



HEREFORDSHIRE COUNCIL PUBLICATION SCHEME: GUIDE TO INFORMATION

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1. Who we are and what we do

Organisational information, structure, locations and contacts

- **Council constitution**

The [Constitution](#) sets out how the council operates, how decisions are made, who makes decisions, how residents, businesses and other organisations can participate, and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.

- **Council democratic structure**

Information about the [decision making](#) bodies of the council and their roles.

- **Organisational chart**

[Directorate structure chart](#) including the contact details for the chief executive and directors and an outline of their responsibilities.

- **Location and opening times of council properties**

Locations, opening times and accessibility of [customer service centres](#) and [council offices](#).

- **Currently elected councillors' information and contact details**

Details of who the [elected councillors](#) are, the wards they represent, the political party they belong to, their positions on the council, the committees they sit on and their contact details.

- **Contact details for all customer-facing departments**

[Customer service](#) contact details including emergency out of hours telephone numbers.

- **Most recent election results**

[Election results](#) indicating the political composition of the council, plus the results of other elections conducted in the area.

- **Relationships with other authorities**

Coroner's Office – Herefordshire Council appoints and pays for the Coroner for the county. The Coroner is not a local government officer but holds office under the Crown.

Herefordshire Council is required to appoint an officer of the council to be the Electoral Registration Officer for any constituency or part of a constituency situated in the local authority area. It is important to note that the Electoral Registration Officer discharges the responsibilities of Acting Returning Officer at UK Parliamentary elections. The

Electoral Registration Officer is not entitled to appoint their own deputies. That duty falls to the local authority, which may appoint such officers.

Herefordshire Council shall appoint an officer of the council to be the Returning Officer for the election of councillors of the district and for the election of any parish councillor in its area. The Returning Officer for district council elections is automatically appointed as local Returning Officer for their respective local authority area for Police and Crime Commission elections and European Parliamentary elections. The Returning Officer for district council elections is also responsible as counting officer for the administration of any referendum for the authority area. Returning Officers are entitled to appoint deputies to discharge all or any of the duties placed upon them.

The duties and responsibilities of these officers are personal to that officer and independent of the local authority and is separate from their duties as local government officer.

Electoral Returning Officer (ERO) - the personal responsibilities include: duty to maintain a list of UK Parliamentary and local Government electors for the local authority area, duty to maintain a list of relevant citizens of the European Union entitled to vote at European Parliamentary elections, a requirement to take reasonable steps to obtain information for these purposes and to ensure that persons who are entitled to be registered are, a requirement to conduct an annual electoral participation by electors in the electoral process and a requirement to meet such standards of performance as set out by the Electoral Commission.

Returning Officer (RO) – the personal responsibilities include: conduct of elections and referendums in accordance with the rules relevant to that type of election or referendum, and each election is governed by its own set of rules.

Role of the Monitoring Officer – responsible for maintaining the Constitution, ensuring decision making is fair and lawful, and reporting any actual or potential breach of a legal requirement to the Council meeting or Cabinet, and for dealing with complaints that councillors have breached the [councillor code of conduct](#) and reporting as necessary to the Audit & Governance Committee.

Details of partnership arrangements the council has with other authorities are included in Article 9 of the council's [Constitution](#).

Strategic partnerships that the council has with other organisations are listed [here](#)

2. What we spend and how we spend it

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

Financial information is available for at least the current and previous two financial years. Our website contains a large amount of information on financial matters including:

- **Financial statements, budgets and variance reports**

[Budget and Medium Term Financial Strategy](#)

[Council Tax](#) information including a breakdown of council tax expenditure, bands and charges.

[Statement of Accounts](#)

Details of [council expenditure over £500](#) (updated monthly) including costs, suppliers and transaction information.

[Credit card transactions](#) (updated quarterly)

Details of annual budget setting and updates can be found in the minutes of the [Council and Cabinet meetings](#)

- **Capital programme**

Major plans for capital expenditure including any private finance initiatives and public-private partnership contracts are detailed in the [Statement of Accounts](#) and [Medium Term Financial Strategy](#).

- **Spending reviews**

Reviews of actual against projected spend in both capital and revenue budgets are reported to [Cabinet](#).

Priorities and [budget consultation](#)

- **Financial audit reports**

Internal and external audit reports – high risks are reported to [Audit & Governance Committee](#) each meeting, and details of the reports can be found in the published meeting papers. The Committee also approves the [Statement of Accounts](#) which is the document that audits all of the council's financial activities, both income and expenditure, for a financial year.

- **The members' allowances scheme and the allowances paid under it to councillors each year**

The [allowances](#) members are entitled to claim and the amount each member received in expenses.

- **Staff allowances and expenses**

Information on [employee benefits](#)

[Pay Policy Statement](#)

[Senior salary information and senior salary count](#)

Senior Executive benefits including salary, expenses and benefits in kind are included in the [Statement of Accounts](#) (the expenses and benefits in kind from the 2018/19 accounts onwards).

[Trade Union facility time](#)

- **Pay and grading structure**

The council's [Pay Policy Statement](#) details the salary bands for all grades, senior employees' salaries (over £58,200) and the 'pay multiple' i.e. the ratio between the highest paid salary and the median average salary of the whole of the council's workforce.

- **Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)**

Election expenses for all elections that have taken place in the last 2 years are held in hard copy format at: Electoral Services, Town Hall, St. Owen Street, Hereford, HR1 2PJ. To view these please contact: elections@herefordshire.gov.uk

- **Procurement procedures**

Procurement procedures are outlined in Part 4 (Procedure Rules) – Section 6 (Contract Procedure Rules) of the council's [Constitution](#).

Council's [procurement and commissioning strategy](#)

Council contracts currently available for [tender](#)

- **Details of contracts and tenders to businesses and to the voluntary community and social enterprise sector**

[Contracts awarded](#) and their value.

- **Details of grants to the voluntary community and social enterprise sector**

Current and recently awarded [grants](#) to voluntary, community and social enterprise organisations (updated quarterly).

- **District auditor's report**

Auditor's reports are presented to the [Audit & Governance Committee](#) and details can be found in the Committee minutes.

- **Financial statements for projects and events**

Included within the [Statement of Accounts](#).

- **Internal financial regulations**

Details of the rules by which the council seeks to maintain proper financial and internal control of its activities are outlined in the council's [Constitution](#).

- **Funding for partnership arrangements**

Details of the funding arrangements for partnerships that the council leads, and details of the council's funding contributions to a partnership arrangement managed by another authority are outlined in the [Statement of Accounts](#).

3. What our priorities are and how we are doing

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

- **Annual reports**

The council's [Annual Performance Report](#)

The [Corporate Delivery Plan](#) identifies the key projects planned for the year.

The annual reports of various council committees are reported to [Council](#).

Teams publish annual reports on various aspects of their work, which can be found on the council's website using the search facility.

- **Strategies and business plans for services provided by the council**

The [Corporate Plan](#) outlines the council's strategic objectives.

Details of the council's [plans and priorities](#) including the Health & Wellbeing Strategy, Public Health Plan, Children's & Young People Plan, Education Strategy and Core Strategy.

Strategies, business and service plans for directorates, departments and services, including the Highways Maintenance Plan, Rights of Way Improvement Plan, Carbon Management Action Plan, Local Transport Plan and Homelessness Strategy can be found in the council's [Policies and Strategies directory](#) or you can use the search facility.

- **Internal and external organisation performance reviews, including external audits**

The council's quarterly [performance reports](#) and details of the external inspectors report.

[Corporate peer challenge](#) provides an independent and objective assessment of the council's achievements, challenges and future plans.

- **Strategies developed in partnership with other authorities**

[Community Safety Partnership](#)

Herefordshire and Worcestershire Joint [Waste Strategy](#)

Local Enterprise Partnership [Strategic Economic Plan](#)

[Health and Wellbeing Strategy](#) providing an overarching view of how the council will work with partner organisations in sharing priorities and planning services, to improve the health and wellbeing of residents.

[Children & Young People's Plan](#)

[Community Risk Register](#) developed in partnership with all organisations needed to prepare for and respond to any major emergency in the area. It provides information

on the greatest risks that may occur together with an assessment of how likely they are to happen and the impact if they do.

- **Economic development action plan**

[Economic development strategy](#)

[Economic Vision](#)

- **Forward plan**

The [forward plans](#) of the council showing forthcoming decisions.

- **Capital strategy**

[Medium Term Financial Strategy](#)

- **Inspection reports**

[Inspection reports](#) by Ofsted and the Care Quality Commission.

- **Statistical information produced in accordance with the council's and departmental requirements**

[Understanding Herefordshire](#) outlines statistics, census information and evidence about the county and its localities, including data on population, housing, the economy and health. It is also the online evidence base supporting the Understanding Herefordshire Report – an annual summary of this information incorporating the Joint Strategic Needs Assessment.

[Invoice payment performance](#) demonstrating the council's performance on paying invoices in 30 days to first tier suppliers and prime contractors over the previous 12 months.

[Prevention of fraud investigations](#)

[FOI and EIR compliance statistics](#) (updated quarterly)

- **Impact assessments**

The council subjects all of its policies and strategies to an equality impact assessment, which identifies the potential impact of policies, services and functions on its residents and staff. Equality impact assessments are contained within [committee reports](#).

- **Privacy impact assessments (in full or summary format)**

A summary of [data protection impact assessments](#) approved in the calendar year. For copies of assessments please contact: accesstoinformation@herefordshire.gov.uk

- **Service standards**

[Customer service standards](#)

- **Fileplans (high level, for current records management systems)**

Herefordshire Council follows the Local Government Service List headings as available from the [Local Government Association](#). For further information please contact: rms@herefordshire.gov.uk

[Records management](#) including policies and the general retention schedule.

4. How we make decisions

Decision-making processes and records of decisions

- **Timetable of council meetings**

[Calendar](#) showing dates and times of committee meetings.

- **Agendas, officers' reports, background papers and minutes of council committee, sub-committee and standing forum meetings**

[Council, committee and sub-committee](#) agendas, reports, background papers and minutes.

- **Major policy proposals and decisions**

[Decision notices](#) detailing the council's decisions.

- **Facts and analyses of facts considered when framing major policies**

Included within reports and background papers for [council, committee and sub-committee](#) meetings.

- **Public consultations**

[Current consultations](#) including details of what we are asking and how you can have your say, and information on current [e-petitions](#). Also published are the results of [past consultations](#).

- **Internal communications guidance, criteria used for decision making, internal instructions, manuals and guidelines**

The above guidance and details of the process for decision making is included in the council's [Constitution](#).

5. Our policies and procedures

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

- **Policies and procedures for conducting council business**

Procedure rules, council and committee meeting rules, councillor and employee code of conduct, etc. can be found in the council's [Constitution](#).

- **Policies and procedures for delivering our services**

Policies and procedures for handling [information requests](#).

View policies and procedures, including safeguarding policies, within the page for the relevant service area, which you can find using the search facility, or by searching the [policies, strategies and procedures directory](#).

- **Pay policy statement**

[Pay Policy Statement](#) setting out the council's policies on a range of issues relating to the pay of its workforce, particularly its senior staff and lowest paid employees.

- **Policies and procedures about the recruitment and employment of staff**

[Current vacancies](#) at Herefordshire Council and employment information.

Initiatives in [equality and diversity](#) including the equality report, equality analysis of our workforce and councillors, and gender pay gap reporting.

[Health and safety](#).

- **Customer service**

[Customer Service standards](#).

Details of how to report problems to the council or make payment to the council online, can be found in the search facility.

[Complaints procedures](#) including details of the policies and procedures for formal complaints, service area complaints processes and complaints about councillors' conduct.

[Unreasonable behaviour policy](#) setting out what behaviours are deemed as unreasonable and unacceptable, and what the council will do if members of the public do not behave in an appropriate way.

Review procedures for [information requests](#).

- **Records management and personal data policies**

[Information policies](#) including information security policy, data security incident procedure and data protection policies.

[Records management](#) policies including the general records retention schedule.

- **Charging regimes and policies**

Details of the [re-use of council data](#), including our [open data](#) for the datasets we have currently released. These are free to re-use, but you must follow the terms of the [Open Government Licence](#) (OGL).

Any charging policies are detailed on the relevant service area pages of the council website, or will be explained at the time of the request. These include:

The [information requests charging policy](#)

[Local land charge](#) search fees

[Highways land](#) search fees

[Environmental health and trading standards](#) fees

[Road accident data](#)

[Planning and building control](#)

6. Lists and registers

These may be available for inspection only

- **Public registers and registers held as public records**

[Local land charges register](#)

[Registers of births, deaths and marriages](#)

[Licensing registers](#) including premises licences, animal licences, waste & pollution licences, private hire licences, personal treatment licences and food premises licences.

Register of [licenced houses in multiple occupation](#)

[Contaminated land](#)

[Brownfield sites register](#)

- **Asset registers and information asset register**

[Council land and property asset register](#)

List of [assets of community value](#)

[Information Asset Register](#)

- **CCTV**

Locations of any overt CCTV surveillance [cameras](#) operated by or on behalf of the council.

- **Disclosure logs**

A disclosure log indicates the information provided in response to requests made under the FOI Act. Herefordshire Council is considering producing a disclosure log and will update the Publication Scheme accordingly once a decision has been made.

- **Register of councillors' financial and other interests**

Councillors' [register of interests](#) listed under the details for each elected councillor.

- **Senior officers' declaration of interests**

Held in hard copy format by the Monitoring Officer. For further information please contact: acesstoinformation@herefordshire.gov.uk

- **Register of gifts and hospitality**

[Councillors' registry](#) entries

Officers' declarations held in hard copy format by the Monitoring Officer. For further information please contact: acesstoinformation@herefordshire.gov.uk

- **Highways, licensing, planning, commons, footpaths, etc.**

[Definitive Map](#) and statements

[Licensing registers](#) including premises licences, animal licences, waste & pollution licences, private hire licences, personal treatment licences and food premises licences.

[Planning register](#) – search of planning applications received.

[Building control](#)

[Common land and village greens](#) in Herefordshire.

List of [public health funerals](#) and deaths reported to the Treasury Solicitor (updated quarterly).

[Public Rights of Way](#)

[Risk registers](#)

- **Register of electors**

There is a provision for the inspection of a paper version of the full register at the: Electoral Services Office, Town Hall, St Owen Street, Hereford, HR1 2PJ under supervision during office hours. Further information can be found [here](#).

7. Services provided by the council

Information about the services the council provides including leaflets, guidance and newsletters.

- **Regulatory and licensing responsibilities**

Details of [licensing services](#) - how to apply for licences including premises licences, taxi licences, food premises licences and animal licences.

[Food safety and hygiene](#)

[Trading standards](#)

[Markets and street trading](#)

[Planning services](#) including planning enforcement and building regulations

Environmental services including [pest control](#), [air quality management areas](#) and [noise nuisance](#)

- **Services for local businesses**

Details of a range of [business services](#), including [advice and support](#), [business grants](#) and the [commercial premises register](#).

[Markets and street trading](#)

[Business rates](#) including rates and exemptions, and details of how rates are calculated.

[Business rates datasets](#) including the NNDR credit list, NNDR database and new registrations (updated monthly).

[Fastershire](#) – details of the broadband project.

[Marches Growth Hub](#) offering a single point of access to information and guidance on business grants, loans, support and advice to enterprises across the region.

- **Services for other organisations**

Details of [grants and funding](#) available to community and voluntary sector organisations.

[Community support](#) including funding advice and opportunities, localities, community enterprise, parish liaison and volunteering.

- **Services for members of the public**

Details of all the council's services can be found on the council's website and these can be accessed via the [home page](#) or through the search facility.

These include:

[Waste disposal and recycling](#)

[Social care and support](#)

[Trading Standards](#)

[Education](#)

[Public transport](#)

[Planning and building control](#)

[Benefits and Council Tax](#)

[Wellbeing](#) information and advice services

- **Services for which the council is entitled to recover a fee, together with those fees**

Some of the services provided by the council are free, others are charged for. Any charges are stated on the relevant webpage or at the time of the request.

- **Information for visitors to the area, leisure information, events, museums, libraries and archive collections**

[Tourist information](#)

[Leisure information](#) including details of leisure centres and sports facilities.

[Parks, play areas and open spaces](#)

[Library services](#)

Details of [museums and galleries](#)

[Herefordshire Archive and Records Centre](#), including details of how to access the records held.

- **Leaflets, booklets and newsletters**

Various leaflets and publications are available from council libraries, offices and the website.

- **Advice and guidance**

The council's website details all information available from the council.

- **Media releases**

[Latest news](#) from the council.

- **Election information**

[Election information](#) including details of forthcoming elections, election results and standing for election.