

# FORWARD PLAN OF DECISIONS

Period covered by this Plan: **1 June to 30 September 2022**

Date of publication: **1 June 2022**

## Membership of Cabinet:

**Councillor David Tutt** (Leader and Chair of Cabinet): Responsibilities aligned with Chief Executive and including the Community Strategy, Local Strategic Partnership, the Corporate Plan and economic development.

**Councillor Stephen Holt**: (Deputy Leader and Deputy Chair of Cabinet): Financial services including accountancy, audit, purchasing and payments).

**Councillor Margaret Bannister**: Tourism and leisure services

**Councillor Alan Shuttleworth** Direct assistance services including revenues and benefits, housing and community development, and bereavement services.

**Councillor Colin Swansborough**: Climate change, place services and special projects.

**Councillor Rebecca Whippy**: Disabilities and community safety

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>Waste and recycling services - fleet</b></p> <p>Recommendations to Cabinet for waste and recycling vehicle procurement required from 2023, with associated adaptations at the depot to support ambitions for an ultra-low emission fleet by 2030</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	1 Jun 2022	Part exempt  Exempt information reason: 3	SEESL Board of Directors 16 March 2022		<p>Director of Service Delivery (Tim Whelan)</p> <p>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> ,</p> <p>Sean Towey, Head of Environment First <a href="mailto:sean.towey@lewes-eastbourne.gov.uk">sean.towey@lewes-eastbourne.gov.uk</a></p>

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<p><b>Recovery and reset programme</b></p> <p>To update on progress of the Recovery and Reset Programme, including an update on the Assurance Review.</p> <p>(Lead Cabinet member: Councillor David Tutt)</p>	All Wards	Non-Key	Cabinet	13 Jul 2022	Open	As detailed in report.	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Lee Banner, Transformation Programme Manager Tel: 01323 415763 <a href="mailto:lee.banner@lewes-eastbourne.gov.uk">lee.banner@lewes-eastbourne.gov.uk</a></p>

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<p><b>Corporate performance - quarter 4 - 2021/22</b></p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q4 2021/22 period.</p> <p>End of year outturn will be presented as separate report.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	13 Jul 2022	Open	Scrutiny Committee	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Luke Dreeling, Performance Lead <a href="mailto:luke.dreeling@lewes-eastbourne.gov.uk">luke.dreeling@lewes-eastbourne.gov.uk</a></p>

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<p><b>Revenue &amp; Capital Outturn - 2021/22</b></p> <p>As detailed in Corporate performance – quarter 4 – 2021/22 issue</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	13 Jul 2022	Part exempt  Exempt information reason: 3	Scrutiny 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><b>Annual treasury management report</b></p> <p>To report on the activities and performance of the Treasury Management service during 2021/22.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	13 Jul 2022  20 Jul 2022	Open	As detailed in report.	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>

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<p><b>Sovereign Centre Arrangements</b></p> <p>The report recommends the inclusion of the leisure services at the Sovereign Centre in the existing arrangements with Wave Leisure for the operation of a number of leisure facilities in Eastbourne. The decision required is to approve this decision and delegate the necessary powers to enable it to be implemented.</p> <p>(Lead Cabinet member: Councillor Margaret Bannister)</p>	Sovereign	Key	Cabinet	13 Jul 2022	Open	Scrutiny Committee (if requested)	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Annie Wills, Tourism Development, Heritage and Catering Manager Tel: 01323 415410 <a href="mailto:annie.wills@eastbourne.gov.uk">annie.wills@eastbourne.gov.uk</a></p>

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<p><b>Cost of Living Emergency Fund</b></p> <p>To establish a new fund in response to the cost of living crisis.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	13 Jul 2022	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>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></p>

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<p><b>Introduction of Planning Obligation Monitoring Fees</b></p> <p>The 2019 amendments to the CIL Regulations 2010 allows local planning authorities to charge a fee for the monitoring, and reporting on, the delivery of planning obligations. Introducing these monitoring fees would allow the Councils to cover the costs of efficient and effective monitoring and reporting of section 106 contributions.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	13 Jul 2022	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Leigh Palmer, Head of Planning First Tel: 01323 415215 <a href="mailto:leigh.palmer@lewes-eastbourne.gov.uk">leigh.palmer@lewes-eastbourne.gov.uk</a></p>



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<p><b>Revised Planning Pre-Application Charging Schedule</b></p> <p>To seek Cabinet approval to implement an updated Discretionary Fee Setting Regime.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	13 Jul 2022	Open	Not applicable.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Leigh Palmer, Head of Planning First Tel: 01323 415215 <a href="mailto:leigh.palmer@lewes-eastbourne.gov.uk">leigh.palmer@lewes-eastbourne.gov.uk</a></p>
<p><b>Housing Development and Assets Update</b></p> <p>As set out in the report title.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	Old Town	Key	Cabinet	13 Jul 2022	Part exempt  Exempt information reason: 3	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Nathan Haffenden, Head of Commercial Business Development Tel: (01323) 410000 <a href="mailto:nathan.thompson@lewes-eastbourne.gov.uk">nathan.thompson@lewes-eastbourne.gov.uk</a></p>

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<p><b>Review of Planning Policy and Licensing for Houses in Multiple Occupation</b></p> <p>Recommendations to Cabinet regarding commissioning additional robust evidence to understand the current situation regarding Houses in Multiple Occupation in the town, in order to assess the need to review Local Plan Policy and implement an additional licensing scheme.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Non-Key	Cabinet	13 Jul 2022	Open	The matter has previously been discussed at Local Plan Steering Group (August 2019 and January 2022).	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Lisa Rawlinson, Head of Regeneration and Planning Policy Tel: (01323) 415250 <a href="mailto:lisa.rawlinson@eastbourne.gov.uk">lisa.rawlinson@eastbourne.gov.uk</a></p>

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<p><b>Eastbourne Homelessness Strategy</b></p> <p>Approval of revised homelessness strategy 2022-2027 and associated action plan.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	13 Jul 2022	Open	As detailed in the report.	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>

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<p><b>Homes First Repairs Service: Re-design and Development</b></p> <p>This describes an operational model for the delivery of a repairs service which, developed over time, will enable greater flexibility to deliver the Councils' aspirations of Community Wealth Building, Social Value and Sustainability. Members are asked to ratify the management actions and decisions taken by officers.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	13 Jul 2022	Fully exempt  Exempt information reason: 3, 4	Consultation has taken place with tenants to determine what the service experience should be like. Their views form part of this report.	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Simon Watts, Interim Lead, Homes First <a href="mailto:simon.watts@lewes-eastbourne.gov.uk">simon.watts@lewes-eastbourne.gov.uk</a></p>

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<p><b>Grounds Maintenance - Procurement and Provision</b></p> <p>Options for future Grounds Maintenance provision in EBC.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	13 Jul 2022	Fully exempt  Exempt information reason: 3	Not applicable	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Lee Michael, Specialist Services Manager Tel: 01323 415266 <a href="mailto:Lee.Michael@lewes-eastbourne.gov.uk">Lee.Michael@lewes-eastbourne.gov.uk</a>,</p> <p>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></p>

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<p><b>Corporate performance - quarter 1 - 2022/23</b></p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q1 2022/23 period.</p> <p>(Lead Cabinet members: Councillor Colin Swansborough, Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	14 Sep 2022	Open	Scrutiny Committee	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick), Chief Finance Officer (Homira Javadi)</p> <p>Luke Dreeling, Performance Lead <a href="mailto:luke.dreeling@lewes-eastbourne.gov.uk">luke.dreeling@lewes-eastbourne.gov.uk</a>,</p> <p>Sian Hedger, Interim Deputy Chief Finance Officer <a href="mailto:sian.hedger@lewes-eastbourne.gov.uk">sian.hedger@lewes-eastbourne.gov.uk</a></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>

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<p><b>Medium term financial strategy</b></p> <p>To consider and approve the council's medium term financial strategy.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	14 Sep 2022	Open	Consultation be undertaken as part of a wider consultation on the council's budget for 2022/23 later in the year.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Sian Hedger, Interim Deputy Chief Finance Officer <a href="mailto:sian.hedger@lewes-eastbourne.gov.uk">sian.hedger@lewes-eastbourne.gov.uk</a>,</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>

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<p><b>Congress and Devonshire Park Theatres - Future Governance Arrangements</b></p> <p>To seek Cabinet's approval to explore options for the future governance arrangements for the Congress and Devonshire Park Theatres, with a further report to set out proposals for Cabinet at a later date.</p> <p>(Lead Cabinet member: Councillor Margaret Bannister)</p>	All Wards	Non-Key	Cabinet	14 Sep 2022	Open	Not applicable.	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Lee Banner, Transformation Programme Manager Tel: 01323 415763 <a href="mailto:lee.banner@lewes-eastbourne.gov.uk">lee.banner@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.

<b>Category</b>	<b>Condition No.</b>
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.
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.

<b>Conditions</b>
8. Information is not exempt information if it is required to be registered under: (a) the Companies Acts (as defined in section 2 of the Companies Act 2006); (b) the Friendly Societies Act 1974; (c) the Friendly Societies Act 1992;

- (d) the Industrial and Provident Societies Acts 1965 to 1978;
- (e) the Building Societies Act 1986; or
- (f) the Charities Act 1993.

“Financial or business affairs” includes contemplated as well as past or current activities.

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.

10. Information which:

(a) falls within any of paragraphs 1 to 7 above; and

(b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,

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.

11. “Labour relations matter” means:

(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

(b) any dispute about a matter falling within paragraph (a) above;

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;

“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 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 on the [Council website at 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).