



EAST CAMBRIDGESHIRE DISTRICT COUNCIL’S GUIDE TO INFORMATION

This Guide to Information has been created to specify the particular information that East Cambridgeshire District Council publishes, how it will be published and if there are any charges to be made. Every Local Authority has to adopt the ICO’s Model Publication Scheme from the 1st September 2013. Link to this scheme:

http://www.ico.org.uk/news/current_topics/~media/documents/library/Freedom_of_Information/Detailed_specialist_guides/model-publication-scheme.pdf

All documents published by East Cambridgeshire District Council fall under the UK Open Government License (OGL) unless stated otherwise, details of this license can be obtained by visiting the following website: <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/1/open-government-licence.htm>

Definition Document for East Cambridgeshire District Council’s Guide to Information

This definition / guidance document gives details of the kinds of information that the Council retains and can provide. Cambridgeshire Local Government operates a “two-tier” system of government and that means that some of the activities or services are provided by Cambridgeshire County Council and some by the local District Councils (and some by Parish Councils). These are separate and independent of the East Cambridgeshire District Council. If East Cambridgeshire District Council does not provide the relevant service or the “class” of information in the Publication Scheme – you will be informed, and told which body should hold the relevant documents.

1. Who we are and what we do

Organisational information, structures, locations and contacts.

A. Council Constitution

The Council's Constitution consists of a number of documents that, under the Local Government Act 2000, are required to be brought together and made available for public inspection. The articles of the Constitution set out the basic principles that underlie the way the Council operates. The other parts of the Constitution would normally include details of the Council and the Committees to which the Council has delegated various powers and the functions that are the responsibility of the executive; the terms of reference of the various committees and other bodies; the standing orders that regulate the proceedings at meetings; financial regulations; the code of practice for the procurement of works, supplies and services; codes of conduct for members; the schedule for the payment of member's allowances.

Description	Format & Department/Section	Fees: FOIA
Council’s Constitution (including : Council Procedure rules; Access to Information Procedure Rules; Budget and Policy Framework Procedures; Financial Procedure Rules; Contract Procedure Rules; Officer Employment Procedure Rules; Anti-Fraud and Corruption Strategy; General Principles of Conduct for Members; Members’ Code of Conduct; Protocol on Member/Officer Relations; Guidance for Staff, Members and Candidates during an Election Period; Agenda Planning Protocol; Members’ Access to Council held Information; Guidance on Planning for Members; The Role of Elected Members in relation to Licensing Committee hearings under the Licensing Act 2003. Key documents: Employee Conduct Whistle Blowing Service - Guidance and Procedure Notes The Council's Complaints Scheme	Web-based and paper – Legal Services http://www.eastcambs.gov.uk/council-and-democracy/councils-constitution	Photo-copying charges if hard copies requested



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

Monitoring Officer Protocol Petitions Scheme and Leaflet Public Speaking Scheme Licensing Committee Public Speaking Scheme Planning Committee Public Question Time Leaflet (Staff) Disciplinary Policy & Procedure Guidance Note for Members and Officers – Formal and Informal Member Bodies Service Review Guidelines		
---	--	--

B. Council's democratic structure

Any further information not included in the Constitution about the decision making bodies of the Council and their role.

Description	Format & Department/Section	Fees: FOIA
See Constitution.	Web-based and paper – Legal Services http://www.eastcambs.gov.uk/council-and-democracy/councils-constitution	Photo-copying charges if hard copies requested

C. Council structure

Any further information about the internal structures of the offices of the Council, including an outline of their responsibilities and the names of the directors. Staffing structure of the directorates and departments should be included.

Description	Format & Department	Fees: FOIA
Organisational Structure	Web-based and paper – Human Resources under Related Publications http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested
Staffing Levels	Web based – Human Resources http://www.eastcambs.gov.uk/notices/open-data	Photocopying charges if hard copies requested.
Senior Salaries	Web based – Human Resources http://www.eastcambs.gov.uk/notices/open-data	Photocopying charges if hard copies requested.

D. Location and opening times of Council properties

Description	Format & Department	Fees: FOIA
Maps and Directions Public maps and directions to Council property.	Web-based and paper – Customer Services http://www.eastcambs.gov.uk/customer-services/customer-services	Photo-copying charges if hard copies requested
Leisure/ tourism information on Council owned buildings	Web-based and paper – Community Services http://visitey.eastcambs.gov.uk/	Photo-copying charges if hard copies requested

E. Currently elected Councillors' information and contact details

Description	Format & Department	Fees: FOIA
Members – Details	Web-based and paper – Legal Services http://www.eastcambs.gov.uk/council-and-democracy/search-for-councillors	Photo-copying charges if hard copies requested

F. Contact details for all customer-facing departments

Description	Format & Department	Fees: FOIA
See: Organisational Structure above	Web-based and paper – Human Resources under Related Publications http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested

G. Most recent election results



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

The results of the most recent elections for Councillors on the Council should be available. Councils may also wish to include the results of other elections conducted in the area.

Description	Format & Department	Fees: FOIA
Ward names, numbers and boundaries. Boundaries are web-based & in Constitution	Web-based and paper – Electoral Services http://www.eastcambs.gov.uk/council-and-democracy/councils-constitution	Photo-copying charges if hard copies requested

H. Relationships with other authorities

Cambridgeshire Local Government operates a “two-tier” system of government and that means that some of the activities or services are provided by Cambridgeshire County Council and some by the local District Councils (and some by Parish/ Town Councils). These are separate and independent of the East Cambridgeshire District Council, although the Council does work in partnership in certain areas (such as Cambridgeshire Strategic Partnering). Additionally the County Council are responsible for education and children’s services, social care, public transport, highways, faulty street lighting or traffic lights, fire services and trading standards. Further details of the services provided by the County are detailed on the attached link: <http://www.cambridgeshire.gov.uk/>

The District Council deal with environmental health, Council tax benefits, Council tax collection (through the Anglian Revenues Partnership) link: <http://www.angliarevenues.gov.uk/>

Planning (development control), Licensing, building control, waste collection and recycling. The A-Z of the Council’s services is detailed under the attached link: <http://www.eastcambs.gov.uk> .

Description	Format & Department	Fees: FOIA
Representation on External Bodies.	Web-based and paper – Legal Services http://www.eastcambs.gov.uk/council-and-democracy/council-membership	
List of Statutory Appointments of the Council Within Constitution	Web-based and paper – Legal Services Part 2 Article 8 http://www.eastcambs.gov.uk/council-and-democracy/councils-constitution	Photo-copying charges if hard copies requested
Cambridge sub-region Choice Based Letting System	Web-based – Homelink http://www.home-link.org.uk/THO/	Photo-copying charges if hard copies requested
Anglia Revenues Partnership	Link to website via Finance section on web. Minutes reviewed by Policy Committee (& to be sub-committee). Decisions taken by East Cambridgeshire, on Council’s website. – Finance http://www.eastcambs.gov.uk/finance-benefits/welcome-finance-benefits ARP http://www.angliarevenues.gov.uk/	Photocopying where appropriate

2. What we spend and how we spend it

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

A. Financial statements, budgets and variance reports.

Description	Format & Department	Fees: FOIA
Budget	Web-based and Paper – Finance http://www.eastcambs.gov.uk/finance/council-	Photo-copying charges if hard copies requested



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

	accounts	
Fees and Charges Current Council fees and charges list various.	Web- based and Paper – Finance http://www.eastcambs.gov.uk/sites/default/files/Fees%20And%20Charges%202014%20FOR%20PUBLICATION%20amended%2011082014.pdf	Photo-copying charges if hard copies requested
Street name & numbering	Web-based & paper – ICT http://www.eastcambs.gov.uk/sites/default/files/Fee%20Leaflet%20April%202014.pdf	Photocopying charges if appropriate
Markets	Electronic & web-based Community Services http://www.eastcambs.gov.uk/licensing/market-stalls-and-pitches-permissions	Photocopying charges if appropriate

B. Capital programme

Description	Format & Department	Fees: FOIA
Capital programme (back of budget book) Statement of Reserves	Electronic/ paper – Finance http://www.eastcambs.gov.uk/finance/council-accounts	Photocopying charges if hard copies requested

C. Spending reviews.

Description	Format & Department	Fees: FOIA
Quarterly budget monitoring reports Delivered to each policy committee. Check meetings agenda/items	Paper and web-based once in reports for committee – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photocopying charges if hard copies requested
Monthly spend data over £500	Website (finance part) – Finance http://www.eastcambs.gov.uk/finance/expenditure-transactions-over-%C2%A3500	Photocopying charges if hard copies requested
Legal Services Expenditure	Web-based – Legal Services http://www.eastcambs.gov.uk/notices/open-data	

D. Financial audit reports.

Description	Format	Fees: FOIA
Audit Policies	Web-based and paper – Finance http://www.eastcambs.gov.uk/east-cambs-district-council/policy-documents	Photocopying charges if hard copies requested
Financial Reporting Statement of Accounts	Web-based/ Electronic/ Paper – Finance http://www.eastcambs.gov.uk/finance/council-accounts	Photocopying charges if hard copies requested

E. The Members' allowances scheme and the allowances paid under it to Councillors each year

The total of the allowances and expenses paid to Councillors by reference to categories. These categories should be produced in line with Council guidelines and will be under headings like travel, subsistence and accommodation.

Description	Format	Fees: FOIA
Members Allowances Statutory Information on Members Allowances in Part 6 of constitution and as dataset under Related publications	Web-based and paper – Legal Services http://www.eastcambs.gov.uk/council-and-democracy/councils-constitution http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

F. Staff allowances and expenses

Details of the allowances and expenses that can be claimed. It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. These categories should be produced in line with the Council's policies, practices and procedures and will be under headings like travel, subsistence and accommodation.

Description	Format	Fees: FOIA
Benefits for employees	Paper and web-based – Human Resources http://www.eastcambs.gov.uk/sites/default/files/jobpack2014.pdf	Photo-copying charges if hard copies requested
Travel & Subsistence	Paper & electronic - Human Resources http://www.eastcambs.gov.uk/sites/default/files/jobpack2014.pdf	Photo-copying charges if hard copies requested
Childcare	Paper & electronic - Human Resources http://www.eastcambs.gov.uk/sites/default/files/jobpack2014.pdf	Photo-copying charges if hard copies requested
Relocation scheme	Paper and web-based - Human Resources http://www.eastcambs.gov.uk/sites/default/files/jobpack2014.pdf	Photo-copying charges if hard copies requested
Flexi & Toil schemes	Paper and web-based - Human Resources http://www.eastcambs.gov.uk/sites/default/files/jobpack2014.pdf	Photo-copying charges if hard copies requested
Car leasehold	Paper and web-based - Human Resources http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested
Payment of Professional subscriptions	Paper and web-based - Human Resources http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested
Trade Union Facility Time	Web based – Human Resources http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges If hard copies requested

G. Pay and grading structure

This may be provided as part of the organisational structure and should indicate, for most posts, levels of pay rather than individual salaries.

Description	Format	Fees: FOIA
Benefits for Employees	Web-based and paper – Human Resources http://www.eastcambs.gov.uk/sites/default/files/jobpack2014.pdf	Photo-copying charges if hard copies requested
Job Descriptions and Person Specifications	Web-based and paper – Human Resources http://www.eastcambs.gov.uk/jobs/current-job-vacancies	Photo-copying charges if hard copies requested
Pay and Grading Structures	Paper and electronic – Human Resources http://www.eastcambs.gov.uk/sites/default/files/ECD%20Salary%20Scale%20%28October%202015%29.pdf	Photo-copying charges if hard copies requested
Recruitment & selection Policy	Paper/ website – Human Resources http://www.eastcambs.gov.uk/sites/default/files/jobs_table/recruit_select_policy_15454.pdf	Photo-copying charges if hard copies requested
Remuneration of Senior Officers In budget under "Officer's remuneration"	Paper/website once published – Finance http://www.eastcambs.gov.uk/finance/council-accounts	Photo-copying charges if hard copies requested



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

H. Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the Council).

Description	Format	Fees: FOIA
Election expenses	Paper/website – Electoral Services http://www.eastcamb.gov.uk/notices/open-data	Photo-copying charges if hard copies requested

I. Procurement procedures.

Details of procedures for acquiring goods and services. Contracts available for public tender.

Description	Format	Fees: FOIA
Contract Procedure Rules in Constitution (Part 4)	Paper/ website – Legal Services http://www.eastcamb.gov.uk/council-and-democracy/councils-constitution	Photocopying charges
Doing Business with the Council – webpage includes: Up and coming Contracts for the next 12 months Procurement Strategy 2013-2015 Quick Guide to Doing Business with the Council What the Council Buys Template for Request for Formal Quotation 2013 Template for Receipt of Quotation Template for Quotations Award Letter Template for Reference Request for Tender Template for Tenders Award Letter 2012 Template for Rejection Letter 2012 Standard Agreement Contract Register Form - For completion by officers when contract awarded Also includes links to other local authorities in Cambridgeshire for procurement purposes	http://www.eastcamb.gov.uk/east-camb-district-council/doing-business-council	Photo-copying charges if hard copies requested

J. Details of contracts currently being tendered.

Description	Format	Fees: FOIA
Contracts under tender & Explanatory Note	Paper/electronic – Legal Services http://www.eastcamb.gov.uk/notices/open-data	Photo-copying charges if hard copies requested
Contracts/ tenders awarded list for those contracts over £500	Web-based/ electronic – Legal Services http://www.eastcamb.gov.uk/notices/open-data	Photo-copying charges if hard copies requested

K. List of contracts awarded and their value

The Council to publish only contracts that are large enough to have gone through formal tendering.

Description	Format	Fees: FOIA
Contracts/ tenders awarded list for those contracts over £500	Web-based/ electronic – Legal Services http://www.eastcamb.gov.uk/notices/open-data	Photo-copying charges if hard copies requested

L. Details of grants to the voluntary community and social enterprise sector

Description	Format	Fees: FOIA
Grants to the voluntary community and social enterprise sector	Web based – Community Services http://www.eastcamb.gov.uk/notices/open-data	Photo-copying charges if hard copies requested
Care & Repair Grants	Web based – Environmental Services http://www.eastcamb.gov.uk/care-and-repair	Photo-copying charges if hard copies requested



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

M. District auditor's report.

Description	Format	Fees: FOIA
District Auditor's report	Paper/ electronic/ web-based – Finance http://www.audit-commission.gov.uk/	Photo-copying charges if hard copies requested

N. Financial statements for projects and events

If there are identifiable projects, we would expect the Publication Scheme to cover at least the financial reports that indicate actual expenditure against original project budgets. The larger the project, the greater the detail that should be available. Similarly, where organised events are publicised, their cost should be available through the Scheme.

Description	Format	Fees: FOIA
Annual Budgets	Paper/electronic/web based – Finance http://www.eastcambs.gov.uk/finance/council-accounts	Photo-copying charges if hard copies requested
Medium Term Financial Strategy presented to Finance & Governance Committee	Paper/ electronic/ web-based – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photo-copying charges if hard copies requested
Business Rates – Comprising of the following spreadsheets: Discretionary Housing Payments Accounts in Credit Full Relief Dataset Write on Accounts Council Tax Support Scheme	Web Based – Finance http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested
Fraud Monitoring & Explanatory Note	Web-based – Finance http://www.eastcambs.gov.uk/notices/open-data	

O. Internal financial regulations.

Description	Format	Fees: FOIA
Council's Financial Procedure Rules in Part 4 of Constitution	Paper/ website – Finance http://www.eastcambs.gov.uk/council-and-democracy/councils-constitution	Photo-copying charges if hard copies requested
Budget and Policy Framework Procedures in Part 4 of Constitution	Paper/ website – Finance http://www.eastcambs.gov.uk/council-and-democracy/councils-constitution	Photo-copying charges if hard copies requested
Anti-Fraud and Corruption Strategy in Part 4 of Constitution	Paper/ website – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photo-copying charges if hard copies requested
Money Laundering Policy (to be incorporated in above 2011)	Paper/Website – Finance http://www.eastcambs.gov.uk/council-and-democracy/councils-constitution	Photo-copying charges if hard copies requested

P. Funding for partnership arrangements

Where the Council takes the lead role in a partnership arrangement, we would expect details of the funding arrangements for the partnership to be available. Where a Council contributes funding to a partnership arrangement managed by another authority, we would expect details of the funding provided to be published.

Description	Format	Fees: FOIA
Annual Budget - See Budget above.	Paper/ web-based – Finance http://www.eastcambs.gov.uk/finance/council-accounts	Photocopying
Recap Board partnership with Environmental Services - In partnership with Cambridgeshire	County Council Website – Environmental Services http://www.recap.co.uk/	



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

County and all Cambridgeshire District Councils		
Greater Cambridgeshire and Peterborough Local Enterprise Partnership	Development Services http://www.yourlocalenterprisepartnership.co.uk/	
Domestic Violence Advocacy Services - Cambridgeshire County wide partnership arrangement	Cambridgeshire County Council – Community Services http://www.eastcambs.gov.uk/crime/domestic-violence	Photocopying fees if applicable
Community Safety Partnership - District Level CDRP – with Police/ County Council/ Health & Probation	Strategy on website Cambridgeshire County Council – Community Services http://www.eastcambs.gov.uk/crime/community-safety-0	Photocopying fees if applicable
County Council Research Group Crime Analyst (To be confirmed) - Partnership arrangements within the District to fund research – SLA	Paper based – Community Services http://www.eastcambs.gov.uk/crime/community-safety-0	Photocopying fees if applicable
Anglia Revenues Partnership - Joint Committee arrangement to deliver shared services for benefits for East Cambridgeshire, Forest Heath, Breckland District Councils and St Edmundsbury Borough Council	Link to website via Finance section on web. Minutes reviewed by Policy Committee (& to be sub-committee). Decisions taken by East Cambridgeshire, on Council's website. – Finance http://www.eastcambs.gov.uk/finance-benefits/welcome-finance-benefits	Photocopying where appropriate
Scheme of Delegation for partnership responsibility see Part 3 of Constitution	Web based – Community Services http://www.eastcambs.gov.uk/community/services-eligible-delegation	Photo-copying charges if hard copies requested
Service Level Agreement Funding & Explanatory Note	Web based – Community Services http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested
Community Fund Tracking (2010 – present)	Web based – Community Services http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested
Discretionary Housing Payments	Web based – Finance http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested.
Business Rates – <i>Accounts in Credit, Full Relief, Write on Accounts</i>	Web based – Finance http://www.eastcambs.gov.uk/notices/open-data	Photocopying charges if hard copies requested.

3. What our priorities are and how we are doing

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

We would expect information in this class to be available at least for the current and previous three years. Information should be available not only for the Council as a whole but also for directorates or departments where this is available.

Below is a list of the type of information we would expect Councils to have readily available for publication. Any other reports or recorded information showing the Council's planned or actual performance should normally be included.

A. Annual reports.

Description	Format	Fees: FOIA
Housing Needs Cambridge-shire Sub-Regional Housing Market Assessment	Web-based and paper – Housing http://www.cambridgeshireinsight.org.uk/	Photo-copying charges if hard copies requested
Annual monitoring reports 2005 onwards & Local Development Framework – Annual Monitoring Reports & Local Development Framework & Local Plan and Associated Supplementary Planning Guidance & Local Development Framework - Local Forward Planning	Paper/ website – Development Services http://www.eastcambs.gov.uk/local-development-framework/east-cambridgeshire-local-plan	Photo-copying charges if hard copies requested
Car Parking study - Consultant study on management of car parking arrangements (including financial/ occupancy levels & enforcement regimes)	Paper/ electronic – Community Services http://www.eastcambs.gov.uk/parking/car-parking-consultation-summary-responses	Photo-copying charges if hard copies requested



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

Annual Air Quality report	Paper/ website (will be available via relevant Committee – Environment & Transport – Environmental Services http://www.eastcambs.gov.uk/pollution/air-quality	Photo-copying charges if hard copies requested
Oliver Cromwell House Business Plan report - Includes performance measures on previous financial year and key targets for next 2 years	Paper/ electronic – Community Services http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photo-copying charges if hard copies requested
Annual Equalities Update	Paper/ web-based – Human Resources http://www.eastcambs.gov.uk/community/equality-diversity	Photo-copying charges if hard copies requested
Annual Fraud Report	Paper/web-based – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photo-copying charges if hard copies requested
Annual Internal Audit Report & Opinion	Paper/web-based – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photo-copying charges if hard copies requested
Annual Governance Statement	Paper/web-based – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photo-copying charges if hard copies requested
Code of Corporate Governance	Paper/web-based – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photo-copying charges if hard copies requested

B. Strategies and business plans for services provided by the Council.

Description	Format	Fees: FOIA
Community Services Physical Activity action plan	Web-based and paper – Community Services http://www.eastcambs.gov.uk/sports/sport-and-physical-activity-strategy-2013-17	Photo-copying charges if hard copies requested
Community Safety Strategy	Web-based and paper – Community Services http://www.eastcambs.gov.uk/crime/community-safety-0	Photo-copying charges if hard copies requested
Single Equality Scheme– including Race Equality/Disability Equality & Gender Equality Scheme	Web-based and paper – Human Resources http://www.eastcambs.gov.uk/east-cambs-district-council/single-equality-scheme	Photo-copying charges if hard copies requested
Corporate Plan/Strategic Objectives	Web-based and paper – Chief Executive http://www.eastcambs.gov.uk/east-cambs-district-council/corporate-objectives	Photo-copying charges if hard copies requested
Contaminated Land Strategy	Web-based and paper – Environmental Services http://www.eastcambs.gov.uk/pollution/contaminated-land	Photo-copying charges if hard copies requested
Medium Term Financial Strategy	Web-based and paper – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photo-copying charges if hard copies requested
Treasury Management Strategy	Web-based and paper – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photo-copying charges if hard copies requested
Treasury Management Outline Report	Web based and paper – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photo-copying charges if hard copies requested
Annual Investment Strategy	Web-based and paper – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photo-copying charges if hard copies requested
Affordable Housing Strategy	Web-based and paper – Housing http://www.eastcambs.gov.uk/planning/affordable-	Photo-copying charges if hard copies requested



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

	housing-statements	
Ely Market Town Strategy for Ely	Web-based and paper – Development Services http://www.eastcambs.gov.uk/local-development-framework/cambridgeshire-county-council-documents	See County Council website
Communication Strategy	Web-based and paper – Chief Executives http://www.eastcambs.gov.uk/east-cambs-district-council/policy-documents	Photo-copying charges if hard copies requested
Workforce Development Plan	Paper – Human Resources	Photo-copying charges if hard copies requested
Children & Young Person Strategy	See County Council's website – Community Services http://www.cambridgeshire.gov.uk	See County Council
Private Sector Housing Renewals Policy	Web-based and paper – Environmental Services http://www.eastcambs.gov.uk/housing/private-sector-housing	Photo-copying charges if hard copies requested
Local Transport Plan	Web-based Cambridgeshire County Council http://www.cambridgeshire.gov.uk	CCC Website
Ely Transport Modelling Study (volumes 1-3)	Web-based and paper – Development Services http://www.eastcambs.gov.uk/planning/ely-masterplan-previous-consultation-findings	Photo-copying charges if hard copies requested
Corporate Asset Management Plan	Web Based and Paper – Facilities Management http://www.eastcambs.gov.uk/sites/default/files/sphs.pdf	Photo-copying charges if hard copies requested
Risk Management Strategy	Web Based and Paper – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search Finance & Governance December	Photo-copying charges if hard copies requested
Fair processing notice (NFI)	Web based and Paper – Finance http://www.eastcambs.gov.uk/notices/fair-processing-notice	Photo-copying charges if hard copies requested
Public Sector Internal Audit Standards	Web based and Paper – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search Finance & Governance June	Photo-copying charges if hard copies requested

C. Best value local performance plan (no longer applicable).

Description	Format	Fees: FOIA
Council Performance publicly available information relating to the Council's performance:-	Web-based (Audit Commission website/ County Council Website) and paper – Chief Executive http://www.eastcambs.gov.uk/east-cambs-district-council/councils-performance-plan	Photo-copying charges if hard copies requested

D. Internal and external organisation performance reviews.

Description	Format	Fees: FOIA
Local Government Ombudsman Reports	Web-based and paper – Ombudsman Website http://www.lgo.org.uk/	Photo-copying charges if hard copies requested
Private Sector Housing Condition Survey & Execute Summary	Paper/ electronic & web-based – Environmental Services http://www.eastcambs.gov.uk/housing/private-sector-housing	Photo-copying charges if hard copies requested
IIP accreditation review	Paper/ electronic & web-based – Human Resources http://www.eastcambs.gov.uk/sites/default/files/agendas	Photo-copying charges if hard copies requested

EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

	/pc070513_M394App2.pdf	
--	--	--

E. Strategies developed in partnership with other authorities.

Examples would include community partnership strategies, safety and crime reduction strategies, road safety strategy, joint housing strategies, joint strategies for health issues and children's services.

Description	Format	Fees: FOIA
Press & Public Relations – see Communications Strategy	Web-based and paper – Chief Executives http://www.eastcambs.gov.uk/east-cambs-district-council/chief-executives-department	Photo-copying charges if hard copies requested
Cambridgeshire Health & Equalities Strategy - Joint Strategy for health improvement across the Cambridgeshire County	NHS Cambridgeshire electronic version available from NHS – Community Services	Photo-copying charges if hard copies requested
Cambridgeshire Sub-Regional Housing Strategy	Via author- On Cambridgeshire Horizon's website. http://www.cambridgeshirehorizons.co.uk/documents/crhb/publications/cambridge_sub-region_housing_strategy_2008-11.pdf	Photo-copying charges if hard copies requested

F. Economic development action plan.

Description	Format	Fees: FOIA
Economic Development Strategy	Web-based and paper – Development Services http://www.eastcambs.gov.uk/local-development-framework/introducing-local-development-framework	Photo-copying charges if hard copies requested

G. Forward plan.

Description	Form	Fees: FOIA?
Forward plan.	Paper/ web-based – Development Services http://www.eastcambs.gov.uk/local-development-framework/east-cambridgeshire-local-plan	Photo-copying charges if hard copies requested

H. Capital strategy.

Description	Form	Fees: FOIA?
Capital Programme 3-5 years	Paper/ website – Finance http://www.eastcambs.gov.uk/finance/council-accounts Back of Budget Book	Photo-copying charges if hard copies requested

I. Best Value performance indicators.

Description	Form	Fees: FOIA?
All Service Plans contain relevant NI's and local indicators Indicators from 2008 – 2010/2011	Paper/ website – Human Resources http://www.eastcambs.gov.uk/east-cambs-district-council/service-plans-charters	Photo-copying charges if hard copies requested

J. District auditor's reports on the best value performance plan and performance indicators.

Description	Form	Fees: FOIA?



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

Value for money Audit Opinion – no longer applicable	-	-
--	---	---

K. Inspection reports.

Description	Form	Fees: FOIA?
Audit report	Paper/ web-based – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photo-copying charges if hard copies requested

L. Statistical information produced in accordance with the Council's and departmental requirements.

Description	Form	Fees: FOIA?
Performance reports to Policy Committees / Sub-Committees	Web- based and paper – Chief Executives http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Photo-copying charges if hard copies requested

M. Impact assessments.

Description	Form	Fees: FOIA?
INRAs	Paper/ electronic – Human Resources http://www.eastcambs.gov.uk/east-cambs-district-council/impact-assessments#completed	Photo-copying charges if hard copies requested

N. Privacy Impact Assessments (in full or summary format)

Description	Form	Fees: FOIA?
Privacy Impact Assessments	None currently available	Photo-copying charges when applicable, if requesting hard copies

O. Service standards.

Description	Form	Fees: FOIA?
Council Performance Departmental Service Plans Annual Publication of Audited Performance indicators	Web-based and paper – Chief Executive's http://www.eastcambs.gov.uk/east-cambs-district-council/councils-performance-plan	Photo-copying charges if hard copies requested

4. How we make decisions

Decision-making processes and records of decisions.

We would expect information in this class to be available at least for the current and previous three years.

A. Timetable of Council meetings.

Description	Form	Fees: FOIA?
Council Meetings and Agenda – Decision Lists	Web-based and paper – Legal Services	Photo-copying



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

(each meeting agenda will have relevant decision lists attached)	http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	charges if hard copies requested
Council calendar of meeting	Web-based and paper – Legal Services http://www.eastcambs.gov.uk/council-and-democracy/meetings-calendar	Photo-copying charges if hard copies requested
Members Attendance at Council Meetings	Web based - Legal Services http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested

B. Agendas, officers' reports, background papers and minutes of Council committee, sub-committee and standing forum meetings

This will be the information that is required to be publicly available under local authority access to information rules.

Description	Form	Fees: FOIA?
Council and Committee Meeting, Agendas, meetings and minutes relating to Full Council decision making processes open to the public <ul style="list-style-type: none"> • Minutes • Agendas • Associated reports • Decision lists 	Web-based and paper – Legal Services http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Council's current copying charges apply for paper copies

C. Major policy proposals and decisions.

Information that can be made available to the public without damaging internal policy development and relations with other public authorities.

Description	Form	Fees: FOIA?
Major policy proposals In Policy Committee / Sub-Committee agendas/ minutes/ or Consultation documents (under forward agenda Plans in Policy/ Committee Sub-Committee item or Full Council)	Paper/ web-based – Legal Services http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	Yes photocopying charges

D. Facts and analyses of facts considered when framing major policies.

Description	Form	Fees: FOIA?
Project Plans within individual service area Plans	Web based – Chief Executives http://www.eastcambs.gov.uk/east-cambs-district-council/service-plans-charters	Photo-copying charges if hard copies requested

E. Public consultations

Details of consultation exercises with access to the consultation papers or information about where the papers can be obtained. The results and outcomes of consultation exercises.

Description	Form	Fees: FOIA?
Public Consultation Current public consultation documents/ Questionnaires	Web-based and paper Various Service Departments specific will be on website http://www.eastcambs.gov.uk/content/consultations	Photo-copying charges if hard copies requested
Neighbourhood Panels & meeting minutes	Web – based and paper – Legal Services	Photo-copying



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

Soham & East; South; West; Littleport and Ely	http://www.eastcambs.gov.uk/council-and-democracy/meetings-search	charges if hard copies requested
---	---	----------------------------------

F. Internal communications guidance, criteria used for decision-making, internal instructions, manuals and guidelines.

If access to internal instructions, manuals and guidelines for dealing with the business of the Council would help the public understand how decisions are made, these should be readily available. We would not expect information that might damage the Council's operations to be revealed.

Description	Form	Fees: FOIA?
Communications Strategy	Website – Chief Executive http://www.eastcambs.gov.uk/east-cambs-district-council/chief-executives-department	Photocopying if applicable
Guidance for Staff, Members and Candidates during an Election Period In Part 5 of the Constitution	Website – Democratic Services http://www.eastcambs.gov.uk/elections-voting/elections-voting	Photo-copying charges if hard copies requested
Constitution	Website – Legal Services http://www.eastcambs.gov.uk/council-and-democracy/councils-constitution	Photo-copying charges if hard copies requested
Corporate Enforcement Protocol	Website - Legal Services http://www.eastcambs.gov.uk/planning/planning-enforcement-policy	Photo-copying charges if hard copies requested
Freedom of Information/ Environmental Information Guidance	Electronic/ paper - Legal Services http://www.eastcambs.gov.uk/notices/freedom-information-act-foia	Photo-copying charges if hard copies requested
Data Protection Guidance	Electronic/ paper - Legal Services http://www.eastcambs.gov.uk/content/data-protection-policy-and-guidance	Photo-copying charges if hard copies requested
Food Enforcement Policy	Electronic/ paper – Environmental Services http://www.eastcambs.gov.uk/food-safety/food-safety-service	Photo-copying charges if hard copies requested
Health & Safety Enforcement Policy	Electronic/ paper - Environmental Services http://www.eastcambs.gov.uk/health-safety/health-safety	Photo-copying charges if hard copies requested
Environmental Services Enforcement Strategy	Electronic/ paper - Environmental Services http://www.eastcambs.gov.uk/sites/default/files/enfpo-licy.pdf	Photo-copying charges if hard copies requested
Housing Enforcement Policy	Electronic/paper – Environmental Services http://www.eastcambs.gov.uk/sites/default/files/housing/housing_enforcement_policy_10634.pdf	Photo-copying charges if hard copies requested

5. Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only. Some of the information about policies and procedures will be covered by the Council's Constitution.

A. Policies and procedures for conducting Council business

Codes of practice, memoranda of understanding, procedural standing orders, internal guidance about the division of responsibilities between committees and delegated authority, policies on communications between Councillors and members of staff and similar information should be included. If not included below, see 1A above.



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

Description	Form	Fees: FOIA?
Public access information. Leaflets on Petitions scheme, public speaking systems, public question times etc	Web-based and paper – Legal Services http://www.eastcambs.gov.uk/council-and-democracy/public-petitions-scheme	Leaflets should be available in reception. Photo-copying charges if hard copies requested
Public Question Time Schemes Details of schemes allowing public questions at Council Committee meetings	Web-based and paper - Legal Services http://www.eastcambs.gov.uk/committees/public-question-time-scheme	Photo-copying charges if hard copies requested
Petitions Scheme Details on how to put a petition to the Council	Web-based and paper - Legal Services http://www.eastcambs.gov.uk/council-and-democracy/petitions	Photo-copying charges if hard copies requested
By-Laws and Orders By-laws for good rule and government etc	Paper - Legal Services	Photo-copying charges if hard copies requested
Regulatory Powers and Investigation Act Corporate Policy	Paper/Web – based - Legal Services Currently being updated	Photo-copying charges if hard copies requested

B. Policies and procedures for delivering our services

Including local area agreement memoranda and policies and procedures for handling information requests.

Description	Form	Fees: FOIA?
Housing Allocations Policy	Web-link Administered by Sanctuary Housing http://www.eastcambs.gov.uk/housing/housing	Photo-copying charges if hard copies requested
Environmental Services Strategies and Policies Relating to the Council's Environmental Services functions.	Web-link/ Paper - Environmental Services http://www.eastcambs.gov.uk/east-cambs-district-council/environmental-services-department	Yes Council's current copying charges apply
Corporate Asset Management Plan	Paper Facilities Management http://www.eastcambs.gov.uk/sites/default/files/sphs.pdf	Photo-copying charges if hard copies requested
Service Plans for departments	Web based – Chief Executives http://www.eastcambs.gov.uk/east-cambs-district-council/service-plans-charters	Photo-copying charges if hard copies requested
Customer Service Standards	Web-based and paper Customer Services http://www.eastcambs.gov.uk/customer-services/customer-services	Photo-copying charges if hard copies requested
Anglia Revenues Partnership	Link to website via Finance section on web. Finance http://www.eastcambs.gov.uk/finance-benefits/welcome-finance-benefits	Photocopying where appropriate

C. Pay Policy Statement

Description	Form	Fees: FOIA?
Pay Policy Statement - <i>Pay Multiple included in this document</i>	Paper/Electronic – Finance http://www.eastcambs.gov.uk/sites/default/files/paypolicystatement1617.pdf	Photo-copying charges if hard copies requested

D. Policies and procedures about the recruitment and employment of staff



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

A number of policies, for example, equality and diversity, and health and safety, will cover both the provision of services and the employment of staff.

Description	Form	Fees: FOIA?
Officer Employment Procedure Rules in Part 4 of the Constitution Employee Code of Conduct General employment matters	Paper/Electronic – Legal Services http://www.eastcambs.gov.uk/sites/default/files/Constitution%20Part%204_3.pdf http://www.eastcambs.gov.uk/sites/default/files/constitution_key_document_employee_code_of_conduc_26872.pdf HR Management http://www.eastcambs.gov.uk/jobs/working-council	Photo-copying charges if hard copies requested
Disciplinary Policy & Procedure (for staff)	Paper/ electronic - HR Management http://www.eastcambs.gov.uk/sites/default/files/Disciplinary%20Procedure.pdf	Photo-copying charges if hard copies requested
Grievance Policy & Procedure (for staff)	Paper - HR Management	Photo-copying charges if hard copies requested

E. Customer service

Standards for providing services to the Council's customers, including the complaint procedure. Complaints procedures will include those covering requests for information and operating the Publication Scheme.

Description	Form	Fees: FOIA?
Dog Registration Scheme Application and details on website not Register	Electronic/Paper – Environmental Services http://www.eastcambs.gov.uk/dogs/dog-registration-scheme	Photo-copying charges if hard copies requested
Complaints Scheme Details of how to complain to the Council about the Council	Web-based and paper – Customer Services http://www.eastcambs.gov.uk/apply-report/complaint-form	Photo-copying charges if hard copies requested
Forms for completion by customers to access services of the Council	Web-based and paper – Customer Services http://www.eastcambs.gov.uk/content/customer-portal-online-enquiry-form	Photo-copying charges if hard copies requested
Complaints forms – for complaints about elected Councillors, formal open hearing complaint outcomes and associated documents	Web-based and paper – Legal Services http://www.eastcambs.gov.uk/search/site/councillor%20complaints	Complaint forms free Policy documents/ related publications: Photo-copying charges if hard copies requested

F. Records management and personal data policies

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

Description	Form	Fees: FOIA?
Records Management Policy	Paper/ electronic Facilities Management http://www.eastcambs.gov.uk/notices/open-data-entitled-document-retention-policy	Photo-copying charges if hard copies requested
Data protection guidance to staff & members	Paper/ web-based Legal Services http://www.eastcambs.gov.uk/content/data-	Photo-copying charges if hard copies requested



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

	protection-policy-and-guidance	
Freedom of Information guide to staff & members	Paper/ electronic Legal Services http://www.eastcambs.gov.uk/notices/freedom-information-act-foia	Photo-copying charges if hard copies requested
Freedom of Information Guide to applicants	Paper/ web-based Legal Services http://www.eastcambs.gov.uk/notices/freedom-information-act-foia	Photo-copying charges if hard copies requested

G. Charging regimes and policies

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

Description	Form	Fees: FOIA?
Fees and Charges Current Council fees and charges list	Web- based and Paper – Finance http://www.eastcambs.gov.uk/sites/default/files/Fees%20And%20Charges%202014%20FOR%20PUBLIC%20LICITATION%20amended%2011082014.pdf	Photo-copying charges if hard copies requested

6. Lists and registers

Current information only.

A. Public registers and registers held as public records

If a Council is required to maintain any register and make the information in it available for public inspection, the existing provisions covering access will usually be adequate. However, we expect authorities to publicise which public registers they hold, and how the information in them is to be made available to the public. Where registers contain personal information, Councils must ensure that they consider the data protection principles.

Description	Form	Fees: FOIA?
Contaminated Land Register Details of contaminated land and remediation within the District.	Paper and web-based Environmental Services http://www.eastcambs.gov.uk/pollution/public-register-contaminated-land	Yes – on payment of the Council's reasonable charges £0.80 plus photo-copying charges
Register of EPA (Environmental Protection Act) authorised Proc. Public registers of Information on authorised processes under S20 of the Environmental Protection Act 1990	Paper and web-based Environmental Services http://www.eastcambs.gov.uk/pollution/public-register-contaminated-land	Photo-copying charges if hard copies requested
Register of Private Water Supplies Public Register	Paper Environmental Services	Photo-copying charges if hard copies requested
Hazardous Substances Register Public Register	Paper Development Services	Photo-copying charges if hard copies requested
Food Premises Register Public Register	Web-based and Paper Environmental Services http://www.eastcambs.gov.uk/food-safety/food-safety-service	Photo-copying charges if hard copies requested
Radioactive Sources Register Public Register	Public Register, web link and Paper Environmental Services http://www.eastcambs.gov.uk/pollution/radon-gas	Photo-copying charges if hard copies requested
Hackney Carriage/ Private Hire Registers and Information	Web-based and paper Licensing	Photo-copying charges if hard copies requested



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

Statutory Registers and Guidance	http://pa.eastcambs.gov.uk/online-applications/search.do;jsessionid=17ECB79D2937DEB7107F1519895B6047?action=simple&searchType=LicencingApplication	requested
Planning Applications The documentation associated with applications for permission consents or approval	Web-based and paper – Development Services http://www.eastcambs.gov.uk/planning/planning-application-forms	Yes – The Councils current copying charges apply
Search for planning application	http://pa.eastcambs.gov.uk/online-applications/	
HMO Register	Paper and web-based – Environmental Services http://www.eastcambs.gov.uk/licensing/houses-multiple-occupancy-hmo-licence	Photo-copying charges if hard copies requested
Heritage Listing The consolidated listing of heritage buildings and sites	Paper/ web-based – Development Services http://www.eastcambs.gov.uk/listed-buildings/search	Photo-copying charges if hard copies requested
Preservation Orders Urban and rural tree preservation orders – <i>information and application</i>	Paper/web based – Development Services http://www.eastcambs.gov.uk/trees-landscaping/tree-preservation-orders	Photo-copying charges if hard copies requested
Sites and Monuments Details of the protected ancient and historical sites within the local area	See EH/ or CCC – English Heritage	See EH/ or CCC
Corporate Operations Risk Register	Paper and Web based – Finance http://www.eastcambs.gov.uk/council-and-democracy/meetings-search Finance & Governance September	Photo-copying charges if hard copies requested

B. Asset registers and information asset register

We would not expect Councils to publish all details from all asset registers. We would expect some information from capital asset registers to be available. If a Council has prepared an information asset register for the Re-use of Public Sector Information Regulations 2005, it should publish the contents.

Description	Form	Fees: FOIA?
Council Land Terrier Maps and detail sheets showing Council land ownership	Paper – Legal Services	Photo-copying charges if hard copies requested AND this will be subject to a Charged Licence: http://www.nationalarchives.gov.uk/documents/information-management/charged-licence.pdf Specifics of licence to be agreed prior to issue of paper copies. Notification of reuse – take this as due notice under section 11A(5) or 19(2D) of the Freedom of Information Act 2000 of Charges for re-use.
Award Ditches	Facilities Management http://www.eastcambs.gov.uk/environment/award-ditches	
Asset Register & Explanatory Note	Paper/website – Facilities Management http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested
Asset of Community Value	Web based – Community Services	Photo-copying



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

	http://www.eastcamb.gov.uk/community/community-right-bid-assets-community-value	charges if hard copies requested
Community Infrastructure Levy	Web based – Development Services http://www.eastcamb.gov.uk/planning/community-infrastructure-levy	Photo-copying charges if hard copies requested
Making Assets Count	Web based – Development Services http://www.eastcamb.gov.uk/meetings/strategic-policy-and-resources-committee-26012012	Photo-copying charges if hard copies requested
E-space Businesses	Web based – Development Services http://www.espaceely.com/	Photo-copying charges if hard copies requested

C. CCTV

Description	Form	Fees: FOIA?
CCTV	Web based – Community Services http://www.eastcamb.gov.uk/crime/community-safety-0	Photo-copying charges if hard copies requested

D. Disclosure logs

If a Council produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

Description	Form	Fees: FOIA?
FOIA/EIR disclosure logs and requests for reviews.	Paper / electronic – Legal Services http://www.eastcamb.gov.uk/freedom-of-information/freedom-information-disclosure	Photo-copying charges if hard copies requested

E. Register of Councillors' financial and other interests.

Description	Form	Fees: FOIA?
Registers of Interests and Code of Conduct Declarations Members disclosure of any involvement in organisations and income received from other bodies, which may affect their actions as Council Members	# Paper & web-based – Democratic Services NB search under individual Councillor's details if District Councillor or Parish if Parish/ Town Councillor (search under "more"): http://www.eastcamb.gov.uk/council-and-democracy/search-for-councillors Click on Parish name to view the Registers of Interest of the Councillors concerned: http://www.eastcamb.gov.uk/parish-councils/parish-councils	Photo-copying charges if hard copies requested
Members Allowances and Expenses	Web based – Finance http://www.eastcamb.gov.uk/notices/open-data	Photo-copying charges if requested by hard copy.
Councillors Attendance	Web based – Democratic Services http://www.eastcamb.gov.uk/notices/open-data	Photocopying charges if requested by hard copy.

F. Senior officers' declaration of interests

Description	Form	Fees: FOIA?
-------------	------	----------------



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

Senior officers declaration of interests	Paper & email – Legal Services	Photo-copying charges if hard copies requested
--	---------------------------------------	--

G. Register of gifts and hospitality.

Description	Form	Fees: FOIA?
Member Register of gifts and hospitality.	Paper/ electronic Democratic Services/ Monitoring Officer See above #	Photo-copying charges if hard copies requested

H. Highways, licensing, planning, commons, footpaths etc.

Description	Form	Fees: FOIA?
Licensing Application	Paper and if referred to Committee web-based – Licensing http://pa.eastcambs.gov.uk/online-applications/search.do.jsessionid=17ECB79D2937DEB7107F1519895B6047?action=simple&searchType=LicensingApplication	Photo-copying charges if hard copies requested
Taxi Licensing Applications (information)	Licensing http://www.eastcambs.gov.uk/licensing/licences-permits-registration	Photo-copying charges if hard copies requested
Fly Tipping (information and how to report)	Licensing http://www.eastcambs.gov.uk/waste/fly-tipping	A Form can be collected or downloaded
Dog Fouling	Licensing http://www.eastcambs.gov.uk/forms-publications/report-dog-fouling	A Forms can be collected or downloaded
Caravan Sites	Licensing http://www.eastcambs.gov.uk/licensing/caravan-site-licence	Photo-copying charges if hard copies requested
Riding Establishments	Licensing http://www.eastcambs.gov.uk/licensing/riding-establishment-licence	Photo-copying charges if hard copies requested
Travellers Sites/Unauthorized Encampment	Licensing http://www.eastcambs.gov.uk/community/unauthorised-encampments	Photo-copying charges if hard copies requested
Skin Piercing	Licensing http://www.eastcambs.gov.uk/licensing/skin-piercing-registration	Photo-copying charges if hard copies requested
Cooling Towers	Licensing http://www.eastcambs.gov.uk/licensing/cooling-tower-notification	Photo-copying charges if hard copies requested
Scrap Metal Dealers	Licensing http://www.eastcambs.gov.uk/licensing/motor-salvage-operators-scrap-metal-dealers-registration	Photo-copying charges if hard copies requested

I. Register of electors.

Description	Form	Fees: FOIA?
Register of Electors	Paper Electronic – Electoral	Yes Admin and statutory charges. See link to



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

		fees and charges above.
Registration Information on how to register to vote	Web-based and paper – Electoral http://www.eastcambs.gov.uk/elections-voting/howwhere-vote-faqs	Photo-copying charges if hard copies requested

7. Services provided by the Council.

Information about the services the Council provides including leaflets, guidance and newsletters, current information only. A comprehensive list of Services is provided on the Council's website and where applicable.

A. Regulatory and licensing responsibilities.

Description	Form	Fees: FOIA?
Premises Licensed by the Council Licenses granted under the Licensing Act 2003 Applications:	Web-based and Paper Licensing http://pa.eastcambs.gov.uk/online-applications/search.do;jsessionid=17ECB79D2937DEB7107F1519895B6047?action=simple&searchType=LicencingApplication http://www.eastcambs.gov.uk/forms-publications/premises-licence-application	Photo-copying charges if hard copies requested
Street Trading Licence Application Information	Web-based and paper Licensing http://www.eastcambs.gov.uk/apply-report/street-trading-licence-application	Photo-copying charges if hard copies requested
Consent Trading Application & information	Web-based and paper Licensing http://www.eastcambs.gov.uk/apply-report/street-trading-consent-application	Photo-copying charges if hard copies requested
Lottery Licence Information	Web-based and paper Licensing http://www.eastcambs.gov.uk/licensing/lottery-registration	Photo-copying charges if hard copies requested
House to House Collection information	Web-based and paper Licensing http://www.eastcambs.gov.uk/licensing/house-house-collections-licence	Photo-copying charges if hard copies requested
Street Collections Information	Web-based and paper Licensing http://www.eastcambs.gov.uk/licensing/street-collection-licence	Photo-copying charges if hard copies requested
Byelaws List and details of local by-laws e.g. good rule and government, mooring, tattooing, ear piercing and electrolysis, hackney carriages, open spaces, etc	Web-based and paper – Legal Services	Photo-copying charges if hard copies requested
Taxi & private hire Guide	Web-based and paper – Environmental Services http://www.eastcambs.gov.uk/licensing/taxi-private-hire-licences	Photo-copying charges if hard copies requested
Dog Breeding Establishments & Explanatory Note	Web-based – Environmental Services http://www.eastcambs.gov.uk/notices/open-data	

B. Services for local businesses.

Description	Form	Fees: FOIA?
Business Information Electronic newsletters for local businesses	Web-based and Paper Development Services http://www.eastcambs.gov.uk/business/invest-east-cambridgeshire	Photo-copying charges if hard copies requested



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

Health and Safety Newsletters and information to businesses	Paper & electronic Environmental Services http://www.eastcambs.gov.uk/health-safety/health-safety	Photo-copying charges if hard copies requested
Market Staff booking facility information	Web-based / paper Community Services http://www.eastcambs.gov.uk/licensing/market-stalls-and-pitches-permissions	Photocopying if applicable
Community Grants s106 advice and application	Web-based / paper Community Services http://www.eastcambs.gov.uk/finance/community-facilities-section-106-funding	Photocopying if applicable

C. Services for other organisations.

Description	Form	Fees: FOIA?
Grant Availability Information Leaflets & application	Web-based and Paper – Development Services http://www.eastcambs.gov.uk/finance/community-facilities-small-villages-grants http://www.eastcambs.gov.uk/finance/east-cambridgeshire-community-fund	Photo-copying charges if hard copies requested
Voluntary and Community Sector	Web-based and Paper – Community Services http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested
Community Safety Plan – Community safety strategies and associated advice leaflets	Paper – Community Services http://www.eastcambs.gov.uk/crime/community-safety-0	Photo-copying charges if hard copies requested

D. Services for members of the public.

Description	Form	Fees: FOIA?
Council Off-Street Car Parking Schemes Leaflets Council Off-Street Car Parking Orders	Web-based and paper Community Services http://www.eastcambs.gov.uk/parking/car-parks-ely-0	Leaflets – free
Controlled Parking Spaces	Web based – Community Services http://www.eastcambs.gov.uk/parking/car-parks-ely-0 http://www.eastcambs.gov.uk/notices/open-data	No
Graffiti Indemnity Form	Web-based and paper Community Services http://www.eastcambs.gov.uk/crime/graffiti	No
Guidelines on reporting Anti-social Behaviour (Incident Report Form)	Web-based and paper Community Services http://www.eastcambs.gov.uk/crime/anti-social-behaviour	No
Guidelines on reporting Hate Crimes Includes details of report centres	Web-based and paper Community Services http://www.eastcambs.gov.uk/crime/hate-crime	No
Domestic Violence Services Directory	Web-based and paper Community Services http://www.eastcambs.gov.uk/crime/domestic-violence	No
Public Conveniences Local Public Toilet information and Public Toilet ratings	Web-based Facilities Management http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested
Housing Benefits Advice Advice leaflets Enquiry forms Application forms	Web-based and paper Finance/ARP http://www.angliarevenues.gov.uk/	No
Event Information Diary	Web-based and paper Community Services http://visitely.eastcambs.gov.uk/events/whats-on	No
Swimming Policy Information	Web-based and paper Community Services	No



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

Swimming pool opening times etc	http://www.eastcambs.gov.uk/sports/swimming-pools	
Service Charter Parks	Web-based and paper Human Resources http://www.eastcambs.gov.uk/east-cambs-district-council/service-plans-charters	No
Public Open space	Web-based and paper Facilities Management http://www.eastcambs.gov.uk/environment/parks-and-open-spaces	No
Public information on grass cutting/ sponsoring a bench or tree applying for allotment/ award ditches/ closed churchyard/ Parks in District	Paper/ web-based Facilities Management http://www.eastcambs.gov.uk/environment/parks-and-open-spaces	No
General Housing Advice Landlords and Tenants; referral service for debt advice; Homeless Services advice	Paper/ web-based Housing http://www.eastcambs.gov.uk/housing/homelessnes	No
Public Health Funerals undertaken by the Council where there is no next of kin.	Web-based – Environmental Services http://www.eastcambs.gov.uk/notices/open-data	No
Public Health Funeral Costs		

E. Services for which the Council is entitled to recover a fee, together with those fees.

Description	Form	Fees: FOIA?
Council Tax Discount Scheme Advice Leaflets Enquiry forms Application forms	Web-based and paper – Finance http://www.angliarevenues.gov.uk/	No
Business Rates Advice Advice leaflets Enquiry forms Application forms	Web-based and paper – Finance http://www.angliarevenues.gov.uk/	No
Land Charge Fees and Search Fees	Web-based and paper – Land Charges http://www.eastcambs.gov.uk/landcharges/about-local-land-charges	See relevant types of search for fees (if applicable)
Licensing & Environmental Services	Web-based and paper – Environmental Services http://www.eastcambs.gov.uk/east-cambs-district-council/environmental-services-department	No – unless copies of various services requested and then photocopying charges
Car Parking Tickets (April 2010-Present)	Web based – Community Services http://www.eastcambs.gov.uk/notices/open-data	Photocopying charges if requested by hard copy
Parking Account & Explanatory Note	Web based – Community Services http://www.eastcambs.gov.uk/notices/open-data	

F. Information for visitors to the area, leisure information, events, museums, libraries and archive collections.

Description	Form	Fees: FOIA?
Visitors Guide and related information	Web-based and paper – Community Services http://visitely.eastcambs.gov.uk/	No
Tourist Leaflets Ely Shoppers Guide Group Guides Ely City Trails	Web-based and paper – Community Services http://visitely.eastcambs.gov.uk/walking/walking-cycling	No
Various Environmental Services Leaflets	Paper – Environmental Services	No
Planning – guidance documents	Paper & Web-based and paper – Development Services http://www.eastcambs.gov.uk/planning/planning-guidance-notes	No

G. Leaflets, booklets and newsletters.



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

Description	Form	Fees: FOIA?
Housing Advice Leaflets	Paper & web-based – Housing http://www.eastcambs.gov.uk/housing/relationship-breakdown-housing-advice http://www.eastcambs.gov.uk/housing/key-workers-housing-advice http://www.eastcambs.gov.uk/housing/housing-service	No
Private Sector Housing Advice Leaflet Information	Paper and web-based – Environmental Services http://www.eastcambs.gov.uk/housing/private-sector-housing	No

H. Advice and guidance.

Description	Form	Fees: FOIA?
Various Advice and Information Leaflets relating to the Council's Environmental Services Information	Paper and web-based – Environmental Services http://www.eastcambs.gov.uk/east-cambs-district-council/environmental-services-department	No
Changes to Refuse Collections	Web-based and paper - Environmental Services http://www.eastcambs.gov.uk/waste/waste-recycling	No
Guide to Organising Safe Events. Guidance on organisation of outdoor events Application for outdoor event on Council- owned land.	Web-based and paper - Environmental Services http://www.eastcambs.gov.uk/licensing/temporary-event-notice	No
Health Advice Leaflets Relating to infectious diseases/food poisoning.	Web-based and paper - Environmental Services http://www.eastcambs.gov.uk/food-safety/food-poisoning	No
Leaflets on Homelessness, Renting, Grants etc e.g. Guidance on private renting, on how to deal with problems with landlords, Council associations for those facing homelessness, etc.	Web-based and paper – Housing http://www.eastcambs.gov.uk/housing/homelessness	No
Sports Development Promotions and Information Leaflets	Web-based and paper – Community Services http://www.eastcambs.gov.uk/sports/healthy-walks-programmes http://www.eastcambs.gov.uk/sports/move-disability-sport-partnership http://www.eastcambs.gov.uk/sports/mature-active-programme http://www.eastcambs.gov.uk/sports/summer-holiday-programmes-2013 http://www.eastcambs.gov.uk/sports/sports-coach-development http://www.eastcambs.gov.uk/sports/leisure-centres-sports-facilities	No
Campaign, publicity and awareness literature on Council services, partnership services, or promotional activities associated with the Council	Web-based and paper – Chief Executive http://www.eastcambs.gov.uk/content/press-releases	Yes – Council's current copying charges apply
Closed Churchyards	Web based – Facilities Department http://www.eastcambs.gov.uk/environment/parks-and-open-spaces	
Publications Guidebooks, books and other publications that the Council makes available on a chargeable basis	Paper – Community Services	Yes – Council's current copying charges apply
Pest Control advice leaflet	Web-based and paper – Environmental Services http://www.eastcambs.gov.uk/health/pest-control	No



EAST CAMBRIDGESHIRE DISTRICT COUNCIL'S GUIDE TO INFORMATION

I. Media releases.

Description	Form	Fees: FOIA?
Press Releases Information released to the media	Web-based and paper Chief Executive's Department http://www.eastcambs.gov.uk/content/press-releases	No

J. Election information

The offices of the Returning Officer and of the Electoral Registration Officer are separate to the functions of local authorities. Information held by a local authority on behalf of these two officers is not currently covered by the Freedom of Information Act. However, much of the information about elections is also held by local authorities and the information that is available is set out in the Publication Scheme. By way of example this would include: forthcoming elections, election results, review of polling stations, information on becoming a Councillor, voting procedures.

Description	Form	Fees: FOIA?
Elections Information on how to be a candidate at elections, how to obtain a postal vote etc.	Web-based and paper – Electoral Services http://www.eastcambs.gov.uk/elections-voting/elections-voting	No
Electoral Turnouts	Web-based and paper - Electoral Services http://www.eastcambs.gov.uk/elections-voting/elections-voting	No
List of Purchases of Electoral Roll	Paper and web-based - Electoral Services http://www.eastcambs.gov.uk/notices/open-data	Photo-copying charges if hard copies requested
Election Notices Statutory notices relating to elections	Web-based and Paper - Electoral Services http://www.eastcambs.gov.uk/elections-voting/elections-voting	No