

FORWARD PLAN OF KEY DECISIONS

Period covered by this Plan:	November 2017 to February 2018
Date of publication:	1 November 2017
Date plan next due to be published	1 December 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:	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), 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 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 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, Eastbourne and Lewes Councils. Tel: 01273 484049 jo.harper@lewes.gov.uk

Title:	Council budget 2018/19 - draft proposals.
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:	Council tax and business rate base 2018/19.
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:	*Council budget 2018/19
Decision/Key Issue:	To recommend full Council to set the 2018/19 budget and council tax at their meeting on 21 February 2017.
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: 7 Feb 2018 Council: 21 Feb 2018
Details of consultation arrangements proposed or undertaken (where known):	The budget is subject to a wide and varied consultation process which will be conducted alongside the Corporate Plan (see separate listing). This will include consultation with the business and voluntary/community 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 and Draft Budget
Contact officer:	Alan Osborne, Deputy Chief Executive, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415149 alan.osborne@eastbourne.gov.uk

Title:	*Treasury management and prudential indicators 2018/19
Decision/Key Issue:	To recommend full Council to agree treasury management policies and prudential indicators for 2018/19.
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: 7 Feb 2018 Council: 21 Feb 2018
Details of consultation arrangements proposed or undertaken (where known):	None, other than provided for the main budget proposals (see separate item).
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:	*Council housing rent setting and Housing Revenue Account budget 2018/19
Decision/Key Issue:	Recommendations to full Council on 21 February 2018 in respect of rent proposals for 2018/19 and the housing revenue account.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Alan Osborne, Ian Fitzpatrick
Expected date of decision:	Cabinet: 7 Feb 2018 Council: 21 Feb 2018
Details of consultation arrangements proposed or undertaken (where known):	Consultation with tenants via newsletter and focus groups and consideration at Eastbourne Homes Ltd Board.
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:	*Community grants programme - small grants
Decision/Key Issue:	To agree small grants to voluntary organisations awarded by the borough council in Eastbourne for the year 2018/19 and agree priorities for small grants for the year 2019/20.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Ian Fitzpatrick
Expected date of decision:	7 Feb 2018
Details of consultation arrangements proposed or undertaken (where known):	Application process advertised widely in the community.
List of documents (not including confidential or exempt information):	Report will comprise exempt information and such part of the matter will therefore need to be dealt with in private.
Contact officer:	Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415909 pat.taylor@eastbourne.gov.uk

Title:	Joint transformation programme - update.
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 Human Resources and Organisational Development (Becky Cooke)
Expected date of decision:	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:	Becky Cooke, Assistant Director of Human Resources and Organisational Development, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415106 becky.cooke@eastbourne.gov.uk

Title:	Equality and fairness policy analysis.
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:	Jo Harper, Head of Business Planning and Performance, Eastbourne and Lewes Councils Tel: 01273 484049 jo.harper@lewes.gov.uk, Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships, 1 Grove Road, Eastbourne, BN21 4TW Tel: (01323) 415909 pat.taylor@eastbourne.gov.uk

Title:	Disciplinary and grievance - human resources policies.
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:	*Options for the recycling service for Eastbourne Borough Council.
Decision/Key Issue:	Cabinet to consider options for the recycling service.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Jonathan Dow
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	13 Dec 2017
Details of consultation arrangements proposed or undertaken (where known):	To be advised.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Jane Goodall, Strategy and Partnership Lead, Quality Environment, 1 Grove Road, Eastbourne, BN21 4TW. Tel: 01273 484383 Jane.Goodall@lewes.gov.uk

Title:	Affordable housing supplementary planning document.
Decision/Key Issue:	To approve the affordable housing SPD and recommend its adoption by full council.
Ward(s):	All Wards
Decision taker:	Council
Lead cabinet member:	Councillor Jonathan Dow
Lead chief officer	Director of Regeneration and Planning (Nazeya Hussain)
Expected date of decision:	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:	Local council tax reduction scheme
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:	Council
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	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:	Housing development update
Decision/Key Issue:	To provide an update on housing 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:	13 Dec 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:	Community safety partnership action plan.
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

Title:	*Hampden retail park refurbishment.
Decision/Key Issue:	Update and proposals for the refurbishment of Hampden Retail Park It is likely to result in the Council incurring expenditure above agreed budgets for the service or function (as shown as a line in the budget book) to which the decision relates but allowing for virements between budget heads and savings within budget heads of up to £500,000
Ward(s):	Hampden Park
Decision taker:	Cabinet
Lead cabinet member:	Lead Cabinet Member for Place Services
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):	None
List of documents (not including confidential or exempt information):	Report (Note: Report will be public but may contain exempt information appendices which will therefore need to be dealt with in private.)
Contact officer:	Bee Lewis, Head of Property and Facilities, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01273) 661101 bee.lewis@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 Simon Russell, Cabinet Officer, on (01323) 415021, or e-mail simon.russell@lewes-eastbourne.gov.uk

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