

**FREEDOM OF INFORMATION ACT 2000**

**NEWRY, MOURNE AND DOWN DISTRICT COUNCIL**

**PUBLICATION SCHEME**

## **PUBLICATION SCHEME**

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- Building Control*
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- Public Conveniences*
- Bus Shelters*
- Cemetery & Cremation Services*
- Dog Warden Service*
- Harbour Facilities*
- Airport Facilities*
- Livestock & Abattoirs*

## **PUBLICATION SCHEME**

### **Freedom of Information Act 2000**

#### **Publication Scheme for Newry, Mourne and Down District Council**

##### **1 Background**

Newry, Mourne and Down District Council is a Local Government District Council established under the Local Government Act (Northern Ireland) 2014 to administer a range of social, economic, cultural and environmental services to the local community.

As a public authority the Council is required under the Freedom of Information Act to adopt and maintain a Publication Scheme setting out the classes of information it holds, the manner in which it publishes/intends to publish the information and the charges it intends to make for the information.

As a public body Newry, Mourne and Down District Council is committed to the highest standards of accountability and openness and this Publication Scheme is prepared to enable the Council to fulfil its obligations under the legislation and to better inform the public of its communication and information systems. The information contained in the Scheme will be made available to individuals on request under the terms as detailed in the Scheme.

Overall responsibility for this Publication Scheme rests within the Administration Department within Newry, Mourne and Down District Council. The Publication Scheme is maintained on a day to day basis by the Head of Compliance.

##### **2 Notes on Using the Scheme**

This Publication Scheme sets out the information that Newry, Mourne and Down District Council will publish, how and when it will do so, and whether this information will be available free of charge or on payment. The classes of information to be published are set out under clearly defined headings which reflect the structure and operations of Newry, Mourne and Down District Council.

Publication does not refer solely to printed material. Publication has been interpreted as broadly as possible to include electronic documents, information included on the website, minutes of meetings, reports and leaflets.

It is intended, as far as possible, to make material available on the Newry, Mourne and Down District Council website on an ongoing basis: [www.newrymournedown.org](http://www.newrymournedown.org).

### **3 Requesting Information**

Where information is available on the website, a hypertext link will direct you to the correct page on the website. Where information is available by post, a request can be made in writing. Applicants should provide as much detail as possible to identify the information sought. Requests should be addressed to the Head of Compliance, Newry, Mourne and Down District Council, Downshire Civic Centre, Ardglass Road, Downpatrick, BT30 6GQ.

### **4 Charging and Copyright Issues**

The Council has determined four categories for charging for information requested under this Scheme as follows:

1. **Free of charge.** This includes general facts and information on the services offered to the public as well as information published on the Council's website (for those without internet access, a single print-out of the specific website content can be requested). It also includes answering telephone queries, providing copies of free leaflets and inspection of reference materials at Council Offices.

2. **Priced Publications.** Where the information required is available in a priced publication details of the publication, its cost and where to obtain it will be supplied.

3. **Photocopying costs and postage (plus a small administrative charge).** This covers information which has already been prepared which the Council can photocopy or provide a computer printout. This includes copies of entries in public registers, copies of the Council's internal guidance documents and explanatory material on dealing with the public. There will be a minimum charge of £5 for such requests.

4. **Professional charges for locating and preparing information for release.** Where preparing or gathering the required material can only be done by specialists or other professionals at a charge to the Council, a written estimate will be given of the cost of providing such information. The cost will have to be paid in advance. The Council will then aim to provide the information within a target of 20 days.

No charges will be made where a request for information is refused. There will be no charge to appeal against a refusal to supply requested information. Nor will there be a charge to appeal against any charges made for requested information.

Newry, Mourne and Down District Council owns the copyright to the information it produces. If information is to be re-used or reproduced, commercially or otherwise, written approval must be obtained from the office of the Chief Executive.

## 5. Exempt Information

In order to protect confidential or other information where its disclosure may prejudice the interests of others, the Freedom of Information Act 2000 sets out a series of exemptions.

The classes of information which the Council has specified in this scheme as being classes of information which it publishes or intends to publish may in some cases contain material which the Council considers to contain exempt information, as defined in Part II of the Act. Accordingly, any such information is excluded from this Publication Scheme. Where this occurs the Council will outline which information has been withheld and explain what exemption has been applied and why.

Examples of exempt information under Part II of the Act include:

1. Information supplied by, or relating to, bodies dealing with security matters
2. Investigations and proceedings conducted by public authorities
3. Information likely to prejudice law enforcement

4. Court records including records of tribunals and inquiries
5. Information likely to endanger the health and safety of any individual
6. Personal data or information
7. Information provided in confidence
8. Information in respect of which a claim to legal professional privilege could be maintained
9. Commercial interests and trade secrets.

It should also be noted that information is exempt from the Act if it is reasonably accessible to the applicant by other means. One example where information would qualify for this exemption is where it is made available via the Council's Publication Scheme. In instances where someone makes a written request for information which is already available via the Publication Scheme, the Council will refer the applicant to the Scheme.

Where the Council invokes the exemption provisions to withhold information, an applicant may seek a review of the decision.

## **6 Complaints/Review Procedure**

If an applicant is dissatisfied with the response from the Council to a request for information or a response from the Council for requested information is not received within 20 days, the applicant may proceed to a two-stage review process. An *internal* review must normally be completed before an appeal may be made to the Information Commissioner for an *independent* review.

An internal review should be sought through the office of the Chief Executive of the Council. A member of staff who was not involved with the original request will undertake the review.

If the applicant remains dissatisfied, he/she can seek an independent review from the Information Commissioner. Requests for a review by the Information Commissioner should be made in writing directly to: The Information Commissioners Office, 51 Adelaide Street, Belfast, BT2 8FE, (Tel: 030 3123 1114), [www.ico.gov.uk](http://www.ico.gov.uk).

## **7 Categorisation of Classes of Information**

The following pages describe the various classes of information, relevant publications and their availability and cost under the following management headings:

- **Corporate Management**
- **Elected Members**
- **Personnel & Recruitment**
- **Financial Performance**
- **Procurement Practices**
- **Licensing & Approvals**
- **Services Provided.**



## CLASSES OF INFORMATION

### 7.1 Corporate Management

Information on how the Council manages its business - the structure of the Council; its Committee system; its business plans and policies; reports produced by or on behalf of the Council; and its Equality Scheme.

**Charges:** Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

\* **Availability Column:** Detail how to access each document, eg, Website; Post; Council Offices; Local Libraries, and the date of availability

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Management Structure</b>	<b>Who's who in the management of the Council, the Chief Executive, Directors and other senior managers. Information on membership of other public bodies where senior officers represent the Council's interests</b>	<b>Management Structure</b>	<b>Website</b>
<b>Committee and Sub Committee Structure</b>	<b>The Committees and Sub- Committees of the Council; membership (elected members, lay members and officials); their roles and responsibilities</b>	<b>Committee Structures</b>  <b>Details of Committee Members</b>	<b>Website</b> <b>By Post</b>  <b>By post</b>
<b>Corporate Plan</b>	<b>The coming year's business objectives and targets for the main services provided by the Council; also its longer term vision and strategic plan</b>	<b>Corporate Plan</b>	<b>Website</b>

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Events Planned for the Current Financial Year</b>	<b>Events and promotions planned, organised or funded within the Council area during the current financial year, including contact details</b>	<b>Various Event Guides/ Advertisements</b>	<b>Website Tourist Information Offices By post</b>
<b>Equality Scheme</b>	<b>How the Council will fulfil its duty under Section 75 and Schedule 9 of the Northern Ireland Act by putting equality and good relations at the heart of policy decisions</b>	<b>Equality Scheme</b>	<b>Website</b>
<b>Economic Development Strategy</b>	<b>The Council's Economic Development Strategy for the Council area including information on partnerships with other major stakeholders</b>	<b>Economic Development Strategy</b>	<b>Website</b>
<b>Cultural Development Strategy</b>	<b>The Council's Arts and Cultural Development Strategy for the Council area including information on partnerships with other major stakeholders</b>	<b>Cultural Development Strategy</b>	<b>Website</b>
<b>Tourism Development Strategy</b>	<b>The Council's Tourism Development Strategy for the Council area including information on partnerships with other major stakeholders</b>	<b>Tourism Development Strategy</b>	<b>Website</b>

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Community Development Strategy</b>	<b>The Council's Community Development Strategy for the Council area including information on partnerships with other major stakeholders</b>	<b>Community Development Strategy</b>	<b>Website</b>
<b>Community Planning Strategy</b>	<b>The Council's Community Planning Strategy for the Council area including information on partnerships with other major stakeholders</b>	<b>Community Planning Strategy</b>	<b>Website</b>
<b>Planning Strategy</b>	<b>The Council's Planning Strategy for the Council area including information on partnerships with other major stakeholders</b>	<b>Planning Strategy</b>	<b>Website</b>
<b>Waste Management Strategy</b>	<b>The Council's Waste Management Strategy for the Council area including information on partnerships with other major stakeholders</b>	<b>Waste Management Strategy</b>	<b>Website</b>
<b>Annual Report</b>	<b>The Annual Report includes the Annual Accounts and details progress against objectives and targets throughout the past year</b>	<b>Annual Report</b>	<b>Website</b>

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Council Policies and Procedures (including Standing Orders)</b>	<b>The Council's policies, procedures and Standing Orders which apply to Committees, Sub-Committees, Council officials, their agents and subcontractors, and elected members. These documents define the way the Council carries on its affairs</b>	<b>Standing Orders</b>	<b>Website</b>
<b>Council Minutes and Agendas</b>	<b>A comprehensive record of Council proceedings (some of the information in this class is derived from documents considered to contain exempt information. See Section 5 "Exempt Information" above. For example, this class may include information provided in confidence</b>	<b>Council and Committee Minutes and Agendas</b>	<b>Website</b>
<b>Reports and Investigations commissioned by Council</b>	<b>Each year the Council commissions various studies and investigation for the benefit of its citizens. These are the published reports produced as a result</b>	<b>Reports</b>	<b>Website</b>

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Complaints Policy and Procedures</b>	<b>Information on how to make a complaint on any aspect of the Council's services or facilities</b>	<b>Complaints Procedure/Form</b>	<b>Website Available at Council buildings By post</b>
<b>Charging Structure for Published Information</b>	<b>Charges, if any, for information supplied by the Council</b>	<b>Publication Scheme</b>	<b>Website</b>

## 7.2 Elected Members

Information on the Councillors; the Code of Conduct they operate within; and payments due to them for various activities.

**Charges:** Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

\* **Availability Column:** Detail how to access each document, eg, Website; Post; Council Offices; Local Libraries, and the date of availability

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Information on Members</b>	<b>Information on elected members including membership of Committees and Sub-Committees. Information on membership of other public bodies or representation of the Council on such bodies (some of the information in this class is derived from documents considered to contain exempt information. See Section 5 "Exempt Information" above eg. this class may include personal data or information). Information on the Register of Members Interests</b>	<b>Committee Structures including Membership  Membership of Outside Bodies  Register of Members Interests</b>	<b>Website By post  By post  On-line</b>

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Code of Conduct for Members</b>	<b>The Code of Conduct which Councillors operate within (some of the information in this class is derived from documents considered to contain exempt information. See Section 5 "Exempt Information" above. For example, this class may include information protected under legal professional privilege)</b>	<b>Code of Conduct for Members</b>	<b>Website By post</b>
<b>Rates and Allowances</b>	<b>Rates and allowances payable to Councillors while undertaking Council business (some of the information in this class is derived from documents considered to contain exempt information. See Section 5 "Exempt Information" above. For example, this class may include personal data or information)</b>	<b>Published and Agreed Rates for Attendance and Mileage Allowances  Actual Allowances Claimed published annually for the previous financial year</b>	<b>Website  Website</b>

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Attendance Records</b>	<b>Records of Councillor attendance at Council meetings, including Committee and Sub-Committee meetings (some of the information in this class is derived from documents considered to contain exempt information. See Section 5 "Exempt Information" above. For example, this class may include personal data or information)</b>	<b>Attendance Records</b>	<b>Website – published annually for the previous financial year</b>
<b>Election Results and Expenses</b>	<b>Records of Councillors' expenses from the most recent Local Government Election (some of the information in this class is derived from documents considered to contain exempt information. See Section 5 "Exempt Information" above. For example, this class may include personal data or information)</b>	<b>Election Results by District Electoral Area</b>	<b>Website</b>



<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Official Visits and Civic Functions</b>	<b>Records of official and courtesy visits and civic functions within the current financial year and preceding financial year including attendees and costs incurred (some of the information in this class is derived from documents considered to contain exempt information. See Section 5 "Exempt Information" above. For example, this class may include personal data or information)</b>	<b>Record of civic functions during the current and previous year</b>	<b>By post</b>

### 7.3 Personnel & Recruitment

Information on how Council staff are recruited; their roles and responsibilities; rates of pay and expected standards of behaviour.

**Charges:** Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

\* **Availability Column:** Detail how to access each document, eg, Website; Post; Council Offices; Local Libraries, and the date of availability

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Code of Conduct for Staff</b>	<b>Information on the conduct which is expected of staff in the performance of their duties (some of the information in this class is derived from documents considered to contain exempt information. See Section 5 "Exempt Information" above. For example, this class may include personal data or information)</b>	<b>Code of Conduct for Staff</b>	<b>By post</b>
<b>Job Roles</b>	<b>Documents detailing the duties and responsibilities required of each job role within the Council</b>	<b>Job Roles for all Staff</b>	<b>By post</b>
<b>Pay and Grading Structure</b>	<b>The pay structure for grades of staff within the Council</b>	<b>Northern Ireland Joint Council for Local Government Services Pay Rates</b>	<b>By post</b>

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Job Vacancies</b>	<b>Current job vacancies and jobs advertised within the past year</b>	<b>Current Job Vacancies within the Council</b>  <b>Jobs advertised within the past year</b>	<b>Website Job Application</b>  <b>By post</b>
<b>Statutory Return</b>	<b>Annual reports on the composition of staff by grade, gender, etc in accordance with current legislation</b>	<b>Equality Commission Monitoring Report</b>  <b>Local Government Auditor Sickness Reports</b>	<b>By post</b>  <b>By post</b>

## 7.4 Financial Performance

Financial data showing the Council's income and expenditure.

**Charges:** Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

\* **Availability Column:** Detail how to access each document, eg, Website; Post; Council Offices; Local Libraries, and the date of availability

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Summary Accounts</b>	<b>Summary financial data by service line and corporate overheads. The audited accounts, including the auditor's report, for the past six years</b>	<b>Annual Accounts</b>	<b>Last audited year on website By post</b>
<b>Annual Budgets</b>	<b>Planned income and expenditure by service line and corporate overheads for the current financial year</b>	<b>Annual Estimates</b>	<b>Website By post</b>
<b>District and Regional Rates</b>	<b>The rates applicable to businesses and householders in the current financial year</b>	<b>Statement of Rates</b>	<b>Website By post</b>

## 7.5 Procurement Practices

Information on how the Council procures products and services from suppliers.

**Charges:** Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

\* **Availability Column:** Detail how to access each document, eg, Website; Post; Council Offices; Local Libraries, and the date of availability

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Tendering Procedures</b>	<b>Procedures and guidelines used in the tendering process for Council products and services</b>	<b>Procurement Policy/Procedures</b>	<b>By post</b>
<b>Tender Reports</b>	<b>Tendering activity over the current financial year and preceding financial Year (some of the information in this class is derived from documents considered to contain exempt information. See Section 5 "Exempt Information" above. For example, this class may include information provided in confidence or covered by commercial interest and trade secrets)</b>	<b>Details of Tenders</b>	<b>Website By post</b>

## 7.6 Licensing & Approvals

Information on how the Council grants licences for various trading activities within the Council area; standards and procedures for building control approvals and environmental health issues.

**Charges:** Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

\* **Availability Column:** Detail how to access each document, eg, Website; Post; Council Offices; Local Libraries, and the date of availability

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Entertainment and Trading Licences</b>	<b>Procedures regarding the granting of licences for entertainment; amusement; street trading; and petroleum retailing. Also allocation of market stalls. How to apply for such licences or permits</b>	<b>Licensing Procedures and Forms</b>	<b>Website By post</b>
<b>Building Control</b>	<b>Standards and procedures regarding building control approval and how to go about applying</b>	<b>Building Control Application Procedures</b>	<b>Website By post</b>
<b>Building Control Approvals</b>	<b>Current Building Control applications and approvals granted within the last 2 years</b>	<b>List of applications and approvals</b>	<b>By post</b>
<b>Building Control Inspections</b>	<b>Annual Departmental performance report in relation to building control applications received, as measured against departmental plan</b>	<b>Building Control Annual Report</b>	<b>By post</b>

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Environmental Health</b>	<b>Standards and procedures for the public and businesses and guidelines on Environmental Health matters. Council's enforcement policy in relation to breaches of legislation</b>	<b>Environmental Health Standards and Procedures</b>	<b>Website By post</b>
<b>Environmental Health Inspections</b>	<b>Annual performance report on Environmental Health activity as measured against targets contained within Departmental Action Plan (some of the information in this class is derived from documents considered to contain exempt information. See Section 5 "Exempt Information" above. For example, this class may include information likely to prejudice law enforcement)</b>	<b>Environmental Health Annual Report</b>	<b>Website By post</b>
<b>Dog Licensing</b>	<b>Procedure for applying for a dog licence</b>	<b>Procedures for Dog Licensing</b>	<b>Website By post</b>
<b>Council Bye laws</b>	<b>Bye laws made by Council</b>	<b>Details of Bye laws</b>	<b>Website By post</b>

## 7.7 Services Provided

Information on the range of services and facilities available from the Council.

**Charges:** Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

\* **Availability Column:** Detail how to access each document, eg, Website; Post; Council Offices; Local Libraries, and the date of availability

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Council Offices</b>	<b>Information on Council offices, addresses, opening hours, main telephone numbers and other contact details</b>	<b>Schedule of opening hours, services and contacts</b>	<b>Website At offices By post</b>
<b>Arts and Cultural Facilities</b>	<b>Information on arts and cultural facilities within the Council area including addresses, opening hours, fees and charges, main telephone numbers and other contact details</b>	<b>Schedule of opening hours, services and contacts</b>	<b>Website At offices By post</b>
<b>Tourism</b>	<b>Information on tourist facilities and services within the Council area including (where applicable) addresses, opening hours, fees and charges, main telephone numbers and other contact details</b>	<b>Schedule of opening hours, services and contacts</b>	<b>Website At offices By post</b>



<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Leisure Facilities and Services</b>	<b>Information on leisure facilities within the Council area including addresses, opening hours, fees and charges, main telephone numbers and other contact details</b>	<b>Schedule of opening hours, services and contacts</b>	<b>Website At offices By post</b>
<b>Sports Development</b>	<b>Information on Sports Development including summer schemes, grants available and sports provision</b>	<b>Sports Development Schemes/Grants Information Sheets and Promotional Information</b>	<b>Website By post</b>
<b>Economic Development</b>	<b>Information on Economic Development support including contacts and funding opportunities</b>	<b>Economic Development Strategy and Promotional Information</b>	<b>Website At offices By post</b>
<b>Community Centres and Services</b>	<b>Information on community centres and outreach facilities and services within the Council area including addresses, opening hours, fees and charges, main telephone numbers and other contact details</b>	<b>Schedule of opening hours, services and contacts</b>	<b>Website At offices By post</b>
<b>Travelling People</b>	<b>Information on the Council's policies towards Travelling People, the facilities available and contact details</b>	<b>Policy on Travellers</b>	<b>Website By post</b>

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Access to the Countryside</b>	<b>Information on the Council's approach to resolving 'rights of way' disputes including contact details</b>	<b>Access to the Countryside Policy/Information</b>	<b>Website By post</b>
<b>Parks and Grounds</b>	<b>Information on parks and grounds within the Council area including addresses, opening hours, telephone numbers and other contact details</b>	<b>Parks and Grounds Information</b>	<b>Website By post</b>
<b>Markets</b>	<b>Information on markets within the Council area including addresses, opening hours, fees and charges, main telephone numbers and other contact details</b>	<b>Details on Locations, opening hours, fees and contacts</b>	<b>Website By post</b>
<b>Registration of Births, Deaths and Marriages</b>	<b>Information on offices, addresses, opening hours, main telephone numbers and other contact details</b>	<b>Location and service details</b>	<b>Website By post</b>
<b>Street Naming, Postal Numbering and Property Certificates</b>	<b>Information on Street Naming, Postal Numbering and Property Certificates, including addresses, telephone numbers and other contact details</b>	<b>Policy on Street Naming and Numbering  Procedure for the Processing of Property Certificates</b>	<b>Website By post</b>

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Building Control</b>	<b>Information on the full range of functions carried out by Building Control including Dangerous Buildings and Structures</b>	<b>Details on functions and services</b>	<b>Website By post</b>
<b>Environmental Health</b>	<b>Information on the full range of functions carried out by the Department under the core function headings of Food Safety, Health and Safety at Work, Consumer Protection, Pollution and Noise Control, Licensing and Regulatory and General Environmental Health matters</b>	<b>Details on functions and services</b>	<b>Website By post</b>
<b>Refuse Collection, Waste Disposal and Recycling</b>	<b>Information on refuse collection routes &amp; timetables, 'bulky' collection services, landfill sites, skip sites, depots including (where appropriate) addresses, opening hours, fees and charges, main telephone numbers and other contact details. Details of the Council's recycling policy and facilities. Supply of refuse containers and 'wheelie bins'</b>	<b>Details on function, services, contact details and charges</b>	<b>Website By post</b>

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Street Cleansing and Litter Control</b>	<b>Information on street cleansing and litter control services include street cleaning rotas and contact details</b>	<b>Details on function, services and contact details</b>	<b>Website By post</b>
<b>Public Conveniences</b>	<b>Locations, charges (if any), cleaning schedules and contact details for further queries</b>	<b>Location details and contact details</b>	<b>Website By post</b>
<b>Bus Shelters</b>	<b>Location and contact details for further queries</b>	<b>Location details and contact details</b>	<b>By post</b>
<b>Cemetery Services</b>	<b>Information on cemetery services and facilities within the Council area including addresses, opening hours, charging mechanisms, telephone numbers and other contact details. Also information on cemetery maintenance</b>	<b>Details of service provision</b>	<b>Website By post</b>
<b>Dog Warden Services</b>	<b>Information on how the Council deals with stray dogs, the enforcement of dog fouling laws and investigations into dog attacks on other animals and people. Also charging mechanisms, telephone numbers and other contact details</b>	<b>Details of service provision</b>	<b>Website By post</b>

<b>Class of Information</b>	<b>Description</b>	<b>Relevant Publications</b>	<b>Availability *</b>
<b>Harbour Facilities</b>	<b>Information on harbour facilities within the Council area, including charging mechanisms, addresses, and contact details</b>	<b>Details of service provision</b>	<b>By post</b>