

## FORWARD PLAN OF DECISIONS

Period covered by this Plan:

**1 December 2022 to 31 March 2023**

Date of publication:

**15 November 2022**

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

**Councillor Colin Swansborough**: Climate change, place services and special projects.

**Councillor Peter Diplock**: 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>Cost of Living Crisis Fund Update</b></p> <p>To update on council's progress around the Cost of Living Crisis Fund.</p> <p>(Lead Cabinet member: Councillor David Tutt)</p>	All Wards	Non-Key	Cabinet	14 Dec 2022	Open	Not applicable	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>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	14 Dec 2022  22 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 <a href="mailto:bill.mccafferty@lewes-eastbourne.gov.uk">bill.mccafferty@lewes-eastbourne.gov.uk</a></p>

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<p><b>Council tax and business rate base 2023/24</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	14 Dec 2022	Open	As detailed in the report.	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>Mark Walker, Head of Financial Planning <a href="mailto:mark.walker@lewes-eastbourne.gov.uk">mark.walker@lewes-eastbourne.gov.uk</a></p>

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<p><b>Corporate performance - quarter 2 - 2022/23</b></p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q2 2022/23 period. Report to also include review of Corporate Plan achievements.</p> <p>(Lead Cabinet members: Councillor Stephen Holt, Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	14 Dec 2022	Open	Scrutiny Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Luke Dreeling, Performance Lead <a href="mailto:luke.dreeling@lewes-eastbourne.gov.uk">luke.dreeling@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>Mark Walker, Head of Financial Planning <a href="mailto:mark.walker@lewes-eastbourne.gov.uk">mark.walker@lewes-eastbourne.gov.uk</a></p>

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<p><b>Updated and Aligned Scheme of Delegation to Officers</b></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 Colin Swansborough)</p>	All Wards	Non-Key	Cabinet	14 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  <a href="mailto:oliver.dixon@lewes.gov.uk">oliver.dixon@lewes.gov.uk</a></p>

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<p><b>Update to the Local Validation List:- Information required to support/accompany planning applications</b></p> <p>All local authorities have local issues/impacts. The Local Validation List seeks to identify the key local information that would be required to supplement planning applications</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Non-Key	Cabinet	14 Dec 2022	Open	None	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Leigh Palmer, Head of Planning First 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>Sovereign Centre Arrangements</b></p> <p>The report recommends the inclusion of the leisure services at the Sovereign Centre in the existing arrangements with Wave Leisure for the operation of a number of leisure facilities in Eastbourne. The decision required is to approve this decision and delegate the necessary powers to enable it to be implemented.</p> <p>(Lead Cabinet member: Councillor Margaret Bannister)</p>	Devonshire	Key	Cabinet	14 Dec 2022	Open	Scrutiny Committee (if requested)	Report	<p>Chief Executive (Robert Cottrill)</p> <p>Annie Wills, Tourism Development, Heritage and Catering Manager Tel: 01323 415410 <a href="mailto:annie.wills@eastbourne.gov.uk">annie.wills@eastbourne.gov.uk</a></p>



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<p><b>Eastbourne Carbon Neutral 2030: Annual Progress Report</b></p> <p>Annual progress report detailing the council and borough carbon footprints, and progress against the action plan.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	14 Dec 2022	Open	Not applicable	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>Grounds Maintenance - Procurement and Provision</b></p> <p>Options for future Grounds Maintenance provision in EBC.</p> <p>(Lead Cabinet member: Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	14 Dec 2022	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> <p>Jane Goodall, Environment Lead 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>Corporate performance -quarter 3 - 2021/22</b></p> <p>To update Members on the Council's performance against Corporate Plan priority actions, performance indicators and targets over Q3 2022/23 period.</p> <p>(Lead Cabinet members: Councillor Stephen Holt, Councillor Colin Swansborough)</p>	All Wards	Key	Cabinet	8 Feb 2023	Open	Scrutiny Committee	Report	<p>Chief Finance Officer (Homira Javadi)</p> <p>Luke Dreeling, Performance Lead <a href="mailto:luke.dreeling@lewes-eastbourne.gov.uk">luke.dreeling@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>Mark Walker, Head of Financial Planning <a href="mailto:mark.walker@lewes-eastbourne.gov.uk">mark.walker@lewes-eastbourne.gov.uk</a></p>

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<p><b>General fund budget 2023/24 and capital programme</b></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 Stephen Holt)</p>	All Wards	Budget and policy framework	Cabinet	8 Feb 2023	Open	The budget is subject to a wide and varied consultation process. The Council's Scrutiny 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 <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>,</p> <p>Mark Walker, Head of Financial Planning <a href="mailto:mark.walker@lewes-eastbourne.gov.uk">mark.walker@lewes-eastbourne.gov.uk</a></p>

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<p><b>Treasury Management and Prudential Indicators 2023/24, Capital Strategy &amp; Investment Strategy</b></p> <p>To approve the Council's Annual Treasury Management Strategy, Capital Strategy &amp; investment Strategy together with the Treasury and Prudential Indicators.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	8 Feb 2023  22 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 <a href="mailto:ola.owolabi@lewes-eastbourne.gov.uk">ola.owolabi@lewes-eastbourne.gov.uk</a>,</p> <p>Mark Walker, Head of Financial Planning <a href="mailto:mark.walker@lewes-eastbourne.gov.uk">mark.walker@lewes-eastbourne.gov.uk</a></p>

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<p><b>Housing revenue account budget 2023/24</b></p> <p>Recommendations to full Council in respect of the housing revenue account for 2023/24.</p> <p>(Lead Cabinet member: Councillor Stephen Holt)</p>	All Wards	Budget and policy framework	Cabinet  Full Council	8 Feb 2023  22 Feb 2023	Open	Consultation with tenants via newsletter and focus groups and consideration at Eastbourne Homes Ltd Board.	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>Mark Walker, Head of Financial Planning <a href="mailto:mark.walker@lewes-eastbourne.gov.uk">mark.walker@lewes-eastbourne.gov.uk</a></p>

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<p><b>War Pensions and Armed Forces Compensation Policy</b></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 Alan Shuttleworth)</p>	All Wards	Non-Key	Cabinet	8 Feb 2023	Open	Scrutiny Committee (if requested) – 6 February 23	Report	<p>Director of Service Delivery (Tim Whelan)</p> <p>Bill McCafferty, Lead for Income Maximisation and Welfare Tel: (01323) 415171</p> <p><a href="mailto:bill.mccafferty@lewes-eastbourne.gov.uk">bill.mccafferty@lewes-eastbourne.gov.uk</a></p>

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<p><b>Congress and Devonshire Park Theatres - Future Governance Arrangements</b></p> <p>To seek Cabinet's approval to explore options for the future governance arrangements for the Congress and Devonshire Park Theatres, with a further report to set out proposals for Cabinet at a later date.</p> <p>(Lead Cabinet member: Councillor Margaret Bannister)</p>	All Wards	Non-Key	Cabinet	8 Feb 2023	Open	Not applicable.	Report	<p>Chief Executive (Robert Cottrill)</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>Eastbourne &amp; Lewes Community Safety Partnership – Annual Report (Eastbourne)</b></p> <p>To enable Cabinet to consider the 2022/23 performance of the Eastbourne &amp; Lewes Community Safety Partnership (E&amp;LCSP)</p> <p>(Lead Cabinet member: Councillor Peter Diplock)</p>	All Wards	Non-Key	Cabinet	22 Mar 2023	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 Service Delivery (Tim Whelan)</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>HRA Assets Update</b></p> <p>To consider the rationalisation and supporting decisions required in relation to HRA assets to support the Business Plan and supply of new homes within the borough.</p> <p>(Lead Cabinet member: Councillor Alan Shuttleworth)</p>	All Wards	Key	Cabinet	22 Mar 2023	Fully exempt  Exempt information reason: 3	Scrutiny Committee (if requested)	Report	<p>Director of Regeneration and Planning (Ian Fitzpatrick)</p> <p>Nathan Haffenden, Head of Development, Investment and Delivery Tel: (01323) 410000 <a href="mailto:nathan.haffenden@lewes-eastbourne.gov.uk">nathan.haffenden@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 on the [Council website at 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](mailto:simon.russell@lewes-eastbourne.gov.uk).