

London Borough of Richmond upon Thames

Publication Scheme

WELCOME TO LONDON BOROUGH OF RICHMOND'S PUBLICATION SCHEME

What is a Publication Scheme?

Under the Freedom of Information Act 2000 ("FOIA") every public authority is required to adopt and maintain a Publication Scheme. Local authorities are required to adopt and publish a Publication Scheme from February 2003.

A Publication Scheme is required to set out:

- The Classes of information the public authority publishes or intends to publish;
- The manner in which information in each Class is, or is intended to be, published; and
- Whether the material is, or is intended to be, available to the public free of charge or on payment.

Once the Scheme is published, the authority is committed to making the information covered by the Scheme available to the public in the manner set out in the Scheme.

What are the aims of LBRuT's Scheme?

Over time, LBRuT's Scheme aims to:

- provide the public with a single point of reference for the information that LBRuT makes available to the public, or intends to make available to the public in the future;
- greatly improve the public's accessibility to information that LBRuT has about the services it provides, functions it undertakes and the decisions it makes; and
- develop a greater culture within LBRuT of openness and transparency to members of the public.

Will the scheme change over time?

LBRuT is committed to ensuring that the Scheme is as user-friendly and helpful as possible. It also intends to widen the scope of the Publication Scheme over time. In order to achieve these aims, LBRuT will review the contents of the Scheme on a six monthly basis. Following each review it is expected that new Classes will be added to the Scheme and new materials will be added to the Materials Lists (see section 5 for an explanation of how the Materials Lists work). When making any changes to the Scheme, LBRuT will take into account the feedback you have given us about the Scheme.

Some basic facts about the scheme

Access to the Publication Scheme

LBRuT provides its Scheme in two formats – on the LBRuT website and on paper. The paper version can be requested from the Communications Manager in the Communications Media Unit, and is also available from LBRuT's libraries and at the main reception areas of LBRuT's buildings.

The internet address for the Scheme is www.richmond.gov.uk/publication_scheme.htm

Please contact us if you need the Scheme in Braille, large print, audio tape or another language (see contact details below)

Nese keni veshtersi per te kuptuar kete botim, ju lutemi ejani ne recepcionin ne adresen e shenuar me poshte ku ne mund te organizojme perkthime nepermjet telefonit.

إذا كانت لديك صعوبة في فهم هذا المنشور، فنرجو زيارة الإستقبال في العنوان المعطى أدناه حيث بإمكاننا أن نرتب لخدمة ترجمة شفوية هاتفية.

এই প্রকাশনার অর্থ বুঝতে পারায় যদি আপনার কোন সমস্যা হয়, নিচে দেওয়া ঠিকানায় রিসেপ্শন-এ চলে আসুন যেখানে আমরা আপনাকে টেলিফোনে দোভাষীর সেবা প্রদানের ব্যবস্থা করতে পারবো।

اگر در فهمیدن این نشریه مشکل دارید، لطفاً به میز پذیرش در

آدرس قید شده در زیر رجوع فرمایید تا سرویس ترجمه تلفنی

برایتان فراهم آورده شود.

જો તમને આ પુસ્તિકાની વિગતો સમજવામાં મુશ્કેલી પડતી હોય તો, કૃપયા નીચે જણાવેલ સ્થળના રિસેપ્શન પર આવો, જ્યાં અમે ટેલિફોન પર ગુજરાતીમાં ઇન્ટરપ્રિટીંગ સેવાની ગોઠવણ કરી આપીશું.

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਨੂੰ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਲ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਪਤੇ ਉੱਪਰ ਰਿਸੈਪਸ਼ਨ 'ਤੇ ਆਓ ਜਿੱਥੇ ਅਸੀਂ ਟੈਲੀਫੋਨ ਤੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਇੰਟਰਪ੍ਰਿਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

اگر آپ کو اس اشاعت کو سمجھنے میں کوئی مشکل ہے تو، براہ کرم نیچے دیئے ہوئے ایڈریس کے استقبال پر جا کر ملیئے، جہاں ہم آپ کیلئے ٹیلیفون انٹرپرائٹنگ سروس (ٹیلیفون پر ترجمانی کی سروس) کا انتظام کر سکتے ہیں۔

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Factors taken into account when drafting the Scheme

In drafting the Scheme we have had regard to the public interest. We have taken into account the feedback we have received from the consultation exercise about what you would like LBRuT to include in the Scheme. We have also taken into account the types of information people have asked for in the past and what they have been interested in.

How does the Scheme work?

The Scheme is made up of the following key parts:

- Background information to the Scheme;
- The Classes of information which the Scheme covers;
- The Materials Lists, which provide information about how material covered by the Classes can be obtained; and
- A Category Chart and Class Index.

The Classes of Information

The structure we have adopted for the Classes of information covered by the Scheme is primarily based on the Accessible and Personalised Local Authority Websites (APLAWS) local government web site category list. We have based our Classes on this list because:

- the APLAWS categories fit well with the types of information that LBRuT makes available to the public; and
- LBRuT intends to restructure its website in accordance with the APLAWS list. We want the Publication Scheme and the structure of our website to be as compatible as possible.

The Classes of information are largely based on general subject matters. Therefore, you do not need any knowledge of LBRuT's internal structure in order to navigate the Scheme.

The Classes have been allocated to Categories and Sub-Categories. The Categories and Sub-Categories will help you to locate the relevant Class of information. For example:

Category: Community, People & Living

Sub-Category: Births, Deaths and Marriages in LBRuT

Class: Registering Births, Deaths and Marriages.

The Class of information defines the information that you can request from LBRuT. This definition will state, in general terms, what the information available under the Class relates to.

In order to define as clearly as possible what information you can reasonably expect to find within each Class, we have used some general qualifying terms that apply to every Class of information in the Scheme. These terms are as follows:

1. Published:

- Created with the specific intention of being used for public use.

2. Current:

- The most recent version of the information produced, excluding any previous versions of the information and any drafts of the information; and
- where a particular document is produced on a periodic basis, only the most recently produced document; and
- where a document must go through a formal approval process (for example, approved by elected Members (or Councillors) under a formal decision making process or by officers (or staff) under delegated powers), only the approved version of that document.

3. Selected:

- Specific materials that are listed in the Materials List and form part of the Class definition.

Some Classes of information may also include exempt information. This is information that the Council has decided to withhold from the public as it believes it falls within one of the categories of information that are treated as exempt under the FOIA (see Section 8 for a further explanation). Examples of exempt information are personal information relating to an individual and information provided to the Council in confidence. Exempt information will not be made available under the Scheme. If a Class potentially covers exempt information, the Class definition will state this and give examples of the types of exempt information that are covered. Any material that comes within a Class and includes exempt information will be published with the exempt information deleted.

Information covered by each Class will be made available in a variety of formats – for example: on LBRuT's website, by inspection, in paper format, or as a leaflet/brochure. How the information is made available will depend on the particular information you require under a Class. The Materials List for each Class will give you an indication of the ways in which information under each Class is made available.

The Materials Lists

Each Class has a list of materials. Nearly all of the Materials Lists are example lists only. This means that they do not form part of the Class definition and are not exhaustive (i.e.: the Class may cover documents other than those listed), although LBRuT's intention is to list as many documents as possible that come within a Class.

However, there are also some Materials Lists that list specific materials that form part of the Class definition (i.e.: they are not merely examples of information that are covered by the Class). Where this is the case, the Class definition will use the term “Selected” information (see definition above) when referring to the Materials List and the information available under the Class.

The purpose of the Materials Lists is to (a) give you a general idea of the types of documents that each Class covers; and (b) provide you with practical information on how you can obtain specific documents that fall within a Class. Each Materials List specifies the following information for each document listed:

- whether there is a charge for the document in addition to any general photocopying or printing costs (see Section 6 below);
- the format in which that document is available (e.g.: electronic; paper, leaflet or inspection);
- how to obtain the document (the Team to contact and/or web address); and
- whether any of the information in the document is exempt, whether there are conditions on the availability

of the document and any other important points to note about the document.

To obtain a document from a Team or Department, you should call Customer Services on 020 8891 7272, who will assist you with contacting that Team or Department.

After each six monthly review LBRuT will update the Materials Lists, so that they provide as much up to date information as possible about information that fall within each Class.

What are the charges for obtaining information under the Scheme?

As noted above, the Materials Lists will state for each document whether LBRuT will charge you to provide you with that particular document.

In addition to those charges specified for particular documents, LBRuT may charge you for reasonable photocopying or printing costs in relation to information provided under any of the Classes in this Scheme. We will inform you at the time of your request whether we will charge you for printing or photocopying costs.

Can I search the Classes?

This web site version of the Publication Scheme allows you to browse or search to see what information is available under the Scheme. Some documents are accessible directly through LBRuT's website. If direct web access is not possible, you should contact the Team or Department responsible for the information you are looking for.

What about information not covered by the Scheme?

[Information currently publicly available:](#)

Although LBRuT aims over time to include in the Scheme all information that it makes publicly available, there may be some information that is not covered by the Scheme. However, this information will still be available outside of the Scheme, through the usual, existing channels.

[Information that you have another legal right to request:](#)

This Scheme and the FOIA do not limit in any way other legal rights that the public has to access information held or published by LBRuT. The public is already entitled to access some information from LBRuT under existing legislation. Examples of this legislation include:

- the Local Government Act 1972;
- the Local Government Act 2000;
- the Audit Commission Act 1998;
- the Accounts and Audit Regulations 1996; and
- the Environmental Information Regulations 1992.

LBRuT's aim is to cover in the Scheme as much information as possible that is also required to be made publicly available under other legislation. However, if the information is not set out in this Scheme, you will need to request the information from the appropriate department under the relevant piece of legislation.

Also, requests for personal information that the Council holds about you are not governed by this Scheme or the FOIA, but instead remain governed by the Data Protection Act 1998.

Freedom of Information Act - general rights of access:

In January 2005 the FOIA general rights of access to recorded information held by public authorities comes into effect. This means that, post January 2005, a member of the public is entitled to make a request for information held by LBRuT. Upon receiving this request LBRuT will be required to:

- inform you whether the information you have requested exists; and
- provide you with the information (subject to the categories of exempt information set out in the FOIA).

Until January 2005, LBRuT's obligation to provide information to members of the public is limited to its commitments under this Scheme and the obligations set out in other legislation.

Although this general right of access is different to the obligation on LBRuT to publish this Scheme, they are inter-related. In practice this means that if you have searched the Publication Scheme and cannot find what you are looking for, you can make a request for the information under the FOIA. Conversely, if you request information under the FOIA that is covered by the Publication Scheme, LBRuT will refer you to the Scheme for you to access the information as set out in the Scheme.

How do I make a complaint about the Scheme?

If you are not satisfied with the way LBRuT has handled your request for information under the Scheme, with the fee we have charged, or with the reasons we have given for refusing to provide you information, you have the right to complain. You should complain by following [LBRuT's corporate complaints procedure](#).

The Information Commissioner is responsible for enforcing the operation of the Publication Scheme. In the case of a failure to deliver information through the Scheme, you may also complain directly to the Information Commissioner at any time:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545700
Email: data@dataprotection.gov.uk
Website: www.informationcommissioner.gov.uk

Publication Scheme - Who to Contact

Contacting Teams or Departments:

For initial enquiries about how to obtain information covered by this Scheme from a Team or Department, you should call Customer Services on 020 8891 7272, who will assist you with contacting that Team or Department.

Overall responsibility for the Scheme:

The Assistant Head of Legal Services in LBRuT's Legal Services Department has overall responsibility for the Scheme.

Monitoring and maintenance of the Scheme:

The Information Project Manager in LBRuT's Legal Services Department has the day to day responsibility for the monitoring and maintenance of the Scheme. If you are unable to find a particular item and require further

assistance after making initial enquiries, or would like to make a comment about this Publication Scheme, please contact LBRuT's Information Project Manager as indicated below:

Matthew Ginn
Information Project Manager
Legal Services Department
London Borough of Richmond Upon Thames
Civic Centre
44 York Street
Twickenham
TW1 3BZ

Telephone: 020 8891 7948

Email: m.ginn@richmond.gov.uk

Classes of information

The Classes of information covered by the Scheme and the Materials Lists for each Class are set out in this section of the Scheme.

Key to the Classes:

This Key is used in each Class of information and the Materials Lists to identify:

- whether there is a specific charge for any material listed (in addition to the usual photocopying or printing charges);
- the format(s) that material will be made available in; and
- how to access the information (for example, the web address and/or the Department/Team to contact for the information).

Charges:

Yes = that there may be a charge for this information.

Formats that the information is available in:

F = Form (for example, application form);

W = LBRuT website. If you do not have access to the internet, you can contact the relevant Department/Team to obtain a printout of the information on the website;

P = Paper;

I = By Inspection;

L/B = LBRuT Leaflet or Brochure

* = Another organisation's document. Although LBRuT will make every attempt to provide you with the current version of such information, it has no control over the information in these documents. If you have queries about these documents you should contact the originator of the document in question.

Category Chart and Alphabetical Index of Classes

The following Chart and Index will assist you to narrow down your search for the information you require. Use the Chart to give you an overview of the Categories and Sub-Categories that the Classes fall within. Use the Alphabetical Index if you want a more detailed list of the information that the Scheme covers.

Category Chart

Category	Subcategory
Advice, Benefits & Emergencies	Advice
	Benefits
	Emergencies
	Nuisance
Business	Nuisance
	Licences, Permits and Regulations
	Advice and Finance
Community, People & Living	Births, Deaths & Marriages
	Community Safety & Police
	Discrimination, Equalities and Harassment
	Voluntary Organisations
	Young People
Council & Democracy	Young People
	Statistics & Performance
	Legal Services and Elections
	Finances & Assets
	Comments, Feedback & Complaints
	Council Constitution, Policies, Plans & Strategies.
	Councillors and Mayor
	Departments and Departmental Specific Policies and Strategies
	Cabinet,Council & Committee Meetings and Decisions
	Best Value
Education	Colleges & Universities
	Ofsted
	Statistics & Performance
	Schools
Environment	Schools
	Planning and Land
	Waste & Recycling
	Trading Standards
	Environmental Health
	Conservation and Trees
Health	Health and Health and Safety
	Waste & Recycling
Housing	Homelessness
	Housing in LBRuT - Private Ownership and Temporary Accommodation
	Landlords & Tenants
	Health and Health and Safety
Jobs and Careers	Visitor Accommodation
	Recruitment and Employment Policies
Leisure	Recruitment and Employment Policies

	Outdoors
	Functions in LBRuT
	Arts, Libraries, Events and Sport
News	Press Releases and Public Notices
	Tourism
Social Care	Social Services Department
	Press Releases and Public Notices
	Asylum Seekers & Refugees
	Children & Youth
	Families and Adults
Transport & Streets	Parking
	Departments and Departmental Specific Policies and Strategies
	Roads and Rights of Way
	Vehicles and Travel

Alphabetical Index of Classes

Class	Category	SubCategory
Adoption & Fostering	Social Care	Children & Youth
Adult Education	Education	Colleges & Universities
Adults and disabilities	Social Care	Families and Adults
Advice for Consumers	Advice, Benefits & Emergencies	Advice
Allotments	Leisure	Outdoors
Animals, Neighbours and Noise Nuisance	Advice, Benefits & Emergencies	Nuisance
Animals, Neighbours and Noise Nuisance	Business	Nuisance
Area Consultation Committee and Joint Consultative Committee	Council & Democracy	Cabinet,Council & Committee Meetings and Decisions
Art & Exhibition galleries in LBRuT	Leisure	Arts, Libraries, Events and Sport
Asylum Seekers	Social Care	Asylum Seekers & Refugees
Attendance	Education	Schools
Bed and Breakfast accommodation	Jobs and Careers	Visitor Accommodation
Behaviour Support Centre	Social Care	Children & Youth
Best Value Performance Indicator	Council & Democracy	Best Value
Best Value Reviews and Best Value Performance Plans	Council & Democracy	Best Value
Building Regulations	Business	Licences, Permits and Regulations
Business Rates	Business	Advice and Finance
Cabinet -Membership, Meetings and Decisions	Council & Democracy	Cabinet,Council & Committee Meetings and Decisions
Care for elderly	Social Care	Families and Adults
Carrying out Business in LBRuT	Business	Advice and Finance
Catering	Leisure	Functions in LBRuT
Cemeteries in LBRuT and Bereavement	Community, People & Living	Births, Deaths & Marriages
Chief Executive's Office	Council & Democracy	Departments and Departmental Specific Policies and Strategies
Child Protection	Social Care	Children & Youth

Childcare Workers	Social Care	Children & Youth
Children with disabilities	Social Care	Children & Youth
Children's Activities	Leisure	Arts, Libraries, Events and Sport
Civic Pride	Council & Democracy	Council Constitution, Policies, Plans & Strategies.
Clothing Grants/Free School Meals	Education	Schools
Combating Racial Harassment	Community, People & Living	Discrimination, Equalities and Harassment
Conservation Areas and historic buildings	Environment	Conservation and Trees
Constitution and Policy Framework documents	Council & Democracy	Council Constitution, Policies, Plans & Strategies.
Contaminated Land	Environment	Environmental Health
Council - Meetings and Decisions	Council & Democracy	Cabinet, Council & Committee Meetings and Decisions
Council Land & Property	Council & Democracy	Finances & Assets
Council Tax	Council & Democracy	Finances & Assets
Council Tax and Housing Benefits in LBRuT	Advice, Benefits & Emergencies	Benefits
Councillors	Council & Democracy	Councillors and Mayor
Customer Care	Council & Democracy	Comments, Feedback & Complaints
Cycling	Transport & Streets	Vehicles and Travel
Debt and Money	Advice, Benefits & Emergencies	Advice
Department Services Plans	Council & Democracy	Council Constitution, Policies, Plans & Strategies.
Domestic Violence	Social Care	Families and Adults
Drainage and Sewage	Environment	Environmental Health
Drugs and Alcohol	Health	Health and Health and Safety
Education, Arts & Leisure Department	Council & Democracy	Departments and Departmental Specific Policies and Strategies
E-Government	Council & Democracy	Departments and Departmental Specific Policies and Strategies
Elections in LBRuT	Council & Democracy	Legal Services and Elections
Emergencies in LBRuT	Advice, Benefits & Emergencies	Emergencies
Employment policies and staffing statistics	Jobs and Careers	Recruitment and Employment Policies
Environment Department	Council & Democracy	Departments and Departmental Specific Policies and Strategies
Environmental Health Statutory Registers	Environment	Environmental Health
Equal Opportunities and Avoiding Discrimination	Community, People & Living	Discrimination, Equalities and Harassment
Events in LBRuT	Leisure	Arts, Libraries, Events and Sport
Examinations	Education	Schools
Family Support	Social Care	Families and Adults
Finance Department	Council & Democracy	Departments and Departmental Specific Policies and Strategies
Financial Accounts and Financial Information	Council & Democracy	Finances & Assets
Food Hygiene & Safety	Environment	Environmental Health
Forward Plan	Council & Democracy	Council Constitution, Policies, Plans & Strategies.
Funding	Education	Schools

General information about LBRuT's Departments	Council & Democracy	Departments and Departmental Specific Policies and Strategies
Getting Married in LBRuT	Community, People & Living	Births, Deaths & Marriages
Halls and Venues for Hire	Leisure	Functions in LBRuT
Health & Safety	Health	Health and Health and Safety
Highways	Transport & Streets	Roads and Rights of Way
Home Loans	Housing	Housing in LBRuT - Private Ownership and Temporary Accommodation
Home Safety	Housing	Housing in LBRuT - Private Ownership and Temporary Accommodation
Homelessness	Housing	Homelessness
Housing	Council & Democracy	Departments and Departmental Specific Policies and Strategies
Housing	Transport & Streets	Departments and Departmental Specific Policies and Strategies
Housing Register	Housing	Housing in LBRuT - Private Ownership and Temporary Accommodation
How to make a complaint/compliment	Council & Democracy	Comments, Feedback & Complaints
Improving Health and Health Benefits	Health	Health and Health and Safety
Improving Health and Health Benefits	Housing	Health and Health and Safety
Infectious Diseases	Environment	Environmental Health
Keeping Fit in LBRuT	Leisure	Arts, Libraries, Events and Sport
Landlords	Housing	Landlords & Tenants
LBRuT Performance	Council & Democracy	Statistics & Performance
Legal Services Department	Council & Democracy	Legal Services and Elections
Libraries	Leisure	Arts, Libraries, Events and Sport
Licences in LBRuT	Business	Licences, Permits and Regulations
Local Register Searches	Environment	Planning and Land
Looked After Youth and Children	Social Care	Children & Youth
Mayor	Council & Democracy	Councillors and Mayor
Moving Home and Home Ownership	Housing	Housing in LBRuT - Private Ownership and Temporary Accommodation
Nationalities	Advice, Benefits & Emergencies	Advice
Non - Executive Committees' and Sub-Committees' meetings and decisions	Council & Democracy	Cabinet,Council & Committee Meetings and Decisions
Ofsted Inspections & Reports	Education	Ofsted
Parking	Transport & Streets	Parking
Parks	Leisure	Outdoors
Pedestrians	Transport & Streets	Vehicles and Travel
Planning	Environment	Planning and Land
Police	Community, People & Living	Community Safety & Police
Pollution	Environment	Environmental Health
Pre-schools	Education	Schools
Press releases	News	Press Releases and Public Notices
Private Sector Housing and Forum	Housing	Housing in LBRuT - Private Ownership and Temporary Accommodation
Public Notices	Social Care	Press Releases and Public Notices

Public Rights of Way	Transport & Streets	Roads and Rights of Way
Public Transport	Transport & Streets	Vehicles and Travel
Pupil Support Service and Special Education	Education	Schools
Recycling	Environment	Waste & Recycling
Refugees	Social Care	Asylum Seekers & Refugees
Registering Births, Deaths & Marriages	Community, People & Living	Births, Deaths & Marriages
Roads	Transport & Streets	Roads and Rights of Way
Safety in the Borough	Community, People & Living	Community Safety & Police
School admissions for pre-school, primary and secondary schools	Education	Schools
School Governors	Education	Schools
Schools - General	Education	Schools
Schools - General	Environment	Schools
Sheltered and Temporary Accommodation	Housing	Housing in LBRuT - Private Ownership and Temporary Accommodation
Social Services Department	Social Care	Social Services Department
Social Services Department	Council & Democracy	Departments and Departmental Specific Policies and Strategies
Statistics	Council & Democracy	Statistics & Performance
Statistics	Education	Statistics & Performance
Supported Housing (Grants & Benefits) and Housing for those in Need.	Housing	Housing in LBRuT - Private Ownership and Temporary Accommodation
Taxis and cars	Transport & Streets	Vehicles and Travel
Tenants	Housing	Landlords & Tenants
Trading Standards	Environment	Trading Standards
Trees	Environment	Conservation and Trees
Vacancies at LBRuT and Recruitment Procedures	Jobs and Careers	Recruitment and Employment Policies
Vacancies at LBRuT and Recruitment Procedures	Leisure	Recruitment and Employment Policies
Visitors to LBRuT	News	Tourism
Voluntary Organisations in LBRuT	Community, People & Living	Voluntary Organisations
Waste	Environment	Waste & Recycling
Waste	Health	Waste & Recycling
Water	Environment	Environmental Health
Wildlife in LBRuT	Leisure	Outdoors
Youth Offences	Community, People & Living	Young People
Youth Services	Community, People & Living	Young People
Youth Services	Council & Democracy	Young People