



Freedom of Information Publication Scheme

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Version 1.0
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Introduction

Blaby District Council lies in the heart of Leicestershire, situated to the south of Leicester City.

The Council covers a mainly rural district with the main areas of population being Blaby, Braunstone Town, Enderby, Narborough, Whetstone, Glen Parva and Glenfield.

The Council provides a wide range of services to the public including Health and Leisure, Community Safety, Development Control and Building Control.

The Council collects Council Tax and provides Council Tax and Housing Benefit.

The Council enforces Public Health and Environmental legislation.

It maintains the Local Land Charges Register and handles Local searches.

It is responsible for waste collection and disposal and it undertakes maintenance of open spaces and parks.

The Council does not provide the following services:-

Social Services

Education

Libraries and Museums

Please note that the Council is proposing to transfer its Housing Stock to a registered Social landlord (decision date November 2008) and should this be successful only homelessness and private sector housing services will remain.

What is a Publication Scheme?

The purpose of the publication scheme is to provide a guide to the information the Council publishes or intends to public in the future.

Blaby District Council is required under the Freedom of Information Act 2000, to maintain a publication scheme and this scheme has been produced following the updated guidance provided by the Information Commissioner, and follows the approved standard.

In order to help you find the information you require the scheme is separated in to 7 broad headings these being:

Who are we and what do we do	Our Policies and Procedures
What we spend and how we spend it	Lists and Registers
What our priorities are and how we are doing	Services Provided by the Council
How we make decisions	

Wherever possible the information will be made available on the Council website, and you can search for it via www.blaby.gov.uk, however providing information electronically is not always possible and where this is the case you should request the information in writing (using the council form which is available online or on request, or via email or letter).

What information am I entitled to?

Anyone anywhere can request any information held by the Council whether it is listed in the publication scheme or not. However some information held by the Council may be exempt as defined by the Freedom of Information Act 2000 or subject to an exception as defined by the Environmental Information Regulations 2004.

Exemptions under the Freedom of Information Act 2000 can be absolute or qualified.

An absolute exemption means that the exempt information will not normally be made available to you at all. A qualified exemption means that the information will be made available to you, unless the public interest in not disclosing it outweighs the public interest in disclosure. This means that the Council will have to consider and decide where the public interest is greater.

Some of the absolute exemptions include information:-

- Which is accessible by other means
- Which relates to national security
- Which is or relates to court records
- Which is personal data protected under the Data Protection Act
- Which is subject to legal professional privilege

Qualified exemptions include information:-

- Which relates to investigations and proceedings
- Which relates to law enforcement
- Which relates to health and safety
- Which is commercially confidential

Can I use the information supplied to me for any purpose?

The simple answer to this is No. Information which is supplied to you under the legislation is for your personal use only and it may be subject to copyright, either the Council's or a third parties.

Simply because information is published on the Council's web site or available under the legislation does not mean the Council or the third party has waived its copyright.

If you do wish to re-use any information you must write in to Legal Services, Council Offices, Desford Road, Narborough, LE19 2EP.

How much does it cost?

Where information is available online it is free for you to download, and information that is already provided free of charge, such as leaflets and forms, will be emailed or posted at no cost.

The Council may make charges if the information requested is covered by a statutory fee or is listed in the Council's schedule of charges.

The Council may make charges for photocopying or posting information and you will be written to with the charges explained to you, any fee requested will need to be paid prior to the information being sent.

Should you have any queries about the scheme or wish to make a request please contact:-

Legal Services
Council Offices
Desford Road
Narborough
Leicester
LE19 2EP

Or email - foi@blaby.gov.uk

Information Class	Description	Where to obtain information
Who we are and what we do	Organisational information, structures, locations and contacts.	
	<p>Council Constitution</p> <p>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. Other parts of the constitution 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 and employees; the schedule for the payment of member's allowances; and a description of the management structure of the council's workforce.</p>	<p>Website</p> <p>http://www.blaby.gov.uk/constitution/</p>
	<p>Council's Democratic Structure</p> <p>Any further information not included in the constitution about the decision making bodies of the council and their role.</p>	<p>Website</p> <p>http://w3.blaby.gov.uk/decision-making/mgListCommittees.aspx?bcr=1</p>
	<p>Council Directorate Structure</p> <p>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 and staffing structure of the directorates and departments.</p>	<p>On request</p>

Information Class	Description	Where to obtain information
	<p>Location and opening times of Council Properties Details of all Council properties, whether they are open to the public or not, and if they are open the location and opening times.</p>	<p>Website for location map of main offices http://www.blaby.gov.uk/contact/ On request for opening times.</p>
	<p>Currently elected Councillors' information and contact details Your ward Councillors' names, positions on the council and how they can be contacted.</p>	<p>Website http://w3.blaby.gov.uk/decision-making/mgMemberIndex.aspx?bcr=1</p>
	<p>Contact details for all customer facing departments Information about how we can be contacted. This includes the role of the contact, phone number and where possible an e-mail address.</p>	<p>Website (main site and A to Z of services provided) http://www.blaby.gov.uk/ccm/atoz/</p>
	<p>Most Recent Election Results The results of the most recent elections for councillors on the council plus the results of other elections conducted in the area.</p>	<p>Website http://www.blaby.gov.uk/ccm/navigation/council-and-democracy/councillors--democracy-and-elections/elections---results-publication/</p>
	<p>Relationships with other authorities Descriptions of the respective roles of different the types of local</p>	<p>Parish and Town Councils http://www.blaby.gov.uk/ccm/</p>

	<p>authorities – Unitary, Council and District, plus the Council's partnership arrangements with other authorities and its relationship with central government departments is outlined. Where Council services are provided by a joint or combined authority, for example fire, details are provided of what they do and how they may be contacted, usually through a web-link to their sites.</p> <p>An explanation of the Council's role and contact details are also provided – again through an Internet link where available.</p>	<p><u>navigation/council-and-democracy/council-departments/parish-and-town-councils/</u></p> <p>Other authorities in Leicestershire</p> <p>Central Government Contacts</p> <p>Role of the Council its divisions and functions</p> <p>Any other information upon request</p>
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Information Class	Description	Where to obtain information
What we spend and how we spend it	Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Information is available for the current and previous two financial years, both for the council as a whole but also for departments.	
	<p>Financial statements, budgets and variance reports</p> <p>Financial information for both revenue budgets and budgets for capital expenditure to enable you to see where money is being spent, where a council or department is or has been planning to spend it, and the difference between the two. Financial information is published at least annually and, where practical, half yearly and/or quarterly financial reports are also provided.</p>	<p>Website</p> <p>Financial Statements (03/04 04/05 05/06 06/07)</p> <p>http://www.blaby.gov.uk/ccm/navigation/council-and-democracy/council-budgets-and-spending/annual-accounts/</p> <p>All other information upon request.</p>
	<p>Capital Programme</p> <p>Information is available on major plans for capital expenditure including any private finance initiative and public-private partnership contracts.</p>	On request
	<p>Spending Reviews</p>	On request
	<p>Financial Audit Reports</p>	On request
	<p>The members allowance scheme and the allowances paid under it to Councillors each year</p> <p>The total of the allowances and expenses paid to councillors by reference to categories, for example travel, subsistence and accommodation. Council guidelines on the level and claiming of expenses can also be found here.</p>	<p>Published each year in the Leicester Mercury – and available on request.</p> <p>http://www.blaby.gov.uk/ccm/navigation/council-and-democracy/councillors--democracy-and-</p>

		elections/councillor-s-allowances/ Information on the members allowance scheme can also be found in the Council's constitution. http://www.blaby.gov.uk/constitution/
	Staff allowances and expenses Details of the allowances and expenses that can be claimed. This section also includes the total of the allowances and expenses paid to individual senior staff members by reference to categories inline with the council's policies, practices and procedures under headings like travel, subsistence and accommodation.	On request
	Pay and grading structure This is provided as part of the organisational structure and indicates, for most posts, levels of pay rather than individual salaries.	On request
	Election Expenses	On request
	Procurement Procedures Details of Council procedures for acquiring goods and services and contracts available for public tender.	On request
	Details of contracts currently being tendered This information will relate to contracts that are large enough to have gone through formal tendering	On request http://www.blaby.gov.uk/ccm/navigation/council-and-democracy/tenders-and-contracts/

	List of contracts awarded and their value Details of recent contracts awarded by the Council that have gone through formal tendering.	On request
	District Auditors Report	On request

Information Class	Description	Where to obtain information
	<p>Financial statements for projects and events Financial reports for identifiable projects and publicised organised events that indicate actual expenditure against original project budgets.</p>	On request
	<p>Internal financial regulations</p>	On request
	<p>Funding for partnership arrangements Details of the funding arrangements for partnerships where the council takes the lead role in the partnership arrangement. Details of the funding provided where the council contributes funding to a partnership arrangement managed by another authority</p>	On request

Information Class	Description	Where to obtain information
<p>What are our priorities and how are we doing</p>	<p>This section will include strategies and plans, performance indicators, audits, inspections and reviews. Information is available for the current and previous three years, not only for the council as a whole but also for departments where available. The following list shows you the type of information we include here. It is not extensive and the information includes reports or recorded information showing the council's planned or actual performance:</p> <ul style="list-style-type: none"> • Annual reports • Strategies and business plans for services provided by the council • Best value local performance plan • Internal and external organisation performance reviews • Strategies developed in partnership with other authorities <p>This includes community partnership strategies, safety and crime reduction strategies, road safety strategy, joint housing strategies, joint strategies for health issues and children's services.</p> <ul style="list-style-type: none"> • Economic development action plan • Forward plan • Capital strategy • Best value performance indicators • District auditor's reports on the best value performance plan and performance indicators • Comprehensive performance assessment • Inspection reports • Local Area Agreements • Statistical information produced in accordance with the council's and departmental requirements 	<p>Much of the information can be found on the Council's website for anything not on the website please make a request.</p> <p>http://www.blaby.gov.uk/ccm/navigation/council-and-democracy/policies--strategies-and-plans/</p>

	<ul style="list-style-type: none">• Impact assessments• Service standards• Public service agreements	
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Information Class	Description	Where to obtain information
How we make decisions	Information on the decision-making processes and records of decisions, information will cover the time frame current year plus 3 previous years.	
	<p>Timetable of Council meetings Agendas, officers' reports, background papers and minutes of Council committees, sub committees and standing forum meetings. All this information is already publicly available under the local authority access to information rules.</p>	Website http://w3.blaby.gov.uk/decision-making/uuCoverpage.aspx?bc=1
	<p>Major policy proposals and decisions The information provided under this section is what the Council can give you on these matters without damaging internal policy development and relations with other public authorities.</p>	On request
	<p>Facts and analyses of facts considered when framing major policies</p>	On request
	<p>Public consultations Details of concluded consultation exercises including access to the consultation papers or information about where the papers can be obtained. This area includes the results and outcomes of consultation exercises</p>	On request
	<p>Internal communications guidance, criteria used for decisions-making, internal instructions, manuals and guidelines. Where access to internal instructions, manuals and guidelines for dealing with the business of the council would help you understand how our decisions are made, these are included here except for the information we believe might damage the council's operations.</p>	On request

Information Class	Description	Where to obtain information
Our policies and procedures	This section covers the Council's current written protocols, policies and procedures for delivering its services and responsibilities. Some of the information about policies and procedures may be covered by the council's constitution, so if you cannot find what you are looking for here please look there.	
	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.	On request
	Policies and procedures for delivering our services This includes local area agreement memoranda and policies and procedures for handling information requests.	On request
	Policies and procedures about the recruitment and employment of staff Vacancies advertised as part of recruitment policies and details of current vacancies. Our policies relating to our staff covering both the provision of services and the employment of staff for example, equality and diversity, and health and safety.	Current jobs are advertised via the website http://www.blaby.gov.uk/ccm/navigation/jobs-and-careers/current-job-vacancies/ Information is available on the website and on request. http://www.blaby.gov.uk/ccm/navigation/jobs-and-careers/
	Customer service Our standards for providing services to the council's customers, including the complaint procedure. Complaints procedures include those covering requests for information and operating the	Website http://www.blaby.gov.uk/ccm/navigation/council-and-democracy/complaints/

	publication scheme.	http://www.blaby.gov.uk/ccm/navigation/council-and-democracy/customer-services/
	<p>Records management and personal data policies This includes information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p>	Website http://www.blaby.gov.uk/ccm/navigation/council-and-democracy/data-protection-and-freedom-of-information/
	<p>Charging regimes and policies Details of any statutory charging regimes are provided here. Charging policies include charges made for information routinely published for example under Access to Information legislation, and detail what costs are recovered, the basis on which they are made, and how they are calculated.</p>	On request

Information Class	Description	Where to obtain information
Lists and Registers	This class only covers information held in current list and registers.	
	Register of councillors' financial and other interests Register of gifts and hospitality	On request
	Licensing (Taxi Drivers and Operators) (Personal and Premises)	http://www.blaby.gov.uk/ccm/navigation/business/licences-and-street-trading/public-register/
	Register of electors	Full register available for inspection at the main council offices
	List of current planning applications	Website http://w3.blaby.gov.uk/PublicAccess/tdc/DcApplication/weeklylist_searchform.aspx

Information Class	Description	Where to obtain information
<p>Services provided by the Council</p>	<p>This section current information about the services the council provides including leaflets, guidance and newsletters. This class is linked with the first class– Who are we and what do we do. While the first section provides information on the council and its departments’ roles and responsibilities, this section includes details of the services the council provides as a result of them. The following is a list of some of the services the council is responsible for and links to the relevant service pages on the website are provided</p> <p>Regulatory and licensing responsibilities Services for local businesses Press releases Refuse and Recycling Environmental Health Housing and Council tax benefits Council Tax collection Leisure Services Housing Planning (development control) Building control Community Safety</p> <p>If the service you are looking for is not in this list, please look on the Council’s Internet site.</p>	<p>Website</p> <p>Regulatory and licensing responsibilities http://www.blaby.gov.uk/ccm/navigation/business/licences-and-street-trading/</p> <p>Environmental Licences http://www.blaby.gov.uk/ccm/navigation/business/licences-and-street-trading/</p> <p>Local Businesses</p> <p>Media releases http://www.blaby.gov.uk/ccm/navigation/news-and-information/press-releases/</p> <p>Refuse and Recycling http://www.blaby.gov.uk/ccm/navigation/environment/recycling--rubbish-and-waste/</p> <p>Environmental Health http://www.blaby.gov.uk/ccm/navigation/environment/environmental-health/</p>

Housing and council tax benefits

<http://www.blaby.gov.uk/ccm/navigation/advice-and-benefits/benefits/>

Council Tax collection

<http://www.blaby.gov.uk/ccm/navigation/advice-and-benefits/council-tax/>

Leisure Services

<http://www.blaby.gov.uk/ccm/navigation/leisure-and-culture/>

Housing

<http://www.blaby.gov.uk/ccm/navigation/housing/>

Planning (development control)

<http://www.blaby.gov.uk/ccm/navigation/planning-and-building/planning/>

Building control

<http://www.blaby.gov.uk/ccm/navigation/planning-and-building/building-control/>

Community Safety

<http://www.blaby.gov.uk/ccm/>

		navigation/community-and-living/crime-prevention-and-safety/
	<p>Election information The offices of the Returning Officer and of the Electoral Registration Officer are separate to the functions of the Council.</p> <p>Information held by us on behalf of these two offices is not currently covered by the Freedom of Information Act. However, much of the information about elections is also held by the Council and where we are allowed to by law we will make this information available through the publication scheme, for example forthcoming elections, election results, review of polling stations, information on becoming a councillor, voting procedures</p>	http://www.blaby.gov.uk/ccm/navigation/council-and-democracy/councillors--democracy-and-elections/