



# **SCDC Publication Scheme Guide to Information**

**April 2011  
Version 1.5**

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# 1 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@scamb.gov.uk](mailto:FOI@scamb.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 A4	60p per sheet 50p per sheet
Printing	Black & White	A3	15p per sheet
Printing	Black & White	A4	10p per sheet
Printing	Colour Colour	A3 A4	60p per sheet 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](mailto:scdc@scambs.gov.uk)

[www.scambs.gov.uk/default.htm](http://www.scambs.gov.uk/default.htm)

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.

## 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.

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
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 <a href="#">website</a> or hardcopy available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>
Council's Democratic Structure	Contained in the Council's constitution.	On <a href="#">website</a> or hardcopy available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>
Council's Directorate Structure	Information about the management structure of the Council.	On <a href="#">website</a> or hardcopy available upon request	Free to inspect or charge for copies	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>
Organisation Chart	Information about the organisational structure of the Council.	On <a href="#">Website</a> or hardcopy available upon request	Free to inspect or charge for copies	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>
Location and opening times of Council properties	How to find our headquarters in Cambourne.	On <a href="#">website</a> or Phone	No	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>
Currently elected councillor's information and contact details	Information about Your Councillor.	On <a href="#">website</a> or hardcopy available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>
Contact details for customer-facing Council Services	General information about the Council.	On <a href="#">website</a> or Phone	No	03450 450 500 <a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>
Most recent election results	Election results archive for the last 5 years.	On <a href="#">website</a> or hardcopy available upon request	Free to inspect or charge for copies	<a href="mailto:election@scambs.gov.uk">election@scambs.gov.uk</a>
Relationships with other authorities	Information about:  Education; Highways and transportation; Libraries; Social Services; Strategic planning; Trading Standards.	On <a href="#">website</a> or Phone	No	Cambridgeshire County Council  0345 045 5200 (General)  01223 717111 (switchboard) 01223 717201 (Fax) <a href="mailto:info@cambridgeshire.gov.uk">info@cambridgeshire.gov.uk</a>



## **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.

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
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 2007/08;            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 <a href="#">website</a> or hardcopy available upon request	Free to inspect or charge for copies	<a href="mailto:revenues@scambs.gov.uk">revenues@scambs.gov.uk</a>
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 <a href="#">service plans</a> and <a href="#">best value reviews</a> which themselves are based on consultation and co-operation in order to reflect the needs and aspirations of local people.</p>	On <a href="#">website</a> or hardcopy available upon request	Free to inspect or charge for copies	<a href="mailto:revenues@scambs.gov.uk">revenues@scambs.gov.uk</a>

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Spending Reviews	Information contained in our Cabinet Committee Meeting Minutes.	On <a href="#">website</a> or hardcopy available on request	Free to inspect or charge for copies	<a href="mailto:revenues@scambs.gov.uk">revenues@scambs.gov.uk</a>
Financial Audit Reports	Information contained in our Statement of Accounts.	On <a href="#">website</a> or hardcopy available on request	Free to inspect or charge for copies	<a href="mailto:revenues@scambs.gov.uk">revenues@scambs.gov.uk</a>
Member Allowance Scheme	Allowances paid under scheme to councillors each year.	On <a href="#">website</a> or hardcopy available on request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>
Staff Allowances and Expenses	Contained in our Estimates Book.	On <a href="#">website</a> or hardcopy available on request	Free to inspect or charge for copies	<a href="mailto:revenues@scambs.gov.uk">revenues@scambs.gov.uk</a>
Pay & Grading Structure	Under review.			
Election Expenses	Information about allowances paid to councillors to reimburse them for their time and expenses incurred whilst on council business.	On <a href="#">website</a> or hardcopy available on request	Free to inspect or charge for copies	<a href="mailto:election@scambs.gov.uk">election@scambs.gov.uk</a>
Procurement Procedures	Information about how the Council evaluates and awards contracts.	On <a href="#">website</a> or hardcopy available upon request	Free to inspect or charge for copies	<a href="mailto:procurement@scambs.gov.uk">procurement@scambs.gov.uk</a>
Details of Contracts currently being tendered	The Council advertises contracts currently being tendered in accordance with our Financial Regulations and Contract Standing Orders.	On <a href="#">website</a> or hardcopy available upon request	Free to inspect or charge for copies	<a href="mailto:procurement@scambs.gov.uk">procurement@scambs.gov.uk</a>
List of contracts awarded and their value	Details of all contracts awarded.	On <a href="#">website</a> or hardcopy available upon request	Free to inspect or charge for copies	<a href="mailto:procurement@scambs.gov.uk">procurement@scambs.gov.uk</a>
District Auditor's Report	Audit opinions contained in our Statement of Accounts.	On <a href="#">website</a> or hardcopy available upon request	Free to inspect or charge for copies	<a href="mailto:revenues@scambs.gov.uk">revenues@scambs.gov.uk</a>
Financial Statements for projects and events	Information contained in our Cabinet Committee Meeting Minutes.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>
Internal Financial Regulations	Contained in our Constitution.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	Partnerships team: <a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>

## **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.

### 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.

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Annual Reports	A guide to the Council's work during the previous year.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:revenues@scambs.gov.uk">revenues@scambs.gov.uk</a>
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 <a href="#">Performance Plan</a>.</p> <p>The following Service plans are available:</p> <p>Accountancy; Affordable Homes; Building Control; Communications; Community Services; Democratic Services; Design &amp; Conservation; Development Control; Elections; En. Health Waste Mgt.; HR &amp; Payroll; ICT; Legal &amp; Land Charges; Office Services; Planning Policy &amp; Tourism; Policy &amp; Performance; Revenue Collection &amp; Benefits; Sustainability; Travellers.</p>	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:policy.performance@scambs.gov.uk">policy.performance@scambs.gov.uk</a>
Internal and external organizational performance reviews	Best Value Reviews.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:policy.performance@scambs.gov.uk">policy.performance@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a>

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="#">Partnerships team: scdc@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="#">planning@scambs.gov.uk</a>
Economic development action plan	Cambridge East Area Action Plan.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="#">planning@scambs.gov.uk</a>
Economic development action plan	Cambridge South Fringe Area Action Plan.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="#">planning@scambs.gov.uk</a>
Economic development action plan	Northwest Cambridge Area Action Plan.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="#">planning@scambs.gov.uk</a>
Forward plan	The rolling programme of key decisions to be made by the Council.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="#">democratic.services@scambs.gov.uk</a>
Capital strategy	The Capital Strategy draws together the capital expenditure requirements emerging from the various <a href="#">service plans</a> and <a href="#">best value reviews</a> which themselves are based on consultation and co-operation in order to reflect the needs and aspirations of local people.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="#">revenues@scambs.gov.uk</a>
Best value performance indicators	Information about how the Council is performing.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="#">policy.performance@scambs.gov.uk</a>

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
District auditor's reports on best value performance plans and performance indicators	Best Value Review, final reports.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="mailto:policy.performance@scambs.gov.uk">policy.performance@scambs.gov.uk</a>
Comprehensive Performance Assessment	The Audit Commission assesses every Councils capacity for delivering improvements to public services.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="mailto:policy.performance@scambs.gov.uk">policy.performance@scambs.gov.uk</a>
Inspection Reports	Information about how the Council is performing and what plans are in place.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="mailto:policy.performance@scambs.gov.uk">policy.performance@scambs.gov.uk</a>
Local area agreements	The Cambridgeshire Local Area Agreement (LAA) is a partnership agreement between all the public agencies in the county.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	Partnerships team: <a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a> Cambridgeshire County Council (01223) 699158 <a href="http://www.cambridgeshire.gov.uk/council/partnerships/lsp/">http://www.cambridgeshire.gov.uk/council/partnerships/lsp/</a>
Statistical information produced in accordance with the Council's Service requirements	Community Safety: a strategic assessment.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	Finance & Support Services: <a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>
Statistical information produced in accordance with the Council's Service requirements	Efficiency Savings.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	Finance & Support Services: <a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>
Statistical information produced in accordance with the Council's Service requirements	Housing research.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	Affordable Homes: <a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Statistical information produced in accordance with the Council's Service requirements	Information and Statistics.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="mailto:research.group@cambridgeshire.gov.uk">research.group@cambridgeshire.gov.uk</a> Cambridgeshire County Council (01223) 715300
Statistical information produced in accordance with the Council's Service requirements	Minutes and agendas containing statistical information.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="mailto:policy.performance@scambs.gov.uk">policy.performance@scambs.gov.uk</a>
Statistical information produced in accordance with the Council's Service requirements	Policing and Public Safety.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	Partnerships Team: <a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>
Statistical information produced in accordance with the Council's Service requirements	Traveller site data and statistics.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:contactus@communities.gov.uk">contactus@communities.gov.uk</a> Direct contact 020 7944 4400
Statistical information produced in accordance with the Council's Service requirements	UK Emissions reduction.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:sustainability@scambs.gov.uk">sustainability@scambs.gov.uk</a>
Impact assessments	Environmental Impact Assessments.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>
Impact assessments	Equality Impact Assessments.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:equality.schemes@scambs.gov.uk">equality.schemes@scambs.gov.uk</a>
Impact assessments	Health & Safety Impact Assessments.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>
Service standards	Our Corporate objectives.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="mailto:policy.performance@scambs.gov.uk">policy.performance@scambs.gov.uk</a>



<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Service standards	Customer Service Standards.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>
Service standards	Customer Service Strategy.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>
Service standards	South Cambridgeshire District Council's modernisation plans.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>
Public service agreements	Cambridgeshire together and the local areas agreement.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	Partnerships Team: <a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:communications@scambs.gov.uk">communications@scambs.gov.uk</a>
Public service agreements	A vision for Willingham.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	Community & Customer Services: <a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>

## **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.

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Timetable of Council Meetings	Council calendar of meetings.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a> .
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>
Agendas, officer reports, background papers and minutes of Council committees, sub-committees and standard forum meetings	Browse Committees.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>
Major policy proposals and decisions	A list of recent decisions taken by the Council, Cabinet, committees, Portfolio Holders and Council Officers.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>
Public consultations	Consultation strategy.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:new.developments@scambs.gov.uk">new.developments@scambs.gov.uk</a>
Public consultations	Cambourne public consultation.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:majordevelopments@scambs.gov.uk">majordevelopments@scambs.gov.uk</a>
Public consultations	Cambridge East Area Action Plan.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:ldf@scambs.gov.uk">ldf@scambs.gov.uk</a>
Public consultations	Conservation area appraisals.	On <a href="#">website</a> or available upon Request	Free to inspect or charge for copies	<a href="mailto:conservation@scambs.gov.uk">conservation@scambs.gov.uk</a>
Public consultations	Development affecting conservation areas.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:ldf@scambs.gov.uk">ldf@scambs.gov.uk</a>
Public consultations	Housing shortfall consultation documents	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:ldf@scambs.gov.uk">ldf@scambs.gov.uk</a>
Public consultations	Open space in new developments.	On <a href="#">website</a> or available upon	Free to inspect or charge for copies	<a href="mailto:ldf@scambs.gov.uk">ldf@scambs.gov.uk</a> ,
Public consultations	Public art supplementary planning documents.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:ldf@scambs.gov.uk">ldf@scambs.gov.uk</a>
Public consultations	Supplementary planning documents.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:ldf@scambs.gov.uk">ldf@scambs.gov.uk</a>
Public consultations	Sustainability reports.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:ldf@scambs.gov.uk">ldf@scambs.gov.uk</a>

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Public consultations	Trees and development sites.	On <a href="#">website</a> or available upon	Free to inspect or charge for copies	<a href="mailto:ldf@scambs.gov.uk">ldf@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>

## **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.

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Policies and procedures for conducting Council business	Contained in our constitution.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a>
Policies and procedures for delivering our services	Anti-social behaviour: this practical guide is designed to help you deal effectively with anti-social behaviour.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:duty.housing@scambs.gov.uk">duty.housing@scambs.gov.uk</a>
Policies and procedures for delivering our services	Benefit Fraud: Information about our policy on fraud.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:benefitfraud@scambs.gov.uk">benefitfraud@scambs.gov.uk</a> 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 <a href="#">website</a> or available on request	Free	<a href="mailto:duty.envhealth@scambs.gov.uk">duty.envhealth@scambs.gov.uk</a> <a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>
Policies and procedures for delivering our services	Corporate objectives and priorities.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:policy.performance@scambs.gov.uk">policy.performance@scambs.gov.uk</a>
Policies and procedures for delivering our services	Corporate plan.	On <a href="#">website</a> or	Free to inspect or charge for copies	<a href="mailto:policy.performance@scambs.gov.uk">policy.performance@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a> 03450 455 215

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:duty.housing@scambs.gov.uk">duty.housing@scambs.gov.uk</a>
Policies and procedures for delivering our services	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:  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.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:duty.housing@scambs.gov.uk">duty.housing@scambs.gov.uk</a>



<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:foi@scambs.gov.uk">foi@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a>

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Policies and procedures for delivering our services	South Cambridgeshire public art policy: the South Cambridgeshire adopted policy on public art aims to promote artistic activity through the creation of new and original art work.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a>
Policies and procedures for delivering our services	Traveller Issues.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free	<a href="#">Jobs in Cambridge</a> <a href="#">useful links</a>
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 <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:policy.performance@scambs.gov.uk">policy.performance@scambs.gov.uk</a>
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 <a href="#">website</a> and available upon request	Free to inspect or charge for copies	<a href="mailto:recordsmanagement@scambs.gov.uk">recordsmanagement@scambs.gov.uk</a>

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Charging regimes and policies	Business rates.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="mailto:revenues@scambs.gov.uk">revenues@scambs.gov.uk</a>
Charging regimes and policies	Council Tax.	On <a href="#">website</a> or available on request	Free to inspect or charge for copies	<a href="mailto:revenues@scambs.gov.uk">revenues@scambs.gov.uk</a>
Charging regimes and policies	Environment and Planning Fees.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>
Charging regimes and policies	Fees for licenses, permits and regulations.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>
Charging regimes and policies	Fees for Pest control.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>
Charging regimes and policies	Health and environmental health fees.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>
Charging regimes and policies	Land Charges Statement of Estimates 2009/10: Made in accordance with Regulation 9(1) of the Local Authorities (England) (charges for property searches) regulations 2008.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:land.charges@scambs.gov.uk">land.charges@scambs.gov.uk</a>
Charging regimes and policies	Licenses, permits and registration.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>
Charging regimes and policies	Searches.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:land.charges@scambs.gov.uk">land.charges@scambs.gov.uk</a>
Charging regimes and policies	Sheltered schemes.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:duty.housing@scambs.gov.uk">duty.housing@scambs.gov.uk</a>
Charging regimes and policies	Taxi/Private hire licenses.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>

## **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.

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Public registers and registers held as public records	Community risk register.	On <a href="#">website</a> or available for inspection at our Cambourne offices	Free to inspect	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a>
Public registers and registers held as public records	Electoral register.	Available for inspection at our <a href="#">Cambourne</a> offices	Free to inspect	<a href="mailto:election@scambs.gov.uk">election@scambs.gov.uk</a>
Public registers and registers held as public records	Food Hygiene ratings.	On <a href="#">website</a> or available for inspection	Free to inspect or charge for copies	<a href="mailto:carol.archibald@scambs.gov.uk">carol.archibald@scambs.gov.uk</a>
Public registers and registers held as public records	Homebuy scheme.	On <a href="#">website</a> or application forms available upon request	Application forms free	<a href="mailto:duty.housing@scambs.gov.uk">duty.housing@scambs.gov.uk</a>
Public registers and registers held as public records	Housing mutual exchange.	On <a href="#">website</a> for inspection at our Cambourne offices	Free to inspect	<a href="mailto:duty.housing@scambs.gov.uk">duty.housing@scambs.gov.uk</a>
Public registers and registers held as public records	Housing register.	On <a href="#">website</a> or application forms available upon request	Application forms free	<a href="mailto:duty.housing@scambs.gov.uk">duty.housing@scambs.gov.uk</a>
Public registers and registers held as public records	Planning: High Hedges register ASB Act 2003	Available for <a href="#">inspection</a>	Free to inspect	<a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a>
Public registers and registers held as public records	Schedule of district & parish electoral arrangements.	On <a href="#">website</a> or available upon request	Free to inspect	<a href="mailto:election@scambs.gov.uk">election@scambs.gov.uk</a>
Public registers and registers held as public records	Sheltered Housing.	On <a href="#">website</a> or application forms available on request	Application forms free	03450 450 051 <a href="mailto:duty.housing@scambs.gov.uk">duty.housing@scambs.gov.uk</a>
Public registers and registers held as public records	Sunday Trading.	Available for <a href="#">inspection</a>	Free to inspect	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Asset registers and information asset register	Under review.			
Registers of councillor'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 <a href="#">Cambourne offices</a>	Free to inspect	Chief Executive: <a href="mailto:scdc@scams.gov.uk">scdc@scams.gov.uk</a>
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 <a href="#">website</a> or available upon request	Free	<a href="mailto:env.health@scams.gov.uk">env.health@scams.gov.uk</a>
Highways, licensing, planning, commons, footpaths etc.	Health & Environmental Health Services.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:env.health@scams.gov.uk">env.health@scams.gov.uk</a>
Highways, licensing, planning, commons, footpaths etc.	License, permits and registration.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:env.health@scams.gov.uk">env.health@scams.gov.uk</a>
Highways, licensing, planning, commons, footpaths etc.	Planning.	On <a href="#">website</a> or available for inspection at our <a href="#">Cambourne offices</a>	Free to inspect planning applications	<a href="mailto:scdc@scams.gov.uk">scdc@scams.gov.uk</a> 03450 455 216
Highways, licensing, planning, commons, footpaths etc	Restaurants and catering – registration.	On <a href="#">website</a> or available upon request	Free	<a href="mailto:env.health@scams.gov.uk">env.health@scams.gov.uk</a>
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 <a href="#">website</a> or available upon request	Not Applicable	Telephone: 0345 045 5212 Email: <a href="mailto:street.scene@cambridgeshire.gov.uk">street.scene@cambridgeshire.gov.uk</a> <a href="http://www.cambridgeshire.gov.uk/transport/roads/">www.cambridgeshire.gov.uk/transport/roads/</a>

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Highways, licensing, planning, commons, footpaths etc.	Trading licenses.	On <a href="#">website</a> or available upon request	Free	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a>
Register of Electors	Electoral register.	Available for <a href="#">inspection</a> at our Cambourne offices	Free to inspect or charge for edited copies	03450 455214 <a href="mailto:election@scambs.gov.uk">election@scambs.gov.uk</a>

## **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.

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Services for South Cambridgeshire District residents	A-Z of Council Services.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Building Control.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:building_control@scambs.gov.uk">building_control@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Business rates.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:revenues@scambs.gov.uk">revenues@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Community Development.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:community_development@scambs.gov.uk">community_development@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Community Safety.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:communitysafety@scambs.gov.uk">communitysafety@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Conservation.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:conservation@scambs.gov.uk">conservation@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Council Bulletin.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Council news.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:communications@scambs.gov.uk">communications@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Councillors & Wards.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:democratic.services@scambs.gov.uk">democratic.services@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Council tax.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:revenues@scambs.gov.uk">revenues@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Development Control	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a> Tel: 03450 450 500

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Services for South Cambridgeshire District residents	Electoral Services.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:election@scambs.gov.uk">election@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Government.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Health & Environmental Services.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Housing.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:duty.housing@scambs.gov.uk">duty.housing@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Licenses, permits & registration.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:licensing@scambs.gov.uk">licensing@scambs.gov.uk</a> Tel: 03450 450 500
Services for South Cambridgeshire District residents	Local Services.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a> Tel: 03450 450 500
Regulatory and licensing responsibilities	Health & Environmental Services.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a> Tel: 03450 450 063
Regulatory and licensing responsibilities	Licenses, permits & registration.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:licensing@scambs.gov.uk">licensing@scambs.gov.uk</a> 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 <a href="#">website</a> or available upon request	Not Applicable	<a href="#">Economic Development Officer</a> <a href="#">Health &amp; Environmental services</a> <a href="#">Licensing service</a> <a href="#">Procurement Officer</a> Tel: 03450 450 063
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 <a href="#">website</a> 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 <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a> Tel: 03450 450 500

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
Services for members of the public	Household Waste Doorstep Collections.	On <a href="#">website</a> or available upon request		<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a> <a href="mailto:refuse@scambs.gov.uk">refuse@scambs.gov.uk</a> Tel: 03450 450 063
Services for members of the public	Waste prevention.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:refuse@scambs.gov.uk">refuse@scambs.gov.uk</a> Tel: 03450 450 500
Services for which the Council is entitle to recover a fee, together with those fees	Health & Environmental Health Service Fees.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:env.health@scambs.gov.uk">env.health@scambs.gov.uk</a> Tel: 03450 450 063
Services for which the Council is entitle to recover a fee, together with those fees	Licenses, permits & registration.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:licensing@scambs.gov.uk">licensing@scambs.gov.uk</a> Tel: 03450 450 063
Information for visitors to the area, leisure information, events, museums, libraries and archive collections	Leisure and Culture.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a> Tel: 03450 450 500
Information for visitors to the area, leisure information, events, museums, libraries and archive collections	Events in the District.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a> Tel: 03450 450 500
Leaflets, booklets and newsletters	Benefit Leaflet - Council Tax Benefit.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:benefits@scambs.gov.uk">benefits@scambs.gov.uk</a> Tel: 03450 450 500
Leaflets, booklets and newsletters	Bin Calender.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:refuse@scambs.gov.uk">refuse@scambs.gov.uk</a> Tel: 03450 450 500
Leaflets, booklets and newsletters	Caring for carers – leaflet.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a> Tel: 03450 450 500
Leaflets, booklets and newsletters	Council Tax leaflet 2008/9	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:revenues@scambs.gov.uk">revenues@scambs.gov.uk</a> Tel: 03450 450 500
Leaflets, booklets and	Customer Service Standard - Development Control.	On <a href="#">website</a> or available	Not Applicable	<a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a>

<u>Name of Record Series</u>	<u>Description</u>	<u>Published</u>	<u>Charge</u>	<u>Contact</u>
newsletters		upon request		Tel: 03450 450 500
Leaflets, booklets and newsletters	Customer Service Standard - Electoral Registration.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:election@scambs.gov.uk">election@scambs.gov.uk</a> Tel: 03450 450 500
Leaflets, booklets and newsletters	Customer Service Standard - Housing Homelessness Advice.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:duty.housing@scambs.gov.uk">duty.housing@scambs.gov.uk</a> Tel: 03450 450 500
Leaflets, booklets and newsletters	Disabled Facilities Grant Leaflet.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:home.imp.agency@scambs.gov.uk">home.imp.agency@scambs.gov.uk</a> Tel: 03450 450 500
Leaflets, booklets and newsletters	Disability can work – leaflet.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a> Tel: 03450 450 500
Leaflets, booklets and newsletters	Guidance for Landowners -preventing unauthorised encampments.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a> Tel: 03450 450 500
Leaflets, booklets and newsletters	News Releases.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:communications@scambs.gov.uk">communications@scambs.gov.uk</a> Tel: 03450 450 500
Leaflets, booklets and newsletters	SCAMBS Magazine.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:scmag@scambs.gov.uk">scmag@scambs.gov.uk</a> Tel: 03450 450 500
Leaflets, booklets and newsletters	Travellers Code of Practice.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a> Tel: 03450 450 500
Advice and guidance	Social care and health.	On <a href="#">website</a> or available upon request	Not Applicable	<a href="mailto:scdc@scambs.gov.uk">scdc@scambs.gov.uk</a> Tel: 03450 450 500
Media releases	News Releases.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:communications@scambs.gov.uk">communications@scambs.gov.uk</a> Tel: 03450 450 500
Election information	Electoral Services: FAQs.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:election@scambs.gov.uk">election@scambs.gov.uk</a> Tel: 03450 450 500
Election information	Schedule of district & parish electoral arrangement.	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:election@scambs.gov.uk">election@scambs.gov.uk</a> Tel: 03450 450 500
Election information	Thinking of becoming a County Councillor?	On <a href="#">website</a> or available upon request	Free to inspect or charge for copies	<a href="mailto:election@scambs.gov.uk">election@scambs.gov.uk</a> Tel: 03450 450 500