

Freedom Of Information Act 2000

Torbay Council Publication Scheme

Introduction.

The Freedom of Information Act 2000 has introduced new requirements concerning the public's right of access to information by public bodies.

Torbay Council is required to produce and maintain a publication scheme setting out what information it publishes, how and when it will do so and whether it is available free or on payment of a charge.

The scheme is intended to provide guidance on finding information held by the Council according to its type. Publication does not just mean printed material. For the purposes of this Scheme it has been interpreted as broadly as possible to include information on the Torbay Council's website, one-off printed documents, electronic documents, printed material and reports and leaflets.

Not all information held by the Council is available because a legal exemption applies. This will be made clear in the Scheme.

Copies of this Scheme may be obtained during normal opening hours from all Torbay Council Libraries or from:

Reception, Town Hall, Castle Circus, Torquay TQ1 3DS

This document is free of charge.

Alternatively it may be obtained from Torbay Councils' internet Website <http://www.torbay.gov.uk>.

Large Print and Braille copies are available on request.

Paul Lucas
Interim Head of Paid Service,
Torbay Council

Eileen Salloway,
Council Leader,
Torbay Council

December 2002.

Background to the Council and Freedom of Information.

Torbay Council provides a wide range of services for over 130,000 people in the 3 towns of Torquay, Paignton and Brixham. The services provided include social services, education, libraries, roads, consumer protection & trading standards, waste management, community regeneration and support for the local economy.

Torbay Council is composed of 36 Councillors elected by and democratically accountable to the residents of their electoral divisions. The Council has an annual budget in excess of £225,000,000

The Freedom of Information Act 2000 gives a general right of access by the public to all types of information held by Torbay Council subject to any exemption or restrictions imposed by that legislation. Anyone making a request for information must be told whether the Council has that information and must, subject to any exemptions or restrictions, be supplied with that Information.

It should also be noted that a great deal of information we hold is personal and private to individuals. The Freedom of Information Act 2000 does not make such information public. All classes in this Scheme exclude the publication of personal information. Access to this is covered by the Data Protection Act 1998.

All Councils are required to produce and maintain a scheme setting out the information each publishes or intends to publish which the Information Commissioner must approve. The address of the Information Commissioner is set out at the end of this section. The purpose of such a scheme is to ensure significant amounts of information are made available without the need for a specific request, in line with the Government's aim of encouraging public bodies to publish more information and develop a culture of greater openness.

In implementing the requirements of the Freedom of Information Act, 2000, Torbay Council accepts that:

- its prime objective is to serve the needs of the citizens of the administrative Torbay Area and to ensure that the needs and perspective of the public is paramount when considering what information is to be provided and how it is to be provided;
- its intention is to be open and transparent and, in the spirit of the Act, will publish information unless there is a specific reason not to;
- over time and as the practical means by which publication of information can be effected develop, it aims to publish an increasing amount of information as a matter of course and will undertake an annual review of its scheme each year, for the first three years of its existence;

The aim of Torbay Council's Publication Scheme is to set out:

- what information the Council publishes or intends to publish as a matter of course;
- how this information will be published;
- whether the information will be available free of charge or on payment of a fee

In producing this scheme we have had regard for the Public Interest. We have taken note of the sort of information people usually ask us for and what they are interested in.

The scheme does not limit in any way any other rights you may have to information nor does it limit the large amount of information we would otherwise publish outside of this Scheme

How information in this scheme is categorised.

Torbay Council's publication scheme divides the information published by the Council into 14 broad classes namely:

BENEFITS AND ADVICE
EMERGENCIES
BUSINESS

COMMUNITY, PEOPLE AND LIVING
COUNCIL AND DEMOCRACY
EDUCATION
ENVIRONMENT
HEALTH AND SOCIAL CARE
HOUSING
JOBS AND CAREERS
LEISURE AND TOURISM
MARITIME AND HARBOUR
NEWS
TRANSPORT AND STREETS

These classes are further divided and refined, as set out below.

How the Information is published.

The Information referred to in the various classes will be available in a variety of formats ranging from printed copies to electronic versions or other captured image formats.

Charges.

The vast majority of information published under the Council's Scheme will be available free of charge but where a charge is made this will be made clear against the document entry.

The Format of the Publication Scheme

Within the Scheme there are four headings

"*Class Description*" defines one of the 14 classes identified above.

"*Subclass Description*" is a further refinement of the broader class description.

"*What you may see*" is a description of all the information that will be made available.

"*What you may not see*" is a description of the type of information what will not routinely be made available.

The Publication of information that is commercially sensitive is excluded from all classes in this Scheme.

The information described in each class will automatically be published and/or updated as required. Note that a class may also describe publications that are planned to be made available at some future date.

The Council's Internet website is also an alternative source of information about the Council. This incorporates an A-Z of services that can be used as another means of finding the information you may want.

If you do not have access to the Internet then you can also contact Torbay Council on 01803 201201.

Questions, Comments and Feedback.

The Chief Executive is responsible for the Publication Scheme and for compliance with the Freedom of Information Act

If you have any questions or comments about this scheme then please contact:

Steve Humberstone
Data Protection and Information Management
Town Hall
Castle Circus
Torquay

TQ1 3DS

or phone 01803-201201

or email *FreedomOfInformation@torbay.gov.uk*.

Information Commissioner & Complaints.

If you think that we have not met our requirements under the Freedom of Information Act 2000 relating to this Publication Scheme then you may ask us to review a decision we have made. An independent Officer will undertake this review. If you are dissatisfied you may seek an independent, external review by the Information Commissioner.

You should request this by writing directly to:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Phone: 01625 545 745

Fax: 01625 524 510

Email: data@dataprotection.gov.uk

Freedom Of Information Act 2000 - Torbay Council Publication Scheme Version 1.0

There may be a charge for some information in this class.

Class Description

Benefits and Advice

What You May See

Documents containing general information and policies on alcohol, child, drug and substance abuse

There may be a charge for some information in this class.

Class Description

Benefits and Advice

What You May See

Documents giving guidance about services provided by the council.

There may be a charge for some information in this class.

Class Description

Benefits and Advice

What You May See

Documents containing general information about making a claim for Housing Benefit, Council Tax Benefit and other income-related benefits; Frequently Asked Questions (FAQ); discretionary payments; travel concessions; reporting benefit fraud and guidance

Sub Class Description

Abuse

What You May Not See

Sub Class Description

Advice and Information

What You May Not See

Sub Class Description

Benefits

What You May Not See

There may be a charge for some information in this class.

Class Description

Benefits and Advice

What You May See

Documents containing general information about careers, job centres, modern apprenticeships, being self employed, training, unemployment and benefits, voluntary work and work experience

There may be a charge for some information in this class.

Class Description

Benefits and Advice

What You May See

Documents giving general information on how to deal with debt, where to go for help, debt counselling, rent arrears etc

There may be a charge for some information in this class.

Class Description

Benefits and Advice

What You May See

Documents containing general information relating to nuisance, anti-social behaviour etc and the Council's Crime and Disorder Reduction Strategy.

Sub Class Description

Careers Service

What You May Not See

Sub Class Description

Debt and Money

What You May Not See

Sub Class Description

Neighbourhood Problems

What You May Not See

There may be a charge for some information in this class.

Class Description

Business

What You May See

Documents forming or containing the statutory registers relating to planning applications, tree preservation orders, building regulations notices and certificates, public entertainment licences, taxis, residential care homes, environmental health, etc copies of bylaws and regulations made by the Council, enforcement policies and summaries of statistics relating to enforcement

There may be a charge for some information in this class.

Class Description

Business

What You May See

Documents containing business directories and databases, general information, and guidance relating to a wide range of subjects from the sale of petrol to the safety of toys; from the accuracy of weighing and measuring equipment to food safety; from misdescribed goods and services to motor vehicle fraud; from animal health and welfare to counterfeit goods; from consumer credit to fertilisers and animal feed; business formation and start-up

Sub Class Description

Licensing and Permits

What You May Not See

Sub Class Description

Advice and Information

What You May Not See

Documents or parts of documents that we consider to contain exempt information. Typically information may be withheld if it is personal data and its disclosure would contravene the Data Protection Act 1998 or another statutory restriction on disclosure

There may be a charge for some information in this class.

Class Description

Business

What You May See

Documents forming or containing the Structure and Local Plans, supplementary planning guidance; the weekly list of planning applications received; statutory registers relating to planning applications and enforcement and the non-statutory register of industrial and commercial property vacancies.

There may be a charge for some information in this class.

Class Description

Business

What You May See

Documents containing general information about how the Council promotes economic development and inward investment in its area.

Sub Class Description

Buildings, Premises and Planning

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected.

Documents made available to the public in accordance with regulations made under section 74 of the Freedom of Information Act 2000. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the Regulations.

Sub Class Description

Finance and Economy

What You May Not See

Documents or parts of documents that we consider to contain exempt information. Typically information may be withheld if it is of a commercially sensitive nature.

There may be a charge for some information in this class.

Class Description

Business

What You May See

Documents containing or forming agendas and minutes of Economic and Tourism Partnerships, summaries of major employers within the Council's area and links to useful external websites.

There may be a charge for some information in this class.

Class Description

Community, People and Living

What You May See

Documents containing general information about the process of registering a birth, death, or marriage and obtaining certificates and information about Registry Offices and authorised marriage premises, burials and cremations.

There may be a charge for some information in this class.

Class Description

Community, People and Living

What You May See

Information about the provision of services to young people, youth-related projects, advice and youth centres and clubs in the Council's area, the Youth Council and documents providing general advice on issues affecting young people.

Sub Class Description

Local Business

What You May Not See

Sub Class Description

Births, Deaths and Marriages

What You May Not See

Sub Class Description

Young People

What You May Not See

There may be a charge for some information in this class.

Class Description

Community, People and Living

What You May See

Plans and strategies relating to the community such as the Community Plan and the Crime and Disorder Reduction Strategy, general information about the role and functions of strategic and other local partnerships, summaries of information about community and voluntary organisations, clubs and societies and Residents' Associations

There may be a charge for some information in this class.

Class Description

Community, People and Living

What You May See

The Council's policies, plans and strategies relating to equal opportunities, disabilities, and minority groups and details of who to contact for information on community and related issues

There may be a charge for some information in this class.

Class Description

Community, People and Living

What You May See

Information about the provision of services to older people, projects, advice and centres and clubs for older people in the Council's area and documents providing general advice on issues affecting older people.

Sub Class Description

Community

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those

Sub Class Description

People

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected.

Sub Class Description

Older People

What You May Not See

There may be a charge for some information in this class.

Class Description

Community, People and Living

What You May See

Summaries of information about community and voluntary organisations, clubs and societies and Residents' Associations

There may be a charge for some information in this class.

Class Description

Community, People and Living

What You May See

Documents containing policies, plans and strategies relating to culture and recreation

There may be a charge for some information in this class.

Class Description

Community, People and Living

What You May See

Documents' containing general information on issues relating to consumer protection, grants, health and safety and welfare rights and information on community events and activities.

Sub Class Description

Clubs and Societies

What You May Not See

Sub Class Description

Leisure and Living

What You May Not See

Sub Class Description

Advice and Information

What You May Not See

There may be a charge for some information in this class.

Class Description

Council and Democracy

What You May See

Documents containing The Council's Constitution setting out details of how the Council operates and decisions are made, the Services that we provide, the Community Plan, the Performance Plan, Best Value Reviews, District Audit Reports and Inspections, Asset Management Strategy; reports of the Local Government Ombudsman into allegations that that Council has acted or failed to act properly, the Customer Charter and Complaints Procedure, emergency contact and other relevant telephone numbers/e-mail addresses.

There may be a charge for some information in this class.

Class Description

Council and Democracy

What You May See

Documents containing the timetable of meetings, the Forward Plan, agendas, reports and minutes of Council, Committee and Sub-committee meetings and membership of those committees and sub-committees

Sub Class Description

About Your Council

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

Sub Class Description

Committees

What You May Not See

Documents or parts of documents that we consider to contain exempt information as defined in the Local Government Act 1972 Sch 12A. Typically information may be withheld if the information relates to legal proceedings or advice, or if disclosure would prejudice the commercial interests of another person.

Documents intended for future publication. Typically, committee, reports, minutes a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

There may be a charge for some information in this class.

Class Description

Council and Democracy

What You May See

Documents showing the Council's Capital and Revenue Budgets, Council Tax Bands and Amounts, Statement of Account, Performance Plan, Performance Indicators and population and other statistics

There may be a charge for some information in this class.

Class Description

Council and Democracy

What You May See

Details of the present Mayor and Mayoral engagements for this week.

There may be a charge for some information in this class.

Class Description

Council and Democracy

What You May See

Links to local Parish, District and County Councils

Sub Class Description

Facts and Figures

What You May Not See

Documents intended for future publication. Typically, committee, reports, minutes a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

Sub Class Description

Mayor

What You May Not See

Information relating to communications with the Royal Household. Typically, details of a Royal Visit may be withheld

Sub Class Description

Neighbouring Councils

What You May Not See

There may be a charge for some information in this class.

Class Description

Council and Democracy

What You May See

Ward, Parish, County and Parliamentary Constituency Boundaries.

Boundaries, maps and location guides, local facilities and services

There may be a charge for some information in this class.

Class Description

Council and Democracy

What You May See

Registers of the names and address of every Councillor, the ward or division that they represent and the Committees and Sub-committees of which they are members, their interests in land, contracts etc and the records of payments made to them, copies of codes and protocols relating to the conduct of Councillors.

How to contact your local MP

There may be a charge for some information in this class.

Class Description

Council and Democracy

What You May See

The register of electors or documents containing information relating to election results, election arrangements, polling districts and polling stations

Sub Class Description

Electoral Wards and Constituency Boundaries.

What You May Not See

Sub Class Description

Members of the Council and Local MP's

What You May Not See

Sub Class Description

Election and Administration

What You May Not See

Documents or parts of documents that we consider to contain exempt information. Typically information may be withheld if it is personal data and its disclosure would contravene the Data Protection Act 1998 or another statutory restriction on disclosure

There may be a charge for some information in this class.

Class Description

Council and Democracy

What You May See

How to contact your MEP

There may be a charge for some information in this class.

Class Description

Council and Democracy

What You May See

Information relating to current public consultation exercises

There may be a charge for some information in this class.

Class Description

Council and Democracy

What You May See

Documents relating to plans, policies, strategies, processes and procedures within the Council's individual Directorates.

Sub Class Description

Europe

What You May Not See

Sub Class Description

Public Consultation Exercises

What You May Not See

Sub Class Description

Directorate Information

What You May Not See

Documents intended for future publication. Typically a plan or policy of other information may be withheld where it is only available as an internal draft or to allow the document to be disclosed to those most directly affected first.

Documents or parts of documents that we consider to contain exempt information. Typically information may be withheld if it is personal data and its disclosure would contravene the Data Protection Act 1998 or another statutory restriction on disclosure

There may be a charge for some information in this class.

Class Description

Education

What You May See

Documents providing general information and details of Crèches; Early Years Development; Nursery Schools and Playgroups

There may be a charge for some information in this class.

Class Description

Education

What You May See

Documents containing information relating to the strategic policy and funding of schools, admissions policies, performance tables, School Term Dates, The National Healthy School Standard and details of School Governors

There may be a charge for some information in this class.

Class Description

Education

What You May See

Documents providing general details on Adult Education, Community Education Centres, Sixth Form Colleges, Tertiary Colleges and student support schemes.

Sub Class Description

Pre-School

What You May Not See

Sub Class Description

Schools

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected. Documents or parts of documents that we consider to contain exempt information. Typically information may be withheld if it is personal data and its disclosure would contravene the Data Protection Act 1998 or another statutory restriction on disclosure.

Sub Class Description

Further and Higher Education

What You May Not See

There may be a charge for some information in this class.

Class Description

Education

What You May See

Documents providing general details about special education needs

There may be a charge for some information in this class.

Class Description

Education

What You May See

Documents providing general information about Nursery Education Grant, Clothing Grants, Free School Meals, Student Loans, Sponsorship Schemes and Grants and how to apply

There may be a charge for some information in this class.

Class Description

Education

What You May See

Documents providing general details about courses, school transport, safety, the Advisory Service, Education Appeals, Careers Office, Education Welfare Service and the National Grid for Learning.

Sub Class Description

Special Educational Needs

What You May Not See

Sub Class Description

Assistance

What You May Not See

Documents or parts of documents that we consider to contain exempt information. Typically information may be withheld if it is personal data and its disclosure would contravene the Data Protection Act

Sub Class Description

Advice and Information

What You May Not See

There may be a charge for some information in this class.

Class Description

Education

What You May See

Information relating to school attendance, the Education Development Plan, Exclusions, and Ofsted Inspections and Reports

There may be a charge for some information in this class.

Class Description

Education

What You May See

Performance tables relating to GCSE, A and AS levels

There may be a charge for some information in this class.

Class Description

Education

What You May See

Documents providing general details about Modern Apprenticeships, Specialist Colleges and Work-based Learning

Sub Class Description

Standards and Monitoring

What You May Not See

Sub Class Description

Examinations

What You May Not See

Sub Class Description

Vocational Studies

What You May Not See

There may be a charge for some information in this class.

Class Description

Education

What You May See

Information relating to after school clubs, play programmes and play schemes within the Council's area

There may be a charge for some information in this class.

Class Description

Emergencies

What You May See

Documents containing general information and guidance on accident prevention in the home in the workplace and on the roads and useful external links

There may be a charge for some information in this class.

Class Description

Emergencies

What You May See

Emergency contact and other relevant telephone numbers, general advice and guidance on the prevention of fires and fire safety etc

Sub Class Description

Extra Curricula

What You May Not See

Sub Class Description

Accidents

What You May Not See

Sub Class Description

Emergency Services

What You May Not See

There may be a charge for some information in this class.

Class Description

Emergencies

What You May See

Emergency contact and other relevant telephone numbers

There may be a charge for some information in this class.

Class Description

Emergencies

What You May See

Emergency contact and other relevant telephone numbers

There may be a charge for some information in this class.

Class Description

Emergencies

What You May See

Documents containing agendas and minutes of meetings of the Crime and Disorder Partnership, the Council's Crime and Disorder Reduction Strategy and advisory leaflets relating to nuisance, anti-social behaviour etc

Sub Class Description

Floods

What You May Not See

Sub Class Description

Council Emergency Planning Services

What You May Not See

Sub Class Description

Crime and Disorder

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected first.

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Documents containing general information, contacts, policies and where applicable statutory registers relating to animal health, dangerous animals, and dog control.

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Documents containing general information, contacts, plans and where applicable statutory registers relating to the collection and disposal of waste and waste management licences, street cleaning and litter control, and recycling.

Sub Class Description

Animals

What You May Not See

Documents available to the public in accordance with regulations made under section 74 of the 2000 Act. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.

Sub Class Description

Waste Management and Recycling

What You May Not See

Documents available to the public in accordance with regulations made under section 74 of the 2000 Act. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Documents containing general information, contacts, summaries of monitoring data, environmental policies, useful links external websites, and where applicable statutory registers relating to unauthorised fly-tipping, air pollution and quality, food labelling, food hygiene, health and safety at work, public health, LA21 organisation and projects, consumer protection and water pollution and quality, statutory service plans

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Documents containing general information, management plans, contacts and where applicable statutory registers relating to protection and maintenance of the built and natural environment including archaeological sites and monuments, areas of outstanding natural beauty, beaches and the coast, listed buildings and conservation areas, nature reserves and conservation sites and

Sub Class Description

Health, Safety and Environment

What You May Not See

Documents available to the public in accordance with regulations made under section 74 of the 2000 Act. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.

Sub Class Description

Conservation

What You May Not See

Documents available to the public in accordance with regulations made under section 74 of the 2000 Act. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected first.

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Statutory map of public sewers and drains

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Documents containing general information relating to home energy efficiency and Home Energy Efficiency Scheme Grants

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Documents containing general details of the Council's pest control service and who to contact

Sub Class Description

Drains and Sewers

What You May Not See

Documents available to the public in accordance with regulations made under section 74 of the 2000 Act. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.

Sub Class Description

Energy

What You May Not See

Sub Class Description

Pest Control

What You May Not See

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Documents forming or containing the Structure and Local Plans, Supplementary Planning Guidance, the weekly list of planning applications received, statutory registers relating to planning applications, tree preservation orders, advertisement consents, building regulations notices and certificates, contaminated land etc and listing of historic buildings

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Documents containing general information on dealing with noise nuisance and where appropriate, the statutory registers relating to premises within a noise abatement zone.

Sub Class Description

Land, Planning and Buildings

What You May Not See

Documents available to the public in accordance with regulations made under section 74 of the 2000 Act. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.

Sub Class Description

Noise

What You May Not See

Documents available to the public in accordance with regulations made under section 74 of the 2000 Act. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Documents containing details of who to contact and general information to the public and businesses about the Environmental Health and Consumer Protection Division enforcement policy, basic consumer issues, household repairs, product safety, Sunday trading, vehicle complaints and weights and measures.

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Summaries of monitoring data relating to the quality of bathing water, drinking water and private water supplies including any statutory registers and the flood plain maps.

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Documents containing general information about noise, air, water and land pollution

Sub Class Description

Business and Trading Standards

What You May Not See

Sub Class Description

Water and Flooding

What You May Not See

Documents available to the public in accordance with regulations made under section 74 of the 2000 Act. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations.

Sub Class Description

Pollution

What You May Not See

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Documents containing general information and guidance on accident prevention in the home, product recall information, food hygiene and health related issues

There may be a charge for some information in this class.

Class Description

Environment

What You May See

Documents containing general information and application forms in respect of Town and Country Planning practice and procedures, building regulations and travellers.

There may be a charge for some information in this class.

Class Description

Health and Social Care

What You May See

Documents providing general information about services for those who are blind or partially sighted, deaf or hard of hearing, physically or mentally disabled or have learning disabilities including information relating to benefits, grants, dial-a-ride, shopmobility and blue badge schemes

Sub Class Description

Health and Safety (incl Food Hygiene) and Trading Standards.

What You May Not See

Sub Class Description

Advice and Information

What You May Not See

Sub Class Description

Disabled and Impairment Services

What You May Not See

There may be a charge for some information in this class.

Class Description

Health and Social Care

What You May See

Documents providing general information about the process of adoption and fostering, parenting skills, child protection, care planning, family centres, residential care, placements for children, children with special educational needs, and disabled children

There may be a charge for some information in this class.

Class Description

Health and Social Care

What You May See

Documents providing general information about services to support the elderly including Careline, sheltered accommodation, residential and nursing homes, care planning, day services, meals on wheels and blue badges.

There may be a charge for some information in this class.

Class Description

Health and Social Care

What You May See

Documents containing general information on Council Housing, Private Housing, Benefits, Grants and Assistance, the prevention of homelessness, helping the homeless, the Council's duties and who to contact. The Council's Homelessness Strategy.

Sub Class Description

Children and Families

What You May Not See

Sub Class Description

Older People

What You May Not See

Sub Class Description

Housing and Homelessness

What You May Not See

There may be a charge for some information in this class.

Class Description

Health and Social Care

What You May See

Documents, plans and where applicable statutory registers relating to residential care homes, community care, day care centres, the assessment of care needs and carers

There may be a charge for some information in this class.

Class Description

Health and Social Care

What You May See

Documents containing general information and guidance on AIDs/HIV, infectious diseases, domestic violence, healthy eating, pregnancy and contraception

There may be a charge for some information in this class.

Class Description

Housing

What You May See

Documents containing details of the Council's housing policies, allocation scheme and explaining how properties are allocated, tenants' rights and obligations, repairs and the right to repair scheme, exercising the right to buy, DIY shared ownership schemes, who to contact and application forms

Sub Class Description

Community and Care Services

What You May Not See

Sub Class Description

Health and Wellbeing

What You May Not See

Sub Class Description

Council Housing

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

There may be a charge for some information in this class.

Class Description

Housing

What You May See

Documents, plans, strategies and where applicable statutory registers relating to renovation grants and other financial assistance, houses in multiple occupation, unfit properties and properties in disrepair

There may be a charge for some information in this class.

Class Description

Housing

What You May See

Documents giving general information about making a claim for Housing Benefit, Council Tax Benefit, and other income- related benefits, frequently asked questions; discretionary payments, travel concessions, reporting benefit fraud and guidance to landlords
Documents containing general information and application forms for renovation grants, home efficiency scheme grants, and other forms of financial assistance.

There may be a charge for some information in this class.

Class Description

Housing

What You May See

Documents containing general information on the prevention of homelessness, helping the homeless, the Council's duties and who to contact and the Council's Homelessness Strategy.

Sub Class Description

Private Sector Housing

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

Sub Class Description

Benefits

What You May Not See

Sub Class Description

Homelessness

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

There may be a charge for some information in this class.

Class Description

Housing

What You May See

Documents containing general information on Council Housing, Private Housing, Benefits, Grants and Assistance, the prevention of homelessness, helping the homeless, the Council's duties and who to contact.

There may be a charge for some information in this class.

Class Description

Housing

What You May See

Documents forming or containing the Structure and Local Plans, Supplementary Planning Guidance, the weekly list of planning applications received, statutory registers relating to planning applications, tree preservation orders, advertisement consents, building regulations notices and certificates, contaminated land etc and listing of historic buildings

There may be a charge for some information in this class.

Class Description

Jobs and Careers

What You May See

Documents containing the Council's staffing policies and copies of advertisements for vacancies that the Council is currently recruiting for and details of how to apply

Sub Class Description

Advice Information and Support

What You May Not See

Sub Class Description

Buildings Improvements and Planning

What You May Not See

Documents available to the public in accordance with regulations made under section 74 of the 2000 Act. Typically, a document or other information may be withheld because the regulations provide for different procedures and exemptions and it is in the public interest that the document or information should only be made available in accordance with the regulations

Sub Class Description

Working in Local Government

What You May Not See

Documents or parts of documents that we consider to contain exempt information. Typically information may be withheld if it is personal data and its disclosure would contravene the Data Protection Act 1998, or if the disclosure of the information would prejudice national security or the health and safety of any individual

There may be a charge for some information in this class.

Class Description

Jobs and Careers

What You May See

Documents containing general information about careers, job centres, modern apprenticeships, being self-employed, training, unemployment and benefits, voluntary work and work experience.

There may be a charge for some information in this class.

Class Description

Leisure and Tourism

What You May See

Documents containing the Council's policies and information relating to Community, Leisure and Activity Centres, Theatres and Cinemas.

There may be a charge for some information in this class.

Class Description

Leisure and Tourism

What You May See

Documents containing information on places of worship within the boundary of the authority.

Sub Class Description

Advice and Information

What You May Not See

Sub Class Description

Community, Leisure and Activity Centres

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

Sub Class Description

Places of Worship

What You May Not See

There may be a charge for some information in this class.

Class Description

Leisure and Tourism

What You May See

Documents containing the Council's policies and general information about public open space, sports and leisure provision within the Council's area

There may be a charge for some information in this class.

Class Description

Leisure and Tourism

What You May See

Documents containing the Council's policies and general information about museums and provision for the arts and history within the Council's area

There may be a charge for some information in this class.

Class Description

Leisure and Tourism

What You May See

Documents containing the Council's policies and general information about theatres and cinemas within the Council's area

Sub Class Description

Sports and Leisure Pursuits

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

Sub Class Description

Art, History and Museums

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

Sub Class Description

Theatre and Cinema

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

There may be a charge for some information in this class.

Class Description

Leisure and Tourism

What You May See

Documents containing the Council's policies for the promotion of tourism and general information about conferences and lectures, hotels and other places to stay, entertainment, holidays, places of interest and tourist attractions within the Council's area

There may be a charge for some information in this class.

Class Description

Leisure and Tourism

What You May See

General information about the provision of playing facilities for children, youth centres and clubs in the Council's area.

There may be a charge for some information in this class.

Class Description

Leisure and Tourism

What You May See

Documents containing general information about the location and opening hours of libraries and records offices within the Council's area.

Sub Class Description

Tourism and Visitors

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

Sub Class Description

Children and Youth

What You May Not See

Sub Class Description

Libraries and Records

What You May Not See

There may be a charge for some information in this class.

Class Description

Leisure and Tourism

What You May See

Documents giving general information about where to shop and places to eat within the Council's area, car parking and shopmobility

There may be a charge for some information in this class.

Class Description

Leisure and Tourism

What You May See

Documents and useful links to external websites giving general information about fairs, festivals, attractions, conferences and lectures and other events taking place within the Council's area

There may be a charge for some information in this class.

Class Description

Leisure and Tourism

What You May See

Documents giving general information about halls, meeting rooms, conference and other venues for hire within the Council's area

Sub Class Description

Shopping

What You May Not See

Sub Class Description

Information and Whats's On Guide

What You May Not See

Sub Class Description

Venues and Facilities

What You May Not See

There may be a charge for some information in this class.

Class Description

Leisure and Tourism

What You May See

Documents giving general information about where to eat and drink within the Council's area

There may be a charge for some information in this class.

Class Description

Leisure and Tourism

What You May See

Documents containing the Council's policies, byelaws and regulations and where appropriate statutory registers relating to parks, gardens, open spaces and town or village greens within the Council's area

There may be a charge for some information in this class.

Class Description

Maritime, Harbour and Fisheries

What You May See

Documents relating to Harbour Bye-laws ,tide times,Oil Spillage, Safety policies and Pilotage

Sub Class Description

Food and Drink

What You May Not See

Sub Class Description

Parks, Gardens and Open Spaces

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

Sub Class Description

General

What You May Not See

There may be a charge for some information in this class.

Class Description

News

What You May See

Documents giving todays Council Press Releases.

There may be a charge for some information in this class.

Class Description

News

What You May See

Press Releases issued by the Council within the previous six months

There may be a charge for some information in this class.

Class Description

News

What You May See

Press and media telephone numbers

There may be a charge for some information in this class.

Class Description

News

What You May See

Other general Council information.

Sub Class Description

Press Room

What You May Not See

Sub Class Description

Council News

What You May Not See

Sub Class Description

Local News

What You May Not See

Sub Class Description

Information

What You May Not See

There may be a charge for some information in this class.

Class Description

Transport and Streets

What You May See

Documents giving general information about road works being carried out by the Council or a utility company, how to report dangerous or defective roads, street cleaning schedules and road improvements

There may be a charge for some information in this class.

Class Description

Transport and Streets

What You May See

Documents giving general information about public footpaths and rights of way within the Council's area together with the Definitive Map and Statement, and Rights of Way Orders

There may be a charge for some information in this class.

Class Description

Transport and Streets

What You May See

Documents giving general information relating to on- and off-street parking, residents' parking schemes and parking enforcement within the Council's area.

Sub Class Description

Roads

What You May Not See

Sub Class Description

Pavements, Footpaths and Bridleways

What You May Not See

Sub Class Description

Parking

What You May Not See

There may be a charge for some information in this class.

Class Description

Transport and Streets

What You May See

Documents containing general information about road works being carried out by the Council or a utility company, how to report dangerous or defective roads, bridges etc, street cleaning schedules, repairs to street lighting and who to contact about maintenance issues

There may be a charge for some information in this class.

Class Description

Transport and Streets

What You May See

Documents relating to travel and transport plans, area strategies, modelling and forecasting and traffic data collection including summaries of traffic growth

There may be a charge for some information in this class.

Class Description

Transport and Streets

What You May See

Documents containing general information relating to cycle and driver training, safer routes to school, school crossing patrols and guidance on accident prevention

Sub Class Description

Maintenance

What You May Not See

Sub Class Description

Traffic Management and Development

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected

Sub Class Description

Safety

What You May Not See

There may be a charge for some information in this class.

Class Description

Transport and Streets

What You May See

Documents containing general information relating to the National Cycle Network, cycle training, cycle rides within the Council's area

There may be a charge for some information in this class.

Class Description

Transport and Streets

What You May See

Details of how to sponsor roadside locations including roundabouts.

There may be a charge for some information in this class.

Class Description

Transport and Streets

What You May See

Details of who to contact on highway and transportation issues

Sub Class Description

Cycling

What You May Not See

Sub Class Description

Advertising and Sponsorship

What You May Not See

Sub Class Description

People

What You May Not See

There may be a charge for some information in this class.

Class Description

Transport and Streets

What You May See

Documents, strategic plans and general information relating to public transport including bus timetables, rail services, concessionary travel schemes and who to contact

Sub Class Description

Public Transport

What You May Not See

Documents intended for future publication. Typically, a plan or policy or other information may be withheld where it is only available as an internal draft, or to allow the document to be disclosed to those most directly affected