



Lewes District Council

November 2022

FORWARD PLAN OF DECISIONS

Period covered by this Plan:

1 November 2022 to 28 February 2023

Date of publication:

9 November 2022

Membership of Cabinet:

Councillor James MacCleary: Leader of the Council and Cabinet member for regeneration and prosperity

Councillor Zoe Nicholson: Deputy leader of the Council, Chair of Cabinet and Cabinet member for finance and assets

Councillor Matthew Bird: Cabinet member for sustainability

Councillor Julie Carr: Cabinet member for recycling and open spaces

Councillor Chris Collier: Cabinet member for performance and people

Councillor Johnny Denis: Cabinet member for communities and customers

Councillor Stephen Gauntlett: Cabinet member for planning and infrastructure

Councillor William Meyer: Cabinet member for housing

Councillor Ruth O'Keeffe: Cabinet member for tourism and devolution

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>Elections Act 2022</p> <p>To provide members with an overview of the Elections Act and in particular implications of Voter ID.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Non-Key	Cabinet	10 Nov 2022	Open	Policy and Performance Advisory Group (if requested)	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Tracey Pannett, Head of Elections Tel: 01323 415074 Tracey.Pannett@lewes-eastbourne.gov.uk</p>
<p>Medium term financial strategy</p> <p>To consider and approve the council's medium term financial strategy.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	10 Nov 2022	Open	Consultation be undertaken as part of a wider consultation on the council's budget later in the year.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer - Corporate Finance ola.owolabi@lewes-eastbourne.gov.uk</p>

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<p>Climate Change and Sustainability Strategy - Annual update 2022</p> <p>Annual progress report detailing the council and district carbon footprints, and progress against the action plan.</p> <p>(Lead Cabinet member: Councillor Matthew Bird)</p>	All Wards	Key	Cabinet	10 Nov 2022	Open	Policy and Performance Advisory Committee to receive report if requested.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Kate Richardson, Strategy and Partnership Lead for Sustainability kate.richardson@lewes-eastbourne.gov.uk</p>
<p>Property and Asset Management Update</p> <p>To provide an update on the progress of various assets across the corporate estate.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	Newhaven South	Key	Cabinet	10 Nov 2022	Part exempt Exempt information reason: 3	Policy and Performance Advisory Committee (if requested)	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Nathan Haffenden, Head of Commercial Business Development Tel: (01323) 410000 nathan.haffenden@lewes-eastbourne.gov.uk</p>

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<p>Housing development update</p> <p>The report will provide updates on housing development projects across Lewes District Council that the District Council is proposing to develop.</p> <p>(Lead Cabinet member: Councillor William Meyer)</p>	All Wards	Key	Cabinet	10 Nov 2022	Part exempt Exempt information reason: 3	Policy and Performance Advisory Committee (if requested)	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Nathan Haffenden, Head of Commercial Business Development Tel: (01323) 410000 nathan.haffenden@lewes-eastbourne.gov.uk</p>

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<p>Cost of Living Crisis Fund Update</p> <p>To update on council's progress around the Cost of Living Crisis Fund.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Non-Key	Cabinet	8 Dec 2022	Open	Policy and Performance Advisory Committee (if requested).	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Seanne Sweeney, Strategy and Commissioning Lead for Community and Partnerships seanne.sweeney@lewes-eastbourne.gov.uk</p>

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<p>Local council tax reduction scheme</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 Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet Full Council	8 Dec 2022 20 Feb 2023	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, Lead for Income Maximisation and Welfare Tel: (01323) 415171 bill.mccafferty@lewes-eastbourne.gov.uk</p>

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<p>Council tax base and non-domestic rate income for 2023/24</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 Zoe Nicholson)</p>	All Wards	Key	Cabinet	8 Dec 2022	Open	Policy and Performance Advisory Committee (if requested)	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer - Corporate Finance ola.owolabi@lewes-eastbourne.gov.uk</p>

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<p>Portfolio progress and performance report quarter 2 - 2022-2023</p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 2 2022/23 period.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Key	Cabinet	8 Dec 2022	Open	Policy and Performance Advisory Committee	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Luke Dreeling, Performance Lead luke.dreeling@lewes-eastbourne.gov.uk</p>

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<p>Finance update - performance quarter 2 - 2022-2023</p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 2 2022/2023 and explain the impact on the current financial position.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	8 Dec 2022	Open	Audit and Standards Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer - Corporate Finance ola.owolabi@lewes-eastbourne.gov.uk</p>

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<p>Sustainable Energy Investment</p> <p>To consider a business case for developing further sustainable energy investments and in partnership with the industry, combining local authority spending power with market specialists.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet Full Council	8 Dec 2022 20 Feb 2023	Fully exempt Exempt information reason: 3	Policy and Performance Advisory Committee (if requested).	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Nathan Haffenden, Head of Commercial Business Development Tel: (01323) 410000 nathan.haffenden@lewes-eastbourne.gov.uk</p>

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<p>Updated and Aligned Scheme of Delegation to Officers</p> <p>The report will recommend that Cabinet approves a revised Scheme of Delegation to Officers, updated and aligned to reflect current organisational structure and legislation. Cabinet is permitted to approve only the executive delegations.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Non-Key	Cabinet	8 Dec 2022	Open	Heads of Service	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Oliver Dixon, Monitoring Officer and Head of Legal Services Tel: 01273 085881 oliver.dixon@lewes.gov.uk</p>

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<p>Local Development Scheme</p> <p>The Lewes Local Development Scheme is the project plan for preparing the Lewes Local Plan. It provides our communities and stakeholder with information about the timeframe in which we are looking to produce the Local Plan and when they can be expected to be involved in its development through consultation.</p> <p>(Lead Cabinet member: Councillor Stephen Gauntlett)</p>	All Wards	Budget and policy framework	Cabinet Full Council	8 Dec 2022 20 Feb 2023	Open	Policy and Performance Advisory Committee – 30 November 2022	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Nadeem Din, Planning Policy - Lead Nadeem.din@lewes-eastbourne.gov.uk</p>

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<p>Natural Flood Management within the Ouse and Eastern Adur catchment</p> <p>This report sets out the next steps for NFM in Lewes district, which encompasses the Ouse and Eastern Adur catchments. The broad strategic aims are to mitigate flood risk, improve water quality and availability and enhance biodiversity in the catchment area.</p> <p>(Lead Cabinet member: Councillor TBC)</p>	All Wards	Key	Cabinet	8 Dec 2022	Open	Policy and Performance Advisory Committee (if requested)	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Jane Goodall, Environment Lead Tel: 01273 484383 Jane.Goodall@lewes-eastbourne.gov.uk,</p> <p>Ellen Miller, Specialist Advisor Coastal Projects (Green Consultancy) Tel: 01273 085371 ellen.miller@lewes-eastbourne.gov.uk</p>

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<p>Portfolio progress and performance report quarter 3 - 2022-2023</p> <p>To update Members on the Council's performance against corporate plan priority actions, performance indicators and targets over the quarter 3 2022/23 period.</p> <p>(Lead Cabinet member: Councillor Chris Collier)</p>	All Wards	Non-Key	Cabinet	2 Feb 2023	Open	Policy and Performance Advisory Committee to receive report.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Luke Dreeling, Performance Lead luke.dreeling@lewes-eastbourne.gov.uk</p>

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<p>Finance update - performance quarter 3 - 2022-2023</p> <p>To provide an update on the Council's financial performance, revenue budgets and capital programme to the end of quarter 3 2022/2023 and explain the impact on the current financial position</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All wards	Key	Cabinet	2 Feb 2023	Open	Audit and Standards Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer - Corporate Finance ola.owolabi@lewes-eastbourne.gov.uk,</p> <p>Mark Walker, Head of Financial Planning mark.walker@lewes-eastbourne.gov.uk</p>

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<p>General Fund Revenue Budget 2023/24, Capital Programme</p> <p>To recommend full Council to set the 2023/24 budget and council tax at their meeting in February 2023.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet Full Council	2 Feb 2023 20 Feb 2023	Open	The budget is subject to a wide and varied consultation process. The Council's Policy and Performance Advisory Committee will also have a formal opportunity of considering the proposals	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer - Corporate Finance ola.owolabi@lewes-eastbourne.gov.uk, Mark Walker, Head of Financial Planning mark.walker@lewes-eastbourne.gov.uk</p>

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<p>Treasury Management and Prudential Indicators 2022/23, Capital Strategy & Investment Strategy</p> <p>To recommend full Council to set the 2023/24 budget and council tax at their meeting in February.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet Full Council	2 Feb 2023 20 Feb 2023	Open	The budget is subject to a wide and varied consultation process. The Council's Policy and Performance Advisory Committee will also have a formal opportunity of considering the proposals.	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer - Corporate Finance ola.owolabi@lewes-eastbourne.gov.uk</p>

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<p>Housing revenue account budget 2023/24</p> <p>Recommendations to full Council in respect of the housing revenue account for 2023/24</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Budget and policy framework	Cabinet Full Council	2 Feb 2023 20 Feb 2023	Open	An integral part of the Budget process is a constructive dialogue with The Tenants of Lewes District Group (TOLD).	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer - Corporate Finance ola.owolabi@lewes-eastbourne.gov.uk,</p> <p>Mark Walker, Head of Financial Planning mark.walker@lewes-eastbourne.gov.uk</p>

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<p>Fees and charges</p> <p>To propose a revised schedule of fees and charges to apply from 1 April 2023.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Key	Cabinet	2 Feb 2023	Open	Policy and Performance Advisory Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Ola Owolabi, Deputy Chief Finance Officer - Corporate Finance ola.owolabi@lewes-eastbourne.gov.uk,</p> <p>Mark Walker, Head of Financial Planning mark.walker@lewes-eastbourne.gov.uk</p>

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<p>Community grants programme</p> <p>Report on the performance of those voluntary organisations funded by the Council and for Cabinet to agree the Council's policy on grants to voluntary organisations and the levels of grant funding for the coming year.</p> <p>(Lead Cabinet member: Councillor Johnny Denis)</p>	All Wards	Key	Cabinet	2 Feb 2023	Open	The provision of grant funding is based on regular discussion with voluntary sector agencies, including surveys of local voluntary organisations carried out each year by 3VA.	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Seanne Sweeney, Strategy and Commissioning Lead for Community and Partnerships seanne.sweeney@lewes-eastbourne.gov.uk</p>

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<p>War Pensions and Armed Forces Compensation Policy</p> <p>The Housing Benefit regulations set a statutory disregard of £10.00 on War Pensions and Armed Forces compensation schemes when assessing a claimant's entitlement to housing benefit. A local authority can at its discretion disregard the remaining amount.</p> <p>(Lead Cabinet member: Councillor Zoe Nicholson)</p>	All Wards	Non-Key	Cabinet	2 Feb 2023	Open	Policy and Performance Advisory Committee (if requested)	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Bill McCafferty, Lead for Income Maximisation and Welfare Tel: (01323) 415171</p> <p>bill.mccafferty@lewes-eastbourne.gov.uk</p>

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<p>Homes First Repairs Service: Re-design and Development</p> <p>This describes an operational model for the delivery of a repairs service which, developed over time, will enable greater flexibility to deliver the Councils' aspirations of Community Wealth Building, Social Value and Sustainability. Members are asked to ratify the management actions and decisions taken by officers.</p> <p>(Lead Cabinet member: Councillor William Meyer)</p>	All Wards	Key	Cabinet	2 Feb 2023	Fully exempt Exempt information reasons: 3, 4	<p>Consultation has taken place with tenants to determine what the service experience should be like. Their views form part of this report.</p> <p>Policy and Performance Advisory Committee (if requested)</p>	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Simon Watts, Interim Lead, Homes First simon.watts@lewes-eastbourne.gov.uk</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.

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.

Category	Condition No.
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 to view on our [Council website: http://www.lewes-eastbourne.gov.uk/councillors-committees-and-meetings/cabinet-and-committees/](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, Head of Democratic Services, on (01323) 415021, or e-mail simon.russell@lewes-eastbourne.gov.uk.