



Working in partnership with **Eastbourne Homes**

## FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 September to 31 December 2019

Date of publication:

13 August 2019

**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, strategic services and special projects.

**Councillor Rebecca Whippy**: Disabilities and community safety

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>Corporate performance - quarter 1 2019/20</b></p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q1 2019/20 period.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough, Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	11 Sep 2019	Part exempt  Exempt Reason - Paragraph 3	Not applicable	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick), Chief Finance Officer (Homira Javadi)</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637  <a href="mailto:millie.mcdevitt@lewes-eastbourne.gov.uk">millie.mcdevitt@lewes-eastbourne.gov.uk</a> ,            Gordon Mennie, Interim Finance Manager Tel: 07721 862660  <a href="mailto:Gordon.Mennie@lewes-eastbourne.gov.uk">Gordon.Mennie@lewes-eastbourne.gov.uk</a></p>

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<p><b>Pollinator strategy and reduced pesticides</b></p> <p>The report recommends the adoption of the Pollinator Strategy and the Reduced use of Pesticides on council land</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	11 Sep 2019	Open	None	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment 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>Climate emergency resolution</b></p> <p>Report seeking Cabinet's approval of next steps in addressing sustainability issues as set out in the Climate Emergency Resolution agreed by Council.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	11 Sep 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</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>

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<p><b>Public consultation on reducing waste and improving recycling rates</b></p> <p>The Resources and Waste Strategy 2018 set out the UK Government's ambitions for higher recycling rates, increased resource efficiency and a more circular economy. The target recycling rate for household waste is 50% by 2020, increasing to 65% of waste recycled by 2035 at a time when rates have plateaued. This report makes recommendations to consult on how we might adapt the service to meet these challenging national targets</p>	All Wards	Key	Cabinet	11 Sep 2019	Open	12 week public consultation recommended in report	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Jane Goodall, Strategy and Partnership Lead, Quality Environment Tel: 01273 484383  <a href="mailto:Jane.Goodall@lewes-eastbourne.gov.uk">Jane.Goodall@lewes-eastbourne.gov.uk</a></p>

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(Lead Cabinet member: Councillor Jonathan Dow)								
<p><b>Access Audit and Disability Inclusion</b></p> <p>To seek Cabinets approval of detailed proposals relating to a Access Audit and associated disability inclusion activities.</p> <p>(Lead Cabinet member: Councillor Rebecca Whippy)</p>	All Wards	Non-Key	Cabinet	11 Sep 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</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>

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<p><b>East Sussex College Group - Partnership Working</b></p> <p>To provide an update on the informal joint working between the council and East Sussex College Group to date and to propose a formal partnership to support the mutual delivery of strategic objectives.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	11 Sep 2019	Open	Not applicable	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Lee Banner, Joint Transition Programme Manager Tel: 01323 415763  <a href="mailto:lee.banner@lewes-eastbourne.gov.uk">lee.banner@lewes-eastbourne.gov.uk</a></p>

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<p><b>Commercial Investment Strategy</b></p> <p>The Commercial Investment Strategy will set out the Councils approach to asset, development and business opportunities which the Council may pursue. It will also outline their priority areas for consideration of investment and the associated targets which need to be achieved.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	BPF	Cabinet  Full Council	11 Sep 2019  13 Nov 2019	Open	To be confirmed.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jessica Haines, Head of Commercial Business Tel: 07814921262 <a href="mailto:jessica.haines@lewes-eastbourne.gov.uk">jessica.haines@lewes-eastbourne.gov.uk</a></p>



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<p><b>Bedfordwell Road Update</b></p> <p>Update to Members on all aspects of Bedfordwell Road development including construction skills training centre.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	St Anthony's	BPF	Cabinet  Full Council	11 Sep 2019  13 Nov 2019	Fully exempt  Exempt Reason – Paragraph 3	None	Report	Director of Regeneration and Planning (Ian Fitzpatrick)  Ian Beckett, Development Consultant Tel: 07740 336751 <a href="mailto:ian.beckett@lewes-eastbourne.gov.uk">ian.beckett@lewes-eastbourne.gov.uk</a>

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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 Alan Shuttleworth)</p>	All Wards	BPF	Cabinet  Full Council	23 Oct 2019  13 Nov 2019	Open	With such persons and groups as the council considered likely to have an interest in the operation of the scheme.	Report	Director of Service Delivery (Tim Whelan)  Bill McCafferty, Revenues and Benefits Manager Tel: (01323) 415171 <a href="mailto:bill.mccafferty@lewes-eastbourne.gov.uk">bill.mccafferty@lewes-eastbourne.gov.uk</a>

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<p><b>Updated business case to ensure de-carbonised renewable heat provision at Sovereign Leisure Centre</b></p> <p>This report presents a variation on the outline business case, originally presented to Cabinet on 12 December 2018, required in order to proceed with the recommended sustainable heat solution for the Sovereign Leisure Centre.</p> <p>The proposal is to install a heat pump extracting heat from</p>	All Wards	Key	Cabinet	23 Oct 2019	Open	Wave Leisure	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Jessica Haines, Head of Commercial Business Tel: 07814921262 <a href="mailto:jessica.haines@lewes-eastbourne.gov.uk">jessica.haines@lewes-eastbourne.gov.uk</a></p>

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<p>the Southern Water main sewer asset that runs along Prince Charles Parade to provide heat for the Leisure Centre.</p> <p>The purpose is to reduce the carbon emissions and utility costs of this significant/flagship? council development.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>								

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<p><b>Draft Housing Strategy</b></p> <p>Update to Eastbourne's housing strategy, the cover report will ask Cabinet for approval of the draft and recommend means of consultation.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	23 Oct 2019	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Oliver Jones, Strategy and Partnership Lead  <a href="mailto:Oliver.Jones@lewes-eastbourne.gov.uk">Oliver.Jones@lewes-eastbourne.gov.uk</a></p>

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<p><b>Eastbourne Local Plan Issues and Options Report</b></p> <p>To give authority to publish the Eastbourne Local Plan Issues and Options Report for public consultation in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012, for an 8-week period between 25th October and 20th December 2019.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	23 Oct 2019	Open	The Issues and Options Report has been prepared in consultation with Local Plan Steering Group. The report requested authority to publish the Issues and Options Report for public consultation.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Tondra Thom, Planning Policy Lead Tel: 01323 415677  <a href="mailto:tondra.thom@lewes-eastbourne.gov.uk">tondra.thom@lewes-eastbourne.gov.uk</a></p>

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<p><b>Grounds Maintenance - Procurement and Provision</b></p> <p>Options for future Grounds Maintenance provision in EBC.</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	23 Oct 2019	Fully exempt  Exempt Reason – Paragraph 3	Not applicable	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Lee Michael, Specialist Services Manager Tel: 01323 415266  <a href="mailto:Lee.Michael@lewes-eastbourne.gov.uk">Lee.Michael@lewes-eastbourne.gov.uk</a></p>

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<p><b>Redundancy and redeployment</b></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>The redundancy and redeployment policy with its associated procedures is a change management process within the Council designed to provide appropriate corporate assessment, support and learning interventions for those whose substantive posts are under threat.</p>	All Wards	Non-Key	Cabinet	23 Oct 2019	Fully exempt  Exempt Reason - Paragraphs 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. Job descriptions and CV details, as available, are used for corporate reference and all emerging vacancies are scrutinised in	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</p> <p>Helen Knight, Head of Human Resources Tel: 01323 415063  <a href="mailto:helen.knight@lewes-eastbourne.gov.uk">helen.knight@lewes-eastbourne.gov.uk</a></p>



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(Lead Cabinet member: Councillor Colin Swansborough)						efforts to identify suitable alternative work. Other reasonable support, in the form of counselling and targeted skills' improvement through coaching and training, can be sourced to maximise the chances of redeployment.		

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<p><b>Corporate performance - quarter 2 2019/20</b></p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q2 2019/20 period.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough, Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	11 Dec 2019	Open	Not applicable	Report	<p>Chief Finance Officer (Homira Javadi), Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Millie McDevitt, Performance and Programmes Lead Tel: 01273 085637 millie.mcdevitt@lewes-eastbourne.gov.uk, Gordon Mennie, Interim Finance Manager Tel: 07721 862660 <a href="mailto:Gordon.Mennie@lewes-eastbourne.gov.uk">Gordon.Mennie@lewes-eastbourne.gov.uk</a></p>

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<p><b>Draft budget proposals 2020/21</b></p> <p>Preparation of the 2020/21 council budget</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	11 Dec 2019	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>Gordon Mennie, Interim Finance Manager Tel: 07721 862660  <a href="mailto:Gordon.Mennie@lewes-eastbourne.gov.uk">Gordon.Mennie@lewes-eastbourne.gov.uk</a></p>

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<p><b>Council tax and business rate base 2020/21</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 Stephen Holt)</p>	All Wards	Key	Cabinet	11 Dec 2019	Open	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Gordon Mennie, Interim Finance Manager Tel: 07721 862660  <a href="mailto:Gordon.Mennie@lewes-eastbourne.gov.uk">Gordon.Mennie@lewes-eastbourne.gov.uk</a></p>

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<p><b>Social Value Policy</b></p> <p>For Cabinet to adopt a Social Value Policy which enables the practical and effective commissioning for social value (to improve the economic, social and environmental well-being of the area) in every aspect of the councils procurement activities.</p> <p>(Lead Cabinet member: Councillor David Tutt)</p>	All Wards	Key	Cabinet	11 Dec 2019	Open	None	Report	<p>Assistant Director for Human Resources and Transformation (Becky Cooke)</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>

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(Lead Cabinet member: Councillor Colin Swansborough)						efforts to identify suitable alternative work. Other reasonable support, in the form of counselling and targeted skills' improvement through coaching and training, can be sourced to maximise the chances of redeployment.		

# 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.

<b>Category</b>	<b>Condition No.</b>
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.

<b>Conditions</b>
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 and Civic Services Manager, on (01323) 415021, or e-mail [simon.russell@lewes-eastbourne.gov.uk](mailto:simon.russell@lewes-eastbourne.gov.uk).