

GUILDFORD BOROUGH COUNCIL

PUBLICATION SCHEME

This document is Guildford Borough Council's Publication Scheme, as required under Section 19 of the Freedom of Information Act 2000.

About the Freedom of Information Act 2000

This Act gives a general right of access to all types of recorded information held by public authorities, such as Guildford Borough Council. The Act lists the exemptions from this right as well as the obligations that the Council must observe when making information public.

Individuals already have the right to access information about themselves under the Data Protection Act 1998. However, the Freedom of Information Act 2000 effectively extends this right to all kinds of information held by public authorities.

One of the obligations placed on the Council is to adopt and maintain a "Publication Scheme". This must set out the categories of information that the Council will make available, the manner in which it will be published and whether a charge will be made for the information.

About Guildford Borough Council's Publication Scheme

The Head of Legal and Democratic Services has overall responsibility for the Council's Publication Scheme. The Information Rights Officer has responsibility for maintaining the scheme on a day-to-day basis.

The Publication Scheme lists all the categories of information that the Council is committed to making readily available to the public as a matter of routine.

When deciding what information should be included, the Council decided to adapt an "APLAWS" category list. APLAWS is an acronym, which stands for Accessible and Personalised Local Authority Websites. The APLAWS lists all of the most popular kinds of information that people usually search for on local authority websites. While the Council's Publication Scheme is not purely web-based, it is felt that this is a good indicator of the kinds of information that people want to know. Therefore, the Council has endeavoured to include those categories of information where possible.

This is very much a "first attempt" and it is envisaged that the scheme will evolve over time. A group of officers responsible for compliance with Freedom of Information in Surrey's local authorities will be meeting regularly with a view to adopting a consistent approach across the County. The group will also be sharing the results of ongoing consultations with the public and local businesses so that their schemes can be improved on an ongoing basis.

What Information has Guildford Borough Council Included?

Fourteen "main-categories" of information have been identified. Each category is further broken down into a number of "sub-categories". These are listed in Appendix 1 "Summary of Categories Included".

All recorded information that the Council produces which relates to those categories will be published as a matter of routine. However, there are some exceptions.

Documents Containing the Following Information Will Not Be Routinely Published, but May Be Made Available on Request

It should be noted that, whilst the Council will not routinely publish any information listed below, this should not prevent anyone from asking for it. The Council will still endeavour to release it or at least provide you with an edited version of the document, where possible. The Council intends to keep a record of all such requests in order to gauge public interest and, if appropriate, broaden the scope of information available under the scheme.

Documents not included at present:-

1. **Internal working procedures:** The Council has many documented working procedures relating to the categories of information set out under this publication scheme. At present, they will not be routinely published because, so far, there has been no evidence of public interest in them. We are concerned that to include internal working procedures will make the scheme unwieldy and difficult for people to find the information they want. However, the Information Rights Officer may be contacted to request this information. All requests will be logged so that procedures, which obviously appear to generate public interest, may be included in the scheme as appropriate. If the procedures contain any information exempted under Section II of the Freedom of Information Act 2000, an edited version may be released.
2. **Security risks:** Any document, which contains information that, if published, could present a security risk to the Council's staff or property.
3. **Draft versions of documents:** Where the intention is to publish the final version later.
4. **Officer Working Group and Councillor/Officer Working Group minutes:** There are a number of working groups within the Borough Council. For example, representatives from key service areas meet periodically to discuss and recommend the Council's approach to issues such as e-government and the health and safety of staff. At present, the minutes from these meetings will not be published routinely under the scheme. This is because the outcomes are made public once the recommendations have been reported to committee. However, this arrangement may be reviewed if there appears to be public interest and the Information Rights Officer may be contacted to request it.
5. **Superseded documents:** Old versions of documents that have been revised or updated will not be included in the Publication Scheme.
6. **Documents containing information, which is exempt under Part II of the Freedom of Information Act 2000**, including the following examples:
 - (a) Personal Information about other people, including correspondence files - except where the subject has provided the Council with permission to publish it or it is necessary to publish the information in order to provide a Council service or otherwise comply with the law.
 - (b) Information provided in confidence - such as that provided by protected informants.
 - (c) Court records and information covered by legal professional privilege.
 - (d) Information that the law says must not be published.

- (e) Information about specific contracts or commercial activities that the Council is not at liberty to publish.
- (f) Details of specific applications, such as for grants or licences, unless this is part of a statutory register.
- (g) Any information that could prejudice someone's health and safety or prejudice the prevention or detection of any crime.

What About Information Published by Other Organisations

It is important to note that Guildford Borough Council's Publication Scheme only lists the information produced by the Council. However, literature produced by other organisations, such as charities or central government is made available by the Council, via the Housing Advice Centre or other appropriate outlets. These are not listed in the scheme, as the Council does not control them.

The policy framework by which land-use planning decisions are assessed includes both Surrey County Council's Structure Plan and this Council's Local Plan and any subsequent supplementary planning guidance. All these constituent documents are known collectively as the 'Development Plan'. However, it is important to emphasise that responsibility for preparing and publishing these documents is shared between both the County and Borough Council.

How Are the Documents Listed in the Scheme Made Available?

This Publication Scheme document will be published in leaflet form, available from the usual Council reception points and outlets. It will also be published on the Council's website.

At present, the documents listed in the scheme are available either in hard copy format or on the website and, in some cases, both. Appendix 2 to the scheme lists all of the documents currently available and where they can be obtained. For example, some information is available from the Council's reception areas or from specific services. However, specific details are provided for all documents. Appendix 2 is subject to frequent change and is not included within this Constitution.

The Council will publish all of the listed categories of information using the Council's website. Other information will be available electronically in line with the Council's timetable for compliance with e-government.

If Things Go Wrong, You Have Questions or You Want to Provide Feedback

If you have any questions about Guildford Borough Council's Publication Scheme or you wish to provide feedback, such as improvements the Council could make, please contact the Information Rights Officer, who can be contacted as follows:-

Information Rights Officer
Guildford Borough Council
Millmead House
Millmead
Guildford
GU2 4BB
Telephone: (01483) 444053
Email: IRO@guildford.gov.uk

The Information Rights Officer would also like to hear from you if you have trouble in obtaining any information listed in this scheme.

GUILDFORD BOROUGH COUNCIL

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SUMMARY OF CATEGORIES INCLUDED

1	BENEFITS, ADVICE & FEEDBACK	WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
1.1	BENEFITS: Information Aimed at Service Users, Advice and Guidance on Relevant Legislation	FREE	Website or Post
1.2	COMPLAINTS & FEEDBACK PROCEDURES FOR COUNCIL SERVICES: Information Aimed at Service Users on how to make a complaint or provide feedback to the Council	FREE	Website or Post
1.3	DEBT COLLECTION: Advice and the Principles Followed by the Council in respect of Revenue & Benefit Services	FREE	Website

2	BUSINESS IN GUILDFORD	WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
2.1	BUSINESS ADVICE, DEVELOPMENT & SUPPORT	FREE	Website or post
2.2	BUSINESS DIRECTORY	FREE IF ACCESSED VIA WEBSITE, OTHERWISE CHARGES APPLY	Website or by post
2.3	BUSINESS RATES: Charge Levels, Assistance, Advice & Legislation	FREE	Website or post
2.4	BUSINESS SITES & PREMISES TO LET: Including locations and Standard Agreements with the Council	FREE	Website or post
2.5	COMMERCIAL PROPERTY DATABASE RECORDS	FREE	Website
2.6	CONFERENCE FACILITIES: Guide	FREE	Post or by visiting the Tourist Information Centre
2.7	LOCAL MARKETS & PRODUCE: Guidance	FREE	Website and by post

3	COMMUNITY, PEOPLE & LIVING IN GUILDFORD	WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
3.1	ACCESSIBILITY OF SERVICES: Advice and Information for Service Users	FREE	Website or post
3.2	BYELAWS	FREE	Available for inspection at Millmead Offices
3.3	CARER SUPPORT: Carer Group Contact and other Information for carers	FREE	By Post
3.4	COMMUNITY CENTRES & DAY CARE: Services Offered, Centre Details, Assessment & Referral Forms	FREE	By Post
3.5	COMMUNITY GRANTS AVAILABLE: Grant Budget Information, Advice and Application Details	FREE	Website or post
3.6	COMMUNITY SERVICES: Information on Services Available, Advice & Application Details	FREE	By Post
3.7	COMMUNITY SAFETY: Advice and Council Initiatives	FREE	By Post
3.8	CREMATORIUM & BEREAVEMENT SERVICES: Advice and Information on Services Available	FREE	By Post
3.9	DISABILITY ASSISTANCE, Grant Information & Application Details	FREE	By Post
3.10	DOMESTIC VIOLENCE: Advice	FREE	By Post
3.11	EQUALITIES: Advice and Information on Council Initiatives	FREE	Website or post
3.12	LICENCES: Information about Legal Requirements & Advice on Applying for Licences	FREE	Website or post
3.13	PUBLIC REGISTERS (STATUTORY & NON-STATUTORY)	SOME CHARGES WILL APPLY. SEE FULL SCHEME DOCUMENT FOR DETAILS	Website or post

PART 5 – PUBLICATION SCHEME

4 COUNCIL & DEMOCRACY		WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
4.1	ACCESS TO INFORMATION (INCLUDING FREEDOM OF INFORMATION & DATA PROTECTION): Standards, Advice and details of the use of Personal Information by Guildford Borough Council	FREE	Website or post
4.2	BEST VALUE: Benchmarking & Performance Indicators	FREE	By Post
4.3	CENSUS: Information & Statistics	FREE	By Post
4.4	COMMITTEES: Roles, Advice, Forward Plan, Reports to Committee & Minutes (not including information exempt under Schedule 12A of the Local Government Act 1972)	FREE	Website or Post
4.5	CONSULTATION: Consultation Groups, Results, Reports, Leaflets & Literature	FREE	By Post
4.6	COUNCIL STRUCTURE & CONTACTS: Information & Advice	FREE	Website or post
4.7	COUNCIL LAND & PROPERTY: Information on Standard Agreements & Leases	FREE	By post
4.8	COUNCIL TAX: Information & Advice	FREE	Website or post
4.9	COUNCILLORS: Roles, Advice & Contact Details	FREE	Website or post
4.10	MAYOR: Role, Advice & Contact Details	FREE	Website or post
4.11	MISSION STATEMENTS FOR COUNCIL SERVICES	FREE	Website or post
4.12	POLICIES, STANDARDS & CODES OF PRACTICE	SOME CHARGES MAY APPLY	Website or post
4.13	SERVICES: Leaflets, Literature and Information on Council Services	FREE	GBC Website and by post
4.14	STATISTICS & RESEARCH (GENERIC)	SOME CHARGES MAY APPLY	Some available on Website, All available from Millmead Offices
4.15	STRATEGIES, PERFORMANCE PLANS & BUSINESS PLANS	SOME CHARGES MAY APPLY	Available by post
4.16	SERVICE MANAGEMENT (ALL SERVICES): Council Structure, Management Reports & Budget Book	FREE	Available by post

5 GUILDFORD'S ENVIRONMENT		WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
5.1	ABANDONED VEHICLES: Advice & Information about Legislation	FREE	Available by Post
5.2	ADVERTISING (DISPLAY OF): Information about Legislation & Standards	FREE	Available by Post
5.3	AIR QUALITY: Reviews, Assessments & Reports	SOME CHARGES MAY APPLY	By post
5.4	BUILDINGS: Regulations, Information about Legislation, Research, Standards and Certificates,	SOME CHARGES MAY APPLY	By post or by visiting Planning Reception
5.5	CONSERVATION: Standards, Sites and Information about Legislation	SOME CHARGES MAY APPLY	By post or by visiting Planning Reception
5.6	DEVELOPMENT BRIEFS & DESIGN GUIDANCE	SOME CHARGES MAY APPLY	By post or by visiting Planning Reception
5.7	HEALTH & SAFETY: Forms and Advice	FREE	By post
5.8	LITTER Campaigns & Advice	FREE	Website or post
5.9	LISTED BUILDINGS: Advice, Information about Legislation & Standards (Actual List published under Community, People & Living in Guildford - Public Registers)	FREE	By post
5.10	LOCAL DEVELOPMENT PLANS & LISTS	SOME CHARGES MAY APPLY	By post or by visiting Planning Reception
5.11	NOISE & NUISANCE: Service Standards & Advice	FREE	By post
5.12	PLANNING STATUTORY RESOURCES	SOME CHARGES MAY APPLY	By post or by visiting Planning Reception
5.13	PLANNING SUPPLEMENTARY GUIDANCE	SOME CHARGES MAY APPLY	By post or by visiting Planning Reception
5.14	PLANNING MONITORING REPORTS	SOME CHARGES MAY APPLY	By post or by visiting Planning Reception
5.15	RECYCLING - Awareness, Advice & Events	FREE	By post
5.16	TREES: Information about Legislation & Standards	FREE	By post or by visiting Planning Reception
5.17	WASTE (Including Household Waste) Awareness, Events, Advice & Collections	FREE	Website or post

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6 HOUSING IN GUILDFORD		WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
6.1	THE HOUSING REGISTER, ALLOCATIONS, & WAITING LISTS: Advice & Guidance to Service Users	FREE	By post or by visiting the Housing Advice Centre
6.2	CENTRAL HEATING: Advice	FREE	By post
6.3	EMPTY PROPERTIES: Initiatives	FREE	By post or by visiting the Housing Advice Centre
6.4	ENERGY CONSERVATION: Advice & Initiatives	FREE	By post or by visiting the Housing Advice Centre
6.5	EVICCTIONS: Advice and Information about legislation for tenants & landlords	FREE	By post or by visiting the Housing Advice Centre
6.6	FUEL GRANTS: Advice & Information on Grants Available	FREE	By post or by visiting the Housing Advice Centre
6.7	GARDEN MAINTENANCE ASSISTANCE	FREE	By post or by visiting the Housing Advice Centre
6.8	GAS SAFETY: Landlord's Duties	FREE	By post or by visiting the Housing Advice Centre
6.9	HOMELESSNESS: Advice	FREE	By post or by visiting the Housing Advice Centre
6.10	HOUSING ASSOCIATIONS: Advice on Private Renting	FREE	By post or by visiting the Housing Advice Centre
6.11	HOUSES IN MULTI-OCCUPANCY: Advice, Information about Registration, Forms and Standards	FREE	By post or by visiting the Housing Advice Centre
6.12	IMPROVEMENT GRANTS: Advice	FREE	By post
6.13	LETTING: Advice about private Letting aimed at Landlords	FREE	By post
6.14	MOBILE HOMES: Advice and Site Details	FREE	By post
6.15	PROPERTY RELATED ADVICE & STANDARD AGREEMENTS	FREE	By post
6.16	BUILDING REGULATIONS INFORMATION & RELATED FORMS	FREE	By post
6.17	PRIVATE SECTOR HOUSING: Information about legislation and Advice for Landlords & Tenants	FREE	By post or by visiting the Housing Advice Centre
6.18	REHOUSING: Relevant Application Forms; Information about Cash Incentive Scheme	FREE	By post or by visiting the Housing Advice Centre
6.19	RENOVATION GRANTS: Relevant Forms and Certificates	FREE	By post
6.20	REPAIRS & MAINTENANCE: Advice and Applications for Assistance	FREE	By post
6.21	RIGHT TO BUY: Advice and Standard Agreements	FREE	By post
6.22	SHARED OWNERSHIP: Advice	FREE	By post or by visiting the Housing Advice Centre
6.23	SHELTERED HOUSING: Advice, Details about Accommodation and Standard Forms	FREE	By post
6.24	SMOKE ALARMS: Advice	FREE	By post or by visiting the Housing Advice Centre
6.25	SUPPORTED HOUSING: Leasing Scheme Advice	FREE	By post or by visiting the Housing Advice Centre
6.26	TEMPORARY ACCOMMODATION INCLUDING B&B and HOSTELS: Advice	FREE	By post or by visiting the Housing Advice Centre
6.27	TENANT INVOLVEMENT: Opportunities for Involvement	FREE	By post or by visiting the Housing Advice Centre
6.28	TENANTS: Rights, Advice, Conditions of Tenancy and Annual Reports for Tenants	FREE	By post or by visiting the Housing Advice Centre
6.29	TRANSFERS & EXCHANGES: Advice and Application Forms	FREE	By post or by visiting the Housing Advice Centre

7 JOBS & CAREERS IN THE COUNCIL		WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
7.1	TRAINING AVAILABLE FROM THE COUNCIL	FREE	By post
7.2	VACANCIES IN THE COUNCIL	FREE	Website and Local Press
7.3	VOLUNTARY WORK OPPORTUNITIES	FREE	By Post
7.4	WORK EXPERIENCE OPPORTUNITIES	FREE	By Post

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8 LEISURE SERVICES PROVIDED BY GBC		WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
8.1	ARTS DIRECTORY & PROJECTS	FREE	By post
8.2	CHILDREN'S ACTIVITIES, PLAYGROUNDS & PLAY DEVELOPMENT	FREE	By post
8.3	FACILITIES FOR HIRE	FREE	By post
8.4	LEISURE CENTRE - SEE GUILDFORD SPECTRUM MAIN CATEGORY		
8.5	MUSEUM & GUILDFORD HOUSE: Catalogue, Local History & Artist Files	FREE	By post
8.6	PARKS, COUNTRYSIDE & WALKS: Information Bulletins & Advice	FREE	By post or by visiting the Tourist Information Centre
8.7	SPORTS DEVELOPMENT: Sports Directory and Project Application forms	FREE	By post or by visiting Millmead Offices
8.8	THEATRES - SEE GUILDFORD CIVIC AND ELECTRIC THEATRE MAIN CATEGORIES		
8.9	TOURIST INFORMATION, TRAVEL GUIDES AND SOUVENIRS	SOME CHARGES MAY APPLY	By post or by visiting the Tourist Information Centre

9 NEWS FROM THE COUNCIL		WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
9.1	EVENTS & CAMPAIGNS: Advertisements, Flyers & Promotional Material	FREE	By post
9.2	NEWS LETTERS & MAILINGS	FREE	By post
9.3	PRESS RELEASES	FREE	Website, Local Press or by post

10 PARKING IN GUILDFORD		WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
10.1	CAR PARKS: News, Opening Times & Charges	FREE	Website, by post or by visiting the Parking Office
10.2	DISABLED PARKING FACILITIES	FREE	Website, by post or by visiting the Parking Office
10.3	FINES (STANDARD CHARGES)	FREE	Website, by post or by visiting the Parking Office
10.4	GARAGES: Advice and Standard Contract	FREE	Website, by post or by visiting the Parking Office
10.5	GENERAL PARKING INFORMATION, Advice, Events, Application Forms, Legislation & Standard Agreements	FREE	Website, by post or by visiting the Parking Office
10.6	MAPS OF PARKING AREAS & RELATED INFORMATION	FREE	Website, by post or by visiting the Parking Office
10.7	ON-STREET PARKING: Advice and Application Forms	FREE	Website, by post or by visiting the Parking Office
10.8	PARK & RIDE: Details & Advice	FREE	Website, by post or by visiting the Parking Office

11 ELECTRIC THEATRE		WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
11.1	ACCESSIBILITY: Location Information	FREE	Website or by post
11.2	BACKGROUND: Including History and Funding	FREE	Website or by post
11.3	BEST VALUE: Benchmarking & Performance Indicators	FREE	Website or by post
11.4	COMPLAINTS & FEEDBACK PROCEDURES FOR ELECTRIC THEATRE	FREE	Website or by post
11.5	CONSULTATION: Questionnaire and Consultation Group Minutes,	FREE	Website or by post
11.6	EDUCATION & VOLUNTEER WORK: Advice and Application Forms	FREE	Website or by post
11.7	ENTERTAINMENT & BOOKING INFORMATION	FREE	Website or by post
11.8	EVENTS NEWS	FREE	Website or by post
11.9	HIRE FACILITIES & SPECIFICATIONS	FREE	Website or by post
11.10	MAILING LISTS	FREE	Website or by post
11.11	MISSION STATEMENT	FREE	Website or by post
11.12	PRESS RELEASES	FREE	Website or by post

PART 5 – PUBLICATION SCHEME

12 GUILDFORD CIVIC	WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
12.1 ACCESSIBILITY: Location Information	FREE	Website
12.2 BEST VALUE: Benchmarking & Performance Indicators	FREE	By post
12.3 COMPLAINTS & FEEDBACK PROCEDURES FOR GUILDFORD CIVIC	FREE	By post
12.4 CONSULTATION: Questionnaire and Consultation Group Minutes,	FREE	By post
12.5 MISSION STATEMENT	FREE	Website or by post
12.6 ENTERTAINMENT & BOOKING INFORMATION	FREE	Website or by post
12.7 EVENTS NEWS	FREE	By post
12.8 HIRE FACILITIES & SPECIFICATIONS	FREE	Website or by post
12.9 MAILING LISTS	FREE	Website or by post
12.10 PRESS RELEASES	FREE	Website, Local Press

13 GUILDFORD PHILHARMONIC	WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
13.1 BACKGROUND: Including History and Funding	FREE	Website
13.2 BEST VALUE: Benchmarking & Performance Indicators	FREE	By post
13.3 COMPLAINTS & FEEDBACK PROCEDURES FOR GUILDFORD PHILHARMONIC	FREE	Website or by post
13.4 CONSULTATION: Forms, Questionnaires & Reports	FREE	Website or by post
13.5 EDUCATION, PUZZLES AND FACTS & FIGURES	FREE	Website or by post
13.6 EVENTS & PERFORMANCES	FREE	Website or by post
13.7 PRESS RELEASES	FREE	Website or by post
13.8 SPONSORSHIP OPPORTUNITIES	FREE	Website or by post
13.9 STATISTICS & RESEARCH: Statistics & Reports	FREE	Website or by post

14 GUILDFORD SPECTRUM	WILL IT COST ME ANYTHING?	HOW CAN I GET IT?*
14.1 BEST VALUE: Benchmarking & Performance Indicators	FREE	By post
14.2 COMPLAINTS & FEEDBACK PROCEDURES FOR GUILDFORD SPECTRUM	FREE	By post
14.3 CONSULTATION: Consultation Groups, Results, Reports, Leaflets & Literature	FREE	By post
14.4 HIRE FACILITIES & BOOKING PROCEDURES	FREE	By post
14.5 LEISURE FACILITIES & GUIDANCE	FREE	Website or by post
14.6 LICENCES HELD	FREE	By post
14.7 MAILING LISTS	FREE	By post
14.8 MISSION STATEMENT	FREE	By post
14.9 PRESS RELEASES	FREE	By post
14.10 SPECIALIST SERVICES: Service Information & Advice	FREE	By post

***How Can I get it?**

Guildford Borough Council's Website is at www.guildford.gov.uk

By Post or office Reception Areas: See Full Document List for the correct site and contact

SITE ADDRESSES

- Millmead Offices:** Millmead House, Millmead, Guildford, Surrey GU2 4BB Tel 01483 505050
- Spectrum:** Parkway, Guildford, Surrey, GU1 1UP Tel 01483 443322
- Electric Theatre:** Onslow Street, Guildford, Surrey, GU1 4SZ Tel 01483 444789
- Guildford Civic:** London Road, Guildford, Surrey, GU1 2AA Tel 01483 444720
- Guildford Crematorium:** New Pond Road, Godalming, Surrey, GU7 3DB Tel 01483 444711
- Tourist Information Centre:** 14 Tunsgate, Guildford, GU1 3QT Tel: 01483 444333
- Guildford House Gallery:** 155 High Street, Guildford, Surrey GU1 3AJ Tel: 01473 444740
- Guildford Museum:** Castle Arch, Quarry Street, Guildford, Surrey GU1 3SX Tel: 01483 444751
- Parking Office:** Laundry Road, Guildford, Surrey GU1 4PX Tel: 01483 444531