



## **Publication Scheme Guidance**

### **Classes of Information and Guidance to Information**

#### **Freedom of Information Act 2000 – Publication Scheme**

In implementing the Freedom of Information Act 2000 Rother District Council promotes openness and transparency in the way we make our decisions by providing clear information about our policies and processes through our publication scheme. We deal with individual requests for information courteously and promptly and provide advice and assistance if necessary.

#### **What is Freedom of Information?**

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities. It lists exemptions from that right and places a number of obligations on public authorities.

#### **What is a Publication Scheme?**

A Publication Scheme is a guide to the classes of information that the Council publishes or intends to publish routinely. The term 'published' is broad and is not limited to information produced in paper format. As far as the Freedom of Information Act 2000 is concerned, information made publicly available has been published. Therefore, information on the Council's website is as much part of the Publication Scheme as printed documents.

#### **What are Classes of Information?**

A requirement of the Act is to specify 'classes' of information that the Council will publish within its Publication Scheme.

The Information Commissioner has issued a 'Model Publication Scheme' and from 1 January 2009 Rother District Council adopted this scheme.

The Model Scheme contains 7 classes of information and these are as follows:

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

### **How will I request additional information not covered by this scheme?**

The Council includes as much information in the Publication Scheme as it can; however, if you cannot find what you are looking for you can make a request for information.

The Act is retrospective and information requests can be for information created before the Act came fully into force in 2005. However, where any of the information comes within an exempt category either under the Freedom of Information Act 2000 or other relevant legislation, it will be published with the exempt material deleted.

### **Will I be charged for information?**

Material which is published and accessed on the website can be downloaded free of charge. Some information may only be available in hard copy and some information will only be available for inspection. Charges may be made for information subject to a legal charging regime. Charges under the publication scheme may be made for disbursements such as:

- Photocopying
- Printing
- Postage and packing
- The cost directly incurred as a result of viewing information

Any charges will be in accordance with the Council's policy.

## Who do I contact?

For information concerning the scheme, if you want to request other information, or if you have any queries about the scheme and what it contains, please contact:

Freedom of Information  
Rother District Council  
Town Hall  
Bexhill-on-Sea  
East Sussex. TN39 3JX  
Tel: 01424 787000 Email: [foi@rother.gov.uk](mailto:foi@rother.gov.uk)

## Making an Appeal

If after receiving the Council's reply to your Freedom of Information Request you are unhappy with the Council's actions, you can use Rother District Council's appeals procedure. Appeals must be made in writing (or e-mail) and addressed to the Complaints Manager, who acts as the Appeals Officer, to the address above.

If after going through the appeals procedure you are still not satisfied then the Freedom of Information Act 2000 makes provision for you to then appeal directly to the Information Commissioner's Office at:

Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF [www.ico.gov.uk](http://www.ico.gov.uk)

## Reviewing and Maintaining the Scheme

The Freedom of Information Act 2000 states that a publication scheme should be reviewed regularly. The Council is responsible for reviewing and maintaining this guide to information and the data it contains. Material will be updated and any outdated information will be removed.

## Copyright

Reproducing material supplied under this Publication Scheme without the express permission of the Council may be an infringement of copyright. Requests for permission should be addressed to Freedom of Information, Town Hall, Bexhill-on-Sea, East Sussex. TN39 3JX.

# Index

Page No

## **Who we are and what we do**

|  |   |
|--|---|
| Council Constitution   | 6 |
| Council democratic structure and council directorate structure | 6 |
| Location and opening times of Council properties               | 6 |
| Currently elected Councillors' information and contact details | 6 |
| Contact details for all customer-facing departments            | 6 |
| Election information   | 6 |

## **What we spend and how we spend it**

|  |   |
|--|---|
| Financial statements and budgets   | 7 |
| Capital programme  | 7 |
| Financial audit reports  | 7 |
| The Members' Allowances Scheme and the allowances paid under it to Councillors each year | 7 |
| Staff allowances and expenses  | 7 |
| Pay policy   | 7 |
| Senior salary information  | 7 |
| Election expenses (returns or declarations and accompanying documents)                   | 7 |
| Procurement procedures   | 7 |
| Details of contracts currently being tendered  | 7 |
| Lists of contracts awarded   | 7 |
| Internal financial regulations   | 8 |
| Expenditure over £500  | 8 |
| Grants   | 8 |

## **What our priorities are and how we are doing**

|   |    |
|---|----|
| Strategies and business plans for services provided by the Council  | 9  |
| Performance management including Annual Report and Performance Plan | 10 |
| Forward plan  | 10 |
| Planning Policy   | 10 |
| Equality Impact Assessments   | 10 |

## **How we make decisions**

|  |    |
|--|----|
| Timetable of Council meetings  | 11 |
| Agendas, officers' reports, background papers, minutes of Council committee meetings | 11 |
| Major policy proposals and decisions   | 11 |
| Facts and analysis of facts considered when framing major policies                   | 11 |
| Public consultations   | 11 |
| Corporate customer service standards   | 11 |
| Criteria used for decision making  | 11 |

## **Our policies and procedures**

|   |    |
|---|----|
| Policies and procedures for conducting council business and for delivering our services | 12 |
| Policies and procedures about the recruitment and employment of staff                   | 13 |
| Customer Services   | 13 |
| Charging regimes and policies   | 14 |

## **Lists and registers**

|  |    |
|--|----|
| Public registers and registers held as public records: | 15 |
| Transparency Code, Open Data, Public Registers         | 15 |
| Environmental Health Performance                       | 16 |
| FAQs   | 16 |
| Register of Councillors' financial and other interests | 15 |
| Publication Scheme                                     | 16 |
| Planning applications and decisions/Local Land Charges | 16 |
| Assets of Community Value                              | 16 |
| Byelaws and Public Notices                             | 16 |
| Full register of electors                              | 17 |
| Open register of electors                              | 17 |

## **Services provided by the Council**

|   |    |
|---|----|
| Licensing responsibilities                                  | 18 |
| Licenses from other organisations                           | 18 |
| Regulatory responsibilities                                 | 18 |
| Services for local businesses                               | 18 |
| Services for members of the public                          | 18 |
| Services for which the Council is entitled to recover a fee | 19 |

## Rother District Council Publication Scheme

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

The guidance below is intended to assist you by giving some examples of the type of information the Council routinely makes available. Where a document is indicated within this guidance it will be the current version. There are some links to guide you to where the information contained in the scheme can be found.

### Classes of Information

| <b>Who we are and what we do</b>                                      |  |   |               |
|---|--|---|---------------|
| Organisational information, structures, locations and contacts        |  |   |               |
| <b>Category</b>   | <b>Description</b>   | <b>Publication format</b>   | <b>Charge</b> |
| <b>Council Constitution</b>   | Key guide and 'rulebook' for how the Council, its staff and elected councillors fulfil their roles and responsibilities.                     | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/8921/Constitution">http://www.rother.gov.uk/article/8921/Constitution</a>  | No            |
| <b>Council democratic structure and Council directorate structure</b> | Key people, management structure and contacts; details of councillors and wards including county councillors and parliamentary constituency. | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/10193/Councillors-and-meetings">http://www.rother.gov.uk/article/10193/Councillors-and-meetings</a><br><a href="http://www.rother.gov.uk/article/1005/Departments">http://www.rother.gov.uk/article/1005/Departments</a> | No            |
| <b>Location and opening times of council properties</b>               | Details of the addresses of council properties, together with opening times and telephone numbers.   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/125/Contact-Us">http://www.rother.gov.uk/article/125/Contact-Us</a>  | No            |
| <b>Currently elected councillors' information and contact details</b> | Information about Rother's elected representatives including registrable interests.  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/179/Councillors">http://www.rother.gov.uk/article/179/Councillors</a>  | No            |
| <b>Contact details for all customer-facing departments</b>            | Contact details for all customer-facing departments and divisions.   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/1005/Departments">http://www.rother.gov.uk/article/1005/Departments</a>  | No            |
| <b>Election information</b>   | Includes election information and details on how to vote.  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/181/Electoral-Services">http://www.rother.gov.uk/article/181/Electoral-Services</a>  | No            |

## What we spend and how we spend it

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

| Category  | Description   | Publication format  | Charge |
|---|---|---|--------|
| <b>Financial statements, budgets and variance reports</b>   | Budget Books – 2007/08 to 2015/16   | Available online to download/view online at:<br><a href="http://www.rother.gov.uk/article/1059/Budgets-and-Accounts">http://www.rother.gov.uk/article/1059/Budgets-and-Accounts</a>   | No     |
|   | Statement of Accounts – 2007/08 to 2014/15  | Available online to download/view online at:<br><a href="http://www.rother.gov.uk/article/1059/Budgets-and-Accounts">http://www.rother.gov.uk/article/1059/Budgets-and-Accounts</a>   | No     |
| <b>Capital programme</b>  | Located within Budget Book.   | Available online to download/view online at:<br><a href="http://www.rother.gov.uk/article/1059/Budgets-and-Accounts">http://www.rother.gov.uk/article/1059/Budgets-and-Accounts</a>   | No     |
| <b>Financial audit reports</b>  | The Council's External Auditor produces a number of reports about the financial status of the Council and these can be found under the Resources Committee Agendas. | Available to download/view online at:<br><a href="http://www.rother.gov.uk/article/309/Resources-Overview-and-Scrutiny-Committee">http://www.rother.gov.uk/article/309/Resources-Overview-and-Scrutiny-Committee</a>  | No     |
| <b>The members' allowances scheme and the allowances paid under it to councillors each year</b>                                 | Details of councillors' personal interests, membership of other organisations and bodies and allowances.  | Available to download/view online at:<br><a href="http://www.rother.gov.uk/article/8291/Councillors-Allowances">http://www.rother.gov.uk/article/8291/Councillors-Allowances</a><br><a href="http://www.rother.gov.uk/article/1453/Councillors-Registrable-Interests">http://www.rother.gov.uk/article/1453/Councillors-Registrable-Interests</a> | No     |
| <b>Senior Salaries and Pay Multiples</b>  | Details of Senior salaries  | Available to download/view online at:<br><a href="http://www.rother.gov.uk/article/10983/Senior-salaries-and-pay-multiples">http://www.rother.gov.uk/article/10983/Senior-salaries-and-pay-multiples</a>  | No     |
| <b>Pay Policy</b>   | This pay policy is a requirement of the Localism Act 2011.  | <a href="http://www.rother.gov.uk/article/10983/Senior-salaries-and-pay-multiples">http://www.rother.gov.uk/article/10983/Senior-salaries-and-pay-multiples</a>   | No     |
| <b>Senior Salary Information</b>  | Senior salary information together with notes about the main purpose of each senior officer's post.   | <a href="http://www.rother.gov.uk/article/10983/Senior-salaries-and-pay-multiples">http://www.rother.gov.uk/article/10983/Senior-salaries-and-pay-multiples</a>   | No     |
| <b>Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)</b> | Details of candidates' election expenses are available for view for up to 2 years from the date of receipt from the candidate following an election.                | Available to view on request from Electoral Services, Town Hall, Bexhill-on-Sea, East Sussex TN39 3JX<br>Tel: 01424 787000  | No     |
| <b>Procurement procedures</b>   | Details of the procurement procedures for works, goods and services.  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/Procurement">http://www.rother.gov.uk/Procurement</a>  | No     |
| <b>Details of contracts currently being tendered</b>  | Information regarding contracts currently being tendered is publically available on the website of the South East Business Portal Contract Store                    | Available to view at:<br><a href="http://www.businessportal.southeastiep.gov.uk">http://www.businessportal.southeastiep.gov.uk</a>  |        |
| <b>List of contracts awarded</b>  | Information regarding the contracts the council has awarded is publically available on the website of the South East Business Portal Contract Store                 | Available to view at:<br><a href="http://www.businessportal.southeastiep.gov.uk">http://www.businessportal.southeastiep.gov.uk</a>  | No     |
| <b>Internal financial</b>   | Details of the Council's Financial Procedure rules. Part 4 of   | Available online to download/view at:   | No     |

|                              |  |  |    |
|------------------------------|--|--|----|
| <b>regulations</b>           | the Council's Constitution, Section 4-6 and Contract Procedure Rules Section 4-7.  | <a href="http://www.rother.gov.uk/article/8921/Constitution">http://www.rother.gov.uk/article/8921/Constitution</a>  |    |
| <b>Expenditure over £500</b> | Details of payments made of over £500 to our suppliers   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/7317/Supplier-Expenditure-Information">http://www.rother.gov.uk/article/7317/Supplier-Expenditure-Information</a>   |    |
| <b>Grants</b>                | Grants are available from the Council. Details can be found searching on the Council's website:<br><br>Community Grants Scheme<br><br>Disabled Facilities Grants | Available online to view at:<br><br><a href="http://www.rother.gov.uk/communitygrantscheme">http://www.rother.gov.uk/communitygrantscheme</a><br><br><a href="http://www.rother.gov.uk/article/11555/Disabled-facilities-grants">http://www.rother.gov.uk/article/11555/Disabled-facilities-grants</a> | No |



## What our priorities are and how we are doing

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

| Category   | Description  | Publication format   | Charge |
|--|--|--|--------|
| Strategies and business plans for services provided by the council | Asset Management Plan                                      | <a href="http://www.rother.gov.uk/CHttpHandler.ashx?id=23480&amp;p=0">http://www.rother.gov.uk/CHttpHandler.ashx?id=23480&amp;p=0</a>  | No     |
|  | Rother's Economic Regeneration Strategy                    | Available online to download/view at:<br><a href="http://www.rother.gov.uk/economicstrategy">http://www.rother.gov.uk/economicstrategy</a>   | No     |
|  | Consultation and Feedback                                  | Available online at:<br><a href="http://www.rother.gov.uk/consultation">http://www.rother.gov.uk/consultation</a>  | No     |
|  | Corporate Plan 2014-2021                                   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/corporateplan">http://www.rother.gov.uk/corporateplan</a>   | No     |
|  | Community Safety   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/safety">http://www.rother.gov.uk/safety</a>   | No     |
|  | Data Quality Policy  | Available online to download at:<br><a href="http://www.rother.gov.uk/article/119/Performance-Management">http://www.rother.gov.uk/article/119/Performance-Management</a>  |        |
|  | Environmental Health Service Standards                     | Available to view at:<br><a href="http://www.rother.gov.uk/article/10151/What-you-can-expect-from-Environmental-Health">http://www.rother.gov.uk/article/10151/What-you-can-expect-from-Environmental-Health</a> |        |
|  | Planning Policies  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/index.cfm?articleid=1648">http://www.rother.gov.uk/index.cfm?articleid=1648</a>   | No     |
|  | Housing Strategies   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/2829/Housing-Documents">http://www.rother.gov.uk/article/2829/Housing-Documents</a>   | No     |
|  | Bexhill Town Centre Strategy                               | <a href="http://www.rother.gov.uk/towncentre">http://www.rother.gov.uk/towncentre</a>  | No     |
|  | Active Rother Strategy: More People More Active More Often | <a href="http://www.rotherlsp.info/ActiveCommunities">http://www.rotherlsp.info/ActiveCommunities</a>  |        |
|  | Leisure Facilities Strategy 2009-2020                      | Available online to download/view at:<br><a href="http://www.rother.gov.uk/leisurefacilitiesstrategy">http://www.rother.gov.uk/leisurefacilitiesstrategy</a>   | No     |
|  | Playing Pitch Strategy 2012-18                             | Available online to download/view at:<br><a href="http://www.rother.gov.uk/playingpitchstrategy">http://www.rother.gov.uk/playingpitchstrategy</a>   | No     |
|  | Medium Term Financial Strategy                             | Available online to download view at:<br><a href="http://www.rother.gov.uk/article/1059/Budgets-and-accounts">http://www.rother.gov.uk/article/1059/Budgets-and-accounts</a>                                     | No     |

|  |  |  |    |
|--|--|--|----|
|  | Procurement Strategy   | Available from Finance, Town Hall, Bexhill-on-Sea, East Sussex TN39 3JX or <a href="mailto:finance@rother.gov.uk">finance@rother.gov.uk</a>  | No |
|  | Risk Management Strategy   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/1009/Risk-Management-Policy-and-Framework">http://www.rother.gov.uk/article/1009/Risk-Management-Policy-and-Framework</a> | No |
| <b>Performance Management – including Annual Report and Performance Plan</b> | Performance Management to ensure the Council is meeting its Key Aims and Executive Priorities.   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/119/Performance-Management">http://www.rother.gov.uk/article/119/Performance-Management</a>                               | No |
| <b>Forward plan</b>  | This Plan is a list of key decisions likely to be taken over the coming four months. The list is not exhaustive as not all decisions are known that far in advance. The Plan is published monthly. | Available online as an attachment at:<br><a href="http://www.rother.gov.uk/article/182/Forward-Plan">http://www.rother.gov.uk/article/182/Forward-Plan</a>   | No |
| <b>Planning Policy</b>   | Details of the Council's Local Plan, Core Strategy, CIL  | Available online at:<br><a href="http://www.rother.gov.uk/planningpolicy">http://www.rother.gov.uk/planningpolicy</a>  |    |
| <b>Equality Impact Assessments</b>   | All Equality Impact Assessments Reports on services carried out from 2003 to date can be found on the Equalities Downloads page.   | Available online as attachments at:<br><a href="http://www.rother.gov.uk/article/7519/Equality-Impact-Assessments">http://www.rother.gov.uk/article/7519/Equality-Impact-Assessments</a>                     | No |

## How we make decisions

### Decision-making processes and records of decisions

| Category  | Description   | Publication format   | Charge |
|---|---|--|--------|
| <b>Timetable of council meetings</b>                                      | Calendar of Meetings  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/6827/Calendar-of-Meetings">http://www.rother.gov.uk/article/6827/Calendar-of-Meetings</a>   | No     |
| <b>Agendas, reports, and minutes of council meetings</b>                  | Agendas reports and minutes for all Council meetings.   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/Committees">http://www.rother.gov.uk/Committees</a>   | No     |
| <b>Major policy proposals and decisions</b>                               | The key corporate strategies for Rother District Council are: <ul style="list-style-type: none"> <li>• the Corporate Plan</li> <li>• the Core Strategy</li> <li>• Housing policies</li> </ul> The Forward Plan of Key Decisions is also an important guide to the strategic direction of the council. | Available online to download/view at:<br><a href="http://www.rother.gov.uk/corporateplan">http://www.rother.gov.uk/corporateplan</a><br><a href="http://www.rother.gov.uk/index.cfm?articleid=1648">http://www.rother.gov.uk/index.cfm?articleid=1648</a><br><a href="http://www.rother.gov.uk/article/2829/Housing-Documents">http://www.rother.gov.uk/article/2829/Housing-Documents</a> | No     |
| <b>Facts and analysis of facts considered when framing major policies</b> | Forward Plan  | Available online as an attachment at:<br><a href="http://www.rother.gov.uk/article/182/Forward-Plan">http://www.rother.gov.uk/article/182/Forward-Plan</a>   | No     |
| <b>Public consultations</b>   | Includes details of current consultations and results.  | Available online at:<br><a href="http://www.rother.gov.uk/consultation">http://www.rother.gov.uk/consultation</a>  | No     |
| <b>Corporate Customer Service Standards</b>                               | The Council has Corporate Customer Service Standards for providing information and which should be adhered to in all our communications.  | Available online at:<br><a href="http://www.rother.gov.uk/servicestandards">http://www.rother.gov.uk/servicestandards</a>  | No     |
| <b>Criteria used for decision making</b>                                  | This can be found in the Corporate Plan 2014-2021   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/corporateplan">http://www.rother.gov.uk/corporateplan</a>   | No     |

## Our policies and procedures

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

| Category   | Description   | Publication format   | Charge |
|--|---|--|--------|
| <b>Policies and procedures for conducting council business and policies and procedures for delivering our services</b> | The Council has a constitution which sets out how we operate, how decisions are made and the procedures which are followed. The Constitution is the key guide and 'rulebook' for how the Council, its staff and elected councillors fulfill their roles and responsibilities. | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/8921/Constitution">http://www.rother.gov.uk/article/8921/Constitution</a>   | No     |
|  | Access to Information Rules   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/media/pdf/d/r/Part_4_-_Access_to_Information_Rules_-_2012_-_FINAL.pdf">http://www.rother.gov.uk/media/pdf/d/r/Part_4_-_Access_to_Information_Rules_-_2012_-_FINAL.pdf</a> | No     |
|  | Miscellaneous Licences under Licensing Act 2003   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/1347/Licensing-Act-2003">http://www.rother.gov.uk/article/1347/Licensing-Act-2003</a>   | No     |
|  | Anti-Fraud and Whistleblowing   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/534/Whistleblowing">http://www.rother.gov.uk/article/534/Whistleblowing</a>   | No     |
|  | Planning Policy documents   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/index.cfm?articleid=1648">http://www.rother.gov.uk/index.cfm?articleid=1648</a>   | No     |
|  | Conservation, Design and Environment – includes for example, listed buildings, conservation areas, traditional historic farm buildings and energy efficiency and the building regulations in historic buildings.  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/index.cfm?articleid=1322">http://www.rother.gov.uk/index.cfm?articleid=1322</a>   | No     |
|  | Contaminated Land Strategy  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/1058/Contaminated-Land">http://www.rother.gov.uk/article/1058/Contaminated-Land</a>   | No     |
|  | Corporate Complaints Procedure  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/complaints">http://www.rother.gov.uk/complaints</a>   | No     |
|  | Debt Policy   | Available online to download/view:<br><a href="http://www.rother.gov.uk/article/11022/Monday-13-April-2015">http://www.rother.gov.uk/article/11022/Monday-13-April-2015</a>  | No     |
|  | Data Protection and Freedom of Information  | Available to view at:<br><a href="http://www.rother.gov.uk/article/10196/Data-protection-and-FOI">http://www.rother.gov.uk/article/10196/Data-protection-and-FOI</a>   | No     |
| Emergency Planning – various information on how to deal with emergencies can be found on our website.                  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/324/Emergency-Planning">http://www.rother.gov.uk/article/324/Emergency-Planning</a>  |  |        |

|  |  |  |    |
|--|--|--|----|
|  | Empty Homes Review   | Available to view at:<br><a href="http://www.rother.gov.uk/article/9689/Empty-Homes-Review">http://www.rother.gov.uk/article/9689/Empty-Homes-Review</a>   | No |
|  | Rother's Equality Scheme 2010-16   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/equality">http://www.rother.gov.uk/equality</a>   | No |
|  | Gambling Act 2005  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/2662/Gambling-Act-2005">http://www.rother.gov.uk/article/2662/Gambling-Act-2005</a>   | No |
|  | Miscellaneous Licences   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/1347/Licensing-Act-2003">http://www.rother.gov.uk/article/1347/Licensing-Act-2003</a>   | No |
|  | Housing Policies and strategies - various policies including home allocations policy | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/483/Housing-Policy">http://www.rother.gov.uk/article/483/Housing-Policy</a>   | No |
|  | Internal Audit Charter   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/CHttpHandler.ashx?id=24715&amp;p=0">http://www.rother.gov.uk/CHttpHandler.ashx?id=24715&amp;p=0</a> (Appendix D)                                      | No |
|  | Member Development and Training Policy – Statement of Intent                         | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/179/Councillors">http://www.rother.gov.uk/article/179/Councillors</a>   | No |
|  | Member Training and Development Strategy   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/179/Councillors">http://www.rother.gov.uk/article/179/Councillors</a>   |    |
|  | Environmental Health Enforcement Policy  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/10151/What-you-can-expect-from-Environmental-Health">http://www.rother.gov.uk/article/10151/What-you-can-expect-from-Environmental-Health</a> |    |
|  | Health and Safety Enforcement Policy   | Incorporate into the Environmental Health Enforcement Policy above and it no longer a stand alone document   | No |
|  | Policy on Firework Displays  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/10633/Workplace-safety">http://www.rother.gov.uk/article/10633/Workplace-safety</a>   | No |
| <b>Policies and procedures about the recruitment and employment of staff</b> | Conditions of Service and HR Policies  | Available from Human Resources, Rother District Council, Town Hall, Bexhill-on-Sea, East Sussex TN39 3JX or hr@rother.gov.uk   | No |
|  | Current Job Vacancies  | Available online at:<br><a href="http://www.rother.gov.uk/article/315/Job-vacancies">http://www.rother.gov.uk/article/315/Job-vacancies</a>  | No |
| <b>Customer services</b>   | How to contact the Council.  | Available online at:<br><a href="http://www.rother.gov.uk/article/125/Contact-Us">http://www.rother.gov.uk/article/125/Contact-Us</a>  | No |
|  | How to complain to Rother District Council.  | Available online at:<br><a href="http://www.rother.gov.uk/complaints">http://www.rother.gov.uk/complaints</a>  | No |

|                                      |  |   |    |
|--------------------------------------|--|---|----|
| <b>Charging regimes and policies</b> | Planning Fees - a Guide to the fees for Planning Applications.   | Available online at:<br><a href="http://www.planningportal.gov.uk/uploads/english_application_fees.pdf">http://www.planningportal.gov.uk/uploads/english_application_fees.pdf</a>   |    |
|                                      | Local Land Charge Fees - details of land search fees and charges.  | Available online at:<br><a href="http://www.rother.gov.uk/index.cfm?articleid=413">http://www.rother.gov.uk/index.cfm?articleid=413</a>   | No |
|                                      | Environmental Health – fees and charges for: <ul style="list-style-type: none"> <li>• Licences</li> <li>• Licensing Act 2003</li> <li>• Hackney Carriage and Private Hire Fees</li> <li>• Gambling Act 2005</li> <li>• Pest Control Charges</li> </ul> | Available online to download/view at:<br><a href="http://www.rother.gov.uk/CHttpHandler.ashx?id=7629&amp;p=0">http://www.rother.gov.uk/CHttpHandler.ashx?id=7629&amp;p=0</a><br><br>or<br><br>For licensing visit<br><a href="http://www.rother.gov.uk/licensing">http://www.rother.gov.uk/licensing</a><br><br>For pest control visit<br><a href="http://www.rother.gov.uk/article/1054/Pest-control">http://www.rother.gov.uk/article/1054/Pest-control</a> | No |
|                                      | Cemetery Charges   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/1498/Cemetery-charges">http://www.rother.gov.uk/article/1498/Cemetery-charges</a>  |    |
|                                      | Allotment Charges  | Available online at:<br><a href="http://www.rother.gov.uk/article/1456/Allotments">http://www.rother.gov.uk/article/1456/Allotments</a>   |    |
|                                      | Car Parking Charges  | Available online at:<br><a href="http://www.rother.gov.uk/index.cfm?articleid=1504">http://www.rother.gov.uk/index.cfm?articleid=1504</a>   |    |
|                                      | Filming in Rother  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/162/Filming-in-Rother">http://www.rother.gov.uk/article/162/Filming-in-Rother</a>  |    |

| <b>Lists and registers</b>   |   |  |               |
|--|---|--|---------------|
| <b>Category</b>  | <b>Description</b>  | <b>Publication format</b>  | <b>Charge</b> |
| <b>Public registers and registers/lists held as public records</b> | On-line mapping   | Information on how to use the Online mapping system:<br><a href="http://www.rother.gov.uk/index.cfm?articleid=2797">http://www.rother.gov.uk/index.cfm?articleid=2797</a>  |               |
| <b>Transparency Code</b>   | Transparency Code including:<br>Expenditure exceeding £500<br>Invoices paid within 30 days<br>Procurement Information<br>Local Authority Land<br>Grants to Voluntary, community and social enterprises<br>Paid time of for union representatives<br>Parking revenues<br>Controlled parking spaces<br>Senior Salaries and pay multiples<br>Constitution<br>Fraud   | Available online at:<br><a href="http://www.rother.gov.uk/article/10675/Transparency-Code">http://www.rother.gov.uk/article/10675/Transparency-Code</a>  |               |
| <b>Open Data</b>   | Open Data:<br>Business Rate accounts showing reliefs, credit balances and new accounts<br>Public Toilets<br>Car Parks<br>Open Space Data<br>Allotments<br>Public Health Funerals  | Available online at:<br><a href="http://www.rother.gov.uk/opendata">http://www.rother.gov.uk/opendata</a>  |               |
| <b>Public Registers</b>  | Statutory Public Registers including: <ul style="list-style-type: none"> <li>• Food businesses</li> <li>• Contaminated land</li> <li>• Radioactive substances</li> <li>• Industrial processes</li> <li>• Caravan sites</li> <li>• Houses in multiple occupation</li> <li>• Private hire and hackney carriage licences</li> <li>• Vehicle salvage operations</li> <li>• Scrap metal dealers</li> <li>• Stray dogs</li> <li>• Cooling towers and evaporative condensers</li> <li>• Licensed premises</li> </ul> | Information on how to access these public registers is available online at:<br><a href="http://www.rother.gov.uk/article/7428/Public-Registers">http://www.rother.gov.uk/article/7428/Public-Registers</a><br><br>For food businesses please direct customers to the Food Hygiene Rating Scheme website at:<br><a href="http://ratings.food.gov.uk/open-data/en-GB">http://ratings.food.gov.uk/open-data/en-GB</a> | No            |

|   |   |  |    |
|---|---|--|----|
| <b>Environmental Health Performance</b>                       | Pest Control<br>Food and Health and Safety<br>Licensing<br>Pollution Control  | Available online to view at:<br><a href="http://www.rother.gov.uk/article/10493/Environmental-Health-Performance">http://www.rother.gov.uk/article/10493/Environmental-Health-Performance</a>  |    |
|   | Public register of environmental health prosecutions  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/10151/What-you-can-expect-from-Environmental-Health">http://www.rother.gov.uk/article/10151/What-you-can-expect-from-Environmental-Health</a>   | No |
|   | Distribution of Food Hygiene Ratings  | Available to view at:<br><a href="http://www.rother.gov.uk/article/11037/Distribution-of-Food-Hygiene-Ratings">http://www.rother.gov.uk/article/11037/Distribution-of-Food-Hygiene-Ratings</a>   |    |
| <b>Frequently Asked Questions</b>                             | List of FAQs covering service areas   | Available online at:<br><a href="http://www.rother.gov.uk/faq">http://www.rother.gov.uk/faq</a>  |    |
| <b>Publication Scheme</b>                                     | Publication Scheme – the list of the information routinely published by Rother District Council.  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/foi">http://www.rother.gov.uk/foi</a>   | No |
| <b>Register of councillors' financial and other interests</b> | This document lists the business, property, charitable and other interests of councillors.  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/1453/Councillors-Registrable-Interests">http://www.rother.gov.uk/article/1453/Councillors-Registrable-Interests</a>   | No |
| <b>Planning Applications and Decisions</b>                    | This site includes only those records which Rother District Council holds on computer, and is not therefore a complete database of all information we hold. | Available to view online at:<br><a href="http://www.rother.gov.uk/article/361/Online-Applications-and-Decisions">http://www.rother.gov.uk/article/361/Online-Applications-and-Decisions</a><br>Copies of Planning Decision Notices are available for a fee from Planning Department, Town Hall, Bexhill TN39 3JX | No |
|   | Listed Buildings, Conservation Areas, Tree Preservation Orders.   | Information available online at:<br><a href="http://www.rother.gov.uk/index.cfm?articleid=1322">http://www.rother.gov.uk/index.cfm?articleid=1322</a><br><a href="http://www.rother.gov.uk/article/8257/Trees">http://www.rother.gov.uk/article/8257/Trees</a>   |    |
| <b>Local Land Charges</b>                                     | Information about Local Land Charges searches, plan requirements and fees.  | Available online at:<br><a href="http://www.rother.gov.uk/index.cfm?articleid=122">http://www.rother.gov.uk/index.cfm?articleid=122</a>  |    |
| <b>Assets of Community Value</b>                              | Community Asset Register  | Available to view online at:<br><a href="http://www.rother.gov.uk/Communityassets">http://www.rother.gov.uk/Communityassets</a>  |    |
| <b>Byelaws and Public Notices</b>                             | Byelaws and Public Notices covering Rother  | Available to view online at:<br><a href="http://www.rother.gov.uk/article/176/Byelaws-and-legal-notices">http://www.rother.gov.uk/article/176/Byelaws-and-legal-notices</a>  |    |



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|----------------------------------|--|---|----|
| <b>Full Register of Electors</b> | The <b>full register</b> has the names and addresses of everyone registered to vote. Anyone can look at it, but copies can only be supplied for certain purposes, such as elections, law enforcement and checking applications for credit. It is an offence to pass on information from the full register for purposes not allowed by law. | The full register is available for inspection under supervision at:<br>Customer Help Point, Town Hall, Bexhill-on-Sea, East Sussex TN39 3JX | No |
| <b>Open Register of Electors</b> | The open register can be used for any purpose and for example can be bought by any person, company or organisation and used for marketing. You can choose not to be on this version of the register.   | The open register is available by appointment at:<br>Town Hall, Bexhill, East Sussex TN39 3JX Tel<br>01424 787000                           |    |

## Services provided by the council

Information about the services the council provides, including leaflets, guidance and newsletters

| Category                                  | Description   | Publication format  | Charge |
|---|---|---|--------|
| <b>Licensing responsibilities</b>         | The council is responsible for issuing a wide range of licences to businesses, including: <ul style="list-style-type: none"> <li>• Alcohol and Entertainment Licenses</li> <li>• Animal Licenses</li> <li>• Gambling and Lottery Licenses</li> <li>• Piercing, Tattooing and Electrolysis Licenses</li> <li>• Taxi and Private Hire Licenses</li> </ul> | Application forms and guidance available online at:<br><a href="http://www.rother.gov.uk/licensing">http://www.rother.gov.uk/licensing</a>  | No     |
| <b>Licences from other organisations</b>  | Information about licences issued by other organisations that may be needed by holders of alcohol and entertainment licences for e.g. Door Supervisors and Security Staff.  | Information available online at:<br><a href="http://www.rother.gov.uk/licensing">http://www.rother.gov.uk/licensing</a>   | No     |
| <b>Regulatory responsibilities</b>        | For example hackney carriage licensing, entertainment licensing, liquor licensing.  | Information available online to download/view at:<br><a href="http://www.rother.gov.uk/article/768/Taxi-and-Private-Hire-Licensing">http://www.rother.gov.uk/article/768/Taxi-and-Private-Hire-Licensing</a><br><a href="http://www.rother.gov.uk/article/1347/Licensing-Act-2003">http://www.rother.gov.uk/article/1347/Licensing-Act-2003</a> | No     |
| <b>Services for local businesses</b>      | This section of the Council's website provides business information and advice.   | Available to view online at:<br><a href="http://www.rother.gov.uk/business">http://www.rother.gov.uk/business</a>   | No     |
|   | Business Advice Contacts - contact details of business advice providers in Rother   | Available online to download/view at:<br><a href="http://www.rother.gov.uk/business">http://www.rother.gov.uk/business</a>  | No     |
|   | Information and Advice about National Non Domestic Rates  | Information available online at:<br><a href="http://www.rother.gov.uk/article/279/Business-Rates">http://www.rother.gov.uk/article/279/Business-Rates</a>   | No     |
| <b>Services for members of the public</b> | Information and Advice about Council Tax  | Information available online at:<br><a href="http://www.rother.gov.uk/counciltax">http://www.rother.gov.uk/counciltax</a>   | No     |
|   | Benefits, grants and funding (including Housing Benefit)  | Information available online at:<br><a href="http://www.rother.gov.uk/benefits">http://www.rother.gov.uk/benefits</a>   | No     |
|   | Report a Fault  | Available at:<br><a href="http://www.rother.gov.uk/reportafault">http://www.rother.gov.uk/reportafault</a>  |        |
|   | Environmental Issues  | Information to view online at:<br><a href="http://www.rother.gov.uk/article/192/Environment-issues">http://www.rother.gov.uk/article/192/Environment-issues</a>   |        |
|   | Coastal protection  | Information to view online at:<br><a href="http://www.rother.gov.uk/article/1470/Coastal-Protection">http://www.rother.gov.uk/article/1470/Coastal-Protection</a>   |        |

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|--|---|--|----|
|  | Leisure and tourism   | Information available online at:<br><a href="http://www.rother.gov.uk/visitors">http://www.rother.gov.uk/visitors</a>  | No |
|  | Museums and Galleries   | Information available online at:<br><a href="http://www.rother.gov.uk/article/1482/Museums">http://www.rother.gov.uk/article/1482/Museums</a><br><a href="http://www.rother.gov.uk/article/1583/Bexhill-Museum">http://www.rother.gov.uk/article/1583/Bexhill-Museum</a> <a href="http://www.dlwp.com/">http://www.dlwp.com/</a> | No |
|  | Parking   | Information available online at:<br><a href="http://www.rother.gov.uk/index.cfm?articleid=1504">http://www.rother.gov.uk/index.cfm?articleid=1504</a>  | No |
|  | Parks and Gardens   | Information available online at:<br><a href="http://www.rother.gov.uk/parks">http://www.rother.gov.uk/parks</a>  | No |
|  | Public conveniences   | Information available online at:<br><a href="http://www.rother.gov.uk/article/1523/Public-Conveniences">http://www.rother.gov.uk/article/1523/Public-Conveniences</a>  | No |
|  | Beach and Coastal Activities  | Information available online at:<br><a href="http://www.rother.gov.uk/article/4264/Beaches-and-Coastline">http://www.rother.gov.uk/article/4264/Beaches-and-Coastline</a>  | No |
|  | Sports Clubs and Centres  | Information available online at:<br><a href="http://www.rother.gov.uk/leisurecentres">http://www.rother.gov.uk/leisurecentres</a>  | No |
|  | Theatres  | Information to view online at:<br><a href="http://www.dlwp.com/">http://www.dlwp.com/</a>  | No |
|  | Jobs and Learning   | Information available online at:<br><a href="http://www.rother.gov.uk/jobs">http://www.rother.gov.uk/jobs</a>  |    |
|  | Waste and recycling   | Information available online at:<br><a href="http://www.rother.gov.uk/recycling">http://www.rother.gov.uk/recycling</a>  | No |
| <b>Services for which the council is entitled to recover a fee, together with those fees</b> | Bulky waste, clinical waste and assisted collection   | Information available to view online at:<br><a href="http://www.rother.gov.uk/article/4963/Bulky-Waste-Clinical-and-Assisted-collections">http://www.rother.gov.uk/article/4963/Bulky-Waste-Clinical-and-Assisted-collections</a>  |    |
|  | Garden Waste Service  | <a href="http://www.rother.gov.uk/gardenwaste">http://www.rother.gov.uk/gardenwaste</a>  |    |
|  | Environmental Health Charges - Details of all charges in respect of the following:<br><ul style="list-style-type: none"> <li>• Licences</li> <li>• Licensing Act 2003</li> <li>• Hackney Carriage and Private Hire Fees</li> <li>• Gambling Act 2005</li> <li>• Pest Control Charges</li> </ul> | Available online to download/view at:<br><a href="http://www.rother.gov.uk/CHttpHandler.ashx?id=7629&amp;p=0">http://www.rother.gov.uk/CHttpHandler.ashx?id=7629&amp;p=0</a>   |    |
|  | Cemetery Charges  | Available online to download/view at:<br><a href="http://www.rother.gov.uk/article/1498/Cemetery-charges">http://www.rother.gov.uk/article/1498/Cemetery-charges</a>   |    |
|  | Local Land Charges - details of land search fees and charges.   | Available online to at:<br><a href="http://www.rother.gov.uk/article/413/Search-Fees">http://www.rother.gov.uk/article/413/Search-Fees</a>   |    |
|  | Street Naming and Numbering   | Available at:<br><a href="http://www.rother.gov.uk/StreetNameandNumbering">http://www.rother.gov.uk/StreetNameandNumbering</a>   |    |

