



PORTFOLIO: POLICY AND STRATEGY

CABINET - 6 NOVEMBER 2002

FREEDOM OF INFORMATION ACT – PUBLICATION SCHEME

1. INTRODUCTION

- 1.1 The Freedom of Information Act 2000 (The Act) introduced the requirement for all local authorities to adopt, maintain and review publication schemes from February 2003. These schemes must be formally approved by the Information Commissioner. The deadline for submission of schemes for approval is 31 December 2002.
- 1.2 A publication scheme is essentially a guide to information that is routinely published or is intended to be published. The meaning of published should not be limited to information contained in bound or printed form but could include many different forms of information such as printouts, photographs, material available for inspection or available electronically.
- 1.3 Apart from the adoption of a publication scheme being a legal requirement of the Act it is expected that there will be many benefits to be gained by public authorities, as they:
 - Act as an internal communication tool, being a central resource of information
 - Demonstrate to the public a commitment to openness
 - Reduce the administrative burden of dealing with requests for information
 - Underline the importance of effective records management
 - Provide an opportunity to disseminate information about the work of the organisation
- 1.4 The main requirements of a scheme are that it:
 - Identifies the 'classes' of information that a public authority will publish
 - Specifies the manner in which information is or is intended to be published
 - States whether any charges apply
- 1.5 Whilst guidance has been issued by the Information Commissioner relating to the framework and processes involved in preparing and submitting schemes for approval, no guidance has been issued identifying specific areas of information that must be published. Local authorities are therefore free to make their own judgments as to what information to include and to how the scheme is best structured.

- 1.6 In making this judgment consideration should be given to the public interest in allowing public access to information held by the local authority.

2. NFDC PUBLICATION SCHEME

- 2.1 Officers have been consulted widely to ascertain:
- What information is currently published
 - Any information that is currently made available but not routinely published
 - What information is not currently published but could be in the public interest
 - Any information that is specifically prohibited from disclosure
- 2.2 The proposed NFDC scheme, attached at Appendix 1, has been developed from the collated information and by taking account of opinions and advice received from attendance at seminars and discussions with officers from other local authorities.
- 2.3 The document has been structured in such a way as to make it as easy as possible for the public to find and access information. The scheme will be available in printed form at all of the Council's information offices, Town and Parish Councils and Libraries. It will also be accessible from the Council's website with easy links created to information held elsewhere within the website.
- 2.4 The purpose of the scheme is to make information more readily available to the public and as a consequence to demonstrate a commitment to openness. Consideration has been given to what charging policies should be applied to the various types of information included in the scheme. In order to encourage the public to access the information, unless an existing fee is chargeable in accordance with the Council's approved scale of fees and charges, a policy of making information available free of charge is proposed.
- 2.5 Where however the provision of information would result in a significant cost, i.e. the photocopying of a large document, it is proposed to levy a charge of 15p per sheet plus postage costs where applicable. This policy is proposed to apply to documents of 30 A4 pages or more.

3. FINANCIAL IMPLICATIONS

- 3.1 Drafting of the scheme has been undertaken by officers in addition to their other duties. No additional expenditure has been incurred in the preparation of the publication scheme.

- 3.2 The proposed charging policy for the provision of information is intended to encourage the public to use the scheme and access information contained therein. Whilst there may be additional costs involved in providing some information it is not anticipated to be material. The cost of providing more comprehensive pieces of information will be covered by the copying charge.
- 3.3 Public authorities will be obliged to keep their publication schemes under regular review. Part of this process will be to review the charging policy by assessing the level of requests for information made and the consequent costs involved.
- 3.4 The future obligations for local authorities under the Act are likely to be substantial. The adoption and maintenance of a publication scheme is only the first step in ensuring compliance with the Act. In addition to the need to maintain and review the publication scheme, a complete review of the Council's records management policies and procedures will have to be completed prior to the wider introduction of individuals rights in 2005. Arrangements will then have to be put in place to manage requests for additional information, outside of that identified in the publication scheme, from 2005 onwards.
- 3.5 In anticipation of this extra workload a bid has been included in the expenditure planning process for year 2003/04. The bid represents a part time Band 2 post who's duties would be to co-ordinate activity across the Council. It has yet to be determined in which business unit this post would be located. It is crucial that a post is established, as it will not be possible to contain the work load of the future additional responsibilities within existing resources.

4. ENVIRONMENTAL IMPLICATIONS

- 4.1 By making as much information available electronically and by providing the public with access to the Council's website at its main offices it is anticipated that the amount of paper used will be kept to a minimum. Journeys made to Council offices by the public may also be reduced.

5. CRIME AND DISORDER IMPLICATIONS

- 5.1 There are no crime and disorder implications arising from this report.

6. CONCLUSIONS

- 6.1 The proposed scheme at Appendix 1 satisfies the requirements of a publication scheme under the Act. It is expected that there will be many benefits to be gained in the adoption of the scheme, not least as a central resource for information and a demonstration of the Council's commitment to openness.

6.2 The level of take up of the Scheme will be kept under review in order to assess the ongoing implications for the Council.

7. RECOMMENDATION

7.1 That Cabinet approve the publication scheme attached at Appendix 1 for submission to the Information Commissioner for approval, subject to any minor amendments necessary to finalise the document.

Further Information:

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Background Information:

CMT Report 30.7.02
Guidance papers issued by
Information Commissioner
Freedom of Information Act
2000



FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

1 WELCOME TO NEW FOREST DISTRICT COUNCIL'S PUBLICATION SCHEME

- 1.1 The Council is pleased to welcome you to its Publication Scheme which has been prepared in accordance with the requirements of Section 19 of the Freedom of Information Act 2000.
- 1.2 The Act places a duty on every public authority covered by the Act to adopt and maintain a scheme which relates to the publication of information by the authority, to publish information in accordance with it and to review it from time to time. The duty to have a Publication Scheme available comes into force in February 2003.
- 1.3 From January 2005 individuals will have the right upon request to be informed whether a Public Authority holds the information requested and subject to some exemptions, supplied with that information. This right will be over and above any of the information routinely made available in accordance with this Publication Scheme.
- 1.4 The Council has a tradition of being open about the way in which it operates and has in the past endeavoured to ensure that requests for information have been fulfilled wherever possible. A wide range of information is already made available either in hard copy or electronically through the Councils Website (www.nfdc.gov.uk) This Publication Scheme builds on the information already routinely made available with the aim of making it as easy as possible to locate and access the information that you require.

2 WHAT IS A PUBLICATION SCHEME ?

- 2.1. A Publication Scheme is intended to be a guide to all information held by the Council which in the public interest is to be made routinely available, without the need for a specific request. It is for individual authorities to decide what classes or categories of information will be included in the scheme, how it will be published and what charging policy should exist. Published material can be printed reports, leaflets, or one-off documents.

- 2.2 Compliance with the requirements of the Act is regulated by the Information Commissioner (IC). Before schemes can be officially published they have to be formally submitted to the IC for approval. This scheme received the IC's approval on This approval documentation is listed as information class 14 within the scheme.
- 2.3 The Chief Executive, David Yates is ultimately responsible for the scheme on behalf of New Forest District Council. On a day to day basis the (job title) (name) is responsible for maintaining the scheme.
- 2.4 In adopting a Publication Scheme, authorities should have particular regard to the public interest in allowing the public to have access to information held by the authority. In preparing this scheme careful consideration has therefore been given to what information is likely to be of public interest having particular regard to issues that receive regular requests.

3 WHAT ARE THE BENEFITS OF THE SCHEME ?

- 3.1 For the first time the scheme brings together the many different types of information that the Council holds in a clear and structured way. Information is classified by type and provides details of how to obtain it. This should make it easier for the public to see what information is available and how it can be accessed. It does not require any knowledge of the structure of the Council to be able to locate information published within the scheme.

4 HOW TO OBTAIN INFORMATION

- 4.1 A range of formats for obtaining information have been adopted within the scheme. Much of the information included can be obtained electronically. This is consistent with the Council's Implementing Electronic Government Strategy. The scheme recognises however that not everyone has access to the Internet and will therefore enable all information to be provided manually where appropriate.
- 4.2 Whether information is made available either electronically or in hard copy clear guidance will be issued as to how and where the information can be obtained. New Forest District Council will seek to ensure that information requested will be provided in an appropriate form having regard for any special needs of the person making the request. It is the intention of the Council to respond to requests for information promptly with a target maximum response time of 3 working days.
- 4.3 Where certain information is excluded from the Scheme because an exemption applies, this will be made clear within the relevant class of information.

5 CHARGING FOR INFORMATION REQUESTS

- 5.1 In general the policy will be for information to be provided free of charge. However where the supply of information will result in a significant cost a document charge plus postage will be made. Charges will be applied to all requests where the number of A4 pages supplied exceeds 30.

- 5.2 Copies will be charged at a rate of 15p per sheet. Some information is subject to alternative charging arrangements, as detailed in the Council's fees and charges book. These charges will take precedence and shall be identified within classes where they exist. Provision of some formal bound publications will also be subject to a small charge to cover the cost of production.
- 5.3 In all cases details of any charges due will be made clear at the time of a request being made.

6 TELL US WHAT YOU THINK

- 6.1 The Council has a duty to continually review the content of the Publication Scheme. Information will therefore be added to the scheme on an on-going basis where it is considered in the public interest to do so. In order to assist in this process the Council is keen to receive feedback as to the usefulness of the existing scheme and any suggested improvements that could be made or additional information that could be included. Any questions or comments in this respect should be addressed to:

Officer Name, Title, Tel No, Email Address, Postal Address

Provide electronic facility to respond

7 HOW TO COMPLAIN

- 7.1 The Council is always looking for ways to improve the quality of services. Your comments help us to do this. We also want to know if something has gone wrong so that we can put it right. The Council therefore encourages individuals to complain where appropriate. In the first instance all complaints relating to the content and operation of the publication scheme should be referred to:

Same name as above

- 7.2 If you are unhappy with the response to a complaint or the way in which your complaint is handled you can refer your complaint to the Council's Complaints Officer:

Helena Renwick
Appletree Court
Lyndhurst
S043 7PA
Helena.renwick@nfdc.gov.uk
023 80 285560

- 7.3 If having referred your complaint through the Council's complaints procedure you are still unhappy with the response you have a right of appeal to the Information Commissioner:

Information Commissioner
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF

8 CLASSES OF INFORMATION

- 8.1 The Freedom of Information Act requires a Publication Scheme to specify the classes under which information will be available within the scheme.
- 8.2 New Forest District Council intends to publish information under the classes which appear in the Index. Each Class will be available in the format stated within the Class. Each Class has been categorised in accordance with the main public functions of the Council. If a charge is payable in respect of any information within a Class this will be stated in that Class. The Council's charging policy appears at paragraph 5.

CLASSES OF INFORMATION

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CORPORATE POLICY

Class 1: Best Value

This class covers all information relating to the Council's approach to Best Value including policies, guidance, reviews, reports and consultation exercises, included are the following types of information:

- Best Value Performance Plan, published annually.
Availability - Website, Information Offices, BV Co-ordinator - Dottie Dabrowska (023 8028 5257)
Cost - No charge
- NFDC Best Value Guide for officers and Members.
Availability - Website, Information Offices, BV Co-ordinator - Dottie Dabrowska (0238028 5257)
Cost - £10.00
- Completed Best Value review reports for Council services.
Availability - Website, BV Co-ordinator - Dottie Dabrowska (0238028 5257)
Cost - No charge unless more than 30 pages
- Best Value Inspectors Reports
Availability - Website, BV Co-ordinator - Dottie Dabrowska (0238028 5257)
Cost - No charge unless more than 30 pages
- District Audit Annual Report on the Councils Best Value activity and compliance with statutory requirements under the Local Government Act 1999.
Availability - Website, BV Co-ordinator - Dottie Dabrowska (0238028 5257)
Cost - No charge
- Citizens Panel Survey Results undertaken to assess public opinion about services delivered and any other key issues affecting the community.
Availability - Website, Corporate Consultation Officer - Debbie Holmes (023 8028 5434)
Cost - No charge unless more than 30 pages

Class 2: Corporate Strategy

This class covers all formally adopted documents relating to the Council's overall aims, objectives and priorities for the future, together with the business plans adopted by in-house services and in particular includes:

- The Council's Corporate Plan, currently 'Heart of the Forest' 2002
Availability - Website, Information Offices, Head of Performance and Strategic Management - Keith Smith (023 8028 5551)
Cost - No charge
- The Community Strategy developed in partnership with all key agencies, groups and organisations operating within the district.
Availability - Website, Information Offices, Head of Performance and Strategic Development - Keith Smith (023 8028 5551) – Available July 2003 once agreed by Local Strategic Partnership

- Cost - No charge
- All current Service and Business plans adopted by in-house services of the Council.
Availability - Website, BV Co-ordinator - Dottie Dabrowska (023 8028 5257),
Service managers
- Cost - No charge unless more than 30 pages
- State of the Environment Report 1998
Availability - Head of Performance and Strategic Development - Keith Smith
(023 8028 5551)
- Cost - £5.00 (or free if use for educational purposes)
- [NFDC Economic Strategy](#)
Availability - Website, Economic Development Officer – Neil Miller (023 8028
5353)
- Cost - No charge

COMPLAINTS

Class 3: Ombudsman Reports

All formal reports issued by the Local Government Ombudsman following investigation of complaints against the Council for the last 5 years

- Ombudsman Reports
Availability - Website, Corporate Complaints Officer - Helena Renwick
(023 8028 5560)
- Cost: - No charge

PERSONNEL

Class 4: Recruitment

The current policies and standards relating to the recruitment of Council employees. This class does not include any information about particular employees or individuals. It does include the following:

- All current vacancies and those that have been advertised during the past 6 months
Availability - Website, Personnel Services (023 8028 5276)
Cost - No charge
- The Council's People Strategy, a document that sets out the approach of the Council in managing and developing its employees to achieve its business objectives.
Availability - Website, Personnel Services (023 8028 5276)
Cost - No charge
- The Council's Equal Opportunities in Employment policy
Availability - Website, Personnel Services (023 8028 5276)
Cost - No charge
- The Council's Policy on The Recruitment of Ex Offenders
Availability - Website, Personnel Services (023 8028 5276)
Cost - No charge

Class 5: Employment Information

This class includes information relating to the employment of current staff, the Council's pay and organisational structure and other policies important to the employment process.

Exclusions: The class does not include any information about particular employees or individuals by virtue of it being personal data under the Data Protection Act 1998.

The class does include:

- An Annual Employment Report, highlighting trends, information for the year in question and training activity.
Availability - Website, Personnel Services (023 8028 5276)
Cost - No charge
- The current NFDC Pay Structure Chart
Availability - Website, Personnel Services (023 8028 5276)
Cost - No charge
- The Council's Organisational Structure Chart
Availability - Website, Personnel Services (023 8028 5276)
Cost - No charge
- The Employee Health & Safety Policy
Availability - Website, Personnel Services (023 8028 5276)
Cost - No charge
- Race Equality Scheme – The Council's approach to race relations.
Availability - Website, Personnel Services (023 8028 5276)
Cost - No charge
- Investors in People Report – An independent report issued following assessment for the Investors In People Scheme.
Availability - Website, Personnel Services (023 8028 5276)
Cost - No charge

DEMOCRATIC PROCESS

Class 6: Democratic Process Policies

Details of the powers under which decisions are made, the conduct and protocol for meetings and the rights of members of the public to attend and speak at meetings, including:

- The Council's Constitution (Current)
Availability - Democratic Services (023 8028 5381), Appletree Court Reception for viewing
Cost - No charge unless more than 30 pages per sheet (400 page document)
- Having Your Say – Public Participation at Meetings of Councillors
Availability - Website, Information Offices, Democratic Services (023 8028 5381)
Cost - No charge
- Written summary of the public's right to attend meetings & inspect documents as required by S.100G LG Act 1972.
Availability - Website, Information Offices, Democratic Services (023 8028

- 5381)
 - Cost - No charge
- Appeals and Licensing Panel Procedures when public make representations to either the Appeals or Licensing Panels
 - Availability - Website, Information Offices, Democratic Services (023 8028 5379 / 5437)
 - Cost - No charge
- List of Delegations to Officers of the functions they are empowered to carry out on behalf of the Council, as required by S.100G(2) LG Act 1972.
 - Availability - Democratic Services (023 8028 5381)
 - Cost - No charge

Class 7: Meetings and related papers

Copies of all agendas, reports, minutes and background papers of the Member meeting and decision making process, excluding information that is exempt from publication under the LG Act 1972 or the LA's (executive arrangements) Access to Information Regulations 2000, this includes:

- Council, Cabinet, Committee, Review Panel agenda and connected reports as required by S.100B LG Act 1972.
 - Availability - Website, Information Offices, Libraries, Democratic Services (023 8028 5381)
 - Cost - No charge unless more than 30 pages
- Council, Cabinet, Committee, Review Panel minutes as required by S.100c LG Act 1972.
 - Availability - Website, Information Offices, Libraries, Democratic Services (023 8028 5381)
 - Cost - No charge unless more than 30 pages
- Background papers supporting reports to Cabinet / Committee & Review Panels (Previous 4 yrs) as required by S.100D LG Act 1972.
 - Availability - On request from individual officers (identified in committee reports)
 - Cost - No charge unless more than 30 pages
- Reports to individual Cabinet members (Previous 6 yrs) as required under the LA's (Executive Arrangements) (Access to Information) Regs 2000.
 - Availability - Democratic Services (023 8028 5381)
 - Cost - No charge unless more than 30 pages
- Eling Tide Mill Trust Agenda, reports and minutes
 - Availability - Democratic Services - Jane Bateman (023 8028 5461)
 - Cost - No charge unless more than 30 pages

Class 8: Executive Decisions

Information about decisions made by or on behalf of the Executive in accordance with LA (Exec Arrangements) (Access to Information) Regs 2000. This class covers:

- Notification of executive decisions made by individuals (officers / cabinet members)
 - Availability - Libraries, Democratic Services (023 8028 5381)
 - Cost - No charge unless more than 30 pages

- Notifications of Cabinet decisions
Availability - Website, Information Offices, Libraries, Democratic Services (023 8028 5381)
Cost - No charge unless more than 30 pages
- Forward plan of key decisions likely to be taken over the coming 4 months.
Availability - Website, Information Offices, Libraries, Democratic Services - Lynne Battersby (023 8028 53800)
Cost - No charge
- Notification to Review Panels that a key decision, not on the forward plan, needs to be made urgently.
Availability - Democratic Services (023 8028 5381)
Cost - No charge
- Call in Notices made by any member of a Review Panel.
Availability - Democratic Services 023 8028 5381
Cost - No charge

Class 9: Members

Details of elected Councillors, the conduct expected of them, their allowances, the register of interests, and their membership of and attendance at committee. This class covers:

- Code of Conduct for Councillors as required by S.51(6) LG Act 2000.
Availability - Website, Information Offices, Democratic Services (023 8028 5381)
Cost - No charge
- Members Allowances Scheme in accordance with LA (Members Allowances) Regulations 2001.
Availability - Website, Information Offices, Democratic Services - Andy Rogers (023 8028 5437)
Cost - No charge
- Details of amounts paid to Members under the Members Travel Allowance Scheme for the past financial year.
Availability - Democratic Services - Andy Rogers (023 8028 5437)
Cost - No charge
- Recommendations of Independent Members Remuneration Panel as required by the LA (Members Allowances) Regulations 2001.
Availability - Democratic Services - Andy Rogers (023 8028 5437)
Cost - No charge
- Individual allowances paid to Members (annual) under the LA (Members Allowances) Regulations 2001.
Availability - Democratic Services - Andy Rogers (023 8028 5437)
Cost - No charge
- List of Councillors (Name, Address, Ward)
Availability - Website, Information Offices, Democratic Services (023 8028 5381)
Cost - No charge
- List of members of each committee
Availability - Website, Information Offices, Democratic Services (023 8028

- 5381)
 - Cost - No charge
- Register of Members Current Financial and Other Interests as required by S.81 LG Act 2000.
 - Availability - Register available for public inspection at Appletree Court, Lyndhurst, Democratic Services (023 8028 5381)
 - Cost - No charge to view
- Members attendance at meetings and training sessions
 - Availability - Website, Democratic Services - Rosemary Rutins (023 8028 5381)
 - Cost - No charge

ELECTORAL REGISTRATION

Class 10: Electoral Registers

Registers required to be maintained in accordance with the Representation of the Peoples Act 1983 (S13, 88 & 89) & Representation of the Peoples Regulations 2001 Reg 10, 28 & 61(2), Representation of the Peoples (Amendments) Regulations 2002 '

- Current Electoral Registers (Parliamentary, European & Local Government – including list of overseas electors)
 - Availability - Full register available for viewing at Appletree Court
 - Cost - No charge to view. Statutory charges do apply for the supply of registers in electronic form (price on application).
- Applications for alterations to the electoral register. This is a list of names and addresses of people who have asked to be added to the list.
 - Availability - List available for inspection only from Electoral Services - Rosemary Birchall (023 8028 5420)
 - Cost - No charge
- Objections to a person's registration on the electoral register
 - Availability - List available for inspection only from Electoral Services - Rosemary Birchall (023 8028 5420)
 - Cost - No charge
- Absent Voters List
 - Availability - List available for inspection only from Electoral Services - Rosemary Birchall (023 8028 5420)
 - Cost - No charge
- Returns & declarations of election expenses
 - Availability - Returns available for inspection from Electoral Services - Rosemary Birchall (023 8028 5420)
 - Cost - £5.00 for inspecting, 20p sheet for copying (Statutory)

FINANCE

Class 11: Financial Management

Information relating to the financial management, control and use of Council resources for the current and previous years, specifically:

- Annual Report & Accounts (Statutory accounts produced annually for all of the Council's activities)
 - Availability - Information Offices, Libraries, Parish Councils, Accountancy Services - Lisa Conway (023 8028 5716)
 - Cost - No charge
- Capital & Revenue Budget Books (Budget information setting out at a high level the planned annual revenue and capital expenditure for the Council)
 - Availability - Website, Information Offices, Accountancy Services - Lisa Conway (023 8028 5716)
 - Cost - No charge
- Fees & Charges Booklet (A guide to the approved fees and charges for the whole range of Council services)
 - Availability - Booklet available from Accountancy Services - Lisa Conway (023 8028 5716)
 - Cost - No charge
- Asset management Plan (An annual plan that sets out the Council's aspirations for the use of its assets over the next 5 years)
 - Availability - Hard copy available from Accountancy Services - Lisa Conway (023 8028 5716)
 - Cost - No charge
- Capital Strategy (An annual strategy setting out how the Council intends to fully utilise its existing asset base)
 - Availability - Hard copy available from Accountancy Services - Lisa Conway (023 8028 5716)
 - Cost - No charge
- Fraud, Corruption & Probity Policy (Employee / Managers Guide)
 - Availability - Hard copy available from Internal Audit Service (023 8028 5786)
 - Cost - No charge
- Standing Orders as to Contracts (The framework which governs the letting of contracts)
 - Availability - Hard copy available from Internal Audit Service (023 8028 5820)
 - Cost - No charge
- Financial Regulations (The framework which governs the management of the Council's finances)
 - Availability - Hard copy available from Internal Audit Service (023 8028 5820)
 - Cost - No charge
- District Audit Management Letter (An annual assessment by the Council's External Auditor of the core processes that underpin the Council's finances and the financial aspects of corporate governance)
 - Availability - Hard copy available from Internal Audit Service (023 8028 5786)
 - Cost - No charge
- Procurement Strategy (The approach the Council takes to the procurement of works, supplies and services)
 - Availability - Hard copy available from Internal Audit Service (023 8028 5820)
 - Cost - No charge

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Class 12: ICT Policies

Policies relating to the provision and use of Council ICT systems

- **ICT Security Policy**
Availability - Copy available from ICT Services (023 8028 5677)
Cost - No charge unless more than 30 pages
- **Implementing E Government Statement (The Councils vision for electronic service delivery across the full range of its services by 2005)**
Availability - Website, ICT Services (023 8028 5677)
Cost - No charge

INTERNAL AUDIT

Class 13: Data Protection

All information relating to the Council's data protection policies and procedures for responding to individual requests for information.

- **The Council's Data Protection Policy**
Availability - Website, Internal Audit Service (023 8028 5820)
Cost - No charge
- **Subject Access Request procedure**
Availability - Website, Internal Audit Service (023 8028 5820)
Cost - No charge

Class 14: Freedom of Information Act

Approval documentation for the Council's Publication Scheme

- **Information Commissioner's certificate of approval for the current Publication Scheme**
Availability - Internal Audit Service (023 8028 5820)
Cost - No charge

CONTRACTS

Class 15: Awarded Contracts

This class includes details of all contracts awarded over the previous 12 months (commencing Jan 2003) for the supply of works, supplies and services in excess of £5,000. Information published will include the nature of the contract, the award price and the contractor details. This class will not disclose information that would be likely to prejudice the commercial or security interests of the person or organisation in question or of the NFDC.

- **Details of contracts awarded**
Availability - Website, Contracts Manager (023 8028 5621)
Cost - No charge unless more than 30 pages

TRAVEL SCHEME

Class 16: Concessionary Travel Scheme

Information relating to the qualifying criteria for granting travel tokens to the young and elderly

- **Young Persons Travel Scheme**
Availability - Website, Leaflets available from information offices or Exchequer Services (023 8028 5771)
Cost - No charge
- **Elderly Persons Travel Scheme**
Availability - Website, Leaflets available from information offices or Exchequer Services (023 8028 5771)
Cost - No charge

LEISURE

Class 17: Leisure / Sports Provision

The Council's vision, policy and guidance relating to Leisure and Sport provision throughout the District

- **Looking Ahead At Leisure (The Council's policies for leisure provision – to be replaced by a Cultural Strategy in 2002/03)**
Availability - Leisure Services - Lynda Aldous (023 8028 5456)
Cost - No charge
- **Lets Be Active (The Council's sports development strategy)**
Availability - Website, Leisure Services - Peter Brailey (023 8028 5265)
Cost - No charge
- **Play Strategy [Play, Learn, Grow] (Policy statement and prioritised action plan for play development)**
Availability - Hard copy & audio tape from Leisure Services - Dye Lockyer (023 8028 5277)
Cost - No charge
- **Branch Out / Roadshow Procedures & Policy (Operational procedures & policy for staff)**
Availability - Summary or full brochure for Leisure Services - Dye Lockyer (023 8028 5277)
Cost - No charge
- **Child Protection Code of Practice (The Council's policy and guidelines for employees and volunteer workers when dealing with and coming into contact with children)**
Availability - Website, Copy from Leisure Services – Peter Brailey (023 8028 5265)
Cost - No charge
- **Club Database (Basic details relating to local clubs operating in the district)**
Availability - Website, Leisure Services - Peter Brailey (023 8028 5265)
Cost - No charge

KEYHAVEN RIVER

Class 18: Keyhaven River

Information relating to the management of and plans for Keyhaven River

- [Keyhaven River Management Plan](#)
Availability - Website, Leisure Services - Lynda Aldous (023 8028 5456)
Cost - No charge

ARTS

Class 19: Arts Provision

The Council's vision, policy and guidance for Arts provision within the district

- [Arts Plan 1998 \(Policies and activity for the Arts and Heritage throughout the district, to be updated 2003\)](#)
Availability - On request from Leisure Services - Lynda Aldous (023 8028 5456)
Cost - No charge

TOURISM

Class 20: Tourism and Visitor Management Strategy

The aims, policies and action programmes for the Tourism service and its partners

- [Our Future Together \(The Council's tourism & visitor management strategy\)](#)
Availability - Hard copy from Leisure Services – Tourism (023 8028 5102)
Cost - No charge

COMMUNITY SAFETY

Class 21: Community Safety

All statistical information relating to the audit and analysis of crime and disorder across the district and the current strategy adopted to tackle the issues identified

- [Community Safety Audit and Strategy - \(The audit of current crime & disorder issues and the strategy designed to tackle those issues identified\)](#)
Availability - Website, Information Offices, Police Stations, NFDC Community Safety Officer (023 8028 5148)
Cost - No charge

HOUSING

Class 22: Housing Provision

Plans for the provision of housing throughout the district and internal arrangements for the management of the Council's housing stock

- **NFDC Housing Strategy** - Sets out the way the Council plans to meet the housing needs of the district and includes sub strategies on:
Energy Efficiency & Affordable Warmth
Domestic Violence
Empty Properties
Single Persons Housing
Older Persons Housing
Black & Minority Ethnic Housing
Housing for the physically disabled, the learning disabled and the mentally disabled
The HRA Business Plan forms part of and supports the Housing Strategy
Availability - Website, Housing Development Manager (023 8028 5122)
Cost - No charge

Class 23: Tenancy Conditions

Terms and conditions for NFDC housing tenants

Exclusions: The class does not include any information about particular tenants or individuals by virtue of it being personal data under the Data Protection Act 1998.

- **Tenancy Conditions**
Availability - Copy from Housing - Estates Management (023 8028 5213)
Cost - No charge

HEALTH

Class 24: Health Promotion

Information relating to the current position and strategy to promote health issues throughout the district

- **Summary of indices of deprivation 2000 for the New Forest**
Availability - Libraries, Health Development Manager (023 8028 5217)
Cost - No charge unless more than 30 pages
- **Opening Doors 2000 (Social exclusion consultation)**
Availability - Health Development Manager (023 8028 5217)
Cost - No charge
- **A Picture of Health (The Councils Health Strategy)**
Availability - Website, Health Development Manager (023 8028 5217)
Cost - No charge

GRANTS

Class 25: Grants Available to the public and local organisations

Details of grants available directly from the Council, qualifying criteria and application process for voluntary groups, organisations and individuals

- **Leisure Grants**
Availability - Website, Libraries, Leisure Services (0232 8028 5468)
Cost - No charge
- **Health For All Grants**
Availability - Health Policy Development Manager (023 8028 5217)
Cost - No charge
- **Crime Prevention Grants**
Availability - Community Safety Officer (023 8028 5148)
Cost - No charge

ENVIRONMENTAL HEALTH

Class 26: Stray Dogs

Register of current and previous 2 years stray dogs found in the district

- **Stray Dogs Register (as required by the Environmental Protection Act 1990)**
Availability - Website, Environmental Protection Admin (023 8028 5411)
Cost - No charge

Class 27: Environmental Protection

Current strategies for the environmental protection of the district

- **Air Quality Strategy 2000 (Measurement of air quality across the district)**
Availability - Website, Environmental Protection Admin (023 8028 5411)
Cost - No charge unless more than 30 pages
- **Contaminated Land Strategy (Method for investigating and identifying contaminated land within the district)**
Availability - Website, Environmental Protection Admin (023 8028 5411)
Cost - No charge unless more than 30 pages
- **Radioactive Substances Register**
Availability - Available to view on request from Environmental Protection Admin (023 8028 5411)
Cost - No charge
- **Prescribed Processes Register (Applications for and notices on prescribed processes)**
Availability - Environmental Protection Admin (023 8028 5411)
Cost - £6.00 for printed copy

Class 28: Food Safety

Current NFDC enforcement policies to ensure compliance of food establishments with food health and safety standards

- **Food Enforcement Policy (sets out the approach to ensuring sellers of food intended for human consumption comply with the law)**
Availability - Website, Environmental Health - Commercial (023 8028 5681)
Cost - No charge

- Health & Safety Enforcement (sets out the approach to ensuring acceptable health and safety standards are maintained by employers)
Availability - Website, Environmental Health - Commercial (023 8028 5681)
Cost - No charge

Class 29: Environmental Health Statutory Registers

This class includes the statutory registers held for food premises, butchers shops, caravan sites, zoos, pet animals, animal boarding, riding establishments, dog breeders, dangerous wild animals and skin piercing

- Food premises Register
- Register of Butchers shops
- Register of Licenced Caravan Sites
- Register of Licenced Zoos
- Register of pet animal establishments
- Register of Licenced Animal Boarding Homes
- Register of Licenced Riding Establishments
- Registered Dog Breeders
- Register of Keepers of Dangerous Wild Animals
- Register of Licenced Skin Piercers'

Availability - Environmental Health (Commercial) 023 8028 5681
Cost - Food Register (copy whole register £683, copy single registration £5)
Other registers no charge unless more than 30 pages

PLANNING

Class 30: Planning Applications

Information relating to the submission and determination of planning applications (excluding information not available on the public section of individual files)

- Parish List (The weekly list of planning applications received)
Availability - Website, Libraries, Appletree Court Planning Reception (023 8028 5365)
Cost - Full paper copy throughout the year £500, otherwise no charge to view
- Decisions List (The weekly list of all planning decisions made)
Availability - Website, Libraries, Appletree Court Planning Reception (023 8028 5365)
Cost - Full paper copy throughout the year £500, otherwise no charge to view
- Individual planning applications (The publicly available extract for individual applications, including applications, plans, decisions and background papers)
Availability - Website, Appletree Court Planning Reception (023 8028 5365)
Cost - No charge to view, otherwise 15p a sheet or £7.00 for copy planning applications or decisions excl. supporting plans

- **Planning Register (Computer listing of all planning applications received in the previous week)**
Availability - Appletree Court Planning Reception (023 8028 5365)
Cost - 15p a sheet
- **Planning Appeals Bulletin (Details of all types of appeals received in the last 2 months together with appeal decisions received from the Planning Inspectorate in the last 2 months)**
Availability - Website, Planning Appeals Section (023 8028 5177)
Cost - 15p a sheet
- **Planning Appeal Files (Copies of appeal forms and supporting documentation)**
Availability - Planning Appeals Section (023 8028 5177)
Cost - 15p a sheet, copy planning application or decision £7.00
- **Guidance notes for the completion of planning application forms**
Availability - Website, Information Offices, Planning Reception (023 8028 5365)
Cost - No charge

Class 31: Development Control

Procedures for dealing with planning and related applications (including staffing structure, standards and the decision making process)

- **Development Control User Guide (internal working procedures / service standards for development control employees)**
Availability - Website, Appletree Court Planning Reception (023 8028 5365)
Cost - No charge unless more than 30 pages

Class 32: Planning Enforcement

'Procedures for dealing with complaints alleging breach of planning and listed building control (including guidance on the enforcement powers available) and the register of all planning enforcement notices served by the Council'

- **Planning Enforcement Register**
Availability - On request from Appletree Court Planning Reception (023 8028 5365)
Cost - Copy enforcement notice £13.80
- **Planning Enforcement Policy Guidance**
Availability - Website, Appletree Court Planning Reception (023 8028 5365)
Cost - No charge

PLANNING POLICY, DESIGN AND INFORMATION

Class 33: NFDC Planning Policy and Guidance

- **New Forest District Local Plan (Incl. all alterations and inspectors reports)**
Availability - Website, Information Offices, Parish Councils, Libraries, Appletree Court Planning Reception (023 8028 5365)
Cost - Various charges apply, price on application

- **Supplementary Planning Guidance / Development Briefs (consists of general and site specific planning guidance across the district)**
 Availability - Website, Information Offices, Parish Councils, Appletree Court Planning Reception (023 8028 5365) Publication list on website
 Cost - Various charges apply, price on application
- **Miscellaneous Documents**
 - NF Coastal Management Plan
 - NF Transportation Strategy 1997
 - NF District Landscape Character Assessment (Vol 1&2) 2000
 - NFDC Playing Pitch Assessment
 - NF District Urban Capacity Study 2001
 Availability - Some available on website, Information Offices, Appletree Court Planning Reception (023 8028 5365) Publication list on website
 Cost - Various charges apply, price on application

Class 34: Building Conservation and Urban Design

Information related to listed buildings, conservation areas and design in historic and sensitive areas within the district

- **Conservation Area Appraisals (Milford on Sea, Fordingbridge, Lymington and Lyndhurst)**
 Availability - Website, Information Offices, Parish Councils, Libraries Appletree Court Planning Reception (023 8028 5365) Publication list on website
 Cost - £5.00
- **Conservation Area Leaflets (for the 37 conservation areas in the district)**
 Availability - Website, Information Offices, Parish Councils, Libraries Appletree Court Planning Reception (023 8028 5365) Publication list on website
 Cost - 50p charge per leaflet
- **Historic Buildings / Listed Buildings Guidance, covering:**
 - Basic guide to construction & repair
 - Thatch & Thatching
 - Brickwork
 - Timber Frames & Roofs
 - Chalk & Clay Cob
 - Basic guide for owners & occupiers
 - Listed Buildings – Listed buildings interiors
 Availability - Website, Information Offices, Appletree Court Planning Reception (023 8028 5365)
 Cost - No charge
- **Threatened Listed Buildings Annual Report (1999, 2000, 2001)**
 Availability - Website, Information Offices, Appletree Court Planning Reception (023 8028 5365)
 Cost - No charge
- **Statutory lists of buildings of special architectural or historic interest**
 Availability - Appletree Court Planning Reception (023 8028 5365)
 Cost - 15p a sheet plus admin charge £5.50

- [Residential Design Guide](#)
Availability - Website, Appletree Court Planning Reception (023 8028 5365)
Cost - £5 charge
- [Shop Front Design Guide](#)
Availability - Website, Appletree Court Planning Reception (023 8028 5365)
Cost - £5 charge

Class 35: Tree Policies and Guidance

Information relating to the Council's tree strategy, tree preservation orders, tree work applications and guidance on tree management to owners

- [Tree Strategy](#)
Availability - Parish Councils & Libraries for viewing, Information Offices, Appletree Court Planning Reception (023 8028 5365) for viewing and purchase
Cost - £5 charge
- [Tree Guidance Leaflets \(Trees & Shading, Tree Work Applications, Tree Preservation Orders, Fence it First, Tree Pruning, Owning a Tree with a House in the Garden\)](#)
Availability - Information Offices, Appletree Court Planning Reception (023 8028 5365)
Cost - No charge
- [Register of Tree Work Applications and Decisions](#)
Availability - Appletree Court Planning Reception (023 8028 5365)
Cost - 15p a sheet plus admin charge £5.50
- [Tree Work Applications](#)
Availability - Current applications available at relevant information offices and Parish Councils, Appletree Court Planning Reception (023 8028 5365)
Cost - 15p a sheet plus admin charge £5.50
- [Parish List \(Weekly list of tree work applications and decisions\)](#)
Availability - Website, Parish Councils, Libraries, Information Offices, Appletree Court Planning Reception (023 8028 5365)
Cost - 15p a sheet plus admin charge £5.50
- [Tree Preservation Orders](#)
Availability - View at Appletree Court Planning Reception or relevant Parish Councils
Cost - £13.80

PUBLIC SERVICES

Class 36: Waste Collection and Disposal

Information relating to the policies for the collection, disposal and recycling of waste throughout the district

- [Recycling Plan \(Short, medium and long term plans for recycling\)](#)
Availability - Waste & Recycling Officer (023 8028 5938)
Cost - No charge

- [Waste and Recycling Leaflets \(leaflets providing recycling advice\)](#)
Availability - Information Offices, Waste & Recycling Officer (023 8028 5938)
Cost - No charge
- [Recycling Directory \(A guide to recycling, reducing waste and a list of recycling centres\)](#)
Availability - Information Offices, Waste & Recycling Officer (023 8028 5938)
Cost - No charge
- [Performance data on refuse collection and recycling](#)
Availability - On request from Service Development Manager (023 8028 5948)
Cost - No charge

Class 37: Town Centre CCTV Scheme

Standards for the operation of the Town Centre CCTV Scheme

- [Code of Practice for the operation of the CCTV system](#)
Availability - Website, Car Parks & Cemeteries Manager (023 8028 5949)
Cost - No charge unless more than 30 pages

Class 38: Cemeteries

Information relating to the regulation and administration of burials within Council owned cemeteries

- [Cemeteries fees and charges \(as required by LA Cemeteries Order 1977\)](#)
Availability - On request Cemeteries Officer (023 8028 5364)
Cost - No charge
- [Cemeteries Regulations \(regulations relating to cemeteries administered by the Council\)](#)
Availability - On request Cemeteries Office (023 8028 5952)
Charge - No charge
- [Information Leaflets \(Interment of cremated remains, Burial rights, Grass cutting and access to graves\)](#)
Availability - On request Cemeteries Office (023 8028 5952)
Charge - No charge
- [Burial Records \(Chronological record of burials within cemeteries administered by the Council\)](#)
Availability - On request Cemeteries Office (023 8028 5952)
Cost - Register Search - 1 Year £12.00, additional years £3.50
Copy of an entry of burial £11.00

Class 39: Coast Protection

Information in respect of the management, monitoring and research of the Council's coastline

- [Shoreline Management Plan](#)
Availability - Coastal Group (023 8028 5818)
Cost - No charge – View only at Town Hall Lymington
- [Coastal Management Plan](#)

Availability - Website, Coastal Group (023 8028 5818)
Cost - £25 (local residents £20, students £15)

- Coastal Processes, Waveclimate, Tidal, Sediment Transport, Coastal Management (by area), Coastal Engineering (structures)

Availability - Coastal Group (023 8028 5818)
Cost - No charge unless more than 30 pages

Class 40: Home Energy Conservation Act (HECA)

Research information relating to the energy efficiency of domestic properties within the district

- HECA Report (report monitoring the increase in energy efficiency in domestic properties within the district)

Availability - HECA Officer (023 8028 5607)
Cost - No charge unless more than 30 pages

Class 41: Council Land Ownership

Location plans of land owned by the Council

- Land Ownership Plans

Availability - View Only at Appletree Court, Property Records Officer (023 8028 5387) and Town Hall Lymington, Estates and Valuation Section (023 8028 5634)
Cost - No charge – view only

Class 42: Land Charges

Statutory register of land and property maintained in accordance with Local Land Charges Act 1975

- Local Land Charges Register

Availability - Local Land Charges Section (023 8028 5427)
Cost - Statutory fees scale, price on application