

## FORWARD PLAN OF DECISIONS

Period covered by this Plan:  
Date of publication:

1 September to 31 December 2020  
18 September 2020

### **Membership of Cabinet:**

**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 Stephen Holt:** (Deputy Leader and Deputy Chair of Cabinet): Financial services including accountancy, audit, purchasing and payments).

**Councillor Margaret Bannister:** Tourism and leisure services

**Councillor Jonathan Dow:** Climate change.

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

**Councillor Colin Swansborough:** Place 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>Recovery and Reset Programme</b></p> <p>The report seeks Cabinet's approval to establish a programme which will deliver organisational changes and savings in response to new pressures resulting from Covid and the current economic climate.</p> <p>(Lead Cabinet member: Councillor David Tutt)</p>	All Wards	Key	Cabinet	16 Sep 2020	Open	Detailed in the report	Report	<p>Chief Executive (Robert Cottrill)</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> <p>Lee Banner, Transformation 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>Corporate performance - quarter 1 - 2020/21</b></p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q1 2020/21 period.</p> <p>To also includes end of year financial outturn.</p> <p>(Lead Cabinet members: Councillor Stephen Holt, Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	16 Sep 2020	Part exempt  Exempt information reason: 3	Scrutiny Committee	Report	<p>Chief Finance Officer (Homira Javadi), Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a></p> <p>Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 <a href="mailto:andrew.clarke@lewes-eastbourne.gov.uk">andrew.clarke@lewes-eastbourne.gov.uk</a></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></p>

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<p><b>Medium term financial strategy</b></p> <p>To consider and approve the council's medium term financial strategy.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	16 Sep 2020	Open	Consultation be undertaken as part of a wider consultation on the council's budget for 2020/21 later in the year.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a></p> <p>Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 <a href="mailto:andrew.clarke@lewes-eastbourne.gov.uk">andrew.clarke@lewes-eastbourne.gov.uk</a></p>

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<p><b>Annual treasury management report</b></p> <p>To receive and approve annual management report and interim review.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	16 Sep 2020  18 Nov 2020	Open	None	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a></p>
<p><b>Adoption of College Conservation Area Appraisal</b></p> <p>This report seeks formal adoption of the enlarged College Conservation Area following a review and proposals to extend it.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	Meads	Key	Cabinet	16 Sep 2020	Open	Consultation already undertaken in March 2019 and December 2019	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Leigh Palmer, Interim Head of Planning Tel: 01323 415215 <a href="mailto:leigh.palmer@lewes-eastbourne.gov.uk">leigh.palmer@lewes-eastbourne.gov.uk</a></p>

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<p><b>Improving recycling - public consultation</b></p> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>• Consult with residents through autumn 2020 on potential adaptations to the waste and recycling collection service in order to meet challenging national recycling targets.</li> <li>• Take proposals and resident responses to Cabinet (at a future date)</li> </ul> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	16 Sep 2020	Open	Scrutiny Committee – 3 February 2020	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>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	Budget and policy framework	Cabinet  Full Council	4 Nov 2020  18 Nov 2020	Open	With such persons and groups as the council considered likely to have an interest in the operation of the scheme	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>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></p>

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<p><b>Climate change and sustainability strategy</b></p> <p>New strategy document to set out the route to meet the climate emergency target of net zero carbon emissions by 2030. Decision required to approve the climate change and sustainability strategy</p> <p>(Lead Cabinet member: Councillor Jonathan Dow)</p>	All Wards	Key	Cabinet	4 Nov 2020	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Kate Richardson, Strategy and Partnership Lead for Sustainability <a href="mailto:kate.richardson@lewes-eastbourne.gov.uk">kate.richardson@lewes-eastbourne.gov.uk</a></p>



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<p><b>HRA Capital Programme - Housing Delivery Update</b></p> <p>To develop the HRA Capital Programme project pipeline and present proposals (at that time) for new housing delivery schemes.</p> <p>(Lead Cabinet members: Councillor David Tutt, Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	4 Nov 2020	Part exempt  Exempt information reason: 3	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Nathan Thompson. Head of Commercial Business Development Tel: 01323 436422  <a href="mailto:nathan.thompson@lewes-eastbourne.gov.uk">nathan.thompson@lewes-eastbourne.gov.uk</a></p>

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<p><b>Equality and Fairness Annual Report 2019 and Action Plan 2020</b></p> <p>The report sets out progress against the Council's current Equality Objectives and 2019/20 Action Plan and seeks approval of an Action Plan for 2020/21.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	4 Nov 2020	Open	Equality and Fairness Stakeholder Group and Scrutiny Committee	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Seanne Sweeney, Strategy and Commissioning Lead for Community and Partnerships <a href="mailto:seanne.sweeney@lewes-eastbourne.gov.uk">seanne.sweeney@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	4 Nov 2020	Fully exempt  Exempt information reason: 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 a report (if submitted to this meeting) giving details of employees currently subject to this policy and related financial implications.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	4 Nov 2020	Fully exempt  Exempt information reasons: 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 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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<p><b>Draft budget proposals 2021/22</b></p> <p>Preparation of the 2021/22 council budget</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Key	Cabinet	2 Dec 2020	Open	<p>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.</p>	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 <a href="mailto:andrew.clarke@lewes-eastbourne.gov.uk">andrew.clarke@lewes-eastbourne.gov.uk</a></p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a></p>

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<p><b>Council tax and business rate base 2021/22</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	2 Dec 2020	Open	To be advised.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a></p> <p>Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 <a href="mailto:andrew.clarke@lewes-eastbourne.gov.uk">andrew.clarke@lewes-eastbourne.gov.uk</a></p>

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<p><b>Corporate performance - quarter 2 - 2020/2021</b></p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q2 2020/21 period.</p> <p>(Lead Cabinet members: Councillor Stephen Holt, Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	2 Dec 2020	Part exempt  Exempt information reason: 3	Scrutiny Committee	Report	<p>Chief Finance Officer (Homira Javadi), Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Andrew Clarke, Deputy Chief Finance Officer (Financial Planning) Tel: 01323 415691 <a href="mailto:andrew.clarke@lewes-eastbourne.gov.uk">andrew.clarke@lewes-eastbourne.gov.uk</a></p> <p>Ola Owolabi, Deputy Chief Finance Officer (Corporate Finance) <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>,</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></p>

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<p><b>Community safety partnership annual report</b></p> <p>Receipt of annual report to note.</p> <p>(Lead Cabinet member: Councillor Rebecca Whippy)</p>	All Wards	Non-Key	Cabinet	2 Dec 2020	Open	An ongoing process of engagement is in place to help assess and evaluate the success of projects and other measures supported by the Partnership.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Oliver Jones, Strategy and Partnership Lead Tel: 01323 415464 <a href="mailto:Oliver.Jones@lewes-eastbourne.gov.uk">Oliver.Jones@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 to this policy and related financial implications.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	2 Dec 2020	Fully exempt  Exempt information reasons: 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 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>

# 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).