



Lewes District Council

**October 2018**

# **FORWARD PLAN OF DECISIONS**

Period covered by this Plan:  
Date of publication:

1 October 2018 to 31 January 2019  
28 September 2018

**Councillor Andy Smith:** Leader of the Council and Chair of Cabinet. Cabinet member for regeneration and business.

**Councillor Paul Franklin:** Cabinet member for waste and recycling.

**Councillor Bill Giles:** Cabinet member for finance.

**Councillor Tom Jones:** Cabinet member for planning.

**Councillor Isabelle Linington:** Cabinet member for environmental impact.

**Councillor Ron Maskell:** Cabinet member for housing.

**Councillor Elayne Merry:** Cabinet member for people and performance.

**Councillor Tony Nicholson:** Cabinet member for customers and partners.

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>Safeguarding policy and update</b></p> <p>To seek Cabinet approval for a Joint Safeguarding Policy and update members on arrangements for safeguarding children and vulnerable adults.</p> <p>(Lead Cabinet member: Councillor Elayne Merry)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	29 Oct 2018  26 Nov 2018	Open	Not applicable.	Draft Safeguarding Policy; Equality and Fairness analysis (background paper)	<p>Director of Service Delivery (Tim Whelan)</p> <p>Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909</p> <p><a href="mailto:pat.taylor@lewes-eastbourne.gov.uk">pat.taylor@lewes-eastbourne.gov.uk</a></p>

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<p><b>Local council tax reduction scheme</b></p> <p>To approve the local council tax reduction scheme and agree any amendments as necessary. It is a legal requirement that the council approve the scheme annually.</p> <p>(Lead Cabinet member: Councillor Bill Giles)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	29 Oct 2018  26 Nov 2018	Open	With such persons and groups as the council considered likely to have an interest in the operation of the scheme.	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Bill McCafferty, Revenues and Benefits Manager Tel: (01323) 415171 <a href="mailto:bill.mccafferty@lewes-eastbourne.gov.uk">bill.mccafferty@lewes-eastbourne.gov.uk</a></p>

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<p><b>Joint transformation programme update.</b></p> <p>Report will provide an update on the joint transformation programme. In October 2015, cabinet approved a strategy for the development of shared services between Lewes District Council and Eastbourne Borough Council based on the integration of the majority of council services.</p> <p>(Lead Cabinet member: Councillor Andy Smith)</p>	All Wards	Key	Cabinet	29 Oct 2018	Open	Communication with staff representatives throughout mobilisation period. The Joint Transformation Programme Consultative Forum will continue to meet on a bimonthly basis, involving a range of staff representatives including UNISON representatives.	Report.	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Lee Banner, Joint Transition 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>Temporary accommodation new development</b></p> <p>The report is to seek approval for the development of a Council owned site for a new development of Temporary Accommodation.</p> <p>(Lead Cabinet member: Councillor Ron Maskell)</p>	All Wards	Non-Key	Cabinet	29 Oct 2018	Part exempt  Exempt information reason: 3	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Leighton Rowe, Development Project Manager Tel: 01323 415367 <a href="mailto:Leighton.rowe@lewes-eastbourne.gov.uk">Leighton.rowe@lewes-eastbourne.gov.uk</a></p>
<p><b>Business rate pilot</b></p> <p>Proposed business rate pilot.</p> <p>(Lead Cabinet member: Councillor Bill Giles)</p>	All Wards	Key	Cabinet	29 Oct 2018	Open	Not applicable	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 <a href="mailto:pauline.adams@lewes-eastbourne.gov.uk">pauline.adams@lewes-eastbourne.gov.uk</a></p>

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<p><b>Asset investments and disposals</b></p> <p>Update on the council's asset investments and disposals.</p> <p>(Lead Cabinet member: Councillor Andy Smith)</p>	All Wards	Key	Cabinet	29 Oct 2018	Fully exempt  Exempt information reasons: 3, 5	Not applicable	Report.	Chief Executive (Robert Cottrill)
<p><b>Portfolio progress and performance report quarter 2 - 2018-2019</b></p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 1 2018/19 period.</p> <p>(Lead Cabinet member: Councillor Elayne Merry)</p>	All Wards	Non-Key	Cabinet	5 Dec 2018	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049  <a href="mailto:jo.harper@lewes-eastbourne.gov.uk">jo.harper@lewes-eastbourne.gov.uk</a></p>

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<p><b>Finance update - performance quarter 2 - 2018-2019</b></p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 2 2018/2019 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Bill Giles)</p>	All Wards	Key	Cabinet	5 Dec 2018	Open	Not applicable	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979  <a href="mailto:pauline.adams@lewes-eastbourne.gov.uk">pauline.adams@lewes-eastbourne.gov.uk</a></p>

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<p><b>2019/20 Budget overview and tax base setting</b></p> <p>To explain the emerging General Fund and Housing Revenue Account budgets for 2019/20. The report also recommends the level at which the council tax base for 2019/20 should be set and the approach to be taken to determining the projected amount of non-domestic rating income for that year.</p> <p>(Lead Cabinet member: Councillor Bill Giles)</p>	All Wards	Key	Cabinet	5 Dec 2018	Open	Not applicable	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979  <a href="mailto:pauline.adams@lewes-eastbourne.gov.uk">pauline.adams@lewes-eastbourne.gov.uk</a></p>



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<p><b>Newhaven Enterprise Zone</b></p> <p>To provide Cabinet with an update on progress / achievements with the Newhaven Enterprise Zone since its commencement on 1 April 2017 and to present the emerging Strategic Framework.</p> <p>(Lead Cabinet member: Councillor Andy Smith)</p>	Newhaven Denton and Meeching; Newhaven Valley	Key	Cabinet	5 Dec 2018	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Corinne Day, Newhaven Enterprise Zone Programme Manager Tel: 01273 085920 <a href="mailto:Corinne.day@lewes-eastbourne.gov.uk">Corinne.day@lewes-eastbourne.gov.uk</a></p> <p>Peter Sharp, Head of Regeneration <a href="mailto:Peter.Sharp@lewes-eastbourne.gov.uk">Peter.Sharp@lewes-eastbourne.gov.uk</a></p>

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<p><b>Community safety partnership annual report and plan</b></p> <p>Adoption of action plan.</p> <p>(Lead Cabinet member: Councillor Tony Nicholson)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	5 Dec 2018  25 Feb 2019	Open	The proposals and action plan are being developed in consultation with members of the current Community Safety Partnerships in Lewes and Eastbourne.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Harry Williams, Policy and Engagement Coordinator Tel: 01323 416403 <a href="mailto:harry.williams@eastbourne.gov.uk">harry.williams@eastbourne.gov.uk</a></p>

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<p><b>Sustainability policy</b></p> <p>A report to provide a framework for the council's approach to sustainability issues.</p> <p>(Lead Cabinet member: Councillor Isabelle Linington)</p>	All Wards	Key	Cabinet	5 Dec 2018	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</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><b>Fees and charges</b></p> <p>To propose a revised schedule of fees and charges to apply from 1 April 2019.</p> <p>(Lead Cabinet member: Councillor Bill Giles)</p>	All Wards	Non-Key	Cabinet	5 Dec 2018	Part exempt  Exempt information reason: 3	Not applicable	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979  <a href="mailto:pauline.adams@lewes-eastbourne.gov.uk">pauline.adams@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 for inspection, free of charge upon request from Reception at the Council Offices at Southover House, Southover Road, Lewes between 9.00am and 5.00pm on Monday to Friday; Saxon House, Meeching Road, Newhaven between 10.00am and 2.00pm on Monday to Friday; the Tourist Information Centre at 37 Church Street, Seaford between 9.00am and 4.45pm on Monday to Friday and the Information Office, Meridian Centre, Peacehaven between 9.00am and 4.00pm on Monday to Friday and 9.00am to 12.00noon on Saturday, website at <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, Committee Services Lead, on (01323) 415021, or e-mail [simon.russell@lewes-eastbourne.gov.uk](mailto:simon.russell@lewes-eastbourne.gov.uk)