



Freedom of Information Act 2000

Publication scheme for the Broads Authority

Version: November 2019

Our Publication Scheme

The Freedom of Information Act promotes greater openness by public bodies by giving a general right of public access to all types of recorded information they hold.

The Broads Authority Publication Scheme is based on the [Information Commissioner's Office \(ICO\) model publication scheme](#) applicable to National Park Authorities, the Broads Authority and Conservation Boards.

Our scheme explains the classes of information we publish, how we make the information available, and any charges for its provision. It is not a complete list of everything covered under the scheme, and new documents will continue to be added, but our overall commitment to the scheme is to provide as much information as possible on a routine basis.

Classes of information

In line with the ICO model publication scheme, we publish seven classes of information:

- **Who we are and what we do**, including organisational information, structures, locations, and member and officer contacts.
- **What we spend and how we spend it**, including financial information on projected and actual income and expenditure, procurement contracts and financial audits.
- **What our priorities are and how we are doing**, including strategies and plans, performance indicators, audits, inspections and reviews.
- **How we make decisions**, including decision making processes and records.
- **Our policies and procedures** for delivering our services and responsibilities.
- **Lists and registers** required by law, and other lists and registers relating to our statutory functions.
- **The services we offer**, including visitor information.

Table 1 lists the information we make available on a routine basis in each of these classes.

Copyright

All Broads Authority copyrights are reserved. Material that is appropriately attributed may be reproduced, with permission, for the purposes of private study or research.

Excluded material

Under our publication scheme we will make information available unless there are specific reasons why we should not do so, namely:

- We do not hold the information;
- The information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited under another statute;
- The information is readily and publicly available from an external website; such information may have been provided by us or on our behalf. We must provide a direct link to that information;
- The information is in draft form or is archived, out of date or otherwise inaccessible; or
- It would be impractical or too resource intensive to prepare the material for routine release.

Making information available

We make as much information as possible available online at www.broads-authority.gov.uk. We publish most of our main publications online at the same time as producing paper copies, and add other publications to the website as part of an ongoing programme. Table 1 includes available formats and links to online information.

Where it is impractical to publish information online, or when the person requesting the information doesn't wish to access it this way, we will make a paper copy available from our offices at Yare House, 62-64 Thorpe Road, Norwich NR1 1RY. Some information may be available only by viewing in person, in which case we will arrange a viewing appointment within a reasonable timescale.

We will adhere to any obligations under disability and discrimination legislation, and other relevant legislation, to provide information in accessible ways.

Reviewing the publication scheme

This publication scheme will remain in place until the ICO amends the model publication scheme applicable to National Park Authorities, the Broads Authority and Conservation Boards, in accordance with Section 20 of the Freedom of Information Act. If we want to amend our scheme, we will submit draft changes to the ICO before doing so.

Requesting information

Please note that you may not need to make a FOI or EIR request to get the information you want, as we may be able to provide the information straight away. It is also worth looking on our website at www.broads-authority.gov.uk, as the information you want may already be available online.

To request information under the [Freedom of Information Act \(FOI\)](#) or the [Environmental Information Regulations \(EOI\)](#), please write to the Broads Authority, Yare House, 62-64 Thorpe Road, Norwich NR1 1RY, email broads@broads-authority.gov.uk or telephone 01603 610734.

You should give your name and contact details, as much detail as possible about the information you want, and how you'd like to see it (such as paper or electronic copy, large print).

We will acknowledge your request as soon as possible and will aim to respond to it within the set period of 20 working days. If it is not possible to respond within this timeframe, we will contact you to explain why and provide you with a date by which we will respond.

In some circumstances, we can refuse to comply with a request for information (see section above on 'Excluded material' and our [Charging for the Provision of Information Policy](#)). If you disagree with our decision that complying with your request would exceed the appropriate limit, you can ask the UK Information Commissioner to intervene. More about this process is at www.ico.org.uk.

Fees

We are allowed to apply certain fees to provide information under the FOI or EIR. Our reasons for any charges and our current rates are in our [Charging for the Provision of Information Policy](#).

November 2019

Table 1

Broads Authority publication scheme – classes of information

(Click on links for information on our website. This is not an exhaustive list, so please let us know if you information not on the list)

Classes of information	Print format	Electronic format
Who we are and what we do		
Broads Authority statutory purposes and duties	✓	✓
<ul style="list-style-type: none"> · Committee structure chart · Member contact details, biographies, appointing bodies and terms of appointment 	✓	✓
Organisational (staffing) structure	✓	✓
Details of senior staff roles	✓	✓
Map of Broads Authority executive area	✓	✓
Opportunities for volunteers	✓	✓
Office locations and contact details	✓	✓
What we spend and how we spend it (click link to see all Spending pages)		
· Annual budgets for current and previous two years	✓	✓
· Statement of Accounts for previous two years	✓	✓
Audited accounts:		
· Invoices received and issued, contracts, bills, vouchers and receipts relating to the accounts	✓	x
· External Audit Opinion	✓	✓
· VAT records	✓	✓
· Expenditure listing of items over £250	✓	✓
· Purchase orders exceeding £5,000	✓	✓
Income from grant and other sources: See Statement of Accounts		
Remuneration of senior employees on at least £50,000 per annum	✓	✓
Staff and member allowances and expenses:		
· Scheme of members' allowances and total amount paid	✓	✓
· Subsistence rates, travel and accommodation	✓	✓
· Standing Orders Relating to Contracts	✓	✓

Classes of information	Print format	Electronic format
· Invitations to Tender		
List of contracts awarded and their value:		
· Contract Register for contracts over £25,000	✓	✓
· Copies of account, health and safety questionnaires and any other requested information	✓	✓
· Questionnaire used in deciding who to award contract to	✓	✓
Financial Standing Orders and Regulations	✓	✓
What our priorities are and how we are doing		
· Broads Plan (partnership strategy for the Broads)	✓	✓
· Guiding strategies for the Broads (e.g. education, sustainable tourism, water catchment management, integrated access)	✓	✓
· Annual Business Plan	✓	✓
Performance reporting:		
· Annual Governance Statement and Code of Corporate Governance	✓	✓
· 6-monthly Broads Plan progress report	✓	✓
· Strategic direction/summary of progress: See all BA agendas	✓	✓
· Annual Report	✓	✓
How we make decisions		
· Agendas, minutes and supporting papers (not more than 7 years old) for all statutory committees and sub-committees	✓	✓
· Timetable of committee meetings	✓	✓
· Scheme of powers delegated to officers	✓	✓
· Arrangements for the exercise of powers by other officers	✓	✓
Planning studies, including:		
· Landscape Character Assessment for the Broads	✓	✓
· Landscape Sensitivity Study	✓	✓
Our policies and procedures		
Conduct of our business: (Nb. documents being updated)	All listed	All listed
· Terms of reference of committees		
· Standing Orders for the Regulation of Authority proceedings		
· Code of Conduct for Members and complaints procedures		
· Code of Conduct for Members on Planning Committee		
· Protocol on Member and Officer Relations		

Classes of information	Print format	Electronic format
<ul style="list-style-type: none"> · Guide for Local Authority appointments · Members Development Protocol · Public Question Time Scheme of Operation · Public Speaking at Planning Committee 		
<p>Planning policy and procedures:</p> <ul style="list-style-type: none"> · Planning policy plans (Broads Local Plan (2015-2036), Supplementary Planning Documents, Statement of Community Involvement, Local Plan evidence base) · Decision Notices · Tree Preservation Orders · Planning applications · Annual Monitoring Report · Neighbourhood Plans · Code of Practice for Planning Consultations · Code of Practice for Planning Decisions · Works licence application form · Guidance notes for conducting works within the navigation area · Planning development and design guidance 	All listed	All listed
<p>Staff recruitment and employment:</p> <ul style="list-style-type: none"> · Scheme of Local Conditions of Service · Abridged Conditions of Service · Job descriptions, person specifications and application forms · Recruitment and Selection Policy · Job vacancies · Health and Safety policies · Codes of Practice · Generic Risk Assessments 	All listed	All listed
<ul style="list-style-type: none"> · Complaints Procedure · Customer Service Standards 	✓	✓
Privacy Statement and Data Protection Policy	✓	✓
<ul style="list-style-type: none"> · Publication Scheme (this document) · Charging for the Provision of Information Policy 	✓	✓
Lists and registers		
<p>Public registers and registers held as public records:</p> <ul style="list-style-type: none"> · Weekly List of Planning Applications 	✓	✓

Classes of information	Print format	Electronic format
<ul style="list-style-type: none"> · Planning Decision Register · Enforcement Register · Protected buildings and buildings at risk · Conservation Areas and boundary maps 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> x x x ✓
Freedom of Information Act: <ul style="list-style-type: none"> · List of FOIA requests · List of Environmental Information Regulations requests 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
<ul style="list-style-type: none"> · Register of gifts and hospitality provided to members of the Authority and senior personnel · Register of Members' Interests 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> x x
Corporate Risk Register	✓	✓
The services we offer		
<ul style="list-style-type: none"> · Navigation, speed limits, vessel registration and dimension byelaws · Port Marine Safety Code Safety Management System 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
<ul style="list-style-type: none"> · Learning resources materials 	✓	✓
Access and accessibility guidance, including: <ul style="list-style-type: none"> · Easier access guide · BA web accessibility statement · Public access and rights of way · Broads Local Access Forum agendas and minutes 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓
Visitor and boating information, including: <ul style="list-style-type: none"> · Broads Authority 24-hour free moorings · Using the tolls online system · Tide timetables · Tolls schedules · Notices to mariners · Bridge heights and openings · Water depths · Waterways codes · Water skiing zones/times and permit conditions 	All	All
<ul style="list-style-type: none"> · Press releases · Social media policy and guidance for members and officers 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓