

Welwyn Hatfield Borough Council

Publication Scheme

A guide to information



October 2014

Introduction

The Freedom of Information Act gives a right of access to much of the information held by Welwyn Hatfield Borough Council. Other local authorities have adopted their own Publication Schemes. This Scheme adapts a model Scheme prepared by Hertfordshire County Council. This was developed as part of the district wide authorities work towards implementing e-government and creating common points of access for the public to access the whole range of local authority services. By using a similar Scheme now, there should be no duplication of work or information management systems by the authorities. The Scheme is set out in categories and classes. The classes are defined to include information in such a way as to be useful and easily accessible to the public. They indicate the information which is currently available or intended to be, and whether a charge will be levied. Where information is excluded from the Scheme, the reason for this exemption is explained. Appeals against the reason for the exemption can be challenged by contacting the Freedom of Information Officer or the Information Commissioner at:

Information Commissioners Office,
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Exemptions

All general correspondence sent or received by the Council and all information relating to individuals, where it is personal data, are excluded as defined in the Data Protection Act 1998.

Where information falls within an exemption within the Freedom of Information Act, the Environmental Information Regulations, Data Protection Act or any other relevant legislation it will be disclosed subject to these exemptions and the law of confidentiality.

Access to the Publication Scheme wherever practicable

The information contained in each class will be available in a number of formats, including hard copy. These can be inspected at the Council Offices, The Campus, Welwyn Garden City, on the web or by e-mail. Copies will be made available in Braille and in other languages as required.

Requests for information will be responded to within 20 working days.

Any charges applied to specific documents are indicated in the Scheme.

How do I find out about the information you hold about me personally?

Information about individuals is available on request under specific conditions under the Data Protection Act 1998 (DPA). This will be subject to a charge of £10.

For an enquiry under the DPA please contact the Council's Data Protection Officer f.cantel@welhat.gov.uk or telephone 01707 357000

Changes

The Scheme will be kept under review and updated annually as part of an ongoing work programme overseen by the Freedom of Information Officer. The contact details for the person who will be responsible for ensuring the maintenance of the Scheme and provision of information in accordance with the scheme and who can be contacted is:

Name: Ian Colyer, Freedom of Information Officer

Address: Council Offices, The Campus, Welwyn Garden City, Hertfordshire AL8 6AE

Telephone: 01707 357413

Email: i.colyer@welhat.gov.uk

Comments on the Scheme

The Council welcomes feedback on the Scheme and in particular on how useful it is to you. Please forward any comments on the Scheme and its operation to the above named officer

Welwyn Hatfield Borough Council is committed to open, accountable and transparent operations, both in decision making and service delivery. Its vision is to improve the quality of life for everyone in the District and in achieving this vision is committed to more cost effective delivery of quality services. The majority of the Council's business is dependent on information. Much of the information held and used by the Council is already publicly available and the Council welcomes the introduction of the Freedom of Information Act as an opportunity to review and rationalise its information management systems. This work will assist in achieving the electronic delivery of services but will not be restricted to this. The Council is conscious of the fact that electronic access is not everyone's chosen form of communication, hence alternative arrangements will be made and set out in the Scheme, both for hard copy and access for those with specific needs.

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Who we are and what we do.

Organisational information, locations and contacts.

Class	Description	Examples of Documents/Notes	Format	Chargeable
Constitution	The constitution of the council	Financial Regulations and Contract Standing Orders	http://www.welhat.gov.uk/index.aspx?articleid=1153	No
	• decision making	Terms of Reference of various committees etc Code of Practice for procurement of works supplies & services, code of conduct for members & employees, schedule for the payment of members allowances		
	• Council democratic structure chart	Decision making bodies of the council & their role Councillors, MPs & MEP's	http://www.welhat.gov.uk/index.aspx?articleid=1153	No
Organisational Structure	The management structure and functions of the council	Organisation chart. Council departments	http://www.welhat.gov.uk/index.aspx?articleid=1153	No
Contact	Location & opening times of Council Buildings	Main Contacts & Location	http://www.welhat.gov.uk/index.aspx?articleid=1153	No

			083	
	Contact details for all customer facing departments	Contact details	http://www.welhat.gov.uk/complaints	No

Class	Description	Examples of Documents/Notes	Format	Chargeable
Elections	Elections required by law	Forthcoming elections		No
		Past Election Results	http://www.welhat.gov.uk/index.aspx?articleid=2048	No
		Polling Districts and Polling Places	http://www.welhat.gov.uk/index.aspx?articleid=1648	No
		The role of a Councillor	http://www.welhat.gov.uk/index.aspx?articleid=173	No
		Voting procedures	http://www.welhat.gov.uk/register tovot	No

What we spend and how we spend it.

Financial information about projected and actual income and expenditure, tendering, procurement and contracts

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Financial statements	The financial position of the Council at the end of the financial year and its income and expenditure to the end of that year.	• Statement of Accounts	http://www.welhat.gov.uk/index.aspx?articleid=755	No
Budget	The Council's finances, budgets, fees and charges	• Budget Statement	http://www.welhat.gov.uk/index.aspx?articleid=3607	No
		• Budget Book	http://www.welhat.gov.uk/index.aspx?articleid=1150	No
		• Medium Term Financial Strategy	http://www.welhat.gov.uk/index.aspx?articleid=5666	No
		• Fees and Charges	http://www.welhat.gov.uk/index.aspx?articleid=5667	No
Procurement procedures		Procurement Contracting Opportunities	http://www.welhat.gov.uk/index.aspx?articleid=1630	
Details of contracts & tenders	to businesses & to the voluntary community & social enterprise sector	WHBC contract register	http://www.welhat.gov.uk/index.aspx?articleid=2975	No

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Audit - Financial	The external activities (usually carried out by external auditors) associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period	• External Audit letters		No
		• Audit Reports		No
		• Treasury Management Strategy		No
		• Council Tax Setting		No
		• Council Tax information		No
Staff allowances and expenses	Members Allowances and payments made to staff	Members allowance payments	http://www.welhat.gov.uk/index.aspx?articleid=241	No
Pay and grading structure		Pay Policy statement	http://www.welhat.gov.uk/article/4184/Pay-Policy	No

What our priorities are and how we are doing.

Strategies and plan, performance indicators, audits, inspections and reviews.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Annual Reports		Annual Reports	http://www.welhat.gov.uk/index.aspx?articleid=825	No
Strategies & business plans for service provided by the council		Borough Councils Business Plan	http://www.welhat.gov.uk/index.aspx?articleid=760	No

How we make decisions.

Decision making processes and records of decisions

Class	Description of class	Examples of documents/notes	Format	Chargeable
Council and Committee Meetings	Timetable of Council meetings. Agendas, offices reports, minutes of committees and sub-committees	• Timetable of latest meetings	http://www.welhat.gov.uk/latestmeetings	No
		• Agendas		No
		• Associated reports		No
Public consultation	Current Public Consultation on various topics	• Environmental Health Customer Satisfaction Questionnaires	Paper	No
		• District wide surveys & reports		No
		• Citizens Panel questionnaire questions		No
		• Bi-annual Leisure customer satisfaction survey report		No
		• Play scheme annual customer satisfaction survey report	Paper	No
		• Annual customer satisfaction survey findings	Paper	No

Our policies and procedures.

Current written protocols, policies and procedures for delivering our functions and responsibilities.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Policies & procedures	For conducting council business	<ul style="list-style-type: none"> • Service and Financial planning, Performance reports, Corporate Plan/Strategic Objectives, District Local Plan, Capital Strategy, Asset Management Plan 		No
Policies and strategies	Policies & procedures for delivering our service	Policies included on the WHBC website		No
		<ul style="list-style-type: none"> • Housing & Public Protection Service - Statement of Enforcement Policy & Practice 		No
		<ul style="list-style-type: none"> • Treasury Management Policy 		
		<ul style="list-style-type: none"> • Anti-Fraud and corruption Policy 		No
		Emergency Planning	http://www.welhat.gov.uk/index.aspx?articleid=626	No
	<ul style="list-style-type: none"> • Tree Strategy 	Paper	No	

Class	Description of Class	Examples of Document/Notes	Format	Chargeable
Policies & procedures about the recruitment & employment of staff	The general terms and conditions of employment with the council.	Application Packs		No
		Conditions of employment with the Council		No
		Human Resources Policies relating to recruitment (Equality & Diversity, Section Methods in Recruitment, Recruitment Advertising)		No
Job descriptions and person specifications	The job description and person specifications for currently advertised posts	Job descriptions and person specifications for currently advertised posts	http://www.welhat.gov.uk/index.aspx?articleid=4528	No
Customer service		• Communication Strategy		No
Records management & personal data policies		• Information Management Strategy	Paper	No
Performance Management	Performance statistics – National and Local PI's	Statistical reports and Notes from meetings		No

Class	Description of class	Example of Documents/Notes	Format	Chargeable
Fees and charges	Council fees and charges list	• Booklet of burial charges, memorials, inscriptions in memorial book, use of chapels, purchase of exclusive rights	Paper	No
		Allotment Charges and availability		No
		• Pest control – full charge and concessionary charges	Paper	No
		• Public Protection Service Charges		Paper copies
		• Hackney Carriage & Private Hire charges		No
		• Fees for planning and related applications from Planning Reception		No
		• Car parking charges		No

Lists and Registers.

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

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Members - Details	Public contact details of Your local representative of the council		http://www.welhat.gov.uk/index.aspx?articleid=1039	No
Electoral register	The list of people eligible to vote. This information will not be made available under the <i>Freedom of Information Act 2000</i> . Information in this area will be made available under the <i>Representation of the Peoples Act 1983</i> .	Full Register: (Distribution limited to specific organisations only)		£20 plus £1.50 per 1000 entries
			Paper	£20 plus £5 per 1000 entries
		Edited Register:		£10 plus £1.50 per 1000 entries
			Paper	£10 plus £5 per 1000 entries

Class	Description of class	Examples of documents/notes	Format	Chargeable
Contaminated Land register	Register of remediation notices served and other matters relating to contaminated land	Remediation notices; Appeals against remediation notices or charging notices	Paper copy	Free to view, copies chargeable to cover copying costs
Cooling Towers register	Register of cooling towers and evaporative condensers	Register includes address of plant, type of equipment and person in control	Paper copy	Website free Paper free to view, copies chargeable to cover copying costs

Class	Description of class	Examples of documents/notes	Format	Chargeable
Environmental Permitting register	List of installations permitted under the Environmental Permitting Regulations	Permits; applications; enforcement notices; monitoring information	Paper copy	Free to view, copies chargeable to cover copying costs
Food Business Establishments	List of food premises registered within the district	Register includes address, type of premises and name of food business operator	Paper copy	Free to view, copies chargeable to cover copying costs
Gambling Act register	Register of gambling licences issued under the Gambling Act 2005	Premises licences; Temporary use notices	Paper copy	Free to view, copies chargeable to cover copying costs
Radioactive Substances			Paper copy	
Lotteries	Register of small society lotteries		Paper copy	

Class	Description of class	Examples of documents/notes	Format	Chargeable
Houses in Multiple Occupation register	Premises licensed as a high risk House in Multiple Occupation	Includes address, licence holder, date of issue and conditions of licence		Free to view, copies chargeable to cover copying costs
Licensing Act register	Register of licences issues under the Licensing Act 2003	Premises licences; club premises licences; Personal licences; temporary event notice notifications;	Paper copy	Free to view, copies chargeable to cover copying costs See Provision of Information
Private Water Supplies register	Register of premises with private water supplies	Address of premises; monitoring information	Paper copy	Free to view, copies chargeable to cover copying costs
Hackney Carriage Drivers	Public register of Hackney Carriage drivers			Free to view, copies chargeable to cover copying costs
Land Charges	Statutory registers.	Inspection only between 10am until midday on weekdays only		£22 per address

Class	Description of class	Examples of documents/notes	Format	Chargeable
Planning Register (Part 1)	Planning applications currently under consideration			Free to view, copies chargeable to cover copying costs
Planning Register (Part 2)	Planning and appeal decisions. Planning obligations Planning decisions given after enforcement appeals Certificates of lawfulness for existing/proposed development Environmental statements			Free to view, copies chargeable to cover copying costs
Enforcement and stop notice register				Free to view, copies chargeable to cover copying costs
Trees in conservation areas	Register of trees			Free to view, copies chargeable to cover copying costs
Advertisement Applications and decisions				Free to view, copies chargeable to cover copying costs

Class	Description of class	Examples of documents/notes	Format	Chargeable
Hazardous Substances	Register of applications and consents relating to the storage of hazardous substances			Free to view, copies chargeable to cover copying costs

The services provided by the Council

Information about the services the Council provides including leaflets, guidance and newsletters

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Maps and Directions and information	Public maps and directions to Council property or land assets Ward and Parish Boundaries	Location Plans for Council Offices		No
		Welwyn Hatfield Street Map	Paper	No
		Outlook Magazine		No
		Information on the location of Ward and Parish Boundaries in Welwyn Hatfield	o/s maps	Yes to cover production

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Forms	Forms for completion by customers to access services of the council	• Planning documents		No
		• Garage application forms	Paper	No
		• Medical information forms	Paper	No
		• Licensing and Enforcement Forms		No
		• Food forms i.e. registration of premises, butchers etc		
		• Infectious Disease forms		
		• Grant application		
		• Housing Benefit Application Form	Paper	No
		• Single Occupancy Discount		No
		• Home Improvement Grant application		
		Other Housing Benefit Related Forms	Paper	No
		• Accident Notification forms		
• Authorisation of Polluting Premises under Env. Protection Act 1990				
• Part 1 Application forms for Residents Parking permits/car park season tickets				
• Comments, Complaints & Compliments Trees for life				
• Holiday activities booking form				

Class	Description	Examples of Documents/Notes	Format	Chargeable
Planning		Leaflets, guidance notes and explanatory sheets and forms relating to Planning matters	http://www.welhat.gov.uk/index.aspx?articleid=352	No
Building Control		Apply for building control consent Request an inspection Fees	http://www.welhat.gov.uk/index.aspx?articleid=659	No
Conservation Areas	Plans defining Conservation Areas; Article 4(2) directions	Conservation Area plans and Orders confirming Article 4(2) Directions withdrawing certain permitted development rights within Conservation Areas	http://www.welhat.gov.uk/index.aspx?articleid=1211	Website free Paper Yes from Planning reception
Tree Preservation Orders	Records of Individual Preservation Orders relating to trees in the District	Formal orders and plans	http://www.welhat.gov.uk/index.aspx?articleid=850	Yes from Planning reception
Welwyn Garden City Estate Management Plan	Details of the operation of the scheme	Making an application Area Map Policies Frequently asked questions Appeals Enforcement	http://www.welhat.gov.uk/index.aspx?articleid=668	No

Class	Description	Examples of Documents/Notes	Format	Chargeable
Rubbish and Recycling	The provision of waste collection services	Bin collection days What goes in my bin A-Z of recycling & rubbish Report a missed bin Waste collection for homes without wheelie bins Wheelie Bins Request a bulk waste collection Recycling centres Minimising waste Waste awareness Frequently asked questions Clinical Waste Assisted collections Text alerts	http://www.welhat.gov.uk/index.aspx?articleid=533 http://www.welhat.gov.uk/article/898/Commercial-waste	No
Leisure	Leisure opportunities in the Borough	Clubs, societies and organisations Local Events Garden City Cinema Hawthorne Theatre Roller City Soft Play City Museum Service Council Leisure facilities Landscape & Countryside Cycling & Walking Playgrounds	http://www.welhat.gov.uk/index.aspx?articleid=174	No

Class	Description	Examples of Documents/Notes	Format	Chargeable
		Sport in Welwyn Hatfield Tourism & Travel		
Council Tax	A tax levied by the Council to help pay for local services	Ways to pay Council Tax Who pays Council Tax View your Council Tax account Council Tax Bands and Charges Council Tax Billing Information Change of address or circumstances Discounts and Exemptions Council Tax Support Council Tax Appeals Recovery of Council Tax Information for Landlords Completion Notices	http://www.welhat.gov.uk/index.aspx?articleid=171	No
Housing Benefit	A national scheme to help people pay their rent	What help is available How to make a claim Returning to work Frequently asked questions Overpayment of benefits Benefit Fraud	http://www.welhat.gov.uk/index.aspx?articleid=5016	No

Class	Description	Examples of Documents/Notes	Format	Chargeable
Business Rates	A tax on properties that are used for commercial purposes	How is my bill calculated? How to pay Discounts and Reliefs Changing Rateable Values Moving Premises? Transitional Scheme Recovery of Business Rates Service Standards Completion Notices Quarterly list of Business Rates Payers	http://www.welhat.gov.uk/forms/counciltaxandbusinessrates	No
Parking	Parking services run by the Council	Car Parks Residents Permit Parking Areas Parking Restrictions Parking Improvements Pay a parking fine Challenge a parking fine Exemptions for Property Works Season Tickets Disabled Parking Completed Traffic Regulation Orders	http://www.welhat.gov.uk/index.aspx?articleid=3220	No

Class	Description	Examples of Documents/Notes	Format	Chargeable
Licensing	A regulatory service covering a number of licensable activities	Acupuncture, tattooing, piercing and electrolysis Alcohol and Entertainment Sex Shops & Establishments Animal Licensing House to House and Street collections Gambling Act 2005 Motor Salvage Scrap Metal Dealers Hypnotism Performances Street Trading Pleasure Boats Caravan Sites Taxi Licences Street Cafes	http://www.welhat.gov.uk/index.aspx?articleid=271	No
Environmental Health	Protecting the health and welfare of the Borough	Contaminated Land Private Water Supplies Food Safety Health & Safety	http://www.welhat.gov.uk/index.aspx?articleid=5568	No
Housing	Council housing, garage rental, private housing and land charges	Council Housing Council Garages Drains and sewers Private Housing Partnership Accreditation for Landlords Affordable Housing	http://www.welhat.gov.uk/index.aspx?articleid=432	No

Class	Description	Examples of Documents/Notes	Format	Chargeable
		Housing market in the Borough Land Charges		
Street Environment	Information on how we look after public areas and the streetscene	Litter and Litter Bins Dog fouling and waste bins Street cleansing Leaf clearance Environmental enforcement Fly Tipping Graffiti Horticultural standards Hedge cutting Grass cutting Welfare gardening Weed control Street furniture Abandoned vehicles Drug taking needles Verge parking	http://www.welhat.gov.uk/index.aspx?articleid=1011	No
Cemetery Services	Funerals, Burial Registration and Cemetery Management	Bereavement Organisations Cemetery services Welwyn Hatfield Lawn Cemetery Hatfield Hyde Cemetery Closed Church Burial	http://www.welhat.gov.uk/cemetery	No

Class	Description	Examples of Documents/Notes	Format	Chargeable
		Grounds Standards and Regulations Cemetery Application Forms		
Commercial and Community Property	The letting, management and repair of the Councils property portfolio	Contact details List of vacant properties	http://www.welhat.gov.uk/commercialproperty	No
Landlords	Advice and information for landlords	View your accounts Partnership accreditation Houses in Multiple Occupation (HMO's) Hatfield Article 4 Direction	http://www.welhat.gov.uk/article/5589/Landlords	No

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Campaigns	Campaign, publicity and awareness literature on council services, partnership services, or promotional activities associated with the Council	News & publications Current & Recent Consultations Priorities		No
Publications	Guidebooks, books and other publications that the council makes available, some on a chargeable basis	• Food Safety	Paper	No
		• Health & Safety		
		• Neighbourhood Noise		
		• Grants including Housing Grants		
		• Revenues leaflets on various subjects relating to Council Tax collection and recovery,		No
		• Housing Benefits		No
		• Life Magazine	http://www.welhat.gov.uk/index.aspx?articleid=305	No
Service Details and Guidance	Public contact details, access to, and explanation of council services	Details of contacts in Planning	Paper	No
		Details of local Housing Associations	Paper	No

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Traffic Orders	The statutory notice given to warn the public on the change of the status of a public highway	• Temporary road closures	Paper	No
		• Parking schemes	Paper	No
Taxi licence Holders	Lists of persons holding Hackney Carriage or Private Hire Licence issued by the council		Paper	Yes
Rights of way definitive map	Publication of established rights of way and land drainage	Copies of plans held by Hertfordshire County Council	Paper	Available for public inspection
Land drainage/ sewerage plans	Plans showing drainage and sewerage in the district	Deposited plans provided by the Water Authorities	Paper	Available for public inspection
Road works	The current and scheduled road works in the local area	Copies of information held by Hertfordshire County Council		
Clubs and Societies	Listing of clubs and societies available in the local area, as provided to the council by the club or society	• Sports directory	Paper	No
		• List of Venues for hire	Paper	No

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Planning and Related Applications	All documentation associated with applications for permission consents or approval <i>Information relating to investigations and proceedings will not be made available</i>	Correspondence, forms, decision and other notices, plans and other drawings, photographs	Paper	Yes Contact Planning Reception
Planning Policy Publications	Documents' containing the Council's planning policies and matters relating to land use and spatial planning.	Local Plan; Proposals Map; Development briefs; and Local Development Framework, which includes: <ul style="list-style-type: none"> • Core Strategy • Development policies • Area Action Plans • Land Allocations • Supplementary Planning Documents • Statement of Community Involvement • Local Development Scheme Annual Monitoring Report 		Electronic versions are freely available on website; paper copies can be produced on request but are chargeable Contact Planning Reception

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Planning Policy Evidence Base Studies	Documents used in the preparation of the planning policy documents which comprise the Local Development Framework	Strategic Flood Risk Assessment; Strategic Housing Land Availability Assessment; Employment land review etc.		Electronic versions are freely available on website; Contact Planning Reception for paper copies
Planning Register	The consolidated listing of planning applications received by the council	Application forms, decision notices, correspondence and drawings	Paper	Yes
Environmental Assessment	Environmental impact assessment and statements	Statements and technical appendices	Paper	Yes