



## FORWARD PLAN OF KEY DECISIONS

Period covered by this Plan:	February to May 2017
Date of publication:	1 February 2017
Date plan next due to be published	1 March 2017

**Councillor David Tutt** (Leader and Chairman of Cabinet): Responsibilities aligned with Chief Executive and including the Community Strategy, Local Strategic Partnership, the Corporate Plan and economic development.

**Councillor Gill Mattock** (Deputy Leader and Deputy Chairman of Cabinet): Financial services including accountancy, audit, purchasing and payments).

**Councillor Margaret Bannister:** Tourism and enterprise.

**Councillor Alan Shuttleworth:** Direct assistance services including revenues and benefits, housing and community development, bereavement services and the Community Safety Partnership.

**Councillor Troy Tester:** Core support and strategic services.

**Councillor Steve Wallis:** Place services including cleansing and recycling, parks and Downland, engineering, building and development control, planning policy and strategy, environmental health and licensing.

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.

### **A summary of the contents of this Plan follows:**

\*New Listings since the last plan are marked with an asterisk

<b>Title</b>	<b>Decision Taker and Date of Decision</b>	<b>Page No</b>
Council Budget - finance matters including performance monitoring and treasury management.	Cabinet 22 Mar 2017 Cabinet 8 Feb 2017	4
Council budget 2017/18	Council 22 Feb 2017 Cabinet 8 Feb 2017	5
Treasury management and prudential indicators 2017/18	Council 22 Feb 2017 Cabinet 8 Feb 2017	6
Corporate plan 2016/20 refresh	Council 19 Jul 2017 Cabinet 24 May 2017	7
Pay policy statement.	Council 17 May 2017 Cabinet 22 Mar 2017	8
* Change management - human resources policy	Council 22 Feb 2017 Cabinet 8 Feb 2017	9
Joint transformation programme - update.	Cabinet 24 May 2017	10
*Disciplinary and grievance - human resources policies.	Cabinet (date to be advised)	11
Tourist accommodation retention supplementary planning document	Council 22 Feb 2017 Cabinet 8 Feb 2017	12
Local development scheme 2017-2020	Council 22 Feb 2017 Cabinet 8 Feb 2017	13
Statement of community involvement	Cabinet 22 Mar 2017	14
* Affordable housing supplementary planning document (SPD).	Cabinet 22 Mar 2017	15
* Adoption of the corporate asset management plan 2017-2020.	Cabinet 24 May 2017	16
Local lottery	Cabinet 8 Feb 2017	17
Council housing rent setting and outline of the housing revenue account budget for 2017/18	Council 22 Feb 2017 Cabinet 8 Feb 2017	18
Community grants programme - small grants	Cabinet 8 Feb 2017	19
Discretionary rate relief policy	Cabinet (date to be advised)	20
* Eastbourne business improvement district (BID).	Cabinet 22 Mar 2017	21

* Housing matters: (1) Temporary accommodation and homelessness prevention (2) Asset management update	Cabinet 22 Mar 2017	22
Housing services - update.	Cabinet (date to be advised)	23
Housing investment company.	Cabinet 22 Mar 2017	24
Eastbourne Borough Council/Lewes District Council joint housing investment company - agreement of terms.	Cabinet 22 Mar 2017	25

Title:	<b>Council Budget - finance matters including performance monitoring and treasury management</b>
Decision/Key Issue:	Regular monitoring of current year budgets (including virement authorisations, debt write-offs, decisions on revenue and capital budgets in excess of £50,000), provisional and final out-turn reports and decisions thereon and performance monitoring of council services and activities (including assessments against corporate plan priorities, progress of the devolved budget scheme and treasury management).
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Gill Mattock, Councillor Troy Tester
Lead chief officer	Chief Executive (Robert Cottrill) and Deputy Chief Executive and Chief Finance Officer (Alan Osborne)
Expected date of decision:	8 Feb 2017 22 Mar 2017
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report. (Note: Any report in respect of debt write-offs will comprise exempt information and part thereof will therefore need to be dealt with in private.)
Contact officer:	Pauline Adams, Financial Services Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415979 pauline.adams@eastbourne.gov.uk,  William Tompsett, Senior Corporate Development Officer ,1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415148 william.tompsett@eastbourne.gov.uk

Title:	<b>Council budget 2017/18</b>
Decision/Key Issue:	To recommend full Council to set the 2017/18 budget and council tax at their meeting on 22 February 2017.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Gill Mattock
Lead chief officer	Chief Finance Officer (Alan Osborne)
Expected date of decision:	Cabinet: 8 Feb 2017 Council: 22 Feb 2017
Details of consultation arrangements proposed or undertaken (where known):	The budget is subject to a wide and varied consultation process which will be conducted alongside the Corporate Plan (see separate listing). This will include consultation with the business and voluntary/community sectors. The Council's Scrutiny Committee will also have a formal opportunity of considering the proposals.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Alan Osborne, Deputy Chief Executive, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415149 alan.osborne@eastbourne.gov.uk

Title:	<b>Treasury management and prudential indicators 2017/18</b>
Decision/Key Issue:	To recommend full Council to agree treasury management policies and prudential indicators for 2017/18.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Gill Mattock
Lead chief officer	Chief Finance Officer (Alan Osborne)
Expected date of decision:	Cabinet: 8 Feb 2017 Council: 22 Feb 2017
Details of consultation arrangements proposed or undertaken (where known):	None, other than provided for the main budget proposals (see separate item).
List of documents (not including confidential or exempt information):	Report
Contact officer:	Pauline Adams, Financial Services Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415979 pauline.adams@eastbourne.gov.uk

Title:	<b>Corporate plan 2016/20 refresh</b>
Decision/Key Issue:	To consider a refreshed plan and recommend full Council adoption.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor David Tutt
Lead chief officer	Chief Executive (Robert Cottrill)
Expected date of decision:	Cabinet: 24 May 2017 Council: 19 Jul 2017
Details of consultation arrangements proposed or undertaken (where known):	Stakeholder consultation will be held to review priorities and key objectives for 2017/18.
List of documents (not including confidential or exempt information):	Report
Contact officer:	William Tompsett, Senior Corporate Development Officer, 1 Grove Road, Eastbourne, BN21 4TW. william.tompsett@eastbourne.gov.uk

Title:	<b>Pay policy statement.</b>
Decision/Key Issue:	Cabinet will be asked to recommend that full council approve the authority's annual "pay policy statement" as required under S.38 of the Localism Act 2011. The statement sets out the council's policies in relation to pay, including details of chief officers' remuneration. This edition of the statement will take into account the transfer of staff employed by Lewes District Council to Eastbourne Borough Council as agreed under the councils' joint transformation programme for delivery of council services across both authorities.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Troy Tester
Lead chief officer	Assistant Director of Human Resources and Organisational Development (Becky Cooke)
Expected date of decision:	Cabinet: 22 Mar 2017 Council: 17 May 2017
Details of consultation arrangements proposed or undertaken (where known):	None, other than those conducted with staff and Unison under the joint transformation programme.
List of documents (not including confidential or exempt information):	Report and pay policy statement.
Contact officer:	Helen Knight, Human Resources Manager, 1 Grove Road, Eastbourne, BN21 4TW. helen.knight@eastbourne.gov.uk



Title:	<b>* Change management - human resources policy</b>
Decision/Key Issue:	Eastbourne Borough and Lewes District Councils have been individually committed to regularly reviewing HR policies to ensure they comply with current legislation, are based on ACAS best practice and are clear and concise for consistent application throughout the organisation. More recently the Councils have jointly committed to bringing their policies and procedures together as part of the Joint Transformation Programme (JTP) which is an important step towards aligning our people and business practices. This proposed new policy has taken the best aspects of Eastbourne and Lewes's current change policies and pulled them together into an updated version which is now fit to support the organisations through the next period of change.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Troy Tester
Lead chief officer	Assistant Director of Human Resources and Organisational Development (Becky Cooke)
Expected date of decision:	Cabinet: 8 Feb 2017 Council: 22 Feb 2017
Details of consultation arrangements proposed or undertaken (where known):	Members of Joint Staff discussed this policy at a meeting in November 2016. It was approved and recommended for implementation by Cabinet.
List of documents (not including confidential or exempt information):	Report and policy
Contact officer:	Helen Knight, Human Resources Manager, 1 Grove Road, Eastbourne, BN21 4TW. helen.knight@eastbourne.gov.uk

Title:	<b>Joint transformation programme - update.</b>
Decision/Key Issue:	Report will provide an update on the joint transformation programme. In October 2015, cabinet approved a strategy for the development of shared services between Lewes District Council and Eastbourne Borough Council based on the integration of the majority of council services.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Troy Tester
Lead chief officer	Assistant Director of Business Transformation (Henry Branson)
Expected date of decision:	24 May 2017
Details of consultation arrangements proposed or undertaken (where known):	Communication ongoing with staff representatives throughout mobilisation period. The Joint Transformation Programme Consultative Forum will continue to meet on a bimonthly basis, involving a range of staff representatives including UNISON representatives. In January 2017, the first formal consultation will take place on the new roles and teams to be recruited to in Phase One.
List of documents (not including confidential or exempt information):	Report.
Contact officer:	Henry Branson, Assistant Director of Business Transformation, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415155 henry.branson@eastbourne.gov.uk

Title:	<b>*Disciplinary and grievance - human resources policies.</b>
Decision/Key Issue:	Eastbourne Borough and Lewes District Councils have been individually committed to regularly reviewing HR policies to ensure they comply with current legislation, are based on ACAS best practice and are clear and concise for consistent application throughout the organisation. More recently the Councils have jointly committed to bringing their policies and procedures together as part of the Joint Transformation Programme (JTP) which is an important step towards aligning our people and business practices. This proposed new policy has taken the best aspects of Eastbourne and Lewes's current disciplinary and grievance procedure policies and pulled them together into an updated version which is now fit to support the organisations through the next period of change.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Troy Tester
Lead chief officer	Assistant Director of Human Resources and Organisational Development (Becky Cooke)
Expected date of decision:	Date to be advised.
Details of consultation arrangements proposed or undertaken (where known):	The policies will be considered by the councils' joint staff committees before submission to Cabinet.
List of documents (not including confidential or exempt information):	Report and policies
Contact officer:	Helen Knight, Human Resources Manager, 1 Grove Road, Eastbourne, BN21 4TW. helen.knight@eastbourne.gov.uk

Title:	<b>Tourist accommodation retention supplementary planning document</b>
Decision/Key Issue:	To approve the Tourist Accommodation Retention Supplementary Planning Document. This follows a period of public consultation.
Ward(s):	Devonshire; Meads
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Margaret Bannister, Councillor Steve Wallis
Lead chief officer	Director of Regeneration and Planning (Nazeya Hussain)
Expected date of decision:	Cabinet: 8 Feb 2017 Council: 22 Feb 2017
Details of consultation arrangements proposed or undertaken (where known):	The Draft Tourist Accommodation Retention Supplementary Planning Document was drafted in consultation with Local Plan Steering Group and the Eastbourne Hospitality Association.  Cabinet, on 14 September 2016, approved the Draft Tourist Accommodation Retention Supplementary Planning Document for consultation with the local community and other stakeholders for a six week period.
List of documents (not including confidential or exempt information):	Report and draft SPD
Contact officer:	Matt Hitchen, Senior Strategy and Commissioning Officer (Planning Policy), 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415253 matt.hitchen@eastbourne.gov.uk

Title:	<b>Local development scheme 2017-2020</b>
Decision/Key Issue:	To seek endorsement of the local development scheme in order to allow formal adoption at full council on 22 February 2017.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Steve Wallis
Lead chief officer	Director of Regeneration and Planning (Nazeya Hussain)
Expected date of decision:	Cabinet: 8 Feb 2017 Council: 22 Feb 2017
Details of consultation arrangements proposed or undertaken (where known):	The local development scheme sets out the timetable for the preparation of Local Plans and other planning policy document. The Local Plan Steering Group has been consulted in its preparation.
List of documents (not including confidential or exempt information):	Report and scheme
Contact officer:	Matt Hitchen, Senior Strategy and Commissioning Officer (Planning Policy), 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415253 matt.hitchen@eastbourne.gov.uk

Title:	<b>Statement of community involvement</b>
Decision/Key Issue:	To endorse the draft statement of community involvement and give authority to publish for public consultation with the local community and other stakeholders.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Steve Wallis
Lead chief officer	Director of Regeneration and Planning (Nazeya Hussain)
Expected date of decision:	22 Mar 2017
Details of consultation arrangements proposed or undertaken (where known):	The draft statement of community involvement is being informed by the results of a community survey on participation in planning consultations, which was promoted between 14 November and 4 December. Following authority from cabinet, the draft statement of community involvement will be published for consultation with the local community and other stakeholders. The responses to the consultation will be considered in the final statement of community involvement which should go to cabinet on 12 July and full council on 19 July for adoption.
List of documents (not including confidential or exempt information):	Report and draft statement
Contact officer:	Matt Hitchen, Senior Strategy and Commissioning Officer (Planning Policy), 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415253 matt.hitchen@eastbourne.gov.uk

Title:	<b>* Affordable housing supplementary planning document (SPD).</b>
Decision/Key Issue:	To endorse the draft affordable housing SPD and give authority to publish for public consultation in accordance with Regulation 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Steve Wallis
Lead chief officer	Director of Regeneration and Planning (Nazeya Hussain)
Expected date of decision:	24 May 2017
Details of consultation arrangements proposed or undertaken (where known):	Following authority from cabinet, the draft affordable housing SPD will be published for consultation with the local community and other stakeholders for a six week period.
List of documents (not including confidential or exempt information):	Report and draft SPD
Contact officer:	Matt Hitchen, Senior Strategy and Commissioning Officer (Planning Policy), 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415253 matt.hitchen@eastbourne.gov.uk

Title:	<b>* Adoption of the corporate asset management plan 2017-2020.</b>
Decision/Key Issue:	To approve the council's corporate asset management plan 2017-2020. The plan will help achieve the property aspirations of the corporate plan and the overarching aim of reaching a sustainable asset base by 2021.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Troy Tester
Lead chief officer	Director of Regeneration and Planning (Nazeya Hussain)
Expected date of decision:	24 May 2017
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report and plan
Contact officer:	Mark Langridge-Kemp, Senior Manager, Asset Development, Property and Facilities Shared Service Tel: 07900 057102 E-mail: mark.langridge-kemp@eastbourne.gov.uk



Title:	<b>Local lottery</b>
Decision/Key Issue:	To gain agreement for the launch of an online Eastbourne local lottery to help fund discretionary support for community organisations and to enable good causes to raise funds directly.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	8 Feb 2017
Details of consultation arrangements proposed or undertaken (where known):	None specified.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Bill McCafferty, Revenues and Benefits Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415171 bill.mccafferty@eastbourne.gov.uk

Title:	<b>Council housing rent setting and outline of the housing revenue account budget for 2017/18</b>
Decision/Key Issue:	Recommendations to full Council on 22 February 2017 in respect of rent proposals for 2017/18 and the housing revenue account.
Ward(s):	All Wards
Decision taker:	Cabinet Council
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	Cabinet: 8 Feb 2017 Council: 22 Feb 2017
Details of consultation arrangements proposed or undertaken (where known):	Consultation with tenants via newsletter and focus groups and consideration at Eastbourne Homes Ltd Board.
List of documents (not including confidential or exempt information):	Report
Contact officer:	Ian Fitzpatrick, Director of Service Delivery, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415935 ian.fitzpatrick@eastbourne.gov.uk

Title:	<b>Community grants programme - small grants</b>
Decision/Key Issue:	To agree small grants to voluntary organisations awarded by the borough council in Eastbourne for the year 2017/18 and agree priorities for small grants for the year 2018/19.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	8 Feb 2017
Details of consultation arrangements proposed or undertaken (where known):	Application process advertised widely in the community.
List of documents (not including confidential or exempt information):	Report will comprise exempt information and such part of the matter will therefore need to be dealt with in private.
Contact officer:	Pat Taylor, Community Services Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415909 pat.taylor@eastbourne.gov.uk

Title:	<b>Discretionary rate relief policy</b>
Decision/Key Issue:	To consider and approve an amended draft rent support grant policy for consultation.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	To be advised.
Details of consultation arrangements proposed or undertaken (where known):	To be advised.
List of documents (not including confidential or exempt information):	Report and draft policy
Contact officer:	Bill McCafferty, Revenues and Benefits Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415171 bill.mccafferty@eastbourne.gov.uk

Title:	<b>* Eastbourne business improvement district (BID).</b>
Decision/Key Issue:	To consider proposals submitted by the 'Your Eastbourne BID Steering Group' for the establishment of a BID in the town centre. The council is required to approve the proposals, authorise the council's returning officer to conduct a ballot of business ratepayers in the defined area and if the ballot gives approval set up the necessary arrangements for collecting the levy. The proposal is for a levy of 1.5% on each business in the defined area with an annual rateable value of £6,000 or more. This is expected to raise £348,000 a year.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Margaret Bannister
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	22 Mar 2017
Details of consultation arrangements proposed or undertaken (where known):	The BID proposers have undertaken widespread consultation with business ratepayers in the defined BID area. Details are set out in the BID business plan.
List of documents (not including confidential or exempt information):	Report and BID business plan
Contact officer:	Bill McCafferty, Revenues and Benefits Manager, 1 Grove Road, Eastbourne, BN21 4TW. Tel: (01323) 415171 bill.mccafferty@eastbourne.gov.uk

Title:	<b>* Housing matters: (1) Temporary accommodation and homelessness prevention (2) Asset management update</b>
Decision/Key Issue:	(1) Evaluation and recommendation of options to meet growing temporary accommodation demand and associated homelessness prevention. (2) HRA Asset management update following the Cabinet report in February 2016.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	22 Mar 2017
Details of consultation arrangements proposed or undertaken (where known):	To be advised.
List of documents (not including confidential or exempt information):	Report.
Contact officer:	Jessica Haines, Project Lead - Housing Delivery, 1 Grove Road, Eastbourne, BN21 4TW. Tel: 07814921262 <a href="mailto:jessica.haines@eastbourne.gov.uk">jessica.haines@eastbourne.gov.uk</a>

Title:	<b>Housing services - update.</b>
Decision/Key Issue:	To give an update on progress in relation to the decisions taken by both Eastbourne and Lewes councils to bring together the management of their respective housing stock. The sovereignty of each council will be retained and residents will still have agreements with their council and their rent and charges set by their council but ultimately savings would be achieved by integrating service delivery.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	To be advised.
Details of consultation arrangements proposed or undertaken (where known):	To be advised.
List of documents (not including confidential or exempt information):	Report.
Contact officer:	Jane Goodall Strategic Project Manager Lewes District Council   Southover House, Lewes, BN7 1AB      01273 471600 ext.6188

Title:	<b>Housing investment company.</b>
Decision/Key Issue:	Future programme update in relation to activities under the council's housing and economic development partnership programme and the council owned Eastbourne Housing Investment Company (EHIC).
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	22 Mar 2017
Details of consultation arrangements proposed or undertaken (where known):	one.
List of documents (not including confidential or exempt information):	Report (Note: Report may comprise exempt information and part thereof may therefore need to be dealt with in private.)
Contact officer:	Paul Turton, Regeneration Director, 1 Grove Road, Eastbourne, BN21 4TW. Tel: 01323 436314 paul.turton@eastbournehomes.org.uk



Title:	<b>Eastbourne Borough Council/Lewes District Council joint housing investment company - agreement of terms.</b>
Decision/Key Issue:	To agree board structure and general governance arrangements following advice from the council's legal advisors.
Ward(s):	All Wards
Decision taker:	Cabinet
Lead cabinet member:	Councillor Alan Shuttleworth
Lead chief officer	Director of Service Delivery (Ian Fitzpatrick)
Expected date of decision:	22 Mar 2017
Details of consultation arrangements proposed or undertaken (where known):	None.
List of documents (not including confidential or exempt information):	Report.
Contact officer:	Jessica Haines, Project Lead - Housing Delivery, 1 Grove Road, Eastbourne, BN21 4TW. Tel: 07814921262 <a href="mailto:jessica.haines@eastbourne.gov.uk">jessica.haines@eastbourne.gov.uk</a>

## EXPLANATORY NOTE

The Borough Council is required to publish information about all key decisions at least 28 days in advance of the decision being taken.

Please note that should it be proposed that any item listed in the forward plan be considered in private (with press and public excluded) notice of this intention will be given on the Council's website no later than 28 days before the meeting at which the matter is due to be considered. This notice will give the reasons why the matter (or part thereof) may need to be considered in private.

This Plan is a list of the key 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:-

- when those decisions will be made
- who will make the decision
- 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

If you wish to make representations on any matter included in the Plan please address them to one of:

- the named Lead Officer or contact Officer at the address shown
- the Chief Executive at the address shown below
- the Leader of the Council, at the address shown below

"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.

Copies of documents referred to in the Plan may be obtained from the contact officer whose name and contact address is shown in the Plan.

The Plan is available for inspection, free of charge upon request from Reception at The Town Hall, Grove Road, Eastbourne between 9.00 a.m. and 5.00 p.m. on Monday to Friday of each weekday (except for public holidays), and on the Council's website at

<http://democracy.eastbourne.gov.uk/ieDocHome.aspx?Categories>

If you have any questions about the Forward Plan please contact David Robinson, Senior Local Democracy Officer, on (01323) 415022, or anyone in Civic Services on (01323) 415021/415023; or fax (01323) 410322; or e-mail [david.robinson@eastbourne.gov.uk](mailto:david.robinson@eastbourne.gov.uk)

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