

Forward Plan June 2019

List of Forthcoming Decisions are detailed on the last page

TERMS OF REFERENCE AND GROUP NOMINATIONS 2019/2020

To review and approve the Terms of Reference and received nominations for Member Working Groups, Actions Groups together with the Member Development Executive Support Group for the municipal year 2019-2020

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

5 Jun 2019

Lead Officer Contact Information:

Contact Name: Chris Pedlow, Democratic Services Manager

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

Email: chris.pedlow@crawley.gov.uk

Related Documents (background papers)

External Links:



Switchboard: 01293 438000
Main fax: 01293 511803
Minicom: 01293 405202 DX:
57139 Crawley 1
www.crawley.gov.uk

Town Hall
The Boulevard
Crawley
West Sussex
RH10 1UZ

TREASURY MANAGEMENT OUTTURN 2018-2019

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:

Background papers =
Treasury Management Strategy 2018/19
Treasury Management Mid-Year Review 2018/19

Date considered by Overview & Scrutiny Commission:

24 Jun 2019

Decision Maker:

Cabinet

Intended Decision Date:

26 Jun 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

ENERGY SERVICES COMPANY (ESCO) SET UP & GOVERNANCE - DISTRICT HEAT NETWORK

To set out the Council's position on set up and governance of the Energy Services Company (ESCO) to deliver the operation and maintenance of the Council's Energy Centre and District Heat Network

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

24 Jun 2019

Decision Maker:

Cabinet

Intended Decision Date:

26 Jun 2019

Lead Officer Contact Information:

Contact Name: Brett Hagen, Sustainability Manager

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

Email: brett.hagen@crawley.gov.uk

Related Documents (background papers)

External Links:

REVIEW OF STATEMENT OF LICENSING POLICY GAMBLING ACT 2005 (2020 - 2023)

To agree the consultation period for the Statement of Licensing Policy for the Gambling Act 2005 for the next 3 years (2020-2023).

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

24 Jun 2019

Decision Maker:

Cabinet

Intended Decision Date:

26 Jun 2019

Lead Officer Contact Information:

Contact Name: Tony Baldock, Environmental Health and Licensing Manager

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

Email: tony.baldock@crawley.gov.uk

Related Documents (background papers)

External Links:

PROPOSAL TO ALLOCATE S106 MONIES TO CRAWLEY GROWTH PROGRAMME PROJECTS.

To seek Cabinet approval to allocate received S106 developer contributions to Crawley Growth Programme Projects.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

26 Jun 2019

Lead Officer Contact Information:

Contact Name: Mandy Smith, Regeneration Programme Officer

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

Email: mandy.smith@crawley.gov.uk

Related Documents (background papers)

External Links:

FINANCIAL OUTTURN 2018-2019 (QUARTER 4)

The report will set out the revenue and capital outturns for 2018-19.

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only

Background Papers =
Budget & Council Tax 2018/19
Quarterly Financial Monitoring Reports 2018-19 to Cabinet

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

26 Jun 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

ENERGY PROCUREMENT CONTRACT ARRANGEMENTS

Approval is being sought for the Council to participate in the LASER Energy Buying Consortium Framework contract for energy procurement to supply the Council's operational buildings for the period 01.10.2020 to 30.09.2024.

Type of Decision:

Key

Consultation Arrangements:

Internal Only

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

26 Jun 2019

Lead Officer Contact Information:

Contact Name: Mike Pidgeon, Corporate Facilities Manager

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

Email: Mike.Pidgeon@crawley.gov.uk

Related Documents (background papers)

External Links:

PAYMENT OF SICK PAY FOR CRAWLEY HOMES REPAIRS AND GAS CONTRACTORS' EMPLOYEES

Unite Union are requesting that the Council consider the payment of sick pay for its Contractors' employees.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

26 Jun 2019

Lead Officer Contact Information:

Contact Name: Karen Dodds, Head of Crawley Homes

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

Email: Karen.Dodds@crawley.gov.uk

Related Documents (background papers)

External Links:

THREE BRIDGES STATION IMPROVEMENT FINAL DESIGN

The scheme seeks to improve access to and exit from the station. The report will provide details of the final design and associated details.

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:

Public Consultation - September / October

Date considered by Overview & Scrutiny Commission:

24 Jun 2019

Decision Maker:

Cabinet

Intended Decision Date:

26 Jun 2019

Lead Officer Contact Information:

Contact Name: Patricia Salami, Station Programme Manager

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

Email: Patricia.salami@crawley.gov.uk

Related Documents (background papers)

External Links:

WASTE & RECYCLING CONTRACT

The Council's existing contract with Biffa for the collection of household waste and recycling is due to expire at the end of January 2021.

The contract includes an option to extend this, by mutual agreement with Biffa, for a further period of up to three years.

Should the Council or its contractor not wish to take up this option then a re-procurement process would ideally need to be initiated in July 2019, in order to allow sufficient time for the contract procurement process, as well as the procurement of the necessary vehicle fleet within the mobilisation period.

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:

26 Jun 2019

Lead Officer Contact Information:

Contact Name: Graham Rowe, Partnership Services Manager

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

Email: graham.rowe@crawley.gov.uk

Related Documents (background papers)

External Links:

BUDGET STRATEGY 2020/21 - 2024/24

The report will set out financial projections with particular reference to the period 2020/21 – 2024/25. 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 & Council Tax 2019/20
Budget Strategy 2019/20-2023/24

Date considered by Overview & Scrutiny Commission:

23 Sep 2019

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

25 Sep 2019

16 Oct 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

HOMELESSNESS STRATEGY 2019 - 2024

The report seeks approval of the new Homelessness Strategy.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

23 Sep 2019

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

25 Sep 2019

16 Oct 2019

Lead Officer Contact Information:

Contact Name: Nikki Hargrave, Housing Options Manager SHAP, Diana Maughan, Head of Strategic Housing

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

Email: Nikki.Hargrave@crawley.gov.uk,
diana.maughan@crawley.gov.uk

Related Documents (background papers)

External Links:

TENANCY STRATEGY 2019

The report seeks approval of the new Tenancy Strategy.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

23 Sep 2019

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

25 Sep 2019

16 Oct 2019

Lead Officer Contact Information:

Contact Name: Nikki Hargrave, Housing Options Manager SHAP, Diana Maughan, Head of Strategic Housing

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

Email: Nikki.Hargrave@crawley.gov.uk,
diana.maughan@crawley.gov.uk

Related Documents (background papers)

External Links:

2019/2020 BUDGET MONITORING - QUARTER 1

The report will set out a summary of the Council's actual revenue and capital spending for the quarter to June 2019 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 & Council Tax 2019/20
Budget Strategy 2019/20 – 2023/24
Financial Outturn 2018-19

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

25 Sep 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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 2019-2020

This report provides an update on the Council's Treasury Management Strategy for 2019/20

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only

Background Papers =
Treasury Management Strategy 2019/20

Date considered by Overview & Scrutiny Commission:

25 Nov 2019

Decision Maker:

Cabinet

Intended Decision Date:

27 Nov 2019

Lead Officer Contact Information:

Contact Name: Paul Windust, Chief Accountant

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

Email: paul.windust@crawley.gov.uk

Related Documents (background papers)

External Links:

REVIEW OF THE STATEMENT OF LICENSING POLICY GAMBLING ACT 2005 (2020 - 2023)

To agree the updated Statement of Licensing Policy Gambling Act 2005 for 2020 - 2023

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

25 Nov 2019

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

27 Nov 2019

11 Dec 2019

Lead Officer Contact Information:

Contact Name: Tony Baldock, Environmental Health and Licensing Manager

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

Email: tony.baldock@crawley.gov.uk

Related Documents (background papers)

External Links:

BUDGET STRATEGY MID-YEAR REVIEW

This report provides an update on the Council's Budget Strategy

Type of Decision:

Key

Consultation Arrangements:

Internal consultation only

Background Papers =
Budget & Council Tax 2019/20
Budget Strategy 2019/20 – 2023/24

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

27 Nov 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

2019/2020 BUDGET MONITORING - QUARTER 2

The report will set out a summary of the Council's actual revenue and capital spending for the quarter to September 2019 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 & Council Tax 2019/20
Budget Strategy 2019/20 – 2023/24
Financial Outturn 2018-19

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

27 Nov 2019

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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 2020/21

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:

Decision Maker:

Leader of the Council

Intended Decision Date:

Not before 1st Dec 2019

Lead Officer Contact Information:

Contact Name: Paul Windust, Chief Accountant

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

Email: paul.windust@crawley.gov.uk

Related Documents (background papers)

External Links:

CALENDAR OF MEETINGS 2020/21

To agree the proposed calendar of meetings of the Full Council, Cabinet and Committees for the period May 2020 to May 2021.

Type of Decision:

Non-Key

Consultation Arrangements:

Internal consultations only

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet Member for Resources

Intended Decision Date:

2 Dec 2019

Lead Officer Contact Information:

Contact Name: Roger Brownings, Democratic Services Officer

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

Email: Roger.Brownings@crawley.gov.uk

Related Documents (background papers)

External Links:

2020/2021 BUDGET & COUNCIL TAX

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 to 31 March). During 2019/20 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 2010-2021 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 2019

Background Papers =

Budget Strategy 2020/21 – 2024/25

Precepts from West Sussex County Council and the Sussex Police Authority

Date considered by Overview & Scrutiny Commission:

3 Feb 2020

Decision Maker:

Cabinet

Full Council

Intended Decision Date:

5 Feb 2020

26 Feb 2020

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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 2020-21

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 2019-20
Treasury Management Mid-Year Review 2019/20

Date considered by Overview & Scrutiny Commission:

3 Feb 2020

Decision Maker:

Cabinet

Intended Decision Date:

5 Feb 2020

Lead Officer Contact Information:

Contact Name: Paul Windust, Chief Accountant

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

Email: paul.windust@crawley.gov.uk

Related Documents (background papers)

External Links:

CAPITAL STRATEGY 2020/2021

In order to demonstrate that the Council takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability, the Council should have in place a capital strategy that sets out the long-term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes. The capital strategy should form a part of the Council's integrated revenue, capital and balance sheet planning.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

3 Feb 2020

Decision Maker:

Cabinet

Intended Decision Date:

5 Feb 2020

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

2019/2020 BUDGET MONITORING - QUARTER 3

The report will set out a summary of the Council's actual revenue and capital spending for the quarter to December 2019 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 & Council Tax 2019/20
Budget Strategy 2019/20 – 2023/24
Financial Outturn 2018-19

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet

Intended Decision Date:

5 Feb 2020

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

IRRECOVERABLE DEBTS 2019/20 (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 2019 - 2020 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:

Decision Maker:

Cabinet

Intended Decision Date:

5 Feb 2020

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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 2020/2021

The method of calculation is prescribed by statute. The briefing paper will show the calculation of the 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:

Decision Maker:

Leader of the Council

Intended Decision Date:

Not before 1st Jan 2020

Lead Officer Contact Information:

Contact Name: Paul Windust, Chief Accountant

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

Email: paul.windust@crawley.gov.uk

Related Documents (background papers)

External Links:

IRRECOVERABLE DEBTS 2019/20 (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-off using delegated powers.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Leader of the Council

Intended Decision Date:

Not before 5th Feb 2020

Lead Officer Contact Information:

Contact Name: Karen Hayes, Head of Corporate Finance

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

Email: karen.hayes@crawley.gov.uk

Related Documents (background papers)

External Links:

DETERMINE GRANT APPLICATIONS FOR 2020/2021 AND GRANTS BUDGET

Determine applications main grants (currently above £2,500) together with the grants budget.

Type of Decision:

Key

Consultation Arrangements:

Date considered by Overview & Scrutiny Commission:

Decision Maker:

Cabinet Member for Public Protection and Community Engagement

Intended Decision Date:

23 Mar 2020

Lead Officer Contact Information:

Contact Name: Craig Downs, Funding & Commissioning Officer

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

Email: craig.downs@crawley.gov.uk

Related Documents (background papers)

External Links:

Forthcoming Decisions

Those highlighted items have already been referred to the Overview & Scrutiny Commission.

Title	Notice published	Decision due
Treasury Management Outturn 2018-2019	13/11/2018	26/06/2019
Three Bridges Station Improvement Final Design	10/04/2018	26/06/2019
Energy Services Company (ESCo) Set Up & Governance - District Heat Network	19/11/2018	26/06/2019
Review of Statement of Licensing Policy Gambling Act 2005 (2020 - 2023) - consultation	10/04/2019	26/06/2019
Financial Outturn 2018-2019 (Quarter 4)	13/11/2018	26/06/2019
Proposal to Allocate S106 monies to Crawley Growth Programme Projects	19/03/2019	26/06/2019
Energy Procurement Contract Arrangements	08/01/2019	26/06/2019
Waste and Recycling Contract	12/03/2019	26/06/2019
Payment of Sick Pay for Crawley Homes Repairs and Gas Contractors' Employees	10/04/2019	26/06/2019
Budget Strategy 2020/21 – 2024/25	13/11/2018	25/09/2019
Homelessness Strategy 2019 - 2024	11/03/19	25/09/2019
Tenancy Strategy 2019	11/03/19	25/09/2019
2019/2020 Budget Monitoring – Quarter 1	13/11/2018	25/09/2019
Treasury Management Mid-Year Review 2019/2020	13/11/2018	27/11/2019
Review of Statement of Licensing Policy Gambling Act 2005 (2020 - 2023)	10/04/2019	27/11/2019
2019/2020 Budget Monitoring – Quarter 2	13/11/2018	27/11/2019
Budget Strategy Mid-Year Review	13/11/2018	27/11/2019
2020/2021 Budget and Council Tax	13/11/2018	05/02/2020
Treasury Management Strategy 2020-21	13/11/2018	05/02/2020
Capital Strategy 2020/2021	13/11/2018	05/02/2020
2019/2020 Budget Monitoring – Quarter 3	13/11/2018	05/02/2020
Irrecoverable Debts 2019/20 (over £50,000)	13/11/2018	05/02/2020
Calculation of Council Tax Base – for purposes of setting level of Council Tax for 2020/2021 (Delegated)	13/11/2018	Not before 01/12/2019
Calendar of Meetings 2020/2021 (Delegated)	28/01/2019	Not before 02/12/2019
Calculation of the Non-Domestic Rates income for year 2020/21 (Delegated)	13/11/2018	Not before 01/01/2020

Irrecoverable Debts 2019-2020 (Under £50,000) (Delegated)	13/11/2018	05/02/2020
Determine Grant applications for 2020/21 and Grants budget (Delegated)	20/02/2019	23/03/2020