

WATFORD BOROUGH COUNCIL

MODEL

FREEDOM OF INFORMATION
PUBLICATION SCHEME

Watford Borough Council is a district council within the county of Hertfordshire. The council operates a Mayor and Cabinet form of Executive under the provisions of the Local Government Act 2000. It performs all the statutory functions of a district council and acts as agent for Hertfordshire County Council in relation to parking control, grass cutting and verge maintenance.

What does this publication scheme cover?

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

Under the Freedom of Information Act 2000 the council has a duty to specify what information they publish (in terms of information classes), how the information is made available, and whether it is available free of charge or upon payment. It will also tell you whether any information within a particular class is not publicly available.

The scheme and the Freedom of Information Act 2000 does not limit in any way other rights that people have to information nor does it limit information that the council may choose to publish outside the scheme.

How do I obtain information through this publication scheme?

A list of the publications available under each “class” contained in this publication scheme is available on the [Council’s website](#).

Some of the documents are available to download from the list available on our website. Other documents are available on request from the departmental contact listed in the body of the scheme at the Town Hall, Watford, Hertfordshire, WD17 3EX. Documents for which a charge is made must be paid for in advance by applying in person or by post to the departmental contact in the body of the scheme at the Town Hall, Watford, Hertfordshire, WD17 3EX.

What about the information not covered by this scheme?

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

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

Legislative papers such as acts, bills, white and green papers are accessible from the Government stationery office.

Are there 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 your local library, Citizen's Advice Bureau, or through using a web search engine.

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

If you want to know whether or not the council holds information about you please contact the council's Data Protection Officer, via email at:

legalanddemocratic@watford.gov.uk

The Freedom of Information Act 2000 does not apply to personal information, this is covered by the Data Protection Act. The council will not be disclosing details of individual's private affairs or business in this scheme.

Who do I contact to find out more?

The officer within the council responsible for this publication scheme and for its day to day maintenance is:

Head of Democracy and Governance

Tel: 01923 226400

email: legalanddemocratic@watford.gov.uk

The council has a set complaints procedure and any complaints about the scheme and the council's dealing with any request under the Freedom of Information Act 2000 will be dealt with under that procedure.

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

Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Tel: 01625 545745

08456 306060

Fax: 01625 524510 DX: 20819 Wilmslow

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Who we are and what we do

Organisational information, structures, locations and contacts.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable	Contact for Information
Council constitution	The Constitution of the Council		Website Hard Copy	No	Legal & Democratic Services
Council democratic structure					
Council directorate structure	The management structure and functions of the Council		Website as part of Constitution Hard copy	No	Legal & Democratic Services
Location and opening times of council properties	Public contact details, access to and explanation of council services		Website Hard copy	No	Customer Service Centre
Currently elected councillors' information and contact details	Public contact details of your local representative of the Council.		Website Hard Copy	No	Legal & Democratic Services

Contact details for all customer-facing departments	Public contact details, access to and explanation of Council Services		Website Hard copy (A-Z guide)	No	Service Transformation
Election results	Various election results for the borough and county		Website	No	Legal and Democratic Services
Register of Electors	The list of people eligible to vote	<ul style="list-style-type: none"> ▪ Full Register ▪ Edited Register 	Hard copy Hard copy	No to view No to view Yes for copies	Legal and Democratic Services

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable	Contact for Information
Annual report and statement of accounts	Statement of accounts The overall expected spending of the Council – commercially sensitive documents e.g. those relating to quotations, tenders, loans and insurance will not be disclosed. This will not include information relating to accounts for individuals e.g. rent accounts	<ul style="list-style-type: none"> ▪ Service and Financial Planning ▪ Quarterly Budget Monitoring (Part A reports) ▪ Finance Digest 	Website Electronic Hard Copy	No Charge payable to commercial organisations for hard copy of agenda, minutes and reports to committees	Finance Finance
Annual revenue budget estimates	Annual budget summary by service		Website Electronic Hard Copy	No Charge payable to commercial organisations for hard copy of agenda, minutes and reports to committees	Finance

<p>Quarterly budgets, actual and variance reports</p>	<p>Breakdown of quarterly budgets currently published twice per year</p>		<p>Website Electronic Hard copy</p>	<p>No Charge payable to commercial organisations for hard copy of agenda, minutes and reports to committees</p>	<p>Finance</p>
<p>Current year's capital programme</p>	<p>Forecast of expenditure for major projects</p>		<p>Website Electronic Hard copy</p>	<p>No Charge payable to commercial organisations for hard copy of agenda, minutes and reports to committees</p>	<p>Finance</p>

The members' allowances scheme and the allowances paid under it to councillors each year	Allowances Councillors received and Members allowance scheme		Website Hard Copy	No	Legal & Democratic Services
Details of Council Tax bands	Charges (bands) for domestic/residential properties		Website Hard Copy	No	Revenues
The local rating lists for non-domestic properties in the Council's area as compiled by the valuation officer	Charges for non-domestic properties as set by the Government		Hard copy	No	Revenues
Staff pay and grading structure			Hard copy	No	Human Resources

Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)			Hard copy	No	Legal & Democratic Services
Procurement procedures	Overview of procurement process	Selling to the Council	Website	No	Legal & Democratic Services
Register of contracts. Details of contracts currently being tendered	List of contracts with service providers and those being tendered	Contracts register	Website	No	Legal & Democratic Services

District auditor's report	The external activities (usually carried out by District Audit) associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period	<ul style="list-style-type: none"> ▪ Finance audits, internal and external ▪ Compliance audits ▪ Operational audits ▪ Skills audit ▪ Systems audit ▪ Quality assurance audits ▪ Capital Strategy Programme ▪ Asset Management Plan ▪ Treasury Management Plan 	Electronic/ Hard copy	No	Finance
Financial regulations					Finance

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable	Contact for Information
Strategies and plans relating to services listed in class 6 (publications designed to inform and influence the formulation of public policy and public opinion)					
Policies and Strategies	The publicly available policies of the Council including but not limited to the examples shown	<ul style="list-style-type: none"> • Best Value local performance plan • Community Safety and crime reduction strategy • Major incident plan • Equality and diversity strategies • Capital strategy • Affordable Housing Strategy • Air Quality Strategy • Allocation Policy • Allotment Strategy • Area Transport 	Website Hard Copy	Some (charges on application)	Corporate Strategy and Communications

		Plans* <ul style="list-style-type: none"> • Asset Management Plan* • Best Value Performance Plan* • Capital Strategy* • Civil Emergency Plan • Community Safety Strategy • Contaminated Land Strategy • Corporate Plan/Strategy Objectives • Community Plan (with the LSP)* • Cultural Strategy* • Cycling Strategy* • Watford District Plan 2000* • Watford District Local Plan 1993 • E-Government Strategy • Enforcement Policy • Empty Homes Strategy • Food Service Plan 			
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		<ul style="list-style-type: none"> • Health & Safety Service Plan • HMO Registration Scheme • Homelessness Policy • Housing Strategy • HRA Business Plan • IEG Statement* • Local Agenda 21 Plan • Pedestrian Strategy • Private Sector Housing Strategy • Purchasing Policy • Race Equality Strategy* • Regeneration Strategy • Summary Best Value Performance Plan* • Supplementary Planning Guidance • Treasury Management Policy* • Walking Strategy 			

Best value performance indicators	Targets against which the council measures their performance	<ul style="list-style-type: none"> • Best value performance indicators • Best value performance plan 	Website	No	Corporate Strategy & Communications
Summaries and results of corporate consultations with the public and other stakeholders	Current public consultation documents/ questionnaires		Website	No	Corporate Strategy & Communications

How we make decisions

Decision-making processes and records of decisions.

<p>Timetable of council meetings/Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings</p>	<p>Agendas, meetings, minutes and background documents relating to all Council making processes open to the public</p>	<ul style="list-style-type: none">• Minutes• Agendas• Associated Reports• Background Documents	<p>Website Hard Copy</p>	<p>No (see exception below)</p> <p>Charge payable to commercial organisations for hard copy of agenda minutes and reports to committee</p>	<p>Legal & Democratic Services</p>
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Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

<p>Policies and procedures for conducting council business</p>	<p>The publicly available policies of the Council including but not limited to the examples shown</p>	<ul style="list-style-type: none"> ▪ Affordable Housing Strategy ▪ Air Quality Strategy ▪ Allocation Policy ▪ Allotment Strategy ▪ Area Transport Plans* ▪ Asset Management Plan* ▪ Capital Strategy* ▪ Civil Emergency Plan ▪ Community Safety Strategy ▪ Contaminated Land Strategy ▪ Corporate Plan/Strategy Objectives ▪ Community Plan (with the LSP)* ▪ Cultural Strategy* ▪ Cycling Strategy* 	<p>Website Hard Copy</p>	<p>Some (charges on application)</p>	<p>Various services</p>
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		<ul style="list-style-type: none"> ▪ Watford District Plan 2000* ▪ Watford District Local Plan 1993 ▪ E-Government Strategy ▪ Enforcement Policy ▪ Empty Homes Strategy ▪ Food Service Plan ▪ Health & Safety Service Plan ▪ HMO Registration Scheme ▪ Homelessness Policy ▪ Housing Strategy ▪ HRA Business Plan ▪ IEG Statement* ▪ Local Agenda 21 Plan ▪ Pedestrian Strategy ▪ Private Sector Housing Strategy ▪ Purchasing Policy 			
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		<ul style="list-style-type: none"> ▪ Race Equality Strategy* ▪ Regeneration Strategy ▪ Supplementary Planning Guidance ▪ Treasury Management Policy* ▪ Walking Strategy 			
Policies and procedures about the recruitment and employment of staff	The general terms and conditions of employment with the Council – in accordance with the Data Protection Act 1998. Policy on recruitment of ex-offenders Personal information relating to individual employees will not be disclosed		Hard Copy	No	Human Resources

Lists and registers

We would expect information in this class to be current information only.

Register of councillors' financial and other interests	Members' disclosure of any involvement in organisations and income received from any other bodies, which may affect their actions as Council members.		Website Hard Copy	No	Legal & Democratic Services
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Register of gifts and hospitality received by Members			Website	No	Legal and Democratic Services
Statutory Planning register	The documentation associated with Planning applications for permission consents or approval. Information relating to enforcement will not be made available	Correspondence, forms, decisions and other notices, plans and other drawings	Website Hard copy	Yes for copies No to view only	Place Shaping & Corporate Performance
Register of Electors	The list of people eligible to vote	<ul style="list-style-type: none"> ▪ Full Register ▪ Edited Register 	Hard copy Hard copy	No to view No to view	Legal and Democratic Services

				Yes for copies (edited version)	
Environmental assessment	Environmental impact assessment and statements	Reports and Plans	Hard copy	Yes for copies No to view only	Place Shaping & Corporate Performance
Heritage Listing	The consolidated listing of heritage buildings and sites		Hard copy		Place Shaping & Corporate Performance
Preservation Orders	Urban and rural landscape preservation orders, including tree preservation orders and hedgerow preservation orders	Documents and Plans	Hard copy	Yes for copies	Place Shaping & Corporate Performance
Sites and Monuments	The protected sites within the local area		Hard copy	No	Place Shaping & Corporate Performance
Conservation Areas	Plans defining Conservation Areas Article 4(2)		Web site Hard copy	Yes	Place Shaping & Corporate performance

	Directions				
Taxi Licence Holders	Lists of persons holding hackney carriages or private hire licences issued by the Council		Hard copy	No	Environmental Health & Licensing
Traffic Orders	The statutory notice given to warn the public on the change of the status of parking /movement on a public highway	<ul style="list-style-type: none"> ▪ Road closures ▪ Road widening ▪ Speed change ▪ Parking schemes 	Hard copy	No	Place Shaping & Corporate Performance (changes to parking only) Hertfordshire County Council (Highways)
Statutory registers	All lists or registers that the Council are required to maintain and make available by virtue of any enactment including but not limited to the examples shown	<ul style="list-style-type: none"> • Planning Register • Enforcement and Shop Notice Register <ul style="list-style-type: none"> ▪ Listed Buildings Register • Local Land Charges Register <ul style="list-style-type: none"> ▪ Register 	Website/ Hard copy Electronic	Yes for copies No to view	Place Shaping & Corporate Performance

		<ul style="list-style-type: none"> ▪ Register of Members Interests 	Website Hard Copy	No	Legal & Democratic Services
		<ul style="list-style-type: none"> ▪ Sites and Monuments Register 	Hard copy	No	Place Shaping & Corporate Performance
		<ul style="list-style-type: none"> ▪ Local Non-Domestic Rating list ▪ 	Hard Copy	No to view	Revenues & Benefits
		<ul style="list-style-type: none"> ▪ Valuation List 	Hard Copy	No to view	Revenues & Benefits
		<ul style="list-style-type: none"> ▪ Food Premises Register 	Electronic/ Hard copy	No	Environmental Health & Licensing
		<ul style="list-style-type: none"> ▪ Health & Safety Notice Register 	Hard copy	No	Environmental Health & Licensing
		<ul style="list-style-type: none"> ▪ Hackney Carriage Register 	Electronic/ Hard copy	No	Environmental Health & Licensing
		<ul style="list-style-type: none"> ▪ Private Hire Vehicle Driver Register 	Electronic/ Hard copy	No	Environmental Health & Licensing
		<ul style="list-style-type: none"> ▪ Register of Local Society Lotteries 	Electronic/ Hard copy	No	Environmental Health & Licensing
		<ul style="list-style-type: none"> ▪ Late Night Refreshment Houses 	Electronic/ Hard copy	No	Environmental Health & Licensing

		Register			
		<ul style="list-style-type: none"> ▪ Scrap Metal Dealers Register ▪ HMO Register 	Electronic/ Hard copy	No	Environmental Health & Licensing
		<ul style="list-style-type: none"> ▪ Contaminated Land Register (except parts specified as commercially sensitive or with National Security implications) 	Electronic/ Hard copy	No to view	Environmental Health & Licensing
		<ul style="list-style-type: none"> ▪ Environmental Protection Act Part I Authorised Processes Public Register (except parts specified as commercially sensitive or with National Security implications) 	Hard copy		Environmental Health & Licensing

		<ul style="list-style-type: none"> ▪ Waste Management Licence Register (except parts specified as commercially sensitive or with National Security implications) 	Hard copy		Environmental Health & Licensing
		<ul style="list-style-type: none"> ▪ Private Water Supplies Register 	Hard copy	No to view	Environmental Health & Licensing
		<ul style="list-style-type: none"> ▪ Public Register of Cooling Towers 	Hard copy	No to View	Environmental Health & Licensing

Services provided by the council

Information about the services the council provides including leaflets, guidance and newsletters produced for the public and businesses.

Service details and guidance	Public contact details, access to and explanation of Council Services		Website Hard copy	No	Customer Service Centre
Clubs and Societies	Listing of clubs and societies available in the local area, as provided to the Council by the club or society		Hard copy	No	Community & Environmental Services
Financial assistance schemes for the community and voluntary sector				No	Community & Environmental Services
Grants available to the public			Hard copy	No	Environmental Health
Housing and Council tax benefits	Assistance with rent and Council Tax payments		Website Hard copy	No	Revenues and Benefits
Private sector housing					
Public transport	Concessionary fares scheme	National bus concession	Website Hard copy	No	Place Shaping & Corporate Performance

Street cleansing	Details of scheme, contacts details and areas of responsibility		Website	No	Community & Environmental Services
Waste and recycling	Details of scheme contact details, advice and guidance on waste management and recycling		Website Hard copy	No	Community & Environmental Services
Tourist Information	Information provided for tourists about the local district (WBC not an official tourist centre)		Website Hard copy	No	Customer Service Centre
Accommodation Register	Consolidated list of tourist accommodation available locally		Hard copy	No	Customer Service Centre
Job vacancies	The job descriptions and person specifications for currently advertised posts - in accordance with		Website Hard copy	No	Human Resources

	the Data Protection Act 1998 Personal information relating to individual employees will not be disclosed				
Fees and Charges	Council fees and charges list	<ul style="list-style-type: none"> ▪ Booklet of burial charges, memorials, inscriptions in memorial book, use of chapels, purchase of exclusive rights ▪ Pest control ▪ Licensing ▪ Hackney carriage and private hire ▪ Animal boarding and breeding ▪ Food/health and safety ▪ Fees for Planning and related applications 	Website Electronic Hard copy	No	Various services

		<ul style="list-style-type: none"> ▪ Fees for Building Control ▪ Fees for Local Land Charge Searches ▪ Car Park Charges ▪ Fees for use of facilities 			
Maps and Directions	Public maps and directions to Council property or land assets		Website	No	Customer Service Centre
Campaigns	Campaign, publicity and awareness literature on Council services, partnership services, or promotional activities associated with the Council	Promotional Events	Website Hard copy	No	Corporate Strategy & Communications
Publications	Guidebooks, books and other publications that the Council makes available on a		Hard copy	Yes	Customer Service Centre

	chargeable basis				
Press Releases	Information released to the media		Website Hard copy	No	Corporate Strategy & Communications
Bye-Laws	List and details of local Bye-laws		Hard Copy	No	Legal & Democratic Services
Forms	Forms for completion by customers to access services of the Council		Website (some) Hard copy	No	Various services