

Freedom of Information Publication Scheme



April 2021
(Version 30)

Introduction

The Freedom of Information Act 2000 provides the legal framework to give citizens the right to know what information public authorities hold.

Suffolk County Council wholeheartedly supports this spirit of openness and transparency in all we do. This Publication Scheme will act as a guide to information that is readily available now and tell you where you can find it.

We hope you will use this Publication Scheme and tell us what you find useful, as well as what additional information you would like included and any other improvements you would like to see.

Peter Knight
Head of Information Governance

Publication Scheme

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A. General Information

1. Freedom of Information Act

The Freedom of Information Act 2000 gives the public the right to know what information councils publish and to access that information. The Act requires a public authority to produce a list of all its publications, known as a Publication Scheme. This scheme is divided into categories, known as classes. It must include an explanation of how you can get the information and if there is any charge for it.

You have the right to request any information included in our Publication Scheme, subject to certain clearly identified conditions and exclusions. Since January 1st 2005, when the Act came into force, you have also been able to request information that is not routinely published or included in our Publication Scheme. We will supply this information within 20 working days or inform you, should there be any reason for a delay.

We are working to be more open and accountable and to make it as easy as possible for you to access the information we hold. Further information about Suffolk County Council's approach to freedom of information is available on our Web site:

<https://www.suffolk.gov.uk/about/freedom-of-information/> or contact the service which handles all requests under and enquiries about the Freedom of Information Act 2000:

E-mail: FOI@suffolk.gov.uk

Phone: 01473 265960/ 265084

Post: **Information Governance**
Suffolk County Council, Constantine House, Constantine Road
Ipswich IP1 2DH

Alternatively, you can contact the Deputy Chief Executive, who has overall responsibility for Freedom of Information:

E-mail: chris.bally@suffolk.gov.uk

Phone: 01473 264953

Post: Chris Bally
Deputy Chief Executive
Suffolk County Council, Constantine House, Constantine Road
Ipswich IP1 2DH

Further information about the freedom of information in general is available from the Information Commissioner's Web site: <https://ico.org.uk/>

2. About us

Suffolk is the most easterly county in the United Kingdom, bordered by Norfolk, Cambridgeshire, Essex and the North Sea. According to the Office of National Statistics, in 2018 the population of Suffolk was 758,556. As well as the County Council, there are five borough and district councils and 421 parish and town councils. We work in partnership with these and many other organisations to deliver essential services and address key issues facing our communities.

Suffolk County Council is made up of 75 councillors elected every four years and is currently led by a Conservative administration. The last election was held in May 2017. All Councillors meet to agree the overall budget and policy framework for the Council, to approve major plans and strategies and to ensure that the Cabinet is accountable for its decisions.

The Cabinet is the part of the Council responsible for most of the day-to-day decisions taken within the overall policy framework set by the full Council. Cabinet members are each responsible for a portfolio of policy and service-related issues.

Other Council Committees include the Scrutiny Committee, which supports and challenges the Council in carrying out its responsibilities properly. It can ask the Cabinet to look again at a decision it has made or can refer it for discussion at Full Council.

A full explanation of how the Council operates and makes decisions can be found at this address:

<https://www.suffolk.gov.uk/council-and-democracy/the-council-and-its-committees/the-constitution/>.

A full list of Council Committees can be found at this web address:

<https://www.suffolk.gov.uk/council-and-democracy/the-council-and-its-committees/committees/>

All meetings are open to the public (except when confidential items are being discussed) and most are held in Ipswich in Endeavour House during working hours. A full timetable of meetings is published on our website as part of our events calendar:

<https://www.suffolk.gov.uk/council-and-democracy/the-council-and-its-committees/council-meeting-dates/>. Paper copies of these documents can be provided on request.

How we organise Suffolk County Council's services

The Council employs approximately 11,000 workers, of which 5,222 are the corporate workforce, who deliver a wide range of services to the people of Suffolk including: Adult social care; education and learning, early years and childcare, youth services, and support for vulnerable children; public health and community safety; emergency planning, fire and rescue, and trading standards; roads, economic growth and development, the environment, planning, waste management, and public transport.

Council Structure

Suffolk County Council is made up of six directorates that provide services and information to the citizens of Suffolk. Each directorate contains a number of specialised units dealing with its areas of responsibility.

A list of directorates and their areas of responsibility can be found here:

<https://www.suffolk.gov.uk/council-and-democracy/council-directorates-services-and-senior-officers/directorates/>

Further details can be found on our website:

<http://www.suffolk.gov.uk/council-and-democracy/council-departments-services-and-senior-officers/>.

3. Key priorities

The Council's priorities are as follows:

- **Inclusive Growth:**
Suffolk needs to improve its economic productivity, levels of educational attainment and build more homes, ensuring that everyone benefits, including people who are vulnerable and facing disadvantage.
- **Health, Care and Wellbeing:**
Caring for Suffolk's vulnerable residents, enabling everyone to live long, healthy and fulfilling lives is one of our top priorities. Thriving families and communities and thriving economies support each other.
- **Efficient and Effective Public Services:**
At a time of diminishing resources, increased demand, and changing customer expectations, we need to change the way that we operate to meet our customers' needs and balance our budget.

More information about the Council's priorities can be found in the ['Our Priorities 2017-21'](#) document and the Council's 2019-20 Business Plan.

4. Other local authorities and partnerships in Suffolk

While Suffolk County Council is responsible for many policies and services that affect the whole of the county, other local authorities such as district, borough, town and parish councils may look after services that are provided at a local level. These include allotments, bus shelters, cemeteries, community centres, electoral registration, environmental health, leisure centres, licensing, local planning, markets, parks and playing fields, public toilets, village halls and waste collection.

You may need information that is not held by Suffolk County Council. If that is the case, we will do our best to direct you to the appropriate authority or organisation. All local authorities must produce a Publication Scheme which will usually be available on their website.

Responsibility for some services is shared between Suffolk County Council and other authorities or organisations, such as conservation, the arts, museums, public transport, tourism, street cleaning, economic promotion and emergency planning. We will include information about shared services in our Publication Scheme, but we may also direct you to an appropriate organisation if we are not able to provide you with all the information you want. We also work formally and informally with other organisations and partners.

Wherever possible we will make information accessible to you. However, there may be restricted access to some information and where that is the case, we will make it clear in the Publication Scheme. We may also have to ask for approval from someone outside the Council, before we can release some information, such as when something is owned jointly with another authority.

5. Consultation

We want to provide the sort of information you are interested in. We carry out research to find out which questions are most frequently asked and will include links to them in our schedule of classes when we have more information. We also welcome your views and will take them into account by adding or changing the way we present information. We will also make sure we keep the Publication Scheme up to date. Please let us know if you would like us to include any other areas of our work in the Publication Scheme. We would also like to know if we can improve the Publication Scheme and if you receive enough help from staff when you ask for information.

6. Complaints

If you have any comments or complaints about our approach to freedom of information, please contact us:

E-mail: FOI@suffolk.gov.uk

Phone: 01473 265084 / 265960

Post: **Information Governance**

Suffolk County Council, Constantine House, Constantine Road

Ipswich IP1 2DH

You can also use the Council's formal complaints process.

<http://www.suffolk.gov.uk/about/make-a-complaint-or-give-feedback/>

Finally, you can also comment or complain to the Information Commissioner about freedom of information or data protection. You can contact the Information Commissioner at:

Web: <https://ico.org.uk/global/contact-us/>

Phone: 0303 123 1113

Post: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

7. Fees

Most of our information is free and any charges are kept within limits defined by legislation. All information on our website can be viewed and used free of charge, subject to any stated copyright conditions that may apply.

Where there are significant direct costs involved in providing the information you have requested, such as photocopies, photographs, recordings and postage costs, we may pass these costs on to you. The current schedule of charges is provided below.

Category	Charges (inclusive of VAT)
Postal charge – normally first class	actual cost
Printing or copying Charges	
• A4 copy (or smaller) Monochrome	10p per sheet of paper
• A4 copy (or smaller) Colour	20p per sheet of paper
• A3 copy Monochrome	20p per sheet of paper
• A3 copy Colour	40p per sheet of paper
• A3 Plans Colour	£20
Costs for electronic data transfer	
• Transfer of data	£25 per hour
• CD	£0.25 each

These charges will be waived if the total comes to less than £5.

Furthermore, if your request will take more than approximately 2.5 days worth of effort to satisfy, we may also pass on our operation costs that may run into hundreds of pounds. Most

requests can be refined to avoid incurring these additional charges. In certain cases other legislation allows us to charge for disclosing information. When this happens we will inform you at the time you make your request. All charges will be agreed with the enquirer before any work begins.

8. Copyright and intellectual property rights

Certain information may be subject to copyright or other restrictions of use. While we have tried to make this clear in the Publication Scheme, we advise you to check with us before reproducing or republishing any document or part of any document.

We may allow commercial use of information held by the authority under the Re-Use of Public Sector Information Regulations 2015. This can apply to the re-use of public sector information, excluding that held by schools, educational establishments, archives, libraries, museums and theatres. If we do make the information available for re-use, we will do so in a transparent, non-exclusive and fair manner and for each set of data made available we will publish a standard range of fees for their re-use. The authority will retain the copyright of information and will always make it available to anyone else who wishes to use it in the same way on exactly the same terms. You can ask to re-use any information supplied to you, for example, in response to a request made under the Freedom of Information Act. We will publish a list of all information made available for re-use and the standard license terms that apply to its re-use.

9. Formats

We are committed to producing as much information as possible in electronic form. Much of our information is freely available on our website. This is often supported by paper copies, available by post or from our public service points, such as our Contact Centres, libraries or public reception areas. Some documents are also available in languages other than English. Please contact us if you require information in other formats such as translations, Braille or recordings of written documents.

Some documents are not available in electronic format and may therefore only be available for inspection where they are kept. This applies especially to information held at the Suffolk Record Office, although we offer a scanning service wherever possible. Additionally, some documents may be too fragile to photocopy or for access. We have tried to make this clear in our classes of information, but please check if you want a specific format or to access specific historical documents.

10. Access

We publish the past 6 months responses to Freedom of Information requests received in our council, on our website at: <http://www.suffolk.gov.uk/about/freedom-of-information/>.

Paper copies are also available from our public information points. Alternatively, you can get a copy or ask for advice about the Publication Scheme by contacting us at:

E-mail: FOI@suffolk.gov.uk

Phone: 01473 265084 / 265960

Post: **Information Governance**
Suffolk County Council, Constantine House, Constantine Road
Ipswich IP1 2DH

Please let us know if you cannot get hold of information you would like to see and we will do our best to help. Wherever possible we will also do our best to make alternative arrangements for information to be viewed, although certain classes of information, such as some material deposited at the Suffolk Record Office can only be viewed at a specific place. If you wish to re-use the information, see Section 8 above.

11. Retention Policy

The Council has adopted the Records Retention Guidelines for Local Authorities published by the Information and Records Management Society. Whilst a small percentage of documents are kept permanently, most are destroyed once their operational use expires.

12. Exemptions

We are committed to making as much information as possible available but some necessary exemptions from disclosure are allowed under Freedom of Information law. These include information you can get easily by other means, court records, most of the more sensitive personal information, information that has been provided to us in confidence and where there are legal prohibitions on disclosure.

There are other exemptions including where vexatious or repeated requests are received, where the information is intended for future publication, where it relates to legal proceedings or law enforcement, where someone's health or safety could be harmed, where information is subject to legal privilege, where commercial interests or the conduct of public affairs might be prejudiced and for communications with royalty. We may withhold this information if there is a clear public interest in doing so.

In some cases, we cannot release the information until a specific date. We will however give you a future release date, and honour this commitment.

If you request information which we believe falls into one of these categories, we will explain why you cannot access it. If you are unhappy with our response you can appeal or seek a review by following our complaints process as described in section 6.

13. Environmental information

Environmental information may be supplied under the Environmental Information Regulations rather than the Freedom of Information Act. These regulations relate to a broad range of

environmental information about air, water, landscape, flora, fauna, soil, noise, activities, plans, policies and programmes and other environmental matters. We will make as much of this environmental information available as possible but we will not give out some information, such as the location of rare or endangered animals or plants as this is necessarily exempt from disclosure.

14. Personal information

Your personal information is available to you under the Data Protection Act 2018. Such information is only available to the person to whom it relates. We will not usually give out information concerning or containing references to other individuals or third parties (other than those acting in a relevant professional capacity). However, the Freedom of Information Act does permit the release of certain personal information where this is judged to be in the public interest.

15. Classes of information

We are committed to making information easy to find and use. We have adopted the Local Authority Model Publication Scheme produced by the Information Commissioner's Office but have appended some additional classes of information which were held in our previous publication scheme.

There are 10 main categories in the additional classes of information. Each main category is then divided into sub-categories that describe the type of information available. Descriptions show the type of information we are committed to making available. We will add to these classes when new information becomes available. There is also an index to help you find information more easily.

This is how the Publication Scheme is arranged:

1. Classes of information required under Model Publication Scheme

- Who we are and what we do;
- What we spend and how we spend it;
- What our priorities are and how we are doing;
- How we make decisions;
- Our policies and procedures;
- Lists and registers; and
- Services provided by the Council

2. Other Classes of Information

Business and working

- Economic development;
- Jobs, Pensions and Procurement; and
- Skills.

Caring

- Births, Marriages, Civil partnerships and Deaths;
- Children;
- Drugs;
- Fostering and adoption;
- Social care; and
- Young people.

Environment

- Archaeology;
- Natural and Historic Environment;
- Environment Strategy;
- Planning and Development;
- Waste management; and
- Floods and Water.

Frequently asked questions

- This will be added as patterns of repeated questions emerge

Learning

- Education

Leisure

- Arts;
- Community information;
- Heritage;
- Libraries;
- Tourism; and
- Sport and Physical Activity.

Protecting

- Health and Safety;
- Emergencies;
- Fire and Rescue;
- Public Health; and
- Trading standards.

Travelling

- Public transport;
- Roads;
- Road safety; and
- Transport strategy.

If you cannot find the information you want or you think we have not included important information, please contact us:

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Phone: 01473 265084 / 265960

Post: **Information Governance**
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Ipswich IP1 2DH

Please ask any member of staff for help if you are looking at this Publication Scheme in person at any of our public service points.

B. Classes of Information

1. Classes required under Model Publication Scheme

Who we are and what we do (please click on the relevant link below)

- How the Council operates, and its constitution: <http://www.suffolk.gov.uk/council-and-democracy/the-council-and-its-committees/the-constitution/>
- How the Council consults, plans, develops policy and makes decisions: <http://www.suffolk.gov.uk/council-and-democracy/the-council-and-its-committees/how-the-council-makes-decisions/>
- How the Council's services are structured: <http://www.suffolk.gov.uk/council-and-democracy/council-departments-services-and-senior-officers/>
- How to contact the Council about services: <http://www.suffolk.gov.uk/about/contact-us/>
- Local services not provided by Suffolk County Council: <http://www.suffolk.gov.uk/council-and-democracy/borough-district-parish-and-town-councils/>
- Location and opening times of Council properties: <http://www.suffolk.gov.uk/find-my-nearest/>
- Currently elected councillors' information and contact details: <http://www.suffolk.gov.uk/council-and-democracy/councillors-and-elected-representatives/county-councillors/>
- Contact details for all customer-facing departments: <http://www.suffolk.gov.uk/about/contact-us/>
- Most recent election results: <https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/elections/>
- Contact details for other authorities in Suffolk: <http://www.suffolk.gov.uk/council-and-democracy/borough-district-parish-and-town-councils/>
- Better Broadband for Suffolk: <http://www.betterbroadbandsuffolk.com/>

- Open Data Suffolk:
<https://www.suffolk.gov.uk/council-and-democracy/open-data-suffolk/>
- The Suffolk Observatory:
<http://www.suffolkobservatory.info/>

What we spend and how we spend it

- Statement of Accounts:
<http://www.suffolk.gov.uk/council-and-democracy/budget-and-finance/council-accounts/>
- Revenue Budget and Capital Programme Budget agreed annually by the Council at its February meeting:
<https://www.suffolk.gov.uk/council-and-democracy/budget-council-tax-and-finance/the-budget-for-suffolk/>
- Financial information:
<http://www.suffolk.gov.uk/council-and-democracy/budget-and-finance/>
- Budget Monitoring Reports (Revenue and Capital)
Quarterly reports to Cabinet:
<https://committeeminutes.suffolk.gov.uk/Committee.aspx?Refinablestring10=The%20Cabinet>
- The members' allowances scheme:
<https://www.suffolk.gov.uk/council-and-democracy/open-data-suffolk/council-data-and-transparency/councillor-allowances/>
- Staff pay and grading structure:
<https://www.suffolk.gov.uk/council-and-democracy/council-data-and-transparency/staff-salaries-and-councillor-allowances/staff-salary-scales-and-trade-union-facility-time/>
- Procurement policies and procedures and advice on how to win business with us:
<http://www.suffolk.gov.uk/business-jobs-and-careers/tenders-and-supplying-us/how-we-choose-our-suppliers/>
- Transparency Agenda:
<http://www.suffolk.gov.uk/council-and-democracy/council-data-and-transparency/>
- Locality Budgets:
<http://www.suffolk.gov.uk/council-and-democracy/councillors-and-elected-representatives/councillors-locality-budget/>
- How our tender processes work:
<http://www.suffolk.gov.uk/business-jobs-and-careers/tenders-and-supplying-us/our->

[tendering-process/](#)

- Council expenditure and contracts:
<https://www.suffolk.gov.uk/council-and-democracy/open-data-suffolk/council-data-and-transparency/council-expenditure-and-contracts/>

What our priorities are and how we are doing

- Strategies and business plans for services provided by the Council_
<http://www.suffolk.gov.uk/council-and-democracy/our-aims-and-transformation-programmes/the-councils-plans-and-priorities/>

How we make decisions

- Timetable of Council meetings:
<https://www.suffolk.gov.uk/council-and-democracy/the-council-and-its-committees/council-meeting-dates/>
- Agendas, officers' reports, background papers and minutes of Council committee, subcommittee and standing forum meetings:_
<https://committeeminutes.suffolk.gov.uk/>
- Plans and policies:
<http://www.suffolk.gov.uk/council-and-democracy/our-aims-and-transformation-programmes/the-councils-plans-and-priorities/>
- Public consultations:
<http://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/>
- Petitions:
<http://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/starting-a-petition/>

Our policies and procedures

- <http://www.suffolk.gov.uk/council-and-democracy/our-aims-and-transformation-programmes/the-councils-plans-and-priorities/>

Lists and registers

- Public registers:
- www.suffolk.gov.uk/registrars
- Register of Councillors' financial and other interests: <http://www.suffolk.gov.uk/council-and-democracy/councillors-and-elected-representatives/register-of-councillors-interests/>
- Public Rights of Way: <http://publicrightsofway.onesuffolk.net>
- Highways: <http://www.suffolk.gov.uk/roads-and-transport/road-adoption/highways-and-private-roads/>

Services provided by the Council

<http://www.suffolk.gov.uk/>

2. Other Information Classes

Business and working

Business and working- Transformation

Description	Details of Suffolk County Council's visions and aims.
Availability	https://www.suffolk.gov.uk/council-and-democracy/our-aims-and-transformation-programmes/the-councils-plans-and-priorities/
Comments	

Business and working- Suffolk Growth Strategy - General information on living and working in Suffolk

Description	Includes strategies and information on economic regeneration, skills and development activity in the county, cultural strategy, general funding opportunities, lottery funding, partnership working, social exclusion, poverty, community strategies and data about education, employment, health, crime, environment and housing.
Availability	Most information is available in electronic format via the Suffolk Observatory: http://www.suffolkobservatory.info and the County Council website http://www.suffolk.gov.uk/business-jobs-and-careers/economic-development-and-inward-investment/ .

Comments	
Business and working- Business Continuity Management	
Description	Examples of damaging incidents affecting businesses, their likely outcomes and a link to guidance on creating business continuity plans.
Availability	An outline of Business Continuity Management can be found at: https://www.suffolk.gov.uk/business-jobs-and-careers/business-continuity-management/ with a link to much greater detail on: https://www.suffolkresilience.com/prepare-your-business
Comments	

Business and working - Population information	
Description	Census, briefing notes and other data for Suffolk.
Availability	The 2011 Census can be found here: http://www.suffolkobservatory.info/
Comments	

Business and working - Jobs	
Description	Current job vacancies, plus supporting information including job descriptions, person specifications, terms and conditions of employment, employment policies, equality and diversity policies and so on.
Availability	Current and previous week's vacancies are available on our website at: http://www.suffolkjobsdirect.org/ Other information is available on request.
Comments	

Business and working – Pensions	
Description	Information about pensions, mostly affecting Suffolk County Council employees but also relevant to other organisations.
Availability	Available on the web: http://www.suffolk.gov.uk/council-and-democracy/budget-and-finance/pensions/
Comments	

Business and working – Property Information – Data Transparency	
Description	Information to be published under the Local Government Transparency Code 2014 – Local Authority Land and Property data.

Availability	Available on the web: http://www.suffolk.gov.uk/council-and-democracy/council-data-and-transparency/local-authority-land-and-property/
Comments	

Business and working - Procurement and tendering information	
Description	Advice and support for suppliers, including information about our policies and processes, links to where our tender opportunities are advertised and where current contract information can be found.
Availability	<p>Information regarding current tenders and opportunities are detailed on this page on our website: Current tenders and opportunities Suffolk County Council</p> <p>Tenders are advertised, including the tender award notices and this information is already publicly available:-</p> <p>Please see the information published on Contracts Finder for tenders below the Public Contracts Regulations (2015) Thresholds and search for Suffolk County Council. Contracts Finder - GOV.UK (www.gov.uk)</p> <p>Please see the information published on Find A Tender for tenders above the Public Contracts Regulations (2015) Thresholds and search for Suffolk County Council. https://www.find-tender.service.gov.uk/Search</p> <p>Please see the information published on TED for tenders above the Public Contracts Regulations (2015) Thresholds, which were advertised prior to the 1st January 2021 and search for Suffolk County Council. https://ted.europa.eu/TED/browse/browseByMap.do</p> <p>P-card spend, purchase order spend, payment data and our contracts register is published under the Transparency Agenda at: Council expenditure and contracts Suffolk County Council</p> <p>Our Social Value and Sustainable Procurement Policy is available on our website https://www.suffolk.gov.uk/business/tenders-and-supplying-us/social-value/</p>
Comments	Follow us on Twitter: @SuffolkSourcing - Tender opportunities from Suffolk County Council

Caring

Caring – Integration of Services

Description	A link to the connect website
Availability	http://www.connectsuffolk.co.uk/
Comments	

Caring - General information about child protection

Description	Current guidance for schools, and inter-agency procedures and protocols.
Availability	Information is available on our website at: https://www.suffolk.gov.uk/children-families-and-learning/keeping-children-safe/reporting-a-child-at-risk-of-harm-abuse-or-neglect-safeguarding/
Comments	All policies available on the Local Safeguarding Children Board website - http://www.suffolkscb.org.uk/

Caring - Suffolk childcare information service

Description	Provides childcare information to parents via a database of providers. Information about specific aspects of the service is also available.
Availability	Current information about the database available on our website at: http://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/suffolk-families-information-service/ Current information about specific aspects of the service is available various printed formats.
Comments	

Caring - General information about childcare

Description	Information on childcare generally including advice on working with children, specific childcare issues and best practice guides.
Availability	Current information available in leaflet format. Ofsted registered childcare providers and a range of other services for families can be found on the Suffolk Family Service Directory: www.suffolk.gov.uk/fsd Information can be saved to a shortlist and sent by email, post or discussed over the phone 0345 60 800 33.

	Childcare providers are updated by e-bulletins.
Comments	

Caring - General information about childminding	
Description	General information about childminding is available on the council's website
Availability	Parents looking for a childminder can search the Suffolk Family Service Directory www.suffolk.gov.uk/fsd There is also information available for those considering becoming an Ofsted registered childminder via electronic and paper format from www.suffolk.gov.uk/childminding or via the Suffolk Families Information Service 0345 60 800 33.
Comments	

Caring - Early Years	
Description	General information on early education.
Availability	Early education information is available online: http://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/ There are also range of publications available about early education via the Suffolk Families Information Service 0345 60 800 33.
Comments	

Caring - Births, marriages and death information	
Description	Current information for registering births, marriages and deaths, and civil partnership and the work of the Coroners service investigating sudden and unexpected deaths and treasure finds.
Availability	Our website contains full information at: http://www.suffolk.gov.uk/Registrars www.suffolk.gov.uk/coroners
Comments	For Coroners we also have a page explaining how you can get copies of inquest recordings (including the charge) at: Request an audio recording of a inquest hearing Suffolk County Council

Caring - General information about drugs and other substances	
Description	Annual plans, strategies, training, projects, and information on drug and

	alcohol services in Suffolk.
Availability	https://www.healthysuffolk.org.uk/advice-services/adults/drugs-and-alcohol/drug-and-alcohol-treatment-services
Comments	

Caring - General information about fostering and adoption	
Description	General information on fostering, adoption, and support available.
Availability	Information is generally available in leaflet format and on our website at: http://www.suffolk.gov.uk/children-families-and-learning/fostering-and-adoption/
Comments	Recruitment of potential foster carers and adoptive parents is supported by this campaign website - http://dreams.suffolk.gov.uk/

Caring - Customer First	
Description	Details of how to contact the Customer First Contact Centre.
Availability	Current information available in leaflet form from Council contact points. Information also available on our website at this address: https://www.suffolk.gov.uk/about/contact-us/
Comments	

Caring - Research governance	
Description	The Suffolk Research Governance Panel evaluates and gives final approval for all research studies in, and associated with, adult and children's social care. In addition the panel supports researchers to ensure they meet the required quality standards.
Availability	A list of approved research projects in Suffolk can be found here: https://www.suffolk.gov.uk/adult-social-care-and-health/about-adult-and-community-services/research-governance/
Comments	

Caring - General information about services for adults	
Description	Current information on community and home care for vulnerable or at risk adults including charges and payments and where to go for help.
Availability	Current information is available on our website here: https://www.suffolk.gov.uk/care-and-support-for-adults/

	Local information and resources can be found on the following link: Infolink - http://infolink.suffolk.gov.uk/kb5/suffolk/infolink/home.page
Comments	

Caring – Adult Home Care	
Description	Information on how to get home care, and eligibility for support from us.
Availability	https://www.suffolk.gov.uk/care-and-support-for-adults/
Comments	

Caring - General information about welfare rights	
Description	Current information on welfare benefits.
Availability	Current information available on our website here: http://infolink.suffolk.gov.uk/kb5/suffolk/infolink/advice.page?id=KYXToSDYqUA
Comments	

Caring - Youth offending service	
Description	Current plans, details of work carried out by the service, and information on the Youth Justice system.
Availability	Information can be found on our website at: http://www.suffolkyos.co.uk/ Information is also generally available in printed format and may be made available in several languages.
Comments	

Caring - Youth support	
Description	Youth Support provides advice, guidance, support and personal development services for all 13 – 19 year olds.
Availability	Website can be found at: http://www.thesource.me.uk/ . Website features various leaflets and factsheets for young people and also practitioners.
Comments	

Environment

Environment - Archaeology	
Description	Information about the Historic Environment Record, Archaeology and the planning process and finds recording.

Availability	<p>Information available at the following websites: General information about the Archaeological Service available from: https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/ The Suffolk heritage Explorer Website holds further information on current projects and a restricted but searchable version of the Suffolk Historic Environment Record is available online: https://heritage.suffolk.gov.uk/home Access to the full Historic Environment Record is available by request. Monograph series of archaeological reports. Information about titles available can be found through the web link: http://www.eaareports.org.uk/ All finds recorded via the Suffolk Portable Antiquities Scheme are available on the national Portable Antiquities Scheme website: www.finds.org.uk</p>
Comments	<p>Charges will apply to some of information. Please contact us for more information. Planning Advice Charges: https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/archaeology-service-charges/ Historic Environment Record charges: https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/what-is-the-historic-environment-record/</p>

Environment - Natural environment and countryside access	
Description	<p>General information on rights of way including maps and archives, commons and village greens, land charges and Roadside Nature Reserves.</p>
Availability	<p>Information is available on our website at: http://www.suffolkpublicrightsofway.org.uk/ The working copy of the Definitive Map can be inspected in person free of charge at Phoenix House, 3 Goddard Road, Ipswich IP1 5NP, or viewed on the website at: https://www.suffolk.gov.uk/roads-and-transport/public-rights-of-way-in-suffolk/definitive-maps-of-public-rights-of-way/ Rights of Way Committee Reports and minutes https://committeeminutes.suffolk.gov.uk/ Definitive Map Modification Orders and Public Path Orders that have not yet been implemented can be viewed at: http://www.suffolkpublicrightsofway.org.uk/home/public-notice-about-legal-orders/ Information about requesting a Local Land Charges search can be viewed at: http://www.suffolk.gov.uk/council-and-democracy/council-departments-services-and-senior-officers/resource-management/legal-services/request-a-local-land-charges-search/ http://www.suffolk.gov.uk/planning-and-environment/suffolks-countryside-and-wildlife/</p>

Comments	Charges will apply to some of this information, please see Section C below or contact us for more information.
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Environment - General information on the Suffolk countryside

Description	Information on the Dedham Vale Area of Outstanding Natural Beauty (AONB) and Stour Valley Project - Management Plan. Information on the Suffolk Coast and Heaths AONB – Management Plan. Information on the Brecks and work of The Brecks Partnership.
Availability	Leaflets available in paper format and on the website at: http://www.dedhamvalestourvalley.org/ http://www.suffolkcoastandheaths.org/ www.brecks.org/ http://www.suffolkbis.org.uk/ www.brandoncountrypark.org.uk
Comments	

Environment - General information on rights of way

Description	General recreational information on rights of way.
Availability	Leaflets available in paper format and on the website at: http://www.discoversuffolk.org.uk/
Comments	

Environment - Countryside strategies and reports

Description	Current reports on our Suffolk Landscape Character Assessment, Suffolk Biodiversity Action Plan for species and habitats. Suffolk's Nature Strategy.
Availability	Mostly available in paper format. Some information is available on our website at: http://www.suffolklandscape.org.uk http://www.suffolkbiodiversity.org http://www.suffolk.gov.uk/planning-and-environment/suffolks-countryside-and-wildlife/protecting-the-environment/ http://www.suffolk.gov.uk/planning-and-environment/suffolks-countryside-and-wildlife/protecting-the-environment/suffolk-nature-strategy/
Comments	

Environment - Creating the Greenest County website

Description	This website profiles information, news, activities and events in Suffolk as part of the 'Creating the Greenest County' initiative.
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Availability	Information is available on the following website: http://www.greensuffolk.org
Comments	

Environment - Flood risk management

Description	Advice on how to avoid disruption from floods. Suffolk Local Flood Risk Management Strategy, appendices, technical reports, flood investigations consent forms, as well as links to information and guidance for developers and riparian owners.
Availability	Information is available on our website, some available in paper format at: http://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/
Comments	

Environment - Planning and conservation guidelines

Description	Current non-statutory guidance on how the County Development management service carries out its duties Monitoring and Enforcement Plan 2012: http://www.suffolk.gov.uk/planning-and-environment/planning-applications/minerals-and-waste-development-planning/monitoring-and-enforcement-plan/
Availability	Publications available on website. Paper copies available on request.
Comments	A charge is made for these publications. Please contact us for costs.

Environment - Guide to infrastructure contributions in Suffolk

Description	Suffolk's public service providers have worked together to produce the Guide which informs landowners, developers and members of the public with information on the type and scale of contributions, and other obligations, which the authorities may seek for defined types and scales of development.
Availability	Further information about planning obligations, the Community Infrastructure Levy and the Section 106 Developers Guide to Infrastructure Contributions in Suffolk can be found on the County Council's website at:- http://www.suffolk.gov.uk/planning-and-environment/planning-and-development-advice/section-106-planning-obligations/
Comments	

Environment - Construction of Sizewell C

Description	Suffolk County Council and Suffolk Coastal District Council work
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	collaboratively to address the challenges and opportunities that arise from the construction and operation of a new nuclear power station at Sizewell. A working group- the Sizewell C Joint Local Authority Group (JLAG) - was established to facilitate this approach.
Availability	Further information, meeting minutes and detail on community engagement events is hosted on the Suffolk Coastal District Council website: www.suffolkcoastal.gov.uk http://www.suffolkcoastal.gov.uk/yourdistrict/sizewell/
Comments	

Environment - Minerals and waste development framework	
Description	Information on the statutory Minerals and Waste Development Framework.
Availability	<p>Statement of Community Involvement adopted in 2006: http://www.suffolk.gov.uk/planning-and-environment/planning-applications/minerals-and-waste-development-planning/statement-of-community-involvement/</p> <p>Minerals Core Strategy Adopted 2008: http://www.suffolk.gov.uk/planning-and-environment/planning-applications/minerals-and-waste-development-planning/minerals-core-strategy/</p> <p>Minerals Site allocation Development Plan Document adopted 2009: http://www.suffolk.gov.uk/planning-and-environment/planning-applications/minerals-and-waste-development-planning/minerals-specific-site-allocation-documents/</p> <p>Waste Core Strategy adopted March 2011: http://www.suffolk.gov.uk/planning-and-environment/planning-applications/minerals-and-waste-development-planning/waste-core-strategy/</p> <p>Minerals Policies Report 2011/12 AMR: http://www.suffolk.gov.uk/planning-and-environment/planning-applications/minerals-and-waste-development-planning/minerals-core-strategy/annual-mineral-monitoring-reports/</p> <p>Waste Policies Report 2012/13 AMR: https://www.suffolk.gov.uk/planning-and-environment/planning-applications/minerals-and-waste-development-planning/minerals-core-strategy/annual-mineral-monitoring-reports/</p> <p>Suffolk Local Aggregate Assessment 2014: http://www.suffolk.gov.uk/planning-and-environment/planning-applications/minerals-and-waste-development-planning/suffolk-local-aggregate-assessment/</p>

	<p>Suffolk Local Aggregates Assessment 2018: https://www.suffolk.gov.uk/assets/planning-waste-and-environment/Minerals-and-Waste-Policy/Local-Aggregates-Assessment-2018-dataLatest-Version.pdf</p> <p>Suffolk Minerals & Waste Local Plan (SMWLP) https://www.suffolk.gov.uk/smwlp</p>
Comments	

Environment - Planning applications online

Description	Online register of planning applications (current and determined) for planning applications determined by the County Council
Availability	All material submitted with a planning application, the Decision Notice and associated Committee or officer delegated reports, consultation responses and letters of representation are made available on the County Council's website: http://www.suffolk.gov.uk/planning-and-environment/planning-applications/comment-on-or-view-a-planning-application/
Comments	Please note that all letters of representation and consultation responses will be taken off the website six weeks after the issuing of the decision notice. The information will remain available for public inspection after that date and can be viewed by appointment at the Council offices by prior appointment by emailing: planning@suffolk.gov.uk

Environment - Waste management strategies and action plans

Description	Joint Municipal Waste Management Strategy document 2003-2020 and Policy Revision 2013 – Suffolk Waste Partnership Work Plan also available.
Availability	All Suffolk Waste Partnership strategy documents, annual reports and work plans can be viewed electronically and downloaded via website at: http://www.greensuffolk.org/about/suffolk-waste-partnership/
Comments	Information relating to Energy from Waste facility can be found at: http://www.suffolkefw.co.uk/

Environment - General information on waste management

Description	Current leaflets with information and contacts: for home composting, household hazardous waste, and waste reduction handbook, plastics recycling and food waste reduction.
Availability	Current leaflets available in paper format via SCC Contact Centre and District and Borough Council main offices. All leaflets and further information also available on our website at:

	http://www.greensuffolk.org/recycling/how-to-recycle/
Comments	

Health, Safety and Wellbeing

Health, Safety and Wellbeing - Annual report	
Description	Executive summary of Health and Safety annual report
Availability	https://www.suffolk.gov.uk/assets/council-and-democracy/our-aims-and-transformation-programmes/SHAW-Annual-Report-2018-19.pdf
Comments	Annual report for 2018-19

Health, Safety and Wellbeing- Strategy	
Description	Health, Safety and Wellbeing Strategy
Availability	https://www.suffolk.gov.uk/assets/council-and-democracy/our-aims-and-transformation-programmes/SHAW-Strategy-2019-22.pdf
Comments	2019-22

Health, Safety and Wellbeing - Policy statement	
Description	Health and Safety policy statement
Availability	https://www.suffolk.gov.uk/assets/council-and-democracy/our-aims-and-transformation-programmes/SHAW-Policy-Statement.pdf
Comments	Review date 2022

Learning

Learning- Curriculum resources	
Description	Subject and key stage based curriculum resources for teachers, pupils and the wider community, such as lesson plans, educational materials, examples of best practice and children's work.
Availability	Available on the education website at:

	http://www.suffolklearning.co.uk/
Comments	Current information only. No archive maintained. Publications cannot be used for commercial gain.

Learning - Teacher information	
Description	Current information includes advice, guidance and case studies on pupil assessment and transfer, some resource documents for teachers enrolled on specific courses, advice on teaching careers.
Availability	Available on the education website at: http://www.suffolklearning.co.uk/
Comments	Current information only. No archive maintained. Publications cannot be used for commercial gain. A charge may be made for some documents.

Learning - Management information for schools	
Description	A range of current documents supporting the management and administration of Suffolk schools including financial planning and the dissemination of urgent and emergency information.
Availability	Available on the education website: http://www.suffolklearning.co.uk/
Comments	Current information only. No archive maintained. Publications cannot be used for commercial gain.

Learning - Technical information	
Description	Current information supporting the technical use of ICT in Suffolk schools.
Availability	Available on the education website at: http://www.suffolklearning.co.uk/
Comments	Current information only. No archive maintained. Publications cannot be used for commercial gain.

Learning - General education information	
Description	Current information including the education directory (listing school information, addresses, contact details, useful education related contacts and advice), parents' guide to schools in Suffolk (includes the admissions process and a list of Suffolk schools), byelaws, school dinner information, school attendance, work placements and Suffolk governors' handbook of training and support.
Availability	Current information mostly available on our website here: http://www.suffolk.gov.uk/EducationandLearning/ Other information available in paper format.

Comments	A charge may be made for the education directory and for the governors' handbook.
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Learning – SENDiass (formerly Parent Partnership) information	
Description	Independent support, information and advice for parents, carers of disabled children and young people; promotes the local offer.
Availability	Current information available on our website at: http://www.suffolk.gov.uk/children-families-and-learning/send-and-the-local-offer/sendiass/
Comments	

Learning - Education polices	
Description	Current policies and plans such as school organisation plan, supporting children receiving education outside school and special education needs.
Availability	Information available on our website at: http://www.suffolk.gov.uk/children-families-and-learning
Comments	Information split across the content of this section

Learning - Education business partnership	
Description	General information about the partnership including promotional material, resource packs, annual report.
Availability	Hard copy format.
Comments	The partnership is a registered charity and it may be necessary to seek third party permission before releasing some material.

Leisure

Leisure - Arts information	
Description	We actively promote the arts by supporting local arts organisations and initiatives and by providing appropriate material in Suffolk Archives branches and in libraries, which are now run by an external organisation.
Availability	Current information available on our website at: Culture, heritage and leisure Suffolk County Council
Comments	

Leisure - Suffolk InfoLink	
Description	The directory of local groups, organisations, services and activities for Suffolk. Also holds information and advice about choosing local services and organisations to help people live independently. There were approximately 7,700 Infolink records in December 2015.
Availability	Current information available on our website at: http://www.suffolk.gov.uk/infolink
Comments	The directory holds records created by the organisations, services and clubs themselves. The information and advice content is created by SCC and its partners.

Leisure - Suffolk Archives	
Description	<p>General information about Suffolk Archives including recent accessions, major archive collections, local studies collections, services for the public, source lists, guidance notes, publications for sale and images of selected documents is available via the website.</p> <p>Collections contain but are not limited to records of organisations in Suffolk such as county, district, borough and parish councils, the Diocese of St Edmundsbury and Ipswich, archdeaconries, rural deaneries, parishes, chapels, Roman Catholic churches, societies, organisations, businesses, families, estates, professions, hospitals, probate courts, public utilities etc.</p>
Availability	<p>General information about Suffolk Archives and collections is available at: https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-record-office/ Information describing printed local studies books is available through the Suffolk Libraries Direct online catalogue: http://www.suffolklibraries.co.uk/</p> <p>Other local studies indexes and catalogues are only available on site.</p> <p>Free access to original records or copies of records and local study materials is provided in the three search rooms located within the Bury St Edmunds, Ipswich and Lowestoft Suffolk Archives branches.</p> <p>Opening times: Mon, Tues, Thursday, Friday and Saturday: 9.30am-4.30pm Users are advised to check availability before travelling to view material. Additionally, some records at Bury St Edmunds are held off-site and 72 hours' notice to view is required.</p>
Comments	Suffolk County Council is willing to check holdings and provide further information in response to specific requests prior to a visit being made to view material provided adequate information is made at the time of placing the request. We may charge a fee to carry out the research necessary to tell you whether or not we hold specific information. We also charge for

	<p>copies of documents. Our fees are set out: www.suffolkarchives.co.uk/services/copying-services/ Some documents may be too fragile to copy or for access or copyright restrictions may apply.</p> <p>For more information on our services and charges see: www.suffolkarchives.co.uk/services/</p> <p>If your enquiry relates to records likely to be available for general access we may also provide the names of independent researchers who, on payment of a fee agreed with you, will undertake this research.</p> <p>Most records are available for general access but a few are closed in whole or in part because information in them is exempt information under the Freedom of Information Act or the Environmental Information Regulations. Closures are usually indicated in our catalogues and will be reviewed on request. There is no charge for this review. Enquiries and requests for review of closed records should be sent to Suffolk County Council Information Governance, contact details for which can be found at: https://www.suffolk.gov.uk/about/freedom-of-information/</p> <p>There may be gaps in the collections. Some records have not been catalogued and are not available, whilst others may not be accessible on particular dates due to the need for them to be at public enquiries or on exhibition.</p> <p>Some documents are not owned by Suffolk County Council/Suffolk Archives and their owners have the right to close them for a term of years for reasons of sensitivity and have the right to refuse publication.</p>
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Leisure - Libraries	
Description	Library services in Suffolk are provided by Suffolk's Libraries IPS Ltd, with whom Suffolk County Council has a long-term contract. The specification and contract price are agreed annually by SCC and Suffolk Libraries, and performance is measured against targets set at the same time.
Availability	The Contract and Contract Schedule can be found here: http://www.suffolk.gov.uk/culture-heritage-and-leisure/libraries/ The Suffolk Libraries website can be found here: http://www.suffolklibraries.co.uk/
Comments	

Leisure - Partnership working	
Description	The Culture, Libraries, Sport and Communities team works extensively with partner organisations and/or consortiums. This may typically include grant-

	aided projects with funders such as the Big Lottery Fund or partnerships set-up with other agencies such as district and borough councils, the county sports partnership, Sport England, Arts Council England and so on.
Availability	Some information is available by searching our own website at: http://www.suffolk.gov.uk/ . However, it may be necessary to direct enquiries to other websites hosted by partner organisations.
Comments	

Leisure - Museums service	
Description	General information about the support given to local museums by Suffolk County Council.
Availability	Information can be found on our website at: https://www.suffolk.gov.uk/culture-heritage-and-leisure/museums-and-galleries-in-suffolk/
Comments	Also information about all Suffolk museums can be found at: http://www.suffolkmuseums.org

Leisure - General information on tourism in Suffolk	
Description	Current information on places to visit, local events, tours, trails, arts and crafts, cycling routes and some themed information on local attractions.
Availability	Paper format although some current information available on our website at: http://www.discoversuffolk.org.uk
Comments	

Leisure – Most Active County programme	
Description	Most Active County is Suffolk’s key legacy programme from the London 2012 Olympic and Paralympic Games. It is a collaboration of key agencies that have come together to make a positive impact on physical activity levels in Suffolk. The long-term ambition is for Suffolk to become the most active county in England.
Availability	Current information available on our website http://www.suffolk.gov.uk/culture-heritage-and-leisure/most-active-county/ and also www.mostactivecounty.com
Comments	

Protecting

Protecting – Safeguarding	
Description	General information about safeguarding
Availability	Multi-agency support is available through the Multi-Agency Safeguarding Hub (MASH) : https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/mash/
Comments	Information about safeguarding adults– https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/adult-abuse-and-safeguarding/

Protecting - Suffolk Violence Against Women and Girls, Men and Boys	
Description	Suffolk Violence Against Women and Girls, Men and Boys 2018-2021 Strategy and Action Plan
Availability	Available from our website: https://www.suffolkscb.org.uk/assets/Safeguarding-Topics/Domestic-Abuse/Suffolk-VAWGMB-Strategy-April-2018.pdf
Comments	

Protecting - Suffolk Safeguarding Guidance on Children who are Abused through Sexual Exploitation	
Description	Suffolk Safeguarding Guidance on Children who are Abused through Sexual Exploitation
Availability	Available from our website: http://suffolkscb.org.uk/safeguarding-topics/child-sexual-exploitation-cse/
Comments	Includes strategy and toolkit for practitioners

Protecting - Make a change team awareness raising leaflets	
Description	Preventing abuse through sexual exploitation, supporting children under 18 at risk of sexual exploitation and prevention and support to exit prostitution.
Availability	Available in hardcopy directly from the Make A Change Team, telephone 01473 263507. Website content unavailable as currently being reviewed.
Comments	

Protecting - Gypsy and Traveller protocol for managing unauthorized encampments	
Description	Gypsy and Traveller protocol for managing unauthorised encampments.

Availability	On our website at: https://www.suffolk.gov.uk/community-and-safety/gypsies-and-travellers/
Comments	

Protecting – Brexit and it’s impact on residents

Description	Information and resources for residents, businesses, employers and the voluntary and community sector on preparing for Brexit and the EU Settlement Scheme
Availability	On our website at: https://www.suffolk.gov.uk/council-and-democracy/suffolk-county-council-and-the-exit-from-the-european-union-brexit/
Comments	

Protecting – Refugee Schemes

Description	Information about refugee schemes
Availability	On our website at: https://www.suffolk.gov.uk/community-and-safety/refugee-schemes/
Comments	

Protecting – Gypsies and Travellers

Description	Information about how we work to coordinate improved Gypsy and Traveller services, including authorised pitches and sites.
Availability	On our website at: https://www.suffolk.gov.uk/community-and-safety/gypsies-and-travellers/
Comments	

Protecting - Diversity and equality information

Description	Equality information about how we meet the Public Sector Equality Duty, our equality objectives, Equality Impact Assessments and the workforce equality monitoring report.
Availability	On our website at: https://www.suffolk.gov.uk/council-and-democracy/our-aims-and-transformation-programmes/the-councils-equality-and-inclusion-

	commitment-to-you/
Comments	Corporate equality objective and workforce equality monitoring reports are updated annually.

Protecting – Violence Against Women and Gilrs, Men and Boys (VAWGMB) Strategy and Action Plan	
Description	Multi-Agency Strategy sets out how Suffolk is tackling offences such as Domestic Abuse and Sexual Violence and support victims
Availability	Available online or in hardcopy
Comments	Information can also be found on our website at: https://www.suffolkas.org/safeguarding-topics/domestic-abuse-and-violence/

Protecting - Hate crime strategy	
Description	Partnership strategy for tackling Hate Crime
Availability	Available in hardcopy
Comments	Information can also be found on our website at: https://www.suffolk.gov.uk/community-and-safety/crime-and-public-safety/suffolk-hate-crime/

Protecting - General emergency planning information	
Description	Information briefly outlining the role of local authorities in planning for and reacting to emergencies.
Availability	Information and a further link to Suffolk Resilience Forum available on our website at: https://www.suffolk.gov.uk/community-and-safety/emergency-planning/
Comments	Some information may not be available to protect National Security.

Protecting - General fire service information	
Description	Current information about services offered, what to do in a fire emergency, community fire safety, and so on.
Availability	Current information available on our website at: http://www.suffolk.gov.uk/emergency-and-safety/fire-and-rescue-service/ Some general data on types and numbers of fires is available on the Suffolk Observatory under the theme 'Community Wellbeing' at: http://www.suffolkobservatory.info/ViewThemes.aspx

Comments	
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Protecting - Consumer information

Description	Current consumer information including guides to the law, safety warnings and recalls, latest consumer news, enforcement policy, internet shopping and so on.
Availability	Current information available on our website at: https://www.suffolk.gov.uk/community-and-safety/suffolk-trading-standards/
Comments	

Protecting - Petroleum spirit storage sites

Description	General history information for petroleum spirit storage sites.
Availability	Current information available in paper form.
Comments	Charges of up to £50 plus VAT may be levied depending on the information requested. For petrol licenses: https://www.suffolk.gov.uk/business/apply-for-a-licence/apply-for-a-petroleum-licence/

Protecting - General information

Description	Some licenses, animal movement books and registration forms.
Availability	Mostly held on the Trading Standards database but available on application.
Comments	All other licences are under: https://www.suffolk.gov.uk/business/apply-for-a-licence/ All our licence application forms (explosives, fireworks, petrol, poisons, feed hygiene, performing animals) are available: https://www.suffolk.gov.uk/business/apply-for-a-licence/

Public Health

Public Health - Joint Health and Wellbeing strategy for Suffolk

Description	Overarching strategy for Suffolk Health and Wellbeing
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Availability	The Health and Wellbeing Strategy is available in electronic format via:
Comments	https://www.healthysuffolk.org.uk/uploads/SF777_-_JHWS_Report_Booklet_April_20191.pdf

Public Health - Annual report of directorate of Public Health	
Description	Annual independent report for Public Health Suffolk
Availability	The annual report is available in electronic format via: https://www.healthysuffolk.org.uk/jsna/annual-public-health-report
Comments	

Public Health - Joint Strategic Needs Assessment (JSNA)	
Description	Joint Strategic Needs Assessments (JSNA) are local assessments of current and future health and social care needs. They are produced by health and wellbeing boards, and are unique to each local area
Availability	The Joint Strategic Needs Assessment can be found here: https://www.healthysuffolk.org.uk/jsna
Comments	

Travelling

Travelling - General information on roads in Suffolk	
Description	Current reports on road traffic, highway maintenance and traffic management.
Availability	Currently available in paper format and from our website: Roads and transport Suffolk County Council
Comments	Charges may apply for boundary information, see Section C.

Travelling - Winter service	
Description	The winter service including gritting routes, the snow code and grit heaps.
Availability	Information is available on our website at: https://www.suffolk.gov.uk/roads-and-transport/highway-maintenance/salting-gritting-and-clearing-snow/
Comments	

Travelling - General information on road safety	
Description	Road safety information for Suffolk and the work of the Suffolk Roadsafe Partnership (Suffolk County Council, Suffolk Police, Suffolk Fire and Rescue, East of England Ambulance Service and the Highways Agency).

Availability	Information available on our website at: www.suffolkroadsafe.net
Comments	

Travelling - Suffolk road collision report	
Description	Current copy of the annual report on road collisions in Suffolk.
Availability	The annual report of road collisions in Suffolk can be found at: http://www.suffolkroadsafe.net/road-safety/collisions/
Comments	

Travelling - Public transport	
Description	General information on public transport including journey planners, route maps and services. Also includes details of contract opportunities and current contract prices.
Availability	Current information available on our website at: http://www.suffolkonboard.com/
Comments	Please note that we link to some external websites to provide this information. Errors are therefore outside our control although we make every effort to ensure information is correct.

Travelling - Local transport plan	
Description	Contains information about how Suffolk County Council and its partners will prioritise different transport schemes between 2011 and 2031.
Availability	Information is available on our website at: http://www.suffolk.gov.uk/roads-and-transport/public-transport-and-planning/transport-planning-strategy-and-plans/
Comments	

Your Council

Your Council - Current consultations	
Description	Details of current consultations with the public.
Availability	Current consultations available on our website at: https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/

Comments	Whilst current consultations are usually available on our website, an effort is made to consult widely during any consultation so other formats are often freely available during the consultation period.
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Your Council - How to comment, compliment and complain

Description	Describes the process for commenting about council services.
Availability	Leaflet available from all our customer service points and from our website: http://www.suffolk.gov.uk/about/make-a-complaint-or-give-feedback/
Comments	Also available in tape, large print, Braille and some other languages.

Your Council - Council and committee meetings

Description	Agendas and minutes relating to the committee meetings that are open to the public.
Availability	Information is available on our website and in paper format: https://committeeminutes.suffolk.gov.uk/
Comments	Most Council decision making and scrutiny meetings are open to the public

Your Council - General information on Councillors

Description	Information on Councillors including Leader of the Council, Cabinet Members, political composition of the Council and party groupings, Committee Members, divisions, the Constitution, and so on.
Availability	Current information available on our website at: https://www.suffolk.gov.uk/council-and-democracy/councillors-and-elected-representatives/county-councillors/
Comments	

Your Council – Councilor’s Locality Budget expenditure

Description	Information on local funding recommended by Councillors via Locality Budgets.
Availability	Current information available on our website at: http://www.suffolk.gov.uk/council-and-democracy/councillors-and-elected-representatives/councillors-locality-budget/
Comments	The information on our website is updated monthly.

Your Council – Councillors’ Expenses

Description	Information on expenses claimed by Councillors.
Availability	Current information available on our website at:

	https://www.suffolk.gov.uk/council-and-democracy/open-data-suffolk/council-data-and-transparency/councillor-allowances/
Comments	The information on our website relating to councillor allowances is updated annually, after the financial year end. Details of travel allowances claimed are updated monthly on the website.

Your Council - Annual statement of accounts	
Description	Current annual accounts for Suffolk County Council.
Availability	Available in paper format and from our website: http://www.suffolk.gov.uk/council-and-democracy/budget-and-finance/council-accounts/
Comments	Please note that Budget Development 'working' papers are only made available for inspection after four years from the relevant Budget settlement date.

Your Council - Press releases	
Description	Suffolk County Council news released to the media
Availability	Current press releases available on our website at: http://www.suffolk.gov.uk/council-and-democracy/council-news/
Comments	

C. Publications and Charges

Information and services and charges, where these apply.

Caring – Births, Marriages and Deaths			
Description of Information/Publication	Available from	Format	Charges
Current Birth Certificate (short and long)	Registrar's Office.	Paper	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Current Death Certificate	Registrar's Office.	Paper	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Current Marriage/Civil partnership Certificate	Registrar's Office.	Paper	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Historic Birth Certificate (short)	Registrar's Office.	Paper	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Historic Birth Certificate (long)	Registrar's Office.	Paper	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Historic Death Certificate	Registrar's Office.	Paper	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Historic Marriage/civil partnership Certificate	Registrar's Office.	Paper	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/

A 6 hour search of the birth/marriage/death index	Registrar's Office.	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Marriage/Civil partnership at a Register Office	Registrar's Office.	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Marriage/Civil partnership for the housebound or detained	Registrar's Office.	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Marriage/civil partnership at a religious building not Church of England	Registrar's Office.	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Ceremonies for couples at an approved venue	Registrar's Office.	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Naming Ceremony	Registrar's Office.	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Licensing of a venue for marriages/civil partnership	Registrar's Office.	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Licensing of a religious building for civil partnerships	Registrar's Office.	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/

Notice of Marriage/civil partnership	Registrar's Office.	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Housebound or Detained Notice of Marriage/civil partnership	Registrar's Office.	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Marriage/civil partnership by Registrar General's Licence	Registrar's Office.	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Certification of a place of meeting of religious worship	Registrar's Office.	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Register a building for the solemnization of marriages	Registrar's Office.	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Approval of a divorce from a country outside of the UK	Registrar's Office	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/
Fee for the consideration of a correction to an entry in the register	Registrar's Office	-	Charges as here https://www.suffolk.gov.uk/births-deaths-and-ceremonies/fees-paid-to-suffolk-registration-service/

Environment – Countryside (Note: A CON29 is a standard conveyancing search form)

Description of Information/Publication	Available from	Format	Charges
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Commons Registration and Highways Act 1980 section 31A deposit search	Local Land Charges Unit, Legal Services, Constantine House	Paper	£5 + VAT included as part of CON29 search enquiry, under Optional Question 22
Register of Common Land and Village Greens.	Local Land Charges Unit, Legal Services, Constantine House.	Paper and scanned image.	Copy for each register entry £5 + VAT
Rights of Way Information – to establish existence, status and location of a public right of way, plus any claims or anomalies. To add public rights of way line data in GIS format to the response.	Rights of Way and Access Team, Phoenix House Definitivemaps@suffolk.gov.uk	As appropriate Digital GIS data	£50 + VAT for a site with a single public right of way, plus £10 for each additional public right of way. £25 + VAT
Rights of Way Information – to establish whether or not a public right of way is publicly maintainable.	Rights of Way and Access Team, Phoenix House Definitivemaps@suffolk.gov.uk	As appropriate	£30 + VAT
Enquiries relating to CON29 Search requests during conveyancing transaction. Investigation establishes existence, if any, of a) public rights of way b) pending applications to modify the definitive map c) legal orders to create/divert/stop up/amend public rights of way, not yet implemented.	Local Land Charges Unit, Legal Services, Constantine House.	As appropriate	£9 + VAT included as part of CON29 search enquiry under Question 2.2 - 2.5.
Suffolk Biological Records	Suffolk Biodiversity Information Centre	As appropriate	Charges as here http://www.suffolkbrc.org.uk/node/6
Archaeological Planning Advice	Archaeological Service Archaeology@suffolk.gov.uk	As appropriate	Charges as here https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/archaeology-service-charges/

Historic Environment Records	Archaeological Service Archaeology.her@suffolk.gov.uk	As appropriate	Charges as here https://www.suffolk.gov.uk/culture-heritage-and-leisure/suffolk-archaeological-service/what-is-the-historic-environment-record/
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Environment – Planning			
Description of Information/Publication	Available from	Format	Charges
Con 29 Part I Required Enquiries (Form deals with all registered charges, such as conditional planning permissions, tree preservation orders, conservation areas, listed buildings etc.)	Local Land Charges Unit, Legal Services, Constantine House.	As required	Q2.1 Roads - £3 +VAT Q2.2-5 Public Rights Of Way - £9 +VAT Q3 Road/Traffic Schemes £3 +VAT
Con 29 Part II Optional Enquiries (Form deals with enquiries regarding planning and building regulations, highway matters, planning designations and proposals etc.)	Local Land Charges Unit, Legal Services, Constantine House.	As required	Q22. 1-3 Commons and Village Greens - £5 +VAT
Con29 (Land Searches) for Traffic Management Information	Local Land Charges Unit, Legal Services, Constantine House.	As appropriate	£3 + VAT, included as part of CON29 enquiry search under Question 3
Lists of Streets within specific areas maintainable at public expense	Local Land Charges Unit, Legal Services, Constantine House.	Paper and electronic	The public may inspect the list at Endeavour House for free or https://www.suffolk.gov.uk/roads-and-transport/road-adoption/streets-maintained-by-suffolk-county-council/
List of streets with written reply.	Local Land Charges Unit, Legal Services, Constantine House.	As appropriate	£5 + VAT
Traffic Management Information	Local Land Charges Unit, Legal Services, Constantine House.	As appropriate	£5 + VAT
Confirmation that no part of a property searched falls within Suffolk County Council ownership.	Local Land Charges Unit, Legal Services, Constantine House.	As appropriate	£10 + VAT

Travelling - Roads

Description of Information/Publication	Available from	Format	Charges
Highway boundary information. Plans and maps to show the limit and extent of the public highway.	HighwayRecords@suffolkhighways.org	As appropriate	£50 + VAT. If further research is required additional fees may be applicable, see below.
Highway boundary information where a site visit and/or research is required: <ul style="list-style-type: none"> • Sites up to 100m in length • For up to each additional 100m • Sites over 500m in length 	HighwayRecords@suffolkhighways.org	As appropriate	<ul style="list-style-type: none"> • £80 + VAT • £80 + VAT for up to each additional 100m • Quotes for sites over 500m in length
Copy of Section 38 Agreement (Road Adoption)	Suffolk Legal Business Unit land.charges@suffolk.gov.uk	Paper and Electronic	£5 + VAT
Traffic Survey Data Records	TrafficSurvey@suffolkhighways.org	Electronic	£40.00 + VAT per survey. https://www.suffolk.gov.uk/roads-and-transport/traffic-management-and-road-safety/traffic-surveys/

Public Protection - Trading Standards & Suffolk Fire and Rescue Service

Description of Information/Publication	Available from	Format	Charges
General information on site history with regard to the storage of petroleum spirit.	Trading Standards, Landmark House	Paper only	Typically £50 plus VAT where information available.
Copy of Fire Instant Report	Fire.BusinessSupport@suffolk.gov.uk	As appropriate	£66 per each report
Interview with Fire Officers	Fire.BusinessSupport@suffolk.gov.uk	As appropriate	£214 per hour