

**Freedom of Information Act
2000**



Publication Scheme

of

**East Staffordshire Borough
Council**

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

1. About the East Staffordshire Borough Council

East Staffordshire Borough Council is a local authority running Borough 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 124,019 (source 2021 Census) and the geographical area covers the towns of Burton upon Trent and Uttoxeter and an extensive rural area.

The Council's annual Revenue Budget for 2024/25 is £15.803m. It has 37 elected Members, its political composition being 21 Labour, 15 Conservative Councillors and 1 Independent. The Council has a Strong Leader and Cabinet model of governance. Some major decisions in the Council are taken by the Full Council but generally, the Leader of the Council, one of the Cabinet Members 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

2. 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.

3. Right to Information

If you make a request for information from the Council, 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 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.

4. 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 2018. 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.

5. 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.

6. 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.

7. 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.

8. 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).

9. Access to the Publication Scheme

This publication scheme itself will be made available on our website and will be deposited at our Town Hall. The senior officer who has responsibility for the scheme on behalf of the organisation is John Teasdale, Head of Legal and

Regulatory Services (Monitoring Officer). 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 John Teasdale through the contact details set out in the **Feedback** section below.

10. 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 John Teasdale, Head of Legal and Regulatory Services (Monitoring Officer) by writing to him at the

Town Hall
Burton upon Trent
Staffordshire
DE14 2EB; Or

- e-mail: DataProtectionOfficer@eaststaffsbc.gov.uk

11. 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;
- Email: DataProtectionOfficer@eaststaffsbc.gov.uk; **Or**

For requests for a copy of CCTV footage on which you as an individual appear:

- Margaret Wooley
Enforcement Manager
East Staffordshire Borough Council
The Town Hall
King Edward Place
Burton upon Trent Staffordshire
DE14 2EB
- Email: Margaret.woolley@eaststaffsbc.gov.uk

Internal review and complaints

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

- The Principal Democratic Services Officer
Town Hall
Burton upon Trent
Staffordshire
DE14 2EB; **Or**
- Visit: www.eaststaffsbc.gov.uk/comments-compliments-complaints; **Or**
- Email: complaints@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**

- Visit: <https://ico.org.uk/>;
- Telephone the Enquiry/Information Line: 0303 123 1113.

East Staffordshire Borough Council Publication Scheme - June 2023

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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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

Charge per sheet stated below is assumed for black and white copies on A4 format. Colours and different formats may attract additional charges.

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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section

11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 30p per sheet
The Council's Democratic Structure	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 30 p per sheet
Leader and Cabinet Member Statements	Online Hard copy on request	Free 30p per sheet
Parish Councils – clerks contact details	Online Hard copy on request	Free 30p per sheet
Election dates and election forms and leaflets	Online Hard copy on request	Free Free
The Council's Organisational Structure	Hard copy on request	Free
Location and opening times 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
Officer Decision Record	Online	Free
Organisation chart	Online	Free
Wards	Online	Free
Equality Data	Online	Free
Executive Decision Records	Online Hard copy on request	Free

Major Council Plans and Strategies

Anti-Fraud Corruption Strategy	Online Hard copy on request	Free 30p per sheet
Asset Management and Capital Strategy	Online Hard copy on request	Free 30p per sheet
Community Safety Plan	Online Hard copy on request	Free 30p per sheet
Community Strategy	Online Hard copy on request	Free 30p per sheet
Corporate Plan	Online Hard copy on request	Free 30p per sheet
Economic Regeneration Executive Summary	Online Hard copy on request	Free 30 per sheet
Economic Regeneration Strategy	Online Hard copy on request	Free 30p per sheet
Parks Development Plan	Online Hard copy on request	Free 30p per sheet
Homelessness Strategy	Online Hard copy on request	Free 30p per sheet

Housing Strategy	Online Hard copy on request	Free 30p per sheet
Housing Strategy Review	Online Hard copy on request	Free 30p per sheet
Local Development Scheme	Online Hard copy on request	Free 30p per sheet
Local Plan	Online Hard copy on request	Free 30p per sheet
Medium Term Financial Strategy	Online Hard copy on request	
Procurement Policy	Online Hard copy on request	Free 30p per sheet
Race Equality Scheme	Online Hard copy on request	Free 30p per sheet
Treasury Management Strategy	Online Hard copy on request	
Whistle-blowing Policy	Online Hard copy on request	Free Free
Safeguarding Policy	Online	Free

Council News

<u>Information</u>	<u>Format</u>	<u>Charge</u>
Communications Strategy	Hard copy on request	30p per sheet
Published WASP newsletters	Hard copy on request	Free
Community Safety newsletter	Hard copy on request	Free
Press Releases	Online Hard copy on request	Free
Town centre maps	Hard copy on request	Free
Apprentice Progress Update	Online	Free
Council E-Newsletters	Online	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 30p 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 30p per sheet
Revenue Budget	Online Hard copy on request	Free 30p per sheet
How to contact the Auditor	Online Hard copy on request	Free Free
Council Expenditure over £500	Online Hard copy on request	Free 30p per sheet
Payment Statistics	Online	Free
Senior Salaries	Online	Free
Councillor Expenses	Online	Free
Gender Pay Gap Report	Online	Free
Council Pay Ratio	Online	Free
Car Park Account	Online	Free
Invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000	Online Hard copy on request	Free 30p per sheet

Published Information about Council's Performance

<u>Information</u>	<u>Format</u>	<u>Charge</u>
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The Auditor's annual Report	Online Hard copy on request	Free 30p per sheet
Complaints form	Online Hard copy on request	Free Free
How to complain to the Ombudsman	Online Hard copy on request	Free Free
Corporate Plan Performance	Online Hard copy on request	Free 30p per sheet

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
Tourist Information Services	Online Hard copy on request	Free 30p per sheet
Council parks and open spaces and related events	Online Hard copy on request	Free 30p 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
Marketing and Promotional Materials	Online	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
Contracts Register	Online Hard copy on request	Free Free
Trade Union Information	Online	Free
NNDR General	Online	Free
Business Rates Credits	Online	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	30p per sheet Free
Skin piercing, acupuncture and electrolysis registers	Hard copy on request Available to inspect	30p per sheet Free
Boarding establishments for animals and pet shop registers	Hard copy on request Available to inspect	30p per sheet Free
Caravan sites register	Hard copy on request Available to inspect	30p per sheet Free

Game and game dealers register	Hard copy on request Available to inspect	30p per sheet Free
Late night refreshment houses register	Hard copy on request Available to inspect	30p per sheet Free
Health and safety notices affecting the public register	Hard copy on request Available to inspect	30p per sheet Free
Street trading consent register	Hard copy on request Available to inspect	30p per sheet Free
Amusements with prizes, lotteries and betting registers	Hard copy on request Inspection	30p per sheet Free
Cinema and theatre registers	Hard copy on request Available to inspect	30p per sheet Free
Hackney Carriage and Private hire vehicles registers	Hard copy on request Available to inspect	30p per sheet Free
House to house collections and street collections register	Hard copy on request	30p per sheet
Public entertainment and Private places of entertainment registers	Hard copy on request Available to inspect	30p per sheet Free
Closing and demolition orders and houses in multiple occupation registers	Hard copy on request Available to inspect	30p per sheet Free
Scrap metal dealers and motor salvage operators registers	Hard copy on request Available to inspect	30p per sheet Free
Register of planning applications	Online Hard copy on request Available to inspect	Free 30p per sheet Free
Register of building control applications	Hard copy on request	30p 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
Contracts Register	Online	Free

Car Parks	Online	Free
Asset Register	Online	Free
Selective Licensing Register	Online	Free
Environmental Permits Register	Online	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
Grants to Voluntary Community Sector	Online	Free
All Grant Data	Online	Free