

HDC PUBLICATION SCHEME

A WHO WE ARE AND WHAT WE DO

- A1 Council Constitution
- A2 Democratic Structure
- A3 Directorate Structure
- A4 Location and Opening Times of Council Properties
- A5 Currently elected councillors' information and contact details
- A6 Contact details for all customer-facing departments
- A7 Most recent election results
- A8 Relationships with other authorities

B WHAT WE SPEND AND HOW WE SPEND IT

- B1 Financial statements, budgets and variance reports
- B2 Capital Programme
- B3 Spending Reviews
- B4 Financial Audit Reports
- B5 Members' allowance scheme and allowances paid
- B6 Staff allowances and expenses
- B7 Pay and grading structure
- B8 Election Expenses
- B9 Procurement Procedures
- B10 Details of contracts currently being tendered
- B11 List of contracts awarded and their value
- B12 District Auditor's Report
- B13 Financial statements for projects and events
- B14 Internal financial regulations
- B15 Funding for partnership arrangements

C WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

- C1 Annual Reports
- C2 Strategies and Business Plans
- C3 Best Value Local Performance Plan
- C4 Internal and external organisation performance reviews
- C5 Strategies developed in partnership with other authorities
- C6 Economic Development Action Plan
- C7 Forward Plan
- C8 Capital Strategy
- C9 Best Value Performance Indicators
- C10 District Auditors Report on the Best Value Performance Plan and PI's
- C11 Comprehensive Performance Assessment
- C12 Inspection Reports
- C13 Local Area Agreements
- C14 Statistical information produced in accordance with the Councils and departmental requirements
- C15 Impact Assessments
- C16 Service Standards
- C17 Public Service Agreements

D HOW WE MAKE DECISIONS

- D1 Timetable of council meetings
- D2 Agenda, Officer's reports, background papers and minutes
- D3 Major policy proposals and decisions
- D4 Facts and analyses of facts considered when framing major policies
- D5 Public consultations
- D6 Internal communications guidance, criteria used for decision making, internal instructions, manuals guidelines

E OUR POLICIES AND PROCEDURES

- E1 Policies and procedures for conducting council business

- E2 Policies and procedures for delivering our services
- E3 Policies and procedures about the recruitment and employment of staff
- E4 Customer Service
- E5 Records management and personal data policies
- E6 Charging regimes and policies

F **LISTS AND REGISTERS**

- F1 Public Registers and registers held as public records:

- Register of Food Premises
- Register of Contaminated Land
- Register of PartA2 and B Processes under the Environmental Permitting Regulations 2007
- Register of Private Drinking Water Supplies
- Register of Cooling Towers
- Pet Shops
- Animal Boarders
- Dog Breeders
- Dangerous Wild Animals
- Riding Establishments
- Stray Dogs
- Skin Piercers (acupuncture, tattooing, ear piercing, electrolysis)
- Register of Scrap Metal Dealers
- Licensing Register
- Register of Private Hire and Hackney Carriage Drivers
- Private Hire Register
- Hackney Carriage Register
- Street Collections Register
- House to House Collections
- Lotteries
- Gambling Licences
- Register of Planning Applications
- Planning Enforcement Register
- Planning Enforcement Enquiries
- Hazardous Substances Register
- Register of Tree Preservation Orders
- Register of Electors
- Register of Members Allowances
- Register of Members Interests
- Register of Gifts and Hospitality (Councillors)
- Register of Local land Charges
- Register of Burials

Land and Property Gazetteer
Footpaths and Bridleways

- F2 Asset registers and information asset register
- F3 Disclosure Logs
- F4 Register of councillors' financial and other interests
- F5 Register of gifts and hospitality
- F6 Highways, licensing, planning, commons, footpaths etc.
- F7 Register of electors
- G SERVICES PROVIDED BY THE COUNCIL**
- G1 Regulatory and licensing responsibilities
- G2 services for local businesses
- G3 services for other organisations
- G4 Services for members of the public
- G5 Services for which the council is entitled to recover a fee, together with those fees
- G6 Information for visitors to the area, leisure information, events, museums, libraries and archive collections
- G7 Leaflets, booklets and newsletters
- G8 Advice and guidance
- G9 Media Releases
- G10 Election information