

WATFORD BOROUGH COUNCIL

MODEL

FREEDOM OF INFORMATION  
PUBLICATION SCHEME

Watford Borough Council is a district council within the county of Hertfordshire. The council operates a Mayor and Cabinet form of Executive under the provisions of the Local Government Act 2000. It performs all the statutory functions of a district council and acts as agent for Hertfordshire County Council in relation to parking control, grass cutting and verge maintenance.

### **What does this publication scheme cover?**

This publication scheme covers information routinely published by the council. It is not a list of publications, as these will change over time. It is a list of classes, groups or types of information, within which information is available.

Under the Freedom of Information Act 2000 the council has a duty to specify what information they publish (in terms of information classes), how the information is made available, and whether it is available free of charge or upon payment. It will also tell you whether any information within a particular class is not publicly available.

The scheme and the Freedom of Information Act 2000 does not limit in any way other rights that people have to information nor does it limit information that the council may choose to publish outside the scheme.

### **How do I obtain information through this publication scheme?**

Some of the documents are available to download from our website. Other documents are available on request from the departmental contact listed in the body of the scheme at the Town Hall, Watford, Hertfordshire, WD17 3EX. Documents for which a charge is made must be paid for in advance by applying in person or by post to the departmental contact in the body of the scheme at the Town Hall, Watford, Hertfordshire, WD17 3EX.

### **What about the information not covered by this scheme?**

This scheme only covers information created by Watford Borough Council. Over a period of time, the aim is to make more information available in an increasing variety of methods. This publication scheme will subsequently be amended to include this additional information.

Unless otherwise stated, all information within this scheme relates to the currently available or published version.

Legislative papers such as acts, bills, white and green papers are accessible from the Government stationery office.

### **Are there other places to look for general information about local government?**

Your query on a local matter may subsequently involve a search for national, regional, or other consultative material produced by government, other public bodies, or voluntary sector organisations.

You may receive advice on where to look by contacting your local library, Citizen's Advice Bureau, or through using a web search engine.

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

If you want to know whether or not the council holds information about you please contact the council's Data Protection Officer, via email at:

WatfordDP@hertfordshire.gov.uk

The Freedom of Information Act 2000 does not apply to personal information, this is covered by the Data Protection Act. The council will not be disclosing details of individual's private affairs or business in this scheme.

### **Who do I contact to find out more?**

The officer within the council responsible for this publication scheme and for its day to day maintenance is:

Group Head of Democracy and Governance

Tel: 01923 226400

email: [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)

The council has a set complaints procedure and any complaints about the scheme and the council's dealing with any request under the Freedom of Information Act 2000 will be dealt with under that procedure.

Complaints can also be made to the Information Commissioner (who is responsible for overseeing both the Freedom of Information Act 2000 and the Data Protection Act 2018) at the following address:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire, SK9 5AF

Tel: 01625 545745

08456 306060

Fax: 01625 524510    DX: 20819 Wilmslow

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## **Who we are and what we do**

*Organisational information, structures, locations and contacts.*

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>	<b>Contact for Information</b>
Council constitution	The Constitution of the Council		Website	No	Legal & Democratic Services
Council democratic structure	The Constitution of the Council		Website	No	Legal & Democratic Services
Council directorate structure	The management structure and functions of the Council		Website as part of Constitution	No	Legal & Democratic Services
Location and opening times of council properties	Public contact details, access to and explanation of council services		Website	No	Customer Service Centre
Currently elected councillors' information and contact details	Public contact details of your local representative of the Council.		Website	No	Legal & Democratic Services

Contact details for all customer-facing departments	Public contact details, access to and explanation of Council Services		Website Hard copy (A-Z guide)	No	Customer Service Centre
Election results	Various election results for the borough and county, PCC and local Parliamentary		Website	No	Legal and Democratic Services
Register of Electors	The list of people eligible to vote	<ul style="list-style-type: none"> <li>▪ Full Register</li> <li>▪ Edited Register</li> </ul>	Hard copy  Hard copy	No to view  No to view Yes for copies	Legal and Democratic Services

**What we spend and how we spend it**

*Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.*

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>	<b>Contact for Information</b>
Annual report and statement of accounts	Statement of accounts  The overall expected spending of the Council – commercially sensitive documents e.g. those relating to quotations, tenders, loans and insurance will not be disclosed. This will not include information relating to accounts for individuals e.g. rent accounts	<ul style="list-style-type: none"> <li>▪ Service and Financial Planning</li> <li>▪ Quarterly Budget Monitoring (Part A reports)</li> <li>▪ Finance Digest</li> </ul>	Website Electronic Hard Copy	No  Charge payable to commercial organisations for hard copy of agenda, minutes and reports to committees	Finance  Finance
Annual revenue budget estimates	Annual budget summary by service		Website Electronic Hard Copy	No  Charge payable to commercial organisations for hard copy of agenda, minutes and reports to committees	Finance



<p>Quarterly budgets, actual and variance reports</p>	<p>Breakdown of quarterly budgets currently published twice per year</p>		<p>Website Electronic Hard copy</p>	<p>No  Charge payable to commercial organisations for hard copy of agenda, minutes and reports to committees</p>	<p>Finance</p>
<p>Current year's capital programme</p>	<p>Forecast of expenditure for major projects</p>		<p>Website Electronic Hard copy</p>	<p>No  Charge payable to commercial organisations for hard copy of agenda, minutes and reports to committees</p>	<p>Finance</p>

The members' allowances scheme and the allowances paid under it to councillors each year	Allowances Councillors received and Members allowance scheme	As part of Council's Constitution	Website	No	Legal & Democratic Services
Details of Council Tax bands	Charges (bands) for domestic/residential properties		Website Hard Copy	No	Revenues & Benefits
The local rating lists for non-domestic properties in the Council's area as compiled by the valuation officer	Charges for non-domestic properties as set by the Government		Hard copy	No	Revenues & Benefits
Staff pay and grading structure			Hard copy	No	Human Resources

Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)			Hard copy	No	Legal & Democratic Services
Procurement procedures	Overview of procurement process	Selling to the Council	Website	No	Service Transformation
Register of contracts. Details of contracts currently being tendered	List of contracts with service providers and those being tendered	Contracts register	Website	No	Service Transformation

District auditor's report	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	<ul style="list-style-type: none"> <li>▪ Finance audits, internal and external</li> <li>▪ Compliance audits</li> <li>▪ Operational audits</li> <li>▪ Skills audit</li> <li>▪ Systems audit</li> <li>▪ Quality assurance audits</li> <li>▪ Capital Strategy Programme</li> <li>▪ Asset Management Plan</li> <li>▪ Treasury Management Plan</li> </ul>	Electronic/ Hard copy	No	Finance
Financial regulations	Financial Procedure Rules as part of the Constitution		Website	No	Finance

**What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable	Contact for Information
Strategies and plans relating to services listed in class 6 (publications designed to inform and influence the formulation of public policy and public opinion)					
Policies and Strategies	The publicly available policies of the Council including but not limited to the examples shown	<ul style="list-style-type: none"> <li>• Major incident plan</li> <li>• Equality and diversity strategies</li> <li>• Capital strategy</li> <li>• Affordable Housing Strategy</li> <li>• Air Quality Strategy</li> <li>• Allocation Policy</li> <li>• Allotment Strategy</li> <li>• Area Transport Plans*</li> <li>• Asset Management Plan*</li> <li>• Capital Strategy*</li> <li>• Civil Emergency Plan</li> </ul>	Website Hard Copy	Some (charges on application)	Corporate Strategy and Communications

		<ul style="list-style-type: none"> <li>• Contaminated Land Strategy</li> <li>• Corporate Plan/Strategy Objectives</li> <li>• Community Plan (with the LSP)*</li> <li>• Compliance Policy</li> <li>• Cultural Strategy*</li> <li>• Cycling Strategy*</li> <li>• Watford District Plan *</li> <li>• Domestic Abuse Policy</li> <li>• Enforcement Policy</li> <li>• Food Service Plan</li> <li>• Gambling Act 2005 Statement of Principles</li> <li>• Guidelines for issuing Taxi and Private Hire Driver Licences</li> <li>• Homelessness Policy</li> <li>• Housing Strategy</li> <li>• IEG Statement*</li> <li>• Licensing Act 2003 Statement of Principles</li> <li>• Pavement</li> </ul>			
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		<p>Licensing Policy</p> <ul style="list-style-type: none"> <li>• Private Sector Renewal Policy</li> <li>• Purchasing Policy</li> </ul> <ul style="list-style-type: none"> <li>• Regeneration Strategy</li> </ul> <ul style="list-style-type: none"> <li>• Sampling Strategy</li> <li>• Supplementary Planning Guidance</li> <li>• Taxi Strategy</li> <li>• Town Centre Street Trading Policy</li> <li>• Treasury Management Policy*</li> <li>• Walking Strategy</li> </ul>			
performance indicators	Targets against which the council measures their performance	<ul style="list-style-type: none"> <li>• performance indicators</li> </ul>	Website	No	Corporate Strategy & Communications
Summaries and results of corporate consultations with the public and other stakeholders	Current public consultation documents/ questionnaires		Website	No	Corporate Strategy & Communications

### **How we make decisions**

*Decision-making processes and records of decisions.*

<p>Timetable of council meetings/Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings</p>	<p>Agendas, meetings, minutes and background documents relating to all Council making processes open to the public</p>	<ul style="list-style-type: none"><li>• Minutes</li><li>• Agendas</li><li>• Associated Reports</li><li>• Background Documents</li></ul>	<p>Website</p>	<p>No (see exception below)</p> <p>Charge payable to commercial organisations for hard copy of agenda minutes and reports to committee</p>	<p>Legal &amp; Democratic Services</p>
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**Our policies and procedures**

*Current written protocols, policies and procedures for delivering our services and responsibilities.*

Policies and procedures for conducting council business	The publicly available policies of the Council including but not limited to the examples shown	<ul style="list-style-type: none"> <li>▪ Affordable Housing Strategy</li> <li>▪ Air Quality Strategy</li> <li>▪ Allocation Policy</li> <li>▪ Allotment Strategy</li> <li>▪ Area Transport Plans*</li> <li>▪ Asset Management Plan*</li> <li>▪ Capital Strategy*</li> <li>▪ Civil Emergency Plan</li> <li>▪ Community Safety Strategy</li> <li>▪ Community Protection Compliance Policy</li> <li>▪ Compliance Policy</li>   <li>▪ Contaminated Land Strategy</li> <li>▪ Corporate Plan/Strategy</li> </ul>	Website Hard Copy	Some (charges on application)	Various services
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		<p>Objectives</p> <ul style="list-style-type: none"> <li>▪ Community Plan (with the LSP)*</li> <li>▪ Cultural Strategy*</li> <li>▪ Cycling Strategy*</li> <li>▪ Watford District Plan *</li> <li>▪ Food Service Plan</li> <li>▪ Gambling Act 2005 Statement of Principles</li> <li>▪ Guidelines for issuing Taxi and Private Hire driver licences</li> <li>▪ Homelessness Policy</li> <li>▪ Housing Strategy</li> <li>▪ IEG Statement*</li> <li>▪ Licensing Act 2003 Statement of Principles</li> <li>▪ Private Sector Renewal Policy</li> <li>▪ Purchasing Policy</li> <li>▪ Regeneration Strategy</li> <li>▪ Supplementary</li> </ul>			
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		Planning Guidance <ul style="list-style-type: none"> <li>▪ Town Centre Street Trading Policy</li> <li>▪ Treasury Management Policy*</li> <li>▪ Walking Strategy</li> </ul>			
Policies and procedures about the recruitment and employment of staff	The general terms and conditions of employment with the Council – in accordance with the Data Protection Act 2018. Policy on recruitment of ex-offenders Personal information relating to individual employees will not be disclosed		Hard Copy	No	Human Resources

**Lists and registers**

*We would expect information in this class to be current information only.*

Register of councillors' financial and other interests	Members' disclosure of any involvement in organisations and income received from any other bodies, which may affect their actions as Council members.		Website	No	Legal & Democratic Services
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Register of gifts and hospitality received by Members			Website	No	Legal and Democratic Services
Statutory Planning register	The documentation associated with Planning applications for permission consents or approval. Information relating to enforcement will not be made available	Correspondence, forms, decisions and other notices, plans and other drawings	Website Hard copy	Yes for copies No to view only	Place Shaping
Register of Electors	The list of people eligible to vote	<ul style="list-style-type: none"> <li>▪ Full Register</li> <li>▪ Edited Register</li> </ul>	Hard copy  Hard copy	No to view  No to view Yes for copies (edited version)	Legal and Democratic Services
Environmental assessment	Environmental impact assessment and statements	Reports and Plans	Hard copy	Yes for copies No to view only	Place Shaping
Heritage Listing	The consolidated listing of heritage buildings and sites		Hard copy		Place Shaping

Preservation Orders	Urban and rural landscape preservation orders, including tree preservation orders and hedgerow preservation orders	Documents and Plans	Hard copy	Yes for copies	Place Shaping
Sites and Monuments	The protected sites within the local area		Hard copy	No	Place Shaping
Conservation Areas	Plans defining Conservation Areas Article 4(2) Directions		Web site Hard copy	Yes	Place Shaping
Taxi Licence Holders	Lists of persons holding hackney carriages or private hire licences issued by the Council		Hard copy	No	Community Protection

Traffic Orders	The statutory notice given to warn the public on the change of the status of parking /movement on a public highway	<ul style="list-style-type: none"> <li>▪ Road closures</li> <li>▪ Road widening</li> <li>▪ Speed change</li> <li>▪ Parking schemes</li> </ul>	Hard copy	No	Parking Service  Hertfordshire County Council (Highways)
Statutory registers	All lists or registers that the Council are required to maintain and make available by virtue of any enactment including but not limited to the examples shown	<ul style="list-style-type: none"> <li>• Planning Register</li> <li>• Enforcement and Shop Notice Register</li> <li>▪ Listed Buildings Register</li> <li>• Local Land Charges Register</li> <li>▪ Register</li> </ul>	Website/ Hard copy  Electronic	Yes for copies No to view	Place Shaping
		<ul style="list-style-type: none"> <li>▪ Register of Members Interests</li> </ul>	Website Hard Copy	No	Legal & Democratic Services
		<ul style="list-style-type: none"> <li>▪ Sites and Monuments Register</li> </ul>	Hard copy	No	Place Shaping
		<ul style="list-style-type: none"> <li>▪ Local Non-Domestic Rating list</li> <li>▪</li> </ul>	Hard Copy	No to view	Revenues & Benefits
		<ul style="list-style-type: none"> <li>▪ Valuation List</li> </ul>	Hard Copy	No to view	Revenues & Benefits
		<ul style="list-style-type: none"> <li>▪ Food Premises</li> </ul>	Electronic/	No	Community

		Register	Hard copy		Protection
		▪ Health & Safety Notice Register	Hard copy	No	Community Protection
		▪ Hackney Carriage Register	Electronic/ Hard copy	No	Community Protection
		▪ Private Hire Vehicle Driver Register	Electronic/ Hard copy	No	Community Protection
		▪ Register of Local Society Lotteries	Electronic/ Hard copy	No	Community Protection
		▪ Late Night Refreshment Houses Register	Electronic/ Hard copy	No	Community Protection
		▪ Scrap Metal Dealers Register	Electronic/ Hard copy	No	Community Protection
		▪ HMO Licence Public Register	Electronic/Hard Copy	No	Community Protection



		<ul style="list-style-type: none"> <li>▪ HMO Temporary Exemption Notices Register</li> </ul>	Electronic/Hard Copy	No	Community Protection
		<ul style="list-style-type: none"> <li>▪ Contaminated Land Register (except parts specified as commercially sensitive or with National Security implications)</li> </ul>	Electronic/ Hard copy	No to view	Community Protection
		<ul style="list-style-type: none"> <li>▪ Environmental Protection Act Part I Authorised Processes Public Register (except parts specified as commercially sensitive or with National Security implications)</li> </ul>	Hard copy		Community Protection
		<ul style="list-style-type: none"> <li>▪ Waste Management Licence Register (except parts specified as</li> </ul>	Hard copy		Community Protection

		commercially sensitive or with National Security implications)			
		<ul style="list-style-type: none"> <li>▪ Private Water Supplies Register</li> </ul>	Hard copy	No to view	Community Protection
		<ul style="list-style-type: none"> <li>▪ Public Register of Cooling Towers</li> </ul>	Hard copy	No to View	Community Protection

### **Services provided by the council**

*Information about the services the council provides including leaflets, guidance and newsletters produced for the public and businesses.*

Service details and guidance	Public contact details, access to and explanation of Council Services		Website Hard copy	No	Customer Service Centre
Clubs and Societies	Listing of clubs and societies available in the local area, as provided to the Council by the club or society		Hard copy	No	Community & Environmental Services
Financial assistance schemes for the community and voluntary sector				No	Community & Environmental Services
Grants available to the public			Website Hard copy	No	Environmental Health
Housing and Council tax benefits	Assistance with rent and Council Tax payments		Website Hard copy	No	Revenues and Benefits
Private sector housing					
Public transport	Concessionary fares scheme	National bus concession	Website Hard copy	No	Place Shaping
Street cleansing	Details of scheme,		Website	No	Community &

	contacts details and areas of responsibility				Environmental Services
Waste and recycling	Details of scheme contact details, advice and guidance on waste management and recycling		Website Hard copy	No	Community & Environmental Services
Tourist Information	Information provided for tourists about the local district (WBC not an official tourist centre)		Website Hard copy	No	Customer Service Centre
Accommodation Register	Consolidated list of tourist accommodation available locally		Hard copy	No	Customer Service Centre
Job vacancies	The job descriptions and person specifications for currently advertised posts - in accordance with the Data		Website	No	Human Resources

	Protection Act 2018 Personal information relating to individual employees will not be disclosed				
Fees and Charges	Council fees and charges list	<ul style="list-style-type: none"> <li>▪ Booklet of burial charges, memorials, inscriptions in memorial book, use of chapels, purchase of exclusive rights</li> <li>▪ Pest control</li> <li>▪ Licensing</li> <li>▪ Hackney carriage and private hire</li> <li>▪ Animal boarding and breeding</li> <li>▪ Food/health and safety</li> <li>▪ Fees for Planning and related applications</li> <li>▪ Fees for</li> </ul>	Website Electronic Hard copy	No	Various services

		<p>Building Control</p> <ul style="list-style-type: none"> <li>▪ Fees for Local Land Charge Searches</li> <li>▪ Car Park Charges</li> <li>▪ Fees for use of facilities</li> <li>▪ HMO licence fee</li> <li>▪ HMO advice fee</li> </ul>			
Maps and Directions	Public maps and directions to Council property or land assets		Website	No	Customer Service Centre
Campaigns	Campaign, publicity and awareness literature on Council services, partnership services, or promotional activities associated with the Council	Promotional Events	Website Hard copy	No	Corporate Strategy & Communications
Publications	Guidebooks, books and other		Hard copy	Yes	Customer Service Centre

	publications that the Council makes available on a chargeable basis				
Press Releases	Information released to the media		Website Hard copy	No	Corporate Strategy & Communications
Bye-Laws	List and details of local Bye-laws		Hard Copy	No	Legal & Democratic Services
Forms	Forms for completion by customers to access services of the Council		Website (some) Hard copy	No	Various services