

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@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

Originally Submitted to the Information Commissioner on 9 December 2002

Further Revised February 2013