

Forward Plan 1 April 2018

The list of items and forthcoming decisions can be found on the last page

IRRECOVERABLE DEBTS 2017/18 (OVER £50,000)

While the Council endeavours to collect all debts due to the Council, there will inevitably be some debts that remain irrecoverable. Individual debts of up to £50,000 can be written-off using delegated powers. This report will seek authority to write off individual debts in 2017 - 2018 of over £50,000 and also provide a summary of debts written off using delegated authority.

Type of Decision:

Key

Consultation Arrangements:

NA

Date considered by Overview & Scrutiny Commission:

NA

Decision Maker:

Cabinet

Intended Decision Date:

21 Mar 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:



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RH10 1UZ

BANNING ORDERS AND THE DATABASE OF ROGUE LANDLORDS AND PROPERTY AGENTS - THE HOUSING AND PLANNING ACT 2016

Legislation will come into force in April 2018 enabling local authorities to pursue banning orders for a number of specified offences under the Housing Act 2004. Also coming into force at this time are powers and duties on local authorities to include persons on a nationally held database of rogue landlords and property agents. This report seeks approval to use banning orders and make entries onto the database as laid out in the Housing and Planning Act 2016 as a tool to assist the Council in improving standards within the private rented sector.

Type of Decision:

Non-Key

Consultation Arrangements:

NA

Date considered by Overview & Scrutiny Commission:

19 Mar 2018

Decision Maker:

Cabinet

Intended Decision Date:

21 Mar 2018

Lead Officer Contact Information:

Contact Name: Hannah Martin, Performance, Policy and Project Officer

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: hannah.martin@crawley.gov.uk

Related Documents (background papers)

External Links:

TO APPROVE OPTIONS FOR THE COUNCIL'S INSURANCE

The insurance contract needs to be replaced by 1 April 2019 as the current contract is due to expire in March 2019, the report will look at future options for insurance

Type of Decision:

Non-Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

21 Mar 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

CRAWLEY LEISURE MANAGEMENT CONTRACT

To approve the final contractual requirements for the Leisure Management Contract in order that the Final Tender documentation can be issued.

Type of Decision:

Key

Notice of Intention to Conduct Business in Private:

There is a Notice requesting that this item will be considered in Part B Business (Fully exempt) due to the following exemption paragraphs:

Not for Publication – by virtue of Paragraph(s) 3,5 of Part 1 of Schedule 12A to the Local Government Act, 1972 (as amended)

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

19 Mar 2018

Decision Maker:

Cabinet

Intended Decision Date:

21 Mar 2018

Lead Officer Contact Information:

Contact Name: Nigel Sheehan, Head of Partnership Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: nigel.sheehan@crawley.gov.uk

Related Documents (background papers)

External Links:

BUILDING CLEANING CONTRACT

The Council is going out to tender for a Building Cleaning contract to commence on 1st June 2018 when the current contract is due to expire. The purpose of the report is to agree the approach for awarding the contract following the evaluation process.

Type of Decision:

Key

Notice of Intention to Conduct Business in Private:

There is a Notice requesting that this item will be considered in Part B Business (Fully exempt) due to the following exemption paragraphs:

Not for Publication – by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A to the Local Government Act, 1972 (as amended)

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

21 Mar 2018

Lead Officer Contact Information:

Contact Name: Jo Newton-Smith, Procurement Manager

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: jo.newton-smith@crawley.gov.uk

Related Documents (background papers)

External Links:

THREE BRIDGES STATION IMPROVEMENT SCHEME

Approving the Three Bridges Station Improvement Scheme

Type of Decision:

Key

Consultation Arrangements:

Public consultation will be undertaken throughout the process

Date considered by Overview & Scrutiny Commission:

19 Mar 2018

Decision Maker:

Cabinet

Intended Decision Date:

21 Mar 2018

Lead Officer Contact Information:

Contact Name: Clem Smith, Head of Economic & Environmental Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: clem.smith@crawley.gov.uk

Related Documents (background papers)

External Links:

TELFORD PLACE CAR PARK DEVELOPMENT

Request for approval of an outline mixed tenure scheme with a supplementary budget estimate at Telford Place Car Park Development. Request delegated approval to appoint a development partner and progress the delivery of the scheme within the agreed budget, at Telford Place car park site

Type of Decision:

Key

Notice of Intention to Conduct Business in Private:

There is a Notice requesting that this item will be considered in Part B Business (Fully exempt) due to the following exemption paragraphs:

Not for Publication – by virtue of Paragraph(s) 3 of Part 1 of Schedule 12A to the Local Government Act, 1972 (as amended)

Consultation Arrangements:

Internal Consultation only with Stakeholders.

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

21 Mar 2018

Lead Officer Contact Information:

Contact Name: Ray Hook, Built Environment Manager

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: Ray.hook@crawley.gov.uk

Related Documents (background papers)

External Links:

BRIGHTON ROAD CONSERVATION AREA STATEMENT

Decision to adopt the Brighton Road Conservation Area Statement, enabling it to form a material consideration in planning decisions that affect the character or setting of Brighton Road Conservation Area.

Type of Decision:

Non-Key

Consultation Arrangements:

4-week public consultation on draft document prior to decision.

Date considered by Overview & Scrutiny Commission:

NA

Decision Maker:

Cabinet Member for Planning and Economic Development

Intended Decision Date:

28 Mar 2018

Lead Officer Contact Information:

Contact Name: Ian Warren, Planning Officer

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: ian.warren@crawley.gov.uk

Related Documents (background papers)

External Links:

DISTRICT HEAT NETWORK

To present the business case and seek funding approval to develop a town centre heat network.

Type of Decision:

Non-Key

Consultation Arrangements:

Internal Consultation Only.

Date considered by Overview & Scrutiny Commission:

25 Jun 2018

Decision Maker:

Cabinet

Intended Decision Date:

27 Jun 2018

Lead Officer Contact Information:

Contact Name: Nigel Sheehan, Head of Partnership Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: nigel.sheehan@crawley.gov.uk

Related Documents (background papers)

External Links:

CRAWLEY LEISURE MANAGEMENT CONTRACT AWARD

To approve the contract award of the Crawley Leisure Facilities Management Contract

Type of Decision:

Key

Notice of Intention to Conduct Business in Private:

There is a Notice requesting that this item will be considered in Part B Business (Fully exempt) due to the following exemption paragraphs:

Not for Publication – by virtue of Paragraph(s) 3,5 of Part 1 of Schedule 12A to the Local Government Act, 1972 (as amended)

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

27 Jun 2018

Lead Officer Contact Information:

Contact Name: Nigel Sheehan, Head of Partnership Services

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: nigel.sheehan@crawley.gov.uk

Related Documents (background papers)

External Links:

TREASURY MANAGEMENT OUTTURN 2017-2018

The report will set out the comparison of Council's performance against the approved strategy for the year for its borrowing and investment activities.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only.

Background Papers –
Treasury Management Strategy 2017-2018
Treasury Management Mid-Year Review 2017-2018

Date considered by Overview & Scrutiny Commission:

25 Jun 2018

Decision Maker:

Cabinet

Intended Decision Date:

27 Jun 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

FINANCIAL OUTTURN 2017-2018 (Q4)

The report will set out the revenue and capital outturns for 2017-2018.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only

Background Papers -
Budget and Council Tax 2018-2019 (Cabinet 7 Feb 2018)
Quarterly Financial Monitoring Reports 2017-2018 to Cabinet

Date considered by Overview & Scrutiny Commission:

NA

Decision Maker:

Cabinet

Intended Decision Date:

27 Jun 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

BUDGET STRATEGY 2019/20 - 2023/24

The report will set out financial projections with particular reference to the period 2019/20 - 2023/24. The report will set out the policy framework for improving financial efficiency and meeting the long term investment needs of the town, as well as proposals for the annual budget process.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation informed by Council.

Background Papers -
Budget and Council Tax 2018/19 (Cabinet 7 Feb 2018)
Budget Strategy 2018/19 - 2021/22 (Cabinet 28 June 2017)

Date considered by Overview & Scrutiny Commission:

24 Sep 2018

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

26 Sep 2018

17 Oct 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

QUARTERLY MONITORING 2018/19 Q1

The report will set out a summary of the council's actual revenue and capital spending for the quarter for June 2018 together with the main variations from the approved spending levels and impact on future budgets.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only.

Background Papers -
Budget and Council Tax 2018/19
Budget Strategy 2018/19 - 2022/23
Financial Outturn 2017/18

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

26 Sep 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

QUARTERLY MONITORING 2018/19 Q2

The report will set out a summary of the council's actual revenue and capital spending for the quarter to September 2018 together with the main variations from the approved spending levels and impact on future budgets.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only

Background Papers -
Budget and Council Tax 2018/19
Budget Strategy 2019/20 - 2023/24
Financial Outturn 2017-2018

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

21 Nov 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

TREASURY MANAGEMENT MID YEAR REVIEW 2018-2019

This report provides an update on the Council's Treasury Management Strategy for 2018-2019

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only

Date considered by Overview & Scrutiny Commission:

19 Nov 2018

Decision Maker:

Cabinet

Intended Decision Date:

21 Nov 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

CALCULATION OF COUNCIL TAX BASE - FOR THE PURPOSES OF SETTING THE LEVEL OF COUNCIL TAX FOR THE YEAR 2019/20

The method of calculation is prescribed by statute. The briefing paper will show the number of properties within each council tax band, the number receiving discounts and how this is equated to a Band D equivalent number of properties.

Type of Decision:

Key

Consultation Arrangements:

Background Papers -

Valuation list supplied by the Government Valuation Office.

Relevant statutory provisions governing the setting of the Council Tax base.

Date considered by Overview & Scrutiny Commission:

NA

Decision Maker:

Leader of the Council

Intended Decision Date:

Not before 1st Dec 2018

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

CALCULATION OF THE NON-DOMESTIC RATES INCOME FOR THE YEAR 2019/20

The method of calculation is prescribed by statute. The briefing paper will show the calculation of non-domestic rates income for the year and how this is shared between the central share, Crawley Borough Council and West Sussex County Council.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

NA

Decision Maker:

Leader of the Council

Intended Decision Date:

Not before 1st Jan 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

TREASURY MANAGEMENT STRATEGY 2019/2020

This report will set the limits and method of investing the council's surplus funds taking into account the statutory restrictions on local authority investments and borrowings. While the council is debt free and expects to continue this policy for the foreseeable future, the report will set limits and establish procedures for any borrowings that may be required.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only.

Background Papers -
Treasury Management Strategy 2018-2019
Treasury Management Mid-Year Review 2018/2019

Date considered by Overview & Scrutiny Commission:

4 Feb 2019

Decision Maker:

Cabinet

Intended Decision Date:

6 Feb 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

QUARTERLY MONITORING 2018/19 Q3

The report will set out a summary of the council's actual revenue and capital spending for the quarter to December 2018 together with the main variations from the approved spending levels and impact on future budgets.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only.

Background Papers -
Budget and Council Tax 2018/19
Budget Strategy 2019/20 - 2022/23
Financial Outturn 2017-2018

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

6 Feb 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

BUDGET AND COUNCIL TAX 2019-2020

The Council has a statutory responsibility to set a council tax and budget in advance of the commencement of the new financial year (1 April - 31 March). During 2018-2019 the council will review its spending plans, consider options to amend spending to meet new priorities and consider comments received as part of the consultation process. This report will set the budget and level of council tax for the year 2019-2020 taking into account the above factors.

Type of Decision:

Key

Consultation Arrangements:

Consultation will be undertaken as part of the Budget Advisory Group review from October - December 2018.

Background Papers -
Budget Strategy Mid-Year Review Government Grants
Precepts from West Sussex County Council and the Sussex Police & Crime Commission

Date considered by Overview & Scrutiny Commission:

4 Feb 2019

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

6 Feb 2019

27 Feb 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

IRRECOVERABLE DEBTS 2018/2019 (UNDER £50,000)

While the Council endeavours to collect all debts due to the council, there will inevitably be some debts that remain irrecoverable. Individual debts of up to £50,000 can be written up using delegated powers.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

NA

Decision Maker:

Leader of the Council

Intended Decision Date:

13 Mar 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

IRRECOVERABLE DEBTS 2018/2019 (OVER £50,000)

While the Council endeavours to collect all debts due to the council, there will inevitably be some debts that remain irrecoverable. Individual debts of up to £50,000 can be written-off using delegated powers. This report will seek authority to write off individual debts in 2018/2019 of over £50,000 and also provide a summary of debts written off using delegated authority.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

NA

Decision Maker:

Cabinet

Intended Decision Date:

13 Mar 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Finance, Revenues and Benefits

Address: Town Hall, The Boulevard, Crawley, West Sussex RH10 1UZ

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

Forthcoming Decisions

Title	Status	Decision Date
To approve options for the council's insurance	For Determination	21/03/2018
Banning Orders and the Database of Rogue Landlords and Property Agents - The Housing and Planning Act 2016	For Determination	21/03/2018 *
Building Cleaning Contract	For Determination	21/03/2018
Three Bridges Station Improvement Scheme	For Determination	21/03/2018 *
Crawley Leisure Management Contract	For Determination	21/03/2018 *
Irrecoverable Debts 2017/18 (Over £50,000)	For Determination	21/03/2018
Telford Place Car Park Development	For Determination	21/03/2018
Brighton Road Conservation Area Statement	For Determination	28/03/2018
Financial Outturn 2017-2018 (Q4)	For Determination	27/06/2018
Treasury Management Outturn 2017-2018	For Determination	27/06/2018 *
Crawley Leisure Management Contract Award	For Determination	27/06/2018
District Heat Network	For Determination	27/06/2018 *
Quarterly Monitoring 2018/19 Q1	For Determination	26/09/2018
Budget Strategy 2019/20 - 2023/24	For Determination	17/10/2018 *
Treasury Management Mid-Year Review 2018-2019	For Determination	21/11/2018 *
Quarterly Monitoring 2018/19 Q2	For Determination	21/11/2018
Quarterly Monitoring 2018/19 Q3	For Determination	06/02/2019
Treasury Management Strategy 2019/2020	For Determination	06/02/2019 *
Budget and Council Tax 2019-2020	For Determination	27/02/2019 *
Irrecoverable Debts 2018/2019 (Over £50,000)	For Determination	13/03/2019
Irrecoverable Debts 2018/2019 (Under £50,000)	For Determination	13/03/2019

Calculation of the Non-Domestic Rates income for the year 2019/20	For Determination	Not before 01/01/2019
Calculation of Council Tax Base - for the purposes of setting the level of Council Tax for the year 2019/20	For Determination	Not before 01/12/2018

* These reports may also go to the Overview & Scrutiny Commission
(Please see individual item for more detail)