



St Albans
City & District Council



INVESTOR IN PEOPLE

**Freedom of Information Act 2000, Data Protection
Act 1998 & Environmental Information Regulations
2004**

**Publication Scheme:
Guide to Information**

**(to be read in conjunction with
the Model Publication Scheme)**

Background

The Freedom of Information Act 2000 (FOI), received Royal Assent on 30th November 2000. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities.

Individuals already have the right of access to information about themselves under the Data Protection Act 1998. As far as public authorities are concerned, the Freedom of Information Act 2000 extends this right to allow public access to all types of information held.

The Model Publication Scheme, the classes of information it holds, the method by which it intends to publish information and when a charge can be made for the information.

What is a Model Publication Scheme?

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.

This Model Publication Scheme is issued by the Information Commissioner and is effective from September 2013. It is a guide to the information that the ICO expect to be made available by Local Authorities. It is a list of '*classes*', '*groups*', or '*types*' of information, within which information is available. It sets out the commitment to make information available to the public. It is not a list of publications, as these will change over time and are contained in the Guide to Information.

The Model Publication Scheme, Guide to Information or Freedom of Information Act does not limit in any way other rights that people have for access to information, nor does it limit information that the Council may choose to publish outside the Scheme.

How will I know what information the Council is providing to comply with the Publication Scheme?

The Council has produced a 'Guide to Information'. This document sets out each class as specified in the Model Publication Scheme, and shows what documentation it is making available under that class.

The classes in the Scheme have been structured so that no knowledge of the Council's organisational structure should be required to find the information. This is reflected in the **Guide to Information**.

How do I obtain information through this Guide to Information?

A full list of the publications available under each 'class' is contained in this Guide to Information. A copy of this guide is available on the Council's website www.stalbans.gov.uk

Some of the documents are available to download from the Council's website. Other documents are available on request by contacting the relevant department as set out in this Guide, at the following address:

St Albans City & District Council

Civic Centre

St Peter's Street

St Albans

AL1 3JE

Tel: 01727 866100

Documents, for which a charge is made, must be paid for in advance, either by applying in person or by post, to the relevant department at the above address. All cheques should be made payable to St Albans District Council for the specified amount.

If you require information in an alternative format, e.g. in Braille, large print or audio tape, please contact the relevant department.

For how many years will you hold the information?

Wherever possible we will tell you how many years of information we will normally hold in a particular class or of a particular document. For some information we will only hold current information, but we do sometimes have up to seven years worth of information.

What about the information not covered by this Guide or the Scheme?

This Guide only covers information created by St Albans City & District Council.

This Guide to Information will be reviewed on a regular basis, as a minimum annually, or on request from the Information Commissioner. As a result of the review this Guide to Information may be amended to include additional classes of information.

It is the Council's intention that as much information as possible will be made available on the Council's website on an ongoing basis.

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/libsleisure/heritage1/HALS/famhist> or by contacting:

Hertfordshire Archives and Local Studies

Hertfordshire County Council

County Hall

Pegs Lane

SG13 8DQ

Tel: 01438 737333

Minicom: 01438 737599

Email: hertsdirect@hertsc.gov.uk

Legislative papers such as Acts, Bills, White and Green Papers are accessible from HMSO to view at <http://www.hms.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

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 Council at the address below:

St Albans District Council

Council Offices

Civic Centre

St Peters Street

St Albans

Hertfordshire

AL1 3JE

Telephone: 01727 866100

Or you can contact your local library; your Citizen's Advice Bureau or use a web search engine e.g. Google, Bing.

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

Generally requests for personal information are covered by the Data Protection Act 1998. The Council will not normally disclose details of individual's private business i.e. personal data and so these are not covered by the Scheme.

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 normally be subject to a charge of £10.00 and we will ask you to provide identification.

Your request should be addressed to:

Customer Services
St Albans District Council
Council Offices
Civic Centre
St Peters Street
St Albans
Hertfordshire
AL1 3JE

Telephone: 01727 866100

Email: foi@stalbans.gov.uk

Who do I contact to find out more?

The Council's designated officer with overall responsibility for this publication scheme is:

Head of Legal Democratic and Regulatory Services

St Albans City & District Council

Council Offices

Civic Centre

St Peters Street

St Albans

AL1 3JE

Direct Line for Legal Department – Regulatory Solicitor 01727 819559

Email contact in Legal, Democratic and Regulatory Services:

judith.adamson@stalbans.gov.uk

The person responsible for day-to-day management of the publication scheme is:

Regulatory Solicitor
St Albans City and District Council
District Council Offices
Civic Centre
St Peter's Street
St Albans
Hertfordshire
AL1 3JE

Telephone: 01727 819559

Email: foi@stalbans.gov.uk

The Information Commissioner (who is responsible for overseeing the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004) can be contacted at this address:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Fax: 01625 524520

DX: 20819 Wilmslow

Website: www.ico.gov.uk

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Class 1 - Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

Description	Explanation	Format	Cost	Contact
Constitution	<p>The Constitution of the Council sets out the principles that underlie the way the Council operates</p> <p>It also includes terms of reference of Committees, Standing Orders, proceedings at meetings and codes of conduct</p>	<p>Website</p> <p>http://www.stalbans.gov.uk/council-and-democracy/decisionmaking/constitution/</p>	No charge	<p>Legal Democratic and Regulatory Services - Democratic Services</p> <p>Democratic Services Officer democraticservices@stalbans.gov.uk</p>
Council staffing structure – Heads of Service	<p>Heads of Service: Job descriptions, responsibilities, budgets, no of staff & earnings for staff over £58,500</p> <p>Description of</p>	<p>Website</p> <p>Heads of Service http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/Council-Departments/default.aspx</p>	No charge	<p>Corporate Services</p> <p>personnel@stalbans.gov.uk</p>

	the management structure of the Council's workforce (in the Constitution)	Management Structure in the Constitution (Part 7) http://www.stalbans.gov.uk/Images/LD_Const_07ManagementStructure_tcm15-42638.pdf		
Councillors' Details	Names of currently elected Councillors', their respective Wards and their contact details	Website http://stalbands.moderngov.co.uk/mgMemberIndex.aspx?bc=1	No charge	Legal Democratic and Regulatory Services - Member and Mayoral Support Officer Members.support@stalbands.gov.uk
Ward names, numbers and boundaries	Details of the wards within the District	This information is available for inspection at the main Council reception	No charge	Legal Democratic and Regulatory Services - Electoral Services elections@stalbands.gov.uk
Location and opening times of Council buildings	Details of the locations of Council buildings and their opening times	Website http://www.stalbans.gov.uk/contact-us/contactthecouncil.aspx http://www.stalbans.gov.uk/contact-us/how-to-find-us.aspx	No charge	Customer Services contactus@stalbands.gov.uk

Class 1 - Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

Description	Explanation	Format	Cost	Contact
Contact details for all customer facing departments	The contact emails are provided on the website Job or name of contact, phone no. and email address for "all customer-facing departments"	Website http://www.stalbans.gov.uk/contact-us/	No charge	Customer Services contactus@stalbands.gov.uk
Election results	Results of the most recent elections for Councillors	Website http://www.stalbans.gov.uk/council-and-democracy/elections/electionresults/	No charge	Legal Democratic and Regulatory Services -Electoral Services elections@stalbands.gov.uk
Relationships with other authorities	Representation of the Council on principal external bodies e.g. outside bodies Role of monitoring officer – making a complaint about councillors	Website http://stalbands.moderngov.co.uk/mgListOutsideBodies.aspx?bc=r=1 http://www.stalbans.gov.uk/contact-us/customer-feedback.aspx	No charge	Legal Democratic and Regulatory Services - Democratic Services Democratic Services Officer democraticservices@stalbands.gov.uk mike.lovelady@stalbands.gov.uk

Class 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

Description	Explanation	Format	Cost	Contact
Audit Financial reports including District Auditor's report	<p>Statement of Accounts</p> <p>Reports of external activities (usually carried out by district audit)</p> <p>Associated with officially checking financial quality and assurance and operational records</p>	<p>Website</p> <p>http://www.stalbans.gov.uk/council-and-democracy/PerformanceSpendAccount/Statement-of-accounts/default.aspx</p>	No charge	<p>Finance</p> <p>contactus@stalbans.gov.uk</p>
Financial Reporting & Audit Committee	<p>Quarterly committee reports & financial monitoring,</p> <p>Council Performance & Budget summary</p>	<p>Website</p> <p>http://www.stalbans.gov.uk/council-and-democracy/PerformanceSpendAccount/Statement-of-accounts/default.aspx</p> <p>http://www.stalbans.gov.uk/council-and-democracy/PerformanceSpendAccount/spending/default.aspx</p>	No charge	<p>Finance</p> <p>contactus@stalbans.gov.uk</p>

	Audit Committee	px http://stalbands.gov.co.uk/ieListMeetings.aspx?Committeed=137		
Budget	Council Spending & Budget The overall expected spending of the Council – Guide To The Budget	http://www.stalbans.gov.uk/council-and-democracy/Performance/Spending/Budget/default.aspx http://www.stalbans.gov.uk/council-and-democracy/Performance/historicalPerformance.aspx	No charge for copies of the Annual budget summary by the service No charge to citizens, charities and other such organisations of the District Charge payable by commercial organisations for paper copy of agenda minutes and reports to Committees Annual fee for (Council/Cabinet) £60 Individual agendas (up to 50 pages) £7 (over 50 pages) £12	Finance contactus@stalbands.gov.uk

Description	Explanation	Format	Cost	Contact
Capital Programme – capital expenditure	<p>Document for the Housing Department:</p> <p>Planned Housing Maintenance – programme of maintenance to council housing, work details, planned improvements and repairs</p> <p>Housing Documents</p>	<p>Website</p> <p>http://www.stalbans.gov.uk/housing/counciltenants/AM/PlannedImprovements/default.aspx</p> <p>http://www.stalbans.gov.uk/housing/library/default.aspx</p>	No charge	<p>Housing (Repairs)</p> <p>h.repairs@stalbands.gov.uk</p>
Rent Accounts	<p>Individual rent accounts held</p> <p><i>In accordance with the Data Protection Act 1998 and the law of confidentiality, personal data will not normally be disclosed to third parties.</i></p> <p><i>An individual can use section 7 of the Data Protection Act 1998 to obtain a copy of their own rent account. We are able to charge a fee of £10 for requests under section 7.</i></p>	Paper	<p>No charge for a copy of their own Rent Account</p> <p>(without any other documentation)</p>	<p>Housing</p> <p>housing@stalbands.gov.uk</p> <p>or Customer Services</p> <p>contactus@stalbands.gov.uk</p>
Internal Financial Regulations Funding for Partnerships	<p>Constitution – Part 4 Financial Regulations</p> <p>Voluntary & Community Sector grants</p>	<p>Website</p> <p>http://www.stalbans.gov.uk/council-and-democracy/decisionmaking/constitution/</p>		<p>Customer Services</p> <p>contactus@stalbands.gov.uk</p>

		Website http://www.stalbans.gov.uk/community-and-living/communitygroups/community-grants/default.aspx <u>X</u>		
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Class 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

Description	Explanation	Format	Costs	Contact
Fees and charges	<p>Schedule of Fees and Charges.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Sports and Leisure • Planning • Room Hire • Licensing • Car Parking • Pest Control • Housing Repairs • Building Regulations Control 	http://www.stalbans.gov.uk/council-and-democracy/PerformanceSpendAccount/spending/Fees-and-charges/	No charge	Finance contactus@stalbands.gov.uk
Councillors allowances scheme & allowances paid under the Scheme	Lists of the allowances for Councillors set each year at the Annual Council	Website http://www.stalbans.gov.uk/council-and-democracy/decisionmaking/councillors/membersallowances.aspx	No charge	Legal Democratic and Regulatory - Democratic Services Democratic Services Officer democraticservices@stalbands.gov.uk
Staff Allowances and Expenses	List of allowances by category (e.g. mileage, expenses) paid annually to Members and Chief Officers (grade 13 and above)	Website http://www.stalbans.gov.uk/council-and-democracy/decisionmaking/councillors/membersallowances.aspx	No charge	Finance contactus@stalbands.gov.uk

		making/councillors/membersallowances.aspx		
Pay and grading structure	Grades will be included on top level structure chart above and pay scales will be published and pay multiple.	Website http://www.stalbans.gov.uk/jobs-and-careers/default.aspx	Yes – photocopying charges as set out in the Schedule of Charges	Human Resources hr@stalbands.gov.uk

Class 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

Description	Explanation	Format	Costs	Contact
Procurement procedures	Details of procedures for acquiring goods and services. Contracts available for public tender - supplying the council	Website http://www.stalbans.gov.uk/business/procurement/default.aspx	No charge	Community Services - procurement procurement@stalbans.gov.uk
Contracts & Tenders	List of all over £500 expenditure	Website http://www.stalbans.gov.uk/council-and-democracy/PerformSpendAccount/spending/spending_over5h/default.aspx	No charge	Community Services - procurement procurement@stalbans.gov.uk
Grants to voluntary community & social enterprise sector	Community partnership funding	Website http://www.stalbans.gov.uk/community-and-living/communitygroups/community-grants/default.aspx	No charge	Policy & Partnership policy@stalbans.gov.uk

Class 3 – What our priorities are and how we are doing

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

Description	Explanation	Format	Costs	Contact
Annual reports and statement of accounts	<p>Statement of accounts</p> <p>The overall income and spending of the Council for each financial year. Commercially sensitive documents and details relating to individuals will not normally be disclosed, although certain access is permitted during the period of Public Inspection of Accounts prior to Audit</p>	<p>http://www.stalbans.gov.uk/council-and-democracy/PerformanceSpendAccount/Statement-of-accounts/default.aspx</p>	<p>Yes for copies of Statement of accounts = £5</p> <p>No charge to citizens, charities and other such organisations of the District</p> <p>Charge payable by commercial organisations for paper copy of agenda minutes and reports to Committees Annual fee for (Council/Cabinet) £60 Individual agendas (up to 50 pages) £7 (over 50 pages) £12</p>	<p>Finance</p> <p>contactus@stalbans.gov.uk</p>

Description	Explanation	Format	Costs	Contact
Strategies Plans & policies	<p>The publicly available policies of the Council are listed below. This list is updated at least every three years, however, if you believe a policy exists and is not listed below, you may wish to contact a department directly or the Freedom of Information coordinator on foi@stalbans.gov.uk</p> <p>Allocations Policy http://www.stalbans.gov.uk/housing/library/reports.aspx</p> <p>Annual greenhouse Gas Emissions Report http://www.stalbans.gov.uk/council-and-democracy/sustainability/energy.aspx</p> <p>Anti Fraud policy http://www.stalbans.gov.uk/community-and-living/community-safety/crimeprevention/fraud/</p> <p>Anti money laundering policy http://www.stalbans.gov.uk/community-and-living/community-safety/crimeprevention/fraud/</p> <p>Complaints Policy http://www.stalbans.gov.uk/contact-us/customer-feedback.aspx</p> <p>Community Safety Partnership 2014/2015 http://www.stalbans.gov.uk/community-and-living/community-safety/default.aspx</p>	Website save for those marked as * which are paper only	No charge for website documents Yes for paper copies – see Schedule of Charges	CEX and Policy contactus@stalbans.gov.uk

	<p>Constitution http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/council-publications/</p> <p>Convictions Policy (HC&PH) http://www.stalbans.gov.uk/Images/Convictions%20Policy%20Revised%20July%202013%202_tcm15-36100.pdf</p> <p>Corporate Plan & Budget Strategy http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/vision/</p> <p>Corporate prosecution policy</p> <p>Customer Pledge http://www.stalbans.gov.uk/contact-us/customer_pledge.aspx</p> <p>Cycling Strategy http://www.stalbans.gov.uk/leisure-and-culture/sports_physical_activity/cycling/ Data</p> <p>Protection Policy http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/</p>			
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	<p>District Local Plan* District Plan Local Review*</p> <p>Empty Homes strategy http://www.stalbans.gov.uk/housing/library/reports.aspx</p> <p>Environmental Information Regulations policy http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/</p> <p>Freedom of Information Act policy http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/</p> <p>Gambling Policy http://www.stalbans.gov.uk/business/BusinessLicences/gambling-and-lottery-licences/gamblingact2005.aspx</p> <p>Green Travel Plan http://www.stalbans.gov.uk/council-and-democracy/sustainability/greentravel.aspx</p> <p>Homelessness Strategy http://www.stalbans.gov.uk/housing/library/reports.aspx</p>			
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	<p>Home Energy Conservation Plan http://www.stalbans.gov.uk/environmentandwaste/greenerliving/climate-change/default.aspx</p> <p>Private Sector Housing Enforcement Policy http://www.stalbans.gov.uk/housing/privatesector/tenants/default.aspx</p> <p>Housing Strategy http://www.stalbans.gov.uk/housing/library/reports.aspx</p> <p>Inclusion Strategy http://www.stalbans.gov.uk/housing/library/reports.aspx</p> <p>Parish Charter http://www.stalbans.gov.uk/council-and-democracy/political-structure/parish-councils/</p> <p>Parking Strategy http://www.stalbans.gov.uk/transport-and-streets/parking/parkingFAQs/default.aspx</p> <p>Pavement Licence Policy http://www.stalbans.gov.uk/business/BusinessLicences/OnStreet/pavement_licensing/</p>			
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	<p>Petition Scheme http://www.stalbans.gov.uk/council-and-democracy/yourviews/petitions/default.aspx</p> <p>Procurement Strategy http://www.stalbans.gov.uk/business/procurement/default.aspx</p> <p>RIPA Policy – Regulation of Investigatory Powers Act http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/council-publications/</p> <p>Statement of Licensing Policy http://www.stalbans.gov.uk/business/BusinessLicences/licensing-act-2003/</p> <p>Street Trading policy http://www.stalbans.gov.uk/business/BusinessLicences/OnStreet/streettrading/default.aspx</p> <p>Sustainable Procurement Strategy http://www.stalbans.gov.uk/council-and-democracy/sustainability/procurement.aspx</p> <p>Tenants Strategy http://www.stalbans.gov.uk/housing/library/reports</p>			
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	<p>aspx Town Twinning 2013 http://www.stalbans.gov.uk/council-and-democracy/overview/town-twinning/</p> <p>Tree Strategy http://www.stalbans.gov.uk/environmentandwaste/trees-and-woodlands/</p> <p>Unacceptable customer behaviour policy http://www.stalbans.gov.uk/Images/UnacceptatbleCustomerBehaviourPolicy_web_tcm15-34432.pdf</p> <p>Visitor Economy Strategy http://www.enjoystalbans.com/more/Visitor-Economy-Strategy/index.html</p> <p>Whistleblowing policy http://www.stalbans.gov.uk/community-and-living/community-safety/crimeprevention/fraud/</p> <p>Winter Treatment Operational Plan http://www.stalbans.gov.uk/Images/WinterTreatmentOperationalPlan_tcm15-27847.pdf</p>			
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Class 3 – What our priorities are and how we are doing

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

Description	Explanation	Format	Costs	Contact
Notices published under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	Notice of key executive decisions and notice of intention to hold a meeting or part of a meeting in private	Website http://www.stalbans.gov.uk/council-and-democracy/decisionmaking/committees/register.aspx	No charge	Legal Democratic and Regulatory Services - Democratic Services Democratic Services Officer democraticservices@stalbans.gov.uk

Class 4 – How we make decisions

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

Description	Explanation	Format	Costs	Contact
Council and Committee Meetings – Part 1	Timetable of council meetings, agendas, associated reports, background papers, minutes, full Council decision making processes.	Website http://stalbans.moderngov.co.uk/ieDocHome.aspx?bcr=1	No charge to citizens, charities and other such organisations of the District Charge to businesses and commercial organisations: paper copy of agenda minutes and reports to Committees Annual fee for (Council/Cabinet) £60 Individual agendas (up to 50 pages) £7 (over 50 pages) £12	Legal Democratic and Regulatory Services - Democratic Services Officer democraticservices@stalbans.gov.uk

	Planning Committee Reports	Website http://stalbans.moderngov.co.uk/ieDocHome.aspx?bcr=1	Paper copies £1.20 for residents and £2.40 for non-residents/ businesses	Planning and Building Control planning@stalbans.gov.uk
Major policy proposals and decisions Facts and analyses of facts considered when framing major policies	Decision Notices – made by Cabinet, which are subject to call in by the Overview & Scrutiny Committees, prior to final ratification	Website http://stalbans.moderngov.co.uk/mgListPlans.aspx?RPId=164&RD=0	No charge	Legal Democratic and Regulatory Services - Democratic Services Democratic Services Officer democraticservices@stalbans.gov.uk
Statutory Planning register	The documentation associated with Planning applications for permission consents or approval – forms decisions and other notices, plans and drawings	Website http://www.stalbans.gov.uk/planning/applicationsdecisionsandappeals/2015.aspx	£17 for paper copies of Decision Notices. Plans £3 or £5.50 depending on size No charge to view the register	Planning and Building Control planning@stalbans.gov.uk

Class 4 – How we make decisions

Proposals and decisions. Decision making processes, internal criteria and procedures, consultations

Description	Explanation	Format	Costs	Contact
Public Consultations	Current public consultation documents/questionnaires <ul style="list-style-type: none"> • Service Consultation • Community Survey 	Website http://www.stalbans.gov.uk/council-and-democracy/yourviews/consultations/	No charge	CEx and Policy contactus@stalbans.gov.uk

Class 5 – Our policies and procedures

Current written protocols for delivering our functions and responsibilities

Description	Explanation	Format	Costs	Contact
Policies and Strategies	Codes of practice, standing orders, internal guidance on responsibilities between committees and delegated authority	Electronic/paper	No charge	Legal Democratic and Regulatory Services - Democratic Services Democratic Services Officer democraticservices@stalbans.gov.uk
Policies and procedures for recruiting and employment of staff	Policies, Advertisements, Job Descriptions / Person Specifications for vacant posts	Website http://www.stalbans.gov.uk/jobs-and-careers/default.aspx	No charge No charge	Human Resources hr@stalbans.gov.uk
Terms and Conditions of Employment	Pay Policy Statement	Website http://www.stalbans.gov.uk/jobs-and-careers/default.aspx	No charge	Human Resources hr@stalbans.gov.uk

Class 5 – Our policies and procedures

Current written protocols for delivering our functions and responsibilities

Description	Explanation	Format	Costs	Contact
Customer Service	Complaints procedure	Paper/Electronic http://www.stalbans.gov.uk/contact-us/customer-feedback.aspx	No charge	Customer Services contactus@stalbans.gov.uk
Records management and personal data policies	IT security policies Disposal and Retention Policy	Electronic	No charge	IT & Customer Services contactus@stalbans.gov.uk
Charging Regimes and Policies	Fees and charges schedule	Website http://www.stalbans.gov.uk/council-and-democracy/PerformSpendAccount/spending/Fees-and-charges/default.aspx	No charge	Finance contactus@stalbans.gov.uk

Trade Union Unison Facility	Unison facility time agreement	http://www.stalbans.gov.uk/jobs-and-careers/	No charge	HR hr@stalbans.gov.uk
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Class 6 – List and registers

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

Description	Explanation	Format	Costs	Contact
Election expenses	Statutory requirement to declare expenses made in conjunction with all election campaigns to ensure candidates/political parties work within the regulatory financial limits	Paper copies	No charge to view, but copies are chargeable at 20p per page (RPR 2001 Reg. 10(3))	Legal Democratic and Regulatory - Electoral Services elections@stalbans.gov.uk
Public Registers (other than those separately listed)	Statutory Registers – all lists or registers which the Council is required to maintain and make publicly available <ul style="list-style-type: none"> • Contaminated Land Register • Food Register 	This information is available for inspection on request at the Main Council Reception Free to view by appointment Website http://www.stalbans.gov.uk	Depends on Register No charge to view	Legal Democratic and Regulatory Services – environmental@stalbans.gov.uk Legal Democratic and Regulatory Services environmental@stalbans.gov.uk

	<ul style="list-style-type: none"> Houses of Multiple Occupation Local Land Charges Register Listed Buildings Register Enforcement and Stop Notices Register 	<p>ov.uk/business/food-safety/foodinformation.aspx</p> <p>Free to view electronically</p> <p>Free to view electronically by appointment</p> <p>Yes</p> <p>No charge to view at Council Offices (by appointment with Land Charges Team)</p>	<p>Charge for a copy</p> <p>No charge</p> <p>No charge</p> <p>£10 for paper copy</p> <p>£10 for paper copies</p>	<p>s.gov.uk</p> <p>Housing housing@stalbans.gov.uk</p> <p>Legal Democratic and Regulatory Services - Local Land Charges Team landcharges@stalbans.gov.uk</p> <p>Planning and Building Control Legal Democratic and Regulatory Services Local Land Charges Team planning@stalbans.gov.uk</p>
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	<ul style="list-style-type: none"> Private drinking water supplies register Public Register of Cooling Towers Licensing register i.e. Licensing Act 2003, animal licensing, Hackney carriage, private hire, scrap metal dealers, pavement licensing, Gambling Act 2005, special treatments. 	<p>£10 for paper copy Free electronic copy</p> <p>http://www.stalbans.gov.uk/business/Health-and-safety/</p> <p>On the website and free to view</p> <p>http://www.stalbans.gov.uk/business/Health-and-safety/</p> <p>http://www.stalbans.gov.uk/business/Health-and-safety/</p>	<p>No charge</p> <p>No charge</p>	<p>Legal Democratic and Regulatory Services environmental@stalbands.gov.uk</p> <p>Legal Democratic and Regulatory Services environmental@stalbands.gov.uk</p> <p>Legal Democratic and Regulatory Services licensing@stalbands.gov.uk</p>
Register of Interests	Members disclosure of any involvement in organisations and income received from other bodies which may affect their actions as Council members	<p>Electronic/Paper http://stalbands.moderngov.co.uk/mgMemberIndex.aspx?bc_r=1 (within each councillor's page)</p>	No charge	<p>Legal Democratic and Regulatory Services - Democratic Services Member and Mayoral Services Team Leader members.support@stalbands.gov.uk</p>

	The Registers of Interest for Parish Councillors	http://www.stalbans.gov.uk/council-and-democracy/political-structure/parish-councils/parishcouncilsregisterofinterests.aspx		
Public notices	Public notices published in the newspaper for statutory requirements e.g. parks, planning etc.	Website http://www.stalbans.gov.uk/council-and-democracy/communications/publicnotices/		Policy & Partnership contactus@stalbands.gov.uk
Datasets/ Open Data	The following information is provided in PDF format on the website for viewing, and can be obtained in reusable format for re-use on request Treeworks applications and decisions – listed by year Waste recycling collection rounds	Website http://www.stalbans.gov.uk/environmentandwaste/trees-and-woodlands/treeworks/		Planning and Building Control planning@stalbands.gov.uk Community services

	<p>CCTV Locations</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>CCTV Camera positions list .pdf</p> </div> <div style="text-align: center;">  <p>CCTV Camera list SADC.pdf</p> </div> </div> <p>Public Health Funerals</p> <p>Council Tax</p>	<p>http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/openData/</p> <p>http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/openData/</p>		<p>communityservices@stalbens.gov.uk</p> <p>waste@stalbens.gov.uk</p> <p>Community Safety Neil.kieran@stalbens.gov.uk</p> <p>Legal Democratic and Regulatory Services environmental@stalbens.gov.uk</p> <p>Finance finance@stalbens.gov.uk</p>
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Class 6 – List and registers

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

Description	Explanation	Format	Costs	Contact
Asset Registers				
Byelaws	<p>Details of local open spaces byelaws and similar</p> <p>Other byelaws:</p> <p>Hackney carriage & Private hire (in the application pack)</p> <p>Skin piercing, tattooing etc</p>	<p>This information is available on request</p> <p>http://www.stalbans.gov.uk/business/BusinessLicences/taxi-licences/default.aspx</p> <p>http://www.stalbans.gov.uk/business/BusinessLicences/specialtreatments/default.aspx</p>	<p>no if electronic, yes normal charging if paper copy required</p> <p>No charge</p> <p>No charge</p>	<p>Legal Democratic and Regulatory Services – email marked “FAO: Legal Services” to contactus@stalbans.gov.uk</p> <p>Legal Democratic and Regulatory Services environmental@stalbans.gov.uk</p> <p>Legal Democratic and Regulatory Services environmental@stalbans.gov.uk</p>

Business Directory	List of businesses trading within the local area, which have requested inclusion in the directory General information for business	Website http://www.stalbans.gov.uk/business/businessnews/default.aspx	No charge	CEx and Policy contactus@stalbands.gov.uk
Register of Councillors Financial and Other Interests	Members disclosure of any involvement in organisations and income received from other bodies which may affect their actions as Council members	Electronic/Paper http://stalbands.moderngov.co.uk/mgMemberIndex.aspx?bcr=1 (within each councillor's page)	No charge	Legal Democratic and Regulatory Services - Democratic Services Member and Mayoral Services Team Leader members.support@stalbands.gov.uk
Senior Officers Declarations of Interest	List of allowances by category (e.g. mileage, expenses) paid annually to Members and Chief Officers (grade 13 and above)	website http://www.stalbans.gov.uk/council-and-democracy/decisionmaking/councillors/membersallowances.aspx	No charge	Finance contactus@stalbands.gov.uk

Class 6 – List and registers

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

Description	Explanation	Format	Costs	Contact
Electoral Register	Full list of people eligible to vote	The information is available for inspection at the Main Council Reception	No charge	Legal Democratic and Regulatory Services - Electoral Services electoralservices@stalbans.gov.uk
	Copy of Edited Register	Paper	Yes Paper format -	
	Open data re elections	http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/opendata/electoralopendata.aspx	£10 + £5 per 1000 names Electronic format – £20 + £1.50 per 1000 names	

Class 7 – Services provided by the Council

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

Description	Explanation	Format	Costs	Contact
Maps and Directions and information	<p>Public maps and directions to Council property or land assets which are accessible by the public, including:</p> <ul style="list-style-type: none"> Where to find the Council offices Directions to Leisure facilities Map of Car parks in City Centre 	<p>Website/Paper</p> <p>http://www.stalbans.gov.uk/contact-us/how-to-find-us.aspx</p> <p>http://www.stalbans.gov.uk/leisure-and-culture/sports_physical_activity/facilities/default.aspx</p> <p>http://www.stalbans.gov.uk/transport-and-streets/parking/default.aspx</p>	No charge	<p>Customer Services (Council Offices)</p> <p>Community Services (Land Assets e.g. parks and open spaces) communityservices@stalbans.gov.uk</p> <p>Legal Democratic and Regulatory Services – parking (car parks) parking@stalbans.gov.uk</p>
Forms	Forms for completion by customers to access services of the Council. Including:	Website/Electronic/Paper	No charge	Contact relevant department for required service if not on website

	<ul style="list-style-type: none"> Housing Benefit Applications Council Tax Change of Circumstances Planning Applications Parking Permits 	http://www.stalbans.gov.uk/transport-and-streets/parking/default.aspx		housing@stalbans.gov.uk planning@stalbans.gov.uk parking@stalbans.gov.uk
Conservation Areas	<p>Plans defining Conservation Areas; Article 4(2) directions</p> <p>Conservation Area Plans and Orders confirming Article 4(2) Directions withdrawing certain permitted development rights within Conservation Areas</p>	<p>Conservation Area Maps – Paper</p> <p>Article 4(2) Directions – paper/ electronic</p>	<p>Yes – see Schedule of Charges</p> <p>Yes – see Schedule of Charges</p>	<p>Planning and Building Control</p> <p>planning@stalbans.gov.uk</p>
Preservation Orders	Urban and rural landscape preservation orders, including tree preservation orders and hedge row preservation orders	Paper	Yes – see Schedule of Charges	<p>Community Services</p> <p>communityservices@stalbans.gov.uk</p>

Class 7 – Services provided by the Council

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

Description	Explanation	Format	Costs	Contact
Campaigns	<p>Campaign, publicity and awareness literature on council services, partnership services, or promotional activities associated with the Council</p> <ul style="list-style-type: none"> • Eat for Health • Accident Prevention • Wasteaware! • Stressbuster Initiative • Leaflets • Highways Partnership 	Paper	No charge	<p>Contact relevant department for required campaign information or Policy & Partnership (communications) if you do not know the department</p> <p>contactus@stalbands.gov.uk</p>
Charitable Collections	Details about how to apply for a house to house collection permit or a street collection permit to collect for charitable purposes in the district	<p>Website</p> <p>http://www.stalbans.gov.uk/business/BusinessLicences/OnlineStreet/charity-collection-licences/</p>	No charge for permits or forms	<p>Legal Democratic and Regulatory Services – Charitable collections</p> <p>charitablecollections@stalbands.gov.uk</p>
Publications	<p>Guide books, books and other publications that the Council makes available on a chargeable basis</p> <p>(excluding leaflets available free at Council Offices – available from Customer Services in Reception)</p>	Paper	Yes – see Schedule of Charges	<p>Community Services – Tourism</p> <p>http://www.stalbans.gov.uk/leisure-and-culture/parks-and-green-space/leaflets.aspx</p>

Right to Buy for Secure tenants	Right to buy information for secure tenants	Website http://www.stalbans.gov.uk/housing/counciltenants/Council-tenancies/Right-to-buy-council-house/ Paper	No charge	Legal Democratic & Regulatory Services legal@stalbands.gov.uk Paper copies from Reception
Service details and guidance	Public contact details, access to, and explanation of Council services, including: <ul style="list-style-type: none"> • A to Z of Services • Leaflets • Telephone Numbers • Email Addresses • Frequently Asked Questions (FAQ's) 	Website/Electronic/ Paper http://www.stalbans.gov.uk/contact-us/advice/	No charge	Contact relevant department for required service or Customer Services if you do not know the department contactus@stalbands.gov.uk
Planning Applications	The documentation associated with applications for permission consents and approvals.	Website/Electronic/ Paper http://www.stalbans.gov.uk/planning/	For paper copies £6 for application forms. Plans £3 or £5.50 depending on size. No charge to view the register	Planning and Building Control planning@stalbands.gov.uk

Class 7 – Services provided by the Council

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

Description	Explanation	Format	Costs	Contact
Press Releases	Information released to the media	Website http://www.stalbans.gov.uk/leisure-and-culture/facility_developments/pressrelease.aspx	No charge	Policy & Partnership (communications) contactus@stalbans.gov.uk
Parking Services	Car parks in the district, pay by phone, challenging parking fines, permits and zones, parking restrictions, disabled parking and parking documents	Website http://www.stalbans.gov.uk/transport-and-streets/parking/default.aspx	No charge	Legal Democratic and Regulatory Services parking@stalbans.gov.uk
Traffic Orders	The statutory notice given to warn the public on the change of the status of a public highway <ul style="list-style-type: none"> Parking schemes and consultations 	Website http://www.stalbans.gov.uk/transport-and-streets/trafficregulationorders/inplace/default.aspx	No charge	Legal Democratic and Regulatory Services parking@stalbans.gov.uk

	<ul style="list-style-type: none"> Road closures 			Community Services communityservices@stalbans.gov.uk
Taxi Licence Holders	Register of persons holding hackney carriages or private hire licences issued by the Council	website http://www.stalbans.gov.uk/business/BusinessLicences/taxi-licences/default.aspx	No charge	Legal Democratic and Regulatory Services licensing@stalbans.gov.uk
Rights of Way Definitive Map	Publication of established rights of way and land drainage <i>Copies of Plans held by the County Council</i>	Paper		Community Services communityservices@stalbans.gov.uk
Land drainage/ Sewerage plans	Plans showing drainage and sewerage in the District Deposited plans provided by the Water Authorities	Paper	Available for public inspection by appointment	Community Services communityservices@stalbans.gov.uk
Road works	The current and scheduled road works in the local area <i>Copies of information held by the County Council</i>	Paper		Community Services communityservices@stalbans.gov.uk

Class 7 – Services provided by the Council

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

Description	Explanation	Format	Costs	Contact
Clubs and Societies	<p>Listing of clubs and societies available in the local area, as provide to the Council by the club or society</p> <ul style="list-style-type: none"> • Sports clubs • Youth Organisations • Charities 	<p>Website</p> <p>http://www.stalbans.gov.uk/leisure-and-culture/sports_physical_activity/facilities/</p>	No charge	<p>Community Services</p> <p>communityservcies@stalbans.gov.uk</p>
Planning and Related	Guidance and publications including the Local Plan and Planning Briefs & Design Guides	<p>Website</p> <p>http://www.stalbans.gov.uk/planning/makingaplanningapplication/</p> <p>http://www.stalbans.gov.uk/planning/Planningpolicy/currentadoptedlocalplan.aspx</p>	Yes for paper copies– please contact the department for details	<p>Planning and Building Control</p> <p>planning@stalbans.gov.uk</p>
Planning Appeals	Copies of appeal decisions where an appeal was decided by the Planning Inspectorate (PIN)	<p>Paper or electronic</p> <p>On the PINs website to view copy</p>	No charge for electronic or paper copies	<p>Legal Democratic and Regulatory Services – Planning Appeals</p> <p>Planning and Charitable Collections Administrative Assistant</p>

	<p>Lists of applications which have been appealed 2012 to present (not the PINS Decisions or Decision Notices)</p> <p>Copies of the PINs guidance on written representations or hearings or public inquiries</p>	<p>http://www.planningportal.gov.uk/planning/planninginspectorate</p> <p>Under application reference number on SADC website</p> <p>http://www.stalbans.gov.uk/planning/Searchforplanningapplications/default.aspx</p> <p>http://www.stalbans.gov.uk/planning/applicationsdecisionsandappeals/Planning-Appeals.aspx</p> <p>http://www.planningportal.gov.uk/planning/appeals/planningappeals</p>	<p>pins.appeals@stalbans.gov.uk</p> <p>Planning & Building Control planning@stalbans.gov.uk</p> <p>Legal Democratic and Regulatory Services – Planning Appeals Planning and Charitable Collections Administrative Assistant</p>
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				pins.appeals@stalbans.gov.uk
Planning Policy Publications	<p>Documents containing the Council's planning policies and matters relating to land use and spatial planning</p> <p>Local Plan; Proposals Map; Development briefs; and Local Development Framework, which includes:</p> <ul style="list-style-type: none"> • Core Strategy • Development Policies • Area Action Plans (e.g. Stevenage) • Land Allocations • Supplementary Planning Documents • Statement of Community Involvement • Local Development Scheme <p>Annual Monitoring Report</p>	<p>Website</p> <p>http://www.stalbans.gov.uk/planning/Planningpolicy/</p>	<p>Electronic versions are freely available on website; paper copies can be produced on request but are chargeable (prices available on request)</p>	<p>Planning and Building Control</p> <p>planning@stalbans.gov.uk</p>

Description	Explanation	Format	Costs	Contact
Applications	The basic details, including copies of the applications and plans	Website http://www.stalbans.gov.uk/planning/Searchforplanningapplications/default.aspx	No charge	Planning and Building Control planning@stalbans.gov.uk
Planning Policy Evidence Base Studies	Documents used in the preparation of the planning policy documents which comprise the Local Development Framework Strategic Flood Risk Assessment; Strategic housing Land Availability Assessment; Employment land review etc	Website http://www.stalbans.gov.uk/planning/Searchforplanningapplications/default.aspx	No charge Yes	Planning and Building Control planning@stalbans.gov.uk
Planning Register	The consolidated listing of planning applications and tree work applications received by the Council	Website/Electronic This information is available for inspection at the main Council reception	No charge	Planning and Building Control planning@stalbans.gov.uk
Applications for work to protected trees and hedgerow removal notices	The basic details, including copies of the applications and plans	Paper	Free if fewer than 10 pages Over 10 pages charged at 5p per sheet to a maximum of £15	Planning and Building Control planning@stalbans.gov.uk

Description	Explanation	Format	Costs	Contact
Tree Preservation Orders	The model Order document and map providing details of protected trees	Paper	£20 per TPO	Planning and Building Control and/or Council office reception planning@stalbans.gov.uk
Licensing Act 2003 Register	List of all premises licences, club certificates, temporary event notices [T.E.N.s] and terms of the authorisations	Website/Electronic http://www.stalbans.gov.uk/business/Health-and-safety/	No charge	Legal Democratic and Regulatory (Licensing) licensing@stalbans.gov.uk
Heritage Listing	The consolidated listing of heritage buildings and sites	Electronic	No charge	Planning and Building Control planning@stalbans.gov.uk
Environmental Assessment	Environmental impact assessment and statements Statements and technical appendices	Website/ Electronic	Charge for paper copies	Planning and Building Control planning@stalbans.gov.uk
Sites and Monuments	The protected sites within the local area	Electronic	Yes	Planning and Building Control planning@stalbans.gov.uk

Tourist Information	Information provided for tourists about the local District <ul style="list-style-type: none"> • Walks leaflets • Places of interest leaflets 	Website/ Paper Web links	Not usually any charge, but it depends on type of publication	Community Services Tourist Information Centre communityservcies@stalbans.gov.uk
Tourist Accommodation Register	Consolidated list of tourist accommodation available locally Hotels, Guest houses, Bed & Breakfast, Self-catering establishments	Website Web links	No charge	Community Services communityservcies@stalbans.gov.uk
Parking Zones Register	Consolidated listing of streets included in the Controlled Parking Scheme Details of Parking Restrictions for each street within the Controlled Parking Scheme	Website http://www.stalbans.gov.uk/transport-and-streets/parking/parkingFAQs/default.aspx	No charge	Legal Democratic and Regulatory (Parking) parking@stalbans.gov.uk

Schedule of Charges

YOU SHOULD CONTACT THE RELEVANT DEPARTMENT TO CONFIRM PAYMENTS

This describes how the charges have been arrived at and should be published as part of the guide.

The cost of a particular document maybe stated in the body of the Guide to Information. Where it is not stated, the charging will be as set out in this Schedule of Charges.

Type of Charge	Description	Basis of Charge
Disbursement cost for paper copy	Photocopying @ 10 p per sheet (black & white)	Cost incurred by the public authority
	Photocopying @ 20 p per sheet (colour)	Cost incurred by the public authority
	Postage	Cost of Royal Mail standard 2 nd class, calculated by weight and size
Statutory Fee		In accordance with the relevant legislation
Other	District Plan	£25 for resident £45 for non-resident
	Heritage Listing	£5
	Preservation Order	£5
Datasets		Charges may be made for making datasets that are relevant to copyright works that are available for reuse. These charges will be in accordance with Reuse of Public Sector Information Regulations 2015 where applicable or with regulations made under Section 11B of the Freedom of Information Act, or other statutory powers.