

## 9. Classes of Information

1. Who we are and what we do				
	Class of Information	Description	Contact	Format.
1.1	The Council's Constitution	Statutory Document containing details of how the Council's decision-making processes work. It includes terms of references of all council committees and standing orders etc.	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
1.2	Councillors	Information on Councillors including addresses, phone nos., wards represented and political party membership.	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
1.3	Council committee memberships	Each year the Council appoints members to serve on committees and this list is kept up to date.	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
1.4	Code of Conduct for Members	Statutory Code that regulates conduct of Councillors	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
1.5	Scheme of Members' Allowances	Current scheme of allowances paid to councillors including details of allowances in recognition of special responsibility and levels of travel allowances that councillors can claim.	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
1.6	Register of Members' interests	Register for district and parish councillors. Statutory registers which comprise forms that councillors are required to complete listing their financial and other interests.	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy only available for public inspection.

1.7	Members' Development	Members' Learning and Development Policy which outlines how councillors will receive training and support.	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
1.8	Timetable of Meetings	Latest timetable of committee meetings	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
1.9	Executive Forward Plan	List of forthcoming significant (key) decisions to be taken by the Council's Executive or bodies with delegated executive powers.	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
1.10	Executive Bulletin	List of decisions taken by the Council's Executive, Portfolio holders or Area Committees. Also lists those decisions to be taken by the Executive Portfolio holders.	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
1.11	Council Decisions	Agendas and minutes for all committee meetings. Some information may be exempt under the Local Government Act 1972 e.g. personal or commercial information.	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy to inspect. All agendas and minutes (from 1997) on the Council's web site
1.12	Council Officer Structure and Responsibilities	Latest management structures, and organisational charts.	Chief Executive Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
1.13	Officer Scheme of Delegation	Statutory list of functions and powers delegated to officers.	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
1.14	Area working	Details of the Council's area working: area office addresses, opening times and services available in the areas.	Heads of Area Development, 01935 462462	Hard copy and on the Council's web site

1.15	Council News	Council's newspaper published monthly and Council press releases available as issued.	Communications Officer Central Offices Brympton Way 01935 462462	Hard copy and on the Council's website
1.16	Parish Council information	Contact details for all parish councils in the district and details of parish ward boundaries.	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
1.17	Job Vacancies and job descriptions	List of current job vacancies in the Council and application forms. Job descriptions available for all council posts	Human Resources, Central Offices, Brympton Way 01935 462149	All current external job vacancies on website. Job descriptions available on request within 28 days.
<b>2. What our priorities are and how we are doing including our policies and procedures</b>				
	<b>Class of Information</b>	<b>Description</b>	<b>Contact</b>	<b>Format.</b>
2.1	Corporate Aims and Objectives	List of the Council's Corporate Objectives	Performance Officer Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
2.2	Service Plans	Each service unit within the Council has to produce service plans, which give service targets and performance objectives to achieve the Council's Corporate Objectives.	Performance Officer Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
2.3	Best Value Performance	Latest annual Statement & Performance Report for current and preceding years.	Performance Officer Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
2.4	Best Value Reviews	Best Value Review reports for individual services. Some information may be exempt as it may concern individual members of staff or be commercially sensitive.	Performance Officer Central Offices Brympton Way 01935 462462	Hard copy

2.5	Inspection and Audit Reports	Reports from the Best Value Inspectorate and other outside agencies such as the Improvement and Development Agency and Audit Commission. This will also include the Annual Audit Letter.	Performance Officer Central Offices Brympton Way 01935 462462	Hard copies – and on the Council's website, which includes Annual Audit Letter.
2.6	Complaints	Details of how complaints can be made and how they will be dealt with.	Head of Customer Services 01935 462462	Hard copy and on the Council's web site
2.7	Councils Policy Framework	All those policies that under the Council's Constitution comprise the policy framework of the Council including: Crime & Disorder Strategy, Best Value Performance Plan & Annual Statement, Community Plans, Crime and Disorder Reduction Strategy, Local Plan for South Somerset and Housing Investment Programme and Strategy.	Performance Officer Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
2.8	Electronic Government	The Council's Implementing Electronic Government Statement on how the Council will seek to deliver its services electronically in line with Government targets.	E-Government & Technology 01935 462462	Hard copy and on the Council's web site
2.9	Employee Policies	All internal policies that regulate the employment of council staff.	Human Resources, Central Offices, Brympton Way 01935 462149.	Hard copy.
2.10	Emergency Planning	Council Emergency Plan, which outlines the action the Council will take in the event of a civil emergency.	Head of Environmental Health & Community Protection, Central Offices, Brympton Way 01935 462462	Hard copy

2.11	Procurement and purchasing	Strategy which guides the procurement of services by the Council, including a guide to sustainability in purchasing.	Procurement Officer, Central Offices, Brympton Way 01935 462462	Hard copy and on the Council's web site
2.12	Communications Guidance	Council policies on communications.	Communications Officer, Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
2.13	Environmental Policies and Advice	Advice issued by the Council as part of the Local Agenda 21 strategy including District Council Travel Guide and other publications.	Environmental Services, Central Offices, Brympton Way 01935 462462	Hard copy and on the Council's web site
2.14	Equal Opportunity policies	Council policies to ensure that all its services are inclusive and open to all.	Customer Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
2.15	Recruitment and Selection of employees	Policies outlining how the Council will recruit and select members of staff.	Human Resources, Central Offices, Brympton Way 01935 462149.	Hard copies
2.16	Bye laws and statutory orders	Council made bye laws and orders regulating various functions of the Council.	Legal Services Brympton Way 01935 462462	Hard copies
2.17	Consultation	Protocol on how the Council consults and details of recent consultation exercises undertaken by the Council.	Customer Services Central Offices Brympton Way 01935 462462	Hard copies and on the Council website
2.18	Fraud policy	The Council's whistle-blowing policy and details for reporting fraud.	Audit, Central Offices, Brympton Way 01935 462462	Hard copies

3. What we spend and how we spend it				
	Class of Information	Description	Contact	Format.
3.1	Council Budgets	Budget book and monitoring reports	Financial Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's website
3.2	Capital Schemes	Council's Capital Programme and appraisal forms for capital schemes. Some information may be exempt including figures that will be subject to competitive tendering procedures.	Financial Services Central Offices Brympton Way 01935 462462	Hard copy
3.3	Budget Strategy	Council's budget strategy	Financial Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's website.
3.4	Financial Regulations	Regulations which govern all aspects of the Council's financial transactions.	Financial Services Central Offices Brympton Way 01935 462462	Hard copy and on the Council's website
3.5	Statement of Accounts	Approved annual statement of accounts	Financial Services Central Offices Brympton Way 01935 462462	Hard copy available and on the Council's website
3.6	Annual Audit of Accounts	All documents relating to the annual audit of accounts that the Council is required to make available under Section 17 of the Local Government Finance Act 1982.	Financial Services Central Offices Brympton Way 01935 462462	Hard copies

4. The Council's Services				
	Class of Information	Description	Contact	Format.
4.1	A-Z Services	List of all services provided by the Council and contact details. This information will cover every service provided by the District Council.	Reception Central Offices Brympton Way 01935 462462 and all area offices as listed in section 8 of the scheme.	Hard copy of leaflet and A to Z of service is available on the Council's web site.
Benefits				
4.2	Benefit Claimant information and advice	Advice leaflets and guidance to assist people in claiming benefits and to explain how the benefit system works. Also application forms.	Benefits Central Offices Brympton Way 01935 462462 and all area offices as listed in section 8 of the scheme.	Hard copy.
Building Control				
4.3	Building Control Applications	Guidance and application forms	Building Control Offices 01935 462462	Hard copy and available on the Council website
Careline				
4.4	Careline Service Information	Details of costs and availability of the community alarm service for elderly and housebound people.	Careline Service 01935 47915	Hard copy and information available on the Council website
Community Development				
4.5	Grant Aid Criteria	Details of criteria and application forms for grant aid. This will include information on grants for community projects, village halls, community organisations and youth groups.	Area offices as listed in section 8 of the scheme.	Hard copy

4.6	Healthy Living Centres	Criteria and application forms for Health Living Pooled Fund	Area offices as listed in section 8 of the scheme.	Hard copy
4.7	Play Services for Children	Playschemes and play services, information and advice	Area offices as listed in section 8 of the scheme.	Hard copy and page on Council website
4.8	Travellers and ethnic minorities (information for)	Policies and support for ethnic communities in South Somerset.	Community Liaison Officer 01935 462462	Hard copy.
Community Safety				
4.9	CCTV Code of Practice	Code of Practice on Close Circuit camera systems in use in the district.	Community Safety Team 01935 462462	Hard copy
	The Crime Reduction & Drugs Strategy	Mendip & South Somerset Strategy for reducing crime	Community Safety Team 01935 462462	Hard copy and on the Council's web site
	Community Speedwatch Scheme – How to Guide	Details on how to operate a Community Speedwatch group	Community Safety Team 01935 462462	Hard copy and on the Council's web site
	Outline structure in South Somerset for communities or individuals experiencing problems		Community Safety Team 01935 462462	Hard copy and on the Council's web site

Economic Development				
4.10	Information for Business	Guidance for existing businesses and those wishing to locate to South Somerset	Economic Development Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
4.11	Business Directory and Buyers Guide	List of businesses in the district	Economic Development Central Offices Brympton Way 01935 462462	Hard copy and electronic versions available for purchase. Also available on the Council website
4.12	Property Database	Database with all available commercial landlord property in the district	Economic Development Central Offices Brympton Way 01935 462462	Search facility on the Council's web site and hard copy
4.13	Yeovil and its Catchment Area	Reference Booklet with information on the Yeovil economy	Economic Development Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site
4.14	Rural Regeneration Schemes	Details of current regeneration schemes and support for agricultural diversification.	Economic Development Central Offices Brympton Way 01935 462462	Hard copy and on the Council's web site

Environmental health				
4.15	Abandoned vehicles	Guidelines for collection of abandoned vehicles	Streetscene Services 01935 462462	Hard copy and on the Council's web site
4.16	Air Quality Assessment reports	Results of air quality assessments undertaken in the district.	Environmental Services Group 01458 462462	Hard copy and on the Council's web site
4.17	Contaminated Land Strategy	Council's strategy for identification and remediation of contaminated land	Environmental Protection 01935 462462	Environmental Protection 01935 462462
	Contaminated Land Register	Register of notices, appeals and notifications and other matters in respect of contaminated land as prescribed under Part II A of EPA 1990.	Environmental Protection 01935 462462	Hard copy and on the Council's web site
	Local Authority Pollution Prevention and Control	Copies of permits issued to control air pollution at designated installations.	Environmental Protection 01935 462462	Hard copy and on the Council's web site
4.18	Enforcement Policies	Various enforcement policies such as the Environmental Health Enforcement Policy, Food Enforcement Policy etc.	Food Safety Team 01935 462462	Hard copy and on the Council's web site
4.19	Environmental Health Services – Food Safety & Licensing	Information on services provided by the environmental health services, eg food safety, health & safety etc	Food Safety Team 01935 462462	Hard copy and on the Council's web site
	– Housing and Environmental Protection	Information on services provided by the environmental health services, eg pest control, noise etc	Community Protection Unit 01935 462462	Hard copy and on the Council's web site

4.20	Environmental Health services	Guidance leaflets and information on services provided by the environmental health services such as animal welfare, dangerous dogs etc.	Licensing Team 01935 462462	Hard copy and on the Council's web site
4.21	Health and Safety at Work Regulations	Guidance and information on regulations.	Food Safety Team 01935 462462	Hard copy.
Elections				
4.22	Electoral Register	Names and addresses of electors maintained for electoral purposes.	Democratic Services Central Offices Brympton Way 01935 462462	Hard copy available for public inspection. Access to the full register is restricted to inspection only.
4.23	Election Results	Results of all district, county and parish elections from 1999 onwards and information and guidance for persons wishing to stand for election to local government, National or European parliaments.	Democratic Services Central Offices Brympton Way 01935 62462	Hard copies
Land Charges				
4.24	Land Charges Register	The Local Land Charges Register for the district.	Legal Services Central Offices Brympton Way 01935 462462	Hard copy information on individual properties can be obtained by post or in person. Fees payable.

Leisure and Tourism				
4.25	Public Rights of Way and Country Parks	Details of rights of way, bridleways and information on open spaces and country parks in the district.	Countryside Manager, 01935 462462	Hard copy
4.26	Leisure facilities	Information and opening hours for Council operated leisure facilities including Goldenstones Leisure Centre, the Octagon theatre, Museums etc.	Sports, Arts & Leisure 01935 462462	Hard copy and on the Council's website(s)
4.27	Tourism leaflets and booklets	A wide selection of booklets and information on South Somerset and its tourism attractions.	Tourism Service, 01935 462462	Hard copies also available on the council run visitsouthsomerset website
4.28	Accommodation Guide	Database with information on accommodation available in the district.	Tourism Service, 01935 462462	Search facility on the Council's web site and hard copy.
4.29	Arts and What's On	Information on local events.	Tourism Service, 01935 462462	Search facility on the Council's web site and hard copy.
4.30	Sports Development Guidance	Guidance and details of sports provision including current development schemes.	Sports, Arts & Leisure 01935 462462	Hard copy and on the Council's website
Licensing				
4.31	Licensing Guidance	Application forms, guidance booklets and fees for various licences including public entertainment, taxis and lotteries etc.	Licensing Team 01935 462462	Hard copy and on the Council's web site
	Statement of Licensing Policy	Determines how the Council will exercise its duties under the Licensing Act 2003	Licensing Team 01935 462462	Hard copy and on the Council's web site

Local Tax				
4.32	Council Tax Valuation list	Details of property bandings for council tax purposes.	Council Tax Central Offices Brympton Way, 01935 462462	Hard copy and on the Council's website
4.33	Business Rates	Rating lists for non-domestic properties in the district and information on business rates.	Council Tax Central Offices Brympton Way, 01935 462462	Hard copy
4.34	Council Tax information	"Taxing Times" published annually with details of how to pay Council Tax and the discounts available.	Council Tax Central Offices, Brympton Way, 01935 462462 and all area offices as listed in section 8 of the scheme.	Hard copy
Housing				
4.35	Housing Information and Guidance	Guide to applying for rented housing in South Somerset. The Council's housing stock is managed by South Somerset Homes which is not part of the Council	Information held by South Somerset Homes but can be obtained through the Council's Strategic Housing Unit 01935 462462	Hard copy and on the Council's web site
	Homelessness & Temporary Accommodation Strategy		Strategic Housing Team 01935 462462	Hard copy and on the Council's web site
	Rehousing Policy		Strategic Housing Team 01935 462462	Hard copy and on the Council's web site
	Strategic Housing Service Plan		Strategic Housing Team 01935 462462	Hard copy and on the Council's web site

4.36	Disabled Facilities Grant Eligibility	Information and guidance on grants for aids and adaptations for people with disabilities.	Housing Standards Team 01935 462727	Hard copy and on the Council's website
4.37	Private Sector Housing Strategy	The Council's strategy for dealing with problems associated with private sector housing including information on conditions and regulations for private sector rented housing and houses in multiple occupation	Housing Standards Team 01935 462462	Hard copy and on the Council's web site
	Houses in Multiple Occupation	List of houses in multiple occupation.	Housing Standards Team 01935 462462	Hard copy and on the Council's web site
	Caravan and Mobile Home Sites	List of caravan sites, mobile home sites and park home sites across the district.	Housing Standards Team 01935 462462	Hard copy and on the Council's web site
	HMO Strategy	The Council's strategy for regulating houses in multiple occupation across the district including information for landlords and tenants on standards required and inspection policy for houses in multiple occupation.	Housing Standards Team 01935 462462	Hard copy and on the Council's web site
	Home Aid Annual Review	Annual review of the Home Aid Partnership Scheme including description of scheme and the extent of work undertaken.	Home Aid Partnership Team 01935 462462	Hard copy and on the Council's web site
	Private Sector housing grants/loans	Information on financial assistance available to help people living in "non decent" housing.	Housing Standards Team 01935 462462	Hard copy and on the Council's web site

Planning and Conservation				
4.38	Buildings of Special Architectural or historic interest	List of Buildings of Special Architectural or historic interest designated under Section 1 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990.	Conservation & Planning Policy Central Offices Brympton Way 01935 462652	Hard copy
4.39	Conservation Areas	List of designated conservation areas under Section 69 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990.	Planning Policy 01935 462462	Hard copy
4.40	Planning Applications	Current planning applications and guidance for applicants	Planning Offices, Central Offices 01935 462462	Hard copy and on the Council's web site
4.41	Tree Preservation Orders	List of all tree preservation orders	Planning Offices, Central Offices 01935 462462	Hard copy
4.42	Buildings at Risk Register	List of Buildings at Risk	Building Control Service 01935 462462	Hard copy
4.43	Local Plan Progress	Current position on the Local Plan Inquiry and the finalised Local Plan document.	Conservation & Planning Policy Central Offices Brympton Way: 01935 462462	Hard copy and on the Council's web site. There will be separate charge for the Local Plan document in hard copy.

Technical Services				
4.44	Public Conveniences	Details of location and opening times of public conveniences	Engineering & Property Services 01935 462462	Hard copy
4.45	Car Parks	Details of location, charges and opening times of car parks	Engineering & Property Services 01935 462462	Hard copy and on Council's website
4.46	Flooding Alleviation	Flood alleviation scheme details, land drainage and sand bag policy.	Engineering & Property Services 01935 462462	Hard copy
4.47	Street Naming and Numbering Procedures	Policy and procedures for street naming and numbering	Engineering & Property Services 01935 462462	Hard copy and on the Council's website
4.48	Sewer Records	Details and plans of public sewers.	Engineering & Property Services 01935 462462	Hard copy and on the Council's website
Transport				
4.49	Local Transport Plan	County Council document but includes District Council submission of transport schemes.	Conservation & Planning Policy Central Offices Brympton Way 01935 462462	Hard copy
4.50	Concessionary Travel scheme	Details of the Council's Concessionary Travel Scheme	Administration Central Offices Brympton Way 01935 462462	Hard copy and on the Council's website
Waste Management				
4.51	Recycling	Information on Council's kerbside recycling scheme, composting advice etc.	Waste Team 01935 462817	Hard copy and on the Council's website
4.52	Refuse Collection	Details of household refuse collection	Waste Team 01935 462817	Hard copy and on the Council's website

## 10. Index

<b>Class of Information</b>	<b>no.</b>	<b>Class of Information</b>	<b>no.</b>
Abandoned vehicles	4.15	Environmental Policies and Advice	2.13
Accommodation Guide	4.28	Equal Opportunity policies	2.14
Air Quality Assessment reports	4.16	Executive Bulletin	1.10
Annual Audit of Accounts	3.6	Executive Forward Plan	1.9
Area working	1.14	Financial Regulations	3.4
Arts and What's On	4.29	Flooding Alleviation	4.46
A-Z Services	4.1	Food Safety	4.19
Benefit Claimant information and advice	4.2	Fraud policy	2.18
Best Value and Performance	2.3	Grant Aid Criteria	4.5
Best Value Reviews	2.4	Healthy Living Centres	4.6
Budget Strategy	3.3	Health and Safety at Work	4.21
Building Control Applications	4.3	Housing Information and Guidance/Homelessness & Temporary Accommodation Strategy/Rehousing	4.35

Policy/Strategic Housing Service Plan

Buildings at Risk Register	4.42	Information for Business	4.10
Buildings of Special Architectural or historic interest	4.38	Inspection and Audit Reports	2.5
Business Directory and Buyers Guide	4.11	Job Vacancies and job descriptions	1.17
Business Rates	4.33	Land Charges Register	4.24
Bye laws and statutory orders	2.16	Leisure facilities	4.26
Capital Schemes	3.2	Licensing Guidance/Statement of Licensing Policy	4.31
Car Parks	4.45	Local Plan Progress	4.43
Careline Service Information	4.4	Local Transport Plan	4.49
CCTV Code of Practice/The Crime Reduction & Drugs Strategy/Community Speedwatch Scheme – How to Guide/Outline structure in South Somerset for communities or individuals experiencing problems	4.9	Members' Development	1.7
Code of Conduct for Members	1.4	Officer Scheme of Delegation	1.13
Communications Guidance	2.12	Parish Council information	1.16

Complaints	2.6	Planning Applications	4.40
Concessionary Travel scheme	4.50	Play Services for Children	4.7
Conservation Areas	4.39	Private Sector Housing Strategy/ Houses in Multiple Occupation/ Caravan and Mobile Home Sites HMO Strategy Home Aid Annual Review Private Sector housing grants/loans	4.37
Consultation	2.17	Procurement and purchasing	2.11
Contaminated Land Register/Contaminated Land Strategy	4.17	Property Database	4.12
Corporate Objectives	2.1	Public Conveniences	4.44
Council Budgets	3.1	Public Rights of Way and Country Parks	4.25
Council committee memberships	1.3	Recruitment and Selection of employees	2.15
Council Decisions	1.11	Recycling	4.51
Council News	1.15	Refuse Collection	4.52
Council Officer Structure and Responsibilities	1.12	Register of Members' interests	1.6
Council Tax information	4.34	Rural Regeneration Schemes	4.14

Council Tax Valuation list	4.32	Scheme of Members' Allowances	1.5
Council's Constitution	1.1	Service Plans	2.2
Councillors	1.2	Sewer Records	4.48
Councils Policy Framework	2.7	Sports Development Guidance	4.30
Disabled Facilities Grant Eligibility	4.36	Statement of Accounts	3.5
Election Results	4.23	Street Naming and Numbering	4.47
Electoral Register	4.22	Timetable of Meetings	1.8
Electronic Government	2.8	Tourism leaflets and booklets	4.27
Emergency Planning	2.10	Travellers and ethnic minorities (information for)	4.8
Employee Policies	2.9	Tree Preservation Orders	4.41
Enforcement Policies	4.18	Yeovil and its Catchment Area	4.13
Environmental Health services	4.20		