

Freedom of Information Act 2000



Publication Scheme

of the

East Staffordshire Borough Council

✉ write to us at:

Town Hall
Burton upon Trent
Staffordshire
DE14 2EB

☎ Telephone us on: 01283 508000

📞 Text phone us on: 01283 533220

🌐 Visit our Website: www.eaststaffsbc.gov.uk

East Staffordshire Borough Council Publication Scheme 1st January 2009

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by East Staffordshire Borough Council without further approval and will be valid until further notice.

This publication scheme commits East Staffordshire Borough Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits East Staffordshire Borough Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

Who we are and what we do.

Organisational information relating to projected 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.

What our priorities are and how we are doing.

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

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

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 services we offer.

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

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

East Staffordshire Borough Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of East Staffordshire Borough Council, information will be provided on its website. Where it is impracticable to make information available on its website or when an individual does not wish to access the information by the website, East Staffordshire Borough Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where East Staffordshire Borough Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by East Staffordshire Borough Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

GUIDE TO INFORMATION **CLASSES OF INFORMATION**

Published Information about the Council and Local Democracy

| Information | Format | Charge |
|---|--------------------------------|------------------------|
| The Council's Constitution | Online Hard copy on request | Free 10p per sheet |
| The Council's Democratic Structure | Online Hard copy on request | Free Free |
| Current Borough Councillors | Online Hard copy on request | Free Free |
| Current East Staffordshire County Councillors | Hard copy on request | Free |
| Current East Staffordshire Member of Parliament | Hard copy on request | Free |
| Local Code of Conduct (Ethical Standards) | Online Hard copy on request | Free Free |
| The committees and panels of the Council | Online Hard copy on request | Free Free |
| Committee membership | Online Hard copy on request | Free Free |
| Committee and Council minutes | Online Hard copy on request | Free 10 p per sheet |
| Leader and Deputy Leader Statements | Online Hard copy on request | Free 10p per sheet |
| Parish Councils –clerks contact details | Online Hard copy on request | Free 10p per sheet |
| Election dates and election forms and leaflets | Online Hard copy on request | Free Free |
| The Council's Directorate Structure | Hard copy on request | Free |
| Location and opening of Council's properties | Online Hard copy on request | Free Free |
| Currently elected Borough Councillors and their contact details | Online Hard copy on request | Free Free |
| Contact details for customer facing departments | Online Hard copy on request | Free Free |
| Most recent election requests | Online Hard copy on request | Free Free |

Major Council Plans and Strategies

| | | |
|---------------------------------------|--------------------------------|-----------------------|
| Anti Fraud Corruption Strategy | Online Hard copy on request | Free 10p per sheet |
| Asset Management and Capital Strategy | Online Hard copy on request | Free 10p per sheet |
| Best Value Local Performance Plan | Online | Free |

| | | |
|---|--------------------------------|-----------------------|
| | Hard copy on request | 10p per sheet |
| Community Safety Strategy | Online Hard copy on request | Free 10p per sheet |
| Community Strategy | Online Hard copy on request | Free 10p per sheet |
| Corporate Plan | Online Hard copy on request | Free 10p per sheet |
| Corporate Plan Performance | Online Hard copy on request | Free 10p per sheet |
| Economic Regeneration Executive Summary | Online Hard copy on request | Free 10 per sheet |
| Economic Regeneration Strategy | Online Hard copy on request | Free 10p per sheet |
| Green Space Strategy | Online Hard copy on request | Free 10p per sheet |
| Homelessness Strategy | Online Hard copy on request | Free 10p per sheet |
| Housing Strategy | Online Hard copy on request | Free 10p per sheet |
| Housing Strategy Review | Online Hard copy on request | Free 10p per sheet |
| Local Development Scheme | Online Hard copy on request | Free 10p per sheet |
| Local Plan | Online Hard copy on request | Free 10p per sheet |
| Procurement Strategy | Online Hard copy on request | Free 10p per sheet |
| Race Equality Scheme | Online Hard copy on request | Free 10p per sheet |
| Whistleblowers Policy | Online Hard copy on request | Free Free |
| Witamý w East Staffordshire | Online Hard copy on request | Free 10p per sheet |

Council News

| Information | Format | Charge |
|------------------------------|----------------------|---------------|
| ESNews | Hard copy on request | Free |
| Communications Strategy | Hard copy on request | 10p per sheet |
| Published WASP newsletters | Hard copy on request | Free |
| Community Safety newsletter | Hard copy on request | Free |
| Press Releases | Hard copy on request | Free |
| Local Radio Events | Hard copy on request | Free |
| Local newspapers in the area | Hard copy on request | Free |
| Town centre maps | Hard copy on request | Free |

Published Information about Council Finances

| <u>Information</u> | <u>Format</u> | <u>Charge</u> |
|-----------------------------------|--------------------------------|-----------------------|
| Current years Council Tax charges | Online Hard copy on request | Free 10p per sheet |
| Parish precepts | Hard copy on request | Free |
| County Council precepts | Hard copy on request | Free |
| Police Authority precepts | Hard copy on request | Free |
| Annual Statement of Accounts | Online Hard copy on request | Free 10p per sheet |
| Revenue Budget | Online Hard copy on request | Free 10p per sheet |
| How to contact the Auditor | Online Hard copy on request | Free Free |

Published Information about Council's Performance

| <u>Information</u> | <u>Format</u> | <u>Charge</u> |
|--|--------------------------------|-----------------------|
| Best Value Performance indicator results | Online Hard copy on request | Free 10p per sheet |
| The Auditor's annual letter | Online Hard copy on request | Free 10p per sheet |
| Complaints form | Online Hard copy on request | Free Free |
| How to complain to the Ombudsman | Online Hard copy on request | Free Free |

Leisure and Free Time

| <u>Information</u> | <u>Format</u> | <u>Charge</u> |
|--|--------------------------------|------------------------|
| What's on publication- Public information about venues and facilities (e.g. visitor guide, list of bed and breakfast facilities in the area, camping and caravan guide in Staffordshire, Derbyshire and Leicestershire, open gardens, golf clubs in area, Town Hall hire information etc.) | Online Hard copy on request | Free 10 p per sheet |
| Tourist Information Services | Online Hard copy on request | Free 10p per sheet |
| Council parks and open spaces and related events | Online Hard copy on request | Free 10p per sheet |
| Sports Information (e.g. sports directory, second half activity programme, sport awards, leisure pass details etc.) | Online Hard copy on request | Free Free |
| Activities | Online Hard copy on request | Free Free |
| Leisure Centre opening times and activities | Online Hard copy on request | Free Free |

Published Information about Business and Employment

| <u>Information</u> | <u>Format</u> | <u>Charge</u> |
|--|---|--|
| Council job applications forms and explanatory leaflets | Online Hard copy on request | Free Free |
| Council job opportunities | Online Hard copy on request | Free Free |
| Business Directory | Online | Free |
| Council Licensing forms and guidance leaflets (e.g. taxi, public entertainment licences) | Online Hard copy on request | Free Free |
| Business rates and council tax guidance forms | Online Hard copy on request | Free Free |
| Business rates exemptions and relief guidance | Online Hard copy on request | Free Free |
| Con 29 Information Scheme | Online Hard copy on request | Free Free |
| Con 29 information | Hard copy on request per Access Con29 Information Guide | As per AccessCon 29 Information Guide |
| Statement of Contracts | Online Hard copy on request | Free Free |

Public Registers

| <u>Information</u> | <u>Format</u> | <u>Charges</u> |
|--|--|-----------------------|
| Food Premises, butchers and fish premises registers | Hard copy on request Available to inspect | 10p per sheet Free |
| Skin piercing, acupuncture and electrolysis registers | Hard copy on request Available to inspect | 10p per sheet Free |
| Boarding establishments for animals and pet shop registers | Hard copy on request Available to inspect | 10p per sheet Free |
| Caravan sites register | Hard copy on request Available to inspect | 10p per sheet Free |
| Game and game dealers register | Hard copy on request Available to inspect | 10p per sheet Free |
| Late night refreshment houses register | Hard copy on request Available to inspect | 10p per sheet Free |
| Health and safety notices affecting the public register | Hard copy on request Available to inspect | 10p per sheet Free |
| Street trading consent register | Hard copy on request Available to inspect | 10p per sheet Free |
| Amusements with prizes, lotteries and betting registers | Hard copy on request Inspection | 10p per sheet Free |
| Cinema and theatre registers | Hard copy on request Available to inspect | 10p per sheet Free |
| Hackney Carriage and Private hire vehicles | Hard copy on request | 10p per sheet |

| | | |
|---|--|-------------------------------|
| registers | Available to inspect | Free |
| House to house collections and street collections register | Hard copy on request | 10p per sheet |
| Public entertainment and Private places of entertainment registers | Hard copy on request Available to inspect | 10p per sheet Free |
| Closing and demolition orders and houses in multiple occupation registers | Hard copy on request Available to inspect | 10p per sheet Free |
| Scrap metal dealers and motor salvage operators registers | Hard copy on request Available to inspect | 10p per sheet Free |
| Register of planning applications | Online Hard copy on request Available to inspect | Free 10p per sheet Free |
| Register of building control applications | Hard copy on request | 10 p per sheet |
| Local Land Charges Register | Hard copy on request Available to inspect | As set by statute |
| Local Land Charges Register Statutory Search Fees | Online Hard Copy on request | Free Free |
| Register of Member's interests | Available to inspect | Free |

Published Information about Benefits, Passes and grants

| | | |
|---|--------------------------------|--------------|
| Housing grant forms and guidance | Online Hard copy on request | Free Free |
| Benefits (housing and council tax) guidance and forms | Online Hard copy on request | Free Free |
| Council tax exemption and discount information | Online Hard copy on request | Free Free |
| Bus pass guidance and forms | Hard copy on request | Free |
| The Council's leisure pass scheme information | Online Hard copy on request | Free Free |

Introduction

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About the East Staffordshire Borough Council

The Borough Council is a local authority running District Council Services in the two-tier system of local government in the County of Staffordshire. It has responsibility for and provides a range of services from local tax collection to planning and from bin emptying to providing leisure centres. The population of the Borough is 103,730 (source 2001 Census) and the geographical area covers the towns of Burton upon Trent and Uttoxeter and an extensive rural area. The Council's net annual Revenue Budget for 2004/05 is £13.2m. It has 39 elected Members, its political composition being 16 Labour, 1 Liberal Democrat and 22 Conservative Councillors. Some major decisions in the Council are taken by the full Council, but generally, the leader of the Council one of the deputy leaders or Chief Officers take the normal day-to-day decisions. More information, including a chart showing the Council's structure, can be found on our website at: www.eaststaffsbc.gov.uk

What is the Freedom of Information Act?

The Freedom of Information Act will give a general right of access to all types of recorded information held by public authorities, such as central and local government and the police and health authorities. Information is not just written information; it may include plans for example.

Your Right to Information

From **January 2005**, if you make a request for information from public authorities, we will:

- tell you whether they hold that information; and
- provide you with that information, generally within 20 working days, provided that it is not exempt information;
- give advice or assistance to people seeking information.

The scheme and this new legislation do not limit in any way other rights that you have to information. For example, planning applications will continue to be available for public inspection. We will continue publishing a large amount of material by way of guidance or assistance about various services on a routine basis as we have done.

Exempt Information and Data Protection

Exempt information may include matters such as personal or confidential information. Where information is exempt, the Council must decide whether the public interest in withholding it is greater than the public interest in releasing it. See the section on **Appeals** below for more information

You already have a right of access to information held about you personally under the Data Protection Act 1998. See the information in the **Useful Information** section below if you want to know who to contact to exercise that right. The Freedom of Information Act does not deal with this sort of information. As such, we will not be making available to anybody private and confidential information about Council Tax, Benefit, grant etc arrangements you have with the Council. Your private affairs and business with the Council as an individual are not the subject of this publication scheme.

What is the Publication Scheme?

The publication scheme will categorise the information we hold into classes, tell you how we publish that information and also tell you whether a charge is made for getting it.

This will mean that you can already get hold of a lot of information without the need to make a specific request. It also helps list all the information that we publish in one area, making it easier to find.

Charging

It is not our intention to charge for anything that you can download from our website or for inspecting information at Council offices. Many of our publications can be taken away free of charge, but we will make a charge for copying certain documents (for example archived documents) and there may be a charge for some of our larger Tourist Information publications. We will let you know the charge at the time of the request.

How is the Publication Scheme Arranged?

We have had an audit within the Council of all the information that we publish or are required to make available by law and we have taken notice of the sort of information that you normally ask us for. The way that we have arranged this in the scheme is to group the types of information into nine classes or categories which are:

- **Published information about the Council and Local Democracy;**
- **Major Council Plans and Strategies;**
- **Council News;**
- **Published Information about Council Finances;**
- **Published Information about Council Performance;**
- **Leisure and Free Time;**
- **Published Information about Business and Employment;**
- **Public Registers;**
- **Published Information about Benefits, Passes and Grants.**

We hope that we have arranged the information in a way that makes sense to you. If you want to make comments on the publication scheme, please go to the **Feedback** section below.

Appeals

If your request for information is denied or not responded to, you may wish to appeal. In the first instance, we would want to deal with any such appeal ourselves, either to rectify procedures or to give a second opinion on the refusal, but you would also have the right to appeal to the Information Commissioner (see the **Useful Information** section below).

Access to the Publication Scheme

This publication scheme itself will be made available on our website and will be deposited at our Town Hall and Council Link offices within the district. A copy will also be made available to the County Library Service within East Staffordshire. The senior officer who has responsibility for the scheme on behalf of the organisation is David Duckitt, Head of Legal and Democratic Services. The person who has responsibility for maintaining the scheme on a day-to-day basis is Ray Hallmark, Principal Law Clerk. This publication scheme and the documents to which it refers are available in the first language of the area - English, but if you or anyone you know has any difficulty in reading it or getting to see a copy of it, please contact David Duckitt through the contact details set out in the **Feedback** section below.

Feedback and Review

We will be constantly reviewing the contents of our publication scheme and welcome suggestions. We hope that we have arranged the classes so that it is easy for you to find what you want. It is our Council policy to promote the use of plain

English and we hope that this scheme has been written in a plain and easy to understand way. If you have any comments about:

- how the classes are set out;
- the extent to which we have succeeded in writing this in plain English;
- how easy or hard it is to find the information you want;
- whether you found the information you wanted;
- what other types of information you would like to see included in the future; or
- any other comments on the publication scheme;

please contact David Duckitt, Head of Legal and Democratic Services by:

- writing to him at the

Town Hall
Burton upon Trent
Staffordshire
DE14 2EB; or
- e-mailing him on david.duckitt@eaststaffsbc.gov.uk.

Useful Information

Data Protection

If you want to know what information the Council holds about you personally, please write to:

- Legal Section or Data Protection Officer
Town Hall
Burton upon Trent
Staffordshire
DE14 2EB; Or
- Michael Hovers
Community Safety Manager
Town Hall
Burton upon Trent
Staffordshire
DE14 2EB

for requests for a copy of CCTV tape on which you as an individual appear.

Internal review and complaints

If you want to complain about any aspect of the Council you can write to:

- The Democratic Services and Resilience Planning Team Manager
- Town Hall
Burton upon Trent
Staffordshire
DE14 2EB; Or
- get a complaint forms form and guidance leaflet from our website
www.eaststaffsbc.gov.uk.

Information Commissioner

If you want to contact the Information Commissioner, you can:

- write to the enquiry/information team at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF; Or
- Telephone the Enquiry/Information Line: 01625 545 745; Or
- E-mail to data@dataprotection.gov.uk