



GOVERNANCE COMMITTEE

TUESDAY, 11 NOVEMBER 2025

10.30 AM, OR AT THE CONCLUSION OF CABINET, WHICHEVER IS LATER, IN THE COUNCIL CHAMBER, AT COUNTY HALL, LEWES

MEMBERSHIP - Councillor Keith Glazier, OBE (Chair), Nick Bennett, Bob Bowdler, Chris Collier, Johnny Denis and David Tutt

A G E N D A

1. Minutes of the meeting held on 21 October 2025 (*Pages 3 - 4*)
2. Apologies for absence
3. Disclosures of interests
Disclosures by all members present of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.
4. Urgent items
Notification of items which the Chair considers to be urgent and proposes to take at the appropriate part of the agenda. Any members who wish to raise urgent items are asked, wherever possible, to notify the Chair before the start of the meeting. In so doing, they must state the special circumstances which they consider justify the matter being considered urgent.
5. Appointment of Returning Officer for Mayoral Combined County Authority (MCCA) election (*Pages 5 - 6*)
Report by the Deputy Chief Executive
6. Members' Allowance Scheme (*Pages 7 - 8*)
Report by the Deputy Chief Executive
7. Member Training and Development Annual report (*Pages 9 - 32*)
Report by the Deputy Chief Executive
8. Amendment to the Constitution - Speaking to the Planning Committee (*Pages 33 - 40*)
Report by the Deputy Chief Executive
9. Any other items previously notified under agenda item 4

PHILIP BAKER
Deputy Chief Executive
County Hall, St Anne's Crescent
LEWES BN7 1UE

3 November 2025

Contact Hannah Matthews, Member Services Manager
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MINUTES of a meeting of the Governance Committee held at Council Chamber, County Hall, Lewes on 21 October 2025.

PRESENT: Councillors Keith Glazier, OBE (Chair), Nick Bennett, Bob Bowdler, Chris Collier, Johnny Denis and David Tutt

ALSO PRESENT: Councillors Cross, Hilton, Maples and Scott

26. MINUTES OF THE MEETING HELD ON 24 SEPTEMBER 2025

26.1 RESOLVED – that the minutes of the previous meeting of the Committee held on 24 September 2025 be confirmed and signed as a correct record.

27. REPORTS

27.1 Copies of the reports referred to below are included in the minute book

28. AMENDMENT TO THE CONSTITUTION - BUDGET SETTING MEETING

28.1 The Committee considered a report by the Deputy Chief Executive regarding proposed amendments to the Constitution to the process for presenting Budget Amendments to Full Council.

28.2 Councillor Tutt proposed recommendation 3 set out below, this was seconded.

28.3 The Committee RESOLVED to recommend the County Council to:

1) agree the proposed process for presenting Budget Amendments to Full Council as set out in paragraph 2.6 of the report;

2) agree the proposed amendments to the Constitution as set out in Appendix 1 of the report;

3) agree that this process only applies when Cabinet makes no changes to its budget recommendations prior to Full Council consideration, and

4) to update the Constitution accordingly.

29. SCRUTINY CALL-IN PROCESS

29.1 The Committee considered a report by the Deputy Chief Executive regarding the call-in process for any future scrutiny call-in requests.

29.2 Councillor Tutt proposed a change to the call-in period from 4 days to 5, this was seconded.

29.3 The Committee RESOLVED to:

- 1) agree the call-in request checklist as set out in Appendix 2 of the report; and
- 2) recommend the County Council to:
 - i. agree a change to the call-in period from 4 days to 5 days; and
 - ii. agree that the constitution be amended accordingly.

30. CUSTOMER EXPERIENCE ANNUAL REPORT

30.1 The Committee considered a report by the Director of Communities, Economy and Transport regarding the Customer Experience Annual Report.

30.2 The Committee RESOLVED to agree to:

- 1) note the progress of the Customer Experience Board in the implementation of a series of measures to improve customer experience;
- 2) note the Customer Experience Board's ongoing focus on using the Customer Contact Dashboard to improve service delivery, reduce costs, and support channel shift;
- 3) agree the new ESCC Complaints Policy with an implementation date of 1 January 2026, in order to be compliant when the new Complaint Handling Code is applied to the Local Government & Social Care Ombudsman processes in April 2026;
- 4) recommend that the County Council amend the Terms of Reference of the Governance Committee to include within them the Governance Committee undertaking the role of "Member Responsible for Complaints" to comply to the Local Government & Social Care Ombudsman's Complaint Handling Code;
- 5) note the number and nature of complaints made to the Council in 2024/25; and
- 6) note the contents of the Local Government & Social Care Ombudsman's annual letter to the Chief Executive.

Report to:	Governance Committee
Date of meeting:	11 November 2025
By:	Deputy Chief Executive
Title:	Appointment of Returning Officer for Mayoral Combined County Authority (MCCA) election
Purpose:	To appoint a returning officer for the MCCA election due to be held in May 2026.

RECOMMENDATION:

Governance Committee is recommended to recommend to County Council to appoint the Chief Executive of Brighton and Hove City Council as the Returning Officer for the Mayoral election for the Sussex and Brighton Combined County Authority.

1. Introduction

1.1 This paper recommends that the Chief Executive of Brighton & Hove City Council (BHCC) be formally appointed as the Combined County Authority Returning Officer (CCARO) for the Mayoral Combined County Authority (MCCA) elections scheduled for May 2026. It sets out the legislative background, governance context, and rationale for the proposed appointment.

2. Background to the MCCA

2.1 The MCCA is being established as part of the Government's devolution agenda, with the Sussex region comprising East Sussex County Council (ESCC), West Sussex County Council (WSCC), and BHCC working collaboratively to form the new authority. The MCCA will assume strategic responsibilities across transport, housing, economic development, and public service reform.

2.2 Legislation to formally create the MCCA is expected to be passed in early 2026, with the first mayoral election scheduled for May 2026.

3. Legislative Framework for Returning Officer Appointment

3.1 The Combined Authorities (Mayoral Elections) Order 2017 (the Order) require that an officer be appointed as the CCARO responsible for the effectual conduct of the election in the manner provided by the Order.

3.2 Under the Order all expenditure properly incurred by a Returning Officer prior to the formal establishment of the CCA must be paid by the constituent councils. Once the CCA is established, it must reimburse those councils.

3.3 The CCARO is personally responsible for a number of specific aspects of the combined county authority mayoral election including:

- giving notice of the election
- the nomination procedures
- encouraging participation
- ensuring that candidates and their agents comply with the requirements as to the content of candidate election addresses, and with the procedures for submitting them

- producing and distributing the booklet containing the candidates' election addresses to every voter
- the collation of local totals and calculation of the result
- the declaration of the result

3.4 Provisions in the 2017 order set out that the CCARO must be an officer of a constituent council or the CCA and that the appointment of the CCARO must be made by the constituent councils or the CCA.

3.5 The Election Regulations permit the appointment by the Constituent Councils of a CCARO for the mayoral election ahead of the establishment of a combined county authority. It is proposed that the Chief Executive of BHCC be appointed to this role.

3.6 As the MCCA will not yet be legally constituted at the time the Returning Officer must be appointed, the responsibility falls to the constituent authorities.

4. Conclusion and reasons for recommendation

4.1 There is a requirement for the Constituent Authorities to appoint a CCARO and it is recommended that this be the Chief Executive of BHCC. BHCC has already taken a lead role in coordinating the preparations for the mayoral election, including oversight of the Election Spend & Reimbursement Policy and logistical planning. The BHCC electoral services team has delivered the Area Returning Officer responsibilities at the last two Sussex Police and Crime Commissioner elections, has extensive experience managing large-scale elections and is therefore well-equipped to handle the complexities of a regional mayoral election.

PHILIP BAKER

Deputy Chief Executive

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Report to:	Governance Committee
Date of meeting:	11 November 2025
By:	Deputy Chief Executive
Title:	Members' Allowance Scheme
Purpose:	To consider the proposals regarding the review of the Scheme of Member allowances.

RECOMMENDATIONS:

The Governance Committee is recommended to recommend to the County Council:

- 1) to agree to postpone the full review of the Member Scheme of Allowances scheduled for 2026, with a view to the process commencing in 2027 ahead of implementation for Vesting Day in 2028. However, should Government not proceed with Local Government Reorganisation (LGR), to agree that a review be carried out and reported to Council in the autumn of 2026; and**
 - 2) Note that the review of the annual adjustment mechanism will take place.**
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1. Background

1.1 East Sussex County Council operates a Members' Allowance Scheme, which outlines the types of remuneration and support available to elected Members for their responsibilities and duties. The scheme includes payments for basic allowances, special responsibilities, and covers travel, subsistence, and other expenses related to official Council business. These allowances are set to compensate Members for time spent and obligations carried out during their roles as representatives of the County Council.

1.2 In March 2013, the Council agreed that the Scheme would be reviewed every four years. The most recent full review took place in March 2022, and so the next review is scheduled for 2026.

1.3 It is a requirement under the Regulations that the Council appoints an Independent Remuneration Panel to review the Member Scheme of Allowances and make recommendations to the Council on Councillor allowances.

1.4 Set out in the Scheme is a mechanism which allows for annual adjustments to the scheme in between the full scheme reviews. For the past four years, annual increases in basic and special responsibility allowances have been indexed to the percentage increase in the salaries of managers on locally negotiated pay. This ensures that annual adjustments reflect the pay awards issued to LMG managers. It is a legal requirement that this adjustment mechanism is reviewed every four years.

2. Supporting information

2.1 As members will be aware, the Council has submitted a proposal for Local Government Reorganisation (LGR) to Government, the outcome of which is not known at this stage, and we expect the Government to make a decision in March 2026. If approved, LGR will result in a unitary council and will lead to potentially significant changes to the roles

and functions of Members, which it is anticipated will impact on the Members Scheme of Allowances.

2.2 The process for conducting a full review of the Member Scheme of Allowances for implementation in April 2026 is detailed and would require starting in December 2025. The review would also involve incurring cost.

3. Conclusion and reasons for recommendations

3.1 Bearing in mind the current proposal for LGR, which if agreed would have a potentially significant impact on the role of members and would include a review of members allowances as part of the process, it is proposed that the review currently scheduled for 2026 be postponed with view to the process starting in 2027 ahead of implementation for vesting day in 2028. Should however Government decide not to proceed with LGR then a review will be carried out and reported to Council in the autumn 2026.

3.2 In the meantime the annual adjustment mechanism will be reviewed in line with the legal requirements.

PHILIP BAKER

Deputy Chief Executive

Contact Officer: Hannah Matthews

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Committee:	Governance Committee
Title:	Member Training and Development Annual report
Date:	11 November 2025
By:	Deputy Chief Executive
Purpose of report:	To provide an update on the training and development activities offered to Members.

RECOMMENDATION:

The Governance Committee is recommended to consider and comment on the programme of training and development activities offered to Members.

1. Background

1.1 This report provides the Governance Committee with oversight of Member training and development activities and offers the opportunity to comment on the programme.

1.2 Helping to ensure that Members have the skills and information needed to undertake their roles is a key element of corporate governance. Member Services is responsible for devising and maintaining a programme of Member training and development activities in response to Member needs and requests. The programme is developed having regard to current and forthcoming policy issues and with input from Members. Members' views are gathered via a survey circulated to all Members, and through requests made by Members on an individual basis or through their Committees.

1.3 Courses delivered to Members cover a wide range of topics. For example, courses have been delivered on support with practical matters such as Getting the most out of Microsoft Outlook, topic specific briefings such as Managing Verges, and committee focused courses such as Planning and Regulatory Committees refresher training.

1.4 Particular focus has been placed on ensuring that the Scrutiny Committees are equipped to be able to undertake their role. With that in mind scrutiny support officers have liaised with the Member Services team to promote the topic briefings in the wider Member training programme to the relevant scrutiny committee members via work programmes and other communication. Examples of this are recent sessions on highways innovation, food waste, education and prevention in adult social care which are of particular value to members of Place and People Scrutiny Committees to provide broader context for their scrutiny role. These are in addition to scrutiny-specific development work such as recent workshops on the health scrutiny role and Place and People Scrutiny awaydays which included sessions on best use of pre-meetings.

1.5 A summary of the training sessions delivered over the last 12 months as part of the ongoing programme is provided at Appendix 1. The current version of the training programme is provided at Appendix 2.

1.6 In addition to these training sessions, the Council hosts Whole Council Forum's in relation to key issues such as Local Government Reorganisation, Devolution, Reconciling Policy, Performance and Resources (RPPR), and the Fair Funding Review consultation.

2. Supporting Information

2.1 The majority of training courses are delivered remotely via Microsoft Teams. This method of delivery makes it easier for Members to attend, is more time efficient and helps

reduce travel across the county. Whilst most courses are delivered via remote means, where appropriate some courses have been delivered in person (for example, where the training relates to the specific functions of a committee and the training can take place before a meeting).

2.2 It should also be noted that for those courses delivered remotely, a recording of the session together with the slides used in the session is made available on the Councillors' Area of the intranet. This enables Members who could not attend the session to still benefit from the course and other Members who did attend, to refresh their memory and review the slides when convenient.

2.3 To further enhance the training opportunities available to Members, a list of external training sessions delivered by the Local Government Association, South-East Employers and other external bodies is updated regularly and is available to Members via the intranet and the Members' Room. The current version of the external training programme is attached at Appendix 3.

3. Conclusion and recommendations

3.1 The Council has a comprehensive programme of training and information activities offered to Members. The Governance Committee is recommended to consider and comment on the training opportunities offered to Members including where the Committee considers there are any gaps or unmet needs.

PHILIP BAKER
Deputy Chief Executive

Contact Officer: Hannah Matthews
Tel. 01273 335138

Member Training and Development

Date	Session	Attendance
01/10/24	Corporate Parenting Panel: The Council as the parent of Looked After Children	11
06/11/24	An Introduction to Asset Based Community Development	22
26/11/24	Public Health and Housing	11
05/12/24	Climate Change Update and Q&A	8
14/01/25	Members' Session on the Council's Property Assets	15
10/03/25	Life Transitions Service	9
02/05/25	Early Help and Children's Social Care	9
13/05/25	Equality Impact Assessment session for Elected Members	10
09/05/25	Getting the most out of Microsoft Outlook Workshop	1
12/06/25	Members Highways Briefing	13
26/06/25	Managing Verges	8
04/07/25	East Sussex Housing Partnership Strategy	11
10/07/25	Climate Change update	11
16/07/25	Road Safety	13
22/07/25	Archaeology	8
05/08/25	Funding Reform	17
04/09/25	Adult Social Care Prevention Strategy: A wellbeing approach	11
09/09/25	Planning and Regulatory Committees – Refresher Training	6
15/09/25	Overview of Education	17
29/09/25	Food Waste	13
29/09/25	Place Scrutiny awayday – session on use of pre-meetings to develop questioning strategy	11
30/09/25	Fit for Future: 10 Year Health Plan for England	12
03/10/25	Substance Misuse including the Alcohol Strategy	10
20/10/25	People Scrutiny awayday – session on use of pre-meetings to develop questioning strategy	5
22/10/25	Health Scrutiny – role, approaches and tools – joint training with WSCC and BHCC HOSCs (date option 1)	3
7/11/25	Health Scrutiny – role, approaches and tools – joint training with WSCC and BHCC HOSCs (date option 2)	- TBC

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Member Training Programme: November – December 2025

Date, Time and Venue	Activity / content	Target audience	Lead Officer(s)
<p>Wednesday 19 November</p> <p>2.00pm - 3.00pm</p> <p>Microsoft Teams</p>	<p>SEND and Mainstream Home to School Transport</p> <p>This training session is designed to provide Councillors with a thorough and practical understanding of the policies, financial challenges, and day-to-day operational processes involved in delivering Home to School Transport (HTST) services. It places emphasis on the complexities of transport provision for children and young people with special educational needs and disabilities (SEND), who often require tailored arrangements and additional support. The session will explore how eligibility is determined, how applications and appeals are managed, and how services are commissioned and monitored. It will also highlight the financial pressures facing the service, including recent overspends and the strategies being implemented to reduce costs while maintaining safe and equitable access to education.</p> <p>Key Topics Covered:</p> <ol style="list-style-type: none"> 1. HTST Budget and Forecast. 2. Eligibility Criteria 3. Applications and Appeals 4. Commissioning 5. Cost Avoidance Strategies 	<p>All Members</p>	<p>Louise Carter and Gilly Laughlin</p>

<p>Wednesday 26 November</p> <p>3:00pm – 4:00pm</p> <p>Microsoft Teams</p>	<p>Mental Health and Emotional Wellbeing</p> <p>Children’s Services works with many partners in both the county council and with external organisations, particularly the NHS commissioners and providers, schools, and colleges; and the independent voluntary sector to support children and young people’s mental health and emotional wellbeing (MHEW).</p> <p>This session will set out more information about the services delivered such as providing:</p> <ul style="list-style-type: none"> • information, advice, and guidance • working with schools to take a whole school (preventative) approach • providing Mental Health Support Teams in schools • encouraging children and families to participate in positive activities in their local communities • Child Adolescent Mental Health Services commissioned by NHS ICB. <p>Officers will also share some of the priority areas for improvement.</p>	<p>All Members</p>	<p>Louise Carter and Deborah Ennis</p>
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<p>Thursday 4 December</p> <p>11.30am - 12.30pm</p> <p>Microsoft Teams</p>	<p>Member briefing – Climate Change update</p> <p>All Members are invited to attend an upcoming Climate Change update. This session will be delivered remotely via Microsoft Teams.</p> <p>The update will cover:</p> <ul style="list-style-type: none"> • An update on the council's progress towards targets • The national policy landscape • Update on key areas of the council's work on net zero and the environment, including the Council's plans for: <ul style="list-style-type: none"> ○ increasing renewable energy and reducing fuel poverty, including its domestic retrofit strategy, Solar Together (the group-buying Solar PV scheme) and the winter home check service ○ decarbonising transport, e.g. with the on street EV charging infrastructure roll-out and other transport initiatives <p>and improving biodiversity and nature recovery</p>	<p>All Members</p>	<p>Ros Parker and Rupert Clubb</p>
<p>Page 6 of 15</p> <p>Tuesday 13 January</p> <p>12.00pm – 1.00pm</p>	<p>The Prevent Duty and 'Debate Not Hate'</p> <p><i>7 in 10 Councillors reported experiencing abuse or intimidation in the last year according to the LGA's 2025 'Debate Not Hate' survey.</i></p> <p>This session will provide an overview of Councillors' role in the Prevent Duty, focussing on ways to build community cohesion and resilience while protecting their own safety.</p> <p>Practical early intervention tools will include:</p> <ul style="list-style-type: none"> • Key issues for East Sussex. • Reporting of hate crimes and Prevent concerns. • Identifying dis/mis/mal information and what to do about it. <p>The session will be delivered by the Local Authority Prevent Lead and Safer Communities Manager.</p>	<p>All Members</p>	<p>Jodie Thomson and Justine Armstrong-Smith</p>

Available upon request	Social media training Bespoke 1-1/small group social media training sessions can be arranged with the ESCC Communications Team. Please contact Warwick Smith (Warwick.Smith@eastsussex.gov.uk) to discuss your requirements.	All Members	Warwick Smith
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Please contact Hannah Matthews if you have any queries:
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Member training opportunities

This table provides an overview of training opportunities available to Members both internally and from key external providers such as the Local Government Association (LGA), Centre for Governance and Scrutiny (CfGS) and South East Employers (SEE). It is not exhaustive and new opportunities will become available during the year, so please ask the Member Services team if you have a particular training need.

Members should discuss any specific training requests with their Group Leader and then forward requests to Hannah Matthews (Head of Member Services - 01273 335138). Consideration can then be given to group/individual training as appropriate. Dates and arrangements for face-to-face training/events may be subject to review.

Course (Provider)	Overview and dates	Target audience
Leadership skills		
<u>Leadership Academy</u> (LGA development programme)	Three modules: Personal Leadership; Political Leadership; and leadership of place. Three overnight stays in 2025 (Weekday or Weekend options in Coventry) -ask Member Services for full details. (Dates: <ul style="list-style-type: none"> 1 November – 2 November 2025 15 November – 16 November 2025 	Councillors in Leadership positions
<u>Finance</u> (LGA leadership essentials)	This two-day residential programme is designed to help Leaders and finance portfolio holders get to grips with the financial challenges facing their authority. The course discusses setting longer term strategies for sustainability as well as balancing the budget on an annual basis and how to work with officers to ensure that the Council is making. (Dates; 8 November – 9 November 2025; 4 December – 5 December 2025)	Leaders and finance portfolio holders

Course (Provider)	Overview and dates	Target audience
<u>Audit Committees</u> (LGA leadership essentials)	<p>Aimed at Audit Committee chairs, this programme will discuss how Audit Committees can be most effective. Drawing on the insights of regulators and practitioners it will provide space for participants to reflect on the way their Committee functions and how it can gain maximum assurance that the council is managing its services and finances effectively.</p> <p>(Dates; 13 December – 14 December 2025.)</p>	Audit Committee chairs
<u>Children's Services</u> (LGA Leadership Essentials)	<p>Lead Members for Children's Services are responsible for providing leadership to Children's Services in their area and hold a statutory role. This development event is funded as part of the sector led improvement programme and aims to support Lead Members with the key challenges they face in the changing policy landscape and to develop leadership capacity, share learning and provide a valuable networking opportunity. This programme is also for Chairs of Children's Services scrutiny committee.</p> <p>(Dates; 3 March – 4 March 2026)</p>	Lead Members and Chairs of Children's Services scrutiny committee
<u>Children's Services: Enhanced</u> (LGA Leadership Essentials Enhanced)	<p>An opportunity for those in political roles that lead, influence, and shape the agenda of Children's Services to come together and support you to drive and embed improvements in your Local Authorities. At this in-person event means you will have the chance to hear from and have reflective discussions and workshops with, expert speakers and peers from different local authorities.</p> <p>(Dates; 19 November – 20 November 2025)</p>	Lead Members for Children's Services
<u>Adult Social Care</u> (LGA leadership essentials)	<p>The programme will explore the role and responsibilities of local leaders within key current challenges, including adult social care funding and reform, assessment safeguarding, health and integration. The events are member led, interactive, and provide lots of opportunities for discussion, the sharing of practice and for making valuable contacts. The two days are delivered by LGA staff supported by high profile guest speakers from local government and partner agencies.</p> <p>(Dates; 6 November – 7 November. Sessions held in Coventry.)</p>	Lead Members for Adult Social Care
<u>Being an Effective Cabinet Member</u>	<p>The course examines the key aspects of being a successful cabinet member - from working with your director, working with other cabinet members, making effective</p>	New cabinet members; Experience cabinet

Course (Provider)	Overview and dates	Target audience
(LGA leadership essentials)	<p>decisions and managing your workload. The course is designed to produce a step change in the effectiveness of cabinet members. It is designed to support all different types of portfolio holders - and is not specific to a specific portfolio.</p> <p>(Dates; 27 November – 28 November 2025; 10 January – 11 January 2026 (Virtual); 5 February – 6 February 2026. Sessions held in Coventry)</p>	members wanting a 'refresh'; Cabinet deputies or assistants; Shadow cabinet members or assistants
<u>Fire and Rescue</u> (LGA leadership essentials)	<p>Fire Leadership Essentials to support Fire and Rescue Authority (FRA) members with their responsibilities. By the end of the course, delegates will have had the opportunity to:</p> <ul style="list-style-type: none"> • Develop a comprehensive understanding of the fire sector, including clarity on duties and responsibilities • Develop skills around leadership in fire and rescue authorities (FRAs). • Gain a thorough understanding of scrutiny and governance in FRAs and practical skills to apply that understanding. • Improve knowledge of the key strategic issues facing the sector, including fire reform, building safety, the fire inspections regime and issues around culture, inclusion and diversity in the fire sector and climate change. • Share ideas and network with leading members from a variety of FRAs. <p><i>Awaiting the release of further dates.</i></p>	Fire Authority Members
<u>Planning Leadership Essentials: Leading the Local Plan</u> (LGA)	<p>What to Expect:</p> <ul style="list-style-type: none"> • Actionable Strategies: Discover what these changes mean for your council's plan-making and decision-making. • Placemaking Mastery: Learn how to become a champion of placemaking and transform your community. <p>(Dates; 22 November – 23 November 2025)</p>	Council Leaders, Planning Leads and Chairs of Planning committee
<u>Good planning Committees and Planning Committee Chairs</u> (LGA Planning Leadership Essentials)	<p>The two-day course helps councillors who are chairs of planning committee understand the key characteristics of a good committee and develop their skills as a chair, as well as giving updates on new challenges and agendas in the planning process such as Biodiversity Net Gain, new performance regimes, housing numbers and delivery.</p>	Planning Committee Chairs and Vice-Chairs

Course (Provider)	Overview and dates	Target audience
	<p>The two-day residential course will be delivered in person, and this year we'll be trialling access to a short online warm-up session before the in-person session to all those who are attending.</p> <p>(Dates; 8 November – 9 November 2025, 20 November – 21 November 2025)</p>	
<p><u>Transformation</u> (LGA Leadership Essentials)</p>	<p>By attending this course you will have increased confidence in understanding what is meant by 'transformation' in local government; increased skills and capability to shape and lead transformation and explore topics such as:</p> <ul style="list-style-type: none"> • transformation at different levels and approaches to delivering them • different types of roles councillors play in supporting transformation in their council • skills and capabilities councillors need to successfully lead and steer transformation • different roles officers and councillors hold in this space • skills that councillors need to confidently promote, communicate and translate transformation activities into their communities • tools and techniques to scrutinise, challenge and champion transformation • the latest thinking around the role of councillors in delivering transformation programmes. <p>(Dates; 22 November – 23 November [venue tbc])</p>	All Members
<p><u>Local Government Reorganisation</u> (LGA Leadership Essentials)</p>	<p>The programme will offer a comprehensive introduction to Local Government Reorganisation (LGR), outlining key milestones and examining the various roles councillors will play in supporting its implementation within their councils. It will also consider the governance structures necessary for effective delivery.</p> <p>(Dates; 24 January – 25 January 2026 [Session to be held in Warwick]; 21 February – 22 February 2026 [Session to be held in Warwick]; 21 March – 22 March 2026 [Venue tbc])</p>	Leaders, Deputy Leaders, Portfolio holders/committee chairs
<p><u>Strategic Political Leadership</u> (South East Employers – SEE)</p>	<p>To provide cabinet members with the knowledge and skills to be an effective cabinet member.</p>	All Members

Course (Provider)	Overview and dates	Target audience
	<ul style="list-style-type: none"> • To provide cabinet Members with an oversight of effective cabinet working within the Strong Leader Model of local governance • To provide cabinet Members with an oversight of effective cabinet working within the Strong Leader Model of local governance • To explore the role of the cabinet in relation to the wider political management • Arrangements and the relationship with external partners and the community • To begin to develop and identify the cabinet member political leadership skills and to action plan future leadership development requirements <p>(Ask Member Services for full details)</p>	
<u>LGA Sustainability Masterclasses</u>	<p>Are you a councillor who has responsibility for delivering your council's ambitions for net zero, climate adaptation or biodiversity targets? Sign up for our Sustainability masterclass to learn how you can take meaningful action and become carbon literacy accredited, with plenty of opportunities for collaboration, discussion, and support. Each masterclass will provide participants with the opportunity to become carbon literacy accredited and offer a different perspective on sustainability to provide understanding into various methodologies and practical guidance to support replication and scaling of notable sustainability practices.</p> <p>(Dates: 3 December 2025 – 4 December 2025; 20 January 2026 – 21 January 2026; 3 February 2026 – 4 February 2026)</p>	All councillors, including Leaders, Deputy Leaders, Portfolio holders and scrutiny chairs
<u>Risk Management – Political Leadership Masterclass</u> (LGA Leadership Essentials)	<p>The Members' role in leading and managing the risks councils take. The Masterclass examines risk and risk management tools, reviews changes in risk behaviours in local government and focuses on how members can lead and manage risk effectively.</p> <p>(Dates: 6 November 2025. Sessions held in Coventry)</p>	Leader / Lead Members and Scrutiny and Audit chairs
<u>Effective Opposition</u> (LGA Focus on Leadership)	<p>This programme, aimed at opposition leaders and deputy leaders, is designed to help participants to get a better understanding of how they can enhance the effectiveness of their role in leading an opposition group on their council. It will focus on a range of relevant topics, skills and techniques, including building good working relationships with key officers, engaging with external stakeholders, working with the local media and getting the most out of social media.</p>	Opposition leaders and deputy leaders

Course (Provider)	Overview and dates	Target audience
	<p>The programme will provide a unique, cross-party opportunity for participants to explore the nature of effective opposition and gain some insight into their personal leadership and influencing styles.</p> <p>(Dates; 29 January – 30 January 2026)</p>	
<p><u>Effective Opposition</u></p> <p>(South East Employers - SEE)</p>	<p>The aim of this session is to understand and further develop the role of the effective opposition member:</p> <ul style="list-style-type: none"> • Understand the role of the opposition member • Relating to the cabinet • Using overview and scrutiny effectively to maximise influence • Develop the skills to be an effective opposition member <p>By the end of this session participants will be able to:</p> <ul style="list-style-type: none"> • Understand the role of the opposition member • Exert internal and external influence • Apply the skills of opposition member more effectively <p>(Ask Member Services for full details)</p>	<p>Opposition leaders and deputy leaders</p>
<p><u>Leading Healthier Places</u></p> <p>(LGA Leadership Essentials)</p>	<p>This Leadership Essentials course is for political leadership of place within the ICS/ICP context. If you are a Health and Wellbeing Board chair/co-chair/vice-chair, elected member on a HWB board, portfolio holder/have executive responsibility for public health, health, wellbeing, then this Leadership Essentials course is for you. These sessions will give participants an opportunity to come together to have space to think and reflect, share experiences and actively learn from each other through the LGA's tried and tested approach to leadership development. The sessions will be co-chaired by local authority and health colleagues with speakers from across local government and other partners.</p> <p>The programme will support participants to consider:</p> <ul style="list-style-type: none"> • The national, regional, system and place context for Health and Wellbeing Boards including public health and prevention • Effective leadership and delivery at place • How governance arrangements enable collaboration and effective decision-making • What does best use of data and one version of the truth look like 	<p>Health and Wellbeing Board Chairs / Co-Chairs / Vice Chairs and Members on the Health and Wellbeing Board.</p>

Course (Provider)	Overview and dates	Target audience
	<ul style="list-style-type: none"> What impact does a shared language have? <p>(Ask Member Services for full details)</p>	
<u>LGBTQ+ Councillors Weekender</u> (LGA Focus on Leadership)	<p>Cross-party two-day Councillors Weekender event which will provide an opportunity for Lesbian, Gay, Bisexual, Trans and Queer + (LGBTQ+) Councillors to network and share experience and stories with each other. Exploring the challenges of being a LGBTQ+ elected member and how to get what you stand for across.</p> <p>(Dates; 31 January – 1 February 2026)</p>	Members who identify as LGBTQ+
<u>Black, Asian, and Minority Ethnic (BAME) Councillors - 'Developing your Political Leadership Skills' leadership weekend event</u> (LGA Focus on Leadership)	<p>This two-day programme will build on the event held in October which supported Black, Asian and minority ethnic councillors in developing their political brand. The forthcoming session will build on this by giving focused attention to the importance of having high level 'political skills' – especially as a Black, Asian, minority ethnic elected member operating within the current and emerging climate.</p> <p>(Dates; 21 February – 22 February 2026)</p>	BAME Members
<u>Young Councillors' Weekender</u> (LGA)	<p>The Young Councillor Weekender event is designed to give councillors aged 40 and under an opportunity to benefit from some focused leadership skills development aimed at helping them to make progress in their political career. The event also provides a chance for them to meet with and build up their network of other young councillors from different political parties and parts of the country.</p> <p>(Dates; 8 November – 9 November 2025)</p>	Members under the age of 40
<u>Mental health with residents: Using council powers and influence to create mentally healthier communities</u> (LGA)	<p>This virtual event will consider how councillors can use their powers, skills and influence to improve both their own wellbeing and mental health as well as those of their communities and residents. It will examine definitions of mental health and illness, give consideration to some of the social determinants of mental health (poverty, discrimination etc) and how to use your powers as a councillor to address these for your residents.</p> <p>This event will consider both environmental factors such as green space, air pollution, traffic, housing, as well as the commercial determinants such as food, alcohol, gambling etc. and their effects on mental health and wellbeing. You will learn how to</p>	All Members

Course (Provider)	Overview and dates	Target audience
	address these in your role as a councillor as well as the importance of building social connections for improved mental health and wellbeing. (Dates; 1 December 2025)	
Scrutiny		
<u>Overview and Scrutiny – realising the potential</u> (South East Employers – SEE)	The purpose of the training session is to further develop the skills and knowledge of councillors in questioning and exerting influence through overview and scrutiny. To develop the leadership role of the scrutiny chair. Learning outcomes: <ul style="list-style-type: none"> • Provide an overview of leading and chairing scrutiny • Develop further understanding of the skills for overview and scrutiny • scrutiny skills: work planning, questioning skills, influencing partnerships • understanding the role of scrutiny (Ask Member Services for full details)	All scrutiny committee Members
<u>Improving scrutiny effectiveness</u> (ESCC Member Services)	Pre or post scrutiny committee intensive group sessions which can include: team building, questioning skills and work programming. (Arranged on request)	Individual scrutiny committees
<u>Effective Scrutiny</u> (LGA leadership essentials)	The Leadership Essentials: Effective Scrutiny two-day programme is for new or aspiring scrutiny chairs or review board chairs covering: <ul style="list-style-type: none"> • leading and managing a scrutiny review • chairing scrutiny meetings in all their forms • increasing participation by members and the public • ensuring impact of scrutiny recommendations. (Dates: 25 September – 26 September 2025; 24 January – 25 January 2026; 12 February – 13 February 2026)	Chairs of Scrutiny Committees and Scrutiny Review Boards
<u>Effective working between Audit and Scrutiny</u>	The Centre for Governance and Scrutiny is running free workshops in venues across the country to bring chairs of audit and scrutiny together to better understand their respective roles and to identify opportunities for chairs to capitalise and build on interdependencies across their committees for more effective working. (Dates: in November/ December 2025)	Chairs of Scrutiny and Audit Committees

Course (Provider)	Overview and dates	Target audience
Communications		
<u>Social media – basic and advanced</u> (ESCC Communications Team)	Practical advice and one-to-one support in raising Members' profiles on social media including: <ul style="list-style-type: none"> • how to grow your network and have useful conversations with the people that matter to you • managing unwelcome content • differences between social media platforms such as Facebook, Twitter and LinkedIn – and how they interact with the other parts of the web • the law and social media. (One to one sessions to be arranged on request)	All Members
<u>Handling media interviews</u> (ESCC Communications Team)	Small-group interactive course to help Members when they interact with the media. (Arranged on request)	Lead Members / other Members as appropriate
<u>Getting your message across</u> (LGA Leadership Essentials)	This event will provide councillors with the new ideas, strategies and techniques for achieving more effective communication with both internal and external audiences. Participants will learn how to: <ul style="list-style-type: none"> • Influence others towards achieving mutually beneficial objectives • Adapt their communication style to convey messages more persuasively to people who have a different communication style • Be more effective when delivering and managing bad news • Develop a more authoritative communication style • Build and promote their own personal brand • Target the right message at the right audience and establish trust and credibility and build relationships • Overcome barriers to effective communication • Select the best tools and methods for delivering messages. (Dates: 10 January – 11 January 2026)	All Members
Community and casework		
<u>Practical councillor skills training</u> (South East Employers – SEE)	Workshops have included: <ul style="list-style-type: none"> • effective ward Councillor • personal safety for Councillors • Effective Councillor and Officer relations 	All Members

Course (Provider)	Overview and dates	Target audience
	(Ask Member Services for full details)	
<u>Cohesion and counter-extremism masterclasses</u> (LGA)	<p>Councils have faced a number of cohesion and extremism challenges over recent months, with many parts of the UK witnessing significant tensions and violent disorder, communities feeling fearful and extremists exploiting mis-and disinformation to stoke division.</p> <p>The Local Government Association (LGA) is offering a series of four regional one-day masterclasses for councillors across the political spectrum to explore how councils can best respond to cohesion issues in their localities. Hearing from expert academics and leading organisations, the sessions will provide an opportunity for attendees to discuss sensitive issues in a safe space, share experiences and consider the role of elected members in tackling extremism and building community cohesion.</p> <p>(Dates: 13 November (Coventry); 11 December (Leeds))</p>	All Members
<u>Civility in Public Life Programme</u> (LGA)	<p>The LGA continues to provide free support to members on issues including resources available via its Civility in Public Life programme. It is holding a mis/disinformation training workshop for elected members taking place on 25 November (email Zainab.Khanom@local.gov.uk to register), and a Personal safety for councillors event on 9 December.</p>	All Members
<u>Leading Good Governance and Assurance as a Senior Councillor</u> (LGA)	<p>This interactive virtual session for senior elected members will provide a grounding in the contribution that good governance and assurance make to the delivery of members' priorities, and the key roles of councillors in keeping councils safe, legal and decent.</p> <p>(Dates: Tuesday 2 December 2025, 2.00pm-4.00pm, virtual)</p> <p>You can book your space via the LGA website here</p>	Senior Councillors
IT skills		
<u>Digital and Data Skills</u> (LGA Cllr Introduction to...)	<p>New training sessions on:</p> <ul style="list-style-type: none"> • Digital communications • Data • Cyber Security • Digital in Social Care and Shielding Vulnerable People <p>(Ask Member Services for full details)</p>	All Members
<u>Microsoft Word skills</u> (ESCC Training Team)	<p>One day training courses include:</p> <ul style="list-style-type: none"> • basic techniques for creating and formatting documents using Word 	All Members

Course (Provider)	Overview and dates	Target audience
	<ul style="list-style-type: none"> presenting information for better impact producing newsletters or posters using Word (Ask Member Services for full details)	
Planning and Emergency Planning		
<u>Planning related training</u> (ESCC Planning Team)	Training courses recently completed (which are likely to be re-run in the future): <ul style="list-style-type: none"> Considering Landscape and planning Biodiversity and Planning – Ecology Considering the air quality and noise impacts of development Flood risk and drainage: an outline of the approach taken by the Flood Risk Management team, including its role as a statutory consultee in the planning process 	Members of Regulatory Committee / Planning Committee but open to all Members
<u>Sustainability Masterclasses</u> (LGA)	The LGA's Sustainability Masterclass courses will provide participants with a carbon literacy accreditation, enabling them to make informed decisions about carbon reduction. Sign up for one of the Sustainability masterclasses to learn how you can take meaningful action and become carbon literacy accredited, with plenty of opportunities for collaboration, discussion, and support. Members can sign up for the next cohort due to take place on 3 and 4 December 2025, 20 and 21 January 2026, and 3 and 4 December 2026 via the LGA website .	All Members
Online modules and Courses		
<u>Private online LGA forum for councillors</u>	<p>The LGA's Leadership Team has launched an online forum for councillors - a safe space to talk amongst peers as you would usually but in this new virtual world.</p> <p>All councillors across England and Wales are eligible to join the group where you can discuss anything you like such as specific service areas, leadership and personal development, or community tools and techniques. Members can seek and share ideas and good practice, network and support each other during Covid-19 and beyond.</p> <p>The forum aims to build the same open, supportive and networking culture created on the LGA's political leadership programmes. As a private group that only councillors can join, the forum offers a secure platform to build a trusted network. A library with a number of useful guides, resources and workbooks which we will be building up over the next few months and will continue to be updated.</p> <p>The KHub group follows the same ground rules as established by fellow councillors on the LGA's political leadership programmes to help ensure a safe, supportive and</p>	All Members

Course (Provider)	Overview and dates	Target audience
	<p>engaging environment for all members. The group is facilitated by LGA leadership team officers who are on hand to help tailor the group to meet your needs and answer any questions.</p> <p>The online community is accessed on the Knowledge Hub (KHub), by signing up with your council email address to register and then click join. We will verify that each request has come from an elected member and approve your join request as soon as possible.</p>	
<u>LGA e-learning platform</u>	<p>In response to the continued need to deliver many of councillor development offers through virtual means, the LGA has now redesigned and updated the councillor e learning platform. We have recently updated and redesigned the platform to provide those undertaking the learning with a better user experience and to allow for better information on what modules are being undertaken by our councillors.</p> <p>Self-registration is now available on the new e-learning platform. This will allow your councillors to register without needing to manually email the LGA to gain access. Designed to provide a more up to date learning experience, our new platform enables you to create a bespoke learning programme, choosing the modules most relevant to the needs councillors, from deepening knowledge of local government to the essential leadership skills needed to work effectively with communities.</p> <p>Modules include:</p> <ul style="list-style-type: none"> • Biodiversity for councils • Commissioning council services • Community engagement and leadership • Councillor Induction • Economic development • Equality, diversity and inclusion • Facilitation and conflict resolution • Handling intimidation • Holding Council meetings online • Influencing skills • Licensing and regulation • Local government finance • Planning 	All Members

Course (Provider)	Overview and dates	Target audience
	<ul style="list-style-type: none"> • Police and crime panels • Scrutiny for councillors • Stress management and personal resilience • Supporting mentally healthier communities • Supporting constituents with complex issues • The effective ward Councillor • UK general data protection regulation (GDPR) <p>Please note anyone wishing to register will need a 'council'. gov.uk email address.</p>	
Webinars To access any of the below recorded webinars, please click https://www.local.gov.uk/our-support/lga-covid-19-support-offer/covid-19-political-leadership-webinars-councillors		
<u>Bold governance and courageous scrutiny: restoring hope to public services</u> (LGA)	The Centre for Governance and Scrutiny 2025 conference will be framed around the attributes, leadership and culture needed for bold governance and courageous scrutiny now and into the future. Themes include the evolving role of new technology in public services and its governance implications, and devolution, democracy and emerging challenges and opportunities for governance and scrutiny. For more information visit CfGS Conference 2025 - CFGS	All Members
<u>Presentation Skills</u>	Leadership webinar concerning online Presentation Skills on virtual platforms. The webinar is hosted by Darren Caveney, creator of Comms2point0. This pre-recorded session is aimed at providing advice and support to help councillors navigate online interviews and meetings. Councillors have to work with a wide range of platforms for virtual meetings and interviews and this webinar aims to boost confidence and discusses the elements to consider when wanting to build and maintain an effective online profile.	All Members
<u>Rapid Innovation</u>	This single session webinar is presented by Manny Gatt, co-founder and Managing Director of Shared Service Architecture Ltd, a teaching company providing training programmes in Collaborative Leadership and Shared Services. Council leaders with a democratic responsibility for place leadership, have a role to play in encouraging and supporting rapid innovation and change. This webinar provides an opportunity to explore both the theory and practice as to how to lead council's response to these challenges.	All Members

Course (Provider)	Overview and dates	Target audience
<u>Mentally healthier conditions for councillors and communities</u>	This two-part Leadership webinar discusses mentally healthier conditions for councillors (part 1) and communities (part 2). It is presented by Cllr Ed Davie, London Borough of Lambeth, who is a LGIU award winning Scrutiny chair and public health expert. The webinar provides advice, tools and case studies to improve mental health conditions for councillors and communities. Further guidance can be found through the councillor workbook on supporting mentally healthier places authored by Cllr Ed Davie and Dr Katherine Garzonis.	All Members
<u>Coalition Administrations</u>	This pre-recorded webinar on Coalition Administrations, was published on 27 August. Presented by Dr Stephanie Snape, a local government specialist and LGA Associate, the webinar aims to support councils run by coalition administrations in their work on COVID-19 and the recovery. The webinar will identify how to ensure robust, stable coalition working during Covid-19 and beyond.	
<u>What's the Story?</u> <u>Using National Carer Data to Develop Your Narrative for CQC Assessment.</u>	<p>In this webinar, we look at how councils can draw on national sources of data on unpaid carers to support their narrative for Care Quality Commission (CQC) assessment about how well they are supporting unpaid carers in their area.</p> <p>You will hear from</p> <ul style="list-style-type: none"> • Carers UK who each year publish their annual State of Caring Report • Carers Trust who publish an annual Young Carers Report and Adult Carers Report • The Kings Fund whose recent publications include Caring in a Complex World and Social Care 360 • The Office for National Statistics who publish census data about unpaid care in England and Wales • The Partners in Care and Health Data & Research Team who are developing a bespoke report for councils using LG Inform which will pull together carer data from a number of national sources <p>The webinar chair is Catherine Jones, Co-chair of the ADASS Carers Policy Group, and recently Director of Adult Social Services in Warrington.</p> <p>This webinar is the first of a series aimed at supporting councils and their partners to prepare for CQC assessment as it relates to unpaid carers and has been developed by the ADASS Carers Policy Group, Councils, Carers Trust, Carers UK, NICE, and an unpaid carer, with support from Partners in Care and Health (a partnership of the LGA and ADASS).</p>	

Course (Provider)	Overview and dates	Target audience
	A detailed resource for councils on preparing for CQC assessment as it relates to unpaid carers can be found on the LGA website. This is a free virtual Zoom webinar. Dates: TBC	
Other offers		
<u>LGA Offers</u>	The LGA has a catalogue of other offers and is available on request from Member Services.	All Members
<u>CMS Online Prospectus</u>	CMS Training offers online sessions for up to 16 councillors on the following topics: Equality and Diversity Awareness Disability Awareness GDPR Awareness Mental Health Awareness Resilience	All Members – ask Member Services to coordinate a session
<u>One to one support from Member Services</u>	Please discuss any further training or support that you would like with the Member Services team.	All Members
A councillor's workbook on the local pathway to net zero	How councillors can play an active role in supporting their local authority and their communities in working towards the Net Zero target.	All Members

Member Services
Updated: November 2025

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Report to:	Governance Committee
Date of meeting:	11 November 2025
By:	Deputy Chief Executive
Title:	Amendment to the Constitution – Speaking to the Planning Committee
Purpose:	To consider amendments to Part 4 (Rules of Procedure) of the Council’s Constitution to update the Speaking to the Planning Committee procedure rules.

RECOMMENDATION:

The Governance Committee is recommended to recommend the County Council to agree to amend the Constitution as set out in Appendix 1 of this report.

1. Background Information

1.1. The Constitution includes procedure and guidance for Speaking to the Planning Committee within Part 4 (Rules of Procedure).

1.2. The Constitution is kept under review, and the most recent review has identified a need to make changes in relation to which members can speak at Planning Committee as a Local Member.

2. Supporting Information

2.1. Planning Committee considers planning applications and Traffic Regulation Orders which fall within specific electoral divisions. Local County Councillors for the specific electoral divisions are invited to speak at meetings of the Planning Committee to raise points on behalf of their electoral division, often putting forward views of the residents and businesses within the division.

2.2. Where the local County Councillor is unable to attend a meeting of the Planning Committee where an item within their division is being considered, they can submit their views to the Planning Committee in writing ahead of the meeting however there is not express provision to enable them to nominate an alternative County Councillor to speak at Planning Committee to represent the views of their division in their place.

2.3. It is therefore proposed that the procedure and guidance for Speaking at Planning Committee is amended to expressly include provision in relation to this. So that in the event that a local County Councillor cannot attend, for reasons which may include, but are not limited to, illness or where a local County Councillor considers they have a prejudicial interest, the Local County Councillor (or Group Leader in their absence) can nominate an alternative County Councillor to speak at the Planning Committee meeting in their place, thereby ensuring that the views of those residents and businesses in division are heard.

2.4. Proposed amendments to the Constitution are set out at Appendix 1 of this report.

3. Conclusion and Reason for Recommendation

3.1 This recommended amendment to the Constitution will allow for elected Local Member representation at Planning Committee meetings in the event that the Local Member cannot attend; and will help ensure that the views of residents and businesses are heard. The review also identified some presentational issues which do not change the rules but will ensure that the guidance is set out in a more accessible format.

PHILIP BAKER
Deputy Chief Executive

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Email: sophie.webb@eastsussex.gov.uk
Tel: 01273 337495

BACKGROUND DOCUMENTS

None



(6) Speaking to the Planning Committee

Planning Applications for Minerals, Waste and County Council Development

Traffic Regulation Orders

What is Public Participation?

Members of the public can ask to speak to East Sussex County Council's Planning Committee to stress the importance of points they have made and to satisfy themselves that Councillors have all the information they need to decide planning applications or whether objections to Traffic Regulation Orders should be upheld. Usually up to 6 people will be invited to speak on each proposal, (3 in support and 3 against, one of which can be the applicants or their agent). Typically, each speaker will be given up to 3 minutes. The total time allocated for presentations will be the same for both sides of the argument up to a maximum of 9 minutes per side.

Who can speak to the Committee?

As a member of the public or an organisation, if you wish to speak to the Planning Committee, you must have already sent in a written comment about the application or Traffic Regulation Order. The County Council must have received written representations from you on the planning application or proposed traffic order at least 7 days in advance of the meeting. Written representations in relation to a planning application must have been made to the relevant case officer in the Planning Policy and Development Management team.

If that pre-requisite has been met, then residents' associations, local businesses and other people who live in the County can ask the Member Services Team for the opportunity to speak to the Committee (*). Contact that officer as soon as you know you wish to be considered to speak so that they can tell you when the application is likely to be considered. Only those residents or organisations that have submitted views will be allowed to speak and therefore you will not be allowed to be represented by solicitors or other professional agents. Your local

County Councillor can always speak on your behalf. Generally, only one representative for the applicant will be invited to speak.

* Planning applications will generally fall to be determined by the Planning Committee when 2 or more written representations are received which raise objections to the proposal on planning grounds. If you wish to know whether any particular application will be determined by the Planning Committee, please contact the case officer. The Council's Scheme of Delegation, which details the delegation arrangements in full, is available on the Council's website.

How will I know when the item I am interested in is going to Committee?

The Member Services Team – **01273 335089** – will have details of Committee dates and 5 clear working days before the Committee will know which items are on the agenda. Details of dates and agenda can also be found here: [Committee details - Planning Committee | East Sussex County Council](#). Applications can attract many letters; it is not possible for us to alert you individually to Committee dates.

Copies of the officer's report will usually be available on the website 5 clear working days prior to the meeting or can be obtained from the Member Services Team.

Please read the report carefully before deciding what you want to say. The Planning Committee members will have read the report. What you can add is information on points you have submitted or a particular emphasis you feel is not being made.

How do I register my interest in speaking?

You will need to telephone the **Member Services Team** on **01273 335089** no later than 12 noon on the Friday before the meeting.

When you ring, please be prepared to give:

- Your name, address, daytime telephone number and email address if you are planning to join the meeting remotely
- The application number and proposed development to which it refers or details of the Traffic Regulation Order you wish to speak about.
- Confirmation that you have made a written representation to the Council on the planning application or Traffic Regulation Order (checks will be made as necessary).

- Whether you wish to speak in support of, or against and whether you also represent anyone else.
- Confirmation that you are prepared to have your details passed onto other callers with similar views so that you can also speak on their behalf.
- Details of any special access arrangements you may require.

What if I am unable to turn up on the day?

You may nominate a substitute that fulfils all the necessary criteria for speaking at Planning Committee giving details to the Member Services Team by no later than 4.00 pm on the day before the meeting.

What happens on the day?

If you are invited to speak to the Planning Committee then you should aim to arrive at County Hall, Lewes, at least 15 minutes before the meeting begins. A member of staff will meet you and explain the procedures. If joining the meeting remotely, you should join the call 15 minutes before the meeting begins

What will happen in the meeting?

The Chair will ask the appropriate officer to introduce the report and explain the reason for any recommendations.

Each member of the public who has registered to speak will then be invited to speak.

It is, of course, up to you what you decide to say, but it might be useful to bear in mind the following:

- The Planning Committee will listen to what you say but will not debate the merit of your opinions with you.
- Your allotted time will be timed using a coloured lighting system. The Chair will invite you to start speaking when the green light comes on; the amber light comes on when you have one minute left, which you should use as a warning, and you should complete your speech before the red light comes on. If joining the meeting remotely, you may wish to time your speech in the event that you cannot see the lighting system.
- Concentrate on explaining the points that you (or the group you are representing) have already made in writing. You should not attempt to surprise the Planning Committee with new information, photographs or

additional written material. Any such information should have already been given to the planning officers in time for them to evaluate it professionally.

The Planning Committee can only consider a planning application on planning grounds. You should not discuss the applicant's past behaviour nor speculate about what you think their possible future intentions may be. You may not discuss boundary disputes, covenants, reduction in property values or matters dealt with by other laws (e.g. licensing). Consideration of the Traffic Regulation Orders is related to the representations received.

Proceedings of the Planning Committee are broadcast live by webcast and are available to watch on our website for a period of one year after the meeting.

Who are the people that may speak?

They are:

- up to 3 individuals or group representatives, including any parish or town council representative, who are opposing the planning application or Traffic Regulation Order;
- up to 3 individuals or group representatives, including any parish or town council representative, and including the applicant who are supporting the planning application or Traffic Regulation Order;
- local County Councillors or in the event that the local County Councillor is not able to attend (for reasons such as, but not limited to, illness or the member considers they have a prejudicial interest), another County Councillor nominated by the local County Councillor (or Group Leader in their absence) can attend and speak in the local County Councillor's place to represent the local residents and businesses within the electoral division.

If more than 3 individuals or representatives wish to raise similar points, then the Member Services Team will ask them to agree amongst themselves who should speak for them. If necessary, the Chair of the Committee will decide which members of the public may speak on the issue.

What happens after I have spoken?

After the speeches by the public, applicants and Local County Councillors, the Planning Committee will consider the application or Traffic Regulation Order. Although this will be done in public, there will be no further opportunities for non-committee members or public to speak.

Useful telephone numbers and addresses

Individual planning officers will normally ask you to write to them personally.

The address for general purposes is:

**Planning Policy and Development Management
Communities Economy and Transport
County Hall, St. Anne's Crescent
Lewes, East Sussex, BN7 1UE
Tel: 01273 481846
Email: development.control@eastsussex.gov.uk**

For further information and advice about the public speaking arrangements, please contact the Member Services Team:

**Member Services
County Hall, St. Anne's Crescent
Lewes, East Sussex, BN7 1UE
Tel: 01273 335089
Email: democratic.services@eastsussex.gov.uk**

Please check the East Sussex County Council Website at [Committee details - Planning Committee | East Sussex County Council](#) or telephone the **Member Services Team** on **01273 335089** for information regarding committees.

Link to Webcast Live and Recordings of recent meetings:
[Webcasts | East Sussex County Council](#)

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