

## **SOUTH RIBBLE BOROUGH COUNCIL**

### **SECTION 19 OF THE FREEDOM OF INFORMATION ACT 2000**

#### **PUBLICATION SCHEME**

##### Introduction

This document is the South Ribble Borough Council's Publication Scheme for the purposes of Section 19 of the Freedom of Information Act 2000. It is a guide to the information routinely published by the council.

Unless otherwise stated, the material is available to the public free of charge.

From January 2009, The Authority will adopt the Model Publication Scheme as approved by the Information Commissioner. This scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information this is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## Classes of information

- Who we are and what we do.
- Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it.
- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing.
- Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions.
- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures.
- Current written protocols for delivering our functions and responsibilities.
- Lists and registers.
- Information held in registers required by law and other lists and registers relating to the functions of the authority.
- The services we offer.
- Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

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

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

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

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

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

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## Charges which may be made for information published under this scheme

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

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

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

Charges may be made for actual disbursements incurred such as:

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

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. Fees are shown in brackets after chargeable items. Note however that most of the information unless otherwise stated, can be provided as a hard copy or on the Council's website.

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

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, from the Information Manager at:

South Ribble Borough Council  
Civic Centre  
West Paddock  
Leyland  
Lancs.  
PR25 1DH

By following the link on the website or by E-mail to [foi\\_requests@southribble.gov.uk](mailto:foi_requests@southribble.gov.uk)

## Alphabetic Listing

The authority has an alphabetical list of information available from its previous publication scheme and, as people may be accustomed to this document, we have also included this list in the revised publication scheme and the content is reviewed on a regular basis.

It lists all the information that the Council wishes to make readily available. When deciding what information should be included the Council has had particular regard to the public interest in making information available and in publicising its decisions.

The classes are defined in two separate ways. Some of them are specific e.g. "Best Value Performance Plan" others are more wide ranging e.g. "Development Control". This, in conjunction with the alphabetical listing, seeks to provide the quickest means of reference for persons seeking information

### Exempt Information

No information is included which is capable of constituting exempt information for the purposes of Part II of the Freedom of Information Act 2000.

## **ABOUT SOUTH RIBBLE**

Information about South Ribble:

- A-Z Guide to Services
- Council Awards
- Events Guide
- Location map of Civic Centre
- Parish and Town Councils
- Places of Interest
- South Ribble Official Guide and Street Plan
- Year Book - £3.00 Fee

## **ACCOUNTS**

- Statement of the council's accounts
- The council's revenue and capital estimates

## **BUDGET**

Budget leaflet statutory performance indicators – how the council has performed

## **BUILDING REGULATIONS**

- Building Regulation forms
- Building Regulation fee scales
- Local authority building control promotion folder
- Building Control service charter
- Building Control Health for your Business
- A householder's guide - What needs building regulation approval?
- Building Control guidance note - new regulations in a nutshell - drainage and waste disposal

Guidance note on conservation of fuel and power  
Guidance note on replacement windows to existing dwellings  
Information leaflet on building regulation consent  
Information leaflet on exemptions from building regulations consent  
Information leaflet loft conversions  
Information leaflet site inspections  
Information leaflet homes for life  
Design of small sewage treatment works  
Lancashire building control handbook  
The Party Wall etc Act 1996  
MasterBond warranty  
MasterBond warranty - renovations, extensions and home improvements  
Special prices on home insulation  
Zurich - new home warranty certification  
Local authority building control - pulling it all together  
Latent gold - What are the benefits of the Latent gold product  
LANTAC - A better way to build  
LANTAC system approval  
LANTAC house type approval  
LANTAC commercial and industrial buildings

## **CABINET**

List of Cabinet members and their portfolios  
Forward Plan of the Cabinet's decisions  
Reports to the Cabinet, except those containing exempt information under the provisions of the Local Government Act 1972  
All Cabinet minutes

## **COMMITTEES OF THE COUNCIL**

Area committees - dates, times and venues  
Diary of all meetings of council committees (£3.00)  
Agendas and reports which are not exempt under the provisions of the Local Government Act 1972  
Minutes of all meetings

## **COMMUNITY SAFETY**

Community safety audit  
Community safety strategy  
Quarterly crime figures

## **COMPLAINTS**

How to complain to the council

## **CONSTITUTION**

The council's constitution, including:  
Code of Conduct for members of the council

Council Structure  
Financial regulations  
Members' Allowance Scheme  
Officer Structure  
Scheme of delegation  
Standing orders  
Terms of reference of Cabinet and Committees

## **COUNCILLORS**

Names and contact details of all borough councillors  
Register of Members' Gifts  
Register of Members' Interests  
Register of Town/Parish Councillors Interests

## **COUNCIL MEETINGS**

Timetable of meetings  
Agendas and reports that are not exempt under the provisions of the Local Government Act 1972  
Minutes of Council meetings

## **COUNCIL TAX**

Council tax-fixing resolution – decision by the council

## **CUSTOMER CARE**

Customer Charter  
Customer Care Policy

## **ECONOMIC DEVELOPMENT**

Guide to "Getting it Right"  
Business support information  
Business Directory.

## **ELECTIONS**

Edited Register of Electors (£20.00 plus £1.50 per 1,000 entries (or part) data or £10.00 plus £5.00 per 1,000 entries (or part) printed)  
List of overseas electors (£20.00 plus £1.50 per 100 entries (or part) data or £10.00 plus £1.50 per 100 entries (or part) printed)  
Elections and voting information  
Contact details for electoral services  
Election results

## **ENVIRONMENTAL HEALTH**

Food hygiene and Pollution leaflets

Regeneration and Healthy Communities Service Plan  
Enforcement Policies  
Infectious disease control leaflets  
Street traders guide  
Air quality assessment reports  
Information on pest control treatments  
Contaminated land strategy  
Local bye-laws information for the business of tattooing, acupuncture, electrolysis, cosmetic piercing and semi-permanent skin colouring  
Information, including fees and application details, about various animal welfare licences, Street Traders including Car Boot and scrap metal  
Applications for Permit under Pollution Prevention and Control Legislation.  
Register of Food Premises (£30.00)  
Register of Health and Safety at Work Legal Notices as required by Environment and Safety Information Act (£30.00)

## **HOUSING**

Empty homes leaflet  
Homelessness leaflet  
Housing advice leaflets  
Private sector policy leaflet

## **LAND CHARGES**

Land charges performance indicator details – how the council has performed

## **LEISURE CENTRES**

Information regarding the Leyland, Penwortham and Bamber Bridge Leisure Centres, the South Ribble Tennis Centre, Leyland St. Mary's Sport Centres and the Penwortham Holme Recreation Centre:

Adverts/features/notices  
Centre-based activity leaflets  
General information  
Information posters/displays  
Local newspaper advertisements  
Press releases  
Special offers/prices

## **LEISURE SERVICES/ARTS**

Various leisure/arts promotional leaflets  
Various leisure services/arts display posters  
Leisure newsletter  
Leisure audit information  
Customer comments on leisure/arts

## **LICENSING**

Information, including fees and application details, about the following licences:

Amusement with prizes machines  
Charitable street collections  
Cinema  
House to house collections  
Indoor sports  
Late night refreshment houses  
Private hire/hackney carriage operators, drivers and vehicles  
Public entertainment  
Theatres Act  
Various animal welfare licences

## **LOCAL GOVERNMENT OMBUDSMAN**

Information leaflet

## **LOCAL PLAN**

### a) Current information

Adopted South Ribble local plan (£40.00)  
Housing land position (annual report) (£25.00)  
Listed buildings in South Ribble (£6.00)  
Summary of listed buildings in South Ribble (£2.00)  
Conservation area appraisal (£2.50)  
Conservation areas in South Ribble (£6.00)  
SPG provision of open space as part of residential development (£25.00)  
Pedestrian survey (£15.00)  
Public and private open space survey (£6.00)  
Retail survey (£20.00)  
Council's Statement on PPG3 Housing (£10.00)  
Interim Planning Policy: Housing (£10.00)  
Interim Planning Policy: Retail (£10.00)  
South Ribble Local Plan Monitoring Report (£10.00)  
Leyland Cross heritage walk

### b) Historical information

Census document 1991  
Environment strategy 1995  
Derelict land strategy 1994  
Community woodland strategy 1995  
SPG responses  
SPG amendments  
Shopping topic report  
Recreation and support topic report  
Brindle Road development brief  
Holland House Farm development brief  
Broad Oak Farm development brief  
Myerscough college development brief  
School Lane/Coote Lane development brief  
South Ribble Local Plan Public consultation draft  
South Ribble Local Plan Public consultation draft map  
South Ribble Local Plan Statement of publicity representations and responses  
South Ribble Local Plan Written statement deposit  
South Ribble Local Plan Proposals map deposit

South Ribble Local Plan Changes to local plan  
South Ribble Local Plan Inspectors report  
South Ribble Local Plan Draft responses report  
South Ribble Local Plan Responses report  
South Ribble Local Plan Draft modifications report  
South Ribble Local Plan Modifications report  
South Ribble Local Plan Responses to representations on modifications  
South Ribble Local Plan Further modifications  
Leyland town centre local plan  
Walton-le-Dale, Bamber Bridge, Lostock Hall local plan  
Penwortham local plan  
Western Parishes local plan  
Eastern Parishes local plan  
Leyland, Farington and Cuerden plan  
Public and private open space survey  
Housing land availability paper

## **MAYORALTY**

Details of the current Mayor  
How the Mayoralty operates  
Forthcoming events

## **MEMBERS OF PARLIAMENT**

Names and contact details of South Ribble MPs

## **MEMBERS OF THE EUROPEAN PARLIAMENT**

Names and contact details

## **MUSEUM**

Leaflets about the activities/displays at the South Ribble Museum & Exhibition Centre

## **NEWS AND PUBLICATIONS**

Press releases  
Forward newspaper

## **PARKS AND OPEN SPACES**

Friends of Worden Park leaflet  
Longton Brickcroft Nature Reserve leaflets  
Parks and arts events programme  
Parks Bulletins  
Parks Charter  
Various ramble and walk leaflets  
Ramble from Much Hoole leaflet  
Worden Park leaflets

## **PERSONNEL**

Annual equality monitoring  
Equal Opportunities Policy  
Information for candidates  
Job vacancies  
Monitoring Form  
Organisational structure  
Race Equality Scheme

## **PLANNING (DEVELOPMENT CONTROL)**

Advice sheets for householders on planning and building control  
Application form for tree works  
General advisory leaflet on Disability Discrimination Act  
Guide on how to comment on planning applications  
How to complain to the borough council  
How to complain to the local government ombudsman  
Leyland Cross heritage walk  
List of planning applications submitted  
Notes to help complete the P1 form  
Protected trees information  
Scale of fees  
Site plan leaflet  
Various advice information sheets and consultation letters  
Various application forms  
Various leaflets, booklets on development control  
Copies of submitted plans (A0, A1, A2 size £3.00 per copy, A3 size £1.50 per copy)  
Ordnance Survey Extracts (£27.00)  
Planning Decision Notices (£15.00)  
Photocopy of Section 106 Agreement (£50.00)  
Photocopy of Tree Preservation Order (£15.00)  
Interim Planning Policy: Housing (£10.00)  
Interim Planning Policy: Retail (£10.00)  
Council's Statement on PPG3 Housing (£10.00)

## **POLICIES AND STRATEGIES**

Anti Fraud Strategy  
Borough Sport and Recreation Strategy  
Commissioning and Procurement Policy  
Community Development Strategy  
Community Safety Strategy  
Consultation Strategy  
Corporate Debt Policy  
Corporate Property Asset Management Strategy (CoPRAMS)  
Corporate Training and Development Strategy  
Customer Care Strategy  
Discretionary Rate Relief Policy  
Economic Development plan  
Empty Properties Strategy  
Enforcement policy and process  
Equal Opportunities Policy  
Flood and Coastal Defence Policy  
Health and Safety Strategy

Health Improvement Strategy  
Health Strategy  
Housing Allocation Policy  
Housing Strategy  
Implementing Electronic Government  
Information and Communications Technology Strategy  
Local Agenda 21 Strategy  
Parks and Open Spaces Strategy  
People Strategy  
Private Sector Housing Policies  
Prevention of homelessness review and strategy  
Recycling Plan  
South Ribble Corporate Plan and Divisional Plans 2002/3  
Strategy for Young Homelessness in South Ribble  
The Best Value Performance Plan 2002  
Tourism Strategy  
Treasury Management Policy  
Local Plan (£40.00)

## **PUBLICATION SCHEME**

The council's Publication Scheme under Section 19 of the Freedom of Information Act 2000

## **SCRUTINY AND IMPROVEMENT**

The role of scrutiny and improvement services – current information  
Scrutiny review reports  
Annual reports of the Scrutiny Committees

## **SEWERS**

United Utilities public sewer records

## **STREETSCENE**

Bus shelter schedule  
Car park schedule

## **TWIN TOWN**

Information about Schleswig-Flensburg, the Twin Town

## **WASTE/RECYCLING/REFUSE COLLECTION**

Waste and recycling service leaflet  
Waste and recycling annual calendars  
Trade waste service leaflet

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