

Freedom of Information Act 2000

**Publication Scheme
for the
Broads Authority**

February 2010

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Publication Scheme

1 Freedom of Information Act

1.1 The Freedom of Information Act requires all public bodies, which include the Broads Authority, to adopt and maintain a publication scheme. This should specify:

- the classes of information which the Authority publishes or intends to publish;
- the manner in which the information will be published; and
- a schedule of fees charged for access to information which is made proactively available.

1.2 The purpose of the Act is to promote greater openness by public bodies. It gives a general right of access to all types of recorded information held by public bodies, sets out exemptions from that right and places a number of obligations on public bodies.

1.3 Under section 20 of the Act the Information Commissioner's Office has approved a model Publication Scheme which has been adopted by the Broads Authority from 1 January 2009.

1.4 The Broads Authority is committed to conducting its affairs openly, and information held by the Authority will be made available to the general public in accordance with this scheme.

2 The Broads Authority

2.1 The Broads Authority is a Special Statutory Authority set up under the Norfolk and Suffolk Broads Act 1988. It has equivalent status to a national park authority and is the country's third largest inland navigation authority. The Authority's principal duties are as set out in the Act and its general duty is to manage the Broads for the purposes of:

- conserving and enhancing the natural beauty, wildlife and cultural heritage of the Broads;
- promoting opportunities for the understanding and enjoyment of the special qualities of the Broads by the public; and
- protecting the interests of navigation.

2.2 In discharging these duties, the Authority is required to have regard to:

- the national importance of the Broads as an area of natural beauty and one which affords opportunities for open air recreation;
- the desirability of protecting the natural resources of the Broads from damage; and

- the needs of agriculture and forestry and the economic and social interests of those who live or work in the Broads.

2.3 The Authority is also the district planning authority under the Town and Country Planning Act 1990.

3 Classes of Information

3.1 The Freedom of Information Act requires the Authority to specify classes of information which it routinely publishes or intends to publish.

3.2 In accordance with the Information Commissioner's Office model Publication Scheme, the Authority has therefore identified the following seven categories:

- Who we are and what we do.
 - Organisational information, structures, locations and contacts.
- What we spend and how we spend it.
 - Financial information relating to projected and actual income and expenditure, procurement contracts and financial audit.
- What our priorities are and how we are doing.
 - Strategies and plans, performance indicators, audits, inspections and reviews.
- How we make decisions.
 - Decision making processes and records of decisions.
- Our policies and procedures.
 - Current written protocols, policies and procedures for delivering our services 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.
 - Information about the services we offer including leaflets, guidance and newsletters.

3.3 Further details of the information available within each of these categories are set out in the appendix. Whilst this provides a list of the classes of information which are published by the Authority, it does not constitute a comprehensive list of all the individual documents and other information which are produced and which are available to the public.

4 Excluded Material

- 4.1 The Authority has adopted a policy of openness and will operate a presumption in favour of making its information available to the public unless there are specific reasons why it should not do so. These exemptions will 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 it is difficult to access for similar reasons.

5 The Method by Which Information Published Under This Scheme will be Made Available

- 5.1 It is our aim to make as much information as possible available on our website:

www.broads-authority.gov.uk

- 5.2 Most major publications are published on-line at the same time as hard copies are produced. Other publications will be added in an ongoing programme. The appendix indicates how the information covered by this scheme can be obtained.
- 5.3 Where it is impractical to make information available on our website, or when an individual does not wish to access the information by website, hard copies of the information will be made available from the Authority's offices in Norwich:
- Yare House
62-64 Thorpe Road
Norwich
NR1 1RY
- 5.4 In exceptional circumstances some information may be available only by viewing in person. Where this manner is necessary, an appointment to view the information will be arranged within a reasonable timescale.
- 5.5 Obligations under disability and discrimination legislation and other legislation to provide information in forms and formats will be adhered to when providing information in accordance with this scheme.

6 Charges Which may be Made for Information Published Under This Scheme

- 6.1 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.
- 6.2 Material which is published and accessed via our website will be provided free of charge. There will be no charge for information which is provided on-line.
- 6.3 Charges may be made for actual disbursements incurred such as:
- photocopying
 - postage and packing
 - the costs directly incurred as a result of viewing information
- 6.4 Details of disbursement costs are included in the Authority's Charging for the Provision of Information Policy.
- 6.5 Charges may also be made for information provided under this scheme where we are legally authorised, and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 6.6 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.

7 Copyright

- 7.1 All Broads Authority copyrights are reserved but material appropriately attributed may be reproduced for the purposes of private study or research with permission.

8 Review and Availability of Publication Scheme

- 8.1 This scheme will remain in place until such time the Information Commissioner's Office amends the model Publication Scheme which is applicable to the Broads Authority, in accordance with Section 20 of the Freedom of Information Act. Should any future modification to this applicable model Publication Scheme be required by the Broads Authority, details of such modifications will be submitted to the Information Commissioner's Office for approval, prior to it being published.
- 8.2 The Authority has appointed its Solicitor and Monitoring Officer, David Harris, as the officer responsible for this scheme on behalf of the Authority and also for responsibility for maintaining the scheme on a day to day basis.
- 8.3 Copies of this scheme are available on-line at www.broads-authority.gov.uk or in hard copy from the Authority's offices at:

Yare House
62-64 Thorpe Road
Norwich
NR1 1RY

Tel: 01603 610734

Email : broads@broads-authority.gov.uk

APPENDIX: Classes of Information

APPENDIX

| Classes of Information | | Print | Electronic and/or on-line |
|------------------------|---|-----------------------|---------------------------|
| 1. | Who we are and what we do | | |
| a. | Roles and responsibilities | X | X |
| b. | Composition of the Authority and any sub-committees. <ul style="list-style-type: none"> • Terms of Reference of Statutory Committees. • Members. • Appointing Bodies. • Terms of Appointment. | X X X X X | X X X X X |
| c. | Organisational Staff Structure. | X | X |
| d. | Map of the area. | X | X |
| e. | Opportunities for volunteers. | X | X |
| f. | Offices and contact details. | X | X |
| 2. | What we spend and how we spend it | | |
| a. | Revenue and capital plans. <ul style="list-style-type: none"> • Annual Budgets for current and previous two years | X | X |
| b. | Annual out-turn. <ul style="list-style-type: none"> • Statement of Accounts for previous two years | X | X |
| c. | Audited accounts. <ul style="list-style-type: none"> • Invoices received & issued, contracts, bills, vouchers and receipts relating to the accounts. • VAT records. | X X | |
| d. | Pay and grading structures. <ul style="list-style-type: none"> • Grades of posts | X | X |
| e. | Staff and authority members' allowances and expenses. <ul style="list-style-type: none"> • Members' Allowances. • Annual subsistence rates, travel and accommodation | X X | X X |
| f. | Income from grant and other sources. <ul style="list-style-type: none"> • Information on Grant Schemes. | X | X |
| g. | Procurement procedures. <ul style="list-style-type: none"> • Standing Orders Relating to Contracts. • Invitations to Tender. | X X | X |
| h. | List of contracts awarded and their value. | | |

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| | | <ul style="list-style-type: none"> • Tender Documentation • Copies of Accounts/Health & Safety questionnaires & any other requested information • Tabular questionnaire used in deciding who to award contract to | X | X |
| | i. | Financial regulations | X | X |
| 3. | What our priorities are and how we are doing | | | |
| | a. | Broads Plan. | X | X |
| | b. | Local plans. <ul style="list-style-type: none"> • Best Value Performance Plan. • Broads Local Plan (1997). • Local Development Framework Adopted Core Strategy (2007). • Development and Flood Risk Supplementary Planning Document | X X X X | X X X X |
| | c. | Site management plans. <ul style="list-style-type: none"> • 24 hour Mooring Plans • How Hill Management Plan (2006 – 2010/11). | X X | X |
| | d. | Action plans. <ul style="list-style-type: none"> • Annual Action Plan. | X | X |
| | e. | Performance reports. <ul style="list-style-type: none"> • Annual Monitoring Report. | X | X |
| | f. | Annual Report and Best Value Summary. | X | X |
| 4. | How we make decisions | | | |
| | a. | Agendas and minutes of Authority meetings and its sub-committee meetings. <ul style="list-style-type: none"> • Agendas and supporting papers, not more than seven years old, for all statutory committees and sub-committees. • Approved minutes, not more than seven years old, for all statutory committees and sub-committees. • Timetable of committee meetings. | X X X | X X X |
| | b. | Planning related documents. <ul style="list-style-type: none"> • Pegasus site design brief. • Decision Notices. • Tree Preservation Orders. • Plans. • Legal agreements. • Listings. | X X X X X X | X X X X X X |
| 5. | Our policies and procedures | | | |
| | a. | Policies and procedures for the conduct of | | |

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| | | <p>the business of the Authority.</p> <ul style="list-style-type: none"> • Procedure at Meetings of the Authority. • Code of Conduct for Members. • Code of Conduct for Members on Planning Committee. • Public Question Time Scheme of Operation. • Public Speaking at Planning Committee. | X X X X X | X X X X X |
| | b. | <p>Policies and procedures for the provision of services.</p> <ul style="list-style-type: none"> • Port Marine Safety Code Safety Management System. | X | X |
| | c. | <p>Policies and procedures for the recruitment and employment of staff.</p> <ul style="list-style-type: none"> • Scheme of Local Conditions of Service. • Job Descriptions. • Current Vacancies. • Abridged Conditions of Service. • Health and Safety Policy. • Codes of Practice. • Generic Risk Assessments. | X X X X X X X | X X X X X X X |
| | d. | <p>Conservation strategies</p> <ul style="list-style-type: none"> • Fen Management Strategy (1997) and Supplement Fen Audit • Drained Marsh Strategy • Lake Restoration Strategy • Sediment Management Strategy Research Register (from 1996) | X X X X | X |
| | e. | <p>Planning policy.</p> <ul style="list-style-type: none"> • Local Development Framework. | X | X |
| | f. | <p>Customer service.</p> <ul style="list-style-type: none"> • Complaints Procedure. • Customer Codes for Development Management, Enforcement, Parish Councils and Consultations. | X X | X X |
| | g. | <p>Internal instructions, manuals and guidelines.</p> <ul style="list-style-type: none"> • Scheme of Powers delegated to Officers. • Scheme of Powers delegated to Committees. • Scheme of Powers reserved for the | X X X | X X X |

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| | | full Broads Authority. | | |
| | h. | Records management and personal data policies. <ul style="list-style-type: none"> • Document Management, Retention and Disposal Policy | X | X |
| | i. | Charging regimes and policies. <ul style="list-style-type: none"> • Publications catalogue. • Charging for the Provision of Information Policy. | X X | X |
| 6. | List and registers | | | |
| | a. | Public registers and registers held as public records. <ul style="list-style-type: none"> • All planning application files since April 2007. • Weekly List of Planning Applications. • List of Conservation Areas and Listed Buildings. • Planning Decision Register. • Enforcement Register. • Telecommunications Register. | X X X X X X | X X |
| | b. | Asset registers and information asset register. <ul style="list-style-type: none"> • Property Register. | X | X |
| | c. | Freedom of Information Act disclosure logs. <ul style="list-style-type: none"> • List of FOIA requests (from 2009). • List of EIR requests (from 2009). | X X | X X |
| | f. | Register of gifts and hospitality provided to members of the Authority and senior personnel. | X | |
| | g. | Any register of interests kept in the Authority. <ul style="list-style-type: none"> • Register of Members' Interests. | X | |
| | h. | Other lists required by law. | X | X |
| 7. | The services we offer | | | |
| | a. | Byelaws. <ul style="list-style-type: none"> • Navigation, Registration, Speed and Dimensions Byelaws. • Tolls Schedules. • Information on Display of Plaques and Registration Numbers. • Boat Safety Byelaws. | X X X X | X X X X |
| | b. | Social, geographical and historical details. | X | X |
| | c. | Educational services. <ul style="list-style-type: none"> • Fact packs and education sheets. | X | X |
| | d. | Access and accessibility. | | |

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| | | <ul style="list-style-type: none"> • Easier Access Leaflet. • Boardwalks and easy access paths. • Accessible toilets. • Access to Nature Reserves. • Places to visit. • Access to Waterways • Open access under CRoW Act | X X X X X X X | X X X X X X X |
| | e. | <p>Camp sites, car parks and public toilets.</p> <ul style="list-style-type: none"> • Accessible toilets. | X | X |
| | f. | <p>Forestry and tree preservation.</p> <ul style="list-style-type: none"> • List of all tree preservation orders. | X | X |
| | g. | <p>Cultural heritage.</p> <ul style="list-style-type: none"> • List of listed buildings. • List of scheduled ancient monuments. • List of conservation areas. • Listed building list descriptions. • Map of all conservation area boundaries. • List of Historic Parks and Gardens register entries. • Norfolk and Suffolk Historic environment records relating to the Broads. • Listed building at risk register. | X X X X X X X X | X X X X X X X X |
| | h. | <p>Visitor, walks and boating information.</p> <ul style="list-style-type: none"> • Tide timetables. • Water skiing information. • Annual visitor magazine, incorporating accommodation guide and events guide. • Broads Quality Charter. • Annual toll payers' newsletter. • Boat Safety Leaflets. | X X X X X X | X X X X X |
| | i. | <p>Advice and guidance.</p> <ul style="list-style-type: none"> • Planning and development guidance. • Planning application guidance. • Sustainable development guide. | X X X | X X X |
| | j. | Leaflets, newsletters and booklets. | X | X |
| | k. | Media releases. | X | X |