

FORWARD PLAN OF KEY DECISIONS

Period covered by this Plan:	July to October 2016
Date of publication:	1 July 2016
Date plan next due to be published	1 August 2016

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: Tourism and enterprise.

Councillor Alan Shuttleworth: Direct assistance services including revenues and benefits, housing and community development, bereavement services and the Community Safety Partnership.

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:	<p>Regular monitoring of current year budgets (including virement authorisations, debt write-offs, decisions on revenue and capital budgets in excess of £50,000), provisional and final out-turn reports and decisions thereon and performance monitoring of council services and activities (including assessments against corporate plan priorities, progress of the devolved budget scheme and treasury management).</p> <p>Report to 13 July meeting to include finalised annual accounts for 2015/16. Report to 14 Sept meeting to include 5-year performance report.</p>
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Deputy Chief Executive and Chief Finance Officer (Alan Osborne) and Senior Head of Corporate Development and Governance (Peter Finnis)
Lead chief officer	Peter Finnis, Alan Osborne
Expected date of decision:	13 Jul 2016 14 Sep 2016
Details of consultation arrangements proposed	None.

or undertaken (where known):	
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, William Tompsett, Senior Corporate Development Officer, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415979 pauline.adams@eastbourne.gov.uk, william.tompsett@eastbourne.gov.uk

Title:	Medium term financial strategy
Decision/Key Issue:	To consider and approve the Council's medium term financial strategy.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Gill Mattock
Lead chief officer	Deputy Chief Executive (Alan Osborne)
Expected date of decision:	13 Jul 2016
Details of consultation arrangements proposed or undertaken (where known):	Consultation be undertaken as part of a wider consultation on the Council's budget for 2017/18 later in the year.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Alan Osborne, Deputy Chief Executive, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415149 alan.osborne@eastbourne.gov.uk

Title:	Annual treasury management report 2015/16 and interim review 2016/17
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	Deputy Chief Executive (Alan Osborne)
Expected date of decision:	Cabinet: 14 Sep 2016 Council: 16 Nov 2016
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Alan Osborne, Deputy Chief Executive, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415149 alan.osborne@eastbourne.gov.uk

Title:	Employee code of conduct
Decision/Key Issue:	To agree and recommend full council to approve an update employee code of conduct.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Troy Tester
Lead chief officer	Senior Head of Corporate Development & Governance (Peter Finnis)
Expected date of decision:	Cabinet: 13 Jul 2016 Council: 20 Jul 2016
Details of consultation arrangements proposed or undertaken (where known):	Revisions formulated in consultation with (among others) Unison, the Council's Equalities Officer and with consideration to ACAS best practice guidance and the needs of the business.
List of documents (not including confidential or exempt information):	Report and code of conduct
Contact officer:	Helen Knight, Human Resources Manager, 1 Grove Road, Eastbourne, BN21 4TW. helen.knight@eastbourne.gov.uk

Title:	* Devonshire Park governance and staffing
Decision/Key Issue:	To support the development of a new governance and staffing structure for the Devonshire Park site including theatres new buildings, Devonshire Park Catering, conference marketing, the International Tennis Centre and Grounds Maintenance.
Ward(s):	Meads
Decision taker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead chief officer	Senior Head of Tourism and Enterprise (Philip Evans)
Expected date of decision:	14 Sep 2016
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report. (Note: Report may comprise exempt information and part thereof may therefore need to be dealt with in private.)
Contact officer:	Philip Evans, Senior Head of Tourism & Enterprise, 1 Grove Road, Eastbourne, BN21 4TW. philip.evans@eastbourne.gov.uk

Title:	* Sovereign Centre - proposals for improvement and future management
Decision/Key Issue:	To consider a report on the redevelopment of the Sovereign Centre including proposed facilities, capital cost and timescale.
Ward(s):	Devonshire; Sovereign
Decision taker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead chief officer	Senior Head of Tourism and Enterprise (Philip Evans)
Expected date of decision:	19 Oct 2016
Details of consultation arrangements proposed or undertaken (where known):	A public exhibition will be held together with direct consultation with stakeholders.
List of documents (not including confidential or exempt information):	Report. (Note: Report will comprise exempt information and part will therefore need to be dealt with in private.)
Contact officer:	Graham Cook, Programme Manager for the Devonshire Park redevelopment, 1 Grove Road, Eastbourne, BN21 4TW. graham.cook@eastbourne.gov.uk

Title:	Tourist accommodation retention supplementary planning document
Decision/Key Issue:	To endorse the Draft Tourist Accommodation Retention Supplementary Planning Document and give authority to publish for public consultation in accordance with Regulation 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Steve Wallis, Councillor Margaret Bannister
Lead chief officer	Senior Head of Regeneration, Planning & Assets (Nazeya Hussain)
Expected date of decision:	14 Sep 2016
Details of consultation arrangements proposed or undertaken (where known):	<p>The Draft Tourist Accommodation Retention Supplementary Planning Document was drafted in consultation with Local Plan Steering Group and the Eastbourne Hospitality Association.</p> <p>Following authority from Cabinet, the Draft Tourist Accommodation Retention Supplementary Planning Document will be published for consultation with the local community and other stakeholders for a six week period.</p>
List of documents (not including confidential or exempt information):	Report and draft SPD
Contact officer:	Matt Hitchen, Senior Strategy and Commissioning Officer (Planning Policy), 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415253 matt.hitchen@eastbourne.gov.uk

Title:	* Employment land local plan
Decision/Key Issue:	To accept the recommendations of the planning inspector following examination to make a sound plan and allow the employment land local plan to be adopted at full council.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Steve Wallis
Lead chief officer	Senior Head of Regeneration, Planning & Assets (Nazeya Hussain)
Expected date of decision:	Cabinet: 14th Sep or 19 Oct 2016 Council: 16 Nov 2016
Details of consultation arrangements proposed or undertaken (where known):	The employment land local plan was subject to public consultation between December 2013 to March 2014, December 2014 to February 2015, and December 2015 to January 2016. The plan had been subject to public examination by the planning inspectorate to determine its soundness.
List of documents (not including confidential or exempt information):	Report, plan and inspector's report.
Contact officer:	Matt Hitchen, Senior Strategy and Commissioning Officer (Planning Policy), 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415253 matt.hitchen@eastbourne.gov.uk

Title:	Local training and employment - supplementary planning document (SPD)
Decision/Key Issue:	To consider the local training and employment supplementary planning document following the period of public consultation and recommend full council to adopt.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Steve Wallis
Lead chief officer	Senior Head of Regeneration, Planning & Assets (Nazeya Hussain)
Expected date of decision:	Not before 14th Sep 2016
Details of consultation arrangements proposed or undertaken (where known):	A 12 week period of public consultation was held.
List of documents (not including confidential or exempt information):	Report and supplementary planning document
Contact officer:	Sara Taylor, Strategy & Commissioning Officer (Regeneration), 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415609 sara.taylor@eastbourne.gov.uk

Title:	Planning enforcement policy statement 2016
Decision/Key Issue:	To approve an updated planning enforcement policy along with an associated guide. The proposed changes to the previously adopted enforcement policy are modest and relate to updating legislative references and also clarity over the type and nature of the types of enforcement action that can be pursued.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Steve Wallis
Lead chief officer	Senior Head of Community & EHL MD (Ian Fitzpatrick)
Expected date of decision:	13 Jul 2016
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report, policy and guide
Contact officer:	Anna Clare, Specialist Advisor (Planning), 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415644 anna.clare@eastbourne.gov.uk

Title:	Regulatory services - new and amended policies.
Decision/Key Issue:	To approve the amendment to the regulatory services enforcement policy, and to approve 3 new policies in respect of smoke and carbon monoxide alarm regulations 2015; redress scheme for lettings agencies; and determining charges for breaches of housing legislation.
Ward(s):	All Wards
Decision taker:	Council
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Senior Head of Community & EHL MD (Ian Fitzpatrick)
Expected date of decision:	20 Jul 2016
Details of consultation arrangements proposed or undertaken (where known):	Consultation to take place with the National Landlords' Association.
List of documents (not including confidential or exempt information):	Report.
Contact officer:	Sue Oliver, Strategy and Commissioning, Lead for Environment and Waste, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415360 sue.oliver@eastbourne.gov.uk

Title:	* Housing and economic development programme - Acquisition of housing by Eastbourne Housing Investment Company Ltd
Decision/Key Issue:	Proposals for the council's recently established asset holding company (Eastbourne Housing Investment Co Ltd) to purchase residential properties to provide accommodation to assist the council meet its strategic housing agenda.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Senior Head of Community & EHL MD (Ian Fitzpatrick)
Expected date of decision:	13 Jul 2016
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Jessica Haines, Senior Specialist Advisor - Housing, 1 Grove Road, Eastbourne, BN21 4TW. Tel (01323) 416441 E-mail: jessica.haines@eastbourne.gov.uk

Title:	Housing and economic development programme (HEDP)/Eastbourne Housing Investment Company (EHIC).
Decision/Key Issue:	Future programme update and potential widening of the remit and functions of EHIC.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Senior Head of Community & EHL MD (Ian Fitzpatrick)
Expected date of decision:	14 Sep 2016
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report (Note: Report may comprise exempt information and part thereof may therefore need to be dealt with in private.)
Contact officer:	Paul Turton, Regeneration Director, 1 Grove Road, Eastbourne, BN21 4TW. Tel: 01323 436314 paul.turton@eastbournehomes.org.uk

Title:	* Housing and economic development programme (HEDP) - Driving Devonshire Forward - Creative hub cluster
Decision/Key Issue:	Update on the Creative hub cluster initiative. To agree external funders grant conditions. To agree the initial members of an independent Community Interest Company; Devonshire Collective. To agree a waiver of the Financial Procedure Rules to allow the award of a ten year lease to the new Community Interest Company, Devonshire Collective, for 67-69 Seaside Road and 1-5 Seaside commercial spaces without a competitive process.
Ward(s):	Devonshire
Decision taker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead chief officer	Senior Head of Community & EHL MD (Ian Fitzpatrick)
Expected date of decision:	14 Sep 2016
Details of consultation arrangements proposed or undertaken (where known):	Details to be advised.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Paul Turton, Regeneration Director, 1 Grove Road, Eastbourne, BN21 4TW. Tel: 01323 436314 paul.turton@eastbournehomes.org.uk

Title:	Homelessness strategy
Decision/Key Issue:	To consider and approve the draft homelessness strategy 2016 to 2019 to be published for consultation.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Senior Head of Community & EHL MD (Ian Fitzpatrick)
Expected date of decision:	14 Sep 2016
Details of consultation arrangements proposed or undertaken (where known):	The draft strategy is based on an extensive Homelessness Review which collated information from a wide range of agencies working with homeless people. Initial consultation with members of the Eastbourne Housing Forum followed by wider public/stakeholder consultation. The draft Strategy will be circulated to Registered Housing providers, housing / advice agencies, VCS groups working with homeless people, communities of interest (e.g. DIG) and through the Landlords Forum - as well as the Council's website and relevant newsletters (3VA, SPARK).
List of documents (not including confidential or exempt information):	Report, Homelessness Review and draft strategy.
Contact officer:	Pat Taylor, Community Services Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415909 pat.taylor@eastbourne.gov.uk

Title:	Rent support grant policy
Decision/Key Issue:	To consider and approve an amended draft rent support grant policy for consultation.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Senior Head of Community & EHL MD (Ian Fitzpatrick)
Expected date of decision:	14 Sep 2016
Details of consultation arrangements proposed or undertaken (where known):	The draft policy will be published on the EBC website and circulated to organisations currently in receipt of Rent Support Grant and through relevant VCS networks and newsletters.
List of documents (not including confidential or exempt information):	Report and draft strategy.
Contact officer:	Pat Taylor, Community Services Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415909 pat.taylor@eastbourne.gov.uk

Title:	Discretionary rate relief policy
Decision/Key Issue:	To consider and approve an amended draft rent support grant policy for consultation.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Senior Head of Community & EHL MD (Ian Fitzpatrick)
Expected date of decision:	19 Oct 2016
Details of consultation arrangements proposed or undertaken (where known):	To be advised.
List of documents (not including confidential or exempt information):	Report and draft policy.
Contact officer:	Bill McCafferty, Lead for Revenues, Benefits and Service Support, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415171 bill.mccafferty@eastbourne.gov.uk

Title:	* Housing revenue account business plan update
Decision/Key Issue:	Update and decisions required in light of legislative changes.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Senior Head of Community & EHL MD (Ian Fitzpatrick)
Expected date of decision:	Not before 14th Sep 2016
Details of consultation arrangements proposed or undertaken (where known):	To be advised.
List of documents (not including confidential or exempt information):	Report
Contact officer:	<p>Jessica Haines, Senior Specialist Advisor – Housing, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 416441 jessica.haines@eastbourne.gov.uk</p> <p>Pauline Adams, Financial Services Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415979 pauline.adams@eastbourne.gov.uk</p>

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 Alan Shuttleworth
Lead chief officer	Senior Head of Community & EHL MD (Ian Fitzpatrick)
Expected date of decision:	Cabinet: 19 Oct 2016 Council: 16 Nov 2016
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 and plan
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 Alan Shuttleworth
Lead chief officer	Senior Head of Community & EHL MD (Ian Fitzpatrick)
Expected date of decision:	Cabinet: 19 Oct 2016 Council: 16 Nov 2016
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, Lead for Revenues, Benefits and Service Support, 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 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/ieDocHome.aspx?Categories>

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

Councillor David Tutt
 Leader of the Council
 1 Grove Road
 Eastbourne
 BN21 4TW

Robert Cottrill
 Chief Executive
 1 Grove Road
 Eastbourne
 BN21 4TW

Details of consultation arrangements proposed or undertaken (where known):	
List of documents (not including confidential or exempt information):	
Contact officer:	1 Grove Road, Eastbourne, BN21 4TW.
Details of consultation arrangements proposed or undertaken (where	

known):	
List of documents (not including confidential or exempt information):	
Contact officer:	1 Grove Road, Eastbourne, BN21 4TW.