



Lewes District Council

**December 2023**

## **FORWARD PLAN OF DECISIONS**

Period covered by this Plan:

**1 December to 31 March 2024**

Date of publication:

**1 December 2024**

### **Membership of Cabinet:**

**Councillor Zoe Nicholson:** Leader of the Council, Chair of Cabinet and Cabinet member for finance, assets and community wealth building

**Councillor Christine Robinson:** Deputy leader of the Council, and Cabinet member for community wellbeing

**Councillor Chris Collier:** Cabinet member for innovation, delivery and people

**Councillor Johnny Denis:** Cabinet member for arts, culture and tourism & leisure

**Councillor Wendy Maples:** Cabinet member for neighbourhood wellbeing

**Councillor Laurence O'Connor:** Cabinet member for planning and infrastructure

**Councillor Emily O'Brien:** Cabinet member for climate, nature and food systems

**Councillor Mark Slater:** Cabinet member for tenants and those in housing need

Please see the explanatory note appended to this Plan for further information and details of how to make representations and otherwise contact the Council on matters listed in the Plan. Documents referred to will be available at least 5 clear working days before the date for decision.

## Forthcoming decisions:

Title, description and lead cabinet member:	Ward(s):	Decision type:	Decision maker:	Expected date of decision:	Expected exemption class:  (Exempt information reason as defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended))	Consultation arrangements proposed or undertaken (where known):	Documents to be submitted:	Lead Chief Officer/ Contact Officer:
<p><b>Interim medium term financial strategy</b></p> <p>To consider and approve the council's medium term financial strategy.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	7 Dec 2023	Open	Consultation be undertaken as part of a wider consultation on the council's budget 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><a href="mailto:steven.houchin@lewes-eastbourne.gov.uk">steven.houchin@lewes-eastbourne.gov.uk</a></p>

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<p><b>Local council tax reduction scheme</b></p> <p>To approve the local council tax reduction scheme and agree any amendments as necessary. It is a legal requirement that the council approve the scheme annually.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	7 Dec 2023  19 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  <a href="mailto:bill.mccafferty@lewes-eastbourne.gov.uk">bill.mccafferty@lewes-eastbourne.gov.uk</a></p>

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<p><b>Council Tax Discounts and Premiums</b></p> <p>Recommend changes to Discretionary Council Tax Discounts and Empty Homes Premiums from 01 April 2024.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	7 Dec 2023  19 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 <a href="mailto:nick.ducatel@lewes-eastbourne.gov.uk">nick.ducatel@lewes-eastbourne.gov.uk</a></p>

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<p><b>Council tax base and non-domestic rate income for 2024/25</b></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 Zoe Nicholson)</p>	All Wards	Key	Cabinet	7 Dec 2023	Open	Policy and Performance Advisory Committee (if requested)	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) Tel: 01323 415378</p> <p><a href="mailto:steven.houchin@lewes-eastbourne.gov.uk">steven.houchin@lewes-eastbourne.gov.uk</a></p>

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<p><b>Portfolio progress and performance report quarter 2 - 2023-2024</b></p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 2 2023/24 period.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Key	Cabinet	7 Dec 2023	Open	Policy and Performance Advisory Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Luke Dreeling, Performance Lead <a href="mailto:luke.dreeling@lewes-eastbourne.gov.uk">luke.dreeling@lewes-eastbourne.gov.uk</a></p>

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<p><b>Finance update - performance quarter 2 - 2023-2024</b></p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 2 2023/2024 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	7 Dec 2023	Open	Audit and Standards Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) Tel: 01323 415378 <a href="mailto:steven.houchin@lewes-eastbourne.gov.uk">steven.houchin@lewes-eastbourne.gov.uk</a></p>

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<p><b>Portfolio progress and performance report quarter 3 - 2023-2024</b></p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 3 2023/24 period.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Key	Cabinet	1 Feb 2024	Open	Policy and Performance Advisory Committee to receive report.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Luke Dreeling, Performance Lead <a href="mailto:luke.dreeling@lewes-eastbourne.gov.uk">luke.dreeling@lewes-eastbourne.gov.uk</a></p>



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<p><b>General Fund Revenue Budget 2024/25, Capital Programme</b></p> <p>To recommend full Council to set the 2023/24 budget and council tax at their meeting in February 2023.</p> <p>Report to propose a revised schedule of fees and charges to apply from 1 April 2023.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	1 Feb 2024  19 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 <a href="mailto:steven.houchin@lewes-eastbourne.gov.uk">steven.houchin@lewes-eastbourne.gov.uk</a></p>

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<p><b>Treasury Management and Prudential Indicators 2024/25, Capital Strategy &amp; Investment Strategy</b></p> <p>To approve the Council's Annual Treasury Management Strategy, Capital Strategy &amp; investment Strategy together with the Treasury and Prudential Indicators.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	1 Feb 2024  19 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 <a href="mailto:steven.houchin@lewes-eastbourne.gov.uk">steven.houchin@lewes-eastbourne.gov.uk</a></p>

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<p><b>Housing revenue account budget 2024/25</b></p> <p>To agree the detailed HRA budget proposals, rent levels and service charges for 2024/25 and the HRA Capital Programme 2023-26.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	1 Feb 2024  19 Feb 2024	Open	An integral part of the Budget process is a constructive dialogue with The Tenants of Lewes District Group (TOLD).	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) Tel: 01323 415378 <a href="mailto:steven.houchin@lewes-eastbourne.gov.uk">steven.houchin@lewes-eastbourne.gov.uk</a></p>

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<p><b>Complaints Policy</b></p> <p>To agree a new complaints policy for Lewes and Eastbourne Councils.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Key	Cabinet	1 Feb 2024	Open	As detailed in the report.	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 <a href="mailto:jo.harper@lewes-eastbourne.gov.uk">jo.harper@lewes-eastbourne.gov.uk</a></p> <p>Linda Farley, Head of Customer First <a href="mailto:linda.farley@lewes-eastbourne.gov.uk">linda.farley@lewes-eastbourne.gov.uk</a></p>

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<p><b>Rights of Rivers Update</b></p> <p>To present an update and progress report on Rights of Rivers since the related Motion was approved at Full Council in February 2023.</p> <p>(Lead Cabinet member: Councillor Emily O'Brien)</p>	All Wards	Key	Cabinet	1 Feb 2024	Open	Policy and Performance Advisory Group (if requested)	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Jane Goodall, Environment Lead Tel: 01273 484383 <a href="mailto:Jane.Goodall@lewes-eastbourne.gov.uk">Jane.Goodall@lewes-eastbourne.gov.uk</a></p>

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<p><b>Housing Services - Current Operating Pressures</b></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 District.</p> <p>(Lead Cabinet member: Councillor Mark Slater)</p>	All Wards	Non-Key	Cabinet	1 Feb 2024	Open	As detailed in the report.	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Oliver Jones, Lead, Housing, Homelessness &amp; Community Safety Tel: 01323 415464  <a href="mailto:Oliver.Jones@lewes-eastbourne.gov.uk">Oliver.Jones@lewes-eastbourne.gov.uk</a></p>

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<p><b>Finance update - performance quarter 3 - 2023-2024</b></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 Zoe Nicholson)</p>	All Wards	Key	Cabinet	14 Mar 2024	Open	Policy and Performance Advisory Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Steven Houchin, Interim Deputy Chief Finance Officer (Corporate Finance) Tel: 01323 415378</p> <p><a href="mailto:steven.houchin@lewes-eastbourne.gov.uk">steven.houchin@lewes-eastbourne.gov.uk</a></p>

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<p><b>Eastbourne &amp; Lewes Community Safety Partnership – Annual Report (Lewes)</b></p> <p>To enable Cabinet to consider the 2023/24 performance of the Eastbourne &amp; Lewes Community Safety Partnership (E&amp;LCSP).</p> <p>(Lead Cabinet member: Councillor Christine Robinson)</p>	All Wards	Non-Key	Cabinet	14 Mar 2024	Open	<p>An ongoing process of engagement is in place to help assess and evaluate the success of projects and other measures supported by the Partnership.</p> <p>Policy and Performance Advisory Committee to receive report.</p>	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Oliver Jones, Lead, Housing, Homelessness &amp; Community Safety Tel: 01323 415464 <a href="mailto:Oliver.Jones@lewes-eastbourne.gov.uk">Oliver.Jones@lewes-eastbourne.gov.uk</a></p>



## **Explanatory Note**

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

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

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

The plan shows:-

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

## **What is a key decision?**

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

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

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

## What is budget and policy framework?

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

## Confidential and exempt information

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

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

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

Category	Condition No.
1. Information relating to any individual.	See conditions 9 and 10 below.

Category	Condition No.
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.
<p>6. Information which reveals that the authority proposes—</p> <p>(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or</p> <p>(b) to make an order or direction under any enactment.</p>	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
<p>8. Information is not exempt information if it is required to be registered under:</p> <p>(a) the Companies Acts (as defined in section 2 of the Companies Act 2006);</p> <p>(b) the Friendly Societies Act 1974;</p> <p>(c) the Friendly Societies Act 1992;</p> <p>(d) the Industrial and Provident Societies Acts 1965 to 1978;</p> <p>(e) the Building Societies Act 1986; or</p> <p>(f) the Charities Act 1993.</p>

“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 to view on our [Council website: 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](mailto:simon.russell@lewes-eastbourne.gov.uk).