



[www.north-herts.gov.uk](http://www.north-herts.gov.uk)

## North Herts Council

### Publication Scheme

Part of the Council's Freedom of Information Procedures

Revised August 2022

## Publication Scheme

The Freedom of Information Act gives a right of access to much of the information held by North Hertfordshire District Council (NHDC). This was developed as part of the district wide authorities work towards implementing e-government and creating common points of access for the public to access the whole range of local authority services. The Scheme is set out in categories and classes. The classes are defined to include information in such a way as to be useful and easily accessible to the public. They indicate the information, which is currently available or intended to be, and whether a charge will be levied. Appeals against the reason for the exemption can be challenged by contacting the Information & Asset Team at NHDC or the Information Commissioner at:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113 (or 01625 545745 if you would prefer not to call an '03' number, or +44 1625 545745 if calling from overseas)

[www.ico.org.uk](http://www.ico.org.uk)

## Revision History

Revision Date	Version	Previous Version	Description of Revision
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November 2018	2018 1.1		New document
April 2021	2021 1.0	2018 1.1	Document review
August 2022	2022 1.0	2021 1.0	Document review
October 2022	2022 1.1	2022 1.0	Updating Information

## Exemptions & Exceptions

All general correspondence sent or received by the Council from individuals and all information relating to individuals where it is personal data as defined by the Data Protection Act 2018 is excluded. Where information falls within an exemption within the Freedom of Information Act, the Environmental Information Regulations 2004, Data Protection Act 2018 or any other relevant legislation it will be disclosed subject to these exemptions and or exceptions and the law of confidentiality.

## Access to the Publication Scheme wherever practicable

The information contained in each class will be available in a number of formats, including hard copy. These can be inspected at the District Council Offices, Gernon Road, Letchworth, on the web or by e-mail. Copies will be made available in Braille and in other languages if required.

We will comply with requests for information identified in the Scheme within 20 working days.

Any charges applied to specific documents are indicated in the Scheme.

## How do I find out about the information you hold about me personally?

Information about individuals is available on request under specific conditions under the Data Protection Act 2018.

For an enquiry under the Data Protection Act 2018 please contact the Council's Freedom of Information department via e-mail [FOI2@north-](mailto:FOI2@north-)

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North Herts Council, Council Offices, Gernon Road, Letchworth Garden City, Hertfordshire, SG6 3JF

[herts.gov.uk](https://www.north-herts.gov.uk) , telephone 01462 474000 or submit a Subject Access Request form by emailing the form to [FOI2@north-herts.gov.uk](mailto:FOI2@north-herts.gov.uk) or by posting the form to the following address:

Information Management  
District Council Offices  
Gernon Road  
Letchworth Garden City  
SG6 3JF

The Subject Access Form can be located at the bottom of webpage which can be found by following the link below.

<https://www.north-herts.gov.uk/home/council-data-and-performance/data-protection/data-protection-statement>

## Changes

The Scheme will be kept under review and updated annually as part of an on going work programme overseen by the Information Management Team.

The contact details for the person who will be responsible for ensuring the maintenance of the Scheme and provision of information in accordance with the scheme and who can be contacted is:

Name: Jo Dufficy - Service Director – Customers

Address: District Council Offices, Gernon Road, Letchworth Garden City, Herts, SG6 3JF

Telephone: 01462 474000

Email: [FOI2@north-herts.gov.uk](mailto:FOI2@north-herts.gov.uk)

## Comments on the Scheme

The Council welcomes feedback on the Scheme and in particular on how useful it is to you. Please forward any comments on the Scheme and its operation to the above-named officer.

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## Who do I contact to find out more about the Publication Scheme?

If you would like to enquire about general information on the GDPR, UK Data Protection Bill, Freedom of Information Act or Publication Schemes (not specific to North Hertfordshire District Council), we suggest you contact the Information Commissioners Office at;

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

E-mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Website: <https://ico.org.uk/>



Signature

Name: Jo Dufficy

Position: Service Director - Customers

Date 10 October 2022

## About the Council

North Hertfordshire has a population estimate of 133,463 as at 30/06/2020, most of this population reside in the 4 main urban areas, Baldock, Hitchin, Letchworth and Royston. Significant areas of the District are rural. This make-up of the district is reflected in the Area Committee Structure. Further information relating to NHDC's budgets and accounts can be found within the named document 'Unaudited Statement of

Accounts 2021/2022 located on our website. A link to this document has been supplied below for ease.

[Microsoft Word - Draft Statement of Accounts 2021-22 \(north-herts.gov.uk\)](https://www.north-herts.gov.uk)

The principal services delivered by the District are:

- Planning
- Environmental Health
- Leisure
- Waste Collection
- Community Development
- Council Tax
- Housing Benefit

The Council's priorities are detailed in the Council plan (2022-2027) which can be found here: [Council Plan | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk)

The Council is structured on a Cabinet with Leader model, with a joint administrative Cabinet comprising 7 portfolio holders. Further information regarding the portfolios can be found here: [Councillor duties and responsibilities | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk)

The decision making process of the Council is set out in the Constitution which is available on the Councils website under the '[Council & Democracy](https://www.north-herts.gov.uk)' category which can be found by following the link below.

<https://www.north-herts.gov.uk/home/council-and-democracy/council-constitution>

### The Council's approach to Freedom of Information

North Herts Council is committed to open, accountable and transparent operations, both in decision making and service delivery. Its vision is to improve the quality of life for everyone in the District and in achieving this vision is committed to more cost-effective delivery of quality services.

The majority of the Council's business is dependent on information. Much of the information held and used by the Council is already publicly available and the Council welcomes the introduction of the Freedom of Information Act 2000 as an opportunity to review and rationalise its information management systems. This work will assist in achieving the electronic delivery of services but will not be restricted to this. The Council is conscious of the fact that electronic access is not everyone's chosen form of communication, hence alternative arrangements will be made and set out in the Scheme, both for hard copy and access for those with specific needs.

<b><u>Directorate</u></b>	<b><u>Service Areas;</u></b>	<b><u>Service Director</u></b>
<b>Open Government Data</b>	N/A	N/A
<b>Enterprise</b>	<ul style="list-style-type: none"> <li>- Commercial Operations</li> <li>- Museums</li> <li>- Hitchin Town Hall</li> <li>- Estates &amp; Asset Management</li> <li>- Economic Development</li> </ul>	Steve Crowley
<b>Customers</b>	<ul style="list-style-type: none"> <li>- Revenues &amp; Benefits</li> <li>- Information Technology</li> <li>- Careline</li> <li>- Customer Services</li> </ul>	Jo Dufficy

	- Management Support Unit	
<b>Legal &amp; Community</b>	- Community Protection - Democratic Services - Legal Services - Licensing - Policy & Community Engagement	Jeanette Thompson
<b>Regulatory</b>	- Building Control - Development Management - Strategic Planning - Environmental Protection - Housing - Parking	Ian Fullstone
<b>Resources</b>	- Accountancy - Human Resources - Performance & Risk - Audit - Insurance - Property Services	Ian Couper
<b>Place</b>	- Active Communities - Emergency Planning - Greenspace - Leisure Management - Waste Services	Sarah Kingsley



	- Communications	
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The information has been split into 7 classes for each Directorate. The 7 classes that the information has been split into is as follows:

Class 1: Who we are and what we do

Class 2: What we spend and how we spend it

Class 3: What our priorities are and how we are doing

Class 4: How we make decisions

Class 5: Our policies and procedures

Class 6: Lists and Registers

Class 7: The services provided by the Council

**Index**

<b><u>Class</u></b>		<b><u>Page</u></b>
<u>Open Government Data</u>		<b>Pages 11-12</b>

<u>Class 1: Who we are and what we do</u>		<b>Pages 13-17</b>
<u>Class 2: What we spend and how we spend it</u>		<b>Pages 17-21</b>
<u>Class 3: What our priorities are and how we are doing</u>		<b>Pages 21-22</b>
<u>Class 4: How we make decisions</u>		<b>Pages 22-23</b>
<u>Class 5: Our policies and procedures</u>		<b>Pages 24-29</b>
<u>Class 6: Lists and Registers</u>		<b>Pages 29-34</b>
<u>Class 7: The services provided by the Council</u>		<b>Pages 35-44</b>

<b>Open Government Data</b>

Open Data is freely available for everyone to access, use and republish as they wish, and published without restrictions from copyright, patents or other mechanisms of control.

This information is exempt under FOI as it is accessible by other means

NHDC have identified the material they provide through Open Government on their website at:-

<http://www.north-herts.gov.uk/home/council-performance-and-data/open-data>

It includes:-

- Budgets for this year
- Contracts Register
- Council constitution
- Council meeting dates, agendas and minutes
- Councillor allowances
- Election results
- Grants and awards
- Land and property assets
- Organisation structure chart
- Parking revenue (on-street and off-street)
- Pay Policy Statement
- Payments to Suppliers

- Performance management
- Senior employee salaries and job descriptions
- Statement of Accounts
- Waste contracts

<b><u>Class 1: Who we are and what we do</u></b>				
<b>Organisational information, locations and contacts, constitutional and legal governance.</b>				
<b>Class</b>	<b>Description</b>	<b>Examples of Documents/Notes</b>	<b>Format/Website Link</b>	<b>Chargeable/Fee</b>
<b>Constitution</b>	The constitution of the council	Financial Regulations and Contract (Section 19) Standing Orders (Section 4.8)	North Herts Council's Website - <a href="http://north-herts.gov.uk/council-constitution">Council constitution   North Herts Council (north-herts.gov.uk)</a>	No
	Decision Making	Terms of Reference of various committees etc. Code of Practice for procurement of works supplies & services, code of conduct for members & employees, schedule for the payment of members allowances	North Herts Council's Website - <a href="http://north-herts.gov.uk/councillors-allowances">Councillors' allowances   North Herts Council (north-herts.gov.uk)</a>	No
	Council democratic structure chart	Decision making bodies of the council & their role Councillors, MPs & MEPS	North Herts Council's Website - <a href="http://north-herts.gov.uk/councillors">Councillors   North Herts Council (north-herts.gov.uk)</a>	No
<b>Organisational Structure</b>	The management structure and functions of the council	Council departments & organisation structure chart	North Herts Council's Website - <a href="http://north-herts.gov.uk/council-departments">Council departments   North Herts Council (north-herts.gov.uk)</a>	No

		Duties and Allowance of Senior Employees	North Herts Council's Website - <a href="https://www.north-herts.gov.uk">Duties and allowances   North Herts Council (north-herts.gov.uk)</a>	No
<b>Contact</b>	Location & opening times of Council Properties	Main Contact - Location	North Herts Council's Website - <a href="https://www.north-herts.gov.uk">Contact us   North Herts Council (north-herts.gov.uk)</a>	No
	Contact details for customer facing departments (in addition to the main contact site)	Contact details for customer facing departments (in addition to the main contact site)	North Herts Council's Website - <a href="https://www.north-herts.gov.uk">Planning Reception   North Herts Council (north-herts.gov.uk)</a>	No
	Councillors contact information	Your Councillors	North Herts Council's Website - <a href="https://www.north-herts.gov.uk">Your councillors   North Herts Council (north-herts.gov.uk)</a>	No
<b>Elections</b>	Elections required by law	Elections overview	North Herts Council's Website - <a href="https://www.north-herts.gov.uk">Types of elections   North Herts Council (north-herts.gov.uk)</a>	No

		Election results	North Herts Council's Website - <a href="http://north-herts.gov.uk/election-results">Election results   North Herts Council (north-herts.gov.uk)</a>	No
		Polling stations	North Herts Council's Website - <a href="http://north-herts.gov.uk/polling-stations">Polling stations   North Herts Council (north-herts.gov.uk)</a>	No
		Standing for election	North Herts Council's Website - <a href="http://north-herts.gov.uk/standing-for-election">Standing for election   North Herts Council (north-herts.gov.uk)</a>	No
		Voting Procedures	North Herts Council's Website - <a href="http://north-herts.gov.uk/register-to-vote">Register to vote   North Herts Council (north-herts.gov.uk)</a>	No
<b>Relationships with other authorities</b>	Councillors, MPs and MEPs	N/A	N/A	N/A
	Returning Officer: The Returning officer and his office does not fall within the remit of the Council, neither are they liable to respond to requests under FOI legislation	All enquiries should be sent to direct to: <a href="mailto:Elections@north-herts.gov.uk">Elections@north-herts.gov.uk</a>	All enquiries should be sent to direct to: <a href="mailto:Elections@north-herts.gov.uk">Elections@north-herts.gov.uk</a>	N/A

	Corporate governance	Local code of corporate governance	North Herts Council's website - <a href="http://north-herts.gov.uk/corporate-governance">Corporate Governance   North Herts Council (north-herts.gov.uk)</a>	No
	County Council: Services managed outside the District Council	Hertfordshire County Council Services	North Herts Council's website - <a href="http://north-herts.gov.uk/hertfordshire-county-council-services">Hertfordshire County Council Services   North Herts Council (north-herts.gov.uk)</a>	No
	Shared Services	Shared Anti-Fraud Service	<a href="http://north-herts.gov.uk/shared-anti-fraud-service">Shared Anti-Fraud Service   Hertfordshire County Council</a>	No
		Shared Internal Audit Service	<a href="http://north-herts.gov.uk/business">Business   Hertfordshire County Council</a>	No
		Hertfordshire CCTV Partnership	<a href="http://north-herts.gov.uk/hertfordshire-cctv-partnership">Hertfordshire CCTV Partnership</a>	No
		Leisure Contracts and Projects	North Herts Council's website - <a href="http://north-herts.gov.uk/leisure">Stevenage Leisure Ltd - Letchworth Leisure Management Contract   North Herts Council (north-herts.gov.uk)</a>	No



			North Herts Council's website - <a href="#">Contracts Register   North Herts Council (north-herts.gov.uk)</a>	No
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**Class 2: What we spend and how we spend it**

**Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts**

<b>Class</b>	<b>Description</b>	<b>Examples of Documents/Notes</b>	<b>Format/Website Link</b>	<b>Chargeable/Fee</b>
<b>Financial statements</b>	The statement of accounts presents the financial position of the Council at the end of the financial year and its income and expenditure to the end of that year.	Statement of Accounts (and working papers)	North Herts Council's website - <a href="#">Statement of Accounts   North Herts Council (north-herts.gov.uk)</a>	No
<b>Budget</b>	The overall expected spending of the Council Commercially sensitive documents e.g. those relating to quotations, tenders, loans and	Budget Statement	North Herts Council's website - <a href="#">Council budget approved   North Herts Council (north-herts.gov.uk)</a>	No

	insurance will not be disclosed.	Finances and spending	North Herts Council's website - <a href="https://www.north-herts.gov.uk/finances-and-spending">Finances and spending   North Herts Council (north-herts.gov.uk)</a>	No
<b>Audit - Financial</b>	The external activities (usually carried out by district audit) associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period Exemptions apply to certain audit documents and investigations and proceedings under s.33 of the Freedom of Information Act and the law of confidentiality , personal information will not be disclosed	Compliance audits*,Operational audits, Skills audit, Systems audit, Quality assurance audits* - contact FOI via <a href="mailto:FOI2@north-herts.gov.uk">FOI2@north-herts.gov.uk</a>	PDF document	No
		Treasury Management Strategy - contact FOI via <a href="mailto:FOI2@north-herts.gov.uk">FOI2@north-herts.gov.uk</a>	Electronic	No
		Council Tax information (leaflets sent with Council Tax bill)	North Herts Council's website - <a href="https://www.north-herts.gov.uk/your-council-tax-bill">Your Council Tax bill   North Herts Council (north-herts.gov.uk)</a>	No

<b>Staff allowances and expenses</b>	Members allowance scheme & the allowances paid under it to councillors each year	List of allowances by category (e.g. mileage, expenses) paid annually to members and Chief Officers (grade 13 and above)	Paper / North Herts Council's website - <a href="http://north-herts.gov.uk/councillors-allowances">Councillors' allowances   North Herts Council (north-herts.gov.uk)</a>	No
<b>Pay and grading structure</b>		Pay scales will be published Pay and Policy statement	Paper / North Herts Council's website - <a href="http://north-herts.gov.uk/microsoft-word-pay-policy-statement-2022-final">Microsoft Word - Pay Policy Statement 2022 FINAL (north-herts.gov.uk)</a>	No
		Grades will be included on top level structure chart	Paper / North Herts Council's website - <a href="http://north-herts.gov.uk/nhc-senior-management-organisation-chart-march-2022.pdf">NHC Senior Management Organisation Chart - March 2022.pdf (north-herts.gov.uk)</a>	No
<b>Procurement Procedures</b>		Procurement	North Herts Council's website - <a href="http://north-herts.gov.uk/procurement">Procurement   North Herts Council (north-herts.gov.uk)</a>	No
		Contracts Register	North Herts Council's website - <a href="http://north-herts.gov.uk/contracts-register">Contracts Register   North Herts Council (north-herts.gov.uk)</a>	No

<b>Details of contracts &amp; tenders</b>	To businesses, to the voluntary community and to the social enterprise sector	Contracts Register	North Herts Council's website - <a href="https://www.north-herts.gov.uk/contracts-register">Contracts Register   North Herts Council (north-herts.gov.uk)</a>	No
		Payments to suppliers	North Herts Council's website - <a href="https://www.north-herts.gov.uk/contracts-register">Contracts Register   North Herts Council (north-herts.gov.uk)</a>	No
<b>Details of grants to the voluntary community and social enterprise</b>		Community Grants	North Herts Council's website - <a href="https://www.north-herts.gov.uk/community-grants">Community grants   North Herts Council (north-herts.gov.uk)</a>	No
		Community Right to Challenge Protocol	North Herts Council's website - <a href="https://www.north-herts.gov.uk/community-right-to-challenge">Community Right to Challenge   North Herts Council (north-herts.gov.uk)</a>	No
		Community Right to Bid Registers and Process	North Herts Council's website - <a href="https://www.north-herts.gov.uk/decisions-on-assets-of-community-value">Decisions on Assets of Community Value   North Herts Council (north-herts.gov.uk)</a>	No

<b><u>Class 3: What our priorities are and how we are doing</u></b>				
<b>Strategy and performance information, plans, assessments, inspections and reviews.</b>				
<b>Class</b>	<b>Description</b>	<b>Examples of Documents/Notes</b>	<b>Format/Website Link</b>	<b>Chargeable/Fee</b>
<b>Strategies &amp; business plans for service provided by the council</b>		Priorities, including Corporate Plans, Service Plans	North Herts Council's website - <a href="http://north-herts.gov.uk">Council Plan   North Herts Council (north-herts.gov.uk)</a>	No
<b>Performance Reports</b>	Council Delivery Plan 2022-23		North Herts Council's website - <a href="http://north-herts.gov.uk">Council Delivery Plan 2022-23.pdf (north-herts.gov.uk)</a>	No
			North Herts Council's website - <a href="http://north-herts.gov.uk">Council Delivery Plan   North Herts Council (north-herts.gov.uk)</a>	No

<b><u>Class 4: How we make decisions</u></b>				
<b>Policy proposals and decisions; Decision making processes, internal criteria and procedures, consultations.</b>				
<b>Class</b>	<b>Description</b>	<b>Examples of Documents/Notes</b>	<b>Format/Website Link</b>	<b>Chargeable/Fee</b>

<b>Council and Committees Meetings – Part 1 and standard forum meetings</b>	Agendas, meetings and minutes relating to full council decision making processes, open to the public; Timetable of Council meetings; Officers reports, background papers	Minutes	Paper / North Herts Council's website - <a href="http://north-herts.gov.uk">Council and committee meetings   North Herts Council (north-herts.gov.uk)</a>	No
		Agendas	Paper / North Herts Council's website - <a href="http://north-herts.gov.uk">Council and committee meetings   North Herts Council (north-herts.gov.uk)</a>	No
		Associated reports	Paper / North Herts Council's website - <a href="http://north-herts.gov.uk">Council and committee meetings   North Herts Council (north-herts.gov.uk)</a>	No
<b>Public consultation</b>	Current public consultation documents/questionnaires	Includes District wide Surveys and Citizens Panels	North Herts Council's website - <a href="http://north-herts.gov.uk">News and media   North Herts Council (north-herts.gov.uk)</a>	No

		For service area customer satisfaction surveys, such as Bi-annual Leisure customer, Annual Play scheme and Annual Archers customer satisfaction surveys contact the Leisure or Play scheme department via <a href="mailto:service@north-herts.gov.uk">service@north-herts.gov.uk</a>	Paper	No
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**Class 5: Our policies and procedures**

**Current written protocols for delivering our functions and responsibilities**

<b>Class</b>	<b>Description</b>	<b>Examples of Documents/Notes</b>	<b>Format/Website Link</b>	<b>Chargeable/Fee</b>
<b>Policies &amp; procedures</b>	For conducting Council business		North Herts Council's website - <a href="http://www.north-herts.gov.uk">Council constitution   North Herts Council (north-herts.gov.uk)</a>	No

<b>Policies &amp; strategies</b>	Policies & procedures for delivering our service	Policies included on the NHC website or under the particular subject for instance <a href="http://www.north-herts.gov.uk/home/council-performance-and-data/policy/climate-change">http://www.north-herts.gov.uk/home/council-performance-and-data/policy/climate-change</a> . If the policy is not on the website, please contact the Corporate Policy Team via <a href="mailto:service@north-herts.gov.uk">service@north-herts.gov.uk</a>	North Herts Council's website - <a href="http://www.north-herts.gov.uk">Policies   North Herts Council (north-herts.gov.uk)</a>	No charge for electronic copies, paper copies charged @ £0.10p a sheet (black & white)
		Treasury Management Policy contact FOI via <a href="mailto:service@north-herts.gov.uk">service@north-herts.gov.uk</a>		No charge for electronic copies, paper copies charged @ £0.10p a sheet (black & white)
		Anti-Fraud and corruption policy	North Herts Council's website - <a href="http://www.north-herts.gov.uk">Fraud Prevention Policy   North Herts Council (north-herts.gov.uk)</a>	No
		Emergency Planning	North Herts Council's website - <a href="http://www.north-herts.gov.uk">Emergency planning   North Herts Council (north-herts.gov.uk)</a>	No



		Greenspace strategy	North Herts Council's website - <a href="#">Management Strategy and Action Plans for green spaces   North Herts Council (north-herts.gov.uk)</a>	
		Tree Management strategy  Please contact <a href="mailto:service@north-herts.gov.uk">service@north-herts.gov.uk</a> for a copy of the full document.	Paper / North Herts Council's website - <a href="#">Tree management   North Herts Council (north-herts.gov.uk)</a>	No
<b>Policies &amp; procedures about the recruitment &amp; employment of staff</b>	The general terms and conditions of employment with the council. In accordance with the Data Protection Act 2018 and the law of confidentiality, personal information will not be disclosed	Conditions of employment with the Council	North Herts Council's website - <a href="#">Working for North Herts Council   North Herts Council (north-herts.gov.uk)</a>	No
		Human Resources Policies relating to recruitment (Equality & Diversity, Section Methods in Recruitment, Recruitment Advertising)	Paper / North Herts Council's website - <a href="#">Equality and diversity   North Herts Council (north-herts.gov.uk)</a>	No

<b>Job descriptions and person specifications</b>	The job description and person specifications for currently advertised posts. In accordance with the Data Protection Act 2018 and the law of confidentiality, personal information will not be disclosed.	Job descriptions and person specifications for <b>currently advertised posts</b> .	Paper / North Herts Council's website - <a href="#">Job vacancies   North Herts Council (north-herts.gov.uk)</a>	No
<b>Customer Service</b>	Customer Service strategy		North Herts Council's website - <a href="#">Customer Service Strategy and Customer Care Standards   North Herts Council (north-herts.gov.uk)</a>	No
	Communication strategy		North Herts Council's website - <a href="#">Communications Strategy   North Herts Council (north-herts.gov.uk)</a>	No
<b>Records management &amp; personal data policies</b>	Information Management strategy		Paper, please contact <a href="mailto:FOI2@north-herts.gov.uk">FOI2@north-herts.gov.uk</a> for a copy.	No

	Retention Policy		North Herts Council's website - <a href="http://north-herts.gov.uk/RetentionSchedule">Retention Schedule   North Herts Council (north-herts.gov.uk)</a>	No
	Data Sharing Policy		Paper, please contact <a href="mailto:FOI2@north-herts.gov.uk">FOI2@north-herts.gov.uk</a> for a copy.	No
	Information Security Policy		Paper, please contact <a href="mailto:FOI2@north-herts.gov.uk">FOI2@north-herts.gov.uk</a> for a copy.	No
<b>Performance Management</b>	Performance statistics – National and Local PI's	Statistical reports Notes from meetings. Published with the Overview and Scrutiny Committee reports	North Herts Council's website - <a href="http://north-herts.gov.uk/OverviewandScrutiny">Overview and Scrutiny   North Herts Council (north-herts.gov.uk)</a>	No
<b>Fees &amp; charges</b>	Council fees and charges list	Booklet of burial charges, memorials, inscriptions in memorial book, use of chapels, purchase of exclusive rights	Paper / North Herts Council's website - <a href="http://north-herts.gov.uk/Burialsandcemeteries">Burials and cemeteries   North Herts Council (north-herts.gov.uk)</a>	No
		Allotment Charges & Availability	North Herts Council's website - <a href="http://north-herts.gov.uk/Allotments">Allotments   North Herts Council (north-herts.gov.uk)</a>	No

		Pest Control – full charge and concessionary charges	North Herts Council’s website - <a href="http://north-herts.gov.uk">Pest control   North Herts Council (north-herts.gov.uk)</a>	No
		Housing & Public Protection Service – Schedule of Fees & Charges (including Housing & Housing related services; Environmental Protection; Food Safety; Public Health; Animal Welfare; Licensing: Charging for Enforcement & Compliance; Provision of Information)	North Herts Council’s website - <a href="http://north-herts.gov.uk">Environmental health fees and charges   North Herts Council (north-herts.gov.uk)</a>	No
		Hackney Carriage & Private Hire charges	North Herts Council’s website - <a href="http://north-herts.gov.uk">Taxi fares and tariffs   North Herts Council (north-herts.gov.uk)</a>	No
		Fees for planning and related applications from Planning Reception	North Herts Council’s website - <a href="http://north-herts.gov.uk">Planning Reception   North Herts Council (north-herts.gov.uk)</a>	No

		Car parking Locations & charges	North Herts Council's website - <a href="http://www.north-herts.gov.uk">Car parks in North Herts   North Herts Council (north-herts.gov.uk)</a>	No
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**Class 6: Lists and Registers**

**Information held in registers required by law and other lists and registers relating to the functions of the authority**

<b>Class</b>	<b>Description</b>	<b>Examples of Documents/Notes</b>	<b>Format/Website Link</b>	<b>Chargeable/Fee</b>
<b>Members - Details</b>	Public contact details of Your local representative of the council	Your Councillors	North Herts Council's website - <a href="http://www.north-herts.gov.uk">Your councillors   North Herts Council (north-herts.gov.uk)</a>	No
<b>Electoral Register</b>	The list of people eligible to vote. This information is exempt from the Freedom of Information Act 2000. Information in this area is made available under the Representation of the Peoples Act 1983. Further information available from Electoral Services	Full Register: (Distribution limited to specific organisations only)	Electronic	£20 plus £1.50 per 1000 entries
			Paper	£10 plus £5 per 1000 entries
		Edited Register	Electronic	£20 plus £1.50 per 1000 entries

	<a href="mailto:elections@north-herts.gov.uk">elections@north-herts.gov.uk</a>		Paper	£10 plus £5 per 1000 entries
<b>Contaminated Land register</b>	Register of remediation notices served and other matters relating to contaminated land	Remediation notices; Appeals against remediation notices or charging notices	Paper copy available at District Council Offices, Gernon Road, Letchworth, Herts SG6 3JF Mon– Fri 9.00am-5.00pm. Tel 01462 474000 or contact Environmental Protection Team via <a href="mailto:service@north-herts.gov.uk">service@north-herts.gov.uk</a>	Free to view, copies chargeable to cover copying costs
<b>Cooling Towers register</b>	Register of cooling towers and evaporative condensers	Register includes address of plant, type of equipment and person in control	Paper / North Herts Council’s website - <a href="#">Owners of Evaporative Cooling Towers   North Herts Council (north-herts.gov.uk)</a>  Paper copy available at District Council Offices, Gernon Road, Letchworth, Herts SG6 3JF Mon– Fri 9.00am-5.00pm. Tel 01462 474000	Website free, Paper free to view, copies chargeable to cover copying costs

<b>Delegated Decisions Register</b>	Published decisions delegated to officers under the Openness of Local Government Bodies Regulations 2014	Including Environmental Health, Licensing etc.	North Herts Council's website - <a href="http://north-herts.gov.uk">Public Register and Delegated Decisions   North Herts Council (north-herts.gov.uk)</a>	No
<b>Environmental Permitting register</b>	List of installations permitted under the Environmental Permitting Regulations	Permits; applications; enforcement notices; monitoring information LAPPC Permits Register	<p>Paper / North Herts Council's website - <a href="http://north-herts.gov.uk">LAPPC Permits Register   North Herts Council (north-herts.gov.uk)</a></p> <p>Paper copy available at District Council Offices, Gernon Road, Letchworth, Herts SG6 3JF Mon– Fri 9.00am-5.00pm. Tel 01462 474000</p>	Free to view, copies chargeable to cover copying costs
<b>Food Premises register</b>	List of food premises registered within the district	Register includes address, type of premises and name of food business operator	<p>Paper</p> <p>Paper copy available at District Council Offices, Gernon Road, Letchworth, Herts SG6 3JF Mon– Fri 9.00am-5.00pm. Tel 01462 474000</p>	Free to view, copies chargeable to cover copying costs

<b>Houses in Multiple Occupation register</b>	Premises licensed as a high-risk House in Multiple Occupation		North Herts Council's website - <a href="http://north-herts.gov.uk">Houses in Multiple Occupation   North Herts Council (north-herts.gov.uk)</a>	Free to view, copies chargeable to cover copying costs
		Licensing Public Register	North Herts Council's website - <a href="http://onlinepp.north-herts.gov.uk">North Hertfordshire   onlinepp.north-herts.gov.uk   Licence Register</a>	Free to view
<b>Licensing Act register</b>	Register of Licenses issued under the Licensing Act 2003	Premises licences; club premises licences; Personal licences; temporary event notice notifications	North Herts Council's website - <a href="http://north-herts.gov.uk">Public Register and Delegated Decisions   North Herts Council (north-herts.gov.uk)</a>	Free to view, copies chargeable to cover copying costs
		A weekly update of applications for premises licenses, minor variations and temporary licences is published on the web	North Herts Council's website - <a href="http://north-herts.gov.uk">Review a Premises Licence   North Herts Council (north-herts.gov.uk)</a>	Free to view, copies chargeable to cover copying costs



<b>Gambling Act register</b>	Register of gambling licences issued under the Gambling Act 2005	Premises licences; Temporary use notices	North Herts Council's website - <a href="#">Public Register and Delegated Decisions   North Herts Council (north-herts.gov.uk)</a>	Free to view, copies chargeable to cover copying costs - <a href="#">Environmental health fees and charges   North Herts Council (north-herts.gov.uk)</a>
<b>Taxis</b>	Private Hire and Hackney Carriage licences	Subject to Data Protection restrictions and ICO Decision Notice – Copy available upon request via <a href="mailto:Licensing@north-herts.gov.uk">Licensing@north-herts.gov.uk</a>	Electronic copy available from Licensing from District Council Offices, at above address or email <a href="mailto:Licensing@north-herts.gov.uk">Licensing@north-herts.gov.uk</a>	Free to view, copies chargeable to cover copying costs See Provision of Information - <a href="#">Environmental health fees and charges   North Herts Council (north-herts.gov.uk)</a>
<b>Other Licences</b>	Lists of licences maintained by NHDC	Animal Licensing (Dangerous Wild Animals, Pet shops, Zoos, Boarding and riding establishments), Charity collections, Lottery, Sex Establishments, Street Trading	Electronic copy available from Licensing from District Council Offices, at above address or email <a href="mailto:Licensing@north-herts.gov.uk">Licensing@north-herts.gov.uk</a>	Free to view, copies chargeable to cover copying costs See Provision of Information - <a href="#">Environmental health fees and charges   North Herts Council (north-herts.gov.uk)</a>
<b>Business Rates Data</b>	Published dataset of Business Rates data		North Herts Council's website - <a href="#">Published data sets   North Herts Council (north-herts.gov.uk)</a>	No

<b><u>Class 7: The services provided by the Council</u></b>				
<b>Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered</b>				
<b>Class</b>	<b>Description</b>	<b>Examples of Documents/Notes</b>	<b>Format/Website Link</b>	<b>Chargeable/Fee</b>
<b>Maps, Directions and information</b>	Public maps and directions to Council property or land assets Ward and Parish Boundaries	Location Plans for Council Offices	North Herts Council's website - <a href="#">Contact us   North Herts Council (north-herts.gov.uk)</a>	No
		North Herts Street Map	Paper	No
		Outlook Magazine	North Herts Council's website - <a href="#">Outlook magazine   North Herts Council (north-herts.gov.uk)</a>	No
		Information on the location of Ward and Parish Boundaries in North Herts	O/S Maps	Yes, to cover production
	Overview of information on District	Information pack on economic and demographic makeup of the district	Paper	No

<b>Forms</b>	Forms for completion by customers to access services of the council	Pre application planning forms documents	North Herts Council's website - <a href="#">Do I need planning permission?   North Herts Council (north-herts.gov.uk)</a>	No
		Medical information forms for housing, taxi drivers	Paper / North Herts Council's website - <a href="#">Apply for social housing   North Herts Council (north-herts.gov.uk)</a>	No
			Paper / North Herts Council's website - <a href="#">Apply for a Taxi or Private Hire Driver Licence   North Herts Council (north-herts.gov.uk)</a>	No

		Licensing & Enforcement Forms found with the subject (including Alcohol Licensing; Animal Licensing; Charity Collections; Gambling Act; Lottery Licensing; Online License and permit applications; Scrap Metal License; Sex Establishments; Skin Piercing; Street Café Licensing; Street Trading; Taxi Licensing)	North Herts Council's website - <a href="http://north-herts.gov.uk">Licensing   North Herts Council (north-herts.gov.uk)</a>	No
		Food forms i.e. registration of premises, butchers etc.	North Herts Council's website - <a href="http://north-herts.gov.uk">Food Premises Registration   North Herts Council (north-herts.gov.uk)</a>	No
		Grant application	North Herts Council's website - <a href="http://north-herts.gov.uk">Grants   North Herts Council (north-herts.gov.uk)</a>	No
		Housing Benefit application form	Paper / North Herts Council's website - <a href="http://north-herts.gov.uk">Apply for benefits   North Herts Council (north-herts.gov.uk)</a>	No

		Other related Housing Benefit claim forms	Paper / North Herts Council's website - <a href="http://north-herts.gov.uk">Apply for benefits   North Herts Council (north-herts.gov.uk)</a>	No
		Single Occupancy Discount Review	North Herts Council's website - <a href="http://north-herts.gov.uk">Council Tax discounts   North Herts Council (north-herts.gov.uk)</a>	No
		Home Improvement Grant application	North Herts Council's website - <a href="http://north-herts.gov.uk">Housing grants   North Herts Council (north-herts.gov.uk)</a>	No
		Accident Notification forms	North Herts Council's website - <a href="http://north-herts.gov.uk">Accidents At Work   North Herts Council (north-herts.gov.uk)</a>	No
		Application form for Residents Parking permits/car par season tickets	North Herts Council's website - <a href="http://north-herts.gov.uk">Season tickets for car parks   North Herts Council (north-herts.gov.uk)</a>	No

			North Herts Council's website - <a href="http://north-herts.gov.uk">Apply for a Resident or Visitor Parking Permit   North Herts Council (north-herts.gov.uk)</a>	No
		Comments, Complaints & Compliments	North Herts Council's website - <a href="http://north-herts.gov.uk">Comments, compliments and complaints   North Herts Council (north-herts.gov.uk)</a>	No
<b>Planning</b>		Leaflets, guidance notes and explanatory sheets and forms relating to Planning matters	North Herts Council's website - <a href="http://north-herts.gov.uk">Planning   North Herts Council (north-herts.gov.uk)</a>	No
<b>Conservation Areas</b>	Plans defining Conservation Areas; Article 4(2) directions	Conservation Area plans and Orders confirming Article 4(2) Directions withdrawing certain permitted development rights within Conservation Areas	North Herts Council's website - <a href="http://north-herts.gov.uk">Conservation Areas   North Herts Council (north-herts.gov.uk)</a>  Conservation Area maps – Paper Article 4(2) Directions - paper, website/Paper	Website free Paper Yes from Planning reception - <a href="http://north-herts.gov.uk">Planning Reception   North Herts Council (north-herts.gov.uk)</a>

<b>Tree Preservation Orders</b>	Records of Individual Preservation Orders relating to trees in the District	Formal orders and plans	Paper	Yes from Planning reception - <a href="https://www.north-herts.gov.uk/planning-reception">Planning Reception   North Herts Council (north-herts.gov.uk)</a>
<b>Campaigns</b>	Campaign, publicity and awareness literature on council services, partnership services, or promotional activities associated with the Council	Publications and consultations	North Herts Council's website - <a href="https://www.north-herts.gov.uk/news-and-media">News and media   North Herts Council (north-herts.gov.uk)</a>	No
		Priorities	North Herts Council's website - <a href="https://www.north-herts.gov.uk/council-plan">Council Plan   North Herts Council (north-herts.gov.uk)</a>	No
<b>Publications</b>	Guidebooks, books and other publications that the council makes available, some on a chargeable basis	Food Safety	North Herts Council's website - <a href="https://www.north-herts.gov.uk/search-results">Search results   North Herts Council (north-herts.gov.uk)</a>	No
		Health & Safety	North Herts Council's website - <a href="https://www.north-herts.gov.uk/search-results">Search results   North Herts Council (north-herts.gov.uk)</a>	No
		Neighbourhood & the Noise App	North Herts Council's website - <a href="https://www.north-herts.gov.uk/report-a-noise-smoke-or-other-nuisance">Report a noise, smoke or other nuisance   North Herts Council (north-herts.gov.uk)</a>	No

			North Herts Council's website - <a href="http://north-herts.gov.uk">The Noise App   North Herts Council (north-herts.gov.uk)</a>	No
		Housing Grants	North Herts Council's website - <a href="http://north-herts.gov.uk">Housing grants   North Herts Council (north-herts.gov.uk)</a>	No
		Your Council Tax bill	North Herts Council's website - <a href="http://north-herts.gov.uk">Your Council Tax bill   North Herts Council (north-herts.gov.uk)</a>	No
		Outlook Magazine	North Herts Council's website - <a href="http://north-herts.gov.uk">News and media   North Herts Council (north-herts.gov.uk)</a>	No
<b>Service Details and Guidance</b>	Public contact details, access to, and explanation of council services	Planning Control	North Herts Council's website - <a href="http://north-herts.gov.uk">Contact Planning Control and Conservation   North Herts Council (north-herts.gov.uk)</a>	No
		Planning Reception	North Herts Council's website - <a href="http://north-herts.gov.uk">Planning Reception   North Herts Council (north-herts.gov.uk)</a>	No



		Apply for Housing	North Herts Council's website - <a href="#">Apply for social housing   North Herts Council (north-herts.gov.uk)</a>	No
<b>Press releases</b>	Information released to the media	Press releases via Twitter at @NorthHertsDC	Paper / Website  North Herts Council's website - <a href="#">News and media   North Herts Council (north-herts.gov.uk)</a>	No
<b>Traffic Orders</b>	The statutory notice given to warn the public on the change of the status of a public highway	Temporary road closures	Paper	No
		Parking Schemes	Paper	No
<b>Taxi Licence Holders</b>	Lists of persons holding Hackney Carriage or Private Hire Licence issued by the council		Paper	Yes
<b>Rights of way definitive map</b>	Publication of established rights of way and land drainage	Copies of plans held by Herts County Council	Paper	Available for public inspection
<b>Land drainage/sewerage plans</b>	Plans showing drainage and sewerage in the district	Deposited plans provided by the Water Authorities	Paper	Available for public inspection

<b>Road Works</b>	The current and scheduled road works in the local area	Copies of information held by Herts County Council		
<b>Clubs and Societies</b>		Sports Directory	Paper	No
		List of venues for hire	North Herts Council's website - <a href="http://Communitycentres NorthHertsCouncil(north-herts.gov.uk)"><u>Community centres   North Herts Council (north-herts.gov.uk)</u></a>	No
<b>Planning and Related Applications</b>	All documentation associated with applications for permission consents or approval  Information relating to investigations and proceedings will not be made available	Correspondence, forms, decision and other notices, plans and other drawings, photographs	Paper, some Electronic	Yes contact <a href="http://PlanningReception NorthHertsCouncil(north-herts.gov.uk)"><u>Planning Reception   North Herts Council (north-herts.gov.uk)</u></a>
<b>Planning Policy Publications</b>	Documents' containing the Council's planning policies and matters relating to land use and spatial planning.	Local Plan; Proposals Map; Development briefs and Local Development Framework, which includes:	Electronic	Electronic versions are freely available on our website; paper copies can be produced on request but are chargeable, contact <a href="http://PlanningReception NorthHertsCouncil(north-herts.gov.uk)"><u>Planning Reception   North Herts Council (north-herts.gov.uk)</u></a>
		Core Strategy		
		Development policies		

		Area Action Plans (e.g. Stevenage)		
		Land Allocations		
		Supplementary Planning Documents		
		Statement of Community Involvement		
		Local Development Scheme Annual Monitoring Report		
<b>Planning Policy Evidence Base Studies</b>	Documents used in the preparation of the planning policy documents which comprise the Local Development Framework	Strategic Flood Risk Assessment; Strategic Housing Land Availability Assessment; Employment land review etc.	Electronic	Electronic versions are freely available on website; Contact <a href="#">Planning Reception   North Herts Council (north-herts.gov.uk)</a> for paper copies
<b>Planning Register</b>	The consolidated listing of planning applications received by the council	Application forms, decision notices, correspondence and drawings	Paper, some Electronic	Yes
<b>Environmental Assessment</b>	Environmental impact assessment and statements	Statements and technical appendices	Paper	Yes