



Freedom of Information Act 2000

Mid Sussex District Council
Publication Scheme
(Revised December 2008 -
updated November 2019)

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 128,000, 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 25,000. 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

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: <http://www.midsussex.gov.uk/my-council/freedom-of-information/foi-fees/>.

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,
<http://midsussex.moderngov.co.uk/ieListMeetings.aspx?Committeeld=211&info=1&bcr=1>

o Council democratic structure

- Council Service structure -
<http://midsussex.moderngov.co.uk/mgMemberIndex.aspx?bcr=1>
- Details of Chief Executive and Heads of Service
<http://www.midsussex.gov.uk/my-council/about-the-council/chief-officers/>
- The Organisational Structure chart is available at:
<https://www.midsussex.gov.uk/about-us/working-at-mid-sussex/>

o Location and opening times of council properties

- View our contact page for information regarding opening times:
<https://www.midsussex.gov.uk/about-us/contact-us/>

o Currently elected councillors' information and contact details

- Links to our Committee Management System: <http://mid-sussex.cmis.uk.com/mid-sussex/Councillors.aspx> .

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

- o <https://www.midsussex.gov.uk/elections-voting/election-results/>

o Relationships with other authorities

- County Council Services – <https://www.westsussex.gov.uk/>
- Councils in the Mid Sussex area - <http://www.midsussex.gov.uk/my-council/parish-and-town-councils/>

- Mid Sussex Partnership - <https://www.midsussex.gov.uk/about-us/mid-sussex-partnership/>
- Health and Wellbeing - <https://www.midsussex.gov.uk/leisure-sport/your-health-and-mental-wellbeing/>
- Housing Association partners - <https://www.midsussex.gov.uk/housing-council-tax/apply-for-social-housing/>

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: <https://www.midsussex.gov.uk/about-us/our-finances/>

o Capital programme

- See the Corporate Plan and Budget Report available at: <https://www.midsussex.gov.uk/about-us/council-strategy/>

o Spending Reviews

- See the Corporate Plan and Budget, along with our Service Plans, available at: <https://www.midsussex.gov.uk/about-us/council-strategy/>

o Payments to suppliers

- All payments to suppliers that are over £500, are published monthly at: <http://data.midsussex.gov.uk/View/finance/payments-over-500>

o Financial audit reports

- See reports and papers for the Audit Committee available at: <http://midsussex.moderngov.co.uk/mgCommitteeDetails.aspx?ID=158>

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

- Details of Members' Allowances can be viewed at: <https://www.midsussex.gov.uk/about-us/about-the-council/councillors-allowances-and-expenses>

o Staff allowances and expenses

- <https://www.midsussex.gov.uk/about-us/working-at-mid-sussex/>

o Pay and grading structure

- <https://www.midsussex.gov.uk/about-us/working-at-mid-sussex/>

- **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
- **Procurement procedures**
 - Details of our Purchasing procedures can be viewed at: <https://www.midsussex.gov.uk/about-us/contracts-and-tenders/>
- **Details of contracts currently being tendered**
 - Tender opportunities, when available, are advertised on our website at: <https://www.midsussex.gov.uk/about-us/contracts-and-tenders/>
- **List of contracts awarded and their value**
 - Details of contracts awarded can be found in our Contracts Register available to view at: <http://data.midsussex.gov.uk/View/finance/contracts>
- **District Auditor's report**
 - You can view the various papers at: <https://www.midsussex.gov.uk/about-us/finance-reports/>
- **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 <http://midsussex.moderngov.co.uk/mgCommitteeDetails.aspx?ID=137>
- **Internal Financial Regulations**
 - These are included in our Constitution which is available at: <http://midsussex.moderngov.co.uk/ieListMeetings.aspx?Committeeld=211&info=1&bcr=1>. Please refer to Part 4.

3. What our priorities are and how we are doing

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

- **Annual reports**
 - Please see our Corporate Plan and Budget Report, produced annually, available at: <http://www.midsussex.gov.uk/my-council/about-the-council/how-the-council-is-run/council-strategies-plans-and-policies/corporate-plan/>
- **Strategies and business plans for services provided by the council**
 - Please see the council Corporate Plan and Budget available to view at: <https://www.midsussex.gov.uk/about-us/about-the-council/>

- o **Strategies developed in partnership with other authorities**
 - Mid Sussex Partnership. See page <https://www.midsussex.gov.uk/about-us/mid-sussex-partnership/> for further details.
- o **Economic Development Strategy**
 - The Economic Development Strategy, adopted in 2010, outlines the Council's broad aims and objectives for the economic well being of Mid Sussex.
<https://www.midsussex.gov.uk/licensing-business/economic-development-strategy/>
- o **Forward plan**
 - The Forward Plans of Key Decisions, which are updated monthly, are available to view on the website at:
<http://midsussex.moderngov.co.uk/mqListPlans.aspx?RPId=137&RD=0&bcr=1>
- o **Financial strategy**
 - This is covered in our Corporate Plan. See page:
<https://www.midsussex.gov.uk/about-us/about-the-council/>
- o **District Auditor's Annual Audit Opinion**
 - This is available at: <https://www.midsussex.gov.uk/about-us/finance-reports/>
- 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: <https://www.midsussex.gov.uk/about-us/finance-reports/>
- o **Statistical information produced in accordance with the council's and departmental requirements**
 - Mid Sussex data can be viewed at: <https://www.midsussex.gov.uk/about-us/mid-sussex-statistics-and-data/>
- 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 - <https://www.midsussex.gov.uk/about-us/customer-care/>

4. How we make decisions

Decision-making processes and records of decisions

- o **Timetable of council meetings**
 - Please see our Committee meetings calendar at: <http://mid-sussex.cmis.uk.com/mid-sussex/MeetingsCalendar.aspx>
- o **Agendas, officers' reports, background papers and minutes of council committees**
 - <http://midsussex.moderngov.co.uk/uuCoverPage.aspx?bcr=1>
- o **Major policy proposals and decisions**
 - Policy decisions are taken at Cabinet and Council meetings. To view the agendas and minutes please see: <http://midsussex.moderngov.co.uk/uuCoverPage.aspx?bcr=1>
- o **Planning Policy**
 - Preparing, monitoring and advice on and reviewing planning policy. See: <https://www.midsussex.gov.uk/planning-building/planning-policy/>
- o **Public consultations**
 - The Council consults widely with residents, service users and others about existing and planned services and initiatives. It does this in a number of ways - including surveys and focus groups. It sometimes does this jointly with other organisations. See our online consultation page at: <https://www.midsussex.gov.uk/about-us/consultations/>

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: <https://midsussex.moderngov.co.uk/ieListMeetings.aspx?Committeeld=211&info=1&bcr=1>, in particular Parts 4 and 5.
- o **Policies and procedures for delivering our services**
 - FOI - making a request - <https://www.midsussex.gov.uk/about-us/freedom-of-information/>
 - Data Protection and making Subject Access Requests- <https://www.midsussex.gov.uk/about-us/your-data/>
 - Making planning applications - <https://www.midsussex.gov.uk/planning-building/apply-for-planning-permission/>
 - Building Regulations applications - <https://www.midsussex.gov.uk/planning-building/make-a-building-control-application/>
 - Complaints Procedure - <https://www.midsussex.gov.uk/about-us/your-feedback/>

- o **Policies and procedures about the recruitment and employment of staff**
 - <https://www.midsussex.gov.uk/about-us/working-at-mid-sussex/>
- o **Customer Service**
 - Please see our web page at: <https://www.midsussex.gov.uk/about-us/customer-care/> which covers our Customer Care Standards.
- o **Records management and personal data**
 - Privacy notices - <https://www.midsussex.gov.uk/about-us/privacy-notice/>
 - Website Privacy Policy - <https://www.midsussex.gov.uk/about-us/privacy-notice/>
- o **Charging regimes and policies**
 - FOI request copying, photocopying charges and charges for certain services can be viewed on our FOI Fees page at: <https://www.midsussex.gov.uk/about-us/freedom-of-information/>

6. Lists and registers

- o **Public registers and registers held as public records**
 - **Environmental Health Registers**
 - Council Offices - viewing
 - Food Premises - available to view at Council Offices, contact foodsafety@midsussex.gov.uk
 - Health and Safety Notices - available to view at Council Offices, contact healthandsafetyenforcement@midsussex.gov.uk
 - Scrap Metal Dealers - available to view at Council Offices, contact licensing@midsussex.gov.uk
 - Homes in Multiple Occupation (HMO) - available to view at Council Offices, contact housingstandards@midsussex.gov.uk
 - Caravan Sites - - available to view at Council Offices, contact housingstandards@midsussex.gov.uk
 - 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>
 - **Planning and Environment Registers**
 - Council Offices viewing
 - Local Land Charges Register - available to view at Council Offices on payment of statutory fee, contact 01444 477444
- o **Asset registers and information asset register**
 - The Mid Sussex District Council Publication Scheme (this document) will be used as the Information Asset Register

- o **Data sets**
 - Business Rates - Credit listing and NDR database information - <https://www.midsussex.gov.uk/revsandbens/business-rates/open-data-business-rates/>
 - Payments to suppliers (over £500) - <http://www.midsussex.gov.uk/my-council/about-the-council/finance/invoice-payments/>
- o **Disclosure logs**
 - FOI statistics on the number of requests received and how long we take to deal with them, can be found at: <http://data.midsussex.gov.uk/View/information-governance/freedom-of-information>
- 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: <http://midsussex.moderngov.co.uk/mgMemberIndex.aspx?bcr=1> and select a councillor name or view by ward.
- o **Register of electors**
 - Please read our Registering to Vote page at: <https://www.midsussex.gov.uk/elections-voting/register-to-vote/> 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 - <https://www.midsussex.gov.uk/planning-building/the-service-we-offer/>
 - Planning - <https://www.midsussex.gov.uk/planning-building/do-i-need-planning-permission/>
 - Licensing - <https://www.midsussex.gov.uk/licensing-business/>
 - Health and Safety - <https://www.midsussex.gov.uk/environment/health-and-safety/>
 - Pollution - <https://www.midsussex.gov.uk/environment/air-quality/>
 - Elections - <https://www.midsussex.gov.uk/elections-voting/>
- 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: <https://www.midsussex.gov.uk/licensing-business/>
- 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.

- o **Services for which the council is entitled to recover a fee, together with those fees**
 - See Regulatory and licensing responsibilities above
- o **Events n the district**
 - <https://www.midsussex.gov.uk/leisure-sport/whats-on-in-mid-sussex/event-calendar/>
- o **Advice and guidance**
 - Homelessness and Housing Advice - <https://www.midsussex.gov.uk/housing-council-tax/homelessness-and-housing-advice/>
 - Advice and key contacts for Gypsies and Travellers - <https://www.midsussex.gov.uk/environment/gypsies-travellers/>
 - Business Support and Advice - <https://www.midsussex.gov.uk/licensing-business/business-advice-on-grants-and-funding/>
- o **Media releases**
 - Press releases for the Council and the Council magazine can be viewed on our website at: <https://www.midsussex.gov.uk/about-us/press-releases-and-publications/>
- 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: <https://www.midsussex.gov.uk/elections-voting/>