

## EAST DEVON DISTRICT COUNCIL

### Forward Plan of Key Decisions - For the 4-month period: 1 December 2024 to 31 March 2025

This plan contains all the Key Decisions that the Council's Cabinet expects to make during the 4-month period referred to above. The plan is rolled forward every month.

Key Decisions are defined by law as “an executive decision which is likely: –

- (a) 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
- (b) 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.”

In accordance with section 9Q of the Local Government Act 2000, in determining the meaning of “significant” in (a) and (b) above regard shall be had to any guidance for the time being issued by the Secretary of State.

**A public notice period of 28 clear working days is required when a Key Decision is to be taken by the Council's Cabinet even if the meeting is wholly or partly to be in private.**

The Cabinet may only take Key Decisions in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of the Constitution and the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012. A minute of each Key Decision is published within 2 days of it having been made. This is available for public inspection on the Council's website <http://www.eastdevon.gov.uk>, and at the Council Offices, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton. The law and the Council's constitution permit urgent Key Decisions to be made without 28 clear days' notice of the proposed decisions having been published provided certain procedures are followed. A decision notice will be published for these in exactly the same way.

This plan also identifies Key Decisions which are to be considered in the private part of the meeting (Part B) and the reason why. Any written representations that a particular decision should be moved to the public part of the meeting (Part A) should be sent to the Democratic Services Team (address as above) as soon as possible. **Members of the public have the opportunity to speak on the relevant decision at the meeting in accordance with the Council's public speaking rules.**

#### Obtaining documents

Committee reports in respect of Key Decisions include links to the relevant background documents. If a printed copy of all or part of any report or background document is required, please contact Democratic Services (address as above) or by calling 01395 517546.

Members of the public who wish to make any representations or comments concerning any of the Key Decisions referred to in this Forward Plan may do so by writing to the Leader of the Council c/o Democratic Services (as above).

<b>Key Decision</b> <i>(date added to FP)</i>	<b>Portfolio</b> <b>(Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting</b> <b>Part B = private meeting [with reasons]</b>
--	---	--	---	--	--------------------------------	--

Elections Process Review	Monitoring Officer				27 November 2024	Part A
Colyton Land disposal	Housing Enabling Officer					Part A
Procurement of CBRE through the Crown Commercial Services Framework to undertake work in relation to the second new community	Delivery Manager					Part A
Colyford Road and Fosse Way Viability Assessment	Assistant Director Place Assets & Commercialisation	Colyford Road and Fosse Way Viability Assessment	No	Asset Management Forum		Part A *possibly some Part B commercially sensitive
Cloakham Lawns Employment Site Viability Assessment	Assistant Director Place Assets & Commercialisation	Colyford Road and Fosse Way Viability Assessment	No	Asset Management Forum		Part A *possibly some Part B commercially sensitive

<b>Key Decision</b> <i>(date added to FP)</i>	<b>Portfolio</b> <b>(Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting</b> <b>Part B = private meeting [with reasons]</b>
--	---	--	---	--	--------------------------------	--

Exmouth Town and Seafront Placemaking Plan Adoption	Assistant Director Place Assets & Commercialisation	Placemaking Plan and appendices	Yes some Strategic Outline Business Cases (SOBC)	Placemaking in Exmouth Town and Seafront Group		Part A  *possibly some Part B commercially sensitive
Place and Prosperity Fund acquisition	Assistant Director Place Assets & Commercialisation	None	Business case/Appraisal of proposal	Place and Prosperity Investment Board	5 March 2025	Part B under Section 100(A) (4) of the Local Government Act 1972
Site Acquisition	Project Manager Place, Assets & Commercialisation					Part B
Formation of an Exmouth Town and Seafront Subgroup	Assistant Director Place Assets & Commercialisation	Steering Group ToR		Placemaking in Exmouth Town and Seafront Group		Part A
Council Depots Review	Project Manager Place, Assets & Commercialisation				27 November 2024	Part B

<b>Key Decision</b> <i>(date added to FP)</i>	<b>Portfolio</b> <b>(Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting</b> <b>Part B = private meeting [with reasons]</b>
--	---	--	---	--	--------------------------------	--

Hayne Lane Masterplan	Assistant Director Place Assets & Commercialisation	Hayne Lane Masterplan	No	Asset Management Forum		Part A  *possibly some Part B commercially sensitive
Towards Zero Carbon Development in the West End: Interconnector Project Final Investment Decision (Parts 1 & 2)	Director of Place	Full Business Case			27 November 2024 – Part 1  5 February 2025 - Part 2	Part B
Strategic Development Review – Exeter Science Park Limited <i>(01/03/24)</i>	Director of Place		No			Part B (information relating to finance)
Fraud Strategy Delivery Plan	Portfolio Holder Finance, Assistant Director Revenues, Benefits, Customer Services, Fraud & Compliance			Audit & Governance 21 November 2024	8 January 2025	Part A Approve the Fraud Strategy Delivery plan

<b>Key Decision</b> <i>(date added to FP)</i>	<b>Portfolio</b> <b>(Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting</b> <b>Part B = private meeting [with reasons]</b>
--	---	--	---	--	--------------------------------	--

Recycling & Waste Future Services – Detailed Business Case	Assistant Director StreetScene				Jan/Feb 2025	Part B
Council Tax Reduction Scheme 2025/26	Asst Director Revenues, Benefits, CSC, Fraud & Compliance		N	N/A	8 January 2025	Part A
Council Tax Base 2025/26	Asst Director Revenues, Benefits, CSC, Fraud & Compliance		N	N/A	8 January 2025	Part A
Anti-Poverty Strategy	Asst Director Revenues, Benefits, CSC, Fraud & Compliance	Outcomes from consultation		Poverty Working Panel	5 February or 5 March 2025	Part A

<b>Key Decision</b> <i>(date added to FP)</i>	<b>Portfolio</b> <b>(Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting</b> <b>Part B = private meeting [with reasons]</b>
--	---	--	---	--	--------------------------------	--

### Key Officer Decisions

Individual property: external and internal repairs and refurbishment	Assistant Director Housing					Part B Officer Decision
Individual property: external and internal repairs and refurbishment	Assistant Director Housing					Part B Officer Decision
Individual property: external and internal repairs and refurbishment	Assistant Director Housing					Part B Officer Decision
Procurement Support from Devon County Council – renew 5-year SLA <i>(01/05/24)</i>	Director of Finance					Officer Executive Decision
Household Support Fund – Determining groups for targeted support	Assistant Director Customer Services, Revenues & Benefits		As per Cabinet recommendation at their meeting 30 October 2024			Officer key decision

<b>Key Decision</b> <i>(date added to FP)</i>	<b>Portfolio</b> <b>(Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting</b> <b>Part B = private meeting [with reasons]</b>
--	---	--	---	--	--------------------------------	--

Exmouth East Devon Tennis Centre, Roof Works. Appointment of contractor <i>(19/03/24)</i>	Simon Allchurch / Jorge Pineda-Langford					Appointment of contractor. Request for Officer Executive Decision
Sidmouth Manor Pavilion Theatre and Art Centre, Internal Decorations and Refurbishment <i>(19/03/24)</i>	Steve Parker / Jorge Pineda-Langford					Appointment of contractor. Request for Officer Executive Decision
Exmouth the Pavilion Theatre, Flytower and Auditorium Works. <i>(19/03/24)</i>	Steve Pratten / Jorge Pineda-Langford					Appointment of contractor. Request for Officer Executive Decision
Exmouth Withycombe Changing Rooms, Decarbonisation / Boiler replacement Works <i>(19/03/24)</i>	Paul Manning / Jorge Pineda-Langford					Appointment of contractor. Request for Officer Executive Decision
Exmouth the Pavilion Theatre, Roof Works <i>(19/03/24)</i>	Paul Manning / Jorge Pineda-Langford					Appointment of contractor. Request for Officer Executive Decision

<b>Key Decision</b> <i>(date added to FP)</i>	<b>Portfolio</b> <b>(Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting</b> <b>Part B = private meeting [with reasons]</b>
--	---	--	---	--	--------------------------------	--

Decarbonising TDDC swimming pools <i>(20/03/24)</i>	Jorge Pineda-Langford					Appointment of consultants to undertake design work.
Green Waste Collection vehicle 5 - RCV quotation <i>(22/03/24)</i>	Assistant Director StreetScene					Request for Officer Executive Decision
Bathroom Adaptations to 20 properties	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision
Bathroom Adaptations to properties ED0322-24 <i>(16/09/24)</i>	Planned Works & Climate Change Manager					Appointment of contractor. Request for Officer Executive Decision



<b>Key Decision</b> (date added to FP)	<b>Portfolio</b> <b>(Lead Officer)</b>	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting</b>  <b>Part B = private meeting [with reasons]</b>
---	---	--	---	--	--------------------------------	--

**Officer Decisions to enter into Contract**

		<b>Date</b>
Sidmouth and East Beach BMP – Approval to enter design and construction contracts	Assistant Director StreetScene	
Recycling and Waste: - MRF/Baling Plant Refurbishment/Site Compliance - vehicle refurbishment programme	Assistant Director StreetScene	
EDDC lifeguard service provision and funding (26/02/24)	Assistant Director StreetScene	
Feniton Flood Alleviation Scheme, Phase 4 contract award	Assistant Director Streetscene	
<b>Seaton Hole Coast protection scheme:</b> Appointing of contractor above £100k to deliver the Seaton Hole Coast Protection Scheme	Engineering Projects Manager	

<b>Key Decision</b> (date added to FP)	<b>Portfolio</b> (Lead Officer)	<b>Documents to be considered before Cabinet take decision</b>	<b>Whether other documents will be considered before decision taken [Y/N]</b>	<b>Other meetings where matter is to be debated / considered</b>	<b>Date of Cabinet meeting</b>	<b>Part A = Public meeting</b> <b>Part B = private meeting [with reasons]</b>
---	------------------------------------	--	---	--	--------------------------------	--