

**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 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

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

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

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

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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
Ward names, numbers and boundaries	Ward names, numbers and boundaries		www.hertsmere.gov.uk	No
Forward Plan	The list of key decisions to be considered by the cabinet over the next 4 months		www.hertsmere.gov.uk	No
Representation	List of members representing the Council on principal external bodies		Paper	Yes
Register of Interests	Members' disclosure of financial and other interests including employment and any involvement in organisations which may affect their actions as Council members		www.hertsmere.gov.uk	No
Members - Details	Public contact details of councillors		www.hertsmere.gov.uk	No
Constitution	The constitution of the Council		www.hertsmere.gov.uk	No
Council and Committees Meetings – Part 1	Agendas, meetings and minutes relating to full council decision making processes, open to the public	<ul style="list-style-type: none"> • Minutes • Agendas • Associated reports 	www.hertsmere.gov.uk	Yes
Electoral register	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.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Audit - Financial	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	www.hertsmere.gov.uk	No
Budget	The overall expected spending of the Council	Budget books Committee reports	www.hertsmere.gov.uk	No
Fees and charges	Council fees and charges list	Budget books Committee reports	www.hertsmere.gov.uk	No
Financial reporting	Statement of accounts, financial monitoring reports, quarterly committee reports on financial monitoring	Statement of accounts	www.hertsmere.gov.uk	No

Management

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

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Policies and strategies	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 www.hertsmere.gov.uk	No
Annual Report	The published statutory annual report of the Council		www.hertsmere.gov.uk	No
Organisational Structure	The management structure and functions of the Council		www.hertsmere.gov.uk	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
Terms and conditions of employment	The general terms and conditions of employment with the Council		Paper	No
Job descriptions and person specifications	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
Planning Applications	The documentation associated with applications for permission consents or approval	This information is available for inspection at the main Council reception by appointment	www.hertsmere.gov.uk	No
Planning Register	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
Enforcement Register	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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Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Initial Notice Register	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
Environmental assessment	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
Heritage Listing	The consolidated record of listed buildings and monuments		Paper	Free access. Charge for copies of documents
Preservation orders	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.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Tourist information	Information provided for tourists about the local district	Walks leaflets Places of interest leaflets	Paper	No
Accommodation - Register	Consolidated list of tourist accommodation available locally		www.hertsmere.gov.uk	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
Traffic Orders	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"> • Road closures • Road widening • Speed change • Parking schemes 	Paper	No
Taxi licence Holders	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
Service Details and Guidance	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 www.hertsmere.gov.uk	No

Maps and Directions

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Maps and Directions	Selected public maps and directions to Council property or land assets	Maps to civic/area offices Directions to civic/area offices	www.hertsmere.gov.uk	No

Forms

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Forms	Forms for completion by customers to access services of the Council	Housing application forms Benefits application forms Planning forms	www.hertsmere.gov.uk	No

Campaigns

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

Publications

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

Bye-Laws

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Bye-Laws	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
Media releases	Information released to the media		www.hertsmere.gov.uk	No

Public Consultation

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Public consultation	Current public consultation documents/questionnaires	Consultation documents and results	www.hertsmere.gov.uk	No

Statutory Registers

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Statutory registers	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"> • Enforcement and Stop Notice Register • Listed buildings Register • Register of Members Interests • Sites and Monuments Register • Local Non-Domestic Rating List • Valuation List • Food Premises Register • Health and Safety Notice Register • Hackney Carriage Register • Private Hire Vehicle Driver Register • Register of Local Society Lotteries • Late Night Refreshment Houses Register • Scrap Metal Dealers Register • HMO Register • Contaminated Land Register (except parts specified as commercially sensitive or with National Security implications) • Environmental Protection Act Part I Authorised Processes Public Register (except parts specified as commercially sensitive or with National Security implications) 	Paper	No

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