

## FORWARD PLAN OF KEY DECISION

Period covered by this Plan:	July to October 2014
Date of publication:	1 July 2014
Date plan next due to be published	1 August 2014

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

**Councillor Gill Mattock** (Deputy Leader and Deputy Chairman of Cabinet): Financial services including accountancy, audit, purchasing and payments).

**Councillor Margaret Bannister:** Direct assistance services including revenues and benefits, housing and community development, bereavement services and the Community Safety Partnership.

**Councillor Carolyn Heaps:** Commercial and recreational services including sport and leisure, theatres, tourism, events and Devonshire Park, galleries and museums.

**Councillor Troy Tester:** Core support and strategic services.

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

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.

### **A summary of the contents of this Plan follows:**

\*New Listings since the last plan are marked with an asterisk

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Title:	<b>Council Budget - finance matters including performance monitoring and treasury management</b>
Decision/Key Issue:	Regular monitoring of current year budgets (including virement authorisations, debt write-offs, decisions on revenue and capital budgets in excess of £50,000) and performance monitoring of council services and activities (including assessments against corporate plan priorities, progress of the devolved budget scheme and treasury management).
Wards:	All Wards
Decision Maker:	Cabinet
Lead cabinet member:	Councillor Gill Mattock, Councillor Troy Tester
Lead Chief officer	Deputy Chief Executive (Julian Osgathorpe)
Expected Date of Decision:	16 Jul 2014 3 Sep 2014 22 Oct 2014
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report. (Note: Any report in respect of debt write-offs will comprise exempt information and part thereof will therefore need to be dealt with in private.)
Contact officer (with title, address, tel. No. and e-mail address):	Pauline Adams, Financial Services Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415979 pauline.adams@eastbourne.gov.uk,  William Tompsett, Strategic Performance Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415148 william.tompsett@eastbourne.gov.uk

Title:	<b>Local Government Pension Scheme - Council's Policy re. Discretions</b>
Decision/Key Issue:	To consider revisions to the Council's policy in relation to the exercise of discretions allowed under the Local Government Pension Scheme regulations 2007 and the amended regulations as of 1 April 2014.
Wards:	All Wards
Decision Maker:	Council
Lead cabinet member:	Councillor Troy Tester
Lead Chief officer	Deputy Chief Executive (Julian Osgathorpe)
Expected Date of Decision:	23 Jul 2014
Details of consultation arrangements proposed or undertaken (where known):	Consultation has been undertaken with Unison
List of documents (not including confidential or exempt information):	Report and appendices
Contact officer (with title, address, tel. No. and e-mail address):	Becky Cooke, Human Resources Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415106 becky.cooke@eastbourne.gov.uk

Title:	<b>Sustainable Service Delivery Strategy (SSDS) - Update</b>
Decision/Key Issue:	Further decisions on programme and implementation of phase 2 of the Future Model for the Council's operational structures.
Wards:	All Wards
Decision Maker:	Cabinet
Lead cabinet member:	Councillor Troy Tester
Lead Chief officer	Deputy Chief Executive (Julian Osgathorpe)

Expected Date of Decision:	16 Jul 2014 22 Oct 2014
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report.
Contact officer (with title, address, tel. No. and e-mail address):	Henry Branson, Senior Head of Infrastructure, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415155 henry.branson@eastbourne.gov.uk

Title:	<b>Medium Term Financial Strategy</b>
Decision/Key Issue:	To consider and approve the Council's medium term financial strategy.
Wards:	All Wards
Decision Maker:	Cabinet
Lead cabinet member:	Councillor Gill Mattock
Lead Chief officer	Chief Finance Officer (Alan Osborne)
Expected Date of Decision:	16 Jul 2014
Details of consultation arrangements proposed or undertaken (where known):	Consultation be undertaken as part of a wider consultation on the Council's budget for 2015/16 later in the year.
List of documents (not including confidential or exempt information):	Report
Contact officer (with title, address, tel. No. and e-mail address):	Alan Osborne, Chief Finance Officer, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415149 alan.osborne@eastbourne.gov.uk

Title:	<b>Asset Management Strategy</b>
Decision/Key Issue:	To agree the implementation plan for the new Corporate Landlord model.
Wards:	All Wards
Decision Maker:	Cabinet
Lead cabinet member:	Councillor Troy Tester
Lead Chief officer	Senior Head of Development (Jefferson Collard)
Expected Date of Decision:	3 Sep 2014
Details of consultation arrangements proposed or undertaken (where known):	The Council's Strategic Property Board will continue to be consulted on this matter.
List of documents (not including confidential or exempt information):	Report
Contact officer (with title, address, tel. No. and e-mail address):	Paul Friend, Corporate Property Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415261 paul.friend@eastbourne.gov.uk

Title:	<b>Annual Treasury Management Report 2013/14 and Interim Review 2014/15</b>
Decision/Key Issue:	To receive and approve annual management report and interim review.
Wards:	All Wards
Decision Maker:	Cabinet Council
Lead cabinet member:	Councillor Gill Mattock
Lead Chief officer	Chief Finance Officer (Alan Osborne)
Expected Date of	3 Sep 2014

Decision:	17 Sep 2014
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report
Contact officer (with title, address, tel. No. and e-mail address):	Pauline Adams, Financial Services Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415979 pauline.adams@eastbourne.gov.uk

Title:	<b>Devonshire Park and Congress Theatre update</b>
Decision/Key Issue:	To note progress and authorise the programme and cost plan.
Wards:	Meads
Decision Maker:	Cabinet
Lead cabinet member:	Councillor Carolyn Heaps
Lead Chief officer	Senior Head of Development (Jefferson Collard)
Expected Date of Decision:	16 Jul 2014
Details of consultation arrangements proposed or undertaken (where known):	Formal consultation not required at this stage but both the Project Board and Partnership Group have been kept informed of the project.
List of documents (not including confidential or exempt information):	Report (N.B. report may disclose sensitive tender information before the contract has been formally awarded and may therefore need to be considered in private)
Contact officer (with title, address, tel. No. and e-mail address):	Jefferson Collard, Senior Head of Development, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415240 jeff.collard@eastbourne.gov.uk

Title:	<b>Employment Land Local Plan</b>
Decision/Key Issue:	To endorse the Proposed Submission version of the Employment Land Local Plan and give authority to publish for a representation period in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
Wards:	All Wards
Decision Maker:	Cabinet
Lead cabinet member:	Councillor Steve Wallis
Lead Chief officer	Senior Head of Development (Jefferson Collard)
Expected Date of Decision:	22 Oct 2014
Details of consultation arrangements proposed or undertaken (where known):	The Proposed Draft Employment Land Local Plan was subject to public consultation between December 2013 and March 2014. The Proposed Submission Employment Land Local Plan will be published for a six week period to allow stakeholders to make representations on matters of soundness.
List of documents (not including confidential or exempt information):	Report and Employment Land Local Plan – Proposed Submission Version
Contact officer (with title, address, tel. No. and e-mail address):	Matt Hitchen, Specialist Advisor (Planning), 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415253 matt.hitchen@eastbourne.gov.uk

Title:	<b>Housing Investment Plan</b>
Decision/Key Issue:	To agree a Housing Investment Plan for the period 2014 through 2018 in support of the Council's Corporate Plan and housing strategy 'At Home in Eastbourne'.
Wards:	All Wards
Decision Maker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead Chief officer	Senior Head of Community (Ian Fitzpatrick)



Expected Date of Decision:	16 Jul 2014
Details of consultation arrangements proposed or undertaken (where known):	Cabinet will be asked to consider options for a structured Housing Investment Plan that have been developed during the first year of delivering 'At Home in Eastbourne' and by reviewing the work of the Housing and Economic Development Partnership.
List of documents (not including confidential or exempt information):	Report
Contact officer (with title, address, tel. No. and e-mail address):	Andrew Thompson, Strategic Housing Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415736 andrew.thompson@eastbourne.gov.uk

Title:	<b>Housing Futures/Eastbourne Homes Limited</b>
Decision/Key Issue:	Further to the Cabinet's decision on 19 March to move ahead with the option of retaining Eastbourne Homes as the Council's provider of housing management services whilst seeking a closer integration with the Council's other services. Work to validate the business case and finalise arrangements is being conducted and will be reported to Cabinet in July 2014.
Wards:	All Wards
Decision Maker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead Chief officer	Senior Head of Community (Ian Fitzpatrick)
Expected Date of Decision:	16 Jul 2014
Details of consultation arrangements proposed or undertaken (where known):	A draft Consultation Plan has been drawn up by the Housing Services team and EHL officers with input from resident representatives. This plan will be further developed following discussion with the Department of Communities and Local Government and form the core consultation activity over the next three months.
List of documents (not	Report

including confidential or exempt information):	
Contact officer (with title, address, tel. No. and e-mail address:	Andrew Thompson, Strategic Housing Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415736 andrew.thompson@eastbourne.gov.uk

Title:	<b>* Housing Renewal Policy</b>
Decision/Key Issue:	To approve a revised Housing Renewal Policy. The Housing Renewal Policy 2014-2018 will provide help where it is most necessary to make homes in Eastbourne warm and secure. It will contribute toward improving energy efficiency and reducing fuel poverty.
Wards:	All Wards
Decision Maker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead Chief officer	Senior Head of Community (Ian Fitzpatrick)
Expected Date of Decision:	16 Jul 2014
Details of consultation arrangements proposed or undertaken (where known):	Extensive consultation took place in relation to the development of the Council's Housing Strategy which included private housing.
List of documents (not including confidential or exempt information):	Report
Contact officer (with title, address, tel. No. and e-mail address:	Andrew Thompson, Strategic Housing Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415736 andrew.thompson@eastbourne.gov.uk

Title:	<b>Review of Community Grants Policy and Procedures</b>
Decision/Key Issue:	A review of the policies and guidelines will be undertaken and the recommendations of the Grant

	Task Group will be considered by the Cabinet.
Wards:	All Wards
Decision Maker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead Chief officer	Senior Head of Community (Ian Fitzpatrick)
Expected Date of Decision:	16 Jul 2014
Details of consultation arrangements proposed or undertaken (where known):	<p>There are no policy guidelines in place at present for selecting additional priorities for the Grants Programme. An Equality and Fairness Review was presented to the Equality and Fairness Stakeholder Group in February 2014 and it is proposed that the views of this group and other stakeholders should be taken into account and a further report brought to Cabinet prior to the launch of the next Community Grants Programme. This report will recommend priorities for funding in 2015/16.</p> <p>Council Members and Officers have also gathered feedback from voluntary and community groups and 3VA has carried out a survey about the process for applications. The Grants Task Group will consider the feedback collected in the Spring of 2014 and will propose any changes to the policy and procedure in the next report to Cabinet.</p>
List of documents (not including confidential or exempt information):	Report
Contact officer (with title, address, tel. No. and e-mail address):	Pat Taylor, Community Services Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415909 pat.taylor@eastbourne.gov.uk

Title:	<b>The Single Fraud Investigation Service and Corporate Fraud</b>
Decision/Key Issue:	Decision required on the future of Fraud Investigations after the introduction of the Single Fraud Investigation Service.
Wards:	All Wards

Decision Maker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead Chief officer	Senior Head of Community (Ian Fitzpatrick)
Expected Date of Decision:	3 Sep 2014
Details of consultation arrangements proposed or undertaken (where known):	To be undertaken.
List of documents (not including confidential or exempt information):	Report
Contact officer (with title, address, tel. No. and e-mail address):	Bill McCafferty, Revenues and Benefits Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415171 bill.mccafferty@eastbourne.gov.uk

Title:	<b>Retail Rate Relief and Business Rates Reoccupation Relief</b>
Decision/Key Issue:	The Council need to adopt local policies for two new forms of discretionary Business Rates relief, which the government introduced from April 2014.
Wards:	All Wards
Decision Maker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead Chief officer	Senior Head of Community (Ian Fitzpatrick)
Expected Date of Decision:	16 Jul 2014
Details of consultation arrangements proposed or undertaken (where known):	Public and stakeholder consultation will be undertaken.
List of documents (not including confidential or exempt information):	Report and DCLG Business Rates Reoccupation Relief Guidance

Contact officer (with title, address, tel. No. and e-mail address:	Bill McCafferty, Revenues and Benefits Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415171 bill.mccafferty@eastbourne.gov.uk
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Title:	<b>* East Sussex Gypsies and Travellers Framework</b>
Decision/Key Issue:	To request authority for the Council to support the Strategic Priorities and Outcomes for the East Sussex Gypsies and Travellers Framework.
Wards:	All Wards
Decision Maker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead Chief officer	Senior Head of Community (Ian Fitzpatrick)
Expected Date of Decision:	3 Sep 2014
Details of consultation arrangements proposed or undertaken (where known):	Consultation is being undertaken by East Sussex County Council, which is the lead authority on this matter.
List of documents (not including confidential or exempt information):	Report
Contact officer (with title, address, tel. No. and e-mail address:	Andrew Thompson, Strategic Housing Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415736 andrew.thompson@eastbourne.gov.uk

Title:	<b>Rationalisation of Freeholds</b>
Decision/Key Issue:	To request authority for the Council to rationalise its free-holdings of flatted blocks originally developed as part of the municipal housing stock.
Wards:	All Wards
Decision Maker:	Cabinet

Lead cabinet member:	Councillor Margaret Bannister
Lead Chief officer	Senior Head of Community (Ian Fitzpatrick)
Expected Date of Decision:	Either 3rd Sep or 22 October 2014
Details of consultation arrangements proposed or undertaken (where known):	Consultation will be undertaken with relevant leaseholders.
List of documents (not including confidential or exempt information):	Report
Contact officer (with title, address, tel. No. and e-mail address):	Andrew Thompson, Strategic Housing Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415736 andrew.thompson@eastbourne.gov.uk

Title:	<b>* Community Safety Plan</b>
Decision/Key Issue:	To consider the current performance of the Eastbourne Community Partnership (CSP) under the updated Eastbourne Community Safety Plan and to outline issues that may potentially impact future crime and anti-social behaviour (ASB) performance.
Wards:	All Wards
Decision Maker:	Cabinet Council
Lead cabinet member:	Councillor Margaret Bannister
Lead Chief officer	Senior Head of Community (Ian Fitzpatrick)
Expected Date of Decision:	Cabinet: 22 Oct 2014 Council: 19 Nov 2014
Details of consultation arrangements proposed or undertaken (where known):	Consultation to be carried out with key stakeholders.

List of documents (not including confidential or exempt information):	Report
Contact officer (with title, address, tel. No. and e-mail address):	Bob Gough, CRP Co-ordinator, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415346 bob.gough@eastbourne.gov.uk

Title:	<b>* Local Council Tax Reduction Scheme</b>
Decision/Key Issue:	To approve the annual renewal of the scheme and agree any amendments necessary.
Wards:	All Wards
Decision Maker:	Cabinet Council
Lead cabinet member:	Councillor Margaret Bannister
Lead Chief officer	Senior Head of Community (Ian Fitzpatrick)
Expected Date of Decision:	Cabinet: 22 Oct 2014 Council: 19 Nov 2014
Details of consultation arrangements proposed or undertaken (where known):	Consultation will take place with such persons and groups as the Council considered likely to have an interest in the operation of the scheme.
List of documents (not including confidential or exempt information):	Report
Contact officer (with title, address, tel. No. and e-mail address):	Bill McCafferty, Revenues and Benefits Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415171 bill.mccafferty@eastbourne.gov.uk





## EXPLANATORY NOTE

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

Please note that should it be proposed that any item listed in the forward plan be considered in private (with press and public excluded) notice of this intention will be given on the Council's website (see page listing for the particular date of meeting at: <http://www.eastbourne.gov.uk/council/meetings/cabinet/> no later than 28 days before the meeting at which the matter is due to be considered. This notice will give the reasons why the matter (or part thereof) may need to be considered in private.

This Plan is a list of the key 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:-

- when those decisions will be made
- who will make the decision
- 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

If you wish to make representations on any matter included in the Plan please address them to one of:

- the named Lead Officer or contact Officer at the address shown
- the Chief Executive at the address shown below
- the Leader of the Council, at the address shown below

"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.

Copies of documents referred to in the Plan may be obtained from the contact officer whose name and contact address is shown in the Plan.

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.eastbourne.gov.uk/council/meetings/>

If you have any questions about the Forward Plan please contact David Robinson, Senior Local Democracy Officer, on (01323) 415022, or anyone in Civic Services on (01323) 415031/415023; or fax (01323) 410322; or e-mail [david.robinson@eastbourne.gov.uk](mailto:david.robinson@eastbourne.gov.uk)

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