

Scrutiny Committee

4 December 2023



Working in partnership with **Eastbourne Homes**

Time and venue:

6.00 pm in the Court Room - Town Hall, Eastbourne

Membership:

Councillor Kshama Shore (Chair); Councillors Alan Shuttleworth (Deputy-Chair) Kathy Ballard, Ali Dehdashty, Nigel Goodyear, Jane Lamb, Amanda Morris and Hugh Parker

Quorum: 2

Published: Friday, 24 November 2023

Agenda

- 1 Minutes of the meeting held on 18 September 2023 (Pages 5 - 10)**
- 2 Apologies for absence / declaration of substitute members**
- 3 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct**
- 4 Questions by members of the public**

On matters not already included on the agenda and for which prior written notice has been given (total time allowed 15 minutes).
- 5 Urgent items of business**

The Chairman to notify the Committee of any items of urgent business to be added to the agenda.
- 6 Right to address the meeting/order of business**

The Chairman to report any requests received to address the Committee from a member of the public or from a Councillor in respect of an item listed below and to invite the Committee to consider taking such items at the commencement of the meeting.
- 7 Update on the work of Consultants - Eastbourne Houses in Multiple Occupation (HMO) Study (Pages 11 - 14)**

- 8 Corporate performance - quarter 2 - 2023/24 - to follow
- 9 Revenue and Capital Financial Monitoring Report Quarter 2 2023-24 - to follow
- 10 Interim medium term financial strategy - to follow
- 11 Council tax and business rate base 2024/25 - to follow
- 12 Housing Services - Current Operating Pressures - to follow
- 13 Local council tax reduction scheme - to follow
- 14 Changes to Discretionary Council Tax Discounts and Empty Homes Premiums from 01 April 2024 - to follow
- 15 Eastbourne Carbon Neutral 2030: Annual Progress Report - to follow
- 16 Eastbourne Borough Council Asset Strategy - to follow
- 17 Forward Plan of Decisions (Pages 15 - 38)
To receive the Forward Plan of the Cabinet.
- 18 Scrutiny Work Programme (Pages 39 - 42)
To receive the Scrutiny Work Programme.
- 19 Date of the next meeting
To note that the next meeting of the Scrutiny Committee is scheduled to be held on 5 February 2024 in the Court Room, Town Hall, Eastbourne commencing at 6:00pm.

Information for the public

Accessibility:

Please note that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired. If you would like to use the hearing loop please advise Democratic Services (see below for contact details) either in advance of the meeting or when you arrive so that they can set you up with the relevant equipment to link into the system.

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Filming/Recording:

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start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

Public participation:

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

Information for Councillors

Disclosure of interests:

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

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

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

Councillor right of address:

Councillors wishing to address the meeting who are not members of the committee must notify the Chairman and Democratic Services in advance (prior to the start of the meeting), with the exception of Planning Committee meetings where registering to speak must be made in accordance with the relevant public speaking rules set out in the Council's constitution.

Democratic Services

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

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Telephone: 01323 410000

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Working in partnership with **Eastbourne Homes**

Scrutiny Committee

Minutes of meeting held in Court Room - Town Hall, Eastbourne on 18 September 2023 at 6.00 pm.

Present:

Councillor Kshama Shore (Chair).

Councillors Alan Shuttleworth (Deputy-Chair), Kathy Ballard, Ali Dehdashty, Jane Lamb, Hugh Parker and Robert Smart.

Officers in attendance:

Philip Brown (Property Lawyer), Luke Dreeling (Performance Lead), Nick Peeters (Committee Officer), Robert Cottrill (Chief Executive), Nathan Haffenden (Head of Development, Investment and Delivery), Steven Houchin (Interim Deputy Chief Finance Officer (Corporate Finance)) and Lynn Ingram (Interim Head of Financial Planning).

15 Minutes of the meeting held on 10 July 2023

Resolved that the minutes of the meeting held on 10 July 2023 were submitted and approved and signed as a correct record by the Chair.

15 Minutes of the meeting held on 10 July 2023

Resolved that the minutes of the meeting held on 10 July 2023 were submitted and approved and signed as a correct record by the Chair.

16 Apologies for absence / declaration of substitute members

Apologies for absence were received from Councillors Goodyear and Morris. Councillor Smart was a substitute for Councillor Goodyear.

17 Declarations of Disclosable Pecuniary Interests (DPIs) by members as required under Section 31 of the Localism Act and of other interests as required by the Code of Conduct

There were none.

18 Questions by members of the public

There were none.

19 Urgent items of business

There were none.

20 Right to address the meeting/order of business

There were no requests.

21 Assurance Review follow up - CIPFA (Chartered Institute of Public Finance and Accountancy) Rapid Finance Review

Jo Harper, Head of Business Planning and Performance, presented the report which updated the Scrutiny Committee on the results of a recent review undertaken by the Chartered Institute of Public Finance and Accountancy (CIPFA) and associated recommendations. During discussion, the following points were highlighted:

- Members felt that the rising costs of homelessness were continuing to impact on the Council and people in the Borough, both in terms of the human and financial cost. Members requested that the issue be looked at further and that it be included as a topic for the Committee's work programme.
- It was confirmed that the investment Company Eastbourne Limited (ICE), a wholly owned council company established as the loan guarantor in connection with a commercial property in Leicester, was not for sale.
- Members noted that there were many positive responses in the Assurance Review that were provided by an external, independent body, including the Council's positive progress towards financial stability, and its management of short-term debt and repayment plans (where no concerns were identified). However, a member expressed concerns that there were factual omissions that questioned the credibility of the CIPFA report.
- Officers confirmed the long-term debt provision of £114m related to long term loans held with the Public Works Loan Board and also confirmed that the council maintained a short-term debt balance of £67m, details of which would be reported as part of the Quarter 1 Treasury Management Report due to be presented to the Councils Audit & Governance Committee.
- Members noted a previous balance of £46m of short-term debt and sought clarification that short term debt had increased significantly over a short period?" Officers responded that short term debt had increased by £4m since the end of this financial year (31 March 2023) to £67m, but they were not aware of the balance quoted by members as the published level of short-term debt held as of the 31 March 2022 was £41m.
- Members then asked officers to confirm the levels of interest paid against existing short terms debt. Officers confirmed there were 12 items outstanding of short-term debt with values between £4 million and £10 million. The rates between the items had varied over the previous 6 months between 4.1% and 4.85%, with an overall average of 4.56 %. Officers also agreed to circulate an analysis of £67m short-term debt, including the dates loans were agreed, the dates they matured, and the interest rate charged

against each loan.

- In conclusion to the discussion regarding the CIPFA report, it was noted that opposition members had raised concerns about the Councils management of short-term debt, but that CIPFA had not raised any specific concerns about the Councils debt. It was noted that the council was in an “under borrowed” position and debt levels were comparable with other councils.
- It was anticipated that the overarching strategy recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) for objectives on tourism, income, and economic diversification would be available in December 2023.

Resolved to note the report.

22 LGO annual complaints review 2022 - 2023

Rob Cotterill, Chief Executive, presented the report provided an update to members on the Local Government Office (LGO) annual review (22-23) of complaints received and investigated. During discussion, the following points were highlighted:

- Members questioned whether delays in the processing of stage 1 complaints led to an increase in stage 2 complaints and follow up complaints with the Ombudsman. Officers explained The expectation by the public in terms of very quick response times to enquiries was a possible factor in the number of stage 1 complaints. Homelessness and housing options produced a high volume of enquiries, including people trying to access suitable housing within a limited supply. It was a complex area, involving investigation and assessments, and a challenge to provide responses and outcomes within timescales.
- Members requested further information on the five complaints that were upheld and that the number of stage 1 complaints be looked at further to see how processes could be improved.

Resolved to note the report.

23 Corporate performance - quarter 1 - 2023/24

Luke Dreeling, Performance Lead, presented the report which provided members with detail on the Council’s progress and performance in respect of service areas for the First Quarter of the year (April-June 2023). During discussion, the following points were highlighted:

- Qualitative data was also now being monitored for customer telephone calls. It was recognised that calls were taking slightly longer but this allowed staff to have more in-depth conversations with customers to ensure that potentially complex enquiries were resolved. The possibility of a front-end

message advising customers of the same would be looked at.

- Members thanked the Environment First team for their prompt action when notified of incidents of fly-tipping. Members requested that the number of fly tipping cases where prosecution took place, be provided as a percentage of the total number of incidents. Members felt that wider publicity of the impact of fly-tipping would raise public awareness and the use of cameras in high incident areas could be used, as it was a cause of distress to residents.
- Members noted the improvement in the number of households living in emergency (nightly paid) accommodation and thanked officers for their hard work in difficult circumstances. The improvement in the average number of days taken to process new claims for housing and council tax benefit was also noted.

Resolved to note the report.

24 Revenue and Capital Financial Monitoring Report Quarter 1 2023-24

Steve Houchin, Deputy Chief Finance Officer and Lynne Ingram, Interim Head of Financial Planning, presented the report which provided an assessment of the Council's financial performance against its approved 2023-24 budget, incorporating key financial risks, issues and opportunities identified since 1 April 2023 for the General Fund and the Housing Revenue Account (HRA). During discussion, the following points were highlighted:

- It was confirmed that the predicted overspend for 2024 was an appraisal with the Council working towards mitigating the causes of the overspend and reducing it.
- Homelessness and homelessness support were a significant financial pressure for the Council. The issue was one that was impacting on many local authorities on the South Coast.
- The Housing Revenue Account did not take into account the overspend from the previous year, when the Council provided additional funding to cover the overspend position at that point.
- The funding for the Better Care Fund reflected discussions between the Section 151 Officers (Chief Finance Officer) at Eastbourne Borough Council and East Sussex County Council on the transfer of grants between the two authorities.
- The Council approved a capital expenditure budget of £27 million in February 2023 and £3.992 million was carried forward from the previous year (page 63 paragraph 5,2). Variations, including a reduction in anticipated capital spend meant a slippage to a revised budget of £25.328 million. It was not anticipated that the Council would spend the entire budget - the current level of spend was significantly below that expected. The slippage in the Capital programme was due to a reduction in resources

and the Council was focusing on priority areas, rather than externally funded projects. The Capital Programme Oversight Board had been appointed to review the capital programme from a strategic perspective and also to review the funding arrangements.

Resolved to note the report.

25 Forward Plan of Decisions

The Chair introduced the Forward Plan of Cabinet Decisions which outlined decisions due to be presented to the Cabinet at its future meetings.

Resolved to note the Forward Plan of Cabinet Decisions.

26 Scrutiny Work Programme

The Chair, Councillor Shore, introduced the Scrutiny Committee's work programme. Members requested that the following areas be considered for scrutiny at future meetings:

- The schedule of works for the Seafront lighting.
- Housing and homelessness in the Borough

Resolved to note the Scrutiny Committee's work programme.

27 Exclusion of Press and Public

Resolved to enter into an exempt part of the meeting for item 11. Housing Delivery & Assets Update and item 13. Housing delivery and assets update - Exempt Appendix 2, as it was considered that public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Exempt reason 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

28 Housing Delivery & Assets Update

Nathan Haffenden, Head of Development, Investment and Delivery, presented the report which provided an update on the housing development and delivery programme.

Members discussed housing development in the Borough, the types of build that would be appropriate and the associated issues with finding solutions to providing affordable housing, and reducing homelessness numbers. Members also discussed the types of government funding potentially available and whether they were suitable for housing development needs in the Borough.

Resolved to note the report.

29 Housing delivery and assets update - Exempt Appendix 2

This item was dealt with as part of item 11. Housing delivery and assets update.

30 Date of the next meeting

Resolved to note that the next meeting of the Scrutiny Committee is scheduled to be held on 4 December 2023 in the Court Room, Town Hall, Eastbourne commencing at 6:00pm.

The meeting ended at 7.50 pm

Councillor Kshama Shore (Chair)

Report to:	Scrutiny Committee
Date:	4 December 2023
Title:	Update on the work of Consultants - Eastbourne Houses in Multiple Occupation (HMO) Study
Ward(s):	All wards
Purpose of report:	To provide background to the request from the Scrutiny Committee for licenced houses of multiple occupancy (HMO's) to be included on its work programme.
Officer recommendation(s):	(1) To note the update from the Consultants commissioned to undertake an assessment of HMO's in Eastbourne Borough.
Reasons for recommendations:	To allow Members to discuss the issue further and consider any next steps that may be required.
Contact Officer(s):	Name: Nick Peeters Post title: Committee Officer, Democratic Services E-mail: nick.peeters@lewes-eastbourne.gov.uk Telephone number:

1 Introduction

- 1.1 At the meeting of the Scrutiny Committee on the 7 February 2022, Members agreed, following consideration of a report of the Eastbourne & Lewes Community Safety Partnership, that further oversight by the Committee of the inspection and governance of houses of multiple occupancy (HMO's) should be undertaken and added to its work programme. This report is intended to provide background to the issue and allow Members to consider any further steps that may be required.
- 1.2 At its meeting on the 11 July 2022, the Committee considered a review of planning policy and licensing for HMO's. The recommendation of the report being considered was that consultants be commissioned to provide robust evidence to support and justify any future decisions on action regarding HMO planning policy and licensing. The work due to be commissioned would provide

a map of licensable HMOs and give a wider picture of the concentrations of HMOs in the Town. Members were later advised that consultants had been appointed to undertake an assessment of licensable HMO's in Eastbourne, including a recommendations to collect data on smaller HMOs.

- 1.3 An update was provided to the Committee at its meeting on the 5 December 2022 and Members were advised that the data collection on HMO's, particularly smaller ones (properties with under 6 residents which were not licenced) was complex and that one area of focus would be on policy direction that allowed control of the volumes of HMO's (possibly by street/road). Members have requested at subsequent meetings that a report from the Consultant's be presented to the Committee. Unfortunately, the report is not yet available, however, the Consultants commissioned to produce it will update the Committee on its progress.

2 Outcomes

- 2.1 The report from the Consultants is expected to look at the volume of HMOs in the Borough, their make-up and the level of impact they have, both positively and negatively on residents, the economy of the Town and those occupying HMO's. Members will receive the final version of the Consultant's report and may wish to consider whether any further, interim scrutiny of the issue is required.
- 2.2 The report will provide evidence to inform any future decision on actions that can be taken by the Council to manage the supply and condition of HMOs going forward.

3 Financial appraisal

- 3.1 This report is for information only and provides background to the request from the Scrutiny Committee for updates on the work of the Consultants commissioned to assess HMOs in the Borough – there is no direct financial impact as a result of the report.

4 Legal implications

- 4.1 This report is for information only and provides background to the request from the Scrutiny for updates on the work of the Consultants commissioned to assess HMOs in the Borough – there are no direct legal implications as a result of the report.

5 Risk management implications

5.1 This report is for information only and provides background to the request from the Scrutiny for updates on the work of the Consultants commissioned to assess HMOs in the Borough – there are no direct risk management implications as a result of the report.

6 Equality analysis

6.1 This report is for information only and provides background to the request from the Scrutiny for updates on the work of the Consultants commissioned to assess HMOs in the Borough – there is no direct impact on equalities as a result of the report.

7 Environmental sustainability implications

7.1 This report is for information only and provides background to the request from the Scrutiny for updates on the work of the Consultants commissioned to assess HMOs in the Borough – there are not direct environmental sustainability implications as a result of the report.

8 Appendices

There are none.

9 Background papers

There are none.

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FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 December 2023 to 31 March 2024

Date of publication:

14 November 2023

Membership of Cabinet:

Councillor Stephen Holt (Leader and Chair of Cabinet): Community Strategy, Local Strategic Partnership, the Corporate Plan, Performance and Staff.

Councillor Margaret Bannister: (Deputy Leader and Deputy Chair of Cabinet): Tourism, Leisure, Accessibility and Community Safety

Councillor Peter Diplock: Housing and Planning

Councillor Robin Maxted: Tourism and Leisure Services

Councillor Jim Murray Climate change

Councillor Colin Swansborough: Enterprise, Community Spaces and Heritage Assets.

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>Interim medium term financial strategy</p> <p>to consider and approve the council's medium term financial strategy.</p> <p>(Lead Cabinet member: Councillor Robin Maxted)</p>	All Wards	Key	Cabinet	13 Dec 2023	Open	Consultation be undertaken as part of a wider consultation on the council's budget for 2023/24 later in the year.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) Tel: 01323 415378</p> <p>steven.houchin@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Local council tax reduction scheme</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 Robin Maxted)</p>	All Wards	Budget and policy framework	Cabinet Full Council	13 Dec 2023 21 Feb 2024	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, Lead for Income Maximisation and Welfare Tel: (01323) 415171 bill.mccafferty@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Changes to Discretionary Council Tax Discounts and Empty Homes Premiums from 01 April 2024</p> <p>Recommend changes to Discretionary Council Tax Discounts and Empty Homes Premiums from 01 April 2024.</p> <p>(Lead Cabinet member: Councillor Robin Maxted)</p>	All Wards	Budget and policy framework	Cabinet Full Council	13 Dec 2023 21 Feb 2024	Open	There is no legal requirement to consult on changes to Discretionary Council Tax Discounts and Premiums.	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Nick Ducatel, Functional Lead - Growth and Prosperity Tel: (01323) 415914 nick.ducatel@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Council tax and business rate base 2024/25</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 Robin Maxted)</p>	All Wards	Key	Cabinet	13 Dec 2023	Open	As detailed in the report.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) Tel: 01323 415378</p> <p>steven.houchin@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Corporate performance - quarter 2 - 2023/24</p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q2 2023/24 period.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	13 Dec 2023	Open	Scrutiny Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Luke Dreeling, Performance Lead luke.dreeling@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Revenue and Capital Financial Monitoring Report Quarter 2 - 2023-24</p> <p>The report provides an assessment of the Council's financial performance against its approved 2023-24 budget, incorporating key financial risks, issues and opportunities identified since 1 April 2023 for the General Fund and the Housing Revenue Account (HRA)</p> <p>(Lead Cabinet member: Councillor Robin Maxted)</p>	All Wards	Non-Key	Cabinet	13 Dec 2023	Open	Scrutiny Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) Tel: 01323 415378 steven.houchin@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Eastbourne Carbon Neutral 2030: Annual Progress Report</p> <p>Annual progress report detailing the council and borough carbon footprints, and progress against the action plan.</p> <p>(Lead Cabinet member: Councillor Jim Murray)</p>	All Wards	Key	Cabinet	13 Dec 2023	Open	As detailed in the report.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Wunsch, Specialist Advisor (Sustainability) jo.wunsch@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Housing Services - Current Operating Pressures</p> <p>To provide Cabinet with a summary of the current operating context and the challenges this is presenting to the delivery of housing services across the Borough.</p> <p>(Lead Cabinet member: Councillor Peter Diplock)</p>	All Wards	Non-Key	Cabinet	13 Dec 2023	Open	Policy and Performance Advisory Committee (if requested)	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Oliver Jones, Lead, Housing, Homelessness & Community Safety Tel: 01323 415464 Oliver.Jones@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Eastbourne Borough Council Asset Strategy</p> <p>The report seeks Cabinet's approval of a new asset strategy for the council, in line with recommendations from the 2023 CIPFA Rapid Finance Review.</p> <p>(Lead Cabinet members: Councillor Robin Maxted, Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	13 Dec 2023	Open	Scrutiny Committee (if requested)	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>

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>Tourism Diversification Strategy</p> <p>The report seeks Cabinet's approval of a new diversification strategy for the council, in line with recommendations from the 2023 CIPFA Rapid Finance Review.</p> <p>(Lead Cabinet members: Councillor Margaret Bannister, Councillor Robin Maxted)</p>	All Wards	Key	Cabinet	13 Dec 2023	Open	Scrutiny Committee (if requested)	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>

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>Corporate performance -quarter 3 - 2023/24</p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q3 2023/24 period.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	7 Feb 2024	Open	Scrutiny Committee	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Luke Dreeling, Performance Lead luke.dreeling@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>General fund budget 2024/25 and capital programme</p> <p>to recommend full Council to set the 2024/25 budget and council tax at their meeting in February 2024.</p> <p>(Lead Cabinet member: Councillor Robin Maxted)</p>	All Wards	Budget and policy framework	Cabinet Full Council	7 Feb 2024 21 Feb 2024	Open	The budget is subject to a wide and varied consultation process. The Council's Scrutiny Committee will also have a formal opportunity of considering the proposals.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) Tel: 01323 415378 steven.houchin@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Treasury Management and Prudential Indicators 2024/25, Capital Strategy & Investment Strategy</p> <p>To approve the Council's Annual Treasury Management Strategy, Capital Strategy & investment Strategy together with the Treasury and Prudential Indicators.</p> <p>(Lead Cabinet member: Councillor Robin Maxted)</p>	All Wards	Budget and policy framework	Cabinet Full Council	7 Feb 2024 21 Feb 2024	Open	The budget is subject to a wide and varied consultation process. The Council's Policy and Performance Advisory Committee will also have a formal opportunity of considering the proposals.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) Tel: 01323 415378 steven.houchin@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Housing revenue account budget 2024/25</p> <p>Recommendations to full Council in respect of the housing revenue account for 2024/25</p> <p>(Lead Cabinet member: Councillor Robin Maxted)</p>	All Wards	Budget and policy framework	Cabinet Full Council	7 Feb 2024 21 Feb 2024	Open	Consultation with tenants via newsletter and focus groups and consideration at Eastbourne Homes Ltd Board.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) Tel: 01323 415378 steven.houchin@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Complaints Policy</p> <p>To agree a new complaints policy for Lewes and Eastbourne Councils. (Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	7 Feb 2024	Open	As detailed in the report.	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Linda Farley, Head of Customer First linda.farley@lewes-eastbourne.gov.uk</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Your Eastbourne Business Improvement District (BID) renewal</p> <p>Your Eastbourne BID Limited BID renewal. A BID period can only last a maximum of 5 years and Your Eastbourne BID Limited will be moving into the final year of the 5 year BID cycle in September 2023 and it is due to end in September 2024. If the BID Company wants to continue its activities it must hold a new ballot.</p> <p>(Lead Cabinet member: Councillor Robin Maxted)</p>	Devonshire; Meads; Upperton	Key	Cabinet	7 Feb 2024	Open	Consultation with BID Levy payers and businesses within the proposed expanded BID area (Devonshire Quarter) will start in September and continue up to 4th July 2024 which is the re-ballot date.	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Bill McCafferty, Lead for Income Maximisation and Welfare Tel: (01323) 415171 bill.mccafferty@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Eastbourne and Lewes Community Safety Partnership - Annual Report</p> <p>To enable Cabinet to consider the 2022/23 performance of the Eastbourne & Lewes Community Safety Partnership (E&LCSP).</p> <p>(Lead Cabinet member: Councillor Margaret Bannister)</p>	All Wards	Non-Key	Cabinet	20 Mar 2024	Open	An ongoing process of engagement is in place to help assess and evaluate the success of projects and other measures supported by the Partnership.	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Oliver Jones, Lead, Housing, Homelessness & Community Safety Tel: 01323 415464 Oliver.Jones@lewes-eastbourne.gov.uk</p>

Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class: (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p>Finance update - performance quarter 3 - 2023-2024</p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 3 2023/2024 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Robin Maxted)</p>	All Wards	Key	Cabinet	20 Mar 2024	Open	Audit and Governance/Scrutiny (where applicable)	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) Tel: 01323 415378</p> <p>steven.houchin@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 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.

Scrutiny Committee Work Programme 2023/2024

Subject	Lead Officer	Date of Meeting
Invitation to the project team from the Blue Heart Project	Nick Peeters, Committee Officer, nick.peeters@lewes-eastbourne.gov.uk	10 July 2023
Scrutiny Committee Work Programme	Nick Peeters, Committee Officer, nick.peeters@lewes-eastbourne.gov.uk	10 July 2023
Corporate performance - quarter 4 - 2022/23	Luke Dreeling, Performance Lead luke.dreeling@leweseastbourne.gov.uk	10 July 2023
Revenue & Capital Outturn - 2022/23	Mark Walker, Head of Financial Planning mark.walker@leweseastbourne.gov.uk Parmjeet Jassal, Interim Head of Financial Planning parmjeet.jassal@leweseastbourne.gov.uk	10 July 2023
Stability and Growth Programme	Jo Harper, Head of Business Planning and Performance, jo.harper@lewes-eastbourne.gov.uk	10 July 2023
Sovereign Centre Arrangements	Becky Cooke, Director of Tourism, Culture and Organisational Development, becky.cooke@lewes-eastbourne.gov.uk	10 July 2023
Housing Delivery & Asset Update	Nathan Haffenden, Head of Development, Investment and Delivery, nathan.haffenden@lewes-eastbourne.gov.uk	10 July 2023
Disabled Facilities Grants - Financial Assistance Policy 2023-2025	Rebecca Wynn, Regulatory Services Lead (Operational Lead - Emergency Planning), rebecca.wynn@leweseastbourne.gov.uk	10 July 2023
LGO Annual Complaints Review 22-23	Linda Farley, Head of Customer First linda.farley@lewes-eastbourne.gov.uk	18 September 2023
Assurance Review follow up - CIPFA (Chartered Institute of Public Finance and Accountancy)	Jo Harper, Head of Business Planning and Performance jo.harper@lewes-eastbourne.gov.uk	18 September 2023
Corporate performance - quarter 1 - 2023/24	Luke Dreeling, Performance Lead luke.dreeling@leweseastbourne.gov.uk	18 September 2023

Scrutiny Committee Work Programme 2023/2024

Revenue and Capital Financial Monitoring Report Quarter 1 2023-24	Mark Walker, Head of Financial Planning mark.walker@leweseastbourne.gov.uk Parmjeet Jassal, Head of Financial Planning parmjeet.jassal@leweseastbourne.gov.uk	18 September 2023
Housing Delivery & Assets Update (EXEMPT)	Nathan Haffenden, Head of Development, Investment and Delivery nathan.haffenden@lewes-eastbourne.gov.uk	18 September 2023
Update by the Consultants on Licensable Houses of Multiple Occupation (HMO's)	Matthew Hitchen, Senior Planning Policy Officer matthew.hitchen@lewes-eastbourne.gov.uk	4 December 2023
Interim medium term financial strategy	Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) steven.houchin@lewes-eastbourne.gov.uk	4 December 2023
Revenue and Capital Financial Monitoring Report Quarter 2 - 2023-24	Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) steven.houchin@lewes-eastbourne.gov.uk	4 December 2023
Local council tax reduction scheme	Bill McCafferty, Lead for Income Maximisation and Welfare bill.mccafferty@lewes-eastbourne.gov.uk	4 December 2023
Council tax and business rate base 2024/25	Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) steven.houchin@lewes-eastbourne.gov.uk	4 December 2023
Eastbourne Borough Council Asset Strategy	Jo Harper, Head of Business Planning and Performance jo.harper@lewes-eastbourne.gov.uk	4 December 2023
Corporate performance - quarter 2 - 2023/24	Luke Dreeling, Performance Lead luke.dreeling@lewes-eastbourne.gov.uk	4 December 2023
Eastbourne Borough Council's Role in Diversification for Future Resilience	Jo Harper, Head of Business Planning and Performance jo.harper@lewes-eastbourne.gov.uk	4 December 2023
Eastbourne Carbon Neutral 2030: Annual Progress Report	Jo Wunsch, Specialist Advisor (Sustainability) jo.wunsch@lewes-eastbourne.gov.uk	4 December 2023

Scrutiny Committee Work Programme 2023/2024

Changes to Discretionary Council Tax Discounts and Empty Homes Premiums from 01 April 2024	Nick Ducatel, Functional Lead - Growth and Prosperity nick.ducatel@lewes-eastbourne.gov.uk	4 December 2023
Attendance by Southern Water to discuss sewage discharges into the Borough's coastal areas	Nick Peeters, Committee Officer nick.peeters@lewes-eastbourne.gov.uk	5 February 2024
Corporate performance -quarter 3 - 2023/24	Luke Dreeling, Performance Lead luke.dreeling@lewes-eastbourne.gov.uk	5 February 2024
General fund budget 2024/25 and capital programme	Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) steven.houchin@lewes-eastbourne.gov.uk	5 February 2024
Treasury Management and Prudential Indicators 2024/25, Capital Strategy & Investment Strategy	Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) steven.houchin@lewes-eastbourne.gov.uk	5 February 2024
Housing revenue account budget 2024/25	Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) steven.houchin@lewes-eastbourne.gov.uk	5 February 2024
Complaints Policy	Linda Farley, Head of Customer First linda.farley@lewes-eastbourne.gov.uk	5 February 2024

Standing items on the agendas:

- The Forward Plan of Cabinet Decisions
- Scrutiny Committee Work Programme

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