



**BOROUGH OF
BROXBOURNE**

**BOROUGH OF BROXBOURNE COUNCIL
FREEDOM OF INFORMATION ACT 2000
PUBLICATION SCHEME**

July 2014

What does this publication scheme cover?

This publication scheme covers information routinely published by Broxbourne Council. The scheme is a list of 'classes', groups or types of information, within which information is available. It is not a comprehensive list of publications, as these will change over time, however many of the Council's flagship publications are detailed under each class.

The Freedom of Information Act requires the Council to specify what information it will publish, how the information is made available, and whether it is available free of charge or upon payment. All information referenced within this publication scheme is available free of charge unless otherwise specified. Members of the public intending to submit a freedom of information request are requested to check this scheme for the required information before submitting a request.

How do I obtain information through this publication scheme?

A list of documents available under each class is available on pages 4 to 10 of this document. Many of the listed documents are available from the Council's website. Other documents are available on request. Documents for which a charge is made may be paid for in advance in person or by post.

What information is not covered by this scheme?

This scheme covers information published by the Borough Council and will be amended regularly to reference recently published information. Unless otherwise stated, all information within this scheme relates to the currently available or published version. All information published by the Council is subject to the timescales set out in the Council's document retention policy.

If the information required is historical, it may be available from the Hertfordshire Archives and Library Service under their normal access arrangements. Please visit www.hertsdirect.org for more details.

Legislative papers such as acts, bills, white and green papers are accessible from the HMSO website. Please visit <http://www.legislation.gov.uk/> for further information.

Who do I contact to find out more?

The Council's Chief Executive is responsible for this scheme. Queries on how to use this scheme or freedom of information generally should be directed to:

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Further advice on where look for information can be obtained by contacting your local library, Citizen's Advice Bureau, or through web search engine. The disclosure of information through the Freedom of Information Act is subject to statutory exemptions, including data protection requirements.

Charges for photocopying

No charge will be made by the Council for examining the information detailed in this publication scheme. A charge may be made for photocopies sought. Where indicated * on the schedule which follows, hard copies of certain listed documents may be subject to the Council's standard charge for copying. This charge is 10p per A4 sheet, with a minimum spend of £2 per request, exclusive of postage and handling charges (if applicable).

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The Council and its purpose

Organisational information, locations and contacts, constitutional and legal governance

Subclass	Description	Documents	Location
Constitution	The constitution of the Council under the Local Government Act 2000.	The current edition of the formal constitution of the Council including standing orders, schemes of delegation and financial regulations.	Hard copy* Website
Democratic Structure	Information relating to the roles of the Cabinet, Committees, Portfolio Holders and the Mayor.	Relevant articles of the constitution and webpages describing how the Council works and the functions of each committee.	Hard copy* Website
Organisational Information	Organisational information issued to staff and elected members, the structure of the Council, and analysis of staff turnover, disciplinary action and sickness absence.	Members' Handbook. Introducing Broxbourne Council. Staff Data document. Workforce monitors.	Hard copy* Website
Details of Council Premises	The locations, business hours and contact details for Council premises.	Relevant webpages for each Council facility.	Website
Details of Elected Members	A list of current councillors by ward, committee membership and portfolio details, local organisation appointments and members' contact information.	List of Councillors including contact information. Committee membership documents. Appointments to local organisations document.	Hard copy* Website
Ward names, numbers and boundaries	<i>This information is available under the Representation of the People Act.</i>	Electronic map indicating the ward boundaries of the Borough and maps of each electoral ward.	Website
Election and Voter Information	Results of local elections and the details of polling stations.	Pages and documents available from the 'Voting and Elections' section of the Council's website.	Hard copy* Website

Financial Information

Information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Subclass	Description	Documents	Location
Budget Information	The Council's financial policies, aims and objectives for each financial year. Details of the Council's Capital Programme.	Detailed in the Estimates Book produced annually.	Hard copy* Website
Fees and Charges	Charges for services provided by the Council.	Detailed in the Estimates Book produced annually.	Hard copy* Website
Annual Statement of Accounts	As required by the Accounts and Audit Regulations 1996. Detailing how services are paid for and what has happened to the money raised from taxpayers.	Annual Statement of Accounts produced annually.	Hard copy* Website
Regulations and Protocols	Details of procedures the Council has established to ensure control, accountability and probity in financial administration and purchasing.	Financial Regulations and Contract Standing Orders as detailed in the Council's Constitution.	Hard copy* Website
Financial Monitoring	Information relating to the financial performance of the Council.	Financial monitoring reports.	Website
Financial Audit	Summary of the external auditor's assessment of the Council.	Annual Audit Inspection Letters published annually.	Website
Financial Plans and Strategies	The strategic framework for Council spending and procurement.	Medium Term Financial Plan. Procurement Strategy. Treasury Management Strategy.	Website
Contracts and Payments	The details of significant contracts awarded by the Council and payments of over £500 made to suppliers.	Contracts let reported to each meeting of the Cabinet. Disclosure of payments to suppliers. Details of grants awarded to the voluntary sector.	Website
Members' Allowances	Details of the members' allowances scheme and member remuneration for each financial year.	Part 6 of the Council's Constitution. Member allowances disclosure published annually.	Website
Election Expenses	Details of expenses incurred by candidates in local elections.	Declarations of candidate's election expenses may be inspected on request.	Hard copy*

Priorities and Performance

Strategy and performance information, plans, assessments, inspections and reviews.

Subclass	Description	Documents	Location
External Assessment	Details of independent assessments of Council services.	Relevant assessment documents held by Council sections.	Hard copy*
Corporate and Community Assessment	Assessment of corporate and community issues undertaken by the Council.	Residents' Survey summary of results. Development Plan evidence studies. Community Safety Annual Strategic Assessment. Performance indicator data reported to the Scrutiny Committee.	Website
Objectives and Mission Statement	The overarching objectives and mission of the Council, guiding all Council work.	Available on the Council's website.	Website
Strategies and Plans	The agreed strategies of the Council, providing a framework for Council action.	Sustainable Community Strategy. Corporate Plan. Medium Term Financial Plan. Economic Development Strategy. Housing Strategy. Sustainability Plan. ICT Strategy. Risk Management Strategy and Policy. Anti-Fraud and Corruption Strategy. Other documents available from the Policies and Strategies section of the Council's website.	Website

Decision Making

Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.

Subclass	Description	Documents	Location
Details of key decisions and private meetings	Notice of decisions to be taken which are either "key decisions" or likely to be considered in confidential session.	Key Decision and Private Meeting Notices published on the Cabinet Procedures webpage.	Hard copy* Website
Agendas, Minutes, and Information Sheets	Publicly available documentation for meetings of the Council, the Cabinet and Committees. Documentation relating to informal public meetings, such as area forums and consultative panels.	Papers published on the Council's website. Minutes of informal public meetings (where available).	Hard copy* Website
Calendar of meetings	The dates and times of Council meetings.	The Council's agreed calendar of meetings. Revisions are publicised via the Notice of Meetings and the Council's website.	Website
Current Consultation Documents	Documents the Council is seeking comment from members of the public.	Consultations webpage of the Council's website. Questionnaires and surveys as available.	Hard copy Website
Concurrence register	Details of decisions taken by officers in concurrence with portfolio holders.	Reported to each meeting of the Cabinet.	Hard copy* Website
Schedule of Contracts Let	Major contracts let on behalf of the Council under delegated powers.	Reported to each meeting of the Cabinet.	Hard copy* Website
Petitions received by the Council	Details of petitions submitted to the Council.	Reported to each meeting of the Cabinet.	Hard copy* Website

Policies and Procedures

Current written protocols for delivering the Council's functions and responsibilities.

Subclass	Description	Documents	Location
Byelaws of the Borough	Byelaws applicable in pleasure grounds, public walks and open spaces of the Borough.	Byelaws of the Borough (2006).	Website
Licensing Policies	The approach the authority will adopt in carrying out its functions under the Licensing Act 2003 and Gambling Act 2005.	Licensing Act 2003 Statement of Policy. Gambling Act 2005 Statement of Principles.	Website
Enforcement Policies	The Council's policies in respect of its enforcement duties.	Enforcement policies in regards to Parking, Planning, Scrap Metal and Alcohol Licensing.	Website
Planning Policies	Information relating to planning policies and development plans.	Broxbourne Local Plan (second review). Development Briefs. Town Centre Strategies. Documents included in the 'Planning Policy' section of the Council's website.	Website
Staff and Member Policies	The agreed codes and protocols of staff and member conduct. The terms and conditions of employment of Council staff. <i>Note: personal information is exempt under the Freedom of Information Act 2000.</i>	'Working for Broxbourne' document. Customer Care Guide. Part 5 of the Council's Constitution (member code of conduct and protocol for member-officer relations).	Hard copy* Website
Corporate Policies and Procedures	Policies and procedures relating to the administration of Council functions.	Local Code of Corporate Governance. Complaints Procedure. Grants Scheme Policy. RIPA Policy. Pay Policy Statement. Compromise Agreement Policy. Pay Transparency Statement. Business Continuity Plan. IT Disaster Recovery Plan.	Hard copy* Website

Lists and Registers

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

Subclass	Description	Documents	Location
Electoral Register	The register of electors in the Borough of Broxbourne.	The electoral roll and monthly amendments.	Hard copy
Job advertisements	List of currently advertised job advertisements.	Current listings on 'Jobs Go Public' website.	Website
Local directories and registers	Directories and registers relating to the Borough.	Local Organisation Directory. Lists of licensed private hire taxi services. List of registered food premises. List of licensed premises. Local land charges register . Register of contaminated land.	Hard copy* Website
Listed Buildings/Areas	Details of listed buildings and areas in the Borough.	Interactive Map on the Council's website.	Website
Application Registers	Registers of applications made to the Council.	Register of Planning Applications. Register of Building Control Applications. Disclosure Log of FOI requests. Register of Assets of Community Value.	Website
Corporate Registers	Registers of interests, gifts, hospitality and signed declarations.	Register of Members' Interests. Members' Register of Gifts and Hospitality. Officers' Register of Gifts and Hospitality. Members' Code of Conduct Declarations.	Hard copy* Website

The Council's Services

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Subclass	Description	Documents	Location
Service Information	The role and standards of the Council's services.	Service Business Plans. Relevant webpages where applicable.	Hard copy* Website
Environmental Information	<i>This information is available under the Environmental Information Regulations 2004</i>	Environmental Monitor (quarterly).	Hard copy* Website
Newsletters and Media Releases	Information communicated through media releases and newsletters	Press releases on the Council's website. 'Broxbourne News' publication. 'E-News' and 'E-Biz' email alerts.	Hard copy* Website
Guides and Brochures	Guidebooks and brochures providing a range of information on Council services and local facilities.	Borough Guide. Guide to Services for Older People. Be Active booklet for older people. 'What's On' guide. 'The Guide' youth programme. Children and Families Guide.	Hard copy Website
Local Information	Local information including the frequency of environmental work and the locations of local facilities.	Kerbside collection, grass cutting and street cleansing frequencies. Locations of Neighbourhood Recycling Centres. Interactive map on the Council's website.	Website