

CARLISLE CITY COUNCIL

Report to:-

THE MAYOR AND MEMBERS OF THE COUNCIL

Date of Meeting:-

4 March 2003

Agenda Item No:-

19

Public

Policy

Delegated Yes

Accompanying Comments and Statements

Required

Included

Environmental Impact Statement:

No

No

Corporate Management Team Comments:

Yes

Yes

Financial Comments:

Yes

Yes

Legal Comments:

Yes

Yes

Personnel Comments:

No

No

Title:-

**FREEDOM OF INFORMATION ACT 2000 – ADOPTION OF
PUBLICATION SCHEME**

Report of:-

HEAD OF LEGAL AND DEMOCRATIC SERVICES

Report reference:-

LDS.07/03

Summary:

The report presents to Council for formal adoption as part of the Council's policy framework the Council's Publication Scheme under the Freedom of Information Act 2000 which has already been approved in draft by the Executive and which has also now been approved as well by the Information Commissioner.

Recommendations:

That the Report be noted and that the attached Publication Scheme be formally adopted by the Council as required under the Freedom of Information Act 2000.

Contact Officer:

John Egan

Ext: 7004

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 This report presents to Council for formal adoption the Publication Scheme which all authorities are required by the Freedom of Information Act 2000 to have in place. Apart from giving the public in due course a general right of access to information held by public authorities, the Act also imposes a duty on every public authority to prepare and publish a Publication Scheme. The Scheme is intended to set out the classes of information which the Authority publishes or intends to publish; how that information may be obtained and any charge which is to be made for it. The Council's Publication Scheme must first be approved by the Information Commissioner who is an independent person with specific responsibility to monitor the implementation of the Act.
- 1.2 For Councils, the Publication Scheme duties come into force in February 2003 and, by then, authorities must have a Scheme in place approved by the Information Commissioner. In order to meet this deadline, the Commissioner required authorities to submit a draft Scheme for approval by no later than 31 December 2002. The Executive at its meeting on 19 December last approved a draft Scheme which was then submitted to the Information Commissioner for comment or amendment with a view to it being presented to the City Council for formal adoption as a final Scheme once the Commissioner's approval was obtained. The Commissioner has now informed the Council that the Scheme has been approved and so it can be formally adopted.
- 1.3 It should be noted that the Government has announced that the implementation of the Act will be phased. In terms of the individual right of access to information from local authorities mentioned above, this will not come into force until January 2005 and so the Council still has further time to prepare for that particular statutory duty coming into force following adoption of the Publication Scheme.
- 1.4 The point also needs to be borne in mind that the Scheme, once approved by the Commissioner and the Council, can still be varied and improved over time in the light of working experience and it should not therefore be seen as the final format.

2. CONSULTATION

The Executive approved the draft Scheme on 19 December last, the Community Overview and Scrutiny Committee were also consulted on the draft Scheme and the Information Commissioner has now approved the Scheme.

3. STAFFING/RESOURCES COMMENTS

The implementation of the public right of access in January 2005 will place additional demands on staff resources in terms of responding to any request but, at this moment in time, it is not possible to quantify the extent of the potential demand from the public for information. It is also intended to introduce a Records Management Policy for the authority which a Multi-Disciplinary Officer Group will work up which again will have demands in terms of Officer time.

4. HEAD OF FINANCIAL SERVICES

The Head of Financial Services has been represented on the Working Group dealing with the preparation of the Publication Scheme and the Group has been chaired by the Data Protection Officer.

5. LEGAL COMMENTS

Included in this Report.

6. CORPORATE COMMENTS

A Multi-Disciplinary Officer Working Group has provided a corporate input.

7. RISK MANAGEMENT ASSESSMENT

It may be appropriate to undertake a Risk Management Assessment nearer the implementation date of the main provisions of the Act in January 2005.

8. EQUALITY ISSUES

None anticipated..

9. ENVIRONMENTAL IMPLICATIONS

None anticipated.

10. CRIME AND DISORDER IMPLICATIONS

None anticipated.

11. RECOMMENDATIONS

That the Report be noted and that the attached Publication Scheme be formally adopted by the Council as required under the Freedom of Information Act 2000.

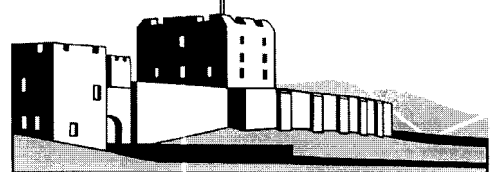
12. REASONS FOR RECOMMENDATIONS

To enable the Council to adopt the Scheme in order to comply with the statutory requirement under the Freedom of Information Act 2000.

JOHN EGAN

Head of Legal and Democratic Services

**CARLISLE
CITY COUNCIL**



www.carlisle.gov.uk

Carlisle City Council FOI – Publication Scheme

Reference	FOI Publication Scheme
Version	Public Version – Feb 2003
Location	Public folders/Freedom of Information/CCC Publication Scheme
Date	February 2003
Review	August 2004
Author	Fiona Musgrave

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THE FREEDOM OF INFORMATION ACT – AN EXPLANATION

The Freedom of Information (FOI) Act 2000

- Places a duty on every public authority to produce a document detailing all information available to the public – known as a publication scheme.
- Establishes a statutory right of access to all information about the Council's work, subject to certain exemptions. Details of these exemptions are available on the [Lord Chancellors Web Site](#). (A copy is also available from Carlisle City Council Offices)

In cases where information is covered by an exemption, the Council is required to consider if the public interest in maintaining the exemption in question outweighs the public interest in disclosure.

Any person who makes a request to the Council for information must be informed whether the Council holds that information and, subject to exemptions, should be supplied with that information.

ACCESS TO CARLISLE CITY COUNCIL INFORMATION

Local Government legislation allows individuals the right to access certain Council information. The FOI Act extends this right to allow public access to other types of information it holds. The rights of access to personal information promoted under The Data Protection Act 1998 further enhance this right.

PUBLICATION SCHEME

One of the aims of the FOI Act is that public authorities should be clear and proactive about the information they make available to the public. These publication schemes are intended to encourage organisations to make more information available and to develop a greater culture of openness.

Central to this, Section 19(2) of the FOI Act sets out the requirements for a publication scheme. A publication scheme must specify:

- The classes of information the Council publishes or intends to publish;
- The manner in which they will be published;
- Whether the information is available free of charge or on payment of a fee.

Section 19(3) states that "in adopting or reviewing a publication scheme, a public authority shall 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".

REQUESTING INFORMATION UNDER FOI

Requests should be made to the Council's Data Protection Officer in the first instance:

**Data Protection Officer
Carlisle City Council
Civic Centre
Carlisle
CA3 8QG**

01228 817000

E-mail: dataprotection@carlisle.gov.uk

It is a stipulation of the FOI Act that all local authorities must publish an approved Publication Scheme by January 2003. The provisions of the Act relating to general requests for information will come into full force in January 2005. Until then, all persons have a right to access any of the information in the Council's Publication Scheme. Where possible, Carlisle City Council will try to make the information available in a variety of formats, upon request (e.g. Braille, audio, a language other than English).

From January 2005 applicants will be able to exercise their full right of access to the information Carlisle City Council holds. If you have searched the Publication Scheme and cannot find what you are looking for, you can make a written request for the information. Any person who makes a request to the Council for information must be informed whether the Council holds that information and, subject to a number of exemptions, should be supplied with that information. In cases where information is covered by an exemption, the Council is required to consider if the public interest in maintaining the exemption in question outweighs the public interest in disclosure. The information available will be fully retrospective.

Anyone will be able to make a request for information, although the request must be in a permanent form. The Act gives applicants two related rights:

- The right to be told whether the information exists
- The right to receive the information (and where possible, in the manner requested, i.e. as a copy or summary, or the applicant may ask to inspect a record)

Public authorities will have to respond to requests within 20 working days and they may charge a fee, which will be calculated according to Fees Regulations. If a fee is required (after January 2005) it must be paid in advance and if the fee is not paid within three months then the request for information will lapse.

CHARGES FOR INFORMATION

Until January 2005 there will be no charge for making a general request for information, although charges may be applied if significant amounts of work or copying of printed material is required or where there is a requirement by some other enactment to make a charge. Details of Carlisle City Council charges for copying, are detailed in the section titled Notes on using the scheme on page 9 of this document. After January 2005 charges will be calculated according to Fees Regulations, as required by the FOI Act.

REFUSED ACCESS TO COUNCIL INFORMATION?

Carlisle City Council aims to provide its customers with the information they request. However, sometimes the information will be withheld if it is deemed to be exempt under the FOI Act to protect confidential or other information where disclosure may not be in the public interest.

How do I appeal about the Council's failure to disclose?

We will try to resolve your complaint about the Council's decision to withhold information informally. Appeals that information which should have been provided and was not provided. Should be made in writing to the Council's Data Protection Officer and sent to the following address:

Data Protection Officer
Carlisle City Council
Civic Centre
Carlisle
CA3 8QG

01228 817000

E-mail: dataprotection@carlisle.gov.uk

All appeals for information disclosure are received and recorded by the Council's Data Protection Officer. You will be sent an acknowledgement within five working days. The Head of the relevant Council Business Unit will investigate your appeal and a response will be issued to you within 15 working days.

Please contact the Data Protection Officer if you are unhappy with the outcome of this informal review. The DP Officer will then arrange for the matter to be dealt with as a formal appeal and referred to a body of elected members, under the Council's constitutional arrangements.

If you are still dissatisfied you may wish to request an independent review from the Information Commissioner. Requests for a review by the Information Commissioner should be made in writing directly to:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Tel: 01625 545 700
Fax: 01625 545 510

(It should be noted the IC would, under normal circumstances, only review a decision if all Council procedures have been exhausted)

DATA PROTECTION AND YOUR APPEAL

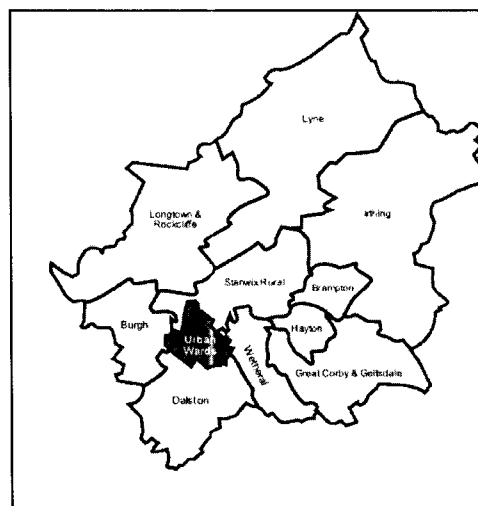
In order for the Council to investigate your appeal, the information you provide may need to be divulged to Council staff and to Councillors. Should you refer your complaint to the Information Commissioner then information may be provided to them on request. Please be assured that the information will not be used for any other purpose.

THE STRUCTURE OF CARLISLE CITY COUNCIL

- Carlisle City Council is a decision-making body consisting of 52 councillors. Each member serves one of the 22 wards of the City, which as well as the urban wards in Carlisle includes the rural areas of Longtown and Rockcliffe in the North, Brampton in the East and Dalston in the South. In addition 35 Parish Councils cover the rural areas.



Urban Wards



Rural Wards

- Carlisle City Council elections are held for a third of the seats in each of three consecutive years over a four-year period. In the fourth year there are no City Council elections.
- The City Council operates a Leader and Executive model of decision making with Executive portfolio holders having specific areas of responsibility. These are:-

Community Activities
Health & Well Being
Economic Prosperity
Infrastructure Environment & Transport
Promoting Carlisle
Finance & Resources
Policy & Performance
Corporate Resources

- The City Council has adopted the following core values based upon public consultation, Members' aspirations and from good practice within Local Government. These underpin everything we do:-

Putting Customers First
Valuing Staff
Achieving Equality
Being an Open and Accountable Organisation
Being Sustainable

Working in Partnership
Striving for Improvement
Managing Effectively

- Carlisle City Council's services are organised within the following business units:-

Commercial & Technical Services
Culture, Leisure & Sport Services
Customer & Information Services
Economic & Community Development Services
Environmental Protection Services
Financial Services
Legal & Democratic Services
Member Support & Employee Services
Planning Services
Property Services
Revenues & Benefits Services
Strategic & Performance Services

NOTES ON USING THE SCHEME

The scheme refers to classes or categories of information Carlisle City Council publishes for use within the local authority and externally. The scheme is intended to assist the user in finding information. The classes of information are based on general classifications and should require no knowledge of the structure of the organisation to navigate around the scheme.

Publication does not refer solely to printed material. It has been interpreted as widely as possible to include material available on our web site, one-off printed documents from a PC, electronic documents, printed books, reports, and leaflets.

Key to available formats

It is the Council's intention that as much material as possible will be made available on the Council's web site. Carlisle City Council will be updating the information on its Website, on an ongoing basis.

Where the scheme indicates that the information is available on the CCC Website - the address of the **Website** is www.carlisle.gov.uk

Where information is available in **electronic** format, this signifies the information could be copied to a floppy disk, CD or possibly e-mailed to you, in a variety of formats, for example Microsoft Word. This information could also be printed out for you to take away (see details of copying charges below).

Where a document is available in **Hard copy** format, the information is available either as a published document, booklet or leaflet or it may be available to be copied, as a one off process. Where the document is more than 30 pages and has to be specially photocopied, the charge for this service will be in line with copying charges, currently 4p per sheet of single-sided A4 (black and white print only – colour printing available on request). This cost is not detailed on the scheme classification list, as it will need to be calculated on a case-by-case basis. In some circumstances Carlisle City Council reserves the right to charge for post and packing.

Where the information is **maintained for inspection**, the document will be presented to the requestor, and notes may be made, but copying of the information is not permitted. Unless otherwise stated, information for inspection will be available at the main Carlisle City Council offices, Civic Centre, Rickergate, Carlisle, CA3 8QG.

Please note that Carlisle City Council will try to ensure that most current information is available free of charge.

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Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
CUSTOMER AND INFORMATION SERVICES					
Dealing with Customers Customer and Information Services	1. Customer Services best value review	1. Customer Services Best Value Review	1. Hard copy		
Information Handling Customer and Information Services	1. Data Protection 2. Freedom of Information 3. Implementing Electronic Government 4. E-mail and Internet policy	1. Carlisle City Council Data Protection Policy; Forms; Guidance 2. Carlisle City Council FOI publication Scheme 3. Carlisle City Council IEG Statement 4. Carlisle City Council E-mail and Internet policy	1. CCC Website 2. CCC Website 3. CCC Website 4. CCC Website		
ECONOMIC & COMMUNITY DEVELOPMENT SERVICES					
Benefits Advice Centre Economic & Community Development Services	1. Benefits Advice Centre Information leaflet 2. Advice & Registration Record 3. Drop-in leaflet	1. Info flier 2. Casework/advice record 3. Info flier	1. Hard copy & CCC Website 2. Hard copy 3. Hard copy* *Info now obsolete		Publications amended as required to reflect service delivery and improvements

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
Things to do in Carlisle Economic & Community Development Services	1. Carlisle Holiday & Short Breaks Guide 2002 2. Places to Visit Leaflet 2002 3. Events Leaflet 2002 4. Events Flyers 2002 & Posters 5. Cycle Carlisle 6. Cycle Carlisle 7. Eden Valley Circular Cycle Route 8. Eden Valley Circular Cycle Route 9. Carlisle City Walks 10. Carlisle Great for Shopping 11. Carlisle's Northern Borderlands 12. Group Travel Guide 2002/3 13. Carlisle Conference Group Brochure 14. Tourism Operational Schedule/Tourism Plan 2001/02-2003/04	1. Information brochure 2. Information Leaflet 3. Information Leaflet 4. Information Flyer 5. Information Flyer 6. Information leaflet 7. Information flyer 8. Information leaflet 9. Information leaflet 10. Information leaflet 11. Information leaflet 12. Information Brochure 13. Information Brochure 14. Programme of Activity	1. Hard copy brochure and CCC Website 2. Hard copy brochure and CCC Website 3. Hard copy brochure and CCC Website 4. Information Flyers and CCC Website 5. Hard copy flyer 6. Hard copy leaflet 7. Hard copy flyer 8. Hard copy leaflet 9. Hard copy leaflet 10. Hard copy leaflet 11. Hard copy leaflet 12. Hard copy brochure 13. Hard copy brochure 14. Hard copy		
Economic Regeneration Economic & Community Development Services	1. Directory of business in the Carlisle area 2. Register of Vacant Industrial/Commercial Property & Land 3. List of businesses on City's industrial estates 4. Programme of activity	1. Business Directory 2. Vacant Property Register 3. Industrial Estates List 4. Local Economy Strategy 2000/05	1. Hard copy 2. Hard copy & electronic 3. Hard copy & electronic 4. Hard copy		
Community Safety Economic & Community Development Services	1. Crime and disorder partnerships agreements 2. Crime Audit 3. Community Safety Best Value review 4. Crime & Disorder Reduction Strategy	1. Safe estate agreement 2. Carlisle City Council crime audit 3. BV review of Community Safety 4. Carlisle and Eden crime and disorder reduction strategy.	1. Hard copy and electronic 2. Hard copy and electronic 3. Hard copy and electronic 4. Hard copy and electronic		

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
Carlisle Enterprise Centre Economic & Community Development Services	1. Carlisle Enterprise Centre Pack	1. Information Pack	1. Hard copy		
Brampton Business and Telecentre Economic & Community Development Services	1. IT training 02-03 2. Wooden Hut courses 02-03	1. Information leaflet 2. Information leaflet	1. Hard copy leaflet 2. Hard copy leaflet		
Community Grants Economic & Community Development Services	1. Grants for Leisure Scheme 2. Village Hall Repairs Scheme	1. Application Form 2. Grant Application	1. Electronic & Hard copy 2. Electronic & Hard copy		
Community Centres Economic & Community Development Services	1. Contact & activities leaflet	1. Information	1. Leaflet		
Play & Young People Economic & Community Development Services	1. Activity Clubs 2. Holiday Playschemes 3. Youth Exchange 4. Policy guidelines	1. Information about Activity Clubs 2. Information about Holiday Playschemes 3. Application about Youth Exchange 4. Information about policy	1. Leaflet 2. Leaflet 3. Form & CCC Website 4. CCC Website		
Community Events Economic & Community Development Services	1. Posters/flyers for individual events 2. Traders/franchises etc 3. Organisation Guidance	1. Information 2. Application 3. Information	1. Posters/flyers 2. Form 3. Booklet		
Community Support Economic & Community Development Services	1. Information about services offered for Community Support	1. Services offered	1. Leaflet		
Support to Parish Councils Economic & Community Development Services	1. Parish Charter 2. Parish Council's Capital Grant Scheme	1. The Parish Charter 2. Grant Application	1. Booklet 2. Electronic & Hard copy		

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
Cremation and Burial Economic and Community Development Services	1. Woodland Burial 2. Environmental Issues 3. Guide to independent burial 4. Questions people ask about cremation 5. Guide to independent cremation 6. Application for various memorials 7. Information on using funeral directors 8. Information on coffin types 9. Charter for the bereaved 10. Information on bereavement 11. Fees and charges 12. How to find us – Road Plan 13. Plans 14. Service details 15. Walks 16. List of funeral directors 17. Statutory declaration	1. Information 2. Local agenda 21 3. Information on burial 4. Cremation information 5. Guide to cremation 6. Memorial information leaflets 7. Guide to using funeral directors 8. Coffin details available 9. Carlisle City Council's Charter if you are bereaved 10. Bereavement information 11. Guide to fees charged by Carlisle City Council 12. Road Plan 13. Plans of all the sites – crematorium, woodland burial site, Stanwix Cemetery, Upperby Cemetery. 14. Details of available services 15. Guide to walks around the cemeteries 16. List of funeral directors in the area 17. Application details	1-17 Hard copy leaflets		
ENVIRONMENTAL PROTECTION SERVICES					
Energy Conservation Environmental Protection Services	1. Home Energy conservation Act Strategy	1. Carlisle City Council strategy for the Home Energy Conservation Act	1. Hard copy and electronic		

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
Food Safety Environmental Protection Services	1. Food premises register 2. Food enforcement protocol 3. Food service plan 4. Food sampling policy 5. Various food safety and occupational safety advisory leaflets 6. Register of statutory Food Safety Notices served	1. Details of registered food premises 2. Explanation of the food enforcement process adopted by the Council 3. The work plan for the food safety section 4. Food sampling policy 5. Customer information leaflets 6. Details of statutory notices served under Food Safety	1. Hard copy and electronic 2. CCC Website 3. CCC Website 4. CCC Website 5. Hard copy 6. Hard copy		
Environmental (Health & Safety and Green) Issues Environmental Protection Services	1. Local Agenda 21 – Plan for Carlisle 2. Contaminated Land Register 3. Contaminated Land Strategy 4. Local Air Quality Assessments 5. Environmental Protection Act – Prescribed Processes Register 6. Radioactive Substances Act Register 7. Waste Management Licences Register 8. B.N.F.L. Public Register 9. Register of Environmental Protection and Health and Safety notices served	1. Local Agenda 21 2. Details of confirmed contaminated sites 3. Carlisle City Council strategy for dealing with contaminated land 4. Results of monitoring of local air quality 5. Premises registered under the Environmental Protection Act 6. Details of registered premises 7. Details of licences issued by the Environment Agency 8. Extracts of emissions details 9. Register of notices served under Environmental protection and Health and Safety at Work Acts	1. CCC Website 2. Hard copy 3. CCC Website 4. CCC Website 5. Hard copy 6. Hard copy 7. Hard copy 8. Hard copy 9. Hard copy		
Grants for Improving your own home Environmental Protection Services	1. List of Builders, DPC specialists, architects and surveyors 2. Home maintenance log book 3. Policy on Home repairs and improvement grants 4. Information of Home improvement Grants (1) 5. Information of Home improvement Grants (2) 6. Housing Strategy	1. List of contractors – who have indicated that they are willing to undertake grant work. 2. How to look after your home – after grant 3. Policy document 4. Information 5. Information 6. Public and Private sector housing strategy	1. Hard copy 2. Hard copy 3. Hard copy 4. Hard copy 5. Hard copy 6. Hard copy		

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
Housing Issues Environmental Protection Services	1. Housing Strategy <i>Carlisle City Council no longer owns any council houses.</i>	1. The Housing Strategy 2002-2005	1. CCC Website		
Private Landlord Information Environmental Protection Services	1. Housing Strategy 2. Letting out your Property 3. Registration of Houses in Multiple Occupation (HMO) control scheme – guidance 4. Register of HMO Properties 5. Empty property strategy 6. Is your accommodation safe? 7. Student Accommodation – How to gain accreditation	1. Carlisle City Council Strategy for private housing 2. Booklet for landlords 3. Guidance for those Houses in the Multiple Occupation (HMO) Scheme 4. Register of those in the HMO scheme 5. Carlisle City Council policy on empty properties 6. Safety checks for rented accommodation 7. How to get your house approved as student accommodation	1. Hard copy and Electronic 2. Hard copy booklet 3. Hard copy booklet 4. Hard copy – for inspection 5. Hard copy and data copy 6. Hard copy booklet 7. Hard copy		
Environmental Protection Environmental Protection Services	1. Register of some of the notices served	1. Statuary notices served under environmental Protection	1. Hard copy		1. This will not be all notices, as some will be unavailable under the Data Protection Act 1998
Licences – Taxis Environmental Protection Services	1. Register of Private Hire Drivers 2. Register of Hackney Carriage drivers	1. Register of those Private Hire driver licensed by Carlisle City Council 2. Register of Hackney Carriage drivers	1. Maintained for inspection 2. Maintained for inspection		1. Only information that is required under Section 51 of the Local Government Act 1976 would be disclosed 2. Only information that is required under Section 42 of the Town Police Clauses Act 1847 would be disclosed

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
FINANCIAL SERVICES					
Finance Financial Services	1. Budget book 2. Capital Strategy 3. Standing Orders 4. Statement of Accounts 5. Capital Programme 6. Financial Regulations 7. Purchasing Policy Manual 8. Treasury Policy Statement 9. Vehicle and Equipment Renewals Programme	1. Latest Annual budget and budget decisions 2. Capital Programme 3. Carlisle City Council financial standing orders 4. Carlisle City Council Statement of Accounts 5. Details of capital programme 6. Carlisle City Council financial regulations 7. Carlisle City Council Purchasing policy 8. Annual Treasury Policy Statement 9. Details of the Vehicle and Equipment Renewals Programme	1. Hard copy 2. Hard copy 3. Hard copy 4. Hard copy 5. Hard copy 6. Hard copy 7. Hard copy 8. Hard copy 9. Hard copy		
LEGAL AND DEMOCRATIC SERVICES					
How the Council Works Legal and Democratic Services	1. Rules of Procedure for the Council and responsibility for functions 2. Details of key decisions for rolling 4 month period	1. The Carlisle City Council Constitution 2. Carlisle City Council Forward Plan	1. CCC Website 2. CCC Website		
Corporate Complaints Legal and Democratic Services	1. Complaints procedure	1. How to make a complaint	1. Hard copy and Large Print; Cassette tape and CCC Website		

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
Portfolios Legal and Democratic Services	1. Committee Information Information in this class may be subject to an exemption under Part 2 of the Local Government Access to Information Act 1985	1. Agendas, reports, minutes and background papers of each committee for the past 6 years on a rolling basis from all Council Meetings, Committees and the Executive	All information available in Bound Hard copy (for inspection) and in electronic format. Part A reports are available in Hard copy and in electronic format. Part B reports are private and therefore exempt under Part 2 of the Act		All information made available Under the Local Government Access to Information Act 1985
Democratic Processes Legal and Democratic Services	1. Council Members – register of names and addresses with their Wards 2. Committee membership 3. Decision Notices 4. Councillors Register of Financial and other interests 5. Councillors declaration of acceptance of office 6. List of Parish Council Clerks 7. Parish Council Register of Financial and other interests 8. Parish Councillors declaration of acceptance of office 9. Mayors Weekly Engagement List 10. Council Calendar 11. Representatives on Outside Bodies 12. Members Allowance Scheme	1. List of addresses and contact details 2. List of Executive and Committee membership 3. Decisions made by portfolio holders and the Executive 4. Folder containing register of Financial and other interests 5. Declaration of Acceptance of Office 6. List of Parish Council Clerks 7. Parish Council Register of Financial and other interests 8. Declaration of Acceptance of Office 9. Gives details of Mayor's engagements 10. Dates of meetings 11. List of Councillors who are representatives on outside bodies 12. How the Members Allowance Scheme works	1. CCC Website 2. CCC Website 3. CCC Website 4. Maintained for inspection 5. Electronic 6. Hard copy for inspection 7. Hard copy for inspection 8. Hard copy for inspection 9. Hard copy 10. CCC Website 11. Hard copy & electronic 12. Hard copy		

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
Electoral Register Legal and Democratic Services	1. Register of all electors eligible to vote 2. Forms for registering to vote 3. List of electors who vote by post or proxy 4. List of Voters registered as overseas electors	1. Electoral Register 2. Electoral Registration application form 3. Absent voters list 4. List of Overseas Electors	1. Hard copy & electronic 2. CCC Website 3. Hard copy 4. Hard copy and electronic		1. Section 9 of the representation of the People Act 1987 2. 3. Schedule 4 of the Representation of the People Act 2000 4. Section 2 of the Representation of the People Act 1985
Land Charges Legal and Democratic Services	1. Register of Local Land Charges which are registered against properties in Carlisle District	1. Register of Local Land Charges	1. Hard copy		1. The Land Charges Act 1975
MEMBER SUPPORT AND EMPLOYEE SERVICES					
Staff Conduct Member Support and Employee Services	1. Code of Conduct for Employees 2. Personnel (human resources) procedures 3. Induction Information 4. Sickness procedures 5. Training and Development	1. Staff Code of Conduct 2. Human Resources - policies, procedures and guidelines 3. Induction Information 4. Sickness - policies and procedures 5. Training and Development information	1. CCC Website 2. Hard copy 3. Hard copy 4. CCC Website 5. CCC Website	3. Large document – 350 pages – a charge will be made for copying	

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
Working for Carlisle City Council Member Support and Employee Services	1. Details of current vacancies 2. Carlisle City Council recruitment policies 3. Results of consultation – Carlisle City Council Organisational review 4. Equal Ops – general 5. Equal Ops – specifics 6. Equal Ops – disabled 7. Payroll Procedures 8. Travel & Subsistence 9. Salary Scales & Employer related costs 10. Construction Industry Scheme details 11. Payroll Contingency arrangements	1. Jobs 2. Code of practice on recruitment and selection 3. 2002 – Organisational Review 4. Equal opportunities in employment – summary of policies 5. Equal Opportunities – Gender, Marital Status, Race 6. Equal Opportunities – Disabled Persons 7. Payroll procedures 8. Travel and subsistence rates 9. Salary Scales 10. Construction Industry Scheme details 11. Payroll Contingency	1. CCC Website 2. CCC Website 3. Hard copy and Electronic 4. Hard copy 5. Hard copy and CCC Website 6. Hard copy and CCC Website 7. Hard Copy & electronic 8. Hard Copy & electronic 9. Hard Copy & electronic 10. Hard Copy & electronic 11. Hard Copy & electronic		
Health and Safety at work Policies Member Support and Employee Services	1. Office Safety 2. Disciplinary Procedures 3. Health and Safety policy	1. Carlisle City Council Office safety manual 2. Details of Carlisle City Council Disciplinary procedures 3. Carlisle City Council H&S policies – for example: a) Stress at work b) Maternity Policy c) Smoking Policy d) Abuse of Alcohol and drugs	1. Hard copy 2. CCC Website 3. CCC Website		
PLANNING SERVICES					

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
Planning (General Information, Policies and Procedures) Planning Services	1. Corporate policy for dealing with planning matters 2. Guidance notes for applying for planning permission 3. Guidance notes for building regulations 4. Minutes of meetings (exemptions may apply) 5. 6. Guidance for disabled access 7. Guidance notes on better access to buildings	1. Code of conduct for dealing with planning matters 2. Planning handbook 3. Carlisle Building control Handbook 4. Development control meeting minutes 5. 6. Better Access Practical Building Details 7. Scheme for Public Representation in respect of Planning Applications	1. Hard copy & CCC Website 2. Hard copy – brochure 3. Hard copy – brochure 4. Hard copy & Electronic 5. 6. Hard copy and CCC Website 7. Hard copy & electronic		
Building Regulation Applications Planning Services	1. Loft Conversions 2. Full Plans Applications and Building Notices 3. New Regulations – Replacement Windows 4. New Regulations - Part L1 5. New Regulations – Part H	1. A guide to assist applicants in making applications for loft conversions 2. A Guide for Full Plans Applications and Building Notices 3. A Guide to Replacement Windows 4. A Guide to Part L1 5. A Guide to Part H	1. Hard copy 2. Hard Copy 3. Hard copy and electronic 4. Hard copy and electronic 5. Hard copy and electronic		

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
Planning Applications Planning Services	1. Weekly planning list 2. Weekly list of planning decisions 3. Public planning register (Part 1) 4. Public Planning Register (Part 1 Pre decision) 5. Public Planning Register (Part II) 6. Planning Application files (post decision) 7. Statutory press list 8. Mast Register 9. Enforcement Register	1. Weekly list of planning applications received 2. Weekly list of planning decisions made 3. Register of planning applications received and date and type of decision 4. Copy of Application form & set of drawings/plans submitted with application 5. Copies of Decision Notices 6. Plans/drawings, application form related correspondence etc. 7. Advertisement of applications made needing statutory publicity 8. Applications, determinations for telecommunications development. Map showing locations & database 9. Details of Enforcement Notices issued	1. Hard copy and CCC Website 2. Hard copy and CCC Website 3. Hard copy 4. Hard copy 5. Hard copy for decisions up to March 2002. Hard copy and electronic post March 2002. 6. Hard copy Pre 1982 microfiche, 1982-85 CD-Rom, 1986 present hard copy 7. Hard copy and CCC Website and local paper 8. Hard copy. Database available electronically 9. Hard copy	1. £100 subscription per year 2. £55 subscription per year 4. £4 per document and 10p per page 5. £4 to supply copy	

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
<p>Planning Policy and Conservation</p> <p>Planning Services</p>	<ol style="list-style-type: none"> Carlisle District Local Plan Listed buildings – a guide for owners and occupiers Stanwix conservation area Trees on development sites Kingmoor Park development brief Land at Amberfield, Burgh-by-Sands development brief Land at Hillcrest Avenue development brief Morton development brief RAF 14MU development brief Shopfronts Design Guide William Howard Lower School development brief Windsor Way development brief Nest boxes for barn owls Countryside design summary Morton Masterplan and Development Framework Designing Out Crime in Residential Areas Land South West of Viaduct Estate Road Carlisle Retail Study August 2000 Urban Capacity Study Interim Housing Statement Register of Tree Preservation Order applications Register of Hedgerow Removal Notice applications 	<ol style="list-style-type: none"> Local Plan Notes - listed building owner/occupiers Stanwix conservation area Trees on development sites Kingmoor Park development brief Land at Amberfield, Burgh-by-Sands development brief Land at Hillcrest Ave. development brief Morton development brief RAF 14MU development brief Guidance notes for shop fronts in Carlisle William Howard Lower School development brief Windsor Way development brief Nest boxes for barn owls guidance notes Advisory notes Guidance for development - Morton Design Guidance to reduce crime Development Brief land south west of Viaduct Estate Road Retail Study Urban Capacity Study Statement on the Interpretation of District Plan Housing Policies in light of advice in PPG3 Housing. Register of all TPO applications Register of all Hedgerow Removal Notice applications 	<ol style="list-style-type: none"> Hard copy and CCC Website Hard copy Hard copy Hard copy and CCC Website Hard copy and electronic Hard copy and Electronic Hard copy and Electronic Hard copy Hard copy Hard copy Electronic Electronic Hard copy Hard copy and CCC Website Hard copy Hard copy Hard copy Hard copy Hard copy and electronic. Hard copy and electronic Hard copy and electronic 	<ol style="list-style-type: none"> £35 inc pp £50 inc pp 	<ol style="list-style-type: none"> Town & Country Planning (Development Plan) Regs 1991
PROPERTY SERVICES					

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
Property owned by the Council Property Services	1. Plan for the future of Carlisle City Council assets 2. Lists of Carlisle City Council's assets 3. Plan of land owned by Carlisle City Council 4. Carlisle City Council policy for industrial estates 5. Property Services Business Plan	1. Asset Management Plan 2. Asset Register 3. Plan of Carlisle City Council land 4. Industrial Estate Policy 5. Business Plan	1. Hard copy and Electronic 2. Hard copy 3. Hard copy and electronic 4. Hard copy 5. Hard copy and Electronic		
REVENUES AND BENEFITS SERVICES					
Council Tax Revenues and Benefits Services	1. Information on Council Tax 2. Details of Council Tax Expenditure 3. Information on Council Tax 4. Information about Council Tax Benefit and how to apply 5. Information for owners of property that is exempt from Council Tax 6. Attachment of earnings information for Council Tax payers and their employers 7. Details of statutory bailiff's costs.	1. Council Tax Information leaflet 2. Expenditure Leaflet 3. Council Tax Explained 4. Council Tax Benefit 5. Exempt dwelling Information Sheet 6. Attachment of Earnings information sheet 7. Schedule 5 Costs breakdown	1. Hard copy 2. Hard copy 3. CCC Website 4. CCC Website 5. Hard copy 6. Hard copy 7. Hard copy		

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
Business Rates (NNDR) Revenues and Benefits Services	1. National Non-Domestic rates (Business Rates) 2. Business Rates explanatory notes. 3. Discretionary Rates Relief guidance notes 4. Rural Settlement Rates relief Guidance Notes 5. Mandatory Rates Relief Guidance Notes 6. Bailiff Charges	1. Information about business rates, rate relief etc. 2. Information about business rates, rate relief etc 3. Information about discretionary business rate relief 4. Information about rural settlement business rate relief 5. Information about mandatory relief on business rates. 6. Details of statutory costs incurred and charged to the business when bailiff action arises due to non-payment of Business Rates	1. CCC Website 2. Hard copy 3. Hard copy 4. Hard copy 5. Hard copy 6. Hard copy		
Concessionary Fares (Bus pass/Railcard) Scheme Revenues and Benefits Services	1. Concessionary Fares Scheme and how to apply for a bus pass or railcard 2. Information about Railcards and how to apply. 3. List of participating bus operators and discounts available. 4. Report of Best Value Review.	1. Concessionary fares Scheme Information 2. Senior and Disabled Persons Railcard Information Sheet 3. Participating Bus Operators Information Sheet 4. Concessionary Fares Scheme Best Value Review 2002	1. CCC Website 2. Hard copy 3. Hard copy 4. Hard copy		
Housing Benefit Revenues and Benefits Services	1. Local scheme of rent and rates rebates 2. Benefit appeals leaflet 3. Benefits Information for Claimants 4. Benefits Information for Landlords	1. Rent and rates rebate information 2. How to appeal against your benefit decision 3. Claimant frequently asked questions concerning Housing Benefit and Council Tax Benefit 4. Frequently asked from accommodation providers questions concerning Housing Benefit and Council Tax Benefit	1. Hard copy 2. Hard copy 3. Hard copy 4. CCC Website		
Anti Poverty Revenues and Benefits Services	1. Anti poverty strategy	1. Carlisle City Council anti poverty strategy	1. Hard copy		

Functional areas and activities (and Business Unit Responsible)	Information (Data) Classes	Information Available (Record Series/Example Documents)	Format Available (see page 9 for details of formats)	Additional Costs (if Applicable)	Other Information
STRATEGIC AND PERFORMANCE SERVICES					
Corporate Information Strategic & Performance Services	2. Corporate Plan 3. City Vision 4. News 5. Communications Strategy 6. Residents Magazine 7. Residents – A to Z guide to services	1. Corporate Plan 2002-2005 2. Vision of Carlisle – document and wallchart 3. Press releases 4. Communications Strategy 5. Carlisle Focus 6. Carlisle Pocket Guide	1. CCC Website 2. CCC Website 3. CCC Website 4. CCC Website 5. Magazine & Electronic 6. Brochure & Electronic		
Best Value – How the Council Performs (<i>The process of monitoring or reviewing the quality, efficiency, or performance of a local authority service or unit</i>) Strategic and Performance Services	1. Carlisle City Council Best Value Performance Plan 2. Summary Performance Plan 3. Quarterly/Annual PI reports 4. Compares PI's with those from similar authorities	1. Best Value Performance Plan 2. Best Value Performance Plan Summary 3. Performance indicators reports 4. Annual Comparative Performance Indicators	1. CCC Website 2. CCC Website 3. Electronic and Hard copy 4. Electronic and Hard copy		
Partnership Working Strategic and Performance Services	1. Carlisle and Eden Local Strategic Partnership Strategy	1. Carlisle and Eden Local Strategic Partnership Strategy document	1. CCC Website		