

## **SOUTH HAMS DISTRICT COUNCIL PUBLICATION SCHEME**

South Hams District Council has adopted the model Publication Scheme issued by the Information Commissioner. The Council is committed to making as much information as possible available to the public as part of our normal business activities. The information covered is included in the following classes:

### **Classes of Information**

- **Who we are and what we do**
- **What we spend and how we spend it**
- **What our priorities are and how we are doing**
- **How we make decisions**
- **Our policies and procedures**
- **Lists and registers**
- **Services we offer**

The type of information contained in each of these classes is described in more detail below.

In implementing the Freedom of Information Act 2000 South Hams District Council promotes an understanding of the work undertaken by the Council in order to assist and secure the confidence of the public and other organisations. We seek to achieve this by making it clear how the Council has made its decisions and by providing information about our policies and processes through our Publication Scheme.

We will regularly review and update the information that the Council makes available under the Scheme and take every effort to ensure that specific information can be easily identified and accessed by members of the public.

Where we are unable to provide information we will explain the reasons for this decision clearly and by reference to the exemptions contained within the Freedom of Information Act. Where documents may include material which is exempt under the Freedom of Information Act these are not included in the Publication Scheme that may be considered for disclosure if a request is a written received

We will provide advice and assistance where necessary and will deal with any request for information falling outside this Publication Scheme as courteously and promptly as possible.

Or via the following link: - <http://www.southhams.gov.uk/ksp-freedom-of-information.htm>

### **ADVICE AND ASSISTANCE**

If you need help to make a request for information you may contact the following: -

[Becky.fowlds@southhams.gov.uk](mailto:Becky.fowlds@southhams.gov.uk) or phone on 01803 861234

## **REVIEWING AND MAINTAINING THE SCHEME**

The Freedom of Information Act 2000 states that a Publication Scheme should be reviewed from time to time. The Council is responsible for reviewing and maintaining this guide to information and the data it contains. Material will be updated and any outdated information will be removed. This guide and operation of the scheme will be reviewed annually.

## **COPYRIGHT**

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## **SOUTH HAMS DISTRICT COUNCIL'S GUIDE TO INFORMATION**

**The Council's A-Z web pages provide a guide to the information available and there is also a search facility to assist you to find other information that may not be included in the A-Z.**

**The guidance below is intended to assist you by giving some examples of the type of information the Council routinely makes available.**

**Where a document is indicated within this guidance it will be the current version.**

### **1 WHO WE ARE AND WHAT WE DO**

- **Council constitution – Member Support Services Manager**

The Council's Constitution.

- **Council democratic structure – Member Support Services Manager**

Information about the functioning and process of meetings (Council Meetings, Executive and other Committees).

Information about decision-making and scrutiny.

- **Council directorate structure – Head of Human Resources**

Information about the various directorate areas within the Council, plus contact details for the Chief Executive and Corporate Directors.

- **Location and opening times of council properties – Head of Property Services**

Information about locations, opening times and contact details of all the Council's centres/buildings, which are there to enable the public to access Council services.

- **Currently elected councillors' information and contact details – Member Support Services Manager**

Currently elected councillors including party, membership of committees, address, telephone number and email contact.

- **Contact details for all customer-facing departments – Head of Customer Services**

Telephone numbers for customer contacts or one-stop shops

- **Most recent election results – Electoral Administrator**

Election results indicating the political composition of the Council

- **Relationships with other authorities – Strategic Director (Community)**

Information for example about the Devon & Cornwall Police, Devon & Cornwall Fire Service, Devon County Council, West Devon Borough Council, Teignbridge District Council, and the Waste Disposal Authority

## **2 WHAT WE SPEND AND HOW WE SPEND IT**

- **Financial statements, budgets and variance reports – Strategic Director (Resources)**

The Council's Statement of Accounts

- **Capital programme - Strategic Director (Resources)**

The Capital Strategy and Asset Management Plan

- **Spending reviews - Strategic Director (Resources)**

The Council's Statement of Accounts and Committee reports

- **Financial audit reports - Strategic Director (Resources)**

For example within District Audit Reports, Annual Governance Reports and Best Value Reports (some only available as hard copy)

- **The members' allowances scheme and the allowances paid under it to councillors each year - Strategic Director (Resources)**

For example the allowances members are entitled to claim and the amount each member received in expenses.

- **Staff allowances and expenses - Head of Human Resources**

Mileage, accommodation, subsistence rates that can be claimed by staff.

- **Pay and grading structure – Head of Human Resources**

Salary bands for all grades, including senior and chief officer grades.

- **Details of contracts currently being tendered – Procurement Officer**

Procurement policies and guidance.

Contracts currently available for public tender.

- **List of contracts awarded and their value – Procurement Officer**

Contracts awarded under the Public Contract Regulations 2006 as published in The Official Journal of the European Union.

- **District auditor's reports – Internal Audit Manager**

For example within District Audit Reports, Annual Governance Reports and Best Value Reports.

- **Financial statements for projects and events – Internal Audit Manager**

The Council's Statement of Accounts

- **Internal financial regulations – Internal Audit Manager**

Financial regulations under the Council's Standing Orders, as contained in the Council's Constitution.

- **Funding for partnership arrangements - Strategic Director (Resources)**

Partnership funding for example

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### **WHAT OUR PRIORITIES ARE AND HOW ARE WE DOING**

- **Annual reports - Strategic Director (Resources)**

The Council's Annual Report / The Council's Plan

- **Strategies and business plans for services provided by the Council - Service Manager**

Strategies, business and service plan for directorates, departments and services including The Council Plan and the Capital Strategy and Asset Management Plan.

- **Best value performance plans – Head of Improvement**

For example best value performance plans and auditor's reports.

- **Internal and external organisation performance reviews – Strategic Director (Resources)**

Performance information including for example Comprehensive Performance Assessments, The Council Plan and Improvement Plan, performance improvement plans for departments.

- **Strategies developed in partnership with other authorities**

For example housing strategies and plans, education strategies, homeless strategies, customer involvement strategies, crime reduction strategies.

- **Economic development action plan – Economic Development Officer**

Economic development strategy and plan.

- **Forward plan – Member Support Services Manager**

The Council's Forward Plan which details the Key Decisions that the Council is going to take over a four month period.

- **Capital strategy – Head of Property Services/ Strategic Director (Resources)**

Capital and Asset Management Strategies and Plans.

- **Best value performance indicators – Head of Improvement**

Information about the Council's Best Value Performance Plan and about inspections and annual governance reports.

- **District auditor's reports on the best value performance plan and performance indicators – Internal Audit Manager**

For example within District Audit Reports within the Annual Report and Best Value Reports

- **Comprehensive performance assessment – Head of Improvement**

Information about Comprehensive Performance Assessment.

- **Inspection reports**

Publicly available inspection reports for example RIPA, Local Development Framework Annual Monitoring Reports, The Council's Annual Report.

- **Local Area Agreements – Strategic Director (Community)**

Partnership agreements made by the Council by working with various groups and partnerships in the public, private, voluntary, community and faith sectors.

- **Statistical information produced in accordance with the Council's and departmental requirements**

For example information about population and employment.

- **Impact assessments – Head of Improvement**

Executive Reports containing Impact Assessments (such as Equality Impact Assessments)

- **Service standards – Head of Customer Services**

Customer Charter and Service Standards.

- **Public service agreements**

Local public service agreements

#### **4 HOW WE MAKE DECISIONS**

- **Timetable of council meetings – Member Support Services Manager**

Committee dates for the current year

- **Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings – Member Support Services Manager**

Public information on Executive and Committee Council decisions.

- **Major policy proposals and decisions – Member Support Services Manager**

Information on The Council's Forward Plan

- **Facts and analyses of facts considered when framing major policies – Member Support Services Manager/Senior Member Support Officer**

Information on The Council's Forward Plan and via public information on the Council's minutes

- **Public consultations – Head of Community Regeneration**

Consultation papers or information, any summary of the responses and the outcome of the consultation exercise.

## **5 OUR POLICIES AND PROCEDURES**

- **Policies and procedures for conducting council business – Member Support Services Manager**

The Council's Constitution.

- **Policies and procedures for delivering our services – Head of Customer Services**

For example Customer Charter and Equality and Diversity Policy.

- **Policies and procedures about the recruitment and employment of staff – Head of Human Resources**

For example employment information, current vacancies, Recruitment Policy, Equality and Diversity Policy, Human Resources Policy, Health and Safety Policy.

- **Customer service – Head of Customer Services**

For example Customer Service Policy and Complaints policy.

- **Records management and personal data policies – Head of ICT**

For example Data Protection Policy and Records Management Policy (some only available in hard copy)

- **Charging regimes and policies**

For example Licensing Fees and Charges, Building Control Charges, Service Charges for Council Tenants, Local Land Charges.

## **6 LISTS AND REGISTERS**

### **Available for inspection only**

- **Public registers and registers held as public records – Head of Environmental Health/Electoral Administrator/Head of Planning and Building Control**

For example Register of Births, Deaths and Marriages, Register of Electors, Register of Premises Licences and Club Premises Licences, Register of Hackney Carriage Drivers. (some available for inspection only)

- **Asset registers and information asset register – Head of Property Services**  
Corporate Asset Management Plan.

- **Register of councillors’ financial and other interests – Head of Legal and Monitoring Officer**

Register of Members’ Interests in accordance with the Local Government Act 2000 [Section 81]

- **Register of gifts and hospitality - Head of Legal and Monitoring Officer**

For council officers at Corporate Management level and above.

- **Highways, licensing, planning, commons, footpaths etc – Head of Planning and Building Control**

For example Definitive Maps, Register of Adopted Highways, Register of Planning Applications

Register of Common Land.(available for public inspection)

- **Register of electors – Electoral Administrator**

The Register of Electors and information about the Register and where it can be inspected

## **7 SERVICES PROVIDED BY THE COUNCIL**

Details of all the Council’s Services can be found in the Council’s Directory of Services.

- **Regulatory and licensing responsibilities – Head of Environmental Health**

For example hackney carriage licensing, motor salvage licensing, amusement licensing, liquor licensing.

- **Services for local businesses – Economic Development Officer**

For example business services and advice in respect of financial support, property advice, business opportunities, recruitment of staff.

- **Services for other organisations**

For example student groups, youth groups and club activities.

- **Services for members of the public**

Details of all the Council’s Services can be found in the Council’s Directory of Services.

- **Services for which the council is entitled to recover a fee, together with those fees – Service Manager**

For example Licensing Fees and Charges, Building Control Charges, Service Charges for Council Tenants, Local Land Charges.

- **Information for visitors to the area, leisure information, events, museums, libraries and archive collections – Head of Landscape & Leisure**

Information about the local area.

- **Leaflets, booklets and newsletters – Service Manager**

Various leaflets and council publications available in council offices, district centres, libraries etc.

- **Advice and guidance – Head of Customer Services**

For example advice on debts and benefits, consumer advice, affordable housing.

- **Media releases – Communications Manager**

Press statements and releases.

- **Election Information – Electoral Administrator**

For example election results, forthcoming elections and voting procedures.

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