

Babergh & Mid Suffolk District Councils Publication Scheme



This publication scheme is based on the model scheme and approved by the Information Commissioner.

This publication scheme commits Babergh & Mid Suffolk District Councils (the 'councils') to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Councils. Additional assistance is provided to the definition of these classes in the sector specific guidance manual issued by the Information Commissioner.

The scheme commits the Councils:

- to proactively publish or otherwise make available, as a matter of routine, information, including environmental information, which is held by the Councils and falls within the classifications below
- to specify the information which is held by the Councils and falls within the classifications below
- to proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within the scheme
- 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.

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 Councils.

The services we offer

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

The classes of information we offer will not 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 is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

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

Where it is within the capability of the councils, information will be provided on their websites. Where it is impracticable to make information available on the websites or when an individual does not wish to access the information by the website, the councils will indicate how the information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may 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 is legally required. Where the councils are legally required to translate any information, they will 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.

Charges which may be made for information published under this scheme

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 councils for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is made, confirmation of payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by the Councils that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

This publication scheme was updated by the Councils in May 2020.

Section 1 - Who we are and what we do

This section includes organisational information, structures, locations and contacts. It is current information only.

Babergh & Mid Suffolk District Councils Constitution

Description	The Councils' constitutions consist of a number of documents that, under the Local Government Act 2000, are required to be brought together and made available for public inspection. The articles of the constitutions set out the basic principles that underlie the way the Councils operate. The other parts of the constitution include details of the Councils and the committees to which the Councils have delegated various powers and the functions that are the responsibility of the Executive of each Council; the terms of reference of the various committees and other bodies; the standing orders that regulate the proceedings at meetings; financial regulations; the code of practice for the procurement of works, supplies and services; codes of conduct for members and employees; the schedule for the payment of member's allowances; and a description of the management structure of the Councils workforce.
Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge if accessed by email or the website

Councils democratic structure

Description	<ul style="list-style-type: none"> • Committee structure • Consultative bodies – Babergh District Council & Mid Suffolk District Council Joint Health and Safety Panel/Babergh District Council & Mid Suffolk District Council Joint Staff Consultative Panel • How to get involved – rights to information and participation at meetings • Committee agendas and minutes • Decision plan • Calendar of meetings • How decisions are made – decision making process found in the constitution • Outside bodies
Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk

	Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge if accessed by email or the website or for leaflets picked up in reception or posted. One-off printed copies of agendas free.

Councils staff structure

Description	The councils organisational layers Information about the internal structures of the officers of the councils, including an outline of their responsibilities and the names of the directors, and staffing structures of the departments.
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Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Phone: 0300 1234000
Cost	No charge

Location and opening times of the councils properties

You can visit both councils at the office addresses shown below at any time during normal office hours, or by appointment for certain services, for example planning applications. Telephone enquiries for all services can be made through the main office number given below

Babergh and Mid Suffolk District Councils Endeavour House 8 Russell Road Ipswich IP1 2BX	Opening times: Monday to Friday 8.45am – 5pm Saturday/Sunday – closed Phone: 0300 1234000 (from 8.45am) to be connected to any council service
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Mid Suffolk & Babergh District Councils Town Hall, Old Market Place, Sudbury CO10 1TL	Opening times: Monday to Thursday from 9.00am to 12.30pm and from 1.30pm to 5.00pm Friday from 9.00am to 12.30pm and from 1.30pm to 4.30p
Mid Suffolk & Babergh District Councils 54 Ipswich Street, Stowmarket IP14 1AD	Opening times: Monday from 9.00am to 5.00pm Tuesday from 10.00am to 5.00pm Wednesday from 9.00am to 5.00pm Thursday from 9.00am to 5.00pm Friday from 9.00am to 4.30pm
For emergency repairs to council properties or to report dangerous structures.	Phone: 0808 168 7794

Currently elected councillors' information and contact details

Description	Details about current councillors: contact information, photographs, current appointments to committees and outside bodies, and political composition of each of the Councils. Please note, any personal information is published only with consent. The essential details are names, positions on each of the Councils and how they can be contacted.
Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge

Declarations of members' interests

Description	Declarations of members' interests in accordance with Section 81 of the Local Government Act 2000
Availability	Members' Register of Interests can be viewed against each individual councillor on our websites. Websites: www.babergh.gov.uk www.midsuffolk.gov.uk

	Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge

Most recent election results

Description	The results of the most recent elections for councillors on each Council, as well as the results of other elections conducted in the area.
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Elections@baberghmidsuffolk.gov.uk Phone: 0300 1234000
Cost	No charge

Electoral wards

Description	Map of current electoral wards; which parishes fall in which ward
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Elections@baberghmidsuffolk.gov.uk Phone: 0300 1234000
Cost	No cost for data version but there may be a charge for paper copies.

Relationships with other authorities

Suffolk County Council	<p>The county council is responsible for a number of Suffolk-wide services including care and health (Customer First); births, deaths and marriages; education and learning; policing; and transport (Customer Services).</p> <p>Website: www.suffolk.gov.uk Email: Customer First customer.first@suffolk.gov.uk</p>
Further contact details	<p>Phone: 0345 6066067 Email: Customer Services customer.service@suffolk.gov.uk Phone: 0808 8004005</p>

The Western Suffolk Community Safety Partnership	<p>Western Suffolk Community Safety Partnership (WSCSP) is made up of statutory representatives from Babergh and Mid Suffolk District Councils, West Suffolk Council, Suffolk Police, Suffolk County Council, Suffolk Fire and Rescue Service, West Suffolk Clinical Commissioning Group and Ipswich and East CCG, National Probation Service, Norfolk and Suffolk Community Rehabilitation Company and the Elected Members from all four Districts and Suffolk County Council.</p> <p>Aims of the Partnership are:</p> <ul style="list-style-type: none"> • To work collaboratively to prevent and reduce crime, disorder and the fear of crime, following an evidence-based approach, to promote the sharing of good practice and divert people away from crime and anti-social behaviour. • To promote a wider understanding of the contributions and responsibilities of individual agencies and develop a shared commitment to partnership working. • To encourage and support collaborative partnerships between local communities, statutory and non-statutory organisations. • To support non-statutory, voluntary and community groups in accessing funding to deliver community safety projects that address the strategic priorities across the Western Suffolk CSP area.
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	<p>Websites: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: Communities@baberghmidsuffolk.gov.uk</p> <p>Phone: 0300 1234000</p>
Suffolk Waste Partnership	<p>The Suffolk Waste Partnership (SWP) is a strategic partnership of the county, district/borough councils, who work together to continuously improve waste management services throughout Suffolk. The SWP has created a Joint Municipal Waste Management Strategy 2003-2020, which sets out the strategic framework for the management of municipal waste across the county.</p> <p>www.greensuffolk.org/about/suffolk-waste-partnership</p>

Shared Revenues Partnership	<p>The Shared Revenues Partnership (SRP) brings together the Revenues Services of three councils to run an efficient service for the services of Council Tax collection, business rates collection, SRP Enforcement Agency, Housing Benefits, Council Tax reduction, fraud prevention and compliance.</p> <p>The aim of the partnership reduces the administration costs to each council and by working together each council can save money, by pooling resources and staff.</p> <p>The full partners of the SRP currently are Ipswich Borough Council, Babergh District Council & Mid Suffolk District Council.</p> <p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: customer.services@baberghmidsuffolk.gov.uk</p> <p>Phone: 0300 1234000</p>
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<p>Greater Haven Gateway Sub-Region</p> <p>Gateway to Homechoice</p>	<p>Gateway to Homechoice is a method of letting social housing, which is being delivered across the following Local Authorities of Babergh, Braintree, Colchester, East Suffolk, Ipswich, Maldon and Mid Suffolk.</p> <p>Gateway to Homechoice allows landlords to advertise their available homes, and customers are asked to express an interest in them. Lettings policies are used to prioritise customers and decide who receives the offer of the home, based on the housing needs and waiting time of those who express interest. Gateway to Homechoice provides a more transparent way of letting homes, giving customers more say in where they are housed and more information about available homes.</p> <p>More information on the scheme can be found here www.gatewaytohomechoice.org.uk</p>
<p>Suffolk Observatory and Suffolk Office of Data and Analytics</p>	<p>Suffolk Observatory website is a great source of useful data that will help in writing reports and presentations. It can help with informing strategic and business planning and preparing funding applications or supporting academic research.</p> <p>Further information on the work of the Suffolk Observatory can be found at: Suffolk Observatory</p> <p>The Suffolk Office of Data and Analytics (SODA) has been set up as a collective endeavour between Suffolk public service organisations to make better use of data, to generate new insights into public services and the needs they serve, and apply these insights to improve policy and service design and delivery.</p>

Section 2 – What we spend and how we spend it

This section includes financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Information is both current, and for at least the previous two financial years. Information is for each of the councils as a whole, and also for directorates or departments as cost centres.

Financial statements, budgets and variance reports

Description	<p>Financial information in enough detail to allow the public to see where money is being spent, where a council or department is or has been planning to spend it, and the difference between the two. Financial information should be published at least annually and, where practical, half yearly or quarterly financial reports are provided. Revenue budgets and budgets for capital expenditure are included.</p> <ul style="list-style-type: none"> • Annual revenue budget • Annual capital programme • Fees and charges • Annual audited statement of accounts • Budget and policy framework procedure rules • Financial procedure rules • Contracts procedure rules • Council Tax and business rates • Budget monitoring reports • Treasury Performance
Availability	<p>Websites: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: FinanceTeam@babergh.gov.uk</p> <p>Phone: 0300 1234000</p>
Cost	No charge

Capital programme

Description	Information on major plans for capital expenditure
Availability	<p>Websites: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: FinanceTeam@babergh.gov.uk</p> <p>Phone: 0300 1234000</p>
Cost	No charge

Financial audit reports

Description	<ul style="list-style-type: none"> • Annual Audit and Inspection Letter • Annual Audit Report and Audit Plan • Other audit information
Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: FinanceTeam@babergh.gov.uk Phone: 0300 1234000
Cost	No charge

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

Description	<p>The total of the allowances and expenses incurred by or paid to councillors by reference to categories. These categories should be produced in line with each councils guidelines and will be under headings like travel, subsistence and accommodation.</p> <ul style="list-style-type: none"> • Current Member Allowance Scheme • Most recent Independent Remuneration Panel report • Payments made to members in the last financial year <p>The current Member Allowance Scheme forms part of each of the Council's constitution</p>
Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge

Pay and grading structure

Description	This is provided within the yearly Pay Policy and indicates, for most posts, levels of pay rather than individual salaries.
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: HRSupportTeam@baberghmidsuffolk.gov.uk Phone: 01473 296 338

Cost	No charge
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Staff allowances and expenses

Description	Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowance and expenses paid to individual senior staff members by reference to categories. These categories should be produced in line with each of the Council's policies, practices and procedures and will be under headings like travel, subsistence and accommodation.
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: HRSupportTeam@babermidsuffolk.gov.uk Phone: 01473 296 338
Cost	No charge

Election expenses

Description	Returns or declarations and accompanying documents relating to election expenses sent to the councils.
Availability	Not available on the either Council's website. Request by email to Elections@babermidsuffolk.gov.uk - to make an appointment to view phone: 0300 1234000
Cost	£5 fee for inspecting a return or declaration of election expenses. 20p per side of each page for a copy of a return or declaration of election expenses.

Procurement procedures

Description	<ul style="list-style-type: none"> • Details of procedures for acquiring goods and services • Contracts available for public tender • Contract rules • List of contracts awarded and their value (those large enough to have gone through formal tendering)
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: CandP@babermidsuffolk.gov.uk Phone: 0300 1234000 Website: www.suffolksourcing.uk
Cost	No charge

Suffolk Sourcing

Description	<ul style="list-style-type: none"> View and download any current tender and quotation opportunities advertised by one of the Suffolk councils. Respond to and upload bids/submissions for tenders and quotations. View information about contracts currently in operation between Suffolk county, district or borough councils and suppliers.
Availability	Website: www.suffolksourcing.co.uk Email: suffolk.sourcing@suffolk.gov.uk
Cost	No charge

Internal financial regulations

Description	Financial procedure rules
Availability	These are part of each of the Council's constitution – see section 1 above Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge

Funding for partnership arrangements

Description	Funding for individual partnerships comes from a variety of different sources, depending on the nature of the issues dealt with. Each of the Council's contribution will sometimes be the subject of specific reports to Cabinet, and at other times will be reflected in the budgets of the sections involved.
Availability	Agendas, reports and minutes of the all the meetings relating to budget setting and the allocation of grants can be accessed on each of the Council's website Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge if accessed by email or the website or for leaflets picked up in Reception or posted. One-off printed copies of agendas free.

Section 3 – What our priorities are, and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews. Information in this class should be available at least for the current and previous three years. Information should be available not only for each council as a whole but also for departments where this is available. Any reports or recorded information showing either of the councils planned or actual performance should normally be included.

Annual reports

Description	Corporate Plan
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Arthur.Charvonja@baberghmidsuffolk.gov.uk Phone: 01473 296335
Cost	No charge

Internal audit reports

Description	Annual Internal Audit report, Interim Internal Audit report, Annual Internal Audit Plan, Annual Governance Statement, Annual report on Managing the Risk of Fraud and Corruption, Annual and Half yearly Risk Management reports
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: john.snell@baberghmidsuffolk.gov.uk Phone: 01473 296336 or 01449 724565
Cost	No charge

Environmental performance report

Description	Environmental performance report
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: environmental@baberghmidsuffolk.gov.uk Phone: 0300 1234000
Cost	No charge

Internal and external organisations performance reviews

Description	<p>Performance information: Outcome based performance reports are completed quarterly and go to both Cabinet meetings.</p> <p>These can be located on the website, (archive documents are available on request).</p>
Availability	<p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email; BMSDCBusinessImprovement@baberghmidsuffolk.gov.uk</p> <p>Phone: 0300 1234000</p>
Cost	No charge

Decisions plan

Description	Forthcoming Decisions plan
Availability	<p>Websites: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: Janice.Robinson@baberghmidsuffolk.gov.uk</p> <p>Phone: 01473296472</p>
Cost	No charge

Statistical information produced in accordance with the Government's Single Data List

Description	<p>A range of data produced by services to meet returns required by the Government's Single Data List</p> <p>Shared Revenues Partnership</p> <ul style="list-style-type: none"> • Single Housing Benefit Extract • Housing Benefit Recoveries Return • Returns on outcomes of DWP data-matching referrals on Housing Benefit claims • Housing Benefit subsidy estimates and claims • Discretionary Housing Payment estimates and claims • Council Tax Requirement (CTR1/CTR2/CTR3/CTR4) • Quarterly Return of Council Taxes and National Non-Domestic Rates (QRC1 to QRC3) • Quarterly Return of Council Taxes and National Non-Domestic Rates (QRC4) • Quarterly Revenue Outturn • Council tax base (CTB) • National Non-Domestic Rates Return (NNDR) 1 • National Non-Domestic Rates Return (NNDR) 3 <p>Audit</p> <ul style="list-style-type: none"> • National Fraud Initiative <p>Environmental Health</p> <ul style="list-style-type: none"> • Food Hygiene (LAEMS) • Food Standards (LAEMS) • Approved food premises • Food Hygiene Rating Scheme (FHRS) <p>Elections</p> <ul style="list-style-type: none"> • Electoral statistics – we send statistics when we publish the register on 1 December • Return of statistical information relating to conduct of elections • Statement of results • Statement of postal ballot papers • Return of statistical information relating to annual canvass of electors <p>Housing</p> <ul style="list-style-type: none"> • Annual rough sleepers count or estimate • Local authority housing statistics • Homelessness Case Level Information Collection (H-CLIC) • RSG-2018/2019 • RSI mobilization • RSI outcomes <p>Licensing</p> <ul style="list-style-type: none"> • Alcohol and late-night refreshment licensing
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	<p>Public Health and Housing</p> <ul style="list-style-type: none"> Count of traveller caravans <p>Strategic Housing</p> <ul style="list-style-type: none"> Local authority housing statistics Self-build and custom house building <p>Planning</p> <ul style="list-style-type: none"> PS1/2 General development control statistical returns CPS1/2 General development control statistical returns House Building Return (P2a) Self build and custom building Neighbourhood plan grants <p>For planning PS1/2 performance statistics, these can be found via:</p> <ul style="list-style-type: none"> https://www.gov.uk/government/statistical-data-sets/live-tables-on-planning-application-statistics
Availability	The above list is for information only – returns are sent directly to central government
Cost	No charge

Overview and scrutiny

Description	<p>Much of the work carried out in this area is either undertaken by the main Overview and Scrutiny Committee or by Task and Finish Groups appointed by Overview and Scrutiny Committee</p> <ul style="list-style-type: none"> Reports and recommendations following individual reviews Scrutiny work programme Annual reports
Availability	<p>On each of the Council's website, current work programmes and annual report: (earlier versions on request). Individual reviews are not listed separately but can be found by looking at the business undertaken at each scrutiny committee.</p> <p>Websites: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: Janice.Robinson@baberghmidsuffolk.gov.uk</p> <p>Phone: 01473296472</p>
Cost	No charge

Section 4 – How we make decisions

Decision-making processes and records of decisions, available at least for the current and previous three years.

Timetable of each Councils meetings

Description	Calendar of meetings
Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge

Decision notices

Description	Decision notices
Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge

Agendas, officers' reports, background papers and minutes of Council, committee, subcommittee and standing forum meetings

Description	The information that is required to be publicly available under local authority access to information rules
Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge

Appointments to Cabinet, the current roles and responsibilities of Cabinet members, scrutiny committees, regulatory committees and appointments to outside bodies

Description	Current appointments to the above bodies
Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge

Major policy proposals and decisions

Description	Information that can be made available to the public without damaging internal policy development and relations with other public authorities is included in the committee reports to support decisions
Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge

Public involvement in meetings and decision making

Description	Current information and public involvement in meetings and decision making
Availability	Article 3 of Part 2 of the constitution deals with citizens' rights including rights to information and participation at meetings. More details are available in the Access to Information Rules in Part 4 of the constitution. Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge

Public consultation

Description	Proposals for consultation and information about how to respond, including meetings and public consultation meetings are also published on each of the Council's website. The results and outcomes of consultations are included in the committee papers to support decision making.
Availability	Current consultations are notified on each of the Council's website.
Cost	No charge

Internal communications guidance, criteria used for decision-making, internal instructions, manuals and guidelines

Description	<p>Access to internal instructions, manuals and guidelines for dealing with the business of the councils to help the public understand how decisions are made, including:</p> <ul style="list-style-type: none"> • Delegations register • Code of corporate governance • Code of conduct for members • Protocol on member/officer relations • The Council's equality impact assessment • Other guidance, for example on corporate style in communication and a checklist for ensuring all factors are taken account of in decisions can be made available on request
Availability	<p>Delegations register – Responsibility for functions</p> <p>This is detailed under Part 3 of the constitution which includes the scheme of delegation to officers – see section 1 of this document</p> <p>Websites: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: Janice.Robinson@baberghmidsuffolk.gov.uk</p> <p>Phone: 01473296472</p>
Cost	No charge

Complaints about Councillors

Description	Complaints about councillors are dealt with by each of the Council's Monitoring Officer <ul style="list-style-type: none"> • Procedure • Local assessments, investigations and determinations
Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge

Section 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities available on our website. Current information only. Some of the information will be covered by the Council's constitution.

Description	<p>Corporate</p> <ul style="list-style-type: none"> • Babergh District Council & Mid Suffolk District Council Annual Report • Babergh District Council & Mid Suffolk District Council Prevention of Financial Crime Policy (contains Anti-Money Laundering Policy and Whistleblowing Policy) • Babergh District Council and Mid Suffolk District Council Risk Management Strategy • Babergh District Council & Mid Suffolk District Council Code of Corporate Governance • Babergh District Council & Mid Suffolk District Council Modern Slavery and Human Trafficking Statement • Babergh District Council & Mid Suffolk District Council Sponsorship and Advertising Policy <p>Data and information</p> <ul style="list-style-type: none"> • Babergh District Council & Mid Suffolk District Council Publication Scheme • Babergh District Council & Mid Suffolk District Council Data Protection Policy • Babergh District Council & Mid Suffolk District Council Data Quality Policy • Babergh District Council & Mid Suffolk District Council Information Security Policy • Record Management Guidance
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Economic development

- Babergh District Council & Mid Suffolk District Council Economic Development Plan for Jobs and Growth
- Babergh District Council & Mid Suffolk District Council Growth and Investment Strategy

Environment

- Babergh District Council & Mid Suffolk District Council Contaminated Land Strategy
- Babergh District Council & Mid Suffolk District Council Environmental Statement

Waste

- Babergh District Council & Mid Suffolk District Council Waste Management Policy.

Families and Communities

- Babergh District Council & Mid Suffolk District Council Cemeteries Strategy
- Babergh District Council & Mid Suffolk District Council Equality and Diversity Policy
- Babergh District Council & Mid Suffolk District Council Fees and Charging Policy
- Babergh District Council & Mid Suffolk District Council Investment Framework
- Babergh District Council & Mid Suffolk District Council Sundry Debt Policy

Health and safety

- Babergh District Council & Mid Suffolk District Council health and safety policies

Housing

- Babergh District Council & Mid Suffolk District Council Homelessness Reduction Strategy
- Babergh District Council & Mid Suffolk District Council Housing Strategy
- Council Housing Anti-Social Behaviour Policy 2017 – 2020
- Babergh STAR Survey Results 2019
- Mid Suffolk STAR Survey Results 2019
- Babergh HRA Business Plan
- Mid Suffolk HRA Business Plan

- **Elizabeth Court, Sudbury, Farnish House, Gayford Court, Hartismere House, Hurstlea Court, Jubilee Court, Manns Court, Mason Court, Newell Court, Parkers Way, Partridge Court, Playford Court, Samford Close, Steeds Meadow, St Edmunds House, St Peters Court, Tenterpiece, and Weston Court)**

Planning and development

- Babergh District Council & Mid Suffolk District Council Tree Management Policy

Legal and Democratic

- Babergh District Council & Mid Suffolk District Council Corporate Enforcement Policy

Licensing

- Babergh District Council & Mid Suffolk District Council Gambling Statement of Principles
- Babergh District Council & Mid Suffolk District Council Statement of Licensing Principles
- Babergh District Council & Mid Suffolk District Council Sex Establishment Policy
- Babergh District Council Street Trading Policy

Procurement

- Standard terms and conditions for Babergh District Council & Mid Suffolk District Council

Availability	<p>Codes of practice</p> <p>Can be viewed under Part 5 of the constitution – see section 1 of this document</p> <p>Procedural standing orders</p> <p>Found in the full constitution</p> <p>Internal guidance about the division of responsibilities between committees and delegated authority</p> <p>This is detailed under Part 3 of the constitution which includes the Scheme of delegation to officers – see section 1 of this document</p> <p>Policies on communications between Councillors and members of staff and similar information</p> <p>This is detailed under Part 5 of the constitution in respect of Communications Unit Publicity Protocols – see section 1 of this document</p> <p>Council procedure rules, Access to information procedure rules, Budget and policy framework, Cabinet procedure rules, Overview and Scrutiny procedure rules and Officer employment procedure rules</p> <p>These are detailed under Part 4 of each Councils constitution – see section 1 of this document</p> <p>Websites: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: Janice.Robinson@baberghmidsuffolk.gov.uk</p> <p>Phone: 01473296472</p>
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	<p>Corporate Plan</p> <p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: Arthur.charvonja@Baberghmidsuffolk.gov.uk</p> <p>Phone: 0300 1234000</p>
Cost	No charge

Policies and procedures for delivering our services

Description	Procedures for handling information requests – Freedom of information (FOI) and Data subject Access Request (DSAR)
Availability	<p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>FOI, requests may not be made by telephone, they must be in writing and can be made by visiting the websites above.</p> <p>Email: DataProtection@babberghmidsuffolk.gov.uk</p> <p>DSARs can be made verbally and in writing</p>
Cost	No charge

Policies and procedures about the recruitment and employment of staff

Description	<p>If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available:</p> <ul style="list-style-type: none"> • Recruitment and selection guidance - https://www.babergh.gov.uk/assets/Careers/Recruitment-Supporting-Statement.pdf • Current pay scales https://www.babergh.gov.uk/assets/Careers/All-Joint-Payscale-from-1st-April-2019-including-2-increase-V01.pdf • Employee benefits https://www.suffolkjobsdirect.org/bmsdc/index.aspx
Availability	<p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: HRSupportTeam@babberghmidsuffolk.gov.uk</p> <p>Phone: 01473 296 338</p>
Cost	No charge

Equalities

Description	<ul style="list-style-type: none"> • Equality and Diversity Policy • Equality objectives
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: equalities@babermidsuffolk.gov.uk Phone: 0300 1234000
Cost	No charge

Customer service

Description	Standards for providing services to each of the Council's customers, including the complaints procedure. Complaints procedures will include those covering requests for information and operating the publication scheme. <ul style="list-style-type: none"> • Customer access strategy • FOI • Complaints, compliments and comments procedure
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Customer.Services@babermidsuffolk.gov.uk Phone: 0300 1234000
Cost	No charge

Records management and personal data policies

Description	Records management and personal data policies can be found in the following: <ul style="list-style-type: none"> • Information security policy • Record management guidance • Data protection (including data sharing) policies
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: DataProtection@babermidsuffolk.gov.uk Phone: 0300 1234000
Cost	No charge

Charging regimes and policies

Description	Babergh District Council & Mid Suffolk District Council Fees and Charging Policy lays out how fees and charges are to be structured
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk
Cost	No charge

Section 6 – Lists and registers

Current information only.

Public registers and registers held as public records

Description	Electoral register. The website gives details on how to inspect both the edited and full register, how to purchase the edited register and who is entitled to a free copy.
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Elections@babermidsuffolk.gov.uk Phone: 0300 1234000
Cost	Paper copies - £10 administration charge plus £5 per 1000 names (or part) Data copies - £20 administration charge plus £1.50 per 1000 names (or part) Note: These costs are legislated by the Representation of the People Act.

Description	Local Land Charges (LLC) register
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: LandC@baberghmidsuffolk.gov.uk Phone: 0300 1234000
Cost	£26.80 (LLC1 form) £11 (personal search fee of LLC register)

Description	Register of councillors financial and other interests. Members' full Register of Interests (which includes financial interests) can be viewed against each individual councillor.
Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472
Cost	No charge

Description	Register of gifts and hospitality. Members' full Register of Interests (which includes declared gifts and hospitality) can be viewed against each individual councillor on the website and clicking on the councillor of choice.
Availability	Websites: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Janice.Robinson@baberghmidsuffolk.gov.uk Phone: 01473296472 Register of Gifts and Hospitality (officers) please contact the Democratic Services Team above

Cost	No charge
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Planning and Development

Description	<ul style="list-style-type: none"> • Core strategy • Joint Development Management Policies Document • Policies maps • Sustainability appraisals/Strategic environmental assessment • Statement of Community Involvement • Local development scheme • Supplementary planning documents • Habitats regulations assessment • Neighbourhood plans • Authority monitoring reports and Five-year land supply reports • Brownfield register • Self-build register • Strategic Housing and Economic Land Availability Assessment (SHELAA) • Planning register • Register of enforcement and stop notices • Building regulations guidance • Concept statements and masterplans • Area plans • Development briefs
Availability	<p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: planning@babermidsuffolk.gov.uk Buildingcontrol@babermidsuffolk.gov.uk</p> <p>Phone: Planning 0300 1234000 Option 5</p> <p>When dialling 5 for Planning, the options are then as follows:</p> <p>Option 1 for Building Control (compliance with building regulations, demolitions, dangerous structures, and street naming & numbering)</p> <p>Option 2 for Land Charges</p> <p>Option 3 for Planning Application enquiries and tree matters including tree preservation orders</p> <p>Option 4 for Planning Policy (the Joint Local Plan and Neighbourhood Planning)</p> <p>Option 5 for Planning Enforcement who deal with breaches of Planning Control</p> <p>Option 6 for Heritage dealing with historic buildings within conservation</p>

	<p>areas</p> <p>https://planning.baberghmidsuffolk.gov.uk/online-applications/</p> <p>https://www.babergh.gov.uk/planning/enforcement/</p> <p>https://babergh-self.achieveservice.com/service/Planning Enforcement Report</p> <p>https://www.babergh.gov.uk/planning/planning-policy/adopted-documents/babergh-district-council/core-strategy/</p> <p>https://www.midsuffolk.gov.uk/planning/planning-policy/adopted-documents/mid-suffolk-district-council/core-strategy/</p> <p>https://www.midsuffolk.gov.uk/housing/self-build-and-community-land-trusts/</p>
Cost	<p>Planning policy</p> <p>No cost to view online, by email or by personal visit. There will be a cost if printed documents are required.</p> <p>Development control</p> <ul style="list-style-type: none"> • Area plans – no charge to view • Planning register – no charge to view • Planning guidance – free informal advice from Duty Planning Officer Planning and development briefs – free to view • Planning decision notices - £7.66 • Listing descriptions – referred to Historic England https://historicengland.org.uk/listing/the-list/ • OS Site Plans not provided but refer to website which has details of providers • Planning Site Histories - £36 for first hour £20 for each additional half hour • Photocopying <ul style="list-style-type: none"> ○ A4 £2.50 for first page 50p for each additional page ○ A3 £5.00 for first page £1 for each additional page ○ A2 £7.50 ○ A1 £10 A0 £15 • Enquiries on building control applications including the provision of any copy documents. £30 plus VAT

Building Control

Description	Database of all building regulations applicable work / applications submitted.
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: building.control@baberghmidsuffolk.gov.uk Phone: 01449 724510
Cost	No cost to view register via public access on website Copy of confirming Building Regulation Decision or Completion Certificate - £48 retrieval of file fee (if applicable), additional charge of £12 per copy document. Letter confirming decision or satisfactory completion - £48 retrieval of file fee (if applicable), additional charge of £18 per letter Responses to professional letters for commercial purposes - £66 Exemption Confirmation Letter - £66 Archived and closed files – Initial charge of £66 for recall of file and subsequent inspection, further inspections will be invoiced at the standard rate.

Licensing

Description	Licence types, how to apply and register of licences granted, including: <ul style="list-style-type: none"> • Hackney carriage drivers and vehicles • Private hire vehicles, drivers and operators • Motor salvage operators • Premises licences • Club premises certificates • Personal licences • Gambling licences, permits and registrations
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: licensing@baberghmidsuffolk.gov.uk Phone: 0300 1234000
Cost	There is a charge of £10.50 for a copy of a licence.

Consumer protection

Description	<p>Customer protection documents include:</p> <ul style="list-style-type: none"> • Review and assessment of local air quality. Available at: https://www.midsuffolk.gov.uk/environment/air-quality/ • Contaminated land register. Available at: https://www.midsuffolk.gov.uk/environment/contaminated-land/contaminated-land-strategies-and-public-registers/
Availability	<p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: environmental@baberghmidsuffolk.gov.uk</p> <p>Phone: 0300 1234000</p> <p>Other registers are available to view on appointment at the office, some can be emailed on request.</p>
Cost	No cost to view online, by email, or by personal visit, will be a cost if details are printed.

CCTV

Description	Details of the locations of any overt CCTV surveillance cameras operated by or on behalf of the Councils
Availability	<p>Website: www.westsuffolk.gov.uk</p> <p>Email: DataProtection@baberghmidsuffolk.gov.uk</p> <p>Phone: 0300 1234000</p>
Cost	No charge

Section 7 – Services provided by the Councils

Information about the services the Councils provide, including leaflets, guidance and newsletters. Current information only. A starting point will be a list of the services the Councils are responsible for.

Regulatory and licensing responsibilities

Statutory orders

Description	Statutory orders including: <ul style="list-style-type: none"> • tree preservation orders • compulsory purchase orders (only published on the rare occasion these are carried out) • enforcement orders
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Phone: 0300 1234000
Cost	No charge

Licensing

Description	<p>Application forms for licences and schedule of fees:</p> <ul style="list-style-type: none"> • Gambling licences, permits and registrations • Hackney carriage vehicle and drivers licences • Private hire operator, vehicle and driver licences • Sex shops • Street trading consents and street vending permits • Acupuncture • Pet shops • Animal boarding • Dog breeding • Street and house to house collections • Houses in multiple occupation • Scrap metal dealers • Motor vehicle salvage operators • Dangerous wild animals • Zoos • Caravans – sites • Premises licensing and club premises certificates • Temporary event notices • Personal licences <p>Application forms for licences for:</p> <ul style="list-style-type: none"> • Ear and body piercing • Electrolysis • Micro pigmentation • Tattooing • Skin piercing
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Availability	<p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: foodsafety@babberghmidsuffolk.gov.uk Phone: 0300 1234000</p> <p>All other licences</p> <p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: licensing@babberghmidsuffolk.gov.uk Phone: 0300 1234000</p>
Cost	No charge for forms/information (actual licences carry varying fees)

Services for local businesses

Description	Information on business rates
Availability	<p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: customer.services@babberghmidsuffolk.gov.uk Phone: 0300 1234000</p>
Cost	No charge

Services for other organisations

Description	Trade waste
Availability	<p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Phone: 0300 1234000 option 4 Email: Recycling@babberghmidsuffok.gov.uk</p>
Cost	No charge

Services for members of the public

Housing

Description	<p>Information for prospective and current tenants:</p> <ul style="list-style-type: none"> • Housing options • Choice based letting (Gateway to Home Choice) • Homeless reduction strategy • Lettings policy (Gateway to Home Choice) • Sheltered and retirement housing • Babergh District Council & Mid Suffolk District Council Lettings Partnership
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Availability	<p>Website www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: Home Choice – HomeChoice@baberghmidsuffolk.gov.uk</p> <p>Homelessness – housingsolutions@baberghmidsuffolk.gov.uk</p> <p>Lettings Partnership – landlords@baberghmidsuffolk.gov.uk Housing Condition – housingstandards@baberghmidsuffolk.gov.uk</p> <p>Adaptations / DFG’s – adaptations@baberghmidsuffolk.gov.uk</p> <p>Strategic Housing – strategic.housing@baberghmidsuffolk.gov.uk</p> <p>Tenancy Support – tenancysupport@baberghmidsuffolk.gov.uk</p> <p>Duty to Refer – dutytorefer@baberghmidsuffolk.gov.uk</p> <p>Phone: 0300 1234000</p>
Cost	No charge

Community

Description	<p>Various information on community initiatives including:</p> <ul style="list-style-type: none"> • Community Safety Partnership Plan • Public spaces protection orders • Community grants (including how to apply)
Availability	<p>Website www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: Communities@baberghmidsuffolk.gov.uk</p> <p>Phone: 0300 1234000</p>
Cost	No charge

Revenues and benefits

Description	Revenues and Benefits service is delivered by the Shared Revenues partnership on behalf of the councils – Partnership, information found below is available on our website: <ul style="list-style-type: none"> • Information on obtaining benefits or assistance • Appeal and review procedures • Council Tax valuation list • Business rates rating list • Information on Council Tax levels and assessment • Payment methods • Liability to pay
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: customer.services@babberghmidsuffolk.gov.uk Phone: 0300 1234000
Cost	No charge

Information for visitors to the area

Description	Leisure information, events <ul style="list-style-type: none"> • Tourist information • Parks, sport and leisure centres • Parking • Heritage • What's on in Babergh & Mid Suffolk • Roadworks and road closures for events
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk More information via the Councils Visitor Information Points in our districts, Phone: 0300 1234000
Cost	No charge

Information and advice for Council Tax

Description	Business rates information and advice available
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: customer.services@babberghmidsuffolk.gov.uk Phone: 0300 1234000

Cost	No charge

Information and advice for business rates

Description	Business rates information and advice available
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: customer.services@babberghmidsuffolk.gov.uk Phone: 0300 1234000
Cost	No charge

Information and advice for benefits

Description	Benefits information and advice available
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Phone: 0300 1234000 Option 2
Cost	No charge

Information and advice for planning and building control

Description	<p>Building Control Information and advice available:</p> <ul style="list-style-type: none"> • Maintaining historic and listed buildings • Windows in historic buildings • Colours and finishes for historic buildings • Listed buildings • Damp in old buildings • Speaking at the Development Control Committee <p>Planning Information and advice available:</p> <ul style="list-style-type: none"> • Town Planning and development management planning related matters including planning applications, listed building consents and planning related prior notifications • Pre-application advice services • Article 4 Directions • Heritage assets including listed buildings and conservation areas <p>Planning enforcement matters including breaches of planning and listed building control</p>
Availability	<p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: building.control@baberghmidsuffolk.gov.uk planning@baberghmidsuffolk.gov.uk</p> <p>Phone: 0300 1234000</p>
Cost	No charge

Building Control

Description	<ul style="list-style-type: none"> • Building Control • Dangerous Structures • Demolition Notices • Energy Assessments for new build and Council housing stock • Street Naming and Numbering <p>Information and advice available:</p> <ul style="list-style-type: none"> • Guidance on Building Regulation Application Charges • Information Leaflet 1 - Do I need to make a Building Regulation application
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	<ul style="list-style-type: none"> • Information Leaflet 2 - Applying for Building Regulation consent • Information Leaflet 3 - Electrical safety & Part P of the Building Regulations • Information Leaflet 4 - General guidance on electrical installations in new domestic buildings and extensions • Information Leaflet 5 - Building Regulations for replacement windows to existing dwellings • Property Name Change - Guidance Document • Babergh Street Naming and Numbering • Mid Suffolk Street Naming and Numbering • New Development - Guidance document Feb 2018 <p>New Development - Frequently Asked Questions</p>
Availability	<p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Email: building.control@baberghmidsuffolk.gov.uk</p> <p>Phone: 01449 724510</p>
Cost	Charges associated with building control, energy assessments and street naming and numbering on a quotation basis or as per fee schedules.

Information and advice waste collection and recycling

Description	Leaflets and advice available
Availability	<p>Website: www.babergh.gov.uk www.midsuffolk.gov.uk</p> <p>Phone: 0300 1234000 option 4</p> <p>Email: Recycling@baberghmidsuffok.gov.uk</p>
Cost	No charge

Information on media releases

Description	All news releases issued proactively by the Councils for the last 12 months
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Phone: 0300 1234000
Cost	No charge

Information and advice on elections and electoral registration

Description	Information and advice currently available on each of the Council's website: <ul style="list-style-type: none"> • Registration forms • Postal voting forms • Overseas voters • Forthcoming elections – for example, notice of poll • Election results • Review of polling stations • Nomination papers • Service voters • Standing for election • Voting procedures • Marked copies of registers
Availability	Website: www.babergh.gov.uk www.midsuffolk.gov.uk Email: Elections@babermidsuffolk.gov.uk Phone: 0300 1234000
Cost	Mostly no charge, but charges are made for copies of the register (whether data or paper copies)