



## **Freedom of Information Act 2000**

### **Mid Sussex District Council Publication Scheme - Guide to Information**

**(Revised December 2008 -  
updated June 2023)**

# Section 1

## Introduction

Mid Sussex District Council is the administrative local authority for the District of Mid Sussex, which is located in the north east part of West Sussex bordered on the north by the district of Tandridge and the town of Crawley, on the east by the districts of Wealden and Lewes, on the south by the city of Brighton and Hove and the district of Adur and on the west by the district of Horsham.

Mid Sussex has a population of about 152,000 (Census 2021) with almost 60% of them living in the three main towns of Burgess Hill, Haywards Heath and East Grinstead, each with a population of approximately 33,000, 40,000 and 26,000 respectively. The remainder of the District is largely rural in character and over half of the District falls within two Areas of Outstanding Natural Beauty.

The Council was established on 1st April 1974 when it replaced the former urban districts of Cuckfield, Burgess Hill and East Grinstead and the former rural district of Cuckfield.

Further information about the Council and how it operates can be found on the Council website: [www.midsussex.gov.uk](http://www.midsussex.gov.uk)

## Purpose of the publication scheme

The publication scheme sets out the kinds of information that the Council makes routinely available. The scheme classifies information at a high level and broadly states the way the Council provides information and what we may charge for. There are seven classes of information:

1. What we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. Services provided by the Council

Section 2 lists these classes and the information contained within each.

The majority of information covered by the publication scheme will be available on the council's website, this information will be provided free of charge. Where the Council is asked to provide information that is available on the website, in hard copy, there will be a charge of 10p per sheet of A4 and 15p per sheet of A3. The council will endeavour to provide the hard copy within five working days as a minimum. For full details of our charges please see: [Freedom of Information - Mid Sussex District Council](#)

Where information that the Council publishes already attracts a charge, this will be notified in the scheme under the relevant section. Generally this information will not be published on the website.

If information needs to be viewed at the Council offices, for example the electoral roll, we will endeavour to contact the individual within five working days and arrange an appointment convenient to both parties.

## Section 2

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

#### Organisational information, structures, locations and contacts

##### o **Council constitution**

- The Mid Sussex District Council constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose, [Browse - Constitution - Mid Sussex District Council \(moderngov.co.uk\)](https://www.moderngov.co.uk/councils/mid-sussex-district-council/constitution)

##### o **Council democratic structure**

- Council Service structure - [Working at Mid Sussex - Mid Sussex District Council](https://www.moderngov.co.uk/councils/mid-sussex-district-council/working-at-mid-sussex)
- Details of Chief Executive and Heads of Service - [Chief Council Officers - Mid Sussex District Council](https://www.moderngov.co.uk/councils/mid-sussex-district-council/chief-council-officers)
- Organisation chart - [Open Data - Mid Sussex District Council](https://www.moderngov.co.uk/councils/mid-sussex-district-council/open-data)

##### o **Location and opening times of council properties**

- View our contact page for information regarding opening times: [Contact Us - Mid Sussex District Council](https://www.moderngov.co.uk/councils/mid-sussex-district-council/contact-us)

##### o **Currently elected councillors' information and contact details**

- Links to our Committee Management System: [Your Councillors - Mid Sussex District Council \(moderngov.co.uk\)](https://www.moderngov.co.uk/councils/mid-sussex-district-council/your-councillors)

##### o **Contact details for all customer-facing departments**

- All sections of the Council have their contact details listed on our website under their own service area. Please see the relevant section of the website for that service's contact details

##### o **Most recent election results**

- [Election Results - Mid Sussex District Council](https://www.moderngov.co.uk/councils/mid-sussex-district-council/election-results)

##### o **Relationships with other authorities**

- County Council Services – <https://www.westsussex.gov.uk/>
- Councils in the Mid Sussex area - [Parish, Town and County Councils contact details - Mid Sussex District Council \(moderngov.co.uk\)](https://www.moderngov.co.uk/councils/mid-sussex-district-council/parish-town-and-county-councils-contact-details)
- Health and Wellbeing - [Your Health and Mental Wellbeing - Mid Sussex District Council](https://www.moderngov.co.uk/councils/mid-sussex-district-council/your-health-and-mental-wellbeing)
- Housing Association partners - [Apply For Social Housing - Mid Sussex District Council](https://www.moderngov.co.uk/councils/mid-sussex-district-council/apply-for-social-housing)
- Mid Sussex Partnership - [Mid Sussex Partnership - Mid Sussex District Council](https://www.moderngov.co.uk/councils/mid-sussex-district-council/mid-sussex-partnership)

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

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit

### o Financial statements, budgets and variance reports

- See our Finance pages for details of our Budget and Accounts at: [Finance Reports - Mid Sussex District Council](#)

### o Capital programme

- See the Corporate Plan and Budget Report available at: [Finance Reports - Mid Sussex District Council](#)

### o Spending Reviews

- See the Corporate Plan and Budget available at: [Finance Reports - Mid Sussex District Council](#)

### o Payments to suppliers

- All payments to suppliers that are over £500, are published monthly at: [Open Data - Mid Sussex District Council](#)

### o Financial audit reports

- See reports and papers for the Audit Committee available at: [Finance Reports - Mid Sussex District Council](#)

### o The members' allowances scheme and the allowances paid under it to councillors each year

- Details of Members' Allowances can be viewed at: [Councillors' Allowances and Expenses - Mid Sussex District Council](#)

### o Staff allowances and expenses

- [Working at Mid Sussex - Mid Sussex District Council](#)

### o Pay and grading structure

- [Working at Mid Sussex - Mid Sussex District Council](#)

### o Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)

- Returns and declarations can be viewed by visiting the Council Offices, please make an appointment to do so by contacting the Democratic Services on 01444 477003. There is a charge for any photocopies which is 10p per sheet

### o Procurement procedures

- Details of our Purchasing procedures can be viewed at: [Contracts and Tenders - Mid Sussex District Council](#)

- o **Details of contracts currently being tendered**
  - Tender opportunities, when available, are advertised on our website at: [Contracts and Tenders - Mid Sussex District Council](#)
- o **List of contracts awarded and their value**
  - Details of contracts awarded can be found in our Contracts Register available to view at: [Open Data - Mid Sussex District Council](#)
- o **District Auditor's report**
  - You can view the various papers at: [Finance Reports - Mid Sussex District Council](#)
- o **Financial statements for projects and events**
  - These are covered in our Budget Monitoring reports which are produced quarterly and can be viewed as papers under the Cabinet Agendas, Minutes and Papers. See [Committee structure - Mid Sussex District Council \(moderngov.co.uk\)](#)
- o **Internal Financial Regulations**
  - These are included in our Constitution which is available at: [Browse - Constitution - Mid Sussex District Council \(moderngov.co.uk\)](#). Please refer to Part 4.

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

#### Strategies and plans, performance indicators, audits, inspections and reviews

- o **Annual reports**
  - Please see our Corporate Plan and Budget Report, produced annually, available at: [Finance Reports - Mid Sussex District Council](#)
- o **Strategies and business plans for services provided by the council**
  - Please see the council Corporate Plan and Budget available to view at: [Finance Reports - Mid Sussex District Council](#)
- o **Strategies developed in partnership with other authorities**
  - Mid Sussex Partnership. See page [Mid Sussex Partnership - Mid Sussex District Council](#) for further details.
- o **Forward plan**
  - The Forward Plans of Key Decisions, which are updated monthly, are available to view on the website at: [Browse plans - Cabinet, 2023 - Mid Sussex District Council \(moderngov.co.uk\)](#)

- o **Financial strategy**
  - This is covered in our Corporate Plan. See page: [Finance Reports - Mid Sussex District Council](#)
- o **District Auditor's Annual Audit Opinion**
  - This is available at: [Finance Reports - Mid Sussex District Council](#)
- o **Inspection reports**
  - The Audit Commission undertake regular inspections and audits of the Council to ensure we are providing good value for money, that we are managing our resources efficiently and effectively and that our services are performing well. See page: [Finance Reports - Mid Sussex District Council](#)
- o **Statistical information produced in accordance with the council's and departmental requirements**
  - Mid Sussex data can be viewed at: [Mid Sussex Statistics and Data - Mid Sussex District Council](#)
- o **Impact Assessments**
  - Our Equality Impact Assessments can be seen on various pages on the website. Please use our search and type in equality impact assessment.
- o **Service Standards**
  - Council Customer Care Standards - [Customer Care - Mid Sussex District Council](#)

## 4. How we make decisions

### Decision-making processes and records of decisions

- o **Timetable of council meetings**
  - Please see our Committee meetings calendar at: [Monthly meetings calendar - June 2023 - Mid Sussex District Council \(moderngov.co.uk\)](#)
- o **Agendas, officers' reports, background papers and minutes of council committees**
  - [Browse Meetings, 2000 - Mid Sussex District Council \(moderngov.co.uk\)](#)
- o **Major policy proposals and decisions**
  - Policy decisions are taken at Cabinet and Council meetings. To view the agendas and minutes please see: [Committee structure - Mid Sussex District Council \(moderngov.co.uk\)](#)

## o **Planning Policy**

- Preparing, monitoring and advice on and reviewing planning policy. See: [Planning Policy - Mid Sussex District Council](#)

## o **Public consultations**

- See our online consultation and monitoring page at: [Consultation & Monitoring - Mid Sussex District Council](#)

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

### **Current written protocols, policies and procedures for delivering our services and responsibilities**

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

- Please see the Council Constitution at: [Browse - Constitution - Mid Sussex District Council \(moderngov.co.uk\)](#), in particular Parts 4 and 5.

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

- FOI - making a request - [Freedom of Information - Mid Sussex District Council](#)
- Data Protection and making Subject Access Requests- [Your Data - Mid Sussex District Council](#)
- Making planning applications - [Apply for Planning Permission - Mid Sussex District Council](#)
- Building Regulations applications - [Make a Building Control Application - Mid Sussex District Council](#)
- Complaints Procedure - [Your Feedback - Mid Sussex District Council](#)

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

- [Working at Mid Sussex - Mid Sussex District Council](#)

## o **Customer Service**

- Please see our web page at: [Customer Care - Mid Sussex District Council](#) which covers our Customer Care Standards.

## o **Records management and personal data**

- Privacy notices - [Privacy Notice - Mid Sussex District Council](#)
- Website Privacy Policy - [Privacy Notice - Mid Sussex District Council](#)

## o **Charging regimes and policies**

- FOI request copying, photocopying charges and charges for certain services can be viewed on our FOI Fees document: [Freedom of Information - Mid Sussex District Council](#)

## **6. Lists and registers**

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

- **Environmental Health Registers**

- Council Offices - viewing
    - Scrap Metal Dealers - [Scrap Metal Licences - Mid Sussex District Council](#)
  - Available on website
    - Cooling Towers - <https://www.midsussex.gov.uk/environment/health-and-safety/evaporative-condensers-and-cooling-towers/>
    - Licensed Premises - on Public Access available at: <https://pa.midsussex.gov.uk/online-applications/search.do?action=simple&searchType=LicencingApplication>
    - Food Premises - [Food Safety - Mid Sussex District Council](#)
    - Health and Safety Notices - available to view at Council Offices, contact [healthandsafetyenforcement@midsussex.gov.uk](mailto:healthandsafetyenforcement@midsussex.gov.uk)
    - Homes in Multiple Occupation (HMO) - [Houses in Multiple Occupation \(HMO\) - Mid Sussex District Council](#)
    - Caravan Sites - [Caravan park/home site licensing - Mid Sussex District Council](#)
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- **Planning and Environment Registers**
  - Council Offices viewing
    - Local Land Charges Register - [Local Land Charges - Mid Sussex District Council](#)
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- o **Asset registers and information asset register**
    - The Mid Sussex District Council Publication Scheme (this document) will be used as the Information Asset Register
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- o **Data sets**
    - Business Rates - NDR database information - [Open Data - Business Rates - Mid Sussex District Council Revenue and Benefit](#)
    - Payments to suppliers (over £500) - [Open Data - Mid Sussex District Council](#)
    - Local authority land - [Open Data - Mid Sussex District Council](#)
    - Grants - [Open Data - Mid Sussex District Council](#)
    - Parking - [Open Data - Mid Sussex District Council](#)
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- o **Disclosure logs**
    - FOI statistics on the number of requests received and how long we take to deal with them, can be found at: [Open Data - Mid Sussex District Council](#)
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- o **Register of councillors' financial and other interests**
    - The Register of Members interests are displayed on each councillors details page. To view these go to: [Your Councillors - Mid Sussex District Council \(moderngov.co.uk\)](#) and select a councillor name or view by ward.
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- o **Register of electors**
    - Please read our Registering to Vote page at: [Register to Vote - Mid Sussex District Council](#) for details of the Electoral Register

## 7. Services provided by the council

Information about the services the council provides including leaflets, guidance and newsletters

### o Regulatory and licensing responsibilities

- Building Control - [The Service We Offer - Mid Sussex District Council](#)
- Planning - [Do I Need Planning Permission - Mid Sussex District Council](#)
- Licensing - [Business & Licensing - Mid Sussex District Council](#)
- Health and Safety - [Health and Safety - Mid Sussex District Council](#)
- Pollution - [Air Quality - Mid Sussex District Council](#)
- Elections - [Elections & Voting - Mid Sussex District Council](#)

### o Services for local businesses

- We are committed to providing quality information and advice to help with all aspects of business and economic development. Together we can make Mid Sussex district a better place to work. See: [Business Support - Mid Sussex District Council](#)

### o Services for members of the public

- The council offers many services to members of the public. Depending on the type of service you require there will be a different section of the website that you would need to visit. Some examples are:
- Council Tax - [Council Tax - Mid Sussex District Council Revenue and Benefit](#)
- Benefits - [Benefits - Mid Sussex District Council Revenue and Benefit](#)
- Homelessness and Housing Advice - [Homelessness and Housing Advice - Mid Sussex District Council](#)

### o Services for which the council is entitled to recover a fee, together with those fees

- See Regulatory and licensing responsibilities above

### o Events in the district

- [What's On in Mid Sussex - Mid Sussex District Council](#)

### o Advice and guidance

- Homelessness and Housing Advice - [Homelessness and Housing Advice - Mid Sussex District Council](#)
- Advice and key contacts for Gypsies and Travellers - [Gypsies & Travellers - Mid Sussex District Council](#)
- Business Support and Advice - [Business Support - Mid Sussex District Council](#)

### o Media releases

- Press releases for the Council and the Council magazine can be viewed on our website at: [Press Releases and Publications - Mid Sussex District Council](#)

o **Election information**

- The Council is responsible for preparing and maintaining the Register of Electors, and for the administration of all elections held in the District. See our Elections pages at: [Elections & Voting - Mid Sussex District Council](#)