



GREAT YARMOUTH
BOROUGH COUNCIL

Publication Scheme June 2010



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1 INTRODUCTION

1.1 Overview of the Council's Structure

About 20 miles east of Norwich on the Norfolk coast, the Great Yarmouth Borough Council area includes the major urban areas of Great Yarmouth and Gorleston and a rural hinterland of 21 parishes stretching from Winterton in the north to Hopton in the south.

It has a total area 42,958 acres – 17,385 hectares and 118 hectares of parks and open spaces.

Great Yarmouth itself is a medium-sized port and industrial centre as well as a major seaside resort near to coastal and marshland areas that are of national significance for their environmental interest as well as recreation. The borough has a population of 94,000.

The Council delivers a wide range of services which include:

- Local planning
- Development control
- Revenues collection
- Benefits administration
- Housing
- Leisure
- Elections
- Community safety
- Environmental health
- Building control
- Licensing
- Economic development

The Council comprises 39 elected members. In 2001 the Council adopted a new constitution based on the Leader and Cabinet model. For further information about how the Council makes decisions see the Council's constitution at the Council's website: <http://www.great-yarmouth.gov.uk>. Copies are also available at the Council's offices and libraries. The Constitution which is a statutory document is updated regularly and sets out how the Council operates, how decisions are made and procedures to be followed.

The Council works closely with other local authorities and the parish and non-statutory neighbourhood councils and a large number of external public agencies, for example, Great Yarmouth Police, the NHS and the voluntary sector. This is achieved through formal relationships, contracts and understandings. Some of these links can be accessed through the Council's website.

1.2 Freedom of Information Act 2000

From January 2005 the Freedom of Information (FOI) Act 2000 gives a general right of access to all types of recorded information held by public authorities.

Great Yarmouth Borough Council along with every other public authority, has a legal duty under the Act to adopt and maintain a Publication Scheme. The main purpose of the Publication Scheme is to make information readily available without the need for specific written requests. Schemes are intended to encourage organisations to publish information proactively and develop a culture of openness.

The Act states that a Publication Scheme should specify:

- The classes of information a public authority publishes or intends to publish
- How the information will be published
- Whether or not a charge will be made for the information

1.3 Application for information under the FOI Act

If you wish to exercise your right of individual access to information under the FOI Act you will need to:

- Make the request in writing
- Provide your name and address so we can respond to your request
- Describe the information that you require so we can identify and locate it

Where the request is for information which is subject to the Act, it will be dealt with accordingly. Requests for information not subject to the Act will be handled as now, in line with the Council's practices on access to information.

1.4 Application for information under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals a right to request access to personal information held about them. Like the right to information under the Freedom of Information Act, the right under Data protection Act is subject to exemptions which may affect our ability to supply information; each case will be judged on an individual basis. There is a fee of £10.00.

To make a request for information, or to enquire about the Data Protection Act

contact:: Policy and Information Manager
Town Hall
Hall Plain
Great Yarmouth
NR30 2QG
E-mail: <mailto:foi@great-yarmouth.gov.uk>

1.5 The Council's commitment to the Act

The Council already makes large amounts of information available to the public through its website, its offices, parish council offices, leisure centres, local newspaper and libraries in the areas. It sees the introduction of the Freedom of Information Act 2000 as a welcome opportunity both to improve the ways in which it informs the public it serves and to improve the ways in which it manages the large amount of information it holds.

Information is an important asset which the Council enjoys and Freedom of Information provides a catalyst to make it more widely available and manage it more efficiently.

2. THE PUBLICATION SCHEME

2.1 What is the Publication Scheme?

The Publication Scheme is a guide to the information that the Council routinely publishes. The term publication is not limited to information contained in a bound or printed form (e.g. a brochure or book). Many different forms of information such as web-based information are just as much a part of the Publication Scheme as a mass produced leaflet.

The scheme commits an 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 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.

2.2 Structure of the Scheme

The Publication Scheme is built around making it easier for the person asking for information to get access to it. The Scheme is divided into classes that are easy to understand and allow the user to find the information quickly. The classes are designed to be general so you do not need to know how the Council's organisation is structured to find your way through the scheme.

2.3 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

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

2.4 Revising the Scheme

The Council is required to review the Scheme regularly. It is the intention of the Council to review the contents of the scheme every 12 months. Following each review it is expected that new material of interest to citizens will be added.

2.5 Formats available

The authority will indicate clearly to the public what information is covered by the scheme and how it can be obtained.

Where it is within the capability of the authority, information will be provided on the website. Where it is impracticable to make information available on a 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 by those means.

In some circumstances information may only 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 it is legally required to 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.

2.6 Charges

It is a requirement of the Publication Scheme that it states whether information included in it is, or is intended to be free of charge or upon payment. The Council wishes to make as much information as possible available free of charge; although there may be instances when this is not possible. In broad terms the following conditions will apply:

e-mail	Free of charge unless otherwise specified
Inspection (i.e. view at Council offices by appointment)	Free of charge
Leaflet/booklet	Free of charge
Paper (extracts of viewed documents)	Photocopying charges
Publications produced by the Council for sale	As per cover price + postage
Website	Free of charge unless otherwise specified

If you need a lot of printed material the Council may charge you. Any charges made will be calculated at rates determined from time to time by the Council. Any charge will be payable in advance. There is no intention to charge for material that has previously been made available free of charge. For details of our charges please see page 11.

2.7 Comments and Feedback

The Managing Director is responsible for Great Yarmouth Borough Council's compliance with the Freedom of Information Act. Responsibility for the maintenance of the Council's Publication Scheme on a day to day basis has been allocated to the Information Unit. For comments about this scheme or for further information please contact::

Policy and Information Manager
Town Hall
Hall Plain
Great Yarmouth
NR30 2QF
E-mail: foi@great-yarmouth.gov.uk

We intend our Scheme to be a living document; it will be modified and developed in light of your comments and feedback.

2.8 Third Party Information

Some information provided by the Council and included within classes in the Publication Scheme may not have originated from within Great Yarmouth Borough Council. Every attempt has been made to ensure that the current version of such information is available. If in doubt, please contact the originator of the document in question. Where possible, direct links have been provided in the documentation to any relevant third party web-sites.

2.9 Copyright

Great Yarmouth Borough Council claims copyright on all documents which it produces. The supply of these documents under Freedom of Information does not therefore give the person or organisation who receives them an automatic right to reuse the documents in a way which would infringe copyright, for example, by making multiple copies, publishing and issuing copies to the public.

Brief extracts of any material included in this Publication Scheme may be reproduced under the fair dealing provisions of the Copyright Designs and Patents Act 1988 (sections 28 and 29) for the purposes of research, private study, review and news reporting.

Where the document is a third party document reference should be made direct to the third party to ascertain any copyright restrictions.

2.10 Help and Advice

If you are unable to find the information you need on the website please contact:

Policy and Information Manager
Town Hall
Hall Plain
Great Yarmouth
NR30 2QF
E-mail foi@great-yarmouth.gov.uk

2.11 Classes that contain Information subject to exemptions

Although the Act gives a general right of access to all types of recorded information held by the Council there are also some exemptions. Where particular information comes within an exempt category under the Act or other legislation this will be made clear within the class description. Where only part of the information comes within an exempt category it will be published with the exempt material deleted. In general the following information will be exempt from disclosure.

- Information accessible by other means
- Information intended for future publication
- Investigations and proceedings conducted by public authorities
- Law enforcement, particularly concerning Council tax and National non-domestic rate collection.
- Information provided in confidence
- Personal information which can be accessed by an individual under the Data Protection Act 1998.
- Where the disclosure of the information would breach a confidence actionable in the courts
- Where the disclosure of the information would breach legal professional privilege.
- Where the information was a trade secret

2.12 How to acquire a copy of the Council's Publication Scheme

The Council's Publication Scheme is available in two formats: as an electronic document on the Council's Freedom of Information website www.great-yarmouth.gov.uk/freedom-of-information.htm and as a hard copy. A hard copy is available from:

Policy and Information Manager
 Town Hall
 Hall Plain
 Great Yarmouth
 NR30 2QF
 E-mail foi@great-yarmouth.gov.uk

It can also be viewed at the Council's reception areas or at Gorleston or Yarmouth libraries.

2.13 What about the information not covered by this scheme?

This scheme only covers information created by Great Yarmouth Borough Council. Over a period of time, the aim is to make more information available in an increasing variety of methods. This publication scheme will subsequently be amended to include this additional information. The information you require may be historical, and may therefore be available from the Norfolk County Archives under their normal access arrangements. You may obtain further information by accessing <http://www.Norfolk.gov.uk/> or by contacting:

County Archivist
 Norfolk Records Office
 Guildengate House
 Anglia Square
 Norwich
 NR3 1AX
 Telephone 01603 761349

Unless otherwise stated, all information within this scheme relates to the currently available or published version. Legislative papers such as acts, bills, white and green papers are accessible from HMSO to view at: <http://www.hmso.gov.uk/>

HMSO general contact details are:

Enquiries

HMSO

St.Clement's House

2-16 Colegate

Norwich

NR3 1BQ

Legislative papers to purchase are available from The Stationery Office:

The Stationery Office Ltd

PO Box 29

Norwich

NR3 1GN

Tel: 0870 600 5522

Fax: 0870 600 5533

<http://www.tso.co.uk/>

Schedule of Charges under the Freedom of Information Act 2000

Charges listed in this Schedule are not reflections of full costs, except where a charge is made "at cost".

Charges listed in this Schedule do not apply to:

- Publications listed in Great Yarmouth Borough Council's Publication Scheme
- Information for which Great Yarmouth Borough Council is entitled to levy a market-based charge
- Re-use of information

Freedom of Information Requests – disbursements

Photocopying

A4 black-and-white, single sided	10p per sheet
A3 black-and-white, single sided	20p per sheet
A4 colour, single sided	50p per sheet
A3 colour, single sided	£1.00 per sheet

Printing

A4 black-and-white, single sided	10p per sheet
A3 black-and-white, single sided	20p per sheet
A4 colour, single sided	50p per sheet
A3 colour, single sided	£1.00 per sheet

(Larger paper sizes will be at the Council's standard rate)

Electronic Formats

Floppy disk	50p each
CD	£1.00 each

Photography, microfilming: At cost

Postage and packing: At cost

Payment

Payment must be made in advance.

VAT (Value Added Tax)

- If an authority was asked for information, and the information was only available from that authority or another public authority, any fees charged would not attract VAT.
- If an authority was asked for information that was available from another source, any fees would attract VAT. This would still be the case even if the authority was obliged to supply the information because the cost of answering was below the appropriate limit.

DETAILS OF CLASSES

CLASS: Who We Are And What We Do		
Organisational information, locations and contacts, constitutional and legal governance		
Documents	Contact details	Format
Constitution of the Council – The Council Constitution sets out how the council operates, how decision are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people	Available on our website or contact: Robin Hodds 01493 846 325 mailto:rh@great-yarmouth.gov.uk	Constitution April 2009.pdf Hard copy on request – charges may apply
Code of Corporate Governance – arrangements for managing internal Council systems and processes and its relationships with customers and partners	Robin Hodds 01493 846325 mailto:rh@great-yarmouth.gov.uk	Hard copy on request – charges may apply
“Comments and Complaints” – how to complain formally to the Council	Receptions at Town Hall, Greyfriars House and Maltings House	Comments and Complaints Hard copy – no charge
Service Plans – the plans produced by each service which show how its performance is measured and proposals for enhancement and development	Individual Heads of Service	Hard or electronic copy - charges may apply
Council Directorate Structure	Available on our website	Departmental Contacts
Information about Councillors Names and contact details for current members, membership of member-level bodies, members declaration of interests and members’ allowances	Available on our website	Councillors General Information
Results of elections Names of successful and unsuccessful candidates at the last general and borough elections and European elections	Available on our website	Elections General Information
Contact details for departments	Available on our website	Departmental Contacts
Relationships with other authorities	Available on our website	Community and Living

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CLASS: What we spend and how we spend it

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

Document	Contact Details	Format
Statement of Accounts: Great Yarmouth Borough Council's Statement of Accounts published by the Council for the financial year ending the previous 31 st March and the Revenue Estimates and Capital Programme for the current and following years	Available on our website or Contact: Seb Duncan Head Financial Services 01493 846206 mailto:sgd@great-yarmouth.gov.uk	Financial Services
Budget Book	Available on our website	Budget
Medium Term Financial Strategy	Available on our website	Contact us for a hard copy
Procurement and details of contracts currently being tendered. The Council provides businesses with public procurement opportunities in the form of tender advertisements and Prior Information Notices		This information is currently being prepared for publication. In the meantime please email foi@great-yarmouth.gov.uk if you have any queries
Funding for Partnership Arrangements		Each partnership will have separate funding arrangements and details of any particular partnership funding arrangement can be requested from foi@great-yarmouth.gov.uk
Annual Audit and Inspection Letter	Available on our website and also on the Audit Commission website	Annual Audit & Inspection Letter Audit Commission
Council tax information. Leaflets on Council tax and New Homes. Disabled Relief, Appeals and Students and the Council Tax. Online version include direct debit instructions and application forms for single person discount and disability reduction	Revenues and Customer Services Trafalgar House Great Yarmouth Tel 01493 846249	Advice and Benefits

CLASS: What our priorities are and how we are doing

The major policies, plans and strategies of the Council

Document	Contact Details	Format
<p>Corporate Plan The Council's Corporate Plan details the progress we have made on delivering our priorities, improving performance and customer service, and sets out how we intend to build on this success.</p>	<p>Available on our website or contact: Robert Read Head of Policy & Improvement 01493 846174 mailto:rr@great-yarmouth.gov.uk</p>	<p>Corporate Plan 2008-2011</p>
<p>Strategies and business plans for services provided by the Council Each service is responsible for their own policies, strategies and business plans and many of them can be found on our website</p>	<p>Heads of Department</p>	
<p>Strategies developed in partnership with other organisations</p>	<p>Available on our website or contact: Robert Read Head of Policy & Improvement 01493 846174 rr@great-yarmouth.gov.uk</p>	<p>Performance and Plans - Policies and Strategies</p>
<p>Local Area Agreements A Local Area Agreements is a three year agreement between a local area and central government and Norfolk's LAA is Norfolk Ambition. The LAA sets out how local priorities will be met by applying local solutions and the Council's action plan is to deliver results against those priorities is the Sustainable Community Strategy</p>	<p>Available on our website</p>	<p>Community Strategy – Norfolk Ambition – Contact us for a hard copy</p> <p>Sustainable Community Strategy 2008-2011</p>
<p>Service Standards A booklet about service standards is currently being produced and will be published in due course. Customer Care standards can be found on our website</p>	<p>Available on our website</p>	<p>Customer Care Standards.pdf</p>
<p>Inspection reports The Council is assessed by the Audit Commission, details of which can be found on the Audit Commission website</p>		<p>Audit Commission</p>
<p>Economic Development The Council's aim is to best develop and support the local economy and its participants and to produce a strategy resulting in shared prosperity for which can</p>	<p>Available on our website</p>	<p>Economic Development Unit</p>

be found on our website		
Document	Contact Details	Format
<p>Capital Strategy This document is presently published on our website.</p>	<p>Available on our website For further details please contact: Seb Duncan Head Financial Services (01493) 845206 sgd@great-yarmouth.gov.uk</p>	
<p>Best Value Performance Indicators In April 2008, the government replaced Best Value Performance Indicators with a new performance framework. This includes a new set of National Indicators that are more focused on outcomes and improvements to public services that people can easily recognise. Details of previous BVPI's are on our website</p>	<p>Available on our website</p>	<p>Best Value – Contact us for a copy</p>
<p>Comprehensive Performance Assessment See below</p>	<p>Available on our website</p>	<p>Comprehensive Performance Assessment (CPA)</p>
<p>Comprehensive Area Assessment CPA has now been replaced by Comprehensive Area Assessment (CAA) which looks at not just the Council's performance, but how the Council performs with its partners and the outcomes for residents. The first assessment will take place during 2009. Details of any CAA reports or inspections will be published on our website</p>	<p>For further information please or contact: Robert Read Head of Policy & Improvement 01493 846174 rr@great-yarmouth.gov.uk</p>	

CLASS: How we make decisions

Policy proposals and decisions, decision making processes,

Document	Contact Details	Format
Council Decisions and Reports Agendas, Minutes and reports for meetings of the Council, the Cabinet, Scrutiny Committees, area Committees, advisory committees, the Standards Committee and regulatory committees	Available on our website or contact: Robin Hodds 01493 846325 mailto:rh@great-yarmouth.gov.uk	Council, Democracy and Elections
Public Consultations	Available on our website	Consultations
Major policies and proposals There is a section on the website which describes the decision-making process at the Council. Major policy proposals and decisions will be submitted to Cabinet and can be found on our website	Available on our website contact: Robin Hodds 01493 846325 mailto:rh@great-yarmouth.gov.uk	Council and Democracy Agendas and Minutes 2008-09

CLASS: Our policies and procedures

Current written protocols for delivering our functions and responsibilities

Document	Contact Details	Format
<p>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, communication between councillors and staff, terms of reference for committees, rights of the public at meetings.</p>	Available on our website	Constitution April 2009.pdf
<p>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 home page on our website</p>	Available on our website	Great Yarmouth Borough Council Website
<p>Policies and procedures about the recruitment and employment of staff Details of current vacancies, our Equality Scheme and information on Health and Safety</p>	Available on our website	Racial Equality Scheme Disability Equality Scheme Health & Safety Job Vacancies
<p>Customer Service Standards for providing services and complaints procedures. This includes the Freedom of Information and Data Protection complaints procedures</p>	Available on our website	Comments and Complaints Refusal notices, complaints and appeals DPA Complaints and appeals
<p>Personal Data Policies Information on the Data Protection Act</p>	Available on our website	Data Protection Act 1998
<p>Charging regimes and policies Where applicable these will be published on our website</p>	Available on our website	Great Yarmouth Borough Council Website

CLASS: Lists and Registers		
Information held in registers required by law and other lists and registers relating to functions of the Council		
Document	Contact Details	Format
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.	Please contact appropriate Heads of Service	
Asset register The Council is currently updating it Asset register and Asset Management Plan which will be published as soon as it is available	For further information contact: Tim Howard Head of Regeneration & Environment 01493 847174 mailto:th@great-yarmouth.gov.uk	
Disclosure logs Not applicable. We do not operate a disclosure log of FOI requests currently although it is under consideration		
Register of councillors financial and other interests Councillors have a duty to record any financial or other interests they have as described in Part Five, Members' Code of Conduct of the Constitution	For further information contact Robin Hodds 01493 846325 mailto:rh@great-yarmouth.gov.uk	
Register of gifts and hospitality Councillors have a duty to record any gifts or hospitality they receive and a register is maintained by the Council.	For further information contact Robin Hodds 01493 846325 mailto:rh@great-yarmouth.gov.uk	
Licensing Register The Council is responsible for issuing and maintaining registers for alcohol licences, entertainment licenses, taxi licenses and gambling licences.	Please contact: mailto:licensing@great-yarmouth.gov.uk	Licensing Act 2003
Planning Lists There are a range of planning lists, including appeals and applications and they can be accessed via the planning section on the website	Please contact : plan@great-yarmouth.gov.uk	Planning Portal
Register of electors There are two types of electoral register; the full register and the edited register. The registers cannot be accessed electronically and details of who can see and who can have copies (and how to obtain them) are explained on the website	Please contact Elections@great-yarmouth.gov.uk	Elections General Information

Document	Contact Details	Format
<p>Cooling Towers All premises where cooling towers and evaporative condensers are situated must register with the local authority under <i>The Notification of Cooling Towers and Evaporative Condensers Regulations 1992</i></p>	For further information contact health@great-yarmouth.gov.uk	Register of Cooling Towers
<p>Houses in Multiple Occupation All local authorities must license properties that are at least three or more stories high with five or more persons who form two or more households</p>	For further information contact health@great-yarmouth.gov.uk	Houses in Multiple Occupation

CLASS: Services provide by the Council

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

Document	Contact Details	Format
Regulatory and licensing responsibilities Local councils, government departments and other authorities administer a range of licences authorising people and business to carry out certain regulated activities, usually subject to particular rules and regulations	Details available on our website	The Licensing Service
Services for local businesses	Available on our website	Business
Services for members of the public The A-Z of services and list of service contacts	Available on our website	Great Yarmouth - A-Z Results
Information for visitors to the area Events and exhibitions, restaurants and bars, libraries and parks	Available on our website or contact: Tourist Information Maritime House, 25 Marine Parade Great Yarmouth, Norfolk NR30 2EN. Tel. 01493 846346 Fax. 01493 858588	Tourism
Libraries Details of libraries in the area	Available on our website	Libraries, Museums and Archives
Media releases	Available on our website	News and Press Releases