



BRECKLAND DISTRICT COUNCIL

## **PUBLICATION SCHEME**



**February 2018**

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## **Part One - Introduction**

### **1. Scope and Purpose**

The authority has adopted the Model Publication Scheme issued by the Information Commissioner's Office.

This publication scheme commits the authority 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.

Information held by the authority 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.

The scheme commits the authority:

- 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 classes 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 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.

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.

### **2. Access to the Scheme**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Much of the information will be provided on our website. Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, the

authority 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 are 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 the authority 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.

### **3. Charges**

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 the 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.

Charges may also be made for making datasets (or part 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 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.

### **4. Review of the Scheme**

This Scheme will be amended periodically as necessary and a full review will be carried out every 3 years.

## **Part Two – Classes of information**

### **1. Who we are and what we do**

#### **1.1 Council constitution**

The Council's constitution consists of a number of documents that, under the Local Government Act 2000, are required to be brought together and made available for public inspection. The articles of the constitution set out the basic principles that underlie the way the council operates. The other parts of the constitution includes details of the council and the committees to which the council has delegated various powers and the functions that are the responsibility of the executive (Cabinet); the terms of reference of the various committees and other bodies, the standing orders that regulate the proceedings at meetings; financial regulations; the code of practice for the procurement of works, supplies and services; code of conduct for members and employees; the schedule for the payment of member's allowances; and a description of the management structure of the council's workforce.

More information can be found at <http://breckland.gov.uk/councilinformation>

#### **1.2 Council democratic structure**

Information can be found [www.breckland.gov.uk/councilinformation](http://www.breckland.gov.uk/councilinformation) or by contacting [democratic.services@breckland.gov.uk](mailto:democratic.services@breckland.gov.uk)

#### **1.3 Council leadership structure**

The Council's Executive Management team consists of the Chief Executive, 3 Executive Directors and 5 Executive Managers

#### **1.4 Location and opening times of Council properties**

The Council may be contacted at:

Breckland Council Offices  
Elizabeth House  
Walpole Loke  
Dereham  
Norfolk  
NR19 1EE

Tel 01362 656870

Further information such as location and opening times can be found at <http://breckland.gov.uk/visitus>

#### **1.5 Councillors' information and contact details**

Councillors' contact details can be found at <http://breckland.gov.uk/councilinformation>

#### **1.6 Contact details for all services**

<http://breckland.gov.uk>

## 1.7 Election results

Information can be found at <http://breckland.gov.uk/electionsandvoting> or by contacting [elections@breckland.gov.uk](mailto:elections@breckland.gov.uk)

## 1.8 Relationships with other authorities

Breckland Council works in partnership with a range of statutory, voluntary, community and business organisations to improve the quality of life for people living, working and visiting the area.

Should you be unable to find the information you require from our website, please send your request to:

Statutory Information Officer  
CIP Team  
Breckland District Council  
Elizabeth House  
Walpole Loke  
Dereham  
Norfolk  
NR19 1EE  
E-mail: [feedback@breckland-sholland.gov.uk](mailto:feedback@breckland-sholland.gov.uk)

## 1.9 Other office holders

The **Returning Officer** is the person who has the overall responsibility for the conduct of elections. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983, although appointed by the Council the role of the Returning Officer is one of a personal nature and distinct and separate from their duties as an employee of the Council.

For further information please contact [elections@breckland.gov.uk](mailto:elections@breckland.gov.uk) or telephone 01362 656870.

Councils have a duty to appoint a **Monitoring Officer** to ensure the lawfulness and fairness of Council decision making. The Monitoring Officer serves as the guardian of the Council's Constitution and the decision-making process and providing guidance to councillors and officers on the Council's constitution and its powers. The Monitoring Officer also works closely with the Council's Governance and Audit Committee to assist it in its role of promoting and maintaining high standards of conduct and probity within the Council.

For further information please contact the Monitoring Officer on [standards@breckland.gov.co.uk](mailto:standards@breckland.gov.co.uk).

## 2. What we spend and how we spend it

### 2.1 Financial statements, budgets and variance reports

The Council spends public money and it is important that the public can see how we have spent that money. The website contains a large amount of information on financial matters, including the Financial Plan, the Revenue Budgets and the Capital Programme. Detailed financial information is available on the website for at least the last three years

<http://breckland.gov.uk/article/3461/Strategies-Plans-and-Policies->

## **2.2 Spending reviews**

The Council undertakes regular reviews of actual against budgeted spend on both the Capital and Revenue Budgets and these are reported to Cabinet. For details of the latest reviews, these can be found on the website under the committee papers for Cabinet

<http://democracy.breckland.gov.uk/ieListMeetings.aspx?CI=116&Year=0>

## **2.3 Financial audit report**

The Governance and Audit Committee approve the Statement of Accounts which is the document that audits all the Council's financial activities for a financial year.

Details of the reports can be found on the website at

<https://www.breckland.gov.uk/article/3458/Statement-of-Accounts>

## **2.4 Members' allowances scheme**

Councillors are entitled to receive an annual allowance from the Council, as laid down under national legislation. This is called the Scheme of Members Allowances.

They may also claim expenses for any travelling etc. that they do while performing their duties. The allowances, which members may decline if they wish, are subject to deductions for income tax and national insurance. Details of this scheme are available on the website at

<http://breckland.gov.uk/article/7411/Members-Allowances>

## **2.5 Staff allowances and expenses**

Information relating to staff allowances and expenses can be requested from:

Statutory Information Officer

CIP Team

Breckland District Council

Elizabeth House

Walpole Loke

Dereham

Norfolk

NR19 1EE

E-mail: [cip.team@breckland-sholland.gov.uk](mailto:cip.team@breckland-sholland.gov.uk)

## **2.6 Pay and grading structure**

The Council has a pay policy statement which has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 ("the Act"), which, from 2012 onwards, requires all local authorities to publish an annual statement of their policy for the relevant financial year. Further information can be found at

<http://breckland.gov.uk/article/4247/Localism-Act-Pay-Policy-Statement>

## **2.7 Election expenses**

Information can be obtained by contacting [elections@breckland.gov.uk](mailto:elections@breckland.gov.uk)

## **2.8 Procurement procedures**

We have a strategy for procuring goods, works and services and the Rules for Financial Governance provide a set of controls to ensure the Council does this each



time. The Contract Standing Orders sets out in detail the way we invite bids for contracts and promote effective and fair competition to achieve good value for money. <http://breckland.gov.uk/councilinformation>

## **2.9 Details of contracts currently being tendered**

Any opportunities for contractors and suppliers for the work the Council intends to contract for, and the goods and services the Council intends to buy either now or in the near future are on our website <http://breckland.gov.uk/contractopportunities>

## **2.10 List of contracts awarded and their value**

Any details around contracts the Council has awarded can be found at:

<http://breckland.gov.uk/contractsregister>

## **2.11 External Audit's report**

Details of the current report can be found at <http://democracy.breckland.gov.uk/ieListMeetings.aspx?CId=468&Year=0> as this is reported to the Governance & Audit Committee at the July meeting each year.

## **2.12 Financial statements for projects and events**

Financial information relating to projects or events can be requested from:

Deputy S151 Officer/Chief Accountant  
Email: [accountancyteam@breckland.gov.uk](mailto:accountancyteam@breckland.gov.uk)

## **2.13 Internal financial regulations**

The Rules of Financial Governance and Contract Standing Orders which are the rules by which the Council seeks to maintain proper financial and internal control of its activities can be found in the Council's constitution which is on the website at <http://breckland.gov.uk/councilinformation>

## **2.14 Funding for partnership arrangements**

Each partnership will have separate funding arrangements and details of any particular partnership funding arrangement can be requested from:

[Accountancyteam@breckland.gov.uk](mailto:Accountancyteam@breckland.gov.uk)

## **2.15 Payments to Suppliers over £500**

We as a Council believe that it is important to be open and transparent with our local residents in terms of how we spend our money. The information provided will include:

- Transactions for values greater than £500 to external suppliers
- Spend incurred in providing services

This information can be found at <https://www.breckland.gov.uk/article/4248/Council-Expenditure>

## **2.16 Payments to senior officers**

'Senior Officers' are the Executive Management Team and are defined as being a statutory chief officer as defined in the LGHA 1989 section 2(6); a non-statutory chief officer as defined in the LGHA 1989 section 2(7); or someone with responsibility for the management of the authority, being able to direct or control its major activities, whether solely or collectively.

The Council's Pay Policy Statement can be found at:

<https://www.breckland.gov.uk/article/4247/Localism-Act-Pay-Policy->

## **3 What our priorities are and how we are doing**

### **3.1 Corporate Plan**

The Corporate Plan sets out what this Council wants to achieve, and in particular how we will work with partners to achieve our vision

The Corporate Plan can be found at

<https://www.breckland.gov.uk/article/3461/Strategies-Plans-and-Policies->

### **3.2 Service strategies and plans**

Each service has responsibility for their own policies, strategies and service plans and many of them can be found on the website at

<http://breckland.gov.uk/article/3461/Strategies-Plans-and-Policies->

Should you be unable to find the information you require from our website, please send your request to:

Statutory Information Officer  
CIP Team  
Breckland District Council  
Elizabeth House  
Walpole Loke  
Dereham  
Norfolk  
NR19 1EE  
E-mail: [cip.team@breckland-sholland.gov.uk](mailto:cip.team@breckland-sholland.gov.uk)

<http://breckland.gov.uk/article/3461/Strategies-Plans-and-Policies->

### **3.3 Managing performance**

The Council's Corporate Plan sets out how the Council will manage performance. This includes agreeing an Annual Action Plan and assessing quarterly performance reports of the progress in delivering the plan.

More information about our performance against all the targets are set out in the Corporate Plan

### **3.4 National and local performance indicators**

More information about our performance can be found by contacting the Corporate Improvement and Performance Team at [CIP.Team@breckland-sholland.gov.uk](mailto:CIP.Team@breckland-sholland.gov.uk)

### **3.5 Strategies developed in partnership**

Partnership working is high on the Central Government agenda and can provide opportunities for providing improved delivery of major projects or services. This requires the creation of a sustainable relationship with suppliers in the public, private, social enterprise or voluntary sectors to deliver services carry out major projects or acquire supplies and equipment.

The Council also seeks to enter into collaborative arrangements with other Councils and public bodies to combine buying power, to procure or commission goods, works or services jointly or to create shared services for the mutual benefit of all.

### **3.6 Inward Investment**

The Council contributes to and supports the development of the local economy directly through the Inward Investment Service and through a range of services such as Planning, Land & Property and Environmental Services. The Inward Investment team are dedicated to provide the highest level of support for your business, providing both strategic and project-based work in order to deliver services for individuals, communities and businesses across the district.'

Further information can be found at <https://www.breckland.gov.uk/businesssupport>

### **3.7 Key and Exempt Decision Plans**

The Key and Exempt Decision Plans set out the key and exempt decisions due to be made by the Executive. It is updated regularly and can be found on the website [www.breckland.gov.uk/councilinformation](http://www.breckland.gov.uk/councilinformation)

### **3.8 Impact assessments**

An equality impact assessment is a tool for identifying the potential impact of a council's policies, services and functions on its residents and staff. It can help staff provide and deliver excellent services to residents by making sure that these reflect the needs of the community. The Council subjects all its policies and strategies to an impact assessment and further details are available upon request to:

Human Resources  
Breckland Council  
Elizabeth House  
Walpole Loke  
Dereham  
Norfolk  
NR27 9EN  
Email: [humanresources@breckland.gov.uk](mailto:humanresources@breckland.gov.uk)

### **3.9 Customer care and service standards**

The Council is committed to providing quality services. We have a formal complaints procedure, details of which can be found at <http://breckland.gov.uk/Compliments-Complaints-Comments>

### **3.10 Annual Monitoring Report (Local Development Scheme)**

Monitoring is an important part of the planning process and plays a critical part in identifying changing situations that may trigger a review of policies. We prepare Annual Monitoring Reports in order to assess the extent to which policy objectives are being achieved. <http://breckland.gov.uk/article/3461/Strategies-Plans-and-Policies>

### **3.11 Site Allocations Plan**

This document identifies which sites should be developed in order to achieve the broad aims of the Core Strategy. It includes allocations for new housing, employment, retail and other development, together with other uses of land such as parks and open space. <http://breckland.gov.uk/article/3461/Strategies-Plans-and-Policies>

### **3.12 ICT Strategy**

. This Strategy is about making the best use of the investments that have already been made and ensuring new investment creates further efficiencies, reduces costs and enables new ways of working.

A copy of the IT Strategy can be requested from:

Head of Information Technology  
Breckland Council  
Elizabeth House  
Walpole Loke  
Dereham  
Norfolk  
NR19 1EE

## **4 How we make decisions**

### **4.1 Timetable of council meetings**

The calendar of meetings shows the dates and times of committee meetings. <http://breckland.gov.uk/councilanddemocracy>

Please note that meeting dates and times do occasionally change, please refer to 4.2 below to confirm the details of a particular meeting you wish to attend or contact

### **4.2 Agendas, officer's reports, background papers and minutes of meetings**

Details of all the agendas, papers, reports and minutes are available on the Council's website. Please note that some of the information may be exempt from publication under the terms of the Local Government Act 1972

<http://breckland.gov.uk/councilanddemocracy>

### **4.3 Major policy proposals and decisions**

All major policies and strategies would be agreed by the relevant committee and the details can be found in the committee papers section of the website at <http://breckland.gov.uk/councilanddemocracy>

There is a section on the website that describes the decision-making process at the Council which can be found at <http://breckland.gov.uk/councilinformation>

#### **4.4 Facts considered when framing major policies**

All major policies and strategies and the facts and reasons behind them would be agreed by the relevant committee and the details can either be found in the committee papers section of the website at <http://breckland.gov.uk/councilanddemocracy> or requested from the relevant service area

#### **4.5 Public consultations**

We regularly consult with residents, the public and people who use our services. Details of any current public consultations can be found on our website at <http://breckland.gov.uk/consultations>

#### **4.6 Internal communications guidance criteria for decision making, internal manuals and guidelines**

Any other information relating to our decision-making process may be requested from the relevant service area

### **5 Our policies and procedures**

#### **5.1 Policies and procedures for conducting council business**

There are a number of procedures around how the Council conducts its business, including codes of practice, procedural standing orders, delegated decision making and authority, communication between councillors and staff, code of conduct for councillors and staff, terms of reference for committees, rights of the public at meetings. These can be found in the Council's Constitution which can be found at: <http://breckland.gov.uk/councilinformation>

#### **5.2 Policies and procedures for delivering our services**

Each service provided by the Council has a section on the website and these can be accessed from the homepage <http://breckland.gov.uk>

Any other information relating to our policies and procedures may be requested from the relevant service area or by writing to:

Statutory Information Officer  
CIP Team  
Breckland District Council  
Elizabeth House  
Walpole Loke  
Dereham  
Norfolk  
NR19 1EE  
E-mail: [cip.team@breckland-sholland.gov.uk](mailto:cip.team@breckland-sholland.gov.uk)

#### **5.3 Policies and procedures about the recruitment and employment of staff**

The Council advertises vacancies in the media and on its website at <http://breckland.gov.uk/careers>

Here you will also find information and guidance such as application forms, information about our temporary staff register, work experience and equal opportunities. Further information can also be requested from our Human Resources team at [recruitment@breckland.gov.uk](mailto:recruitment@breckland.gov.uk)

## **5.4 Customer service**

The Council is committed to providing quality services. We have a formal complaints procedure, see our compliments, complaints and suggestions pages <http://breckland.gov.uk/article/6704/How-will-the-Council-deal-with-my-complaint>

Records management and personal data policies

Under the Freedom of Information Act 2000 anyone can request information from the Council provided there is no legal reason why it should not be released. Information concerning the environment will be processed under the Environmental Information Regulations. Further information can be found at

If the information is personal information the request will be processed under the Data Protection Act. Further information can be found at <https://www.breckland.gov.uk/spendingperformanceandtransparency>

## **5.5 Charging regimes and policies**

Details of fees and charges made by the Council can be found in the Budget Book at <http://breckland.gov.uk/article/3461/Strategies-Plans-and-Policies>

Some publications in all classes may carry a charge, at rates determined from time to time by the Council and details of these charges can be obtained from the relevant service – see section 7.2.

Details of other charges issued by the Council can be found by looking at the relevant area on the Council's website at <http://breckland.gov.uk> or by contacting the appropriate service area.

## **5.6 Planning Policy**

The Planning Policy Team is responsible for preparing documents setting out the Council's approach to the management of development in the District. This involves preparing plans containing policies and proposals that set out what can be built and where. There are two main levels of planning guidance, National Planning Policy Framework and Local Development Framework.

Further information can be found at <http://breckland.gov.uk/article/3461/Strategies-Plans-and-Policies>

# **6 Lists and registers**

## **6.1 Public registers and registers held as public records**

The Council maintains several public registers, although some of the registers it maintains are not available for public inspection, for example the housing register as this contains personal information.

Most of our public registers such as our licensing registers including business premises register, register of private water suppliers, food premises register, are available on the Council's website at <https://www.breckland.gov.uk/licensing> or by contacting the relevant service area.

## **6.2 Corporate Asset Management Strategy**

This plan is a high level summary of the Council's approach to the strategic management of its land and building assets a link to the strategy can be found at <https://www.breckland.gov.uk/article/3461/Strategies-Plans-and-Policies>

## **6.3 Register of Councillor's' financial and other interests**

All Members of the Council are required by law to register their financial and other interests. The Register is maintained by the Monitoring Officer and is available for inspection by the public, free of charge, during office hours. Further information on each or our Councillors can be found at <http://democracy.breckland.gov.uk/mgFindMember.aspx>

## **6.4 Register of gifts and hospitality**

Councillors and staff are required to record any gifts or hospitality they receive and a register is maintained by the Monitoring Officer at the Council. The register is available for inspection by the public, free of charge, during office hours.

## **6.5 Licensing & Planning Registers**

The Council is responsible for issuing and maintaining licenses for a wide range of subjects. Further information and our licensing registers can be found at <http://breckland.gov.uk/licensing>

There is a wide range of planning information on our website at <http://breckland.gov.uk/planning>

Search for planning applications and weekly lists at <http://breckland.gov.uk/planning>

## **6.6 Register of electors**

There are two types of electoral register; the full register and the edited register. The registers cannot be accessed electronically. Further information can be found at <http://breckland.gov.uk/individual-electoral-registration>

## **6.7 Disclosure logs**

The Council maintains a log of all Freedom of Information requests received. A copy of this log is available on request from:

Statutory Information Officer  
CIP Team  
Breckland District Council  
Elizabeth House  
Walpole Loke  
Dereham  
Norfolk  
NR19 1EE  
E-mail: [cip.team@breckland-sholland.gov.uk](mailto:cip.team@breckland-sholland.gov.uk)

## **7 Services provided by the Council**

### **7.1 Council Services**

The Council has a website which contains information about all of the services it provides [www.breckland.gov.uk](http://www.breckland.gov.uk)

### **7.2 Services for local businesses**

There is a dedicated section on the website which gives information around the services, support and advice for businesses in the area and also for anyone thinking of starting a new business.

<https://www.breckland.gov.uk/article/5560/Business-Finance>

### **7.3 Information for visitors to the area**

The Council publishes a number of leaflets and guides to assist visitors to Breckland and there is a dedicated section on our website relating to tourism. \_

<http://breckland.gov.uk/visitingbreckland>

### **7.4 Media releases**

All press releases issued by the Council can be accessed via our website at <http://breckland.gov.uk/communications> and [News.media@breckland.gov.uk](mailto:News.media@breckland.gov.uk)

### **7.5 Election information**

There is a dedicated section on the website which includes information about how to register to vote, where and how to vote when there are elections and previous election results

<http://breckland.gov.uk/electionsandvoting>