

Publication Scheme 2014

Suffolk Coastal and Waveney District Councils (in partnership)



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Background and Scope

This Publication Scheme is based on the model publication scheme approved by the Information Commissioner (version 1.1 20130901) and supports our policy of transparency and accountability.

The model scheme can be found on the Information Commissioner's Office (ICO) website at http://ico.org.uk/for_organisations/freedom_of_information/guide/~media/documents/library/Freedom_of_Information/Detailed_specialist_guides/model-publication-scheme.pdf

In brief, adoption of the scheme is a commitment to:

- publishing or making available information which falls into the classifications below
- specifying what information we do hold within these classifications
- proactively publishing, reviewing and updating information which is made public under the scheme
- producing a schedule of fees charged for access to information
- making the publication scheme available to the public
- publishing any datasets which have been requested, and publishing updated versions of these datasets, where reasonably practical, in a format available for re-use, and where information is copyright and owned by the authority, making this information available for re-use under licence.

Classes of Information

Who we are and what we do

Organisational Information, locations and contacts, constitutional and legal governance

What we spend and how we spend it

financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

How we make decisions

Strategy and performance information, plans, assessments, inspections and reviews.

Our policies and procedures

current written protocols for delivering our functions and responsibilities

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority

The service we offer

advice and guidance, booklets and leaflets, transactions and media releases. A description of services offered.

Information which is exempt or prevented from disclosure by law, which is no longer readily available or is difficult to access will not generally be published.

Methods by which information will be made available

We undertake to clearly indicate what information is covered by the scheme and how you may access it.

Where possible, information will be published on our websites www.suffolkcoastal.gov.uk and www.waveney.gov.uk or in the shared www.eastsuffolk.gov.uk domain.

Freedom of Information, Environmental Information, Data Protection and Subject Access Requests

Please see [Appendix 1](#) for links to the Suffolk Coastal web pages

Please see [Appendix 2](#) for links to the Waveney web pages.

Where it is not practical to publish this information on the website, we will advise you how to obtain it.

Some information may only be accessible by viewing in person. In this case, we will provide contact details so that you may make an appointment to view the requested information.

Information will be provided in the language in which it is held, or in the language that is legally required. Where legally required, we will translate any information.

We take seriously our obligations under disability and discrimination legislation and will provide information in other formats and forms in accordance with legislation.

Charges for information

Information which is already published on the website is provided free of charge.

Where we make a charge for information, this will be specified in our Fees and Charges book which is available on the website, and may cover costs such as photocopying, postage and direct costs incurred.

In certain cases, we may make other charges but you will be notified of these where they are applicable (e.g. fees under the “appropriate limit” of the Freedom of Information Act)

Written requests for information.

Information not published under the scheme can be requested in writing and will be considered in accordance with the provisions of the Freedom of Information Act, Environmental Information Regulations or Data Protection Act.

For Freedom of Information or Environmental Information requests, please use our online form which can be found at:

http://www.waveney.gov.uk/site/scripts/documents_info.php?documentID=433&categoryID=722

You may also email or write into us if you prefer.

Environmental Information Regulations requests may also be made verbally.

Please note that our admin team for FOI, EIR and DPA is a shared team across both authorities, with a single email address, so please specify whether your request refers to Suffolk Coastal District Council, Waveney District Council or both authorities.

If you are seeking the information we hold about you as an individual, you already have the right of access under the Data Protection Act and can find out how to exercise this right by checking our [Data Protection web pages](#). There is usually a charge for this information.

Appendix 1: Suffolk Coastal District Council - links to information

Freedom of Information, Environmental Information, Data Protection and Subject Access Requests

[Freedom of Information page](#) - includes:

- link to [online request form](#),
- link to [online query form](#),
- instructions on how to make an FOI request,
- FOI/EIR performance statistics
- and links to [Frequently Requested Information](#).

Suffolk Coastal District Council publishes a monthly [disclosure log](#) of FOI requests received. We retain 2 years plus current year (our disclosure log starts from April 2013.)

[Environmental Information Regulations page](#) - includes:

- link to [online request form](#),
- link to [online query form](#),
- instructions on how to make an EIR request

[Data Protection Page](#) - includes:

Information about what sort of information we hold about individuals, how we deal with it and how to access the information we hold.

[Subject Access Request Page](#) - includes:

- link to [downloadable subject access request form](#),
- link to [CCTV subject access request form](#)
- link to [online query form](#),
- instructions on how to make a subject access request

Who we are and what we do

Organisational Information, locations and contacts, constitutional and legal governance

<http://www.suffolkcoastal.gov.uk/yourcouncil/> contains links to:

- Contacting Suffolk Coastal District Council
- Finding your District Councillor
- Community Information
- Electoral Wards
- Council meetings - minutes & decisions
- How the Council Works
- Local Elections
- Senior Management Team - including Senior Management Pay.
- Plans, Policies and Strategies

What we spend and how we spend it

financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

<http://www.suffolkcoastal.gov.uk/yourcouncil/finance/> contains links to financial information including:

- Business Plan,
- Council Budget
- Statement of Accounts
- Annual Governance report and Audit letter
- Financial reports, strategies and statements
- Fees and Charges
- Payments to Suppliers

<http://www.suffolkcoastal.gov.uk/yourcouncil/procurement/> links to our procurement and tendering process including guidance, contacts and contracts currently open to tender. This is a shared page with Waveney District Council.

How we make decisions

Strategy and performance information, plans, assessments, inspections and reviews.

<http://www.suffolkcoastal.gov.uk/yourcouncil/> contains links to:

- Business Plan
- Information on the Shared Service with Waveney District Council
- Performance - which includes quarterly and annual reports
- Plans, Policies and Strategies - an A-Z of links to plans, policies and strategies.
- Council meetings, agendas and decisions including:
 - Calendar of meetings
 - Decision notices
 - Forward Plan and key decisions
 - Disclosure of exempt information
 - Questions asked at Full Council
 - Link to the [Council Constitution](#)

Our policies and procedures

current written protocols for delivering our functions and responsibilities

<http://www.suffolkcoastal.gov.uk/yourcouncil/policies/>

Lists and registers

- [Contracts currently open to tender](#)
- [Council Member Allowance Scheme](#)
- [Council Member Allowances Paid](#)
- [District Council Members and Town & Parish Council Member Register of Interests](#)
- [Licensing Public Registers](#) - sexual entertainment venue, taxis & private hire, personal register & premises register
- [Licensed Dog Breeding Establishments](#)
- [Planning - Public Access to planning applications](#)
- Pollution Prevention & Control (PPC) Public Register - held at our Melton Hill office.
- [Residential Park Homes Public Register of Site Rules](#)
- [Section 106 information](#)
- [Tattoo Studios](#)
- [Taxi and Private Hire Fees](#)
- [Contaminated land](#)

The service we offer

advice and guidance, booklets and leaflets, transactions and media releases. A description of services offered.

Links to the council's services are grouped into simple areas which can be linked to from the www.suffolkcoastal.gov.uk homepage:

- [Your council](#)
- [Your home](#)
- [Your district](#)
- [Your business](#)
- [Your free time](#)
- [Tourist Information](#)
- Media releases are often initially posted to the homepage, and can also be found under the [News](#) link from the homepage. The homepage also links to the Council's Twitter feed.

Appendix 2: Waveney District Council - links to information

Freedom of Information, Environmental Information, Data Protection and Subject Access Requests

[Freedom of Information page](#) - includes:

- link to [online request form](#),
- link to [online query form](#),
- instructions on how to make an FOI request,
- link to [FOI/EIR performance statistics](#)
- and links to [Frequently Requested Information](#).

Waveney District Council publishes FOI requests received. We retain 2 years plus current year.

Requests and responses up to and including May 2013 can be found in our [FOI Requests Directory](#).

Requests from June 2013 onwards are published in a monthly [download list](#).

[Environmental Information Regulations page](#) - includes:

- link to [online request form](#),
- link to [online query form](#),
- instructions on how to make an EIR request

[Data Protection Page](#) - includes:

Information about what sort of information we hold about individuals, how we deal with it and how to access the information we hold.

[Subject Access Request Page](#) - includes:

- link to [downloadable subject access request form](#),
- link to [CCTV subject access request form](#)
- link to [online query form](#),
- instructions on how to make a subject access request

Who we are and what we do

Organisational Information, locations and contacts, constitutional and legal governance

There are links from the www.waveney.gov.uk homepage to

- Finding us
- Contacting Waveney District Council
- Finding your District Councillor
- Community Information
- [Council meetings](#)

Links within the Council and Democracy section of the website hold information on

- [How the Council Works](#) - including the Council's Constitution
- [Senior Management Team](#) - including Senior Management Pay.
- [Civic Roles \(Lowestoft Mayor & Council Chairman\)](#)
- [Elections and electoral registration](#)

What we spend and how we spend it

financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

The [Council Budgets and Spending](#) page contains links to:

- Performance Management and National Indicators
- Annual Accounts
- Financial Information including:
 - Council Budget

- Statement of Accounts
- Annual Governance report and Audit letter
- Treasury report, policy and strategy
- [Fees and Charges](#)

The [Business Plan](#) can be found within the Council and Democracy section of the website.

The [Transparency in the Council](#) page has a links to our published Payments to Suppliers

Our [Tenders and Contracts](#) page links to our procurement and tendering process including guidance, contacts and contracts currently open to tender. This is a shared service with Suffolk Coastal District Council.

How we make decisions

Strategy and performance information, plans, assessments, inspections and reviews.

The Council and Democracy section of the website contains much of this information, including

- Shared Service with Suffolk Coastal District Council
- [Performance](#) - quarterly reports
- Council meetings, agendas and decisions including:
 - Calendar of meetings
 - Decision notices
 - Forward Plan and key decisions
 - Disclosure of exempt information
 - Questions asked at Full Council
 - Link to the [Council Constitution](#)

Key Plans and Strategies

- [Corporate Plan 2010-2018](#)
- [Waveney's Forward Plan](#)
- [Business Plan](#)

Our policies and procedures

current written protocols for delivering our functions and responsibilities

- Some policies and strategies are available within the [Councillors, Democracy and Elections](#) area of the website:
 - Waveney Sustainable Communities Strategy
 - ICT Strategy
 - Corporate Plan
 - IEG Statement
- [Housing Strategy 2010-2014](#)
- [Waste Management Strategy](#)
- [Tourism Strategy](#)
- [Economic Regeneration Strategy](#)
- [Community Strategy](#)
- [Sub-Regional Housing Strategy](#)
- [Waveney Open Space Strategy](#)
- [Tenancy Strategy](#)
- [Homelessness Strategy](#)
- [Spatial Strategy](#) (Development Management)
- [Sustainable Communities Strategy](#)
- [Cultural Strategy](#)
- [Customer Access Strategy](#)
- [Contaminated Land Strategy](#)
- [Procurement Strategy](#)

- [Flood Risk Management Strategy](#)
- [Communications Strategy & Protocol](#)
- [Waveney Local Development Framework](#) including
 - [Development in Waveney: Core Strategy](#)
 - [Development Management Policies](#)
 - [Annual Monitoring Report](#)
- [Joint Environmental Policy](#)
- [Licensing Policy](#)
- Gateway to Homechoice [Allocations Policy](#)
- [Anti-Social Behaviour Policy](#)
- [Recovery Policy](#) (Council tax, Housing Benefit Overpayments, Non-Domestic Rates)
- [Health and Safety Policy](#)
- [RIPA policy](#)
- [Data Protection Policy](#)
- [Discretionary Business Rate Relief Policy](#)
- [Estate Management - Customer Care Policy](#)
- [Whistle Blowing Policy](#)
- [Safeguarding Children Policy](#)
- [Private Sector Housing Enforcement Holiday](#)
- [Building Regulation Enforcement Policy](#)
- [Pay Policy Statement](#)
- [Abandoned Vehicle Policy](#)
- [Southwold Harbour Marine Policy](#)
- [Tree Management Policy](#)
- [HMO Licensing Policy](#)

Lists and registers

- [Contracts currently open to tender](#)
- [Council Member Allowance Scheme](#)
- [Council Member Allowances Paid](#)
- [District Council Members and Town & Parish Council Member Register of Interests](#)
- [Licensed Dog Breeding Establishments](#)
- [Planning - Public Access to planning applications](#)
- [Planning Policy: Housing, retail and employment land monitoring](#)
- [Pollution Prevention & Control \(PPC\) Public Register](#)
- [Residential Park Homes Public Register of Site Rules](#)
- [Section 106 information](#)
- [Tattoo Studios](#)
- [Taxi and Private Hire Fees](#)
- [Town and Village Profiles](#)

The service we offer

advice and guidance, booklets and leaflets, transactions and media releases. A description of services offered.

Links to the council's services are grouped into simple areas which can be linked to from the <http://www.waveney.gov.uk/> homepage:

- [Advice and Benefits](#)
- [Business](#)
- [Community and Living](#)
- [Council and Democracy](#)
- [Education and Learning](#)
- [Environment and Planning](#)
- [Housing](#)
- [Jobs and Careers](#)

- [Leisure and Culture](#)
- [Health and Social Care](#)
- [Transport and Streets](#)
- Media releases are often initially posted to the homepage, and can also be found under the [News](#) link from the homepage. The homepage also links to the Council's Twitter feed.