



South Cambridgeshire District Council Publication Scheme Guide to Information

April 2011
Version 1.5

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1 South Cambridgeshire District Council (SCDC) Publication Scheme: Guide to Information

1.1 Model Publication Scheme

The Freedom of Information Act requires all public authorities, which includes South Cambridgeshire District Council, to adopt and maintain a Publication Scheme.

As of January 2009, South Cambridgeshire District Council has adopted the Information Commissioner's new **Model Publication Scheme**, which represents a commitment to publish information within seven broad classes of information.

These are:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

The classes of information will not generally include:

- Information, which is generally prevented by law or exempt under the FOIA, or is otherwise considered to be protected from disclosure;
- Information held in draft;
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

1.2 How to access Published Information

The purpose of this guide is to provide details of the kinds of information that the Council routinely publishes. The majority of this information is available on our website.

However, if you are unable to obtain the information from our website please contact the relevant Service via our Customer Contact Centre on 0345 450 500 to make the request, or to make an appointment to view the information at the Council's Offices.

All information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this Scheme.

Requests for information can be made in person at the **Council's offices**, by post, email or via our [website](#). However, if you have any questions about how to access this information, please telephone or email the relevant Service.

Letters should be addressed to:

FOI Officer

South Cambridgeshire District Council
South Cambridgeshire Hall Cambourne
Business Park Cambourne
CB23 6EA

Emails should be sent to FOI@scambs.gov.uk

1.3 How to access other information

Access to unpublished information can be made by making a request in writing under the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations. A request will be handled in accordance with the Council's **FOIA Policy and Procedure**.

However, disclosure of certain information may be prohibited because it relates to an individual and is protected by the Data Protection Act or is subject to exemptions under the FOIA. Further information is available in the Council's FOIA Policy and Procedure and official guidance published by the Information Commissioner's Office.

1.4 Charges which may be made for information published under this scheme

The purpose of the publication scheme is to make information available at minimum cost. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Information which is published and accessed on our website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging or
- The costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, justified and in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

1.5 Schedule of Charges

Photocopying	Black & White	A3	15p per sheet
Photocopying	Black & White	A4	10p per sheet
Photocopying	Colour	A3	60p per sheet
		A4	50p per sheet
Printing	Black & White	A3	15p per sheet
Printing	Black & White	A4	10p per sheet
Printing	Colour	A3	60p per sheet
	Colour	A4	50p per sheet
CDs	Electronic Data	N / A	30p per CD
Microfiche / Microfilm	N / A	N / A	10p per frame
Converting to electronic format	N / A	N / A	Incurred costs – varies
Converting to microfiche or microfilm	N / A	N / A	Incurred costs – varies

1.6 Non-Standard & Statutory charges

Copies of some official publications are available on payment of a fixed charge or fee. For example, some publications held by Development Services fall into this category. A list of such publications and charges will be published in due course. In the meantime, please contact the relevant service provider within the Council for details of any such charges.

Where the Council sets non-standard charges or fees (as opposed to charges set by statute), it will do so only where it can demonstrate that there is good reason for it to do so, and in considering whether any such reason exists, it will:

- take due regard of government guidance; and
- disregard any costs, including staff costs, associated with the maintenance of the information in question or its identification or extraction from storage; and
- disregard any factors beyond the number and size of sheets to be copied.

1.7 Copyright

Copyright is asserted by the Council in respect of all of the information provided by the Council in the public domain. The information, and any document or record in which it appears, must not be substantially reproduced except with the permission, in writing, of the Council, although minor extracts are reproducible without separate permission provided the source of the extract is clearly stated and the Council's interest is acknowledged. This constraint is not intended to restrict any lawful request for information.

The supply of documents to a member of the public does not grant the right to re-use this information in a way that would infringe any copyright on those documents.

Provision of information under this publication scheme or under access legislation does not give the recipient an automatic right to re-use it, for example, to publish it, or adapt it in any way. Most information supplied in response to an access request will be protected by copyright and permission to re-use it, will be required. The Re-use of Public Sector Information Regulations provides a framework for obtaining this permission.

Guide to Information

Requests for access to the information contained in this guide should be made in writing, via our website / email / post, or in person.

South Cambridgeshire Hall Cambourne Business Park Cambourne
Cambridge CB23 6EA

General enquiries: 03450 450 500

Fax: 01954 713149

Minicom: 01480 376743

Email: scdc@scambs.gov.uk

<https://www.scambs.gov.uk/your-council-and-democracy/access-to-information/>

However, if you have any questions about how to access this information, please telephone or email the relevant Service.

Note: Information which might comprise or be contained in whatever Class of Information might be subject to exemptions under Part II of the Freedom of Information Act 2000.

1.8 Class 1: Who we are and what we do

This section contains organisational, constitutional and legal governance information and details about South Cambridgeshire District Council Services.

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This section contains organisational, constitutional and legal governance information and details about South Cambridgeshire District Council Services.

Name of Record Series	Description	Published	Charge	Contact
Council's Constitution	The constitution sets out how the Council operates, how decisions are made and the procedures, which are followed to ensure that these are efficient, transparent and accountable to local people.	On website or hardcopy available upon request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk
Council's Democratic Structure	Contained in the Council's constitution.	On website or hardcopy available upon request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk
Council's Directorate Structure	Information about the management structure of the Council.	On website or hardcopy available upon request	Free to inspect or charge for copies	scdc@scambs.gov.uk
Organisation Chart	Information about the organisational structure of the Council.	On website or hardcopy available upon request	Free to inspect or charge for copies	scdc@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Location and opening times of Council properties	How to find our headquarters in Cambourne.	On website or phone	No	scdc@scambs.gov.uk
Currently elected councilor's information and contact details	Information about your Councilor.	On website or hardcopy available upon request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk
Contact details for customer-facing Council Services	General information about the Council.	On website or phone	No	03450 450 500 scdc@scambs.gov.uk
Most recent election results	Election results archive for the last 5 years.	On website or hardcopy available upon request	Free to inspect or charge for copies	election@scambs.gov.uk
Relationships with other authorities	Information about: Education; Highways and transportation; Libraries; Social Services; Strategic planning; Trading Standards	On website or phone	No	Cambridgeshire County Council 0345 045 5200 (General) 01223 717111 (switchboard) 01223 717201 (Fax) info@cambridgeshire.gov.uk

1.9 Class 2: What we spend and how we spend it

This section contains financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and audit information.

Class 2: What we spend and how we spend it

This section contains financial information relating to projected and actual income and expenditure, tendering, procurement, contracts and audit information.

Name of Record Series	Description	Published	Charge	Contact
Financial Statements, budgets and variance reports	<p>Statement of Accounts</p> <p>The purpose of the published statement of accounts is to give electors, local taxpayers, Members of the Council and other interested parties clear information about the Council's finances. The statements should inform readers of:</p> <p>the cost of services provided by the Council in the year 2007 / 2008; how services were paid for; the Council's assets and liabilities at the year-end audit information.</p> <p>Appropriate notes support our accounts, information about our accounting policies and a Summary Budget Book, containing easy to understand financial information about the Council.</p>	On website or hardcopy available upon request	Free to inspect or charge for copies	revenues@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Capital Program	<p>These documents show how the Capital Strategy determines the process for retaining and maintaining properties in the asset base and how capital projects are included in the capital programme in a rational and objective manner which maximises the contribution of the capital programme towards the achievement of the Council's corporate objectives.</p> <p>The Capital Strategy draws together the capital expenditure requirements emerging from the various service plans and best value reviews which themselves are based on consultation and co- operation in order to reflect the needs and aspirations of local people.</p>	On website or hardcopy available upon request	Free to inspect or charge for copies	revenues@scambs.gov.uk
Spending Reviews	Information contained in our Cabinet Committee Meeting Minutes.	On website or hardcopy available on request	Free to inspect or charge for copies	revenues@scambs.gov.uk
Financial Audit Reports	Information contained in our Statement of Accounts.	On website or hardcopy available on request	Free to inspect or charge for copies	revenues@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Member Allowance Scheme	Allowances paid under scheme to councilors each year.	On website or hardcopy available on request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk
Staff Allowances and Expenses	Contained in our Estimates Book.	On website or hardcopy available on request	Free to inspect or charge for copies	revenues@scambs.gov.uk
Pay & Grading Structure	Under review.	-	-	-
Election Expenses	Information about allowances paid to councilors to reimburse them for their time and expenses incurred whilst on council business.	On website or hardcopy available on request	Free to inspect or charge for copies	election@scambs.gov.uk
Procurement Procedures	Information about how the Council evaluates and awards contracts.	On website or hardcopy available upon request	Free to inspect or charge for copies	procurement@scambs.gov.uk
Details of Contracts currently being tendered	The Council advertises contracts currently being tendered in accordance with our Financial Regulations and Contract Standing Orders.	On website or hardcopy available upon request	Free to inspect or charge for copies	procurement@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
List of contracts awarded and their value	Details of all contracts awarded.	On website or hardcopy available upon request	Free to inspect or charge for copies	procurement@scambs.gov.uk
District Auditor's Report	Audit opinions contained in our Statement of Accounts.	On website or hardcopy available upon request	Free to inspect or charge for copies	revenues@scambs.gov.uk
Financial Statements for projects and events	Information contained in our Cabinet Committee Meeting Minutes.	On website or available upon request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk
Internal Financial Regulations	Contained in our Constitution.	On website or available upon request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk
Funding for Partnership Arrangements	The Community Chest is a capital fund available to community and voluntary sector groups and organisations and Parish Councils. The funding has been made available to further improve quality of life in South Cambridgeshire.	On website or available upon request	Free to inspect or charge for copies	Partnerships team: scdc@scambs.gov.uk

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

In this section you will find out what South Cambridgeshire District Council considers its main problems and how it manages its performance.

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Name of Record Series	Description	Published	Charge	Contact
Annual Reports	A guide to the Council's work during the previous year.	On website or available upon request	Free to inspect or charge for copies	revenues@scambs.gov.uk
Strategies and Business Plans	<p>Our service plans are used as a basis for corporate and service performance monitoring and management. They reflect our corporate priorities and support the corporate milestones and performance targets contained within Performance Plan.</p> <p>The following Service plans are available:</p> <p>Accountancy; Affordable Homes; Building Control; Communications; Community Services; Democratic Services; Design & Conservation; Development Control; Elections; Env. Health Waste Mgt.; HR & Payroll; ICT; Legal & Land Charges; Office Services; Planning Policy & Tourism; Policy & Performance; Revenue Collection & Benefits; Sustainability; Travelers.</p>	On website or available upon request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Best Value Performance Plans	The Performance Plan, is a statutory document, which sets out our achievements in the past year, our objectives and priorities for the current year and our future targets.	On website or available upon request	Free to inspect or charge for copies	policy.performance@scams.gov.uk
Internal and external organizational performance reviews	Best Value Reviews.	On website or available upon request	Free to inspect or charge for copies	policy.performance@scams.gov.uk
Strategies developed in partnership with other authorities	The Local Development Framework (LDF) is a suite of documents, which together will guide development within South Cambridgeshire.	On website or available upon request	Free to inspect or charge for copies	planning@scams.gov.uk
Strategies developed in partnership with other authorities	The Local Strategic Partnership (LSP) was set up in 2003 to provide a focus for joint work in South Cambridgeshire between statutory, voluntary, business, community and faith organisations. The framework for the partnership is provided by the Local Government Act 2000, which requires local authorities to work with others to prepare a Community Strategy.	On website or available upon request	Free to inspect or charge for copies	Partnerships team: scdc@scams.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Economic development action plan	The South Cambridgeshire Economic Development Strategy sets out the Council's commitments in terms of economic development, and the objectives it will aim to achieve.	On website or available upon request	Free to inspect or charge for copies	planning@scambs.gov.uk
Economic development action plan	Cambridge East Area Action Plan.	On website or available on request	Free to inspect or charge for copies	planning@scambs.gov.uk
Economic development action plan	Cambridge South Fringe Area Action Plan.	On website or available on request	Free to inspect or charge for copies	planning@scambs.gov.uk
Economic development action plan	Northwest Cambridge Area Action Plan.	On website or available on request	Free to inspect or charge for copies	planning@scambs.gov.uk
Forward plan	The rolling programme of key decisions to be made by the Council.	On website or available on request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk
Capital strategy	The Capital Strategy draws together the capital expenditure requirements emerging from the various service plans and best value reviews which themselves are based on consultation and co- operation in order to reflect the needs and aspirations of local people.	On website or available on request	Free to inspect or charge for copies	revenues@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Best value performance indicators	Information about how the Council is performing.	On website or available on request	Free to inspect or charge for copies	policy.performance@scambs.gov.uk
District auditor's reports on best value performance plans and performance indicators	Best Value Review, final reports.	On website or available on request	Free to inspect or charge for copies	policy.performance@scambs.gov.uk
Comprehensive Performance Assessment	The Audit Commission assesses every Councils capacity for delivering improvements to public services.	On website or available on request	Free to inspect or charge for copies	policy.performance@scambs.gov.uk
Inspection Reports	Information about how the Council is performing and what plans are in place.	On website or available on request	Free to inspect or charge for copies	policy.performance@scambs.gov.uk
Local area agreements	The Cambridgeshire Local Area Agreement (LAA) is a partnership agreement between all the public agencies in the county.	On website or available on request	Free to inspect or charge for copies	Partnerships team: scdc@scambs.gov.uk Cambridgeshire County Council 01223 699158 http://www.cambridgeshire.gov.uk/council/partnerships/lsp/

Name of Record Series	Description	Published	Charge	Contact
Statistical information produced in accordance with the Council's Service requirements	Community Safety: a strategic assessment.	On website or available on request	Free to inspect or charge for copies	Finance & Support Services: scdc@scambs.gov.uk
Statistical information produced in accordance with the Council's Service requirements	Efficiency Savings.	On website or available on request	Free to inspect or charge for copies	Finance & Support Services: scdc@scambs.gov.uk
Statistical information produced in accordance with the Council's Service requirements	Housing research.	On website or available on request	Free to inspect or charge for copies	Affordable Homes: scdc@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Statistical information produced in accordance with the Council's Service requirements	Information and Statistics.	On website or available on request	Free to inspect or charge for copies	research.group@cambridgeshire.gov.uk Cambridgeshire County Council (01223) 715300
Statistical information produced in accordance with the Council's Service requirements	Minutes and agendas containing statistical information.	On website or available on request	Free to inspect or charge for copies	policy.performance@scambs.gov.uk
Statistical information produced in accordance with the Council's Service requirements	Policing and Public Safety.	On website or available upon request	Free to inspect or charge for copies	Partnerships Team: scdc@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Statistical information produced in accordance with the Council's Service requirements	Traveler site data and statistics.	On website or available upon request	Free to inspect or charge for copies	contactus@communities.gov.uk Direct contact 020 7944 4400
Statistical information produced in accordance with the Council's Service requirements	UK Emissions reduction.	On website or available upon request	Free to inspect or charge for copies	sustainability@scams.gov.uk
Impact assessments	Environmental Impact Assessments.	On website or available upon request	Free to inspect or charge for copies	env.health@scams.gov.uk
Impact assessments	Equality Impact Assessments.	On website or available upon request	Free to inspect or charge for copies	equality.schemes@scams.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Impact assessments	Health & Safety Impact Assessments.	On website or available on request	Free to inspect or charge for copies	env.health@scambs.gov.uk
Service standards	Our Corporate objectives.	On website or available on request	Free to inspect or charge for copies	policy.performance@scambs.gov.uk
Service standards	Customer Service Standards.	On website or available on request	Free to inspect or charge for copies	scdc@scambs.gov.uk
Service standards	Customer Service Strategy.	On website or available on request	Free to inspect or charge for copies	scdc@scambs.gov.uk
Service standards	South Cambridgeshire District Council's modernisation plans.	On website or available on request	Free to inspect or charge for copies	scdc@scambs.gov.uk
Public service agreements	Cambridgeshire together and the local areas agreement.	On website or available upon request	Free to inspect or charge for copies	Partnerships Team: scdc@scambs.gov.uk
Public service agreements	SCDC has signed up to the Nottingham Declaration on climate change and continues to demonstrate a commitment to reducing carbon emissions.	On website or available upon request	Free to inspect or charge for copies	communications@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Public service agreements	A vision for Willingham.	On website or available upon request	Free to inspect or charge for copies	Community & Customer Services: scdc@scambs.gov.uk

1.11 Class 4: How we make decisions

In this section you will find out about our decision-making processes and records of decisions.

Class 4: How we make decisions

In this section you will find out about our decision-making processes and records of decisions.

Name of Record Series	Description	Published	Charge	Contact
Timetable of Council Meetings	Council calendar of meetings.	On website or available upon request	Free to inspect or charge for copies	democratic.services@scams.gov.uk .
Agendas, officer reports, background papers and minutes of Council committees, sub-committees and standard forum meetings	Agendas, minutes, decisions and descriptions of committees' responsibilities and membership are all available on our Modern.gov website.	On website or available upon request	Free to inspect or charge for copies	democratic.services@scams.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Agendas, officer reports, background papers and minutes of Council committees, sub-committees and standard forum meetings	Browse Committees.	On website or available upon request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk
Agendas, officer reports, background papers and minutes of Council committees, sub-committees and standard forum meetings	An archive of agenda and minutes for Cabinet, Council, committee and sub-committee meetings from May 2001.	On website or available upon request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk
Major policy proposals and decisions	A list of recent decisions taken by the Council, Cabinet, committees, Portfolio Holders and Council Officers.	On website or available upon request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Facts and analyses of facts considered when framing major policies	Select a committee for links to meeting dates and documents. When reading the agenda for a meeting, click on the title of an item to view the associated report (the file size is displayed next to the title), or you can view the entire agenda at once by opening the "Agenda Reports Pack" at the top of the webpage.	On website or available upon request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk
Public consultations	Consultation strategy.	On website or available upon request	Free to inspect or charge for copies	new.developments@scambs.gov.uk
Public consultations	Cambourne public consultation.	On website or available upon request	Free to inspect or charge for copies	majordevelopments@scambs.gov.uk
Public consultations	Cambridge East Area Action Plan.	On website or available upon request	Free to inspect or charge for copies	ldf@scambs.gov.uk
Public consultations	Conservation area appraisals.	On website or available upon request	Free to inspect or charge for copies	conservation@scambs.gov.uk
Public consultations	Development affecting conservation areas.	On website or available upon request	Free to inspect or charge for copies	ldf@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Public consultations	Housing shortfall consultation documents	On website or available upon request	Free to inspect or charge for copies	ldf@scambs.gov.uk
Public consultations	Open space in new developments.	On website or available upon	Free to inspect or charge for copies	ldf@scambs.gov.uk ,
Public consultations	Public art supplementary planning documents.	On website or available upon request	Free to inspect or charge for copies	ldf@scambs.gov.uk
Public consultations	Supplementary planning documents.	On website or available upon request	Free to inspect or charge for copies	ldf@scambs.gov.uk
Public consultations	Sustainability reports.	On website or available upon request	Free to inspect or charge for copies	ldf@scambs.gov.uk
Public consultations	Trees and development sites.	On website or available upon request	Free to inspect or charge for copies	ldf@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Internal communications guidance, criteria used for decision-making, internal instructions, manuals and guidelines	The South Cambridgeshire District Council constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.	On website or available upon request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk

1.12 Class 5: Our Policies and Procedures

In this section you will find information related to our policies and procedures for delivering our services and responsibilities.

Class 5: Our Policies and Procedures

In this section you will find information related to our policies and procedures for delivering our services and responsibilities.

Name of Record Series	Description	Published	Charge	Contact
Policies and procedures for conducting Council business	Contained in our constitution.	On website or available upon request	Free to inspect or charge for copies	democratic.services@scambs.gov.uk
Policies and procedures for delivering our services	Anti-social behavior: this practical guide is designed to help you deal effectively with anti-social behavior.	On website or available upon request	Free to inspect or charge for copies	duty.housing@scambs.gov.uk
Policies and procedures for delivering our services	Benefit Fraud: Information about our policy on fraud.	On website or available upon request	Free to inspect or charge for copies	benefitfraud@scambs.gov.uk 0800 73 11 892
Policies and procedures for delivering our services	Business continuity: South Cambridgeshire District Council, working in partnership with Cambridgeshire County Council can offer guidance to both large and small local businesses on disaster recovery and business continuity planning, free of charge.	On website or available on request	Free	duty.envhealth@scambs.gov.uk env.health@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Policies and procedures for delivering our services	Corporate objectives and priorities.	On website or available upon request	Free to inspect or charge for copies	policy.performance@scambs.gov.uk
Policies and procedures for delivering our services	Corporate plan.	On website or available upon request	Free to inspect or charge for copies	policy.performance@scambs.gov.uk
Policies and procedures for delivering our services	Development Control: Building Control makes sure that any new building work or alterations to buildings or the use of buildings complies with the Building Act 1984 and associated Building Regulations.	On website or available upon request	Free to inspect or charge for copies	planning@scambs.gov.uk 03450 455 215
Policies and procedures for delivering our services	Gambling Act 2005 Policy: In accordance with the requirements of the Gambling Act 2005 South Cambridgeshire District Council has produced a Gambling Policy.	On website or available upon request	Free to inspect or charge for copies	env.health@scambs.gov.uk
Policies and procedures for delivering our services	Health and Environmental Health Enforcement Policy: this policy lays out the principles to be adopted by Officers exercising any enforcement function within Environmental Health.	On website or available upon request	Free to inspect or charge for copies	env.health@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Policies and procedures for delivering our services Continued from previous page	Health and Safety: our aims and objectives are to ensure, through education and enforcement, that employers ensure the health, safety and welfare of their employees by providing safe working conditions and giving adequate training in safe working practices to minimise the risk of illness or injury.	On website or available upon request	Free to inspect or charge for copies	env.health@scambs.gov.uk
Policies and procedures for delivering our services	Home-Link Lettings Policy: the document outlines our lettings policy with regard to registering and assessing the priority of applicants who wish to access social rented housing.	On website or available upon request	Free to inspect or charge for copies	duty.housing@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Policies and procedures for delivering our services	<p>Housing Strategies: the Council's Housing strategy is an umbrella document for housing which sets out a plan of how we intend to meet and manage the housing needs of South Cambridgeshire now and over the next five years. There are also a number of other sister strategies and policy statements that sit alongside this document:</p> <p>Housing strategy; Homelessness strategy and review; Lettings policy; HRA Business Plan; Private Sector Renewal Strategy; Supporting People Strategy; Regional Housing Strategy for the East of England; Cambridge Sub-Regional Housing Strategy.</p>	On website or available upon request	Free to inspect or charge for copies	duty.housing@scambs.gov.uk
Policies and procedures for delivering our services	Licensing Act 2003 Policy: this Policy forms the basis on which South Cambridgeshire District Council makes decisions relating to the Licensing Act.	On website or available upon request	Free to inspect or charge for copies	env.health@scambs.gov.uk
Policies and procedures for delivering our services	The Local Development Framework (LDF) is a suite of documents, which together will guide development within South Cambridgeshire	On website or available upon request	Free to inspect or charge for copies	planning@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Policies and procedures for delivering our services	Planning Policy: the Development Plan is the strategic framework that guides land use planning for the area. It is used to help determine decisions on planning applications.	On website or available upon request	Free to inspect or charge for copies	planning@scambs.gov.uk
Policies and procedures for delivering our services	Planning Enforcement Policy: the Council takes great care in balancing the need to protect the environment while promoting growth and investment.	On website or available upon request	Free to inspect or charge for copies	planning@scambs.gov.uk
Policies and procedures for delivering our services	Regional Planning Policy: the East of England Plan sets out planning and transport policy for the region and its key sub-regions for the period up to 2021, and provides a policy framework for preparing other plans and strategies.	On website or available upon request	Free to inspect or charge for copies	planning@scambs.gov.uk
Policies and procedures for delivering our services	Re-use of Public Sector Information Regulations: the provision of information under FOI or EIR legislation will be protected by copyright and permission to re- use most information will be required.	On website or available upon request	Free to inspect or charge for copies	foi@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Policies and procedures for delivering our services	Site Specific Policies Development Plan Document: the Local Development Framework contains a number of site-specific policies, including allocations for housing and employment development, or safeguarding land for transport infrastructure. These are detailed in the Site Specific Policies DPD, and are also shown on the Proposals Map.	On website or available upon request	Free to inspect or charge for copies	planning@scambs.gov.uk
Policies and procedures for delivering our services	South Cambridgeshire public art policy: South Cambridgeshire adopted policy on public art aims to promote artistic activity through the creation of new and original artwork.	On website or available upon request	Free to inspect or charge for copies	planning@scambs.gov.uk
Policies and procedures for delivering our services	Sustainability Appraisal / Strategic Environmental Assessment: Plans prepared by Local Planning Authorities must undergo a combined process of Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) to ensure that they support Sustainable Development and the Government's sustainability objectives - which are economic, environmental and social - are reflected in the policies they contain.	On website or available upon request	Free to inspect or charge for copies	planning@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Policies and procedures for delivering our services	Traveler Issues.	On website or available upon request	Free to inspect or charge for copies	planning@scambs.gov.uk
Policies and procedures about the recruitment and employment of staff	All South Cambridgeshire District Council job vacancies now appear on the Jobs in Cambridgeshire Portal.	On website or available upon request	Free	Jobs in Cambridge useful links
Customer Service	South Cambs aims to put customers first, deliver outstanding service and provide easy access to services and information. SCDC has launched new customer service standards, which places you at the centre of its service delivery.	On website or available upon request	Free to inspect or charge for copies	policy.performance@scambs.gov.uk
Records Management and Personal Data policies	Draft Records Management Policy and Procedures pending approval. Information about the Data Protection Act on website – procedure under review.	On website and available upon request	Free to inspect or charge for copies	recordsmanagement@scambs.gov.uk
Charging regimes and policies	Business rates.	On website or available on request	Free to inspect or charge for copies	revenues@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Charging regimes and policies	Council Tax.	On website or available on request	Free to inspect or charge for copies	revenues@scambs.gov.uk
Charging regimes and policies	Environment and Planning Fees.	On website or available upon request	Free to inspect or charge for copies	env.health@scambs.gov.uk
Charging regimes and policies	Fees for licenses, permits and regulations.	On website or available upon request	Free to inspect or charge for copies	env.health@scambs.gov.uk
Charging regimes and policies	Fees for Pest control.	On website or available upon request	Free to inspect or charge for copies	env.health@scambs.gov.uk
Charging regimes and policies	Health and environmental health fees.	On website or available upon request	Free to inspect or charge for copies	env.health@scambs.gov.uk
Charging regimes and policies	Land Charges Statement of Estimates 2009 / 2010: Made in accordance with Regulation 9(1) of the Local Authorities (England) (charges for property searches) regulations 2008.	On website or available upon request	Free to inspect or charge for copies	land.charges@scambs.gov.uk
Charging regimes and policies	Licenses, permits and registration.	On website or available upon request	Free to inspect or charge for copies	env.health@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Charging regimes and policies	Searches.	On website or available upon request	Free to inspect or charge for copies	land.charges@scambs.gov.uk
Charging regimes and policies	Sheltered schemes.	On website or available upon request	Free to inspect or charge for copies	duty.housing@scambs.gov.uk
Charging regimes and policies	Taxi / Private hire licenses.	On website or available upon request	Free to inspect or charge for copies	env.health@scambs.gov.uk

1.13 Class 6: Lists and Registers

In this section you will find information held in our registers required by law and other lists and registers relating to the functions of the authority.

Class 6: Lists and Registers

In this section you will find information held in our registers required by law and other lists and registers relating to the functions of the authority.

Name of Record Series	Description	Published	Charge	Contact
Public registers and registers held as public records	Community risk register.	On website or available for inspection at our Cambourne offices	Free to inspect	scdc@scambs.gov.uk
Public registers and registers held as public records	Electoral register.	Available for inspection at our Cambourne offices	Free to inspect	election@scambs.gov.uk
Public registers and registers held as public records	Food Hygiene ratings.	On website or available for inspection	Free to inspect or charge for copies	carol.archibald@scambs.gov.uk
Public registers and registers held as public records	Homebuy scheme.	On website or application forms available upon request	Application forms free	duty.housing@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Public registers and registers held as public records	Housing mutual exchange.	On website for inspection at our Cambourne offices	Free to inspect	duty.housing@scambs.gov.uk
Public registers and registers held as public records	Housing register.	On website or application forms available upon request	Application forms free	duty.housing@scambs.gov.uk
Public registers and registers held as public records	Planning: High Hedges register ASB Act 2003	Available for inspection	Free to inspect	planning@scambs.gov.uk
Public registers and registers held as public records	Schedule of district & parish electoral arrangements.	On website or available upon request	Free to inspect	election@scambs.gov.uk
Public registers and registers held as public records	Sheltered Housing.	On website or application forms available on request	Application forms free	03450 450 051 duty.housing@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Public registers and registers held as public records	Sunday Trading.	Available for inspection	Free to inspect	env.health@scambs.gov.uk
Asset registers and information asset register	Under review.	-	-	-
Registers of councilor's financial and other interests, and gifts and hospitality	Registers of interests, gifts and hospitality and Code of Conduct Declarations, Members disclosure of any involvement in organizations and income received which may affect their actions as Council Members.	Available for inspection at our Cambourne offices	Free to inspect	Chief Executive: scdc@scambs.gov.uk
Highways, licensing, planning, commons, footpaths etc.	South Cambridgeshire District Council's Environmental Health department has a variety of e- forms available, allowing you to request a service online.	On website or available upon request	Free	env.health@scambs.gov.uk
Highways, licensing, planning, commons, footpaths etc.	Health & Environmental Health Services.	On website or available upon request	Free to inspect or charge for copies	env.health@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Highways, licensing, planning, commons, footpaths etc.	License, permits and registration.	On website or available upon request	Free to inspect or charge for copies	env.health@scambs.gov.uk
Highways, licensing, planning, commons, footpaths etc.	Planning.	On website or available for inspection at our Cambourne offices	Free to inspect planning applications	scdc@scambs.gov.uk 03450 455 216
Highways, licensing, planning, commons, footpaths etc.	Restaurants and catering – registration.	On website or available upon request	Free	env.health@scambs.gov.uk

Name of Record Series	Description	Published	Charge	Contact
Highways, licensing, planning, commons, footpaths etc.	Road and public footpath maintenance: information about road repairs, resurfacing, potholes, cutting of roadside verges and grassed areas within villages, snow clearance, gritting and salting, skip permits, roadside drains, mud on the road, maintenance of road markings, signs, pavements, cycleways, bollards, road crossings, dropped kerbs and on-street car parking services.	On website or available upon request	Not Applicable	Telephone: 0345 045 5212 Email: street.scene@cambridgeshire.gov.uk www.cambridgeshire.gov.uk/transport/roads/
Highways, licensing, planning, commons, footpaths etc.	Trading licenses.	On website or available upon request	Free	env.health@scambs.gov.uk
Register of Electors	Electoral register.	Available for inspection at our Cambourne offices	Free to inspect or charge for edited copies	03450 455214 election@scambs.gov.uk

1.14 Class 7: Services provided by the Council

In this section you will find information about the services the Council provides including leaflets, guidance and newsletters.

Class 7: Services provided by the Council

In this section you will find information about the services the Council provides including leaflets, guidance and newsletters.

Name of Record Series	Description	Published	Charge	Contact
Services for South Cambridgeshire District residents	A-Z of Council Services.	On website or available upon request	Not Applicable	scdc@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Building Control.	On website or available upon request	Not Applicable	building.control@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Business rates.	On website or available upon request	Not Applicable	revenues@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Community Development.	On website or available upon request	Not Applicable	community.development@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Community Safety.	On website or available upon request	Not Applicable	communitysafety@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Conservation.	On website or available upon request	Not Applicable	conservation@scambs.gov.uk Tel: 03450 450 500

Name of Record Series	Description	Published	Charge	Contact
Services for South Cambridgeshire District residents	Council Bulletin.	On website or available upon request	Not Applicable	democratic.services@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Council news.	On website or available upon request	Not Applicable	communications@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Councilors & Wards.	On website or available upon request	Not Applicable	democratic.services@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Council tax.	On website or available upon request	Not Applicable	revenues@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Development Control	On website or available upon request	Not Applicable	planning@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Electoral Services.	On website or available upon request	Not Applicable	election@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Government.	On website or available upon request	Not Applicable	scdc@scambs.gov.uk Tel: 03450 450 500

Name of Record Series	Description	Published	Charge	Contact
Services for South Cambridgeshire District residents	Health & Environmental Services.	On website or available upon request	Not Applicable	env.health@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Housing.	On website or available upon request	Not Applicable	duty.housing@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Licenses, permits & registration.	On website or available upon request	Not Applicable	licensing@scambs.gov.uk Tel: 03450 450 500
Services for South Cambridgeshire District residents	Local Services.	On website or available upon request	Not Applicable	scdc@scambs.gov.uk Tel: 03450 450 500
Regulatory and licensing responsibilities	Health & Environmental Services.	On website or available upon request	Not Applicable	env.health@scambs.gov.uk Tel: 03450 450 063
Regulatory and licensing responsibilities	Licenses, permits & registration.	On website or available upon request	Not Applicable	licensing@scambs.gov.uk Tel: 03450 450 063
Services for local businesses	This section contains information for existing local companies as well as start-up firms and businesses thinking about relocating to South Cambridgeshire.	On website or available upon request	Not Applicable	Economic Development Officer Health & Environmental services Licensing service Procurement Officer Tel: 03450 450 063

Name of Record Series	Description	Published	Charge	Contact
Services for other organisations	Cambridgeshire.net. (Community Portal) provides links to partner websites, enabling a range of services to be accessed through a single website.	On website or available upon request	Not Applicable	Services for other organisations Tel: 01223 717061
Services for members of the public	Useful links for Government, local services and neighboring authorities.	On website or available upon request	Not Applicable	scdc@scambs.gov.uk Tel: 03450 450 500
Services for members of the public	Household Waste Doorstep Collections.	On website or available upon request	-	env.health@scambs.gov.uk refuse@scambs.gov.uk Tel: 03450 450 063
Services for members of the public	Waste prevention.	On website or available upon request	Not Applicable	refuse@scambs.gov.uk Tel: 03450 450 500
Services for which the Council is entitled to recover a fee, together with those fees	Health & Environmental Health Service Fees.	On website or available upon request	Not Applicable	env.health@scambs.gov.uk Tel: 03450 450 063

Name of Record Series	Description	Published	Charge	Contact
Services for which the Council is entitled to recover a fee, together with those fees	Licenses, permits & registration.	On website or available upon request	Not Applicable	licensing@scambs.gov.uk Tel: 03450 450 063
Information for visitors to the area, leisure information, events, museums, libraries and archive collections	Leisure and Culture.	On website or available upon request	Not Applicable	scdc@scambs.gov.uk Tel: 03450 450 500
Information for visitors to the area, leisure information, events, museums, libraries and archive collections	Events in the District.	On website or available upon request	Not Applicable	scdc@scambs.gov.uk Tel: 03450 450 500

Name of Record Series	Description	Published	Charge	Contact
Leaflets, booklets and newsletters	Benefit Leaflet – Council Tax Benefit.	On website or available upon request	Not Applicable	benefits@scambs.gov.uk Tel: 03450 450 500
Leaflets, booklets and newsletters	Bin Calendar.	On website or available upon request	Not Applicable	refuse@scambs.gov.uk Tel: 03450 450 500
Leaflets, booklets and newsletters	Caring for carers – leaflet.	On website or available upon request	Not Applicable	scdc@scambs.gov.uk Tel: 03450 450 500
Leaflets, booklets and newsletters	Council Tax leaflet 2008 / 2009	On website or available upon request	Not Applicable	revenues@scambs.gov.uk Tel: 03450 450 500
Leaflets, booklets and newsletters	Customer Service Standard – Development Control.	On website or available upon request	Not Applicable	planning@scambs.gov.uk Tel: 03450 450 500
Leaflets, booklets and newsletters	Customer Service Standard – Electoral Registration.	On website or available upon request	Not Applicable	election@scambs.gov.uk Tel: 03450 450 500
Leaflets, booklets and newsletters	Customer Service Standard – Housing Homelessness Advice.	On website or available upon request	Not Applicable	duty.housing@scambs.gov.uk Tel: 03450 450 500

Name of Record Series	Description	Published	Charge	Contact
Leaflets, booklets and newsletters	Disabled Facilities Grant Leaflet.	On website or available upon request	Not Applicable	home.imp.agency@scambs.gov.uk Tel: 03450 450 500
Leaflets, booklets and newsletters	Disability can work – leaflet.	On website or available upon request	Not Applicable	scdc@scambs.gov.uk Tel: 03450 450 500
Leaflets, booklets and newsletters	Guidance for Landowners – preventing unauthorised encampments.	On website or available upon request	Not Applicable	scdc@scambs.gov.uk Tel: 03450 450 500
Leaflets, booklets and newsletters	News Releases.	On website or available upon request	Not Applicable	communications@scambs.gov.uk Tel: 03450 450 500
Leaflets, booklets and newsletters	SCAMBS Magazine.	On website or available upon request	Not Applicable	scmag@scambs.gov.uk Tel: 03450 450 500
Leaflets, booklets and newsletters	Travelers Code of Practice.	On website or available upon request	Not Applicable	scdc@scambs.gov.uk Tel: 03450 450 500
Advice and guidance	Social care and health.	On website or available upon request	Not Applicable	scdc@scambs.gov.uk Tel: 03450 450 500

Name of Record Series	Description	Published	Charge	Contact
Media releases	News Releases.	On website or available upon request	Free to inspect or charge for copies	communications@scambs.gov.uk Tel: 03450 450 500
Election information	Electoral Services: FAQs.	On website or available upon request	Free to inspect or charge for copies	election@scambs.gov.uk Tel: 03450 450 500
Election information	Schedule of district & parish electoral arrangement.	On website or available upon request	Free to inspect or charge for copies	election@scambs.gov.uk Tel: 03450 450 500
Election information	Thinking of becoming a County Councilor?	On website or available upon request	Free to inspect or charge for copies	election@scambs.gov.uk Tel: 03450 450 500