

# **FORWARD PLAN OF KEY DECISIONS**

Period covered by this Plan:	September to December 2017
Date of publication:	1 September 2017
Date plan next due to be published	2 October 2017

**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 leisure services.

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

**Councillor Dean Sabri:** Core support and strategic services.

**Councillor Alan Shuttleworth:** Direct assistance services including revenues and benefits, housing and community development, and bereavement services

**Councillor John Ungar:** Community safety and the Community Safety Partnership.

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), 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). 2017/18 quarter 1 will be reported to Cabinet on 13 September. 2017/18 quarter 2 will be reported to Cabinet on 13 December.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Gill Mattock, Councillor Dean Sabri
Lead chief officer	Deputy Chief Executive (Alan Osborne) Director of Regeneration and Planning (Nazeya Hussain)
Expected date of decision:	13 Sep 2017 13 Dec 2017
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 Jo Harper, Head of Business Planning and Performance, Lewes and Eastbourne Councils Tel: 01273 484049 (Ext 5049) E.mail: jo.harper@lewes.gov.uk

Title:	<b>* Council budget 2018/19 - draft proposals.</b>
Decision/Key Issue:	Preparation of the 2018/19 council budget.
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 Dec 2017
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, Deputy Chief Executive, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415149 alan.osborne@eastbourne.gov.uk

Title:	<b>* Council tax and business rate base 2018/19.</b>
Decision/Key Issue:	<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>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.</p>
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 Dec 2017
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report
Contact officer:	<p>Pauline Adams, Financial Services Manager, 1 Grove Road, Eastbourne, BN21 4TW.  Tel: (01323) 415979  pauline.adams@eastbourne.gov.uk</p>

Title:	<b>Joint transformation programme - update.</b>
Decision/Key Issue:	Report will provide an update on the joint transformation programme. In October 2015, cabinet approved a strategy for the development of shared services between Lewes District Council and Eastbourne Borough Council based on the integration of the majority of council services.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Dean Sabri
Lead chief officer	Assistant Director of Business Transformation (Henry Branson)
Expected date of decision:	13 Sep 2017 13 Dec 2017
Details of consultation arrangements proposed or undertaken (where known):	Communication ongoing with staff representatives throughout mobilisation period. The Joint Transformation Programme Consultative Forum will continue to meet on a bimonthly basis, involving a range of staff representatives including UNISON representatives.
List of documents (not including confidential or exempt information):	Report.
Contact officer:	Henry Branson, Assistant Director of Business Transformation, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415155 henry.branson@eastbourne.gov.uk

Title:	<b>* Equality and fairness policy analysis.</b>
Decision/Key Issue:	Adoption of Equality and Fairness Policy aligned with Lewes District Council Policy, and shared arrangements for signing off and validating Equality and Fairness Analysis reports.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Regeneration and Planning (Nazeya Hussain)
Expected date of decision:	13 Dec 2017
Details of consultation arrangements proposed or undertaken (where known):	The policy and outline proposals have been circulated to members of the Council's current Equality and Fairness Planning and Steering groups, and a range of inclusion groups and other organisations representing groups protected under the Equality Act.
List of documents (not including confidential or exempt information):	Report and proposed terms of reference
Contact officer:	Pat Taylor, Strategy and Partnerships Lead – Thriving Communities, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415909 Email: pat.taylor@lewes-eastbourne.gov.uk  Jo Harper, Head of Business Planning and Performance, Lewes and Eastbourne Councils Tel: 01273 484049 (Ext 5049) Email: jo.harper@lewes.gov.uk

Title:	<b>Disciplinary and grievance - human resources policies.</b>
Decision/Key Issue:	Eastbourne Borough and Lewes District Councils have been individually committed to regularly reviewing HR policies to ensure they comply with current legislation, are based on ACAS best practice and are clear and concise for consistent application throughout the organisation. More recently the Councils have jointly committed to bringing their policies and procedures together as part of the Joint Transformation Programme (JTP) which is an important step towards aligning our people and business practices. This proposed new policy has taken the best aspects of Eastbourne and Lewes's current disciplinary and grievance procedure policies and pulled them together into an updated version which is now fit to support the organisations through the next period of change.
Ward(s):	All Wards
Decision taker:	Council Cabinet
Lead cabinet member:	Councillor Dean Sabri
Lead chief officer	Assistant Director of Human Resources and Organisational Development (Becky Cooke)
Expected date of decision:	Dates to be advised.
Details of consultation arrangements proposed or undertaken (where known):	The policies will be considered by the councils' joint staff committees before submission to Cabinet.
List of documents (not including confidential or exempt information):	Report and policies
Contact officer:	Helen Knight, Human Resources Manager, 1 Grove Road, Eastbourne, BN21 4TW. helen.knight@eastbourne.gov.uk



Title:	<b>Eastbourne business improvement district (BID).</b>
Decision/Key Issue:	<p>To consider amended proposals submitted by the 'Your Eastbourne BID Steering Group' for the establishment of a BID in the town centre. Cabinet previously authorised the BID at their meeting on 22 March 2017.</p> <p>The council is required to approve the proposals, authorise the council's returning officer to conduct a ballot of business ratepayers in the defined area and if the ballot gives approval set up the necessary arrangements for collecting the levy.</p>
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	13 Sep 2017
Details of consultation arrangements proposed or undertaken (where known):	The BID proposers have undertaken widespread consultation with business ratepayers in the defined BID area. Details are set out in the BID business plan.
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:	<b>Affordable housing supplementary planning document (SPD).</b>
Decision/Key Issue:	To approve the affordable housing SPD and recommend its adoption by full council.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Jonathan Dow
Lead chief officer	Director of Regeneration and Planning (Nazeya Hussain)
Expected date of decision:	Cabinet: 13 Sep 2017 Council: 15 Nov 2017
Details of consultation arrangements proposed or undertaken (where known):	The draft affordable housing SPD was published for consultation with the local community and other stakeholders for a six week period.
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:	<b>* Royal Hippodrome Theatre - future operational arrangements.</b>
Decision/Key Issue:	To endorse new leaseholder arrangements for the Royal Hippodrome Theatre at Devonshire Park and new contractual agreement with operator.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead chief officer	Director of Tourism and Enterprise (Philip Evans)
Expected date of decision:	18 Oct 2017
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report.
Contact officer:	Philip Evans, Director of Tourism & Enterprise, 1 Grove Road, Eastbourne, BN21 4TW. philip.evans@eastbourne.gov.uk

Title:	<b>Housing allocations policy</b>
Decision/Key Issue:	To agree a revised housing allocations policy. The policy has been reviewed alongside the Lewes housing allocations policy to ensure they are up to date and are aligned as closely as possible to provide a basis for new housing system. Lewes District Council will be taking its revised policy to its own cabinet meeting in July. The policies ensure separate council control is retained over the allocation of housing in each area.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	13 Sep 2017
Details of consultation arrangements proposed or undertaken (where known):	The proposed policy has been discussed in detail with relevant officers at Eastbourne Borough Council and Lewes District Council. A consultation draft is to be finalised at the beginning of March and will then be circulated and discussed with tenants' representatives and other key stakeholders including local registered providers and colleagues across East Sussex.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Andy Chequers, Head of Homes First, 1 Grove Road, Eastbourne, BN21 4TW. Tel: 01273 471600 andy.chequers@eastbourne.gov.uk

Title:	<b>* Community housing fund.</b>
Decision/Key Issue:	To advise cabinet of a £365,894 allocation of Community Housing Funds from central government; and to seek cabinet approval for specified expenditure in respect of these funds.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	13 Sep 2017
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Laura Webster, Development Project Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415616 Email: <a href="mailto:laura.webster@eastbourne.gov.uk">laura.webster@eastbourne.gov.uk</a>

Title:	<b>Discretionary rate relief policy</b>
Decision/Key Issue:	To consider and approve an amended draft discretionary rate relief policy
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	18 Oct 2017
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, Revenues and Benefits Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415171 bill.mccafferty@eastbourne.gov.uk

Title:	<b>Local council tax reduction scheme</b>
Decision/Key Issue:	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.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	Cabinet: 18 Oct 2017 Council: 15 Nov 2017
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:	<b>Local business rates relief scheme</b>
Decision/Key Issue:	To approve the local business rates relief scheme and agree any amendments as necessary.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	18 Oct 2017
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:	<b>Eastbourne Housing Investment Company Ltd - development update.</b>
Decision/Key Issue:	To provide an update on the Bedfordwell Road housing and other developments and take any necessary decisions to progress the programme.
Ward(s):	All wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	18 Oct 2017
Details of consultation arrangements proposed or undertaken (where known):	To be advised.
List of documents (not including confidential or exempt information):	Report (Note: Report will comprise exempt information and will 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:	<b>Community safety partnership action plan.</b>
Decision/Key Issue:	Agreement to merger of Lewes and Eastbourne Community Safety Partnerships and adoption of shared Community Safety Action Plan.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor John Ungar
Lead chief officer	Director of Regeneration and Planning (Nazeya Hussain)
Expected date of decision:	Cabinet: 13 Dec 2017 Council: 21 Feb 2018
Details of consultation arrangements proposed or undertaken (where known):	The proposals and action plan are being developed in consultation with members of the current Community Safety Partnerships in Lewes and Eastbourne, including the office of the Police and Crime Commissioner, Sussex Police, the Safer East Sussex team and East Sussex Fire and Rescue. The action plan will also be developed in consultation with members of the Joint Action Groups in each area, including local businesses, voluntary agencies such as Neighbourhood Watch, and Town Council representatives.
List of documents (not including confidential or exempt information):	Report and action plan
Contact officer:	Jo Harper, Head of Business Planning and Performance, 1 Grove Road, Eastbourne, BN21 4TW. Tel: 01273 484049 jo.harper@lewes.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](mailto:david.robinson@eastbourne.gov.uk)

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