

FORWARD PLAN OF KEY DECISIONS

Period covered by this Plan:	September to December 2014
Date of publication:	3 September 2014
Date plan next due to be published	1 October 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: Tourism and leisure services.

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:	Council Budget - finance matters including performance monitoring and treasury management
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).
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Gill Mattock, Councillor Troy Tester
Lead chief officer	Chief Finance Officer (Alan Osborne) and Head of Corporate Development (Peter Finnis)
Expected date of decision:	3 Sep 2014 22 Oct 2014 10 Dec 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:	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:	Annual Treasury Management Report 2013/14 and Interim Review 2014/15
Decision/Key Issue:	To receive and approve annual management report and interim review.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Gill Mattock
Lead chief officer	Chief Finance Officer (Alan Osborne)
Expected date of decision:	Cabinet: 3 Sep 2014 Council: 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:	Pauline Adams, Financial Services Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415979 pauline.adams@eastbourne.gov.uk

Title:	Human Resources Policies
Decision/Key Issue:	To recommend full Council to approve updated human resources policies.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Troy Tester
Lead chief officer	Head of Corporate Development
Expected date of decision:	Cabinet: 22 October 2014 Council: 19 Nov 2014
Details of consultation arrangements proposed or undertaken (where known):	Consultation with Unison.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Becky Cooke, Human Resources Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415106 becky.cooke@eastbourne.gov.uk

Title:	Asset Management Strategy
Decision/Key Issue:	To agree the implementation plan for the new Corporate Landlord model. It is anticipated that this matter will be included in a wider report of the Sustainable Service Delivery Strategy which will be reported to Cabinet in October.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Troy Tester
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 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:	Paul Friend, Corporate Property Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415261 paul.friend@eastbourne.gov.uk

Title:	* Council Tax and Business Rate Base 2015/16
Decision/Key Issue:	The council tax base is the estimated full year equivalent number of chargeable dwellings within the Borough. This is expressed as the equivalent of band D dwellings with 2 or more liable adults.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister, Councillor Gill Mattock
Lead chief officer	Chief Finance Officer (Alan Osborne)
Expected date of decision:	10 Dec 2014
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Alan Osborne, Chief Finance Officer, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415149 alan.osborne@eastbourne.gov.uk

Title:	* Council Budget 2015/16 - Draft budget proposals.
Decision/Key Issue:	Preparation of the 2014/15 budget and report on consultation outcome.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Gill Mattock
Lead chief officer	Chief Finance Officer (Alan Osborne)
Expected date of decision:	10 Dec 2014
Details of consultation arrangements proposed or undertaken (where known):	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.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Alan Osborne, Chief Finance Officer, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415149 alan.osborne@eastbourne.gov.uk

Title:	Sustainable Service Delivery Strategy (SSDS) - Update
Decision/Key Issue:	Further decisions on programme and implementation of phase 2 of the Future Model for the Council's operational structures, together with consideration of the business case for shared services at the 22 October meeting. It is anticipated that a draft Target Operating Model (TOM) will be presented to Cabinet at the meeting on 10 December.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Troy Tester
Lead chief officer	Senior Head of Infrastructure (Henry Branson)
Expected date of decision:	22 Oct 2014 10 Dec 2014
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report.
Contact officer:	Henry Branson, Senior Head of Infrastructure, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415155 henry.branson@eastbourne.gov.uk

Title:	* Internal Drainage Boards
Decision/Key Issue:	To determine the Council's approach to the setting up of a new Internal Drainage Board.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Steve Wallis
Lead chief officer	Senior Head of Infrastructure (Henry Branson)
Expected date of decision:	22 Oct 2014
Details of consultation arrangements proposed or undertaken (where known):	Stakeholder seminar to take place in September 2014.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Sue Oliver, Manager, Specialist Advisors' Team, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415360 sue.oliver@eastbourne.gov.uk

Title:	* Eastbourne Pier
Decision/Key Issue:	To put in place governance arrangements to ensure the fair, transparent and effective distribution of £2million central government funding, together with other publically collected funds, to deal with the aftermath of the Eastbourne Pier fire.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor David Tutt
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):	Consultation has taken place with local businesses and the Chamber of Commerce together with the Pier owners and operators.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Jefferson Collard, Senior Head of Development, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415240 jeff.collard@eastbourne.gov.uk

Title:	Employment Land Local Plan
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.
Ward(s):	All Wards
Decision taker:	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:	Matt Hitchen, Specialist Advisor (Planning), 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415253 matt.hitchen@eastbourne.gov.uk

Title:	* Wish Tower Restaurant
Decision/Key Issue:	To consider and decide upon future options for the development of the site of the former Wish Tower restaurant.
Ward(s):	Meads
Decision taker:	Cabinet
Lead cabinet member:	Councillor Troy Tester
Lead chief officer	Senior Head of Development (Jefferson Collard)
Expected date of decision:	10 Dec 2014
Details of consultation arrangements proposed or undertaken (where known):	To be advised.
List of documents (not including confidential or exempt information):	Report.
Contact officer:	Jefferson Collard, Senior Head of Development, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415240 jeff.collard@eastbourne.gov.uk

Title:	East Sussex Gypsies and Travellers Framework
Decision/Key Issue:	To request authority for the Council to support the Strategic Priorities and Outcomes for the East Sussex Gypsies and Travellers Framework.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead chief officer	Senior Head of Community (Ian Fitzpatrick)
Expected date of decision:	22 Oct 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:	Ian Fitzpatrick, Senior Head of Community, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415935 ian.fitzpatrick@eastbourne.gov.uk

Title:	Community Safety Plan
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.
Ward(s):	All Wards
Decision taker:	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:	Bob Gough, CRP Co-ordinator, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415346 bob.gough@eastbourne.gov.uk

Title:	Local Council Tax Reduction Scheme
Decision/Key Issue:	To approve the annual renewal of the scheme and agree any amendments necessary.
Ward(s):	All Wards
Decision taker:	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:	Bill McCafferty, Revenues and Benefits Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415171 bill.mccafferty@eastbourne.gov.uk

Title:	Housing Allocations Policy
Decision/Key Issue:	To seek authority to consult upon a revised housing allocations policy.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead chief officer	Senior Head of Community (Ian Fitzpatrick)
Expected date of decision:	22 Oct 2014
Details of consultation arrangements proposed or undertaken (where known):	With public and key stakeholders - details will be given in the Cabinet report.
List of documents (not including confidential or exempt information):	Report, allocations policy, supplementary information leaflets, implementation project plan, consultation plan
Contact officer:	Ian Fitzpatrick, Senior Head of Community, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415935 ian.fitzpatrick@eastbourne.gov.uk

Title:	Establishment of Council-owned Development Company
Decision/Key Issue:	Cabinet will be asked to further steps towards the establishment of Council owned Development Company to allow it to increase investment in housing and economic development projects. This follows the decision of Cabinet on 16 July 2014 (minute 19 – Housing Investment Plan) to authorise preparatory work.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead chief officer	Senior Head of Community (Ian Fitzpatrick)
Expected date of decision:	22 Oct 2014
Details of consultation arrangements proposed or undertaken (where known):	Consultation with key stakeholders.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Ian Fitzpatrick, Senior Head of Community, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415935 ian.fitzpatrick@eastbourne.gov.uk

Title:	* Housing Development at 38 St Leonard's Road
Decision/Key Issue:	<p>38 St. Leonards Rd is an existing commercial office building that is to be acquired and developed by a developer/builder. The building is to be converted into 24 no. residential units comprising 20 no. 1 bed and 4 no. 2 bed. The Council to enter into an agreement to purchase the units upon completion, for a fixed pre-agreed sum and will then seek to sell on in the open market. Development cost risk will sit, wholly, with the developer/builder. Sales risk to sit with the Council. Surplus from sales to be reinvested in affordable housing elsewhere in the town.</p> <p>Cabinet will be asked to approve proposed heads of terms for the agreement with the developer/builder.</p>
Ward(s):	Upperton
Decision taker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead chief officer	Senior Head of Community (Ian Fitzpatrick)
Expected date of decision:	22 Oct 2014
Details of consultation arrangements proposed or undertaken (where known):	
List of documents (not including confidential or exempt information):	Report. Report may comprise exempt information and may therefore need to be dealt with as private business. Exempt information reason 3 - information relating to the financial or business affairs of any particular person (including the authority holding that information).
Contact officer:	<p>Ian Fitzpatrick, Senior Head of Community, 1 Grove Road, Eastbourne, BN21 4TW.</p> <p>Tel: (01323) 415935</p> <p>ian.fitzpatrick@eastbourne.gov.uk</p>

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 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://democracy.eastbourne.gov.uk/mgListPlans.aspx?RPIId=125&RD=0>

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) 415021/415023; or fax (01323) 410322; or e-mail david.robinson@eastbourne.gov.uk

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