



Lewes District Council

Publication Scheme

The Freedom of Information Act 2000 requires all public authorities, including Lewes District Council, to adopt and maintain a Publication Scheme.

This publication scheme commits the council to making information available to the public as part of their normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the council. The scheme commits the council 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.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the council makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the council that has been requested, and any updated versions it holds, unless the council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the council is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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 authority.

The Services we offer

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

The classes of information 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.

Method by which information will be made available

Where it is within the capability of the council, information will be provided on our website. Where it is impracticable to make information available on the website, the council has indicated how information can be obtained by other means.

In exceptional circumstances some information may be available only by viewing in person at our offices. Where this is the case contact details are provided to enable an appointment to be made.

Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we will do so.

The council's obligations under disability and discrimination legislation will be adhered to when providing information in accordance with this scheme.

Charges for information

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the website can be downloaded 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
- Printing
- Postage and packing
- The cost 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 of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the council.

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

Written requests

Information held by the council 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.

Who do I contact?

For information concerning the scheme; if you want to request other information, or if you have any queries about the scheme and what it contains, or require any advice and assistance, please contact:

Information Governance Manager
Lewes District Council and Eastbourne Borough Council
Eastbourne Town Hall
Grove Road
Eastbourne
BN21 4UG

Email: foi@lewes.gov.uk

Copyright

Reproducing material supplied under this Publication Scheme without the express permission of the council may be an infringement of copyright. Requests for permission should be addressed to the Information Governance Manager, Eastbourne Town Hall, Grove Road, Eastbourne BN21 4UG or Southover House, Southover Road, Lewes BN7 1AB.

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The councils A-Z web pages also provide a guide to information available and there is also a search facility to assist you to find other information that may not be included in the A-Z that may not be included in the Publication Scheme.

The guidance below is intended to assist you by giving some examples of the type of information the councils routinely make available. Where a document is indicated within this guidance it will be the current version. Link to the council's website <https://www.lewes-eastbourne.gov.uk/>

Classes of Information

Who we are and what we do		
Organisational information, structures, locations and contacts, constitutional and legal governance		
Category	Description	Comments
Council Constitution	Key guide and 'rulebook' for how the council, staff and elected councillors fulfil their roles and responsibilities.	This information is available on our website.
Council democratic structure and Council directorate	Key guide and 'rulebook' for how the council, staff and elected councillors fulfil their roles and responsibilities.	This information is available on our website.
Location and opening times of council properties	Details of the addresses of council properties, together with opening times and telephone numbers.	This information is available on our website.
Currently elected councillors' information and contact details	Information about Lewes's elected representatives.	This information is available on our website.
Contact details for all customer-facing departments	Contact details for all customer-facing departments and divisions	This information is available on our website.
	Organisation Chart	This information is available on our website on the Open Data page.

Most recent election results	Includes past election results and details on how to vote.	This information is available on our website.
Relationships with other authorities	Details of the partners we work with, projects we work on and consultations we make.	This information is available on our website.

What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts		
Category	Description	Comments
Financial statements, budgets and variance reports	Budget Books – 2015/16 to 2018/19	This information is available on our website.
	Statement of Accounts – 2001/02 to 2017/18	This information is available on our website.
Capital programme	Capital programme section of the Budget Books.	This information is available on our website.
Expenditure over £500	Details of payments made of over £500 to our suppliers.	This information is available on our website on the Open Data page.
Financial audit reports	The External Auditor's Annual Audit Letter summarises the conclusions and significant issues arising from their recent audit and inspections of the council.	This information is available on our website.
The members' allowances scheme and the allowances paid under it to councillors each year	Details of councillors' business interests, membership of other organisations and bodies, earnings and allowances.	This information is available on our website.
Staff allowances and expenses	Details of car and subsistence allowances for staff.	This information is available on request.
Pay and grading structure	Details of pay and grading structure.	This information is available our website on the Open Data page.
Pay Policy Statement	Information about the council's Pay Multiples.	This information is available on our website on the Open Data page.
Senior Salary Information	Senior salary information together with notes about the main purpose of each senior officer's post.	This information is available on our website on the Open Data page.

Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)	Details of candidates' election expenses – kept for a year before being sent to Electoral Commission.	Word document. Available to view on request from Electoral Services, Southover House, Southover Road, Lewes BN7 1AB Tel: 01273 471600
Procurement procedures	Details of the procurement procedures for works, goods and services.	This information is available on our website.
Details of contracts currently being tendered	Information regarding contracts currently being tendered is publically available on Contracts Finder or In-Tend	Available to view at: Contracts Finder In-Tend
List of contracts awarded	Information regarding the contracts the council has awarded is publically available under the Contracts and Tenders tab of the Open Data page on our website.	This information is available on our website on the Open Data page under the Contracts and Tenders tab.
External auditor's report	External Auditor's Annual Audit Letter	This information is available on our website.
Financial statements for projects and events	Information provided in Statement of Accounts – 2017/18	This information is available on our website.
Internal financial regulations	Details of the Council's Financial Procedure rules. Part 4 of the Council's Constitution, Pages I1 to I15	This information is available on our website.
Grants	Community Grants Awarded 2018	This information is available on our website on the Open Data page.

What our priorities are and how we are doing		
Strategy and performance information, plans, assessments, inspections and reviews		
Category	Description	Comments
Strategies and business plans for services provided by the council	Asset Management Plan 2017-2020	This information is available on our website.
	Business Continuity Plan	Available on request.
	Communications Strategy (Under review)	Not available yet
	Core Strategy: Local Plan	This information is available on our website.
	Corporate Plan 2017 to 2020	This information is available on our website.

Strategies and business plans for services provided by the council	Equality and Fairness Policy	This information is available on our website.
	Equality and Fairness Objectives 2018-2021	This information is available on our website.
	Equality Monitoring Policy	This information is available on our website.
	Housing Strategy	This information is available on request.
	Joint Efficiency Plan 2016-2020 – Lewes District Council and Eastbourne Borough Council	This information is available on request.
	Joint Performance Management Framework – Lewes District Council and Eastbourne Borough Council	This information is available on request.
	Lewes District Local Plan	This information is available on request.
	Lewes District Sustainable Community Strategy	This information is available on request.
	Prevent Action Plan (Lewes District Community Safety Partnership)	This information is available on request.
	Procurement Strategy (Currently being updated)	This information is available on request.
	Risk Management Strategy	This information is available on request.
	Street Communities Strategy 2018-2021	This information is available on our website.
	Sustainability Policy	This information is available on request.
	Tenancy Strategy	This information is available on request.
Vision and Values	This information is available on request.	
Best value local performance plan/ internal and external organisation performance reviews/ performance indicators	Council Performance. Our annual performance is measured using a set of performance indicators (PIs).	This information is available on request.
Strategies developed in partnership with other authorities	East Sussex Counter Fraud Hub Fraud Strategy Fighting Fraud and Error in East Sussex Policy	Available online to download/view at: East Sussex Counter Fraud Hub Strategy Fighting Fraud and Error in East Sussex Policy
	Pride of Place – Sustainable Community Strategy	This information is available on request.
	Safer East Sussex Communities Partnership Plan	This information is available on request.
	Prevent Action Plan (Lewes District Community Safety Partnership)	This information is available on request.
Forward plan	This Plan is a list of the key decisions likely to be taken over the coming four months. The list is not exhaustive as not all decisions are known that far in advance. The Plan is updated and re-published monthly.	This information is available on request.

Council performance	Council Performance. Our annual performance is measured using a set of performance indicators (PIs).	This information is available on request.
Local Area Agreements	The Local Area Agreement (LAA), which ended in 2011, was one of a number of action plans aimed at delivering Pride of Place, the Sustainable Community Strategy for East Sussex. It was a three year contract between central and local government which set out the priorities for a local area and how these were to be tackled in partnership.	This information is available on request.
Statistical information produced in accordance with the council's and departmental requirements	Council Performance. Our annual performance is measured using a set of performance indicators (PIs).	This information is available on request.

How we make decisions		
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations		
Category	Description	Comments
Timetable of council meetings	Calendar of Meetings	This information is available on our website.
Agendas, officers' reports, background papers and minutes of council committee, sub-committee meetings	Agendas, officers' reports, background papers and minutes of Annual Accounts, Cabinet, Conservation Area, Council, General Licensing, Licensing Act, Planning, Scrutiny and Standards committees and sub-committee meetings.	This information is available on our website.
Major policy proposals and decisions	The key corporate strategies for Lewes District Council are: <ul style="list-style-type: none"> • Corporate Plan • Forward Plan of Key Decisions 	This information is available on our website.
Facts and analysis of facts considered when framing major policies	Forward Plan	This information is available on our website.

Public consultations	Includes details of current consultations. Contact us to have your say. You can also find information about recent consultations and results.	This information is available on our website.
Criteria used for decision making	This can be found in the Corporate Plan 2017-2020	This information is available on our website.

Our policies and procedures		
Current written protocols for delivering our functions and responsibilities		
Category	Description	Comments
Policies and procedures for conducting council business and policies and procedures for delivering our services	The Council has a constitution which sets out how we operate, how decisions are made and the procedures which are followed. The Constitution is the key guide and 'rulebook' for how the Council, its staff and elected Councillors fulfill their roles and responsibilities.	This information is available on our website.
	Access to Information Policy	This information is available on request.
	Accessibility Policy	This information is available on request.
	Accident Investigation Policy and Procedures	This information is available on request.
	Agile Policy	This information is available on request.
	Anti-Fraud and Corruption Policy (The Whistleblowing Guide is included in this Policy)	This information is available on request.
	Appropriate Policy <i>(for use when relying on specified conditions for the processing of special category personal data)</i>	This information is available on our website.
	Asbestos Policy Management Plan	This information is available on request.
	Building Maintenance Policy	This information is available on request.
	Byelaws in Lewes	This information is available on our website.
	CCTV Policy Procedures and Guidelines	This information is available on request.
	CCTV Vehicle Installed Systems Protocol	This information is available on request.
	Community Grants Policy	This information is available on request.
	Control of Legionella Policy and Procedures	This information is available on request.
	Core Strategy	This information is available on request.
	Corporate Complaints Procedure	This information is available on request.
	Covert Surveillance Policy Statement	This information is available on request.
Data Protection Policy	This information is available on our website.	
Data Protection Impact Assessment Policy	This information is available on request.	

Policies and procedures for conducting council business and policies and procedures for delivering our services	Data Retention and Disposal Policy	This information is available on request.
	Data Sharing Policy	This information is available on request.
	Disabled Facilities Grants Policy	This information is available on request.
	Document Naming Protocol	This information is available on request.
	Electrical Safety at Work Policy	This information is available on request.
	Equality and Fairness Policy	This information is available on our website.
	Equality Monitoring Policy	This information is available on our website.
	Equality Objectives 2018-2021	This information is available on our website.
	Financial Assistance Policy	This information is available on request.
	Food Safety Requirements	
	Health and Safety at Work Policy	This information is available on request.
	Heating and Repairs Grants Policy	This information is available on request.
	General Statement of Health and Safety Policy	This information is available on request.
	Guidance to PCIDSS Compliance	This information is available on request.
	Internet Social Media Research and Investigation Policy	This information is available on request.
	IT Acceptable Use Policy	This information is available on request.
	IT Policies	Available from IT, Lewes District Council, Southover House, Southover Road, Lewes BN7 1AB – Tel: 01273 471600
	Lease and Rent Management Policy	This information is available on request.
	Lewes District Local Plan	This information is available on request.
	Lewes District Major Emergency Plan	This information is available on request.
	Medium Term Financial Strategy	This information is available on our website.
	Modern Slavery Statement	This information is available on request.
	Personal Data Breach Plan	This information is available on request.
	Planning Enforcement Policy	This information is available on request.
	Private Housing Enforcement Policy	This information is available on request.
	Property Disposal and Transfer Policy	This information is available on request.
	Regulatory Services Enforcement Policy	This information is available on request.
Risk and Compliance Policy	This information is available on request.	
Sustainability Policy	This information is available on request.	
Unreasonable and Unreasonably Persistent Complainant Staff Guidance	This information is available on request.	

Policies and procedures about the recruitment and employment of staff	Introduction to Personnel Standards <ul style="list-style-type: none"> • Aims of Personnel Standards • Resourcing • Performance Management • Pay and Benefits • Dignity and Diversity • Development • Managing Change • Employee Handbook 	Available from Human Resources, Lewes District Council, Southover House, Southover Road, Lewes BN7 1AB – Tel: 01273 471600
	Attendance Management Policy and Procedure	This information is available on request.
	Change Management Policy and Procedures	This information is available on request.
	Dignity at Work Policy	This information is available on request.
	Pay Policy	This information is available on our website on the Open Data page.
	Recruitment Policy	This information is available on request.
	Shared Parental Leave Policy	This information is available on request.
	Stress Management Policy	This information is available on request.
Travel Policy	This information is available on request.	
Customer services	How to contact the Council by telephone, email, internet or in person at Southover House.	This information is available on our website.
	How to complain to Lewes District Council.	This information is available on our website or you can write to Customer Services, Lewes District Council, Southover House, Southover Road, Lewes BN7 1AB – Tel: 01273 471600
Charging regimes and policies	Planning Fees - a Guide to the fees for Planning Applications.	This information is available on our website.
	Local Land Charge Fees - details of land search fees and charges.	This information is available on our website.
	Licence Fees – details of licence fees for: <ul style="list-style-type: none"> • Premises Licence & Club Premises Certificates • Personal Licence • Taxi Licensing • Temporary Event Notice • Homes in Multiple Occupation Licence • Other Licenses/Registrations/Certificates 	This information is available on our website.
	Environmental Health – fee information for: <ul style="list-style-type: none"> • Dog welfare 	This information is available on our website.
	Building Control fees	This information is available on our website.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority

Category	Description	Comments
Public registers and registers held as public records	Asset Register	This information is available on our website. under Council Owned Property tab on the Open Data page.
	Statutory Public Registers including: <ul style="list-style-type: none"> • Cooling Towers and Evaporative Condensers • Food Premises • Private Water Supply Sampling • Contaminated Land (available online on the website) 	Copies available on request to: Lewes District Council, Southover House, Southover Road, Lewes BN7 1AB – Tel: 01273 471600
Public registers and registers held as public records	Information on Licences and Authorisations issued on public or environmental health matters.	This information is available on our website.
	Information about Local Land Charges searches, plan requirements and fees.	This information is available on our website.
	Register of Electors (edited) – the list of people living in Lewes who are eligible to vote.	Available for inspection at: Lewes District Council, Southover House, Southover Road, Lewes BN7 1AB – Tel: 01273 471600
	Publication Scheme – the list of the information routinely published by Lewes District Council.	This information is available on our website.
	Telecommunications Register	This information is available on our website.
	Weekly list of planning applications received.	This information is available on our website.
Disclosure logs	Details of the disclosure of Freedom of Information requests.	This information is available on our website.
Datasets	List of all Business Rate accounts showing reliefs, credit balances and new accounts in Excel format	This information is available on our website on the Open Data page under the Revenues and Council Tax tab.
	List of Council Owned Property	This information is available on our website on the Open Data page.
	Details of number of Fraud investigations	This information is available on our website on the Open Data page.
	Details of social housing stock at postcode level	This information is available on our website on the Open Data page.

Register of councillors' financial and other interests	This lists the business, property, charitable and other interests of councillors - click on each individual councillor for details	This information is available on our website.
Register of Members Hospitality and Gifts	Details and values of any gifts and hospitality received by councillors – click on each individual councillor for details	This information is available on our website.
Licensing Applications	You can view applications that have been made for licenses in Lewes online	This information is available on our website.
Planning Applications and Decisions	This site includes only those records which Lewes District Council holds on computer, and is not therefore a complete database of all information we hold.	This information is available on our website in the Planning Portal.
Full register of electors	The full register has the names and addresses of everyone registered to vote. Anyone can look at it, but copies can only be supplied for certain purposes, such as elections, law enforcement and checking applications for credit. It is an offence to pass on information from the full register for purposes not allowed by law.	The full register for Lewes is available for inspection under supervision at: Lewes District Council, Southover House, Southover Road, Lewes BN7 1AB – Tel: 01273 471600
Edited register of electors	The edited register can be used for any purpose and for example can be bought by any person, company or organisation and used for marketing. You can choose not to be on this version of the register.	The edited register for Lewes is available for inspection at: Lewes District Council, Southover House, Southover Road, Lewes BN7 1AB – Tel: 01273 471600

Services provided by the council

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

Category	Description	Comments
Regulatory and Licensing responsibilities	The council is responsible for issuing a wide range of licences to businesses, including: <ul style="list-style-type: none"> • Alcohol and Entertainment Licenses • Premises Licence & Club Premises Certificates • Personal Licence • Taxi Licensing • Temporary Event Notice • Homes in Multiple Occupation Licence • Other Licenses/Registrations/Certificates 	This information is available on our website.
	Complaints against councillors (and the role of the Monitoring Officer).	This information is available on our website.

Licences from other organisations	This section has information about licences issued by other organisations that may be needed by holders of alcohol and entertainment licences including: <ul style="list-style-type: none"> • Door Supervisors and Security Staff 	This information is available on our website.
Services for local businesses	This section of the council's website provides business information and advice.	This information is available on our website.
Services for members of the public	Attractions and Events	This information is available on our website.
	Council Tax and Housing Benefit information	This information is available on our website.
	Council Tax information and advice	This information is available on our website.
	Environmental Health (Noise, Pest Control, Pollution)	This information is available on our website.
	Funeral Service	This information is available on our website.
	Housing	This information is available on our website.
	Local History and Heritage	This information is available on our website.
	Parking	This information is available on our website.
	Parks and Gardens and Greens Spaces	This information is available on our website.
	Planning	This information is available on our website.
	Sports and Leisure Centres	This information is available on our website.
	Theatres	
	Tourist Information Centre	This information is available on our website.
Waste and recycling	This information is available on our website.	
Services for which the council is entitled to recover a fee, together with those fees	Bulky waste collection	This information is available on our website.
	Building Control fees	This information is available on our website.
	Cemetery Fees and Charges	
	Food Inspection Reports	Available on request from the: Information Governance Manager, Eastbourne Borough Council, 1 Grove Road, Eastbourne BN21 4TW – Tel:01323 410000
	Licence fees - details of license fees in respect of the following: <ul style="list-style-type: none"> • Taxi Licensing • Alcohol and Entertainment Licensing • Other Licenses/Registrations/Certificates 	This information is available on our website.

Services for which the council is entitled to recover a fee, together with those fees	Local Land Charges - details of land search fees and charges.	This information is available on our website.
	Planning fees - a Guide to the fees for Planning Applications. Decision Notices - £17.50 per 5 copies. Section 106 Agreements - £40 per copy.	This information is available on our website.
	Street Naming and Numbering Fees	This information is available on our website.
Information for visitors to the area, leisure information, events and museums	<p>You can read about Lewes's theatres and find out what's on, both at our venues and in the community. Our Sport Clubs, Leisure Centres and Swimming Pools are all featured as well.</p> <p>You can also find information about our beautiful parks and gardens, and how to follow walks and cycling routes in and around the town.</p>	This information is available on our website.
Leaflets, booklets and newsletters	<p>Advice leaflets on:</p> <ul style="list-style-type: none"> • Badgers • Brown tail moths and caterpillars • Foxes • Managing bees • Rats • Seagulls • Snakes in the British Isles 	This information is available on our website.
	Burial and Cremation – frequently asked questions and answers	This information is available on our website.
	<p>Environmental Health publications and forms</p> <p>Find free advice leaflets to download about health and safety, licensing, food safety, weather, air quality, pollution, noise, dog welfare, pest control, and private housing.</p>	This information is available on our website.
	Food Hygiene Guides for Businesses - Guides, leaflets and videos for food businesses on the essentials of food safety, how to protect your customers and prevent food poisoning. Guides, leaflets and videos for food businesses on the essentials of food safety, how to protect your customers and prevent food poisoning.	This information is available on our website.
	Council Tax – gives details of how Council Tax is calculated and how the money is spent on local services.	This information is available on our website.

Media releases	Up to date news about Lewes	This information is available on our website.
Election information	<ul style="list-style-type: none"> • How local elections work • How to register to vote • How to vote • About postal and proxy voting • The latest and previous election results 	This information is available on our website.

Version Control

Version Number	Date	Review Date	Author	Reason for new version
V05	March 2019	Quarterly	Denise White	New policies