

**Hertsmere Borough  
Council  
Freedom of Information  
Publication Scheme**

## **What does this publication scheme cover?**

This publication scheme covers information routinely published by Hertsmere Borough Council. It is not a list of publications, as these will change over time. It is a list of 'classes', groups, or types of information, within which information is available.

Under the Freedom of Information Act 2000 the Council has a duty to specify what information they publish (in terms of information 'classes'), how the information is made available, and whether it is available free of charge or upon payment.

## **How do I obtain information through this publication scheme?**

A list of the materials available under each 'class' contained in this publication scheme is available on the council's website [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk) and in the Council's main reception area:

Civic Offices  
Elstree Way  
Borehamwood  
Herts  
WD6 1WA

Many of the documents are available to download from the scheme on our website.

## **What about the information not covered by this scheme?**

This scheme only covers information created by Hertsmere Borough Council. Over a period of time, the aim is to make more information available in an increasing variety of methods. This publication scheme will subsequently be amended to include this additional information.

The information you require may be historical, and may therefore be available from the Hertfordshire Archives and Local Studies under their normal access arrangements. You may obtain further information by accessing <http://www.hertsdirect.org/infoadvice/history/introhals/> or by contacting:

Hertfordshire Archives and Local Studies  
Hertfordshire County  
Council  
County Hall  
Pegs Lane  
Hertford  
SG13 8DQ

Telephone: 01438 737333  
Email: [hertsdirect@hertsc.gov.uk](mailto:hertsdirect@hertsc.gov.uk)

Unless otherwise stated, all information within this scheme relates to the currently available or published version.

Legislative papers such as acts, bills, white and green papers are accessible from HMSO to view at: <http://www.hmso.gov.uk/>

HMSO general contact details are:

Enquiries  
HMSO  
St.Clements House  
2-16 Colegate  
Norwich  
NR3 1BQ

Legislative papers to purchase are available from The Stationery Office:

The Stationery Office Ltd  
PO Box 29  
Norwich  
NR3 1GN

Tel: 0870 600 5522  
Fax: 0870 600 5533  
<http://www.tso.co.uk/>

### **Other places to look for general information about local government?**

Your query on a local matter may subsequently involve a search for national, regional, or other consultative material produced by government, other public bodies, or voluntary sector organisations.

You may receive advice on where to look by contacting the person below, your local library, Citizens' Advice Bureau, or through using a web search engine.

### **How do I find out about the information you hold about me personally?**

If you wish to find out what information the Council holds about you personally you need to make a request under the Data Protection Act 1998. This will be subject to a charge of £10.

Your request should be addressed to: Data Protection, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts, WD6 1WA. Telephone: 020 8207 2277.  
Email: [foi@hertsmere.gov.uk](mailto:foi@hertsmere.gov.uk)

## **Who do I contact to find out more?**

If you have a query about this publication scheme, the information available, or information held by the Council generally, please contact:

Information Services  
Hertsmere Borough Council  
Civic Offices  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1WA

Telephone: 0208 207 2277  
Email: [foi@hertsmere.gov.uk](mailto:foi@hertsmere.gov.uk)

## **Where and how do I complain about access under the Freedom of Information Act 2000?**

Any complaint about the manner in which Hertsmere Borough Council has dealt with a request under the Freedom of Information Act 2000 will be dealt with under the Council's complaints procedure.

Complaints can also be made to the Information Commissioner (who is responsible for overseeing both the Freedom of Information Act 2000 and the Data Protection Act 1998) at this address:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Enquiry/Information Line: 01625 545745  
Fax: 01625 524520  
DX: 20819 Wilmslow  
Email: [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)

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## Democracy

Activities relating to the election of Council representatives, the boundaries of the Council districts and wards and the terms and conditions for councillors, and includes the election processes and results of Council elections.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Ward names, numbers and boundaries</b>	Ward names, numbers and boundaries		<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No
<b>Forward Plan</b>	The list of key decisions to be considered by the cabinet over the next 4 months		<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No
<b>Representation</b>	List of members representing the Council on principal external bodies		Paper	Yes
<b>Register of Interests</b>	Members' disclosure of financial and other interests including employment and any involvement in organisations which may affect their actions as Council members		<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No
<b>Members - Details</b>	Public contact details of councillors		<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No
<b>Constitution</b>	The constitution of the Council		<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No
<b>Council and Committees Meetings – Part 1</b>	Agendas, meetings and minutes relating to full council decision making processes, open to the public	<ul style="list-style-type: none"> <li>• Minutes</li> <li>• Agendas</li> <li>• Associated reports</li> </ul>	<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	Yes
<b>Electoral register</b>	The list of people registered to vote	This information is available for inspection at the main Council reception	Paper	Inspection Free

## Financial Management

The function of managing the organisation's financial resources.

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Audit - Financial</b>	The reports of external activities (usually carried out by district/external audit) associated with officially checking financial, quality assurance and operational records	• External audit statement of account	<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No
<b>Budget</b>	The overall expected spending of the Council	Budget books Committee reports	<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No
<b>Fees and charges</b>	Council fees and charges list	Budget books Committee reports	<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No
<b>Financial reporting</b>	Statement of accounts, financial monitoring reports, quarterly committee reports on financial monitoring	Statement of accounts	<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No

## Management

The application of broad systematic planning to define the corporate mission and determine methods of Council operation.

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Policies and strategies</b>	The publicly available policies of the Council including and limited to the examples shown	Anti Fraud and Corruption Policy Best Value Performance Plan Summary Best Value Performance Plan Capital Strategy Corporate Plan Contaminated Land Strategy Communication Strategy Crime & Disorder Reduction Enforcement Policy E-Government Strategy Energy Strategy Finance Strategy Flood Defence Policy Food Service Plan Greenways Strategy Housing Strategy Homelessness Strategy Human Resources Strategy IEG Statement Procurement Strategy Race Equality Strategy Treasury Management Policy	Paper and/or <a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No
<b>Annual Report</b>	The published statutory annual report of the Council		<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No
<b>Organisational Structure</b>	The management structure and functions of the Council		<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No



## Personnel

Matters relating to conditions of employment and administration of personnel at the Council.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Terms and conditions of employment</b>	The general terms and conditions of employment with the Council		Paper	No
<b>Job descriptions and person specifications</b>	The job description and person specifications for currently advertised posts		Paper	No

## Development and Building Controls

Council regulation and approval of building and development applications for specific properties

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Planning Applications</b>	The documentation associated with applications for permission consents or approval	This information is available for inspection at the main Council reception by appointment	<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No
<b>Planning Register</b>	The consolidated listing of planning applications received by the Council from 1948	This information is available for inspection at the main Council reception	Paper	Free access. Charge for copies of documents
<b>Enforcement Register</b>	Register of enforcement and stop notices served by the Council	This information is available for inspection at the main Council reception	Paper	Free access. Charge for copies of documents

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<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Initial Notice Register</b>	The consolidated listing of Approved Inspector applications received by the Council from 1985	This information is available for inspection at the main Council reception	Paper	Free access. Charge for copies of documents
<b>Environmental assessment</b>	Environmental impact assessment and statements in relation to major developments	This information is available for inspection at the main Council reception	Paper	Free access. Charge for copies of documents
<b>Heritage Listing</b>	The consolidated record of listed buildings and monuments		Paper	Free access. Charge for copies of documents
<b>Preservation orders</b>	Urban and rural preservation orders, including conservation areas, tree preservation orders, and hedge row preservation orders	Urban and rural preservation orders, including conservation areas, tree preservation orders, and hedge row preservation orders  This information is available for inspection at the main Council reception	Paper	Free access. Charge for copies of documents

## **Leisure facilities and cultural services**

Services provided by the Council, or contracted by the Council, to assist local residents and the community.

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Tourist information</b>	Information provided for tourists about the local district	Walks leaflets Places of interest leaflets	Paper	No
<b>Accommodation - Register</b>	Consolidated list of tourist accommodation available locally		<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No

## Transport and highways

Activities related to the management of roads, footpaths, transportation and parking.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Traffic Orders</b>	The statutory notice given to warn the public on the change of the status of a public highway	This information is available for inspection at the main council reception <ul style="list-style-type: none"> <li>• Road closures</li> <li>• Road widening</li> <li>• Speed change</li> <li>• Parking schemes</li> </ul>	Paper	No
<b>Taxi licence Holders</b>	Lists of persons holding hackney carriages or private hire licences issued by the Council	Register Of Drivers – Private Hire/Taxis  This information is available for inspection at the main Council reception	Paper	No

## Service Details and Guidance

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Service Details and Guidance</b>	Public contact details, access to, and explanation of Council services	Parks and Open Spaces leaflets Housing leaflets A-Z of Services Righting a Wrong Your Councillors	Paper and/or <a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No

## Maps and Directions

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Maps and Directions</b>	Selected public maps and directions to Council property or land assets	Maps to civic/area offices Directions to civic/area offices	<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No

## Forms

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Forms</b>	Forms for completion by customers to access services of the Council	Housing application forms Benefits application forms Planning forms	<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No

## Campaigns

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Campaigns</b>	Campaign, publicity and awareness literature on Council services, partnership services, or promotional activities associated with the Council	Hertsmere News, Official Guide, Street Plan	<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No

## Publications

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Publications</b>	Guidebooks, books and other publications that the Council makes available on a chargeable basis	Local Plan	<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	Yes

## Bye-Laws

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Bye-Laws</b>	List and details of Hertsmere bye-laws	This information is available for inspection at the main Council reception	Paper	No

## Media Releases

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Media releases</b>	Information released to the media		<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No

## Public Consultation

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Public consultation</b>	Current public consultation documents/questionnaires	Consultation documents and results	<a href="http://www.hertsmere.gov.uk">www.hertsmere.gov.uk</a>	No

## Statutory Registers

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Statutory registers</b>	All lists or registers that the Council are required to maintain and make available by virtue of any enactment	<p>This information is available for inspection on request at the main Council reception</p> <ul style="list-style-type: none"> <li>• Enforcement and Stop Notice Register</li> <li>• Listed buildings Register</li> <li>• Register of Members Interests</li> <li>• Sites and Monuments Register</li> <li>• Local Non-Domestic Rating List</li> <li>• Valuation List</li> <li>• Food Premises Register</li> <li>• Health and Safety Notice Register</li> <li>• Hackney Carriage Register</li> <li>• Private Hire Vehicle Driver Register</li> <li>• Register of Local Society Lotteries</li> <li>• Late Night Refreshment Houses Register</li> <li>• Scrap Metal Dealers Register</li> <li>• HMO Register</li> <li>• Contaminated Land Register (except parts specified as commercially sensitive or with National Security implications)</li> <li>• Environmental Protection Act Part I Authorised Processes Public Register (except parts specified as commercially sensitive or with National Security implications)</li> </ul>	Paper	No

Continued.....

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
		<ul style="list-style-type: none"> <li>• Radioactive Sources/Substances Register (except parts specified as commercially sensitive or with National Security implications)</li> <li>• Private Water Supplies Register</li> <li>• Public Register of Cooling Towers</li> </ul>		
		<ul style="list-style-type: none"> <li>• Local Land Charges Register</li> </ul>	A personal search facility is available Mon - Fri from 2.30 – 4.00 pm	Search fee of £11