

FORWARD PLAN OF DECISIONS

Period covered by this Plan:
Date of publication:

1 October 2018 to 31 January 2019
25 September 2018

Councillor David Tutt (Leader and Chair of Cabinet): Responsibilities aligned with Chief Executive and including the Community Strategy, Local Strategic Partnership, the Corporate Plan and economic development.

Councillor Alan Shuttleworth (Deputy Leader and Deputy Chair of Cabinet): Direct assistance services including revenues and benefits, housing and community development, and bereavement services.

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 Stephen Holt: Financial services including accountancy, audit, purchasing and payments).

Councillor Colin Swansborough: Core support and strategic 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.

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>Safeguarding policy and update.</p> <p>To seek Cabinet approval for a Joint Safeguarding Policy and update members on arrangements for safeguarding children and vulnerable adults.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Budget and policy framework	Cabinet Full Council	24 Oct 2018 14 Nov 2018	Open	Not applicable.	Draft Safeguarding Policy; Equality and Fairness analysis (background paper).	<p>Director of Service Delivery (Tim Whelan)</p> <p>Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909</p> <p>pat.taylor@lewes-eastbourne.gov.uk</p>

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<p>Statement of Community Involvement</p> <p>The Statement of Community Involvement (SCI) sets out the Council's approach to consulting the local community and other stakeholders on planning matters.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	24 Oct 2018	Open	Consultation with the Local Plan Steering Group. Public consultation has previously been undertaken to earlier versions of the SCI.	Draft Revised Statement of Community Involvement	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Matt Hitchen, Senior Strategy and Commissioning Officer (Planning Policy) Tel: (01323) 415253 matt.hitchen@lewes-eastbourne.gov.uk</p>

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<p>Joint transformation programme update.</p> <p>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.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	24 Oct 2018	Open	Communication 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.	Report.	<p>Assistant Director of Human Resources and Organisational Development (Becky Cooke)</p> <p>Lee Banner, Joint Transition Programme Manager Tel: 01323 415763 lee.banner@lewes-eastbourne.gov.uk</p>

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<p>Business rate pilot</p> <p>Proposed business rate pilot.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	24 Oct 2018	Open	Not applicable	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979</p> <p>pauline.adams@lewes-eastbourne.gov.uk</p>

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<p>Corporate performance - quarter 2 2018/19</p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q2 2018/19 period.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough, Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	12 Dec 2018	Part exempt Exempt information reason: 3	Not applicable.	Report.	<p>Director of Regeneration and Planning (Ian Fitzpatrick), Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk ,</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk</p>

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<p>Council budget 2019/20 - Draft proposals</p> <p>Preparation of the 2019/20 council budget.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	12 Dec 2018	Open	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.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>

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<p>Council tax and business rate base 2019/20</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 Stephen Holt)</p>	All Wards	Key	Cabinet	12 Dec 2018	Open	None.	Report.	<p>Chief Finance Officer (Homira Javadi)</p> <p>Pauline Adams, Head of Finance Tel: (01323) 415979 pauline.adams@lewes-eastbourne.gov.uk</p>

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<p>Major and housing grants</p> <p>To allocate Major and Housing Grants budget.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	12 Dec 2018	Fully exempt Exempt information reason: 3	Grants Task Group (Date TBC)	Equality and fairness analysis	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 pat.taylor@lewes-eastbourne.gov.uk</p>

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<p>Community safety partnership action plan.</p> <p>Adoption of action plan.</p> <p>(Lead Cabinet member: Councillor John Ungar)</p>	All Wards	Budget and policy framework	Cabinet Full Council	12 Dec 2018 20 Feb 2019	Open	The proposals and action plan are being developed in consultation with members of the current Community Safety Partnerships.	Report.	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jo Harper, Head of Business Planning and Performance Tel: 01273 484049 jo.harper@lewes-eastbourne.gov.uk</p> <p>Harry Williams, Policy and Engagement Coordinator Tel: 01323 416403 harry.williams@eastbourne.gov.uk ,</p> <p>Pat Taylor, Strategy and Commissioning Lead for Community and Partnerships Tel: (01323) 415909 pat.taylor@lewes-eastbourne.gov.uk</p>

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<p>Sustainability policy</p> <p>The policy is intended to provide a high level framework to inform the work of the council through future projects activities and plans.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	12 Dec 2018	Open	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383 Jane.Goodall@lewes-eastbourne.gov.uk</p>

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<p>Redundancy and redeployment policy</p> <p>To receive and note a report (if submitted to this meeting) giving details of employees currently subject this policy and related financial implications.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	12 Dec 2018	Fully exempt Exempt information reason: 1, 2	Consultation with UNISON and the affected individuals takes place. It also provides for corporate resources to be made available to assist in the search for alternative employment both inside and externally to the Council.	Report.	<p>Assistant Director of Human Resources and Organisational Development (Becky Cooke)</p> <p>Helen Knight, Human Resources Manager Tel: 01323 415063 helen.knight@lewes-eastbourne.gov.uk</p>
<p>Asset investments and disposals</p> <p>Update on the Council's asset investments.</p> <p>(Lead Cabinet member: Councillor David Tutt)</p>	All Wards	Key	Cabinet	12 Dec 2018	Fully exempt Exempt information reasons: 3, 5	Not applicable	Report	Director of Regeneration and Planning (Ian Fitzpatrick)

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.
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.
6. Information which reveals that the authority proposes— (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.	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
8. Information is not exempt information if it is required to be registered under: (a) the Companies Acts (as defined in section 2 of the Companies Act 2006); (b) the Friendly Societies Act 1974; (c) the Friendly Societies Act 1992; (d) the Industrial and Provident Societies Acts 1965 to 1978; (e) the Building Societies Act 1986; or (f) the Charities Act 1993.

“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 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://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, Committee Services Lead, on (01323) 415021, or e-mail simon.russell@lewes-eastbourne.gov.uk.