of Homes First	144,405	0	144,405	0
CFRT Regulatory Services	113,179	0	2,300	(110,879)
Bereavements	(23,250)	0	43,800	67,050
CFRT Income Maximisation & Welfare	1,086,166	0	1,257,000	170,834
Neighbourhood First	1,712,127	0	2,206,801	494,674
CFRT Customer Contact	949,467	0	897,200	(52,267)
Waste & Recycling	3,914,822	0	3,934,693	19,871
Homes First - Housing Property Serv	786,150	0	786,150	0
Homes First - Neighbourhood Manag	887,750	0	887,750	0
Homes First - Customer Experience	165,850	0	165,850	0
Homes First - Housing Needs and St	1,076,507	0	1,150,456	73,949
Internal Adjustments	0	(350,000)	(350,000)	(350,000)
Service Delivery	11,056,106	(350,000)	11,452,338	396,232

The service is predicting overspends against staffing costs, and pressure with cost of placements for homeless, details of which are shown below. These will be mitigated in part by internal adjustments at year-end of £350,000.

- Head of Customer First adverse variation of £83k due to staff pressures
- CFRT Regulatory Services favourable variation of £111k due to an increase in staff costs met by Taxi Account
- Bereavements adverse variation of £67k due to shared service staff costs and reduced Bereavement income.
- CFRT Income Maximisation and Welfare adverse variation of £171k
  - There are rising volumes in the number of Homeless placements (Statutory & Rough Sleeper - 58) and the impact on Housing Benefit payments. However, the £472k pressure of Homeless HB entitlement is offset in part (£213k) by an increase in the subsidy receivable compared to the Mid-Year forecasts as well as a reduction (£238k) in HB claims by Private Tenants.
  - There are also pressures of provision for Overpayment Debt £164k, loss of Council Tax Reduction Scheme preceptor contributions £45k, mitigated by (£59k) staffing savings.

- Neighbourhood First adverse variation of £494k
  - Staff pressures £154k
  - Car Park Contract costs £240k (including unachieved R&S savings of £200k) and reduced penalty notice income £100k
- Customer Contact favourable variation of £52k staffing due to recruitment and retention issues
- Homes First Housing Needs and Standards adverse variation of £74k
  - Staff pressures £204k and increased costs of accommodating the homeless £113k partially offset by (£159k) contribution from reserves.
  - Use of New Homeless Prevention Winter Top up Grant (£84k)

## 2.12 Regeneration and Planning

Regeneration and Planning	Revised Budget 2022-23	Internal Adjustments	Projected Outturn Including Internal Adjustments	Q3 Projected Variance at year end
	£	£	£	£
Estates & Property	298,123	0	339,335	41,212
Wave Leisure	223,550	0	200,000	(23,550)
Solar Panel Trading Account	(74,200)	0	(74,200)	0
Planning	1,027,093	0	1,374,426	347,333
Building Control	65,868	0	94,569	28,701
Regeneration	692,057	0	443,134	(248,923)
North Street Properties	128,400	0	123,000	(5,400)
Internal Adjustments	0	(92,075)	(92,075)	(92,075)
Regeneration and Planning	2,360,891	(92,075)	2,408,189	47,298

This service is anticipating a lot of pressures and the projected out-turn includes reserve movements of £911.5k and internal adjustments of £92,075 to support it, the main variances are as follows:

Estates and Property £41k, overall service has significant pressure including £100k on Marina workshop after funding from reserves of £300k, mitigated by savings on employee costs.

Planning £347k, the local plan is being developed and is partly funded by reserves with additional cost now expected to be £45k. Defending planning appeals partly funded by reserves with additional costs being £244k, £45k legal fees, income pressure of £158k from South Downs National Park offset by savings in recharges of £37k. Emergency work to Lewes Castle wall will now be capitalised providing a revenue saving of £108k.

Regeneration underspend of £249k. This is mainly an underspend on salaries accounting for £190k and is complimented by additional income of £59k which includes £38k from Newhaven Enterprise Centre.

## 2.13 Tourism and Culture

Tourism and Culture	Revised Budget 2022-23	Internal Adjustments	Projected Outturn Including Internal Adjustments	Q3 Projected Variance at year end
	£	£	£	£
Arts Development	5,900	0	3,750	(2,150)
Tourism	288,301	0	278,750	(9,551)
Tourism and Culture	294,201	0	282,500	(11,701)

The positive balance is due to minor savings on staffing costs.

## 2.14 Other Operating Income, Capital Financing, Reserve movements and Funding.

Other Operating Income and Capital Financing & Reserve movments	Revised Budget 2022-23	Internal Adjustments	Projected Outturn Including Internal Adjustments	Q3 Projected Variance at year end
	£	£	£	£
Contingencies	350,000	0	0	(350,000)
Capital Financing and Interest	550,000	0	550,000	0
				0
Net Contributions to (from) reserves	(36,358)	350,000	313,642	350,000
Funding	(16,380,900)	(1,250,000)	(16,392,609)	(11,709)
Total Funding	(16,417,258)	(900,000)	(16,078,967)	338,291

There are no specific calls on the contingency budget of £350k which has been shown as contributing towards the bottom line.

The internal adjustment on reserves will be actioned at year-end and is the net balance of adjustments on services.

## 3 Housing Revenue Account (HRA)

### 3.1 The HRA performance for the quarter is as follows:

HRA Summary Quarter 3	Original Budget £000's	Revised Budget £000's	Projected Outturn £000's	Q3 Variance £000's
Income	(17,752)	(17,670)	(17,729)	(59)
Expenditure	16,047	16,534	16,593	59
Capital Financing	2,031	2,231	2,231	0
Total	326	1,095	1,095	0

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

- 3.2 Following the uplift of the original budget, by £769k to £1,095k, to offset the pressures affecting the service, Lewes HRA is forecasting a balanced position when compared to the revised budget at the end of December.
- 3.3 There are, however, pressures of £164K on Supervision and Management costs which are offset by additional income of £59k, saving on the repairs and maintenance budget of £64k and identified efficiencies of £41k on special services.
- 3.4 A full review of the 30-year Business Plan has been completed which provides a more comprehensive assessment of the overall position for the current and future years. This was reported to Members as part of the budget setting process for 2023/24.

#### 4 Capital Expenditure

##### 4.1 Capital Expenditure – General Fund

- 4.2 The table below shows a General Fund revised capital budget for the year of £26.1m, with expenditure at the end of quarter 3 (Q3) of £6.6m. The Revised Budget is updated for ongoing projects carried over from the previous financial year and projects that will not be completed in 2022/23 and have been re-profiled to 2023/24 and later years. Details of the capital programme are in **Appendix 2**.

GENERAL FUND CAPITAL PROGRAMME	Original Budget 2022/23 £'000	Revised Budget 2022/23 £'000	Actual Spend Q3 2022/23 £'000	Variance to Budget £'000
Housing Support & Disabled Facility Grants	1,487	1,659	432	(1,227)
Loans to Housing Companies	1,000	1,419	-	(419)
<b>Total GF Housing</b>	<b>2,487</b>	<b>2,078</b>	<b>432</b>	<b>(1,646)</b>
Recovery and Stabilisation	430	1,052	184	(868)
Regeneration	16,660	14,625	4,238	(10,387)
Asset Management	1,920	2,373	190	(2,183)
Indoor Leisure Facilities	721	1,183	97	(1,086)
Energy Schemes	2,000	62	38	(24)
Infrastructure Levy (CIL)	900	900	436	(464)

Service Delivery	2,227	1,137	789	(348)
Specialist Projects	296	687	143	(544)
Parks & Pavilions	962	1,006	6	(1,000)
Open Space/Biodiversity	120	220	42	(178)
Information Technology	150	404	54	(350)
Finance Transformation	150	329	-	(329)
<b>Total General Fund</b>	<b>29,023</b>	<b>26,056</b>	<b>6,649</b>	<b>(19,407)</b>

4.3 At the end of Quarter 3, both the HRA and General Fund spend against the 2022/23 revised budget was very low. It is possible that further project expenditure could be deferred to 2023/24 and their total project budget reprofiled. Project team leaders are required to review scheme progress on an ongoing basis throughout the year and advise where there are significant revisions. The programme is under continuous review by the Capital Programme Overview Board (CPOB).

4.4 As per previous monitoring reports, Members are reminded that the construction sector is under pressure from rising prices for materials and labour shortages. It should be noted that the year-end forecasts have been provided against a backdrop of economic uncertainty, regarding supply chain challenges, building cost inflation and other factors outside of the control of those delivering the projects. Consequently, whilst based on best known information at Q3, there are likely to be changes to forecasts in future monitoring reports.

#### 4.5 Capital Expenditure – Housing Revenue Account (HRA)

4.6 The table below shows a revised HRA capital budget for the year of £13.3m, with expenditure at the end of quarter 3 of £5.1m. Details of the capital programme are in **Appendix 2**.

HRA CAPITAL PROGRAMME	Original Budget 2022/23	Revised Budget 2022/23	Actual Spend Q3 2022/23	Variance to Budget
	£'000	£'000	£'000	£'000
Construction of Dwellings	9,336	7,593	2,118	(5,475)
Improvements to Stock	3,100	5,035	2,598	(2,437)
Adaptations	415	587	356	(231)
Recreation & Play Areas	50	98	-	(98)
<b>Total HRA</b>	<b>12,901</b>	<b>13,313</b>	<b>5,072</b>	<b>(8,241)</b>

## 5 Collection Fund

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

	<b>Council Tax £'000</b>	<b>Business Rates £'000</b>
<b>Actual Balance 1 April 2022 - (Surplus) / Deficit</b>	(3,692)	6,215
(Recovery) / Distribution of Prior Year Deficit or Surplus	2,950	(3,659)
Total Collectable Income for year*	(87,244)	(24,101)
Payments to Preceptors	83,789	24,270
Write offs, provisions for bad debts and appeals	643	583
<b>Estimated Balance 31 March 2023 – (Surplus) / Deficit</b>	<b>(3,554)</b>	<b>3,308</b>
<b>Allocated to:</b>		
Central Government	-	1,654
East Sussex County Council	(2,513)	298
Lewes District Council	(536)	1,323
Sussex Police & Crime Commissioner	(350)	-
East Sussex Fire Authority	(155)	33
<b>Total</b>	<b>(3,554)</b>	<b>3,308</b>

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

- 5.2 Government regulations determine how payments to preceptors and the recovery or distribution of a prior year deficit or surplus are allocated.
- 5.3 Council Tax has a forecast surplus for the year of £3.554m as at Q3 December (£2.948m Q2 September). The Council's share of the estimated surplus is £0.536m (£0.444m Q2). With the cost of living crisis and the country facing a longer recession, bad debt provisions are currently under review and will be updated at Q4.
- 5.4 Business Rates has a forecast deficit for the year of £3.308m as at Q3 December (£2.803m Q2 September). The Council's share of the estimated deficit is £1.323m (£1.121m Q2). Section 31 grant from central government is received as compensation for some additional reliefs provided.
- 5.5 The estimated year end positions for Council Tax and Business Rates, used for 2023/24 budget setting, were formalised and agreed in January 2023.

## **6 Financial appraisal**

- 6.1 As set out in the report.

## **7 Legal implications**

- 7.1 None associated with the report.



## **8 Risk management implications**

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

## **9 Equality analysis**

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

## **10 Environmental sustainability implications**

10.1 None associated with the report.

## **11 Appendices**

- Appendix 1 – Housing Revenue Account
- Appendix 2 – Capital Programme Information

## **12 Background papers**

None.

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## LDC Housing Revenue Account 2022/23 Q3

	Original Budget £000's	Revised Budget £000's	Projected Outturn £000's	Revised Q3 Variance £000's
<b>INCOME</b>				
Dwelling Rents	(15,798)	(15,837)	(15,854)	(17)
Non-Dwelling Rents	(484)	(362)	(358)	4
Charges for Services and Facilities	(1,276)	(1,277)	(1,359)	(82)
Contributions towards Expenditure	(194)	(194)	(158)	36
<b>GROSS INCOME</b>	<b>(17,752)</b>	<b>(17,670)</b>	<b>(17,729)</b>	<b>(59)</b>
<b>EXPENDITURE</b>				
Repairs and Maintenance	4,834	6,213	6,149	(64)
Supervision and Management	3,530	3,384	3,548	164
Special Services	1,454	1,456	1,415	(41)
Rents, Rates, Taxes and Other Charges	280	145	145	0
Increase in Impairment of Debtors	148	148	148	0
Depreciation of Fixed Assets	5,450	5,045	5,045	0
Amortisation of Intangible Assets	3	3	3	0
Debt Management Costs	52	10	10	0
<b>GROSS EXPENDITURE</b>	<b>15,751</b>	<b>16,404</b>	<b>16,463</b>	<b>59</b>
<b>NET COST OF HRA SERVICES</b>	<b>(2,001)</b>	<b>(1,266)</b>	<b>(1,266)</b>	<b>0</b>
HRA share of Corporate and Democratic Core	296	130	130	0
<b>NET OPERATING COST OF HRA</b>	<b>(1,705)</b>	<b>(1,136)</b>	<b>(1,136)</b>	<b>0</b>
<b>Capital Financing and Interest Charges</b>				<b>0</b>
Interest Payable	2,043	2,221	2,221	0
Interest Receivable	(12)	(90)	(90)	0
Revenue Contributions to Capital Expenditure	0	100	100	0
<b>Total Capital Financing and Interest Charges</b>	<b>2,031</b>	<b>2,231</b>	<b>2,231</b>	<b>0</b>
Transfer to (from) Reserves	0		0	0
<b>HRA (SURPLUS) / DEFICIT</b>	<b>326</b>	<b>1,095</b>	<b>1,095</b>	<b>0</b>

<b>HOUSING REVENUE ACCOUNT WORKING BALANCE</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Projected Outturn</b>	<b>Revised Outturn</b>
<b>Working Balance at 1 April (Surplus) or Deficit for the year</b>	<b>(4,906) 326</b>	<b>(4,906) 1,095</b>	<b>(4,906) 1,095</b>	<b>(4,906) 1,095 (3,811)</b>
<b>Working Balance at 31 March</b>	<b>(4,580)</b>	<b>(3,811)</b>	<b>(3,811)</b>	<b>(3,811)</b>

<b>Allocation of Working Balance:</b>				
- <b>General Working Balance</b>	(3,885)	(3,116)	(3,116)	(3,116)
- <b>Special Projects</b>	(270)	(270)	(270)	(270)
<b>Cost of Living Provision</b>	(150)	(150)	(150)	(150)
- <b>Self Insurance</b>	(275)	(275)	(275)	(275)
<b>Working Balance at 31 March</b>	<b>(4,580)</b>	<b>(3,811)</b>	<b>(3,811)</b>	<b>(3,811)</b>

Scheme	Original Budget 2022/23 £000	Revised Budget 2022/23 £000	Actual Spend Q3 2022/23 £000	Variance to Budget £000
<b>HOUSING REVENUE ACCOUNT</b>				
<b>Construction of New Dwellings</b>				
- New Acquisitions & New Build	-	4,441	1,006	(3,435)
- Saxonbury Redevelopment	100	100	3	(97)
- Newhaven Police Station Redevelopment	3,900	1,800	972	(828)
- Newhaven Fire Station Redevelopment	900	750	4	(746)
-The Lynchetts, Lewes	500	6	6	-
- Oakfield House, Plumton Green	20	20	4	(16)
- Mill Road, Ringmer	520	180	120	(60)
- Ringmer Infills, Broyle Close	950	-	-	-
- Ringmer Infills, Kiln Road	950	-	-	-
-Rusbridge Cottage, Lewes	500	-	3	3
-2-6 Fort Road, Newhaven	700	-	-	-
-Self Build Pilot Programme (Buckwell Court & Waldshut Road)	150	-	-	-
-Sustainability Initiative Pilot Scheme	146	296	-	(296)
<b>Total Construction of New Dwellings</b>	<b>9,336</b>	<b>7,593</b>	<b>2,118</b>	<b>(5,475)</b>
<b>Improvements to Stock</b>	<b>3,100</b>	<b>5,035</b>	<b>2,598</b>	<b>(2,437)</b>
<b>Adaptations for Disabled Tenants</b>	<b>415</b>	<b>587</b>	<b>356</b>	<b>(231)</b>
<b>Housing Estates Recreation and Play Areas</b>	<b>50</b>	<b>98</b>	<b>-</b>	<b>(98)</b>
<b>Total HRA</b>	<b>12,901</b>	<b>13,313</b>	<b>5,072</b>	<b>(8,241)</b>
<b>GENERAL FUND</b>				
<b>General Fund Housing</b>				
Mandatory Disabled Facilities Grants	1,352	1,524	427	(1,097)
Private Sector Housing Grants	135	135	-	(135)
Emergency Repair Grants	-	-	5	5
<b>Total General Fund Housing</b>	<b>1,487</b>	<b>1,659</b>	<b>432</b>	<b>(1,227)</b>
<b>Loans to Housing Companies</b>				
- Lewes Housing Investment Company	-	-	-	-
- Aspiration Homes	1,000	419	-	(419)
<b>Total Loans to Housing Companies</b>	<b>1,000</b>	<b>419</b>	<b>-</b>	<b>(419)</b>
<b>TOTAL GF HOUSING</b>	<b>2,487</b>	<b>2,078</b>	<b>432</b>	<b>(1,646)</b>
<b>Recovery and Stabilisation</b>				
Recovery and Stabilisation	430	1,052	184	(868)
<b>Regeneration</b>				
Commercial Property Acquisition & Development	2,000	1,893	-	(1,893)
NSQ - North Street Quarter	300	228	17	(211)
NSQ - Springman House	100	100	-	(100)
Asset Development Newhaven	-	-	7	7
Newhaven Square Co-Op	-	-	8	8
Re-imagining Newhaven (Future High Streets Fund)	4,166	3,618	977	(2,641)
Avis Way Depot, Newhaven	1,300	-	-	-
The Sidings, Railway Quay, Newhaven	-	68	56	(12)
Marine Workshops (UTC), Newhaven	1,534	2,258	1,054	(1,204)
Caburn House, Lewes	170	261	361	100
The Friars Redevelopment, Lewes	1,000	-	-	-
Property & Development	-	485	101	(384)
<b>Newhaven Town Deal</b>	<b>3,907</b>			

## APPENDIX 2

Scheme	Original Budget 2022/23 £000	Revised Budget 2022/23 £000	Actual Spend Q3 2022/23 £000	Variance to Budget £000
Re-connecting our Town: Pedestrian Gateway	-	95	94	(1)
Re-connecting our Town: Wayfinding & Visitor Trails	-	63	18	(45)
Building our Economic Strength: Social Enterprise Incubator	-	446	-	(446)
Building our Economic Strength: Business Grants Programme	-	10	-	(10)
Re-imagining our Town Centre: Community & Creative Hub	-	241	-	(241)
An Active Community: Eastside Recreation Ground	-	238	-	(238)
An Active Community: Fort Road Recreation Ground	-	531	24	(507)
An Active Community: Newhaven Football Club	-	787	731	(56)
An Active Community: Denton Island Slipway	-	116	-	(116)
Destination Newhaven: Newhaven Port	-	876	99	(777)
Maintaining Maritime Vitality: Marine Gateway	-	905	-	(905)
<b>Levelling Up Fund</b>	<b>2,183</b>			
Newhaven Fishing Landing Stages	-	344	1	(343)
Unit 7 Oak Estate – Newhaven Processing Facility	-	1,044	680	(364)
Newhaven West Beach Restaurant	-	18	10	(8)
<b>Total Regeneration</b>	<b>16,660</b>	<b>14,625</b>	<b>4,238</b>	<b>(10,387)</b>
<b>Asset Management</b>				
Asset Management Block Allocation	100	212	8	(204)
Lewes (Stanley Turner Recreation Ground Improvements)	-	6	4	(2)
Newhaven Enterprise Centre (Boiler)	-	10	10	-
Stanley Turner Changing Room Club House	100	250	-	(250)
Car Parks	50	5	5	-
Chapel Street Car Park	50	50	-	(50)
Cliff Tops at Peacehaven	-	42	-	(42)
Market Tower/Sqaure	150	150	1	(149)
Flint Walls Repairs	30	32	21	(11)
Robinson Road Depot - Priorty Works	800	850	-	(850)
Newhaven Fort Bridge	10	37	36	(1)
Newhaven Fort Refurbishment	50	50	3	(47)
187/2 Fisher Street	150	150	11	(139)
School Hill House	150	150	-	(150)
Newhaven Square	80	80	-	(80)
Newhaven Square - roof works	100	100	-	(100)
Public Conveniences	100	199	89	(110)
Changing Places Toilets	-	-	2	2
<b>Total Asset Management</b>	<b>1,920</b>	<b>2,373</b>	<b>190</b>	<b>(2,183)</b>
<b>Indoor Leisure Facilities</b>				
Indoor Leisure Facilities - Major Repairs and Improvements	721	1,183	97	(1,086)
<b>Total Indoor Leisure Facilities</b>	<b>721</b>	<b>1,183</b>	<b>97</b>	<b>(1,086)</b>
<b>Energy Schemes</b>				
Local Energy Schemes	2,000	-	-	-
Ouse Valley Solar Farm	-	62	38	(24)
<b>Total Energy Schemes</b>	<b>2,000</b>	<b>62</b>	<b>38</b>	<b>(24)</b>
Community Infrastructure Levy (CIL)	900	900	436	(464)
<b>Total Community Infrastruture Levy</b>	<b>900</b>	<b>900</b>	<b>436</b>	<b>(464)</b>
<b>Service Delivery</b>				
Vehicle & Plant Replacement Programme	227	1,037	-	(1,037)
Waste & Recycling Review				
- Vehicle Refurbishment W&R Review	-	-	622	622
- Other Equipment	-	-	155	155
- MOT Test Equipment	-	-	8	8
New Crematorium & Green Burial Facility	2,000	100	4	(96)
<b>Total Service Delivery</b>	<b>2,227</b>	<b>1,137</b>	<b>789</b>	<b>(348)</b>

Scheme	Original Budget 2022/23 £000	Revised Budget 2022/23 £000	Actual Spend Q3 2022/23 £000	Variance to Budget £000
<b>Specialist Projects</b>				
Flood Alleviation Project	136	193	55	(138)
Coastal Defence Works	100	494	88	(406)
Newhaven / Peacehaven Coastal Park	60	-	-	-
<b>Specialist Projects</b>	<b>296</b>	<b>687</b>	<b>143</b>	<b>(544)</b>
<b>Parks &amp; Pavilions</b>				
Parks, Pavillions - Remedial works	602	646	6	(640)
Play Areas Full Refurbishment	360	360	-	(360)
<b>Total Parks &amp; Pavilions</b>	<b>962</b>	<b>1,006</b>	<b>6</b>	<b>(1,000)</b>
<b>Open Space/Biodiversity</b>				
Denton Parks Improvement Scheme	-	-	3	3
Peacehaven Big Parks Project	-	70	-	(70)
Southover Grange Gardens Improvements	-	30	35	5
Cockshut Stream (Stanley Turner Diversion)	40	40	4	(36)
Bell Lane Rain Garden	10	10	-	(10)
Funds for local groups for Biodiversity Projects	7	7	-	(7)
Wildlife Planting / Habitat creation in parks	30	30	-	(30)
Land for Biodiversity	20	20	-	(20)
Creation of wildflower seed areas	8	8	-	(8)
Tree Planting	5	5	-	(5)
<b>Total Open Space/Biodiversity</b>	<b>120</b>	<b>220</b>	<b>42</b>	<b>(178)</b>
IT Block Allocation	150	404	54	(350)
Finance Transformation	150	329	-	(329)
<b>Total General Fund</b>	<b>29,023</b>	<b>26,056</b>	<b>6,649</b>	<b>(19,407)</b>
<b>Total HRA &amp; General Fund</b>	<b>41,924</b>	<b>39,369</b>	<b>11,721</b>	<b>(27,648)</b>

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<b>Report to:</b>	<b>Policy and Performance Advisory Committee</b>
<b>Date:</b>	<b>16 March 2023</b>
<b>Title:</b>	<b>Eastbourne &amp; Lewes Community Safety Partnership – Annual Report (Lewes)</b>
<b>Exemption:</b>	<b>None</b>
<b>Report of:</b>	<b>Tim Whelan, Director of Service Delivery</b>
<b>Ward(s):</b>	<b>All</b>
<b>Purpose of Cabinet report:</b>	<b>To enable Cabinet to consider the 2022/23 performance of the Eastbourne &amp; Lewes Community Safety Partnership (E&amp;LCSP).</b>
<b>Officer recommendations to the Cabinet:</b>	<b>(1) That the Committee note the achievements and activities of the Eastbourne &amp; Lewes Community Safety Partnership in 2022/23.</b>
<b>Recommendations to the Committee</b>	<b>The recommendations are detailed at 1.3 of this report</b>
<b>Reasons for recommendations to the Committee:</b>	<b>To provide a critical friend challenge to the Cabinet decision and policy making process.</b>
<b>Contact Officer(s):</b>	<b>Name: Nick Peeters Post title: Committee Officer E-mail: <a href="mailto:nick.peeters@lewes-eastbourne.gov.uk">nick.peeters@lewes-eastbourne.gov.uk</a> Telephone number: 01323 415272</b>

## **1 Introduction**

- 1.1 In its role as a provider of public scrutiny and as critical friend, the Policy and Performance Advisory Committee has a duty to provide a challenge to the executive decision and policy makers.
- 1.2 The Policy and Performance Advisory Committee is able to provide this challenge through the inclusion of the Council's Forward Plan of Decisions as a standing item on each of the Committee's agendas, allowing the Committee to request the inclusion of reports due for consideration by the Cabinet on its agenda and by asking that the relevant officers, heads of service or directors, attend the Committee meetings and discuss the content of the reports.
- 1.3 Following consideration of each item, where the Members will be able to ask questions of the relevant officers, heads of service, directors and other stakeholders, the Policy and Performance Advisory Committee will provide one of the following three recommendations to the Cabinet:

- 1) To support the recommendations in the report in full; or
- 2) To support the recommendation in the report subject to the consideration by the Cabinet of any amendments agreed by Committee; or
- 3) To not support the recommendations in the report and give reasons.

1.4 The Cabinet will be provided with the recommendations from the Policy and Performance Advisory Committee when it considers the main report.

## **2 Financial / Legal / Risk Management / Equality Analysis/ Environmental Sustainability Implications/ Background Papers**

2.1 All implications are addressed in the Cabinet report attached at Appendix 1.

## **3 Appendices:**

- **Finance update – Performance Quarter 3 2022/23**

**Report to:** Cabinet

**Date:** 23 March 2023

**Title:** Eastbourne & Lewes Community Safety Partnership – Annual Report (Lewes)

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

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

**Ward(s):** All.

**Purpose of report:** To enable Cabinet to consider the 2022/23 performance of the Eastbourne & Lewes Community Safety Partnership (E&LCSP).

**Decision type:** Non-key

**Officer recommendation(s):** That Cabinet note the achievements and activities of the Eastbourne & Lewes Community Safety Partnership in 2022/23.

**Reasons for recommendations:** For Cabinet to consider progress on delivery of the current Community Safety Plan.

**Contact Officer(s):** Name: Oliver Jones.  
Post: Lead, Housing, Homelessness & Community Safety.  
E-mail: Oliver.Jones@lewes-eastbourne.gov.uk.  
Telephone number: 01323 415 464.

## **1. Introduction.**

- 1.1. Community Safety Partnerships (CSPs) were established under the Crime and Disorder Act 1998, which set out a statutory requirement for specified public service authorities to meet regularly to discuss ways of reducing crime and disorder, address incidences of anti-social behaviour, and minimise re-offending.
- 1.2. Key members of the Eastbourne & Lewes Community Safety Partnership (E&LCSP) include; Sussex Police; East Sussex Fire & Rescue Authority; the Sussex Police & Crime Commissioner; NHS clinical commissioning groups; and East Sussex County Council. Membership can be extended to other key local and voluntary partners as appropriate. Lewes District and Eastbourne Councils play a key role in supporting the work of the CSP, by acting as the secretariat, co-ordinating agreed strategic plans, and reporting performance. The respective portfolio holders from each Council co-chair Partnership meetings.

1.3. Lewes & Eastbourne CSPs have been working on a joint basis for the past five years, and in February 2019 the Sussex Police and Crime Commissioner formally endorsed their merger (a legal requirement). The merger helped align the work of the CSP with Sussex Police's district boundaries and provided efficiency savings that allow more of the Commissioner's budget to be allocated to front line priorities. Cabinet should note that scope is left within the plans to ensure that priorities reflect the issues of concern in each Council area, such as road safety in Lewes and supporting the street community in Eastbourne. A budget allocated by the Sussex Police Crime Commissioner remains ring fenced for use in the District.

1.4. A strategic planning meeting of the E&LCSP takes place every quarter, whilst the Lewes Joint Action Group (LJAG) meets regularly to identify local issues and risks across the District. LJAG escalates issues to the strategy group as appropriate. Portfolio holders and senior Council officers routinely attend the County level community safety forum (the East Sussex Safer Communities Partnership) to address issues such as domestic abuse, organised crime and county lines, at a strategic level.

## **2. Annual Plan 2022/23.**

2.1. CSPs have a statutory duty to set out a plan and monitor progress. The latest plan was approved by the Partnership in July 2022, following a review that considered recent crime and anti-social behaviour trends, residents views, and issues of national concern, such as violence against women and girls and the impact that the cost of living crisis may have on patterns of crime and anti-social behaviour. It also took into account the wider strategic priorities of the Police & Crime Commissioner (PCC) and the Safer East Sussex Team, who support the work of the County Council.

2.2. The review recommended that the headline priorities of the plan remain unchanged, as they remained well placed to tackle the District's current challenges. Some of the more targeted goals in the plan were updated to reflect the specific types of anti-social behaviour (ASB) that residents were most concerned about, and help address partners increasing concerns about online crime, fraud and harassment. The five priorities addressed by the Partnership in 2022/23 remained as follows:

- Promoting safe & welcoming spaces to reduce the incidence of crime & ASB.
- Tackling the incidence of hate crime, domestic & sexual abuse.
- Reducing the incidence of serious violence & knife crime.
- Addressing the impact of organised crime on local communities.
- Lowering levels of anti-social driving on the District's roads.

2.3. CSPs are awarded an annual grant by the PCC, based on a formula that takes account of population density and an analysis of local levels of crime. A review of funding was last carried out by the Sussex Police & Crime Commissioner in 2019, resulting in an increased allocation of £34,829. The level of funding received during this current financial year remained unchanged.

### 3. Outcomes and performance management.

- 3.1. An analysis of latest Sussex Police data shows that for the year to December 2022, 5,850 crimes were reported across Lewes District, a rise of 11.6 % when compared to the same point in time last year. This trend reflects increased activity across both the commercial and night-time economy, now that almost a year has passed since Covid-19 restrictions were fully lifted. This increase can be seen in recorded crime trends nationally.
- 3.2. Once other incidents are taken into account, such as those reports of anti-social behaviour (ASB), domestic abuse and hate, that are not classified as crimes, the increase (6.2%) is slightly lower. This is accounted for by a significant fall in the number of recorded ASB incidents, which dropped by 52%, (1,068 incidents). This trend reflects a fall from the high levels of ASB recorded during periods of lockdown, when figures reflected real time increases as a result of more neighbour disputes and youth driven ASB, as well as a significant number of lockdown breaches recorded under ASB categories.
- 3.3. The rising trend was reflected across the most commonly reported types of crime, including robbery, theft and vehicle offences, with levels of acquisitive crime  $\uparrow$ 17%. A significant increase in the recorded level of shoplifting ( $\uparrow$ 77%) may reflect the cost of living pressures. Levels of burglary bucked the rising trend. They fell during the pandemic and also fell year on year ( $\downarrow$ 33%) reflecting targeted work by local neighbourhood policing teams and the fact that many people are still working from home. Increases in public order offences ( $\uparrow$ 13%) and public place violent crime ( $\uparrow$ 17%), again reflected increasing activity in the night-time economy and alcohol related incidents. However, it is important to stress that the number of recorded incidents of knife crime (34) and serious violence (38) remain relatively low, though clearly they remain a key concern.
- 3.4. Levels of reported domestic abuse (crime & incidents) fell slightly ( $\downarrow$ 11.1%), although the number of overall reports remained high (1,379 incidents). This fall is likely to reflect a reduction from the higher levels of reports received during the pandemic. Levels of reported hate crime and incidents increased by a third, with the highest rises being recorded for reports motivated by religion (up  $\uparrow$ 200% - 15 reports) and gender (up  $\uparrow$ 164% - 29 reports). The most commonly reported incidents relate to sexuality (up  $\uparrow$ 10% - 40 reports) and race (up  $\uparrow$ 58%), which remains the highest reporting category (93 reports). Although numbers overall remain relatively low, these increases are a concern.
- 3.5. The District continues to be a relatively low crime area. The most recent figures from the Government's benchmark 'Most Similar [Crime] Group'<sup>1</sup> (which compares Lewes District with fourteen other local authority areas - September 2022) shows that, with a rate of 55 crimes per 1000 people, it is one of the two lowest. This level is well below the group average of 71 crimes per 1000 people.

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<sup>1</sup> 'Most Similar Groups' are districts / boroughs that have been found to be leading comparators based on an analysis of those demographic, social and economic characteristics which most relate to crime.

- 3.6. Road safety remains a key issue of concern across the District. In the eleven months of the year to November 2022 (latest available) a total of 59 people<sup>2</sup> were killed or seriously injured (KSI) on the District's roads. This is equivalent to the 60 people recorded as KSI in the first eleven months of 2021.
- 3.7. These trends have set the tone for the work of the Partnership across the last year, which has supported a range of initiatives that have helped; address anti-social behaviour; support organisations tackling domestic abuse; respond to increasing levels of serious and violent crime; and address safety on local roads. Key highlights and achievements across these priorities are set out below.

**Priority 1 – Promote safe & welcoming spaces that reduce the incidence of crime and ASB - through:**

- Continuing to work with multi-agency partners to deliver activities focussed on creating safe spaces for women and girls by reducing the risks present in and around the night-time economy. This work includes promoting initiatives funded by the Government's Safer Street programme, working in close collaboration with local police to support operations promoting engagement with licenced premises, raising awareness of drink spiking, and reducing the harms associated with drug and alcohol use.
- Administering the Joint Action Group (JAG), which meets monthly to discuss local crime and disorder issues, identify local hotspots of ASB, and agree solutions. Approved funding this year has supported local community engagement events, delivered bike marking schemes to help reduce theft, and purchased equipment for local youth groups.
- Working with Sussex Police to support *Operation Blitz*, the local initiative targeted at tackling anti-social behaviour across the District. A recent refresh of the operation has added in weekday patrols at identified hotspot locations and during busy periods, such as the school holidays. Over the past year the operation has helped address numerous incidents of ASB and helped co-ordinated the activities of police, youth outreach services Neighbourhood and Homes First Council officers, to help tackle local issues.
- Supporting the Council's Neighbourhood and Environment First teams work to keep public spaces across the District clean, tidy, and free from rubbish. In the year to date (April to November) the teams dealt with over five hundred reports of fly-tipping, graffiti, rubbish, and abandoned vehicles. Ease of reporting is facilitated through the *report it* app, which all residents of the District can download free to smart devices. The teams employ a range of monitoring and enforcement activities, including warnings, fixed penalty notices, prosecutions, and the deployment of CCTV.
- Funding the purchase of litter picking equipment to support up to ten community cleaning groups operating in parks, beaches, and open spaces across the District.

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<sup>2</sup> Source: Data Portal, Sussex Road Safety Partnership

- Directly funding new youth projects and adventure play areas in Ringmer & Barcombe, creating safe meeting spaces for local young people. The new community assets projects provide welcome community assets provide new recreation facilities and help deter boredom and the associated risk of some young people engaging in anti-social behaviour.

**Priority 2 - Tackle the incidence of hate crime, domestic & sexual abuse – through:**

- Participating in strategic initiatives to address the incidence of domestic abuse. This work involves contributing to the development of joint needs assessments and implementing the two key action plans that set out to improve response / support services, and increase the availability of specialist accommodation in which to re-house victims. A separate stream of work, supported by the *Safer Streets* fund is delivering awareness campaigns, bystander training, and education programmes focussed on promoting healthy relationships to young people.
- Directly funding projects offering support through programmes delivering security adaptations to make victims able to stay in their existing home feel safer, and therapy rehabilitation programme targeted referrals from the local DA survivors network in Lewes.
- Supporting the Homes First team, who have employed a dedicated specialist advisor role to establish best practice across the housing management and housing needs teams, when responding to reports and supporting victims. The role achieve this by driving forward a programme of assessment against the Domestic Abuse Housing Alliance (DAHA) standard, a standard backed by the leading sector specialist organisation supporting housing providers in this field. Meanwhile, alongside other districts & boroughs, the team continue to provide homes for use as short-stay respite accommodation, catering for the urgent re-housing needs of domestic abuse victims.
- Contributing to a fund that pays the cost of Domestic Homicide Reviews in East Sussex. These reviews undertake detailed assessments of the circumstances surrounding individual cases, and apply insights and key learning points to the systems, processes and practices of the relevant agencies involved, to help reduce future risk. There are currently five reviews being considered by County's Safer Communities Board, which both Council Member and Officer representatives attend.

**Priority 3 - Reduce the incidence of serious violence & knife crime – through:**

- Participating in the Violence Reduction Unit, a Sussex Police led task force, co-ordinating approaches to tackling serious violence across East Sussex. Work continues to focus on reducing the violence and sexual offences committed against women and girls, in particular addressing the anxiety they experience in and around the night-time economy. Related initiatives have focussed on creating safe spaces and delivering enhanced police patrol activity in key locations, at times of heightened risk.

- Preparing for the implementation of a new (statutory) *Serious Violence Duty*. This requires community safety partnerships to draw together local strategic needs assessments that identify patterns of serious violence and explore its causes. Once established, local action plans must be agreed and put in place before the end of January 2024. The Partnership is working with Sussex Police, the Safer East Sussex Team and other districts and boroughs to develop a response, which we anticipate will cover all of East Sussex.
- Supporting activities to reduce knife crime, which include Sussex Police's *Operation Safety*, that drives a range of local awareness and enforcement initiatives to help keep residents safe from knife-related harm. These include incident led patrols, social media campaigns, community engagement, knife sweeps, test purchasing and much more. It runs side by side with the *kNOW Knives* programme delivered by ESCC's Targeted Youth Service. This programme runs prevention sessions that raise awareness of the risks of knife carrying, discuss the related topic of exploitation, and examine the myths and fears surrounding knife crime and gang culture.
- Directly funding projects and programmes that actively engage those young people who are at greater risk of being drawn into more serious crime and ASB. This year, the Partnership has worked with ESCC's Youth Outreach Service to support programmes that extend the *Active Fishing* programme to a further eighty young people in the Havens, and allows the *Active Music* production workshops to open up new session in Lewes. A new programme, launching this spring will target educational coaching and life skills sessions at young people identified as at risk being drawn into serious crime who are struggling in mainstream school. It will benefit up to fifty young people.

**Priority 4 - Address the impact of organised crime on local communities – through:**

- Contributing to the *Serious & Organised Crime Partnership*, a police-led collaboration, set up to tackle serious crimes that are being systematically carried out by organised groups. The partnership has an operational focus, identifying specific crimes that present a high level of harm to local residents, then sharing information and intelligence to help disrupt these.
- Supporting the work of Sussex Police's *Discovery* team, who co-ordinate operations that tackle modern slavery, exploitation, and human trafficking. Partners, including the Council's Homes First, licencing, benefits and democratic services teams routinely work with *Discovery* to source information on residents and businesses, verify intelligence, and on some occasions accompany visits. Over forty council officers received an update and briefing from the *Discovery* team in January. Raising awareness in this way helps disrupt the activities of organised crime groups who set out to exploit vulnerable persons, often forced to work in local restaurants, nail bars, and brothels across the Borough.



- Raising awareness of scams, most recently by addressing the current risks posed by organised criminals seeking to fraudulently exploit funds offering residents financial help with the cost of living. To help tackle this Council websites provide clear warnings and links to support organisations such as *Get Safe Online*, whilst the Partnership has funded a series of advertisements on *Seahaven FM* that promote the current help on offer, but caution residents to remain alert to fraud.
- Reducing the risk of vulnerable young people being exploited by criminals gangs, through the support provided to the ESCC sponsored activity schemes referenced above.

**Priority 5 – Lowering levels of anti-social driving on the District’s roads - through:**

- Supporting an East Sussex Fire & Rescue Service led campaign by funding the production of road safety stickers alerting drivers to the dangers of the ‘fatal four’ road safety issues (not wearing seatbelts, mobile phone use, speeding and drink/drug driving). ESFRS are working with fleet companies to display these on 375 good vehicles in regular use on the County’s roads.
- This year the partnership has supported related initiatives sponsored by East Sussex Fire & Rescue Service, that set out to reduce the harm caused by road traffic collisions. The first, Biker Down, is an initiative targeted at raising awareness of how first response care should be administered to victims of motorcycle collisions, whilst the second has funded the purchase of resuscitation dummies, to support local first aid education sessions in schools and colleges.

3.8. A summary of the annual income and expenditure for Lewes District’s Partnership budget is set out in appendix 1. Over 90% of the allocated funds have been spent and an identified pipeline of projects is in place to utilise the remaining budget before year-end. Where possible advantage has been taken to draw on match funding to optimise the impact of the funding provided.

**4. Consultation.**

4.1. An ongoing process of engagement is in place to help assess and evaluate the success of projects and other measures supported by the Partnership. Over the past year this has involved key operational representatives, including those from Sussex Police, East Sussex Fire & Rescue Authority and the Safer East Sussex team. They met regularly to consider the implications of issues raised by the Lewes Joint Action Group, analyse crime trends, and respond to emerging risks.

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

5.1. The objectives of the E&LCSP continue to be in line with those set out in the Council’s Corporate Plan, which commit to delivering resilient, healthy, and engaged communities, through employing strategies that reduce the incidence and fear of crime, tackle anti-social behaviour and work to minimise re-offending.

Measures taken to reduce environmental crime and improve road safety raise the quality of the local area for all local residents, visitors and businesses.

## **6. Business case.**

- 6.1. The annual CSP plan sets out the approach that the Council, along with other partners, will take to reduce crime and disorder, anti-social behaviour, and re-offending across their local area. The current plan identifies six clear priorities, agreed with partners, that will help address local issues. The next plan is due to be signed off by the Partnership in early Spring 2023.

## **7. Financial appraisal.**

- 7.1. There are no direct financial implications for the Council arising from the recommendations set out in this report. However, a summary of the current income and expenditure account, managed by the Council on behalf of the CSP is provided in Appendix 1. *Head of Financial Planning consulted 23/02/2023.*

## **8. Legal implications.**

- 8.1. This report sets out how the Council has complied, and will continue to comply, with its duties under section 6 of the Crime and Disorder Act 1998 and the Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007. *Lawyer consulted: 22/02/23 - Legal ref: 011848-LDC-OD.*

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

- 9.1. The annual Community Safety Plan incorporates a review of high level risks associated with the delivery of CSP activities. These include risks relating to, maintaining adherence to the statutory duties set out in the Crime & Disorder Act 1998, partner attendance, and funding. It also looks at how current issues, such as the cost of living crisis, might impact crime trends. The risk review provides an assessment of the likelihood, impact and severity of each risk and assigns ratings accordingly, alongside accompanying mitigations.

## **10. Equality analysis.**

- 10.1. This report provides an update on progress in meeting the objectives set out in the current Community Safety Plan and as such does not contain any proposals or specific recommendations. As such there are no direct impacts on the public or employees, so no Equality and Fairness Analysis is associated with this report.

## **11. Environmental impact analysis.**

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

## **12. Appendices.**

- 12.1. Appendix 1 – Lewes CSP Income & Expenditure 2022/23.

**13. Background papers.**

13.1. The following background papers is associated with this report:

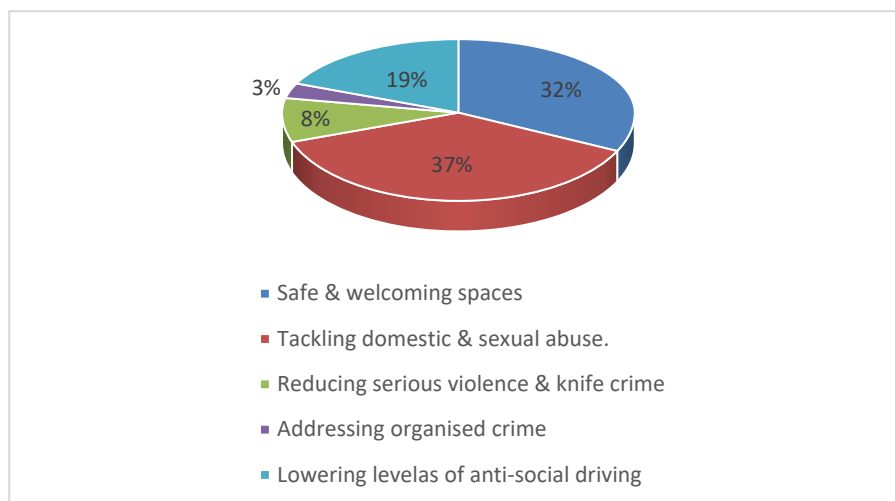
- Eastbourne & Lewes Community Safety Plan 2022/23.

## Appendix 1 – Lewes Community Safety Partnership – Income & Expenditure 2022/23

### Spend by project

Income	£ Amount
2022/23 Grant - Police & Crime Commissioner	£34,829.03
Other income - Accruals / refunds 2021/22	£3,454.63
<b>Income - Total</b>	<b>£38,283.66</b>
Project / funded programme	£ Paid / requisitioned
Nurture proj. supporting victims of DA / sexual abuse - Unity	£5,320.00
Play area refurbishment - Barcombe Parish Council	£5,000.00
C7 all route survey - The Safer C7 Project	£5,000.00
DHR - ESCC	£3,000.00
Engage Peacehaven - Engage Sussex	£2,000.00
DA support scheme - Change Grow Live	£2,000.00
Active Fishing - ESCC Youth Serv.	£1,950.00
Youth skills workshops - ESCC Youth Serv./ N-Gage/CRE8	£1,900.00
Active Minds - ESCC Youth Serv.	£1,855.00
Ringmer Youth Club - part 1 payment - Ringmer Youth Partnership	£1,700.00
Op Pictogram - ESFRS	£1,500.00
Fraud / cost of living ads - Seahaven FM	£978.75
Community Litter Picking kits - Environment Fist	£930.00
Bike marking - Cycle Lewes	£864.40
Bike marking - Cycle Havens	£588.00
Resuscitation manakins - ESFRS	£407.03
<b>Expenditure - Total</b>	<b>£34,993.18</b>
<b>Balance (Credit)</b>	<b>(£3,290.48)</b>

### Spend by priority





Lewes District Council

**March 2023**

## **FORWARD PLAN OF DECISIONS**

Period covered by this Plan:

**1 March to 30 June 2023**

Date of publication:

**22 February 2023**

### **Membership of Cabinet:**

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

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

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

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

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

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

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

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

**Councillor Ruth O'Keeffe:** Cabinet member for tourism and devolution

Please see the explanatory note appended to this Plan for further information and details of how to make representations and otherwise contact the Council on matters listed in the Plan. Documents referred to will be available at least 5 clear working days before the date for decision.

## Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Finance update - performance quarter 3 - 2022-2023</b></p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 3 2022/2023 and explain the impact on the current financial position</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	23 Mar 2023	Open	Audit and Standards Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer - Corporate Finance <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>,</p> <p>Mark Walker, Head of Financial Planning <a href="mailto:mark.walker@lewes-eastbourne.gov.uk">mark.walker@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Eastbourne &amp; Lewes Community Safety Partnership – Annual Report (Lewes)</b></p> <p>To enable Cabinet to consider the 2022/23 performance of the Eastbourne &amp; Lewes Community Safety Partnership (E&amp;LCSP).</p> <p>(Lead Cabinet member: Councillor Johnny Denis)</p>	All Wards	Non-Key	Cabinet	23 Mar 2023	Open	<p>An ongoing process of engagement is in place to help assess and evaluate the success of projects and other measures supported by the Partnership.</p> <p>Policy and Performance Advisory Committee to receive report if requested.</p>	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Oliver Jones, Strategy and Partnership Lead Tel: 01323 415464 <a href="mailto:Oliver.Jones@lewes-eastbourne.gov.uk">Oliver.Jones@lewes-eastbourne.gov.uk</a></p>

## Forthcoming decisions

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>LGA Peer Challenge</b></p> <p>Feedback from LGA peer challenge undertaken September 2022 with action plan to respond to recommendations.</p> <p>(Lead Cabinet member: TBC)</p>	All Wards	Non-Key	Cabinet	15 Jun 2023	Open	Policy and Performance Advisory Committee (if requested)	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049</p> <p><a href="mailto:jo.harper@lewes-eastbourne.gov.uk">jo.harper@lewes-eastbourne.gov.uk</a></p>



## **Explanatory Note**

The Council is required to publish information about all key decisions at least 28 days in advance of the decision being taken.

This plan is a list of the decisions likely to be taken over the coming four months. The list is not exhaustive as not all decisions are known that far in advance. The Plan is updated and re-published monthly.

The forward plan shows details of key decisions intended to be taken by the Cabinet and Chief Officers under their delegated powers.

The plan shows:-

- the subject of the decisions
- what wards are affected
- the decision type
- who will make the decision
- when those decisions will be made
- expected exemption class (open, part exempt or fully exempt.)
- what the consultation arrangements are
- what documents relating to those decisions will be available
- who you can contact about the decision and how to obtain copies of those documents referred to in the plan

## What is a key decision?

"Key decisions" relate to a decision, which is likely:-

(1) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or

(2) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Council's area.

## What is budget and policy framework?

When a decision is marked as "budget and policy framework", it requires the approval of Full Council.

## Confidential and exempt information

From time to time, the forward plan will indicate matters (or part thereof) which may need to be considered in private, during which time the press and public will be excluded. This is in accordance with the provisions of Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Any representations that such matters should not be considered in private should be sent to the contact officer.

Information given to the Council by a Government Department on terms which forbid its disclosure to the public, information which cannot be publicly disclosed by a Court Order and information, the disclosure of which is prohibited by an enactment are all legally defined as “Confidential Information” and must not be disclosed. All other local authority information which it is desired should not be disclosed has to be categorised under one or more of the following “Exempt Information” reasons (as given under Schedule 12A of the Local Government Act 1972) and subject to the public interest test.

Category	Condition No.
1. Information relating to any individual.	See conditions 9 and 10 below.
2. Information which is likely to reveal the identity of an individual.	See conditions 9 and 10 below.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).	See conditions 8, 9, 10 and 12 below.
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.	See conditions 9, 10, 11 and 12 below.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	See conditions 9 and 10 below.
6. Information which reveals that the authority proposes—  (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or  (b) to make an order or direction under any enactment.	See conditions 9, 10 and 12 below.

Category	Condition No.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.	See conditions 9 and 10 below.

Conditions
<p>8. Information is not exempt information if it is required to be registered under:</p> <ul style="list-style-type: none"> <li>(a) the Companies Acts (as defined in section 2 of the Companies Act 2006);</li> <li>(b) the Friendly Societies Act 1974;</li> <li>(c) the Friendly Societies Act 1992;</li> <li>(d) the Industrial and Provident Societies Acts 1965 to 1978;</li> <li>(e) the Building Societies Act 1986; or</li> <li>(f) the Charities Act 1993.</li> </ul> <p>“Financial or business affairs” includes contemplated as well as past or current activities.</p>
<p>9. Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.</p>
<p>10. Information which:</p> <ul style="list-style-type: none"> <li>(a) falls within any of paragraphs 1 to 7 above; and</li> <li>(b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,</li> </ul> <p>is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>
<p>11. “Labour relations matter” means:</p> <ul style="list-style-type: none"> <li>(a) any of the matters specified in paragraphs (a) to (g) of section 218(1) of the Trade Union and Labour Relations (Consolidation) Act 1992 (matters which may be the subject of a trade dispute, within the meaning of that Act); or</li> <li>(b) any dispute about a matter falling within paragraph (a) above;</li> </ul> <p>and for the purposes of this definition the enactments mentioned in paragraph (a) above, with the necessary modifications, shall apply in relation to office-holders under the authority as they apply in relation to employees of the authority;</p> <p>“Office-holder”, in relation to the authority, means the holder of any paid office appointments to which are or may be made or confirmed by</p>

the authority or by any joint board on which the authority is represented or by any person who holds any such office or is an employee of the authority.

“Employee” means a person employed under a contract of service.

12. "The authority" is a reference to the council or a committee or sub-committee of the council or a joint committee of more than one council.

## Further information

The plan is available to view on our [Council website: http://www.lewes-eastbourne.gov.uk/councillors-committees-and-meetings/cabinet-and-committees/](http://www.lewes-eastbourne.gov.uk/councillors-committees-and-meetings/cabinet-and-committees/)

If you have any questions about the Forward Plan please contact Simon Russell, Head of Democratic Services, on (01323) 415021, or e-mail [simon.russell@lewes-eastbourne.gov.uk](mailto:simon.russell@lewes-eastbourne.gov.uk).

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## Policy and Performance Advisory Committee Work Programme 2022/2023

Subject	Lead Officer	Date of meeting
Housing development update	Leighton Rowe, Development Project Manager <a href="mailto:Leighton.rowe@lewes-eastbourne.gov.uk">Leighton.rowe@lewes-eastbourne.gov.uk</a>	31 May 2022
Waste and recycling services - fleet	Sean Towey, Head of Environment First <a href="mailto:sean.towey@lewes-eastbourne.gov.uk">sean.towey@lewes-eastbourne.gov.uk</a> & Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383 <a href="mailto:Jane.Goodall@lewes-eastbourne.gov.uk">Jane.Goodall@lewes-eastbourne.gov.uk</a>	31 May 2022
Portfolio progress and performance report quarter 4 - 2021-2022	Luke Dreeling, Performance Lead <a href="mailto:luke.dreeling@lewes-eastbourne.gov.uk">luke.dreeling@lewes-eastbourne.gov.uk</a>	29 June 2022
Provisional Revenue and Capital Outturn 2021/22	Homira Javadi, Chief Finance Officer, <a href="mailto:Homira.javadi@lewes-eastbourne.gov.uk">Homira.javadi@lewes-eastbourne.gov.uk</a> & Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>	29 June 2022
Treasury Management Annual Report 2021/22	Homira Javadi, Chief Finance Officer, <a href="mailto:Homira.javadi@lewes-eastbourne.gov.uk">Homira.javadi@lewes-eastbourne.gov.uk</a> & Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>	29 June 2022
Recommendations for Community Infrastructure Levy Spending	Emma Kemp, Senior Planning Policy Officer <a href="mailto:emma.kemp@lewes-eastbourne.gov.uk">emma.kemp@lewes-eastbourne.gov.uk</a>	29 June 2022
Methodology for collecting monitoring fees in connection with the compliance with S106 Legal Agreements	Leigh Palmer, Head of Planning First <a href="mailto:leigh.palmer@lewes-eastbourne.gov.uk">leigh.palmer@lewes-eastbourne.gov.uk</a>	29 June 2022

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Reimagining Newhaven - Project Update	Nathan Haffenden, Head of Commercial Business Development <a href="mailto:nathan.haffenden@lewes-eastbourne.gov.uk">nathan.haffenden@lewes-eastbourne.gov.uk</a>	29 June 2022
Cost of Living Crisis	Jo Harper Head of Business Planning and Performance	29 June 2022
Revised Planning Pre-Application Charging Schedule	Leigh Palmer, Head of Planning <a href="mailto:leigh.palmer@lewes-eastbourne.gov.uk">leigh.palmer@lewes-eastbourne.gov.uk</a>	29 June 2022
Portfolio progress and performance report quarter 1 - 2022-2023	Luke Dreeling, Performance Lead <a href="mailto:luke.dreeling@lewes-eastbourne.gov.uk">luke.dreeling@lewes-eastbourne.gov.uk</a>	14 September 2022
Finance update - performance quarter 1 - 2022-2023	Homira Javadi, Chief Finance Officer, <a href="mailto:Homira.javadi@lewes-eastbourne.gov.uk">Homira.javadi@lewes-eastbourne.gov.uk</a> & Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a> , Sian Hedger, Interim Deputy Chief Finance Officer <a href="mailto:sian.hedger@lewes-eastbourne.gov.uk">sian.hedger@lewes-eastbourne.gov.uk</a>	14 September 2022
Lewes District Council Cost of Living Emergency Fund	Bill McCafferty, Lead for Income Maximisation and Welfare <a href="mailto:bill.mccafferty@lewes-eastbourne.gov.uk">bill.mccafferty@lewes-eastbourne.gov.uk</a>	14 September 2022
Housing development update (part exempt)	Nathan Haffenden, Head of Commercial Business Development <a href="mailto:nathan.haffenden@lewes-eastbourne.gov.uk">nathan.haffenden@lewes-eastbourne.gov.uk</a>	14 September 2022
To scrutinise the issue of wastewater discharge into local rivers and seas	Tim Whelan, Director of Service Delivery <a href="mailto:tim.whelan@lewes-eastbourne.gov.uk">tim.whelan@lewes-eastbourne.gov.uk</a>	3 November 2022



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Corporate Assets Update	Nathan Haffenden, Head of Commercial Business Development <a href="mailto:nathan.heffenden@lewes-eastbourne.gov.uk">nathan.heffenden@lewes-eastbourne.gov.uk</a>	3 November 2022
Elections Act 2022	Tracey Pannett, Head of Elections <a href="mailto:Tracey.Pannett@lewes-eastbourne.gov.uk">Tracey.Pannett@lewes-eastbourne.gov.uk</a>	3 November 2022
Medium term financial strategy	Ola Owolabi, Deputy Chief Finance Officer - Corporate Finance <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>	3 November 2022
Climate Change and Sustainability Strategy - Annual update 2022	Kate Richardson, Strategy and Partnership Lead for Sustainability <a href="mailto:kate.richardson@lewes-eastbourne.gov.uk">kate.richardson@lewes-eastbourne.gov.uk</a>	3 November 2022
Housing development update	Nathan Haffenden, Head of Commercial Business Development <a href="mailto:nathan.haffenden@lewes-eastbourne.gov.uk">nathan.haffenden@lewes-eastbourne.gov.uk</a>	3 November 2022
Cost of Living Crisis Fund Update	Seanne Sweeney, Strategy and Commissioning Lead for Community and Partnerships <a href="mailto:seanne.sweeney@lewes-eastbourne.gov.uk">seanne.sweeney@lewes-eastbourne.gov.uk</a>	1 December 2022
Local council tax reduction scheme	Bill McCafferty, Lead for Income Maximisation and Welfare <a href="mailto:bill.mccafferty@lewes-eastbourne.gov.uk">bill.mccafferty@lewes-eastbourne.gov.uk</a>	1 December 2022
Council tax base and non-domestic rate income for 2023/24	Homira Javadi, Chief Finance Officer, <a href="mailto:Homira.javadi@lewes-eastbourne.gov.uk">Homira.javadi@lewes-eastbourne.gov.uk</a> & Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>	1 December 2022
Finance update - performance quarter 2 - 2022-2023	Homira Javadi, Chief Finance Officer, <a href="mailto:Homira.javadi@lewes-eastbourne.gov.uk">Homira.javadi@lewes-eastbourne.gov.uk</a> & Ola Owolabi,	1 December 2022

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	Deputy Chief Finance Officer (Corporate Finance) ola.owolabi@lewes-eastbourne.gov.uk	
Portfolio progress and performance report quarter 2 - 2022-2023	Luke Dreeling, Performance Lead luke.dreeling@lewes-eastbourne.gov.uk	1 December 2022
Local Development Scheme	Nadeem Din, Planning Policy - Lead nadeem.din@leweseastbourne.gov.uk	1 December 2022
Natural Flood Management within the Ouse and Eastern Adur catchment	Nathan Haffenden, Head of Commercial Business Development nathan.haffenden@lewes-eastbourne.gov.uk	1 December 2022
Portfolio progress and performance report quarter 3 - 2022-2023	Luke Dreeling, Performance Lead luke.dreeling@lewes-eastbourne.gov.uk	26 January 2023
Referral from the Local Government and Social Care Ombudsman	Nick Peeters, Committee Officer nick.peeters@lewes-eastbourne.gov.uk	26 January 2023
Report of the Scrutiny Emergency Climate Change Panel	Elaine Roberts elaine.roberts@lewes-eastbourne.gov.uk, Committee Officer,	26 January 2023
General Fund Revenue Budget 2023/24, Capital Programme (including Fees and Charges)	Ola Owolabi, Deputy Chief Finance Officer - Corporate Finance ola.owolabi@lewes-eastbourne.gov.uk, Mark Walker, Head of Financial Planning mark.walker@lewes-eastbourne.gov.uk	26 January 2023
Treasury Management and Prudential Indicators 2022/23, Capital Strategy & Investment Strategy	Ola Owolabi, Deputy Chief Finance Officer - Corporate Finance ola.owolabi@lewes-eastbourne.gov.uk	26 January 2023
Housing revenue account budget 2023/24	Ola Owolabi, Deputy Chief Finance Officer - Corporate Finance ola.owolabi@lewes-eastbourne.gov.uk,	26 January 2023

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	Mark Walker, Head of Financial Planning mark.walker@lewes-eastbourne.gov.uk	
Reimagining Newhaven Programme – Project Update	Nathan Haffenden, Head of Commercial Business Development nathan.haffenden@lewes-eastbourne.gov.uk	26 January 2023
Purchase of land at Lewes Brooks	Jane Goodall, Strategy and Partnership Lead, Quality Environment Jane.Goodall@lewes-eastbourne.gov.uk	26 January 2023
Finance update – Performance Quarter 3 2022/23	Homira Javadi, Director of Finance & Performance, Homira.javadi@lewes-eastbourne.gov.uk	16 March 2023
Eastbourne and Lewes Community Safety Partnership - Annual Report (Lewes)	Oliver Jones, Strategy and Partnership Lead, Oliver.Jones@lewes-eastbourne.gov.uk	16 March 2023
Progress of Southern Water Working Group/Panel	Nick Peeters, Committee Officer nick.peeters@lewes-eastbourne.gov.uk	16 March 2023

### Standing Items at all meetings of the Committee

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

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