

# Public Task Statement

## 1. Introduction

This statement describes West Suffolk Council's (the council's) public task for the purposes of the Re-use of Public Sector Information Regulations 2015 (the 2015 Regulations). Re-use means the use of public sector information for a purpose other than the public task purpose for which it was collected.

## 2. Public task

2.1 Our public task is to support communities to create the best possible future for people in West Suffolk. In practice, this means focussing our efforts and resources in those areas which are the biggest priorities, namely:

- priority 1 – increased opportunities for economic growth
- priority 2 – resilient families and communities that are healthy and active
- priority 3 – homes for our communities.

2.2 We exercise our statutory functions using powers and duties granted to us under various statutes. In broad terms, we provide the following services:

- housing
- waste and recycling
- planning and building control
- licencing and environmental health
- family and community development
- economic development
- running elections.

2.3 Comprehensive lists of all duties and statutes applicable to local authorities can be found by searching for 'statutory duties placed on local government' on the Government's data website [www.data.gov.uk](http://www.data.gov.uk)

2.4 Any information we collect and create for the purposes of performing our public task duties is within the scope of the 2015 Regulations.

2.5 Data is often shared between public bodies as part of wide ranging cooperation in Suffolk. For the purposes of the 2015 Regulations, the sharing of our information with other public bodies does not constitute re-use so long as the information is used for the performance of their public tasks.

### **3. Access and re-use**

3.1 All information that we hold within the scope of our public task is made available for re-use, subject to certain exclusions. Exclusions include where a third party holds the copyright for the information or where access to the information is restricted under other legislation like:

- the Data Protection Act 2018
- the Freedom of Information Act 2000
- the Environmental Information Regulations 2004.

3.2 Details of information that we have made available for re-use can be found in our Publication Scheme on our website [www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk)

3.3 Most of our information is available under an Open Government Licence, the terms of which can be found on the National Archives website [www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk)

3.4 Permission to re-use information that was previously unreleased will only be granted after any access issues have been resolved. If we cannot publish information, we cannot allow it to be re-used.

### **4. How to make a re-use application**

4.1 For information on how to submit a re-use request, please visit our Freedom of Information web page at [www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk)

4.2 If you want to re-use information that is not already published, you may submit a combined access and re-use request under both the Freedom of Information Act and the 2015 Regulations.

4.3 We will respond as soon as possible and no later than 20 working days after receiving your request. If a full response to your request will take us longer than 20 working days, we will contact you within the 20 day period to explain why.

### **5. Contact us**

If you have any questions about the Re-use of Public Sector Information Regulations, you can contact us at [foi@westsuffolk.gov.uk](mailto:foi@westsuffolk.gov.uk)

If you have a complaint about the way a request has been handled, please contact us in the first instance. If we are unable to resolve your complaint, you may make an appeal to the Information Commissioner's Office (ICO). Further information can be found on the ICO website [www.ico.org.uk](http://www.ico.org.uk)