

FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 December 2018 to 31 March 2019

Date of publication:

3 December 2018

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 Alan Shuttleworth (Deputy Leader and Deputy Chair of Cabinet): Direct assistance services including revenues and benefits, housing and community development, and bereavement services.

Councillor Margaret Bannister: Tourism and leisure services

Councillor Jonathan Dow: Place services including cleansing and recycling, parks and Downland, engineering, building and development control, planning policy and strategy, environmental health and licensing.

Councillor Stephen Holt: Financial services including accountancy, audit, purchasing and payments).

Councillor Colin Swansborough: Core support and strategic services.

Councillor John Ungar: Community safety and the Community Safety Partnership.

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

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<p>Corporate performance - quarter 2 2018/19</p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q2 2018/19 period.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough, Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	12 Dec 2018	Part exempt Exempt information reason: 3	Not applicable.	Report.	<p>Director of Regeneration and Planning (Ian Fitzpatrick), Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk, Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk, Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk</p>

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<p>Council budget 2019/20 - Draft proposals</p> <p>Preparation of the 2019/20 council budget.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	12 Dec 2018	Open	The budget is subject to a wide and varied consultation process which will include consultation with the business and community/voluntary sectors. The Council's Scrutiny Committee will also have a formal opportunity of considering the proposals.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>

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<p>Council tax and business rate base 2019/20</p> <p>The Council is required to set its council tax base and the expected business rate income for the forthcoming year. These calculations are used as the basis for the amount of income the Council will precept from the collection fund.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	12 Dec 2018	Open	None.	Report.	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>

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<p>Major and housing grants</p> <p>To allocate Major and Housing Grants budget.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	12 Dec 2018	Fully exempt Exempt information reason: 3	Grants Task Group (Date TBC)	Equality and fairness analysis	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 pat.taylor@lewes-eastbourne.gov.uk</p>

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<p>Community safety partnership annual report.</p> <p>Annual report of the CSP.</p> <p>(Lead Cabinet member: Councillor John Ungar)</p>	All Wards	Key decision	Cabinet	12 Dec 2018	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>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk</p> <p>Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 pat.taylor@lewes-eastbourne.gov.uk</p>

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<p>Sustainability policy</p> <p>The policy is intended to provide a high level framework to inform the work of the council through future projects activities and plans.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	12 Dec 2018	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383 Jane.Goodall@lewes-eastbourne.gov.uk</p>

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<p>Sustainable Energy Investment Feasibility Study</p> <p>To agree to fund the commissioning of Clear Sustainable Futures to investigate if there is an investable business case for sustainable, low carbon energy generation on 3 projects currently in the pipeline– Avis Way Depot, Seaford Health Hub and Sovereign Leisure Centre.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	12 Dec 2018	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Kate Tradewell, Strategy & Corporate Projects Officer (Quality Environment) Tel: 01323 415915 Kate.tradewell@lewes-eastbourne.gov.uk</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383 Jane.Goodall@lewes-eastbourne.gov.uk</p>

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<p>Council budget 2019/20</p> <p>To recommend full Council to set the 2019/20 budget and council tax at their meeting in February 2019.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	The budget is subject to a wide and varied consultation process which will be conducted alongside the Corporate Plan (see separate listing). This will include consultation with the business and voluntary/community sectors. The Council's Scrutiny Committee will also have a formal opportunity of considering the proposals.	Report and budget	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>

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<p>Treasury management and prudential indicators 2019/20</p> <p>To recommend full Council to agree treasury management policies and prudential indicators for 2019/20.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	None, other than provided for the main budget proposals (see separate item).	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p> <p>Janet Martin, Senior Accountant Tel: (01323) 415983 janet.martin@eastbourne.gov.uk</p>

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<p>Council housing rent setting and HRA budget 2019/20</p> <p>Recommendations to full Council in February 2019 in respect of rent proposals for 2019/20 and the housing revenue account.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	Consultation with tenants via newsletter and focus groups and consideration at Eastbourne Homes Ltd Board.	Report	<p>Chief Finance Officer (Homira Javadi), Director of Service Delivery (Tim Whelan)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>

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<p>Retail rate relief</p> <p>The Government expects local authorities to have in place arrangements to administer and award reliefs for the new financial year. As granting the reliefs falls under the Council's Discretionary powers it is necessary to have a local policy for each of the reliefs.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	6 Feb 2019	Open	With local ratepayers	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Nick Ducatel, Functional Lead (Growth and Prosperity) Tel: (01323) 415914 nick.ducatel@eastbourne.gov.uk</p>

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<p>Eastbourne Local Development Scheme</p> <p>To seek endorsement of the Local Development Scheme, which sets out the timetable for the preparation of the new Eastbourne Local Plan, in order to allow formal adoption at Full Council.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	Local Plan Steering Group (4 th December 2018)	Report and local development scheme	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Matt Hitchen, Senior Strategy and Commissioning Officer (Planning Policy) Tel: (01323) 415253 matt.hitchen@lewes-eastbourne.gov.uk</p>

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<p>Community grants programme - small grants</p> <p>To agree small grants to voluntary organisations awarded by the borough council in Eastbourne for the year 2019/20 and agree priorities for small grants for the year 2020/21.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	6 Feb 2019	Part exempt Exempt information reason: 3	Application process advertised widely in the community.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 pat.taylor@lewes-eastbourne.gov.uk</p>

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<p>Business rate pilot</p> <p>Proposed business rate pilot.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	6 Feb 2019	Open	Not applicable	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>
<p>Housing delivery programme</p> <p>Sets out proposals for the Council's established asset holding companies to purchase residential properties.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Budget and policy framework	Cabinet Full Council	6 Feb 2019 20 Feb 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Nathan Thompson, Property Investment and Acquisitions Lead Tel: (01323) 410000 nathan.thompson@lewes-eastbourne.gov.uk</p>

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<p>Redundancy and redeployment policy</p> <p>To receive and note a report (if submitted to this meeting) giving details of employees currently subject to this policy and related financial implications.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	6 Feb 2019	Fully exempt Exempt information reasons: 1, 2	Consultation with UNISON and the affected individuals takes place. It also provides for corporate resources to be made available to assist in the search for alternative employment both inside and externally to the Council.	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Helen Knight, Head of Human Resources Tel: 01323 415063 helen.knight@lewes-eastbourne.gov.uk</p>

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<p>Corporate performance - quarter 3 - 2018/19</p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q3 2018/19 period.</p> <p>(Lead Cabinet member: Councillor Stephen Holt, Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	20 Mar 2019	Part exempt Exempt information reason: 3	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick), Chief Finance Officer (Homira Javadi)</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk,</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>

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<p>Equality and Fairness Annual Report 2018 and Action Plan 2019</p> <p>To report on activities to undertaken in 2018 to promote equality and fairness and recommend an action plan for 2019.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	20 Mar 2019	Open	Equality and Fairness Stakeholder Group – 12 th December 2018 Scrutiny Committee - 4 February 2018	Equality and fairness analysis	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 pat.taylor@lewes-eastbourne.gov.uk</p>

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<p>Redundancy and redeployment policy</p> <p>To receive and note a report (if submitted to this meeting) giving details of employees currently subject to this policy and related financial implications.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	20 Mar 2019	Fully exempt Exempt information reasons: 1, 2	Consultation with UNISON and the affected individuals takes place. It also provides for corporate resources to be made available to assist in the search for alternative employment both inside and externally to the Council.	Report.	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Helen Knight, Head of Human Resources Tel: 01323 415063 helen.knight@lewes-eastbourne.gov.uk</p>

Explanatory Note

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

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

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

The plan shows:-

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

What is a key decision?

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

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

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

What is budget and policy framework?

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

Confidential and exempt information

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

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

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

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

Conditions
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 Town Hall, Grove Road, Eastbourne between 9.00 a.m. and 5.00 p.m. on Monday to Friday of each weekday (except for public holidays), and on the Council's 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 and Civic Services Manager, on (01323) 415021, or e-mail simon.russell@lewes-eastbourne.gov.uk.