

# UTTLESFORD DISTRICT COUNCIL'S PUBLICATION SCHEME

## 1. Scope and Purpose

Under the Freedom of Information Act 2000, Uttlesford District Council has a duty to adopt and maintain a publication scheme setting out the classes of information it publishes, how and where such information is published and whether or not a charge is made for such information.

The purpose of the scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure a significant amount of information is available to the public, without the need for a specific request to be made.

The publication scheme is available to view on the Council's website ([www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)) or can be requested from the Council offices.

## 2. How to obtain publications listed in the Scheme

### 2.1 Access

#### General

This guide gives details of general and specific publications that will be made available. Contact telephone numbers are provided if you wish to order or find out more about a Publication and a list of addresses for each of the relevant Service is also given should you wish to make a written request for a publication. These details are provided in Annex 2 to this Guide.

#### Accessible formats

If you need to receive the publication in a particular format, please request this using the contact numbers or addresses provided in Annex 2 to this guide. Please refer to Section 2.3 (Charges) for further details on the provision of copies in special formats and note that the information may be subject to some delay. Our target is to provide these within 14 days but we are reliant on external suppliers for these services and any delays may be beyond our control.

The Council's website ([www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)) will contain an online version of the Guide to Information through which you should be able to access directly electronic versions of the documents.

The Council's reception areas will provide direct access to the internet version of the Publication Scheme and Guide to Information or will have trained staff able to access the Scheme on your behalf, advise on queries and help to locate the documents you require.

### 2.2 Internet

The Publication Scheme and Guide is accessible through the Council's website at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk). Many of the documents listed in the Publication Scheme and Guide will also be directly accessible in electronic format via the Internet version of the Scheme. More will be available in future.

You will also be able to search for publications in a number of ways, for example by type of document, such as "Minutes" or by subject, such as "Planning" or by following the given link.

### **2.3 Charges**

Wherever possible, the Council will attempt to provide documents free of charge, in electronic format, via the Publication Scheme and Guide on its Internet site ([www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)). If charges are payable for documents, the Guide will make you aware of it. Please see Annex 1.

Charges may occur for the following:

- Information printed out in Hard Copy from any Public Access area of the Council. Charges will only seek to cover the costs of stationery and no profit will be made.
- Some Hard Copy publications may carry a set cover price. If you request such a publication you will be notified of the cost and payment will need to be received before the publication can be supplied to you.
- If information is requested electronically on floppy disc or CD-ROM (depending on document size), a charge may be made to cover costs.
- There may be a charge if a large volume of printed material is required. You will be told about any photocopying charges at the time of your request
- Charges for postage and packaging if you require it to be sent to you.

### **2.4 Information not in the Publication Scheme**

If you want to request any information that is not covered by the Publication Scheme, please put your request in writing to Chief Executive's Office at the Council Offices. The Council must say whether it holds the information, and if it does and no exemptions apply, then it must provide it within 20 working days. The rights of access are overridden only by the exemptions set out in the Freedom of Information Act 2000. Please contact the Legal Services Team if you have any queries.

## **3. CLASSES OF INFORMATION MADE AVAILABLE**

The Model Publication scheme devised by the Information Commissioner and adopted by the Council sets out broad categories of information that the Council have committed to make available. A definitions document also produced by the Information Commissioner sets out the types of information it is expected would be published under each class specified in the Scheme. This guide mirrors that document and sets out under each class of information in general the documentation that is available and how it can be obtained.

The spreadsheet at Annex 1 sets out specific documents, the formats they can be provided in and whether there is any charge.

### **3.1 WHO WE ARE AND WHAT WE DO**

#### **Council Constitution and democratic structure**


The Council's constitution consists of the articles of constitution setting out the basic principles that underpin the way the Council operates. It also includes details of the delegation of the Council's powers to committees and officers, and their respective terms of reference, the procedures to be followed at meetings, financial regulations, codes of conduct for members and employees, the Members Allowance Scheme and the Management Structure. Available at : [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or Contact Democratic and Electoral Services.

## **Council Directorate Structure**


There are three main service areas, each managed by a director who, along with the Assistant Chief Executive and the Chief Executive, form the Strategic Management Board.

Names and Contact details for each are available at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or Contact Chief Executive's Office.

## **Location and opening times of Council Properties**

-  Details of how to find the main Council Offices and opening times can be found on the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or by contacting the Customer Service Centre.

## **Councillors' information and contact details**

-  Details of who all our councillors are, the wards they represent, the political party they belong to, the committees they sit on, and outside bodies they represent and their contact details can be found at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or contact Democratic and Electoral Services.

## **Most recent election results**

Details of an election result for district or parish election will be published on the website at the time of the election. However and previous election results will have to be requested from the Electoral Registration Officer.


## **Contact Details for front line services**

Our website contains details of our major frontline services including details of the services they provide, relevant forms and contact details.

The details are available from the homepage at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)  
Or Contact the Customer Services Centre.

## **Relationships with other authorities**

The Council works in partnership with a large range of organisations to improve the way that services are provided to the public. There is no one single section on the website where details are held, but details of any major partnerships should be available under each service area.

-  Some of the major partnerships that are on our website are:
  - Sustainable Community Strategy:
  - Corporate Plan
  - Community Safety
  - Housing: PLACE Project  
Stansted Area Homes Partnership


Details of any other partners the Council works with can be requested from the Chief Executive's Office.

## 3.2 WHAT WE SPEND AND HOW WE SPEND IT


### **Financial Statements, budgets and variance reports**

The website contains a large amount of information on financial matters including budgets, statement of accounts, Medium Term Financial Strategy. Variance reports on budgets are presented to members quarterly and can be viewed under committee reports  
Available at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or contact the Chief Finance Officer.


### **Spending Reviews**

-  The Council carries out quarterly reviews of budget spending and these matters are reported to the Performance Select Committee. The reports can be found on the website under committee papers for Performance Select [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or contact the Chief Finance Officer.

### **Financial Audit Reports**

-  The Council approves the Statement of Accounts every year which is the document that reports the audits of the Council's financial activities. This document can be found on the website at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

### **Members Allowance Scheme**

-  Councillors are entitled to receive a range of allowances for their Council duties. The Council approved the current scheme which is set out in the constitution and can be accessed on the website  
[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

Details of totals of payments made can be obtained via Democratic and Electoral Services.

### **Staff Allowances and expenses**

Details of the allowances and expenses that can be claimed are available from the Human Resources team.

### **Pay and Grading Structure**

This can be requested from the Human Resources Team.

## **Election expenses**

These can be inspected at Council offices during the statutory period for inspection and copies can be provided for the statutory fee  
Details can be obtained from the Electoral Registration Officer.


## **Procurement Procedures**

The Council has adopted a Procurement Strategy which can be accessed on the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)


The Financial Procedure Rules sets out the way in which the Council obtains quotes or tenders for contracts and form part of the Constitution which can be accessed on the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

Details can be requested from the Chief Finance Officer.


## **Contracts currently being tendered**

 Details of contracts being tendered can be requested from the Chief Finance Officer.


## **Lists of Contacts awarded and their Value**

 Details can be requested from the Chief Finance Officer.


## **District Auditor's Report**

 The Audit Commission is responsible for publishing the Annual Governance Reports and the Annual Audit and Inspection Letters in relation to the Council's finances. The reports are available on the Audit Commission's website and are also published on the Council's website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

## **Financial Statements for projects and events**

 Any financial information for individual projects can be requested from the Director for Central Services.

## **Internal Financial Regulations**

 The Financial Procedure Rules and Contract Standing Orders are set out in the Council's constitution at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or contact the Chief Finance Officer.

### **Funding For Partnership Arrangements**

Details of any particular funding arrangements can be requested from  
The Director for Central Services

## **3.3 WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING**

### **Annual Reports**

The Council's Corporate Plan sets out achievements and priorities and can  
be accessed at  
[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

There are other annual reports such as budget and Chairman reports and can  
be found on the website under finance or committee papers or requested  
from Director for Central Services

### **Service strategies and business plans**


A number of corporate strategies can be found on the website  
[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

There may also be a number of strategies under each service which could be  
found on their relevant part of the website  
Details of any others can be requested from the Head of Division for the  
relevant service.

### **Best Value local performance plan**

The latest plan can be accessed on the website under  
[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)  
or contact the Performance Improvement Officer.


### **Best Value Performance Indicators**

 These have been replaced by National Indicators details of which can be  
requested from the Performance Improvement Officer

### **National and local Performance Indicators**

 These can be obtained from the Performance Improvement Officer

### **Internal and external performance reviews**

 Where available, these can be obtained from the Performance Manager.  
Some audits will be placed on the website  
[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) > Your Council > Policies Strategies and Audits  
[The Audit Commission](#) is also responsible for carrying out assessments of the  
Council and details of their reports can be found on their website.

### **Strategies developed in partnership**



The Council works with a large number of partners and some of the policies and strategies are on the website either under the relevant service or under strategies

[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) > Your Council > Policies Strategies and Audits  
or contact the Chief Executive's Office

### **Capital Strategy**

The capital strategy is reported annually to Members and therefore can be assessed through the committee papers system

[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) > Committee Meetings  
Or from the Chief Finance Officer

### **Comprehensive Performance Assessment**

The CPA framework was used by the Audit Commission as a way of assessing a Council's Performance against standard criteria to reach a single judgement about the performance of a local body. The Council has only had one CPA inspection, in 2004. A copy of that report is available on request from the Director of Central Services. The reports were also published on the Audit Commission's website.

### **Comprehensive Area Assessment**

This replaced the CPA framework but the first assessment has not taken place. Any details can be requested from the Director for Central Services

### **Inspection reports**

The Council is assessed by the Audit Commission and the inspection reports will either be found on the Council's website

[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) > Your Council > Policies Strategies and Audits  
> Finance

Or can be requested from the Chief Executive's Office.

Details will also be published on the Audit Commission's website by authority name.

### **Local Area Agreements**

Details can be requested from the Chief Executives office.

The Council's plan to deliver the priorities set out in the Local Area Agreement is the Sustainable Community Strategy which can be found

[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) > Your Council > Policies Strategies and Audit

### **Impact Assessments**

The Council undertakes equality impact assessments on all its policies to identify the impact of those policies on residents. Further details can be obtained from Assistant Chief Executive

### **Customer Care and Service Standards**

The Council's customer service centre standards can be found on the website

[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) > Your Council > Customer Care Centre.

The Council's other service standards can be obtained from the relevant Head of Division.

### 3.4 HOW WE MAKE DECISIONS

#### **Timetable of Council Meetings**

The meeting dates of the Council and each of the committees for the forthcoming Council year is set at the end of the Council year in April and can be found on the committee papers part of the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or through Democratic and Electoral Services.

#### **Agendas, reports, background papers and minutes**

Details of all the agendas, reports and minutes are available on the website.

#### [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

Background papers to reports are not always published on the website and should be requested from the Democratic and Electoral Services. Please note that some of the information may be exempt from publication under the terms of the Local Government Act 1972.

#### **Major Policy proposals and decisions.**

All major policy decisions would be taken by the relevant committee or full council and the details would be found in the committee papers sections

#### [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or available on request from Democratic and Electoral Services.

#### **Facts considered when framing major policies**

The details relating to any major decisions would be set out in the relevant reports to the Committee and could be found in the committee section of the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

#### Background papers listed in reports may not be published and can be requested from Democratic and Electoral Services.

#### **Public Consultations**

Details of current consultations will be included on the website with information of who is consulted and how you can have a say.

[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

#### Details of previous consultations should be requested from the Public Relations Officer.

#### **Internal Communications guidance criteria for decision making, internal manuals and guidelines**

Any other information in this category can be requested from the Chief Executive's Office.


### 3.5 OUR POLICIES AND PROCEDURES



### **Policies and Procedures for conducting Council business**


All the procedures relating to how the Council can carry out its business are set out in the Council's constitution [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or contact Democratic and Electoral Services.

### **Policies and Procedures for delivering our services**

-  Each service provided by the Council has their own policies on the services they deliver. They will either be found on their relevant part of the website or can be requested from the Head of Division for the relevant service. A number of policies are set out in the general policy section of the website and can be accessed via [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)


### **Policies and Procedures around recruitment and employment of staff**

The Council advertises vacancies on its website, and includes guidance notes to assist candidates in making their application.

-  Details would be found at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) > jobs and careers  
If there are no vacancies advertised, details of recruitment and standard employment conditions can be obtained from Human Resources.  
The Council's policies on equality and diversity can be found on the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or requested from Human Resources.

### **Customer Service**


The Customer Service Centre has their own part of the website and their service commitments can be found on [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or contact the Customer Services manager.

-  Any of the other Customer Service standards or procedures for reporting feedback can be obtained from Chief Executive's Office

### **Records Management and personal data policies**

Details of how to request information under the Freedom of Information Act are included on the website.

The Council's data protection policy can be found on the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or available from the Data Protection Officer.

-  The Council's records retention and disposal policy is available on request from the Assistant Chief Executive

### **Charging Regimes and Policies**

Details of charges associated with the Freedom of Information requests are included in this document.

Details of any fees relating to a service are set out in the relevant part of the website including Planning, Building Control, Environmental Services and Land Charges at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or requested from the Customer Service Centre.

### 3.6 LISTS AND REGISTERS

#### Public Registers and registers held as public records



##### Asset Registers and information asset register



The Council has an asset register which is available on request from Chief Finance Officer.  
The Council has not yet implemented an information asset register.

##### Register of Councillors' financial and other interests



Councillors have a duty to record those interests that are prescribed in the Code of Conduct set out in the Constitution. Councillors also have a duty to record any gifts and hospitality they receive in their capacity as a councillor valued at £25 or more in this register. Details of the interests gifts and hospitality can be requested from the Assistant Chief Executive.

##### Licensing Registers



The Council is responsible for issuing and maintaining licences in respect of private hire and hackney carriage vehicles, drivers and operators. The Council, as the Licensing Authority is also responsible for issuing and maintaining licences in respect of the Licensing Act 2003 and the Gambling Act 2005.

The registers of these licences can be accessed via the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or are available for inspection during office hours by contacting the Licensing Department.

##### Planning Lists



Full details of applications received and their status can be found via the planning section of the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)  
Details on the planning register would also be available for inspection during office opening hours.

##### Register of Electors



The registers cannot be accessed electronically and who can see the registers and who can have copies of them is governed by the Representation of the People Act 1983. Please contact the Electoral Registration Officer for details.

### 3.6 SERVICES PROVIDED BY THE COUNCIL

## **Licensing Responsibilities**

Details of the Council's Licensing Service can be found on the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) in respect of Licensing Act 2003, Gambling Act 2005, Charities and collections, lotteries Hackney Carriages, Taxis, Motor Salvage, Pavement Licences

Details relating to the licensing of food premises can be found [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

Details relating to licensing of animal premises including dog breeding, boarding riding establishments and pet shops can be found [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

## **Planning Service**

Details of all the Council's planning and development control service can be found on the website, giving details of planning applications, conservation, listed buildings, landscape and trees, and planning policy. Details of any fees payable can also be found on the website. [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

## **Homes and Housing Services**

Details of all the Council's housing services can be found on the website. These include information on Housing applications and Housing Options and Advice, Homelessness, Tenant Services including information on rents, repairs, tenancy conditions and how to get involved through tenant participation.

You will also find information on private sector housing including some of the grants available for private housing as well as details of schemes such as Right to Buy, Cash Incentive and Shared Ownership.

We also provide services to our older customers through services such as Sheltered Housing, Day Centres and Lifeline.

[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

Details of schemes with housing associations can be found at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

## **Council Tax**

The Council is responsible for the collection of Council tax and information can be found at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

## **Benefits**

The Council is responsible for administering housing and council tax benefits. Details can be found at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

## **Building Surveying**

Information on applying for Building Regulations consent, inspections by Surveyors and street naming and numbering can be found on website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

 **Environmental Services**

The Council is responsible for issues relating on pollution and air quality, information about wildlife and the countryside, advice on how to deal with environmental health issues, food safety, and health and safety. Full details are set out on the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

 **Waste and Recycling**

The Council is responsible for the collection of domestic waste and running a recycling scheme. The Council also offers a commercial waste and large items collection service. Details can be found on the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

 **Community and Leisure**

The Council deals with anti-social behaviour, community safety, leisure activities, and the Museum and details can be found on the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

 **Transport and Parking**

The council owns and runs a number of car parks in the district and administers the concessionary fare scheme. Details can be found on the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

 **Business and Business Rates**

The Council administers the national non domestic rates and information can be found on the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

 **Councillor Complaints**

Complaints that Councillors have breached the code of conduct should be made to the Standards Committee of the District Council. Details can be found on the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

 **Services for which the Council can charge together with those charges.**

Each service has their own section on the website and details of any charges, or how to find out about the charges can be accessed there.

 **Information for visitors to the area.**

Tourism information can be accessed on the website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

The Council does not operate the Tourist Information Centre, but links to it can be accessed via the website.

 **Leaflets, books and newsletters**

The Council publishes a quarterly magazine called Uttlesford Life. Links to all the editions can be found on the website.

In respect of all the services, leaflets are available giving either advice, guidance or details of the service. Electronic versions can be found on the website under each service area.

Or contact the Customer Service Centre for copies.

 **Advice and Guidance**

The Council's website contains details of advice and guidance in respect of each service.


The A-Z section provides links to service provided by other public bodies, for example highways and schools, and this information can be accessed via the homepage

 **Press Releases**

All current press releases are published on the website. Archived press releases can also be accessed.

[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or contact the Public Relations Officer

**Election information**

 The Electoral Registration Officer's functions are separate to that of the Council and information held by the Council on behalf of that office is not currently covered by the Freedom of Information Act. However, you can access information about forthcoming elections, information on becoming a candidate and registering to vote on the website

[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

**ANNEX ONE  
SCHEDULE OF INFORMATION AND DOCUMENTS**

**WHO WE ARE AND WHAT WE DO**

<b>INFORMATION DOC</b>	<b>UMENT/S</b>	<b>Format</b>	<b>CHARGEABLE</b>
Constitution and democratic structure	The Constitution of the Council	W E P	No No No
	Ward Names, Numbers, boundaries	E P	
Council Directorate Structure	Council Directors	W	No
	Organisational Chart	E P	No No
		E P	No No
	List of Statutory Appointments of the Council	E P	No No

		I No	
Location and Opening times	Maps and Directions to Council Property	I W E	No
	Opening Times	W L	No
Councillors Information and contact details	Lists of Members and contact details	W E P	No
	Members representation of the council on external organisations	W E P I	No
Election Results	Results at the time of poll	W P I	No
	Previous results	E P I	No
Contact Details front line services	A to Z Council services	L W	No No
Relationships with Other authorities			

#### WHAT WE SPEND AND HOW WE SPEND IT

INFORMATION DOC	UMENT/S	FORMAT	CHARGEABLE
Financial Statements, budgets and variance reports	Budget-full	I, P, L,	No
	Budget Abstract	I, P, L, W	No
	Statement of Accounts	I, P, W	No
	Medium Term Financial Strategy	P, W, E	No
	Budget Variance	P, W, E	No
	Budget Book	P	Yes
Spending Reviews	Quarterly reviews reported to Members	P, W, E	No
Financial Audit Reports	Statement of Accounts	P, I, W, E	No
	Inspection Letter	P, I, W, E	No
Members Allowance Scheme	Scheme	W, P, E, I	No
	Total Payments	P, E, I	No
Staff Allowances and expenses	Allowance and Expenses Policy	P, E, I	No

Pay and Grading Structure	Standard Conditions of Service Job Descriptions	P P	No No
Election Expenses	Expenses returns	I P	Yes - £5 Yes – 20p per side
Procurement Procedures	Procurement Strategy	I, P, W, E	No
	Financial Procedure Rules	I, P, W, E	No
Contracts out for tender	Tender Document and specification	P, E, I	No
List of Contracts awarded and their Value	P,	E	No
District Auditor's report	Annual Audit and Inspection letter	I, W, E, P	No
Financial Statements for projects and events	P,	E	No
Internal Financial Regulations	Financial Procedure Rules	I,W, E, P	No
Funding for Partnership agreements	P		No

#### WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

INFORMATION DOC	UMENTS	FORMAT	CHARGEABLE
Annual Reports	Corporate Plan	W, E, P, I,	No
	Budget	W, E, P, I	No
	Chairman report	W, E, P, I	No
Service Strategies and business plans	Corporate Plan	W, E, I	No
	Best Value Performance Plan	W, E, I	No
	Divisional Plans	E, P	No
Best Value Performance Plan	Best Value Performance Plan	E, W	No
National and Local Performance Indicators	Performance Indicators	E, P	No
Performance reviews	Audit Reports	P, E	No
	Audit Inspections	E, W, I	No
Strategies developed	Stansted Area Housing	E, P	No

in partnership	Partnership Community Safety Strategy	E, P	No
Capital Strategy	Capital Strategy	P, E,	No
CPA CPA	report	P	No
CAA	CAA report (when completed)		
Inspection Reports	Statement of Accounts	P, E, I, W	No
	Inspection Letter	P, E, I, W	No
	Access to Services review	P, E, W,	No
	Housing Review	P, E,	No
Local Area Agreements	Local Area Agreement	P	No
	Sustainable Community Strategy	E, W	No
Impact Assessments	Equality Impact Assessments	P, E,	No
Customer Care and Service Standards	Customer Service Centre Standards	P, E	No

#### HOW WE MAKE DECISIONS

INFORMATION DOC	UMENT/S	FORMAT	CHARGEABLE
Timetable of Council Meetings	Committee Calendar	P, E, W	No
	Meeting dates	W, E, P	No
Agendas, Minutes, Reports, Background papers	Minutes	P, E, W, I	No
	Reports	P, E, W, I	No
	Agendas	P, E, W, I	No
	Background papers	I	No
Major Policy proposals and decisions	Committee Reports	E, W, I	No
	Minutes	E, W, I	No
	Decision List	E, W, I	No
Facts considered In making decision	Background Papers	I No	
Public Consultations	Consultation Documents	P, E	No
	Questionnaire	P, E,	No
	Consultation Results	P, E	No
Internal Communications guidance	“Toolkits” Procedure Notes	P No	

#### OUR POLICIES AND PROCEDURES



<b>INFORMATION DOC</b>	<b>UMENT/S</b>	<b>FORMAT</b>	<b>CHARGEABLE</b>
Conducting Council Business	Constitution	E, W,	No
Delivering Services	Abandoned Vehicle Procedure	E, I, P, W	No
	Leisure and Cultural Strategy	E, I, P, W	No
	Community Safety Strategy	P, E, I	No
	Contaminated Land Strategy	P, E	Yes
	Housing Strategy	P, E, W	No
	Env Health Enforcement Policy	P, E, W	No
	Saffron Walden Museum and Uttlesford Museum Service Plan	P, E	No
	Anti Fraud Policy	P, E, W	No
	Homelessness Strategy	P, E, W	No
	Play Strategy	P, E, W	No
	Licensing Act 2003 Policy	P, E, W, I	
	Gambling Act 2005 Policy	P, E, W, I	
	Equipment on Highways policy	P, E, W,	No
	Driver Licensing Standards	P, E	No
	Local Plan	P, E, W	Yes
	Parish Plans	P, E, W	Yes
	Supplementary planning guidance	P, E, W	No
	Local Development Framework - Core Strategy - Statement of	E, W, I	No

	<p>Community Involvement  - Sustainability Appraisal  - Site Specific Policies  - General Development Policies  - Annual Monitoring Report</p>		
	Procurement Strategy	P, E, W	No
	Private Sector Grants Policy	P	No
	IEG Statement	E, W	No
	Air Quality Management Plans	P, E	No
	Rent Deposit Scheme	P, W, E	No
	Cash Incentive Scheme	P, E	No
	Tenants Repairs Policy	P, W	No
	Day Centre Management Agreements	P	No
	Waste and Recycling Policy	P, E, W	No
	Joint Waste Management Strategy	P, E, I	No
	Flood Policy	P, E, W	No
	Emergency Planning Policy	P, E, W	No
	Business Continuity Policy	P, E, W	No
	Parking Regulations	P	No
	Equalities and Inclusion Policy	P, E, W	No
Policies and Procedures for recruitment and employment	<p>Staff Handbook  Disciplinary Procedure  Grievance Procedure  Harassment Policy  Equalities and Inclusion</p>	<p>P, E  P, E  P, E  P, E  P, E, W</p>	<p>} No  } No</p>

	Policy Job Descriptions Person Specification Smoke Free Policy Gifts and Hospitality Guidance Confidential Reporting Code	P P P, E P, E P, E	
Customer Service	Customer Service Centre policy Complaints Procedure	P, E P	No
Records management / personal data policies	Data Protection Policy  Retention and Disposal Policy	P, E, W  P, E	No  No
Charging Regimes and Policies	Planning Application Fees Planning Document Fees Local Land Charges Building Regulations fees Environmental Services Charges Licensing Fees	W, E  W, E W, E, P W, E W, E  W, E	No  No No No No  No

## LISTS AND REGISTERS

INFORMATION DOCUMENT/S	FORMAT	CHARGEABLE
Public Registers or Lists held as public records	Public Sewer Map (as deposited)	E, W No
	Radioactive Substances Act 1993 (copy certificates)	P No
	Food Premises Registration List	P, E No
	Contaminated Land Notices	P, E Yes
	Authorised Industrial Processes	P, E No
	Street Litter Control Notice / Control Area	P, E No
	Clean Air Act emissions notices	P, E No

	Renovation grants	P	No
	Notices issues by Environmental Health Dept	P, E	Yes
	Health & Safety Notices	P, E	Yes
	Stray Dogs Register	P	No
	Motor Salvage Operators	P	Yes
	Houses in Multiple Occupation	P	No
	Air Quality Orders and action plans	E, I, P	No
	Caravan Sites	P, E	No
	Planning Register	E, I, W	No
	Enforcement Register	E, I, W	No
	Weekly List of Applications	E, I, W	No
	Heritage Listing	P	Yes
	Preservation Orders	P	Yes
	Sites and Monuments	P	Yes
	Private Hire/ Hackney Carriage driver licences	W, I	Yes
	Licensing Act 2003 Register	W, I	No
	Gambling Act 2005 Register	W, I	No
Asset registers and information Asses Register	Asset Register	P, E	No

Register of Councillors interests	Register of Interests	P No	
Register of Gifts and Hospitality	Register of Hospitality	P No	
Licensing Registers	Licensing Act 2003	W, I	No
	Gambling Act 2005	W, I	No
	Hackney Carriage / private hire drivers	W, I	No
	Private Hire Operators	W, I	No
Planning Lists	Advertisement List	W, I	No
	Applications List	W, I	No
	Decisions List	W, I	No
	Enforcement List	W, I	No
Register of Electors	Register of Electors – edited	I, P, E	Yes
	Register of Electors – full (restricted access)	I, P, E	Yes
Disclosure Log	Disclosure Log	P, E	No

### SERVICES PROVIDED BY THE COUNCIL

INFORMATION DOCUMENT/S	FORMAT	CHARGEABLE
Services provided by the Council	AtoZ of Council Services E, W, P	No
Councillor Complaints	Guide to Making Complaints E, W, P	No
	Complaint Form E, W, P	No
Leaflets, Books Newsletters	Uttlesford Life E, W, P	No
Advice & Guidance	AtoZ of Council Services E, W	No
	Individual Service Advice W, P, E	No
Press Releases	Current Press Releases E, W	No
	Archived Press Releases E, W,	No
Election Information		

**ANNEX TWO  
CONTACT DETAILS**

For all Departments -  
Uttlesford District Council  
Council Offices  
London Road  
Saffron Walden  
Essex  
CB11 4ER

For all departments - Customer Services Centre – 01799 510510  
Customer Service Email – [uconnect@uttlesford.gov.uk](mailto:uconnect@uttlesford.gov.uk)

Direct Email : Elections – [Elections@uttlesford.gov.uk](mailto:Elections@uttlesford.gov.uk)  
Planning – [planning@uttlesford.gov.uk](mailto:planning@uttlesford.gov.uk)  
Licensing – [licensing@uttlesford.gov.uk](mailto:licensing@uttlesford.gov.uk)  
Environmental Health – [environmentalhealth@uttlesford.gov.uk](mailto:environmentalhealth@uttlesford.gov.uk)  
Building Control – [Building@uttlesford.gov.uk](mailto:Building@uttlesford.gov.uk)  
Council Tax – [Revenues@uttlesford.gov.uk](mailto:Revenues@uttlesford.gov.uk)  
Benefits – [Benefits@uttlesford.gov.uk](mailto:Benefits@uttlesford.gov.uk)