

We have divided our scheme into ten main classes (bold, caps, underlined) with varying amounts of sub-categories (bold, caps, bullet) beneath each class. Where necessary the sub-categories have a narrative beneath them to qualify the information contained within the category or that may be excluded under one or more exemptions.

YOUR COUNCIL

· YOUR COUNCILLORS

Current information on how to contact them, the wards they represent and the bodies on which they serve.

· MEETINGS (MINUTES, AGENDAS AND REPORTS)

Minutes of meetings to which the public have a right of access are available for a minimum of 6 years from the date of the meeting with the exception of minutes containing confidential or exempt information. Meeting agendas and reports, together with any background papers listed in the report are available for a minimum of 4 years from the date of the meeting. The Council publishes a Forward Plan of Key Decisions to be made and Decision Notices in respect of all such decisions.

· **CONSTITUTION AND CONDUCT**

The constitution sets out the rules governing the Council's business, how it operates, who makes decisions and how they are made. It includes various procedure rules (e.g. finance, contract and access to information), codes (e.g. member and officer conduct, probity in planning) and the members allowances scheme. Registers giving details of councillors' interests and gifts and hospitality received are open for inspection.

· **Elections**

2 versions of the electoral register are kept. The full register lists everyone entitled to vote and is open to inspection. It can only be supplied to certain people and organisations as defined by government regulations and be used for specified purposes. It is a criminal offence for them to pass it on to anyone else or use it for any other purpose. The edited version lists only those people who have not asked for their names to be excluded and may be purchased on payment of the prescribed fee. Monthly updates to both full and edited registers are also published in accordance with the same restrictions.

· **Local & Civic History**

- **Mayor of Eastbourne**
- **Organisation & Departments**

Information about the management structure, organisation, strategies, policies & procedures including the development and implementation of policy plus Standing Orders of Eastbourne BC. This information excludes personal records such as appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act.

- **Best Value**
- **Plans, Strategies & Policies**
- **Complaints**

This class includes information about complaining to and about the Council. It does not include details of specific complaints, which are exempt other than by virtue of Data Protection Legislation.

- **BYELAWS**
- **COUNCIL CIRCULARS/NEWSLETTERS**
- **Financial Resources**

Information pertaining to the finance and audit functions of Eastbourne Borough Council. All commercially sensitive or personal information such as quotations and tenders (up to the letting of the contract), loan documentation, insurance policies and audit reports are excluded. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair and that tenders are not disadvantaged.

YOUR HOME

• **Housing Needs**

Excluded from this class are individual housing applications under both privacy and data protection laws.

- **Council Tenants**

Excluded from this class are individual tenancy agreements, rent payment records and maintenance/repair records under both privacy and data protection laws. Maintenance repairs and capital improvement records due to commercial sensitivity.

- **Private Tenants**

Information and advice for private tenants including inspections and complaints although actual inspection and complaint records are restricted under privacy and data protection laws.

- **Homeowners**

Information published by the Council for private homeowners including grant information but excluding specific grant applications by reasons of Data Protection and Privacy law.

- **Landlords**

Personal information of individual landlords and tenants restricted under privacy and data protection grounds.

- **Empty Homes**

Information on individual empty homes grants or specific projects which may be business

sensitive.

- **Lifeline**

Includes information for the Lifeline service but excluding individual commercially sensitive information such as budget forecasts and also excluding customer and callout data all of which are exempt under both privacy and data protection laws.

- **REVENUES**

This information covers the duty of the council to collect Council Tax and other Council debts. Excluded from this class is Business Rates information which can be obtained within the Business Category. Also excluded from this category is data held in relation to Court proceedings, etc., which is exempt under either privacy or data protection laws.

- **benefits**

The Housing Benefits office is committed to providing a quality service to its customers, which include both claimants and landlords. Excluded from this category are personal data relating to residents and others, including all databases and fraud reports, etc., which are exempt under both privacy and data protection laws.

- **Pest Control**
- **Neighbour Noise**

Information regarding neighbour noise but excluding individual complaint records which are exempt by reason of being personal information.

YOUR ENVIRONMENT

- **COUNTRYSIDE**
- **WEATHER & CLIMATE**
- **FLOOD & COASTAL DEFENCE**

All commercially sensitive information such as quotations and tenders are excluded. This information is treated as confidential to ensure that the whole tender process is fair and that tenderers are not disadvantaged.

Emergency Plans maintained by the group contain contact details of emergency response personnel and are excluded to ensure compliance with Data Protection principles.

- **ROADS & TRANSPORT**

Information relating to roads and transport in Eastbourne but excluding information relating to street lighting, traffic signals, structures (bridges and culverts), illuminated signage and other illuminated street furniture, which are functions directly controlled by East Sussex County Council and any relevant information should be sought from them. Class excludes information on unadopted non-public roads or footpaths, and information relating to accident

records which contain personal data or accident statistics which are held by the Police.

- **BINS & REFUSE**

All commercially sensitive information such as quotations and tenders are excluded. This information is treated as confidential to ensure that the whole tender process is fair and that tenders are not disadvantaged.

- **RECYCLING**

All commercially sensitive information such as quotations and tenders are excluded. This information is treated as confidential to ensure that the whole tender process is fair and that tenders are not disadvantaged.

- **POLLUTION**
- **DOGS & ANIMAL WELFARE**
- **ENVIRONMENTAL HEALTH**

JOBS & LEARNING

- **JOB VACANCIES**

- **LEARNING**

BUSINESS

- **ECONOMIC PROFILE**

Any commercially sensitive business information is exempt from this category. It should also be noted that in most instances Eastbourne Borough Council do not source business information and any business data we use to formulate policy or strategy has been obtained from another source which would be referenced within any document it was contained.

- **BUSINESS RELOCATION**
- **BUSINESS RATES**

This information covers the duty of the council to collect Business Rates. Excluded from this category is data held in relation to Court proceedings, etc., which is exempt under either privacy or data protection laws.

- **FOOD BUSINESSES**

Does not include information about specific businesses or details of complaints which are covered by exemptions under the Act

- **REGENERATION**
- **LICENSING**

Information about licensing and licensing applications. Does not include details of specific licensees which is exempt information.

- **HEALTH & SAFETY AT WORK**
- **FILM LIAISON**

PLANNING

This is information concerning the planning of Eastbourne and the Council's duties under the Town & Country Planning Acts & the Planning (Listed Buildings and Conservation Areas) Acts. It includes information relating to planning applications and the local plan elements of the development plan but excludes the Structure Plan, Minerals and Waste Local Plans which are available from the County Council.

- **APPLICATIONS**

Details of individual applicants are considered to be exempt information under the Act.

- **THE BOROUGH PLAN**
- **CONSERVATION AREAS**
- **LISTED BUILDINGS**
- **TREE PRESERVATION**
- **BUILDING CONTROL**

This section includes information relating to the Building Regulations and associated procedures and the Council's duties under the Building Act 1984 on such matters as Dangerous Structures, Demolition, and Means of escape in case of fire from certain buildings.

- **REGENERATION**

SPORTS, LEISURE & RECREATION

- **THEATRES**

Does not include specific hire or show contracts which are commercially sensitive.

- **LEISURE CENTRES**

Class excludes specific hire contracts which may be commercially sensitive and/or contain private/personal data.

- **SPORTS PARK**

Class excludes specific hire contracts which may be commercially sensitive and/or contain private/personal data.

- **COUNTRYSIDE**
- **PARKS, GARDENS & FLORAL DISPLAYS**

Class excludes contracts which may be commercially sensitive and/or contain private/personal data.

- **OUTSIDE ATTRACTIONS**

Class excludes contractual information which may be commercially sensitive and/or contain private/personal data.

- **BATHING CHALETS/BEACH BATHING HUTS**

Excluded from this class are individual tenancy agreements and rent payment records under both privacy and data protection laws.

COMMUNITY

- **EASTBOURNE STRATEGIC PARTNERSHIP**
- **CRIME REDUCTION**

Information about crime reduction initiatives. Eastbourne Borough Council do not hold Crime Statistics which would be sourced from the Police and should be obtained from them.

- **STREET PARTIES**
- **FUNDRAISING**

Information about fundraising opportunities but excluding individual applications which are exempt.

- **GRANTS**

Information about Council Operated Grants but excluding individual applications for reasons of commercial sensitivity, privacy and/or data protection.

- **NATIONAL LOTTERY FUNDING**
- **BEREAVEMENT**

All documentation relating to individual applications and registrations are excluded under both privacy and data protection laws.

VISITOR ATTRACTION

- **ACCOMMODATION BOOKING SERVICE**

Information about the Council Operated accommodation booking service but excluding details of individual bookings/accommodation providers for reasons of commercial sensitivity, privacy and/or data protection.

- **EVENTS, ATTRACTIONS & ENTERTAINMENT**

Information about Council run programme of events and attractions but excluding details of external companies involved for reasons of commercial sensitivity, privacy and/or data protection.

- **CONFERENCES & VENUE BOOKING**

Information about Council run conferences but excluding client details for reasons of commercial sensitivity, privacy and/or data protection.

YOUTH

- **EASTBOURNE YOUTH COUNCIL**