

**STRATEGY / POLICY FRONT COVER**



**Name of Strategy / Policy: Publication Scheme**

**Date last updated: January 2010**

**Links to Council Priorities:**

<b>Priority</b>	<b>Linked Yes / No?</b>
<b>Environment – Civic Pride</b>	<b>No</b>
<b>Regeneration and Homes</b>	<b>No</b>
<b>Improving the Council</b>	<b>Yes</b>
<b>Community Safety</b>	<b>No</b>

**Links to Other Strategies and Policies**

FOI Strategy

Document Retention Scheme

**Action Plan in this document?**

No

**Is progress on the action plan regularly updated?**

N/A

**Officer Monitoring**

**Name of officer responsible for co-ordinating and progressing the action plan: Emma Holmes**

**Member Monitoring**

**Name of cabinet portfolio holder responsible for over viewing progress of the Strategy / Policy (if applicable):**

**Member forum for agreeing the policy / strategy (if applicable):**

**Has it been subject to a Equality Impact Assessment? Yes**



## **Castle Point Borough Council Publication Scheme**

V1.1 December 2008

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## **Forward**

Castle Point Borough Council (CPBC) has in the past fully embraced previous legislation such as the Data Protection and Access to Information Acts that allow for access to details of our work.

The Council has always strived to work in an open and interactive way with our citizens and is happy to embrace the requirements of the Freedom of Information Act. The scheme brings together the many different types of information produced by CPBC in a clear and structured way. It classifies the information by type and provides details on how to obtain it. The aim is to save you time and effort.

Do take the time to read this document and find out about how you can obtain information of our work on your behalf.

This publication scheme updates the previous version dated September 2004. The scheme has been written to comply with the Model Publication Scheme set out by the Information Commissioner.

## **What do you think?**

The Council is keen to know if publication scheme we have produced meets your needs. Your comments on the following questions would help us in developing the scheme

- Have you understood the aim of the publication scheme?
- Are there any other areas of our work that you would like to see included in the Scheme?
- Did the structure of the scheme help you to find the information you needed easily?
- Did you receive enough help from our staff when you asked for information?
- How could we improve the publication scheme?

Please send any comments to

Mr Andrew Smith Strategic Director, Castle Point Borough Council, Council Offices, Kiln Road, Thundersley, Benfleet, Essex SS7 1TF

Phone: 01268 882433

Email: [asmith@castlepoint.gov.uk](mailto:asmith@castlepoint.gov.uk)

## **Chapter 1 Introduction and Context**

### **Freedom of Information Act 2000**

- a. The Freedom of Information Act 2000 (FOIA) came into force on 30 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. A 'public authority' is defined in FOIA and includes, but is not restricted to, central and local government, non-departmental public bodies, the police, the health service and schools, colleges and universities. Any person who makes a request to a public authority for information will be informed whether the public authority holds that information and supplied with that information provided no exemptions apply.
- b. 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 will extend this right to allow public access to all types of information held.
- c. Every public authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information, and whether a charge will be made for the information.
- d. This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without by Castle Point Borough Council and will be valid until further notice.
- e. This publication scheme commits Castle Point Borough Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below.
- f. The scheme commits an authority:
  - To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.

- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

#### **The legal framework for a publication scheme**

- a. It is the duty of every public authority to adopt and maintain a publication scheme, to publish information in accordance with its scheme and, from time to time, to review its publication scheme.
- b. A publication scheme must:
  - (i) Specify classes of information that the public authority publishes or intends to publish;
  - (ii) Specify the manner in which information of each class is, or is intended to be, published; and
  - (iii) Specify whether the material is, or is intended to be, available to the public free of charge or on payment.
- c. The Council must have regard to the public interest in allowing public access to information held by the authority and in the publication of reasons for decisions made by the public authority.



## **Chapter 2 Details of the Publication Scheme**

### **Castle Point Borough Council**

CPBC is a public authority covered by the Act and this document is our publication scheme, the following chapters will provide you with some basic information on the Council's work, the classes of documents we publish and how to make a request for information.

#### **Who to contact**

The reception area at the Council Offices has copies of much of the material included in this scheme and our website at [www.castlepoint.gov.uk](http://www.castlepoint.gov.uk) is also a good source of material on the councils work.

All paper documents can also be inspected at the Council offices (appointments not always required). Assisted access can also be made available at our main offices (appointment required).

Requests for information are best directed to the team that covers the information you are interested in. For further information on this please refer to the right hand column of the published tables in Chapter 4.

Andrew Smith, Strategic Director, has overall responsibility for Freedom of Information work.

#### **Individual requests for information**

From January 2005 individuals have had the right to ask for any information we hold. In essence if you have searched the Publication scheme, and cannot find what you are looking for, you can make a request for the information.

A public information leaflet is available to provide guidance on making a request for information which is not available through the publication scheme. A copy can be obtained by contacting the Council on 01268 882200 or it can be viewed on our website at [www.castlepoint.gov.uk](http://www.castlepoint.gov.uk).

If you think something should be publicly available, and is not listed in our publication scheme, please contact us as it may be that in compilation of the document it has been missed.

### **Accessibility**

If you, or someone you know, requires this document or anything included in the publication scheme in another format, such as large print Braille, audio or a language other than English then please ask and we will make arrangements to supply this.

A copy of the publication scheme is also available through our web pages.

### **Changing the scheme**

We are obliged under Section 19 (1c) of the Act to regularly review the scheme. We intend to review the scheme annually. Classes of information will be added to the web version of this document as soon as available and the printed copies updated on the next re-print (at least annually).

### **Are there any charges?**

We plan to make available as much information as possible without charging for it. Information on our web site can be freely accessed at any time.

Most information will be provided free although we reserve the right to charge for the supply of large volumes of photocopying or multiple copies as set out in the Council's corporate Charging Policy.

Charges will however continue for the supply of some documents in accordance with our present charging policy.

Our scheme details what you can normally expect to receive without charge, what is subject to the charging policy and details of specific charges for certain books and large documents.

Please see our separate leaflet regarding charges for individual requests.

## **Information that is not included**

Although the Freedom of Information Act creates a general right of access to information it also sets out what information we do not have to make available. This type of information is known as an “exemption”.

We plan to make the minimum exemptions when we make information available.

We will have to refuse access if health, welfare and safety of our staff may be at risk or if commercial interests would be harmed if we revealed certain types of information. Personal information that refers to staff or members of the public is also exempt as this information falls under the Data Protection Act 1998.

Requests by an individual for access to their own personal details will continue to be dealt with by way of a “subject access request” under the Data Protection Act.

If known exemptions apply to a particular class of information in our schedule, then we will make this clear.

## **Complaints**

We would normally not anticipate you having any difficulty in obtaining information that is included in this publication scheme.

We would normally expect the officer dealing with your request to understand what you are asking for and supply it. If what you receive is not what you need then you should first contact the person you originally dealt with.

If the information you have asked for is not available, that person should be able to tell you why or alternatively refer you to the Head of Service, under whose remit the information you require falls.

As requests for information are received it will help us review what is in the scheme and review whether it is possible to include any further classes.

If however you believe that we have not dealt with your request fairly and cannot deal with it on an informal basis, you should follow our complaints procedure. Details of this are on our web site and available from our main reception desk.

## **Chapter 3 General Information about the Council**

### **Main Offices**

Council Offices,  
Kiln Road,  
Thundersley,  
Benfleet,  
Essex SS7 1TF  
Telephone 01268 882200  
Fax 01268 755332  
E-mail [enquiries@castlepoint.gov.uk](mailto:enquiries@castlepoint.gov.uk)  
Web [www.castlepoint.gov.uk](http://www.castlepoint.gov.uk)

### **Area Covered**

17.3 square miles

### **Population**

85,000 approximately

### **Topography**

The Borough of Castle Point consists of 14 wards.

The Borough of Castle Point is situated on the south coast of Essex on the north side of the Thames estuary. It borders Basildon to the west and Southend to the east.

The Borough of Castle Point comprises of Benfleet on the mainland and Canvey Island to the south the two areas are joined by Benfleet Creek.

Following major growth and development between the wars and to a lesser extent since the 1950's, the area is mainly modern in character although there are still a few old buildings. Areas of public open space and woodland have been preserved.

The Borough contains a wide range of industries, concentrated within three main geographical areas. The industries are mainly manufacturing and service industries, including printing, electrical and electronic engineering, tool making, moulding and well established boat building businesses.

The Council provides a wide range of services and facilities in addition to its statutory functions.

### **Political Construction**

- The Borough of Castle Point is divided into 14 wards and is represented by 41 ward councillors. To identify the ward you live in and your local Councillor please visit our website at [www.castlepoint.gov.uk](http://www.castlepoint.gov.uk)

### **Council Services**

A List of the Services provided by the Council can be found on the Council's website at [www.castlepoint.gov.uk](http://www.castlepoint.gov.uk) in the "Councils Services" Section

## Chapter 4 Published Information and Documents

### Structure

We hope we have built up this scheme to make it easier for you to find the information you need.

The information available is contained under the following headings:-

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

The Services we offer

If you are unsure where the information you are looking for may be there is an index provided, by subject matter, at the back of this document.

All the information is listed in the following format.

<i>Information Available</i>	<i>Description of Information</i>	<i>Format</i>	<i>Web Link</i>	<i>Frequency of Publication</i>	<i>Is there a charge?</i>	<i>Which Department?</i>
		1*	2*	3*	4*	5*

\*see notes below

1 The format of information available

P = Paper

W = web

O = Other Format

2. Web address for on line link to information where appropriate

As links often fail we have given information as to the section of the website where information can be found. The written link should be found on the home page.

3 Left blank unless a document is published to a regular pattern.

A = Annually

Q = Quarterly

W = Weekly

3 Information on whether a charge is made

F = Free

C = charging policy applies

4. Which department you should contact for more information or to request document.

We have not included in this document individual points of contact as staff and job responsibilities are liable to change. Instead we would ask you to direct your request for information to the Team given in the heading for that information. Our main reception should be able to put you in touch direct with the person most likely to be able to help you.

If you experience any difficulties then please use the contact details given in the who to contact section.

## WHO WE ARE AND WHAT WE DO

<u>Information Available</u>	<u>Description of Information</u>	<u>Format</u>	<u>Web Link</u>	<u>Frequency of Publication</u>	<u>Is there a charge?</u>	<u>Which Department?</u>
Contact Details for all Departments	Contact information for Council Departments	W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "can we help" Section		F	Cabinet and Chief Executives Office
Council Constitution	Principles of Operation, Structure of Council and Committees, codes of conduct	P	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> ""Strategies/Policies" Section	A	C	Cabinet and Chief Executives Office– Democratic Services
		W		A	F	
Councillor Details	Contact Details for your local Councillor	P	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a>	A	F	Cabinet and Chief Executives Office– Democratic Services
		W	"can we help" Section			
Council Opening Times	Office opening times	W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Council Services" section see relevant department		F	Cabinet and Chief Executives Office
Council Structure	Current Council Structure	P	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a>		F	Cabinet and Chief Executives Office
		W	"Your Council" section			
Election Candidates Guide	Booklet providing guidance to candidates	P	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a>		F	Cabinet and Chief Executives Office– Electoral Services
		W	"Electoral Registration" page			
Election Results	Results of latest election	P	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a>		F	Cabinet and Chief Executives Office– Electoral Services
		W	"Electoral Registration" page			
Election Statutory Notices	The statutory notices required for elections	P	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a>		F	Cabinet and Chief Executives Office – Electoral Services
		W	"Electoral Registration" page			
Partnership Arrangements	Details of all Partnerships Council is a member of	W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Your Council – Partnerships " page		F	Policy and Performance - Partnerships



## WHAT WE SPEND AND HOW WE SPEND IT

<u>Information Available</u>	<u>Description of Information</u>	<u>Format</u>	<u>Web Link</u>	<u>Frequency of Publication</u>	<u>Is there a charge</u>	<u>Which Department?</u>
Annual Investment Strategy	Annual Investment Strategy (incorporated within Policy Framework and Budget Setting Report)	P		A	F	Resources
Annual Statement of Accounts	Annual Statement of Accounts	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Accounts" section of website	A	F	Resources
Annual Summary Accounts	Annual Summary Accounts	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Accounts" section of website	A	F	Resources
Annual Treasury Management Activity Report	Annual Treasury Report	P		A	F	Resources
Audit Committee Reports	Audit Committee reports incl. Annual Report and Annual Service Plan	P W		A	F	Resources
Contracts list	Contracts currently in place, incl value	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Legal" Section	A	F	Cabinet and Chief Executives Office – Legal Department
Election Candidates Expenses	Details of Election Candidates Expenses	P			F	Cabinet and Chief Executives Office – Electoral Services
Financial Planning Strategy	Financial Planning Strategy	P			F	Resources
Housing revenue Account	Housing revenue Account Business Plan	P			F	Regeneration and Homes – or Resources

Business Plan						
Internal Audit terms of Reference	Terms of Reference used by Audit team	P		Q	F	Resources
Internal Audit Terms of Reference, Strategy and Audit Plan	Sets out the approach adopted by Internal Audit to enable it to provide annual assurance as to the robustness of the Council's systems of internal control.	P & W	Link will be audit committee reports	A	F	Assistant Chief Executives / Internal Audit
Members Expenses	Members allowances and payments made	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Councillors" section	A	F	Resources
Council Procurement Rules	Rules on Procuring Council Services	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Legal Team" section		F	Cabinet and Chief Executives Office – Legal Services
Staff Allowances	Payments made to senior staff	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a>	A	F	Resources
Staff Salary Band Chart	Staff Salary Band Chart	P			F	Resources – Human Resources

## WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

<u>Information Available</u>	<u>Description of Information</u>	<u>Format</u>	<u>Web Link</u>	<u>Frequency of Publication</u>	<u>Is there a charge</u>	<u>Which Department?</u>
Annual Audit Plan	Annual Plan of the work to be carried out by the Service	P		A	F	Internal Audit.
CDRP (Crime and Disorder Reduction Partnership) Plan	Partnership Plan between CDRP and Council	P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section		C/F	Licensing and Community Safety
Corporate Plan (including Best value Performance Plan)	Corporate Plan, Action Plan, Annual Report and Best Value Performance Plan – outlines how the Council contributes to the Community Strategy and shows how the Council is performing	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section	A	F	Policy and Performance
Diversity Strategy	Diversity Strategy for the Council	P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section		C/F	Policy and Performance
Local Development framework	Castle Point Local Plan	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section		C	Policy and Performance
HR strategy	HR strategy	P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section		C/F	HR
ICT Strategy		P,E and W	<a href="http://www.castlepoint.gov.uk/">http://www.castlepoint.gov.uk/</a> 'Council Strategies and Policies' page		F	IT Services

Procurement Strategy	Council's Procurement Strategy and Action Plan	P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section	A	F	Resources
Risk Management Policy and Strategy		P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies"	A	F	Internal Audit
Sustainable Community Strategy		P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies"		F/C	Partnerships and Engagement
Value for Money Strategy	How the Council will achieve value for Money	P and E			F	Resources

## HOW WE MAKE DECISIONS

<u>Information Available</u>	<u>Description of Information</u>	<u>Format</u>	<u>Web Link</u>	<u>Frequency of Publication</u>	<u>Is there a charge?</u>	<u>Which Department?</u>
Council, Policy Committee and Sub Committee meeting minutes, agendas and decisions	All information put before Council meetings and decisions made, unless exempt	P	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "What's On" section		C in some cases	Democratic and Customer Services
Crime and Disorder reduction Partnership Minutes and Action Plans	Minutes and action plans of the Crime and Disorder reduction partnership	P			F	Licensing and Community Safety
Customer Care Charter	Customer care Charter	P			F	Democratic & Customer Services
Data Quality Strategy	How we ensure decisions made are based on accurate information	P and E			F	Policy and Performance
Financial Policy Framework and Budget Setting		P		A	F	Financial Services
Financial Services Service Plan	Service Plan for Financial Services department	P		A	F	Financial Services
Fraud and Corruption Policy	Framework for delivering fraud and corruption controls	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section	A	F	Internal Audit

Leisure Consultation Strategy	Strategy on Leisure Consultation	P			F	Leisure Services
Leisure Procurement Strategy	Strategy on Leisure Procurement	P			F	Leisure Services
Leisure Project Management Strategy	Leisure Project Management Strategy	P			F	Leisure Services
Ombudsman reports	Ombudsman Reports	P			F	Democratic & Customer Services
Performance Management Framework	System for Performance Management	P			F	Policy Procurement and Performance
Project Management Handbook	Outline the formal approach for project management	P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section	A	F	Policy Procurement and Performance
Service Plans	All Council Service have a service plan	P			F	Available from the relevant service

## POLICIES AND PROCEDURES

<u>Information Available</u>	<u>Description of Information</u>	<u>Format</u>	<u>Web Link</u>	<u>Frequency of Publication</u>	<u>Is there a charge</u>	<u>Which Department</u>
Affordable Housing Strategy	Strategy to deliver affordable housing with housing associations and developers	P/O		3 to 5 yearly	F	Regeneration and Homes
Air Quality Review	Air Quality review	P			C	Environmental Health
Asset Management Plan	Annual Plan of Councils Asset Management	W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section	A	F	Facilities Management
Asset Management Plan Summary	Summary Plan of Councils Asset Management	W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section	A	F	Facilities Management
Business Continuity Guidance	Business continuity Guidance	W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section		F	Facilities Management- Emergency Planning
Car Parks CCTV code of Practice	Code of Practice for use of CCTV in Council run car parks	P			F	Parking Services
Child Protection policies – Runneymede and Waterside Leisure Centres		P			F	Leisure Services
Commissioning and Procurement Strategy	Councils Commissioning and Procurement Strategy	W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section		F	Legal Services
Complaints Procedure	Complaints procedure including explanation and form	P			F	Democratic and Customer Services

Conservation Area Designations	Maps and written reports regarding Castle Point Conservation areas	P			F	Policy and Performance
Consultation Strategy		P/E		A	F	Partnerships and Engagement
Contaminated Land strategy	Contaminated Land Strategy	P			F	Environmental Health
Contract Procedure Rules	Rules relating to granting of contracts	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Council Services" – "Legal Services Section"		F	Legal
Crime and Disorder Reduction Partnership Strategy	Strategy to reduce crime and disorder in the Borough	P		3 yearly	F	Community Safety
Disability Equality Scheme		P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section	3 yearly	F	Policy and Procurement
Disability Forum	Minutes from Disability Forum	P			F	Leisure Services
Document Retention Policy	Council's policy on retaining documents	P			F	Legal
Emergency Plan	Councils Emergency Planning arrangements	W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section	A	F	Facilities Management
Environmental Health Enforcement Policy	Consultation	P and W				Environmental Health
Food Safety Enforcement Policy	Food Safety	P and W				Environmental Health
Flood Defence Policy		P			C	Environmental Health



Fraud and Corruption Policy	Fraud and Corruption Policy	P and W		A	F	Assistant Chief Executives - Internal Audit
Freedom of Information Guidance	Staff Guidance for dealing with an FOI request	P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Council Services" – "Legal Services Section"		F	Legal
Gender Equality Scheme		P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section	3 yearly	F	Policy and Procurement
Homelessness review	Review of Homeless Services	P and O		3 to 5 Yearly	F	Customer Services
Homelessness Strategy	Strategy to deal with Homelessness	P and O		3 to 5 Yearly	F	Customer Services
Housing Allocation Policy	Housing Allocation Policy	P and O		3 to 5 Yearly	F	Regeneration and Homes
Housing Strategy	Housing Strategy	P and O		3 to 5 Yearly	F	Regeneration and Homes
Information Security Policy		P and E			F	Legal
Leisure Best Value Review	Best value review of Leisure Services	P			F	Leisure
Leisure Cultural Strategy	Leisure Cultural Strategy	P			F	Leisure
Leisure Service Plan	Leisure Service Plan	P and E			F	Leisure
Leisure Strategy	Leisure Strategy	P			F	Leisure

Licensing Enforcement Policy	Enforcement of Licensed Premises	P			C	Licensing
Licensing Policy	Licensing Policy	p			F	Licensing
Partnership Strategy		P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section		F	Partnerships and Engagement
Race Equality Scheme		P/E	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" to "Diversity Page"	3 yearly	F	Policy and Procurement
RIPA Policy Statement	RIPA policy on covert surveillance	P	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Council Services" – "Legal Services Section"		F	Legal
Risk management Framework	Framework for delivering Risk Management	P		A	F	Assistant Chief Executives - Internal Audit
Scores on Doors Policy	Food Hygiene rating scheme				F	Environmental Health Food Safety
Selling to the Council	Guidance for Suppliers on doing business with the Council	W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section		F	Legal Services
Small Business Concordat Principles	Local Authority Commitments- Procurement Strategy	W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" Section		F	Legal Services
Staff Conditions of Service		P			F	HR
Staff Guidance on Data Protection		P			F	HR

Staff Policies	Staff policies including but not exclusively, harassment bullying, race equality	P and E			F	HR
Staff Pension Scheme		P			F	HR
Staff Training Plan		P and E			F	HR
Thames Gateway Strategic Housing Market Assessment	Analysis of local and sub-regional housing markets and housing needs	P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a>		F	Regeneration and Homes
Thames Gateway Sub Regional Housing Strategy	Housing Strategy for Thames Gateway sub-region	P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a>	3 to 5 yearly	F	Regeneration and Homes
Tenant Participation Compact	Tenant Participation agreement	P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Housing" "Polices section"		F	Regeneration and Homes
Tender Packages	Blank Tender packages	P			F	Legal
Unlawful Traveller Encampments Strategy	Unlawful Traveller Encampments Strategy (jointly published with Essex County Council and other authorities)	P			F	Environmental Health
Urban Capacity Study	Urban Capacity Study	P			C	Policy and Performance

Warm Healthy Homes	Partnership information	W				Environmental Health Housing
Whistle blowing Policy	Sets out how employees, workers or contractors can raise concerns about potentially serious issues in the work place where this can not be dealt with through normal line management channels.	P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Strategies and Policies" section	A	F	Assistant Chief Executives - Internal Audit
Wildlife Survey	Wildlife Study	P			C	Policy and Performance

## LISTS AND REGISTERS

<u>Information Available</u>	<u>Description of Information</u>	<u>Format</u>	<u>Web Link</u>	<u>Frequency of Publication</u>	<u>Is there a charge</u>	<u>Which Department</u>
Business Rates – Rateable Values	Local list of properties valued for Business Rates	P		5 yearly		Revenues and benefits
Caravan Sites	Register	P			F	
Electoral Register	Electoral Register	P		A M (updates)	C	Democratic and Customer Services
Land Charges Information	Information held on Statutory land and property registers. Statutory Personal search fee applies. Search covering other data held (CON 29) available on payment of fee	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> “Council Services” – “Legal Services Section”		C	Land Charges
Leisure Asbestos Register	Leisure Asbestos Register	P			F	Leisure Services
Licensing Function Public Registers	Public Registers including, not exclusively, Hackney Carriages, Licensing Act Licences, Gambling Act Licences, street trading, sex establishments	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> “Licensing On line” section		F	Licensing Service
Members Interests and Hospitality	Register of Members interests and hospitality	P			F	Legal Services
Most Recent Air Quality Readings	Air Quality				F	Environmental Health

Public registers for body adornment	Registers relating to tattooing, acupuncture and ear piercing	P			F	Democratic and Customer Services
Public Registers relating to animals	Public registers of pet shops, boarding kennels, game dealers and, dangerous wild animals, dog breeders and zoo licensing	P W			F	Environmental Health
Public Registers relating to Food	Food Premises register	P			F	Environmental Health
Public Registers relating to Health and Safety	Register of Health and Safety Improvement Notices	P			F	Environmental Health
Public Registers relating to Planning	Register of planning applications, decision notices,  Listed buildings,  Public footpaths, Tree Preservation orders enforcement and stop notices	P/W  P/W  P	Decision notices from 1996 can be viewed at <a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "planning on line" section  A schedule of listed buildings is contained in appendix 10 of the local plan at <a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a>		F/C  F/C  F/C	Planning Department

	Section 106 agreements. (NB copyright restrictions apply to some plans and some exempt material under data protection and FOI act)	P/W	All s106 agreements from 2005 are attached to decision notices and are available n the website at <a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "planning online" section		F/C	
Public Registers relating to Vehicles	Public registers of scrap dealers and vehicle dismantlers	P W			F	
Registration of Cooling Towers	Application Form Safety at Work	P and W				Environmental Health

## SERVICES PROVIDED BY THE COUNCIL

A List of the Services, with a basic description of what work they undertake can be found on the Council's website at [www.castlepoint.gov.uk](http://www.castlepoint.gov.uk) in the "Councils Services" Section

<i>Information Available</i>	<i>Description of Information</i>	<i>Format</i>	<i>Web Link</i>	<i>Frequency of Publication</i>	<i>Is there a charge</i>	<i>Which Department?</i>
Animal Licensing Information	Leaflets and Application forms including but not exclusively pets shops, animal boarding, dangerous wild animals, dog breeders and zoo licensing	P			F	Environmental Health
Arts Development officers Group	Minutes of Arts Development Officers Meetings	P			F	Leisure Services
Arts Forum	Minutes from Art Forum	P			F	Leisure Services
Body piercing fees and application forms	Acupuncture, Electrolysis, piercing and tattooing	P and W			F	Environmental Health
Body piercing guidelines		P and W				Environmental Health
Borough News	Local Free Paper produced by the Council	P			F	Leisure Services
Booking Leisure Facilities	Terms and conditions for booking halls and leisure facilities	P and E			F	Leisure Services
BP Sports and arts	Information on BP sports and Arts Information	P			F	Leisure Services



BP Sports match funding	BP sports funding minutes of meetings	P			F	Leisure Services
Building Control regulations (not published by Castle Point)	Building regulations including guidance notes and application forms	P	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Council Services" – "Building control Section"		F	Building Control
Building Control Charges	Charges for Building Control Services	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Council Services" – "Building control Section"		F	Building Control
Business Rates	Information on Business Rates and exemptions	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Council Services" – Business Rates		F	Customer Services
Benefits Information re entitlement, Claims	Guidance information fro claimants	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Council Services" – "Benefits" Section		F	Benefits Section
Bylaws	List of Bylaws	P			F	Legal Services
Celebrating Essex	Celebrating Essex document	P			F	Leisure Services
Chief Leisure Officers Group	Minutes of Chief Leisure Officer group meetings	P			F	Leisure Services
Children's Centre	Children's Centre Initiative Information	P			F	Leisure Services
COSHH training	Care of Substances hazardous to health training document	P			F	Leisure Services
Community Support Service Pack	Community Support Service Pack	P			F	Housing
Concessionary		P	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a>		F	Customer Services

Fares Scheme Conditions			"Council Services" – "Concessionary travel" section			
Concessionary Fares Scheme leaflet	Leaflet regarding Concessionary Fares	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Council Services" – "Concessionary travel" section		F	Customer Services
Council tax Banding List	List of Council Tax bands	P				Customer Services
Council Tax Forms	Forms and Applications on exempt properties and discount disregards	P	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Council Services" – "Council Tax" section		F	Customer Services
Council Tax Guidance Booklets	Guides on a range of topics including banding, discounts, exemptions, valuation and banding appeals	P some on line	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Council Services" – "Council Tax" section		F	Customer Services
Council Tax Staff Instructions	Council Tax staff guidance on range of topics including exempt dwellings, recovery process, bailiff letters, moves and discounts.	P			F	Customer Services.
Development Control Leaflets	Development control information leaflets on a range of topics including: Certificate of Lawfulness, Enforcement, How to submit a planning application, fees, applications for listed building consent,	P	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "planning online" section or through the Planning Portal Website at <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a>		F	Developmental Control

	Advertisement consent, hazardous substances consent, Consent to works on preserved trees, planning obligations and developer contributions, public participation and Trees and Hedges					
Early Years development and Child Care Partnership	Information on Early Years development and Child Care Partnership	P			F	Leisure Services
Eastern Arts Partnership Scheme		P			F	Leisure Services
Electoral registration	Information on Postal and Proxy voting	P W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Council Services" – "Electoral Services" section		F	Electoral Services
Environmental Control Leaflets	Information leaflets on a range of topics including but not exclusively bonfires, light pollution, noise nuisance and vehicle emissions	P			F	Environmental Health
Essex Funding Officers Group		P			F	Leisure Services
Food and Safety Information Leaflets	Food and Safety Information Leaflets on a range of topics including food poisoning, food safety	P			F	Environmental Health

	advice food complaints, food premises registration					
Food and Safety Leaflets published by other organisations	Food Safety Agency Leaflets Health and Safety Executive Leaflets	P and W			F	Environmental Health
Freedom of Information Requests Leaflet	Leaflet advising on how to make a Freedom of Information Request	P			F	Legal Services
Gold Leisure Card Scheme	Gold Card scheme information	P			F	Leisure Services
G.P. Referral Scheme	GP referral scheme in conjunction with Rochford Primary Care trust	P			F	Leisure
Guide Map	Guide to Parks and Woodlands for Walkers in Benfleet	P and W			F	Planning Services
Health Improvement Board	Minutes from Health Improvement Board	P			F	Leisure Services
Housing Advice Leaflets	Advice leaflets on arrange of subjects including but not exclusively housing allocations, rent deposit guarantee scheme, sheltered housing, community alarms, rent arrears and homelessness	P			F	Customer Services

Housing condition survey – Council properties	Housing condition information	P/O			F	Regeneration and Homes
Housing condition survey – private sector properties	Housing condition information	P/O				Environment
Housing Grant Information	Information leaflets, guidance notes and application forms for Housing grants	P			F	Regeneration and Homes
Housing Maintenance Information	Information on Housing maintenance for tenants	P			F	Regeneration and Homes
Housing Tenants Handbook	Council Tenants Handbook	P			F	Regeneration and Homes
Land Management Enquiries	Requests for Information about Council owned land relating to initiation of the purchase of Council owned land.	P			F	Legal Services
Leaseholder Handbook	Council Leaseholder Handbook	P			F	Housing
Legal Fees and Charges	Standard Fees and Charges for Completing Legal Work	P			F	Legal Services
Legal Performance Targets	Legal Performance Targets and File Classification	P			F	Legal Services

Leisure events Diary	Details of Leisure Events in the area	P			F	Leisure Services
Leisure Fees and Charges	Details of current fees and charges for leisure activities in the Borough	P and E			F	Leisure Services
Licence for House in Multiple Occupation	Application Housing Houses in Multiple Occupation	W				Environmental Health
Licensing Information and application forms	Information leaflets and application forms relating to all licensing functions including personnel and premises licences, hackney carriage licences, gambling act licence applications.	P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Licensing on line" section		F	Licensing
Planning Applications	Details of current and previous applications, objections and outcomes	P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Planning Applications" Section		F on line C – for large volumes of paper copies	Planning Services
Planning Consent application forms	Applications for planning consent	P	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "planning online" section or through the Planning Portal Website at <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a>		F	Planning Services
Planning Enforcement	Complaint form to report possible breaches of planning law	W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Planning" Section			Planning Services

Refuse and recycling calendar	Calendar of refuse and recycling collections	P and W	<a href="http://www.castlpoint.gov.uk">www.castlpoint.gov.uk</a> "Council Services" – "Refuse and recycling" section	Y	F	Street Scene
Recycling Sites	Details of local recycling sites and items collected.	P and W	<a href="http://www.castlpoint.gov.uk">www.castlpoint.gov.uk</a> "Council Services" – "Refuse and recycling" section		F	Street Scene
Right to Buy Information	Information and application forms on the right to Buy Scheme	P			F	Housing
Runnymede Pool promotional Material	Runnymede Pool – details of events, opening times, classes etc	P			F	Leisure
Space for Sport and Arts Group	Minutes of Space for Sport and Arts group	P			F	Leisure
School Sports Co-ordinator Meetings	Minutes from School Sports Coordinator meetings	P			F	Leisure
Scrap Metal Dealers License	Application Form	W				Environmental Health, Scrap Metal Dealers
Sports Club Directory	Directory of Sports Clubs in Castle Point	P			F	Leisure
Sports development Officers group	Minutes from Sports development officers group meetings	P			F	Leisure Services
Staff Vacancies	Vacancies for current positions	P W and local press	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "jobs" section		F	HR

Street Scene Schedules	Schedules for Street Scene including verge cutting and street cleansing	P and W	<a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> "Your Council" – "Street Scene" section		F	Street Scene
Tenant Newsletter	Tenant Newsletter	P			F	Housing
Tourist Information – places to stay	Leaflet on places to stay in Castle Point	P			F	Leisure
Voluntary Groups	Directory of Voluntary Groups in Castle Point area	P & E			F	Leisure
Vehicle Licensing Information	Leaflets and applications for scrap dealers and vehicle dismantlers	P			F	Environmental Health
Walk Tall Initiative	Information on Walk Tall initiative	P			F	Leisure
Waterside Leisure Centre promotional Information	Waterside Leisure Centre - details of events, opening times, classes etc	P			F	Leisure
Youth Strategy Group	Minutes from Youth Strategy Group	P			F	Leisure Services