

Brighton & Hove City Council

FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME 2009

Introduction

The Freedom of Information Act

The Freedom of Information Act 2000 (FoIA) received Royal Assent on 30 November 2000. It gives a general right of access to all types of recorded information held by public authorities, including Brighton & Hove City Council. It sets out exemptions from that right and places a number of obligations on the council.

The Act came into force in two stages. From February 2003, Brighton & Hove City Council has been required to adopt and maintain a Publication Scheme setting out the classes of information that it routinely publishes or intends to publish; the manner in which information in each class is published; whether the information is available to the public free of charge or on payment.

From January 2005 any person making a request to the council for information must be informed whether it holds that information and, subject to exemptions, supplied with that information.

Brighton & Hove City Council's Approach to Freedom of Information and to its Publication Scheme

The council sees the introduction of the Freedom of Information Act as a welcome opportunity both to improve the ways in which it informs the public it serves and to improve the ways in which it manages the enormous amount of information it holds. Information is one of, if not the most important assets the council has, and Freedom of Information provides a catalyst to make it more widely available and manage it more efficiently.

The council wishes to conduct its business in an open and honest fashion. Occasionally the council has to make decisions, which are not popular, but it is important that the public is informed of how those decisions have been made and the reasons for making them. The provisions of the Freedom of Information Act will enable the public to understand further the council and its work through improved access to information.

Brighton & Hove City Council's Policy on Access to Information

The council is committed to a policy of open access to information under the Scheme. This policy proposes:

- to implement the requirements of the Data Protection Act 1998, the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and Part VA of the Local Government Act 1972
- to make information available to all those who need or request it, wherever possible in the form that is most convenient for them
- to publicise information already made available by maximising the use of the Council's Publication Scheme
- to make access to the Publication Scheme (and information referred to in it) as easy as possible, particularly through the council's website
- to presume that information is available unless a member, committee or officer can demonstrate a legitimate reason for withholding it
- to restrict the scope of information withheld from the public, by interpreting exemptions restrictively, and separating exempt from non-exempt material.

Brighton & Hove City Council's Publication Scheme

A Publication Scheme is in essence a directory to the information that Brighton & Hove City Council publishes or intends to publish. It is not in itself a comprehensive collection of the information that the council publishes – more a guide to where information can be found and accessed.

The publication scheme that follows is based on the Information Commissioner's Model Publication Scheme and commits Brighton & Hove City Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below. The scheme commits Brighton & Hove City Council:

- To publish proactively or otherwise make available as a matter of routine, information, including environmental information, which is held by the council and falls within the classifications below.
- To specify the information which is held by the council and falls within the classifications below.

- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

There are seven broad classes of information as follows:

1. Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

Control and click below to see website:

[Brighton & Hove City Council - contact us](#)

2. What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3. What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

4. How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5. Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

6. Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

7. The Services We Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- 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.

The method by which information published under this scheme will be made available

We will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the council, information will be provided on its website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this is the case, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

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.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the council's 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
- 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, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are 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.

Written Requests

Information held by the council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Who Do I Contact?

For information concerning the scheme or if you wish to make a request for other information you can contact the following:

The Freedom of Information Team
Hove Town Hall
Hove East Sussex
BN3 4AH

EMAIL: freedomofinformation@brighton-hove.gov.uk

MAKING A COMPLAINT, SUGGESTION OR COMPLIMENT

If you are not satisfied with the council's response to a request for information you may make a complaint to the address below: -

Paul O'Neill
The Freedom of Information Team
Hove Town Hall
Hove East Sussex
BN3 4AH

Email: paul.oneill@brighton-hove.gov.uk

If after going through the council's formal complaint and appeals system you are still not satisfied then the Freedom of Information Act 2000 makes provision for you to complain directly to the **Information Commissioner's Office**:

Information Commissioner
Wycliffe House,
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone number: 01625 545745
e-mail: data@dataprotection.gov.uk
Website: <http://www.ico.gov.uk/>

If you have any suggestions or compliments, we need to know so that we can improve our service to you. Contact:

The Freedom of Information Team
Hove Town Hall
Hove East Sussex
BN3 4AH

e-mail: freedomofinformation@brighton-hove.gov.uk

ADVICE AND ASSISTANCE

If you need help to make a request for information you may contact the following:

The Freedom of Information Team
Hove Town Hall
Hove East Sussex
BN3 4AH

e-mail: freedomofinformation@brighton-hove.gov.uk

Classes of Information – Further Details

The detailed list that follows is by no means an exhaustive list of all the information that Brighton & Hove City Council makes readily available. It does however indicate the minimum information that the public should expect to be readily available.

Where the information described relates to a specific document or series of documents (e.g. the council Constitution) there will be a direct link from the Publication Scheme to the document on the council's website.

Where a class of information relates to a wider range of information, a link is provided from the Publication Scheme to the relevant area of the council's web pages where such information will be found.

Where information described in the Publication Scheme is not directly accessible from the council's web pages a link will be provided from the Publication Scheme to a web page, which will describe how that information can be obtained.

Who we are and what we do

This class includes organisational information, structures, locations and contacts.

- **Council constitution**
- **Council democratic structure**
- **Council directorate structure**
- **Location and opening times of council properties**
- **Currently elected councillors' information and contact details**
- **Contact details for all customer-facing departments**
- **Most recent election results**
- **Relationships with other authorities**

What we spend and how we spend it

This class includes financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- **Financial statements, budgets and variance reports**
- **Capital programme**
- **Spending reviews**
- **Financial audit reports**
- **The members' allowances scheme and the allowances paid under it to councillors each year**
- **Staff allowances and expenses**
- **Pay and grading structure**
- **Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)**

- Procurement procedures
- Details of contracts currently being tendered
- List of contracts awarded and their value
- District auditor's report
- Financial statements for projects and events
- Internal financial regulations
- Funding for partnership arrangements

What our priorities are and how we are doing

This class includes strategies and plans, performance indicators, audits, inspections and reviews.

- Annual reports
- Strategies and business plans for services provided by the council
- Best value local performance plan
- Internal and external organisation performance reviews
- Strategies developed in partnership with other authorities
- Economic development action plan
- Forward plan
- Capital strategy
- Best value performance indicators
- District auditor's reports on the best value performance plan and performance indicators
- Comprehensive performance assessment
- Inspection reports
- Local Area Agreements
- Statistical information produced in accordance with the council's and departmental requirements
- Impact assessments
- Service standards
- Public service agreements

How we make decisions

This class includes information on decision-making processes and records of decisions.

- Timetable of council meetings
- Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings
- Major policy proposals and decisions
- Facts and analyses of facts considered when framing major policies
- Public consultations

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

Our policies and procedures

This class includes current written protocols, policies and procedures for delivering our services and responsibilities.

- **Policies and procedures for conducting council business**
- **Policies and procedures for delivering our services**
- **Policies and procedures about the recruitment and employment of staff**
- **Customer service**
- **Records management and personal data policies**
- **Charging regimes and policies**

Lists and registers

- **Public registers and registers held as public records**
- **Asset registers and information asset register**
- **Disclosure logs**
- **Register of councillors' financial and other interests**
- **Register of gifts and hospitality**
- **Highways, licensing, planning, commons, footpaths etc**
- **Register of electors**

Services provided by the council

This class includes information about the services that the council provides, including leaflets, guidance and newsletters.

- **Regulatory and licensing responsibilities**
- **Services for local businesses**
- **Services for other organisations**
- **Services for members of the public**
- **Services for which the council is entitled to recover a fee, together with those fees**
- **Information for visitors to the area, leisure information, events, museums, libraries and archive collections**
- **Leaflets, booklets and newsletters**
- **Advice and guidance**
- **Media releases**
- **Election information**

Re-use of Public Sector Information and Copyright Statement

Where information has been supplied, you are advised that the copyright in that material is owned by Brighton & Hove City Council and/or its contractor(s) unless otherwise stated. The supply of documents under the Freedom of Information Act does not give the recipient an automatic right to re-use those documents in a way that would infringe copyright, for example, by making multiple copies, publishing and issuing copies to the public.

Brief extracts of the material can be reproduced under the "fair dealing" provisions of the Copyright Design and Patents Act 1998 (S.29 and S.30) for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting.

Authorisation to re-use copyright material not owned by Brighton & Hove City Council and/or its contractor(s), should be sought from the copyright holders concerned.

If you are considering re-using the information disclosed to you through this request, for any purpose outside of what could be considered for personal use, then you are required under the Public Sector Re-use of Information Regulations 2005 to make an Application for Re-use to the organisation from which you have requested the information. Applications for Re-Use should be directed to me at the address above.

An A-Z Guide to Brighton & Hove City Council Services

This A-Z is a growing directory of council, voluntary and community sector services. Please select from the a-z list above to see a list of all services beginning with that letter.

You can access the councils A-Z Guide by Control and clicking the below link:

[Brighton & Hove City Council - A-to-Z](#)

Actual Classes of information

CATEGORY - YOUR COUNCIL & DEMOCRACY

No	Class	Category	Sub Category
1.	COUNCIL DEMOCRATIC STRUCTURE	YOUR COUNCIL AND DEMOCRACY	ABOUT YOUR COUNCIL
<u>Definition</u>	Structure chart showing the council's democratic structure.		
<u>Explanatory Note</u>	The structure chart gives details of the Committees and Standing Forums of the council together with the number of members appointed to them.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Members' Support Officer, Members' Services, 1 st Floor, Kings House, Grand Avenue, Hove. Tel: 01273 291066 or 291215.		

No	Class	Category	Sub Category
2.	COUNCIL DIRECTORATE STRUCTURE	YOUR COUNCIL AND DEMOCRACY	ABOUT YOUR COUNCIL
<u>Definition</u>	Structure chart showing the names and posts of the Chief Executive, Directors and statutory officers of the council.		
<u>Explanatory Note</u>	The structure chart gives details of the council's top management tier and shows an outline of their responsibilities.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Communications, Marketing Team, King's House, Grand Avenue, Hove. Tel : (01273) 291044/5		

No	Class	Category	Sub Category
3.	COUNCIL CONSTITUTION	YOUR COUNCIL AND DEMOCRACY	ABOUT YOUR COUNCIL
<u>Definition</u>	The Constitution of the council, as published in accordance with Section 37 of the Local Government Act 2000.		
<u>Explanatory Note</u>	This document 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. It includes the rules, standing orders and workings of the council for the time being including contract, financial and personnel procedures, democratic and officer structures, Codes and Protocols.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	A copy of the constitution and the reports are available for inspection at Brighton Town Hall, Bartholomews, Brighton and at Hove Town Hall, Norton Road, Hove. A printed copy can be obtained by writing to the Director of Strategy & Governance, King's House, Grand Avenue, Hove.		

No	Class	Category	Sub Category
4.	COUNCILLORS INFORMATION AND CONTACT DETAILS	YOUR COUNCIL AND DEMOCRACY	ABOUT YOUR COUNCIL
<u>Definition</u>	The names and contact details of Councillors currently elected to serve on Brighton & Hove City Council, details of which ward they represent and information about which Committees and Standing Forums they serve on.		
<u>Explanatory Note</u>	N/A.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Members' Support Officer, Members' Services, 1 st Floor, Kings House, Grand Avenue, Hove. Tel: 01273 291066 or 291215.		

No	Class	Category	Sub Category
5.	COUNCIL MEETINGS TIMETABLE	YOUR COUNCIL AND DEMOCRACY	ABOUT YOUR COUNCIL
<u>Definition</u>	The timetable of meetings of the council's Committees and Standing Forums for the 2002/2003 municipal year and for subsequent years, as they are published.		
<u>Explanatory Note</u>	N/A.		

<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Members' Support Officer, Members' Services, 1 st Floor, Kings House, Grand Avenue, Hove. Tel: 01273 291066 or 291215.		
No	Class	Category	Sub Category
6.	COUNCIL NEWS	YOUR COUNCIL AND DEMOCRACY	ABOUT YOUR COUNCIL
<u>Definition</u>	The current year's editions of the following publications: - the council's newspaper, City News; newsletter for council tenants, Homing In; Press Releases issued by the council.		
<u>Explanatory Note</u>	The council's newspaper, City News, is published ten times per year; the newsletter for council tenants, Homing In is published four times per year; press releases are issued when material is available.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	City News is delivered to most households and some businesses in Brighton & Hove. Copies are also available in Churchill Square, Holmbush Centre, Brighton Town Hall, Hove Town Hall and Kings House. Homing In is delivered to all council tenants. Copies are also available at the district housing offices. Copies of press releases and of the of the above publications can also be obtained from the Press Office, Brighton & Hove City Council, Kings House, Grand Avenue, Hove.		

No	Class	Category	Sub Category
7.	ELECTION RESULTS	YOUR COUNCIL AND DEMOCRACY	ELECTIONS
<u>Definition</u>	Election results for Brighton & Hove City Council from May 1999 onwards.		
<u>Explanatory Note</u>	These detail the votes cast for each candidate in the elections for City Councillors from May 1999 onwards.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	The Electoral Services helpline is on 01273 291999. Alternatively you can write to or visit the Electoral Services Office, 1 st Floor, Brighton Town Hall, Bartholomew Square, and Brighton.		

No	Class	Category	Sub Category
8.	ELECTION EXPENSES	YOUR COUNCIL AND DEMOCRACY	ELECTIONS
<u>Definition</u>	Returns or declarations and accompanying documents relating to election expenses sent by a candidate of a parliamentary or local government election to the council during the preceding two years EXCEPT THAT if any such return contains a statement of donations which includes, in the case of any donation by an individual, the donors address, then that information shall be excluded from publication.		
<u>Explanatory Note</u>	Candidates' personal expenses and expenses in connection with the conduct or management of the election. Copies are available for inspection for a period of two years beginning on the date when the return is received.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	The Electoral Services helpline is on 01273 291999. Alternatively you can write to or visit the Electoral Services Office, 1 st Floor, Brighton Town Hall, Bartholomew Square, and Brighton.		

No	Class	Category	Sub Category
9.	REGISTER OF ELECTORS	YOUR COUNCIL AND DEMOCRACY	ELECTIONS
<u>Definition</u>	The 2002/2003 Registers of Electors published by the council and the Registers for subsequent years, as they are published. This class comprises the Full Register and an Edited Register. In both cases there are legally defined rights of inspection and also rules about who can buy or be supplied with free copies of them. Access to them, whether for inspection or supply purposes, will be subject to those legal limits so far as this class of information is concerned.		
<u>Explanatory Note</u>	N/A.		
<u>Available Formats</u>	On paper		
<u>Location</u>	The Electoral Services helpline is on 01273 291999. Alternatively you can write to or visit the Electoral Services Office, 1 st Floor, Brighton Town Hall, Bartholomew Square, Brighton		

No	Class	Category	Sub Category
10.	ACCOUNTS AND AUDIT	YOUR COUNCIL AND DEMOCRACY	COUNCIL FINANCES
<u>Definition</u>	The Annual Report and Statement of Accounts and District Auditor's Report and Management Letter for 2000/01 onwards; and all books, deeds, contracts, bills, vouchers and receipts relating to the current or last audit of accounts as are available under Section 15 of the Audit Commission Act 1998 EXCEPT THAT any personal information relating to an existing or former employee of the council shall be excluded from publication.		
<u>Explanatory Note</u>	The annual report and statement of accounts set out the financial aspects of the council's activities during the financial year (1 April to 31 March) in terms of income and expenditure across the whole range of the council's work. The auditor's report contains comments on the accounts and the council's financial procedures, and can include suggestions for changes in procedure. Statements of accounts prepared by the council and reports by the auditor to the council are available for inspection at any time by local government electors within the council's area. Also, any elector or any other person with a proven financial or legal interest may inspect the authorities accounts and all books, deeds, contracts, bills, vouchers and receipts relating to the accounts for a period of 15 working days during the course of the annual audit of the council's accounts.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	Corporate Finance, 2 nd Floor, Kings House, Grand Avenue, Hove BN3 2SR.		

No	Class	Category	Sub Category
11.	COUNCILLORS ALLOWANCE SCHEME	YOUR COUNCIL AND DEMOCRACY	COUNCIL FINANCES
<u>Definition</u>	The Members Allowances Scheme and details of the allowances paid under it to councillors each year.		
<u>Explanatory Note</u>	Records of payments made to elected members are open to inspection free of charge by local government electors for the council's area and any such person may make a copy of any part of the records. Additionally, the council publishes details of the total sums paid under the scheme.		
<u>Available Formats</u>	On paper and on the council's website.		

<u>Location</u>	Members' Support Officer, Members' Services, 1 st Floor, Kings House, Grand Avenue, Hove. Tel: 01273 291066 or 291215.
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No	Class	Category	Sub Category
12.	COUNCILLORS INTERESTS	YOUR COUNCIL AND DEMOCRACY	COUNCIL FINANCES
<u>Definition</u>	Register of members financial and other interests, gifts and hospitality		
<u>Explanatory Note</u>	A register setting out the information which elected members give on their financial and other interests and gifts or hospitality received which is open to inspection by the public without charge at reasonable hours.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	Members' Support Officer, Members' Services, 1 st Floor, Kings House, Grand Avenue, Hove. Tel: 01273 291066 or 291215.		

No	Class	Category	Sub Category
13.	COUNCIL TAX AND FINANCES	YOUR COUNCIL AND DEMOCRACY	COUNCIL FINANCES
<u>Definition</u>	Annual Revenue Budget Estimates and Capital Programme for 2002/03 and for succeeding years as they are published; and details of Council Tax bands.		
<u>Explanatory Note</u>	These documents show the council's Budget Requirement, itemise the council's income and expenditure service by service for the financial year, and provide other financial and Council Tax information.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	This information is delivered to all council tax households in Brighton & Hove. It is also available at public libraries or from Corporate Finance, 2 nd Floor, Kings House, Grand Avenue, Hove BN3 2SR.		

No	Class	Category	Sub Category
14.	BUSINESS RATES	YOUR COUNCIL AND DEMOCRACY	COUNCIL FINANCES
<u>Definition</u>	The local Rating lists for non-domestic properties in the council's area, as compiled by the Valuation Officer; and guidance notes prepared by the council on business rates.		
<u>Explanatory Note</u>	Property rateable values by address.		
<u>Available Formats</u>	On paper. The guidance notes are also available on the council's website.		
<u>Location</u>	Local Taxation Services, Brighton & Hove City Council, PO Box 2929, Priory House, Brighton BN1 1PS, telephone 01273 291291, e-mail nndr@brighton-hove.gov.uk.		

No	Class	Category	Sub Category
15.	BEST VALUE/PERFORMANCE	YOUR COUNCIL AND DEMOCRACY	COUNCIL PERFORMANCE
<u>Definition</u>	The Best Value Local Performance Plan for 2002/03 and for succeeding years as they are published and the District Auditor's reports on the Performance Plan and Performance Indicators.		
<u>Explanatory Note</u>	The Best Value Performance Plan is an annual document, which details the council's performance in nationally selected service areas and includes comparative performance figures.		
<u>Available Formats</u>	On paper. The Plan is also available on the council's website.		
<u>Location</u>	A copy of the plan and the reports are available for inspection at Brighton Town Hall, Bartholomews, Brighton and at Hove Town Hall, Norton Road, Hove. A printed copy can be obtained by writing to Brighton & Hove City Council, Strategy & Governance, 2 nd Floor, King's House, Grand Avenue, Hove.		

No	Class	Category	Sub Category
16.	COMPLAINTS AND COMPLIMENTS	YOUR COUNCIL AND DEMOCRACY	COUNCIL PERFORMANCE
<u>Definition</u>	The council's Complaints and Compliments Procedures.		

<u>Explanatory Note</u>	Details of how you can complain to the council and how the council will handle your complaint. There is also an opportunity to log a compliment.
<u>Available Formats</u>	On paper and on the council's website
<u>Location</u>	For Corporate complaints and complaints about children's social services - Standards and Complaints Manager, Freepost SEA 2560 Brighton BN1 1JP (Complaints Advice Line; Freephone 0500 291229). For complaints about adult social services – Complaints Manager, Freepost SEA 2717 Brighton BN1 1ZZ (Complaints Advice Line; 0800 072 9960).

No	Class	Category	Sub Category
17.	CUSTOMER CARE	YOUR COUNCIL AND DEMOCRACY	COUNCIL PERFORMANCE
<u>Definition</u>	The council's Customer Service Charter and associated advice leaflet.		
<u>Explanatory Note</u>	The council's Customer Service Policy and Customer Service Standards.		
<u>Available Formats</u>	On paper and on the council's website		
<u>Location</u>	<p>Brighton & Hove City Council's website:</p> <p>http://www.brighton-hove.gov.uk/index.cfm?request=b1152484</p> <p>If you have a query regarding this contact:</p> <p>email: complaints@brighton-hove.gov.uk</p> <p>telephone: 0500 291229 fax: (01273) 291535 Brighton & Hove City Council Standards & Complaints FREEPOST SEA 2560 Brighton BN1 1ZW</p>		

No	Class	Category	Sub Category
18.	COUNCIL DECISIONS	YOUR COUNCIL AND DEMOCRACY	COUNCIL POLICIES & DECISIONS
<u>Definition</u>	The agendas, officer's reports, minutes and background papers for meetings of the council's Committees, Sub-Committees, and Standing Forums from January 1997 onwards EXCEPT exempt items falling within Schedule 12A of the Local Government Act 1972 as from time to time amended and confidential information within the meaning of Section 100A of that Act.		
<u>Explanatory Note</u>	The agendas, reports, background papers and decisions taken by Council Committees and Standing Forums except the exempt and confidential information referred to above.		
<u>Available Formats</u>	On paper		
<u>Location</u>	Members' Support Officer, Members' Services, 1 st Floor, Kings House, Grand Avenue, Hove; Tel; 01273 291066 or 291215		

No	Class	Category	Sub Category
19.	COUNCIL POLICIES	YOUR COUNCIL AND DEMOCRACY	COUNCIL POLICIES & DECISIONS
<u>Definition</u>	The policy framework of the council, as defined in the council's Constitution together with all other policies, plans and strategies as the council may, from time to time, be required by statute or Government direction to adopt or which the council itself decides to adopt and publish EXCEPT THAT such document or part of any document containing personal information about the council's former or existing employees, or information, the disclosure of which might prejudice the security or health and safety of any person, shall be excluded from publication.		
<u>Explanatory Note</u>	This class comprises council policies, plans and strategies (statutory and non-statutory). They will include a wide range of corporate and subject specific documents. Examples include the Adult Learning Plan, the Children's Services Plan, the Community Care Plan, the Economic Development Action Plan, the Education Development Plan, the Highway Maintenance Plan, the Housing Strategy, the Library Plan, the Local Transport Plan, the Major Incident Plan and the Waste Local Plan; this list is not exhaustive.		
<u>Available Formats</u>	On paper. Many of the plans and strategies are also available on the council's website.		

<u>Location</u>	Copies of the plans and strategies are available for inspection at Brighton Town Hall, Bartholomews, Bartholomew Square, Brighton and at Hove Town Hall, Norton Road, Hove. Printed copies can be obtained by writing to Members' Services, King's House, Grand Avenue, Hove, BN3 2LS
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No	Class	Category	Sub Category
20.	ELECTRONIC GOVERNMENT	YOUR COUNCIL AND DEMOCRACY	COUNCIL POLICIES & DECISIONS
<u>Definition</u>	The council's Implementing Electronic Government Statement 2001 and succeeding statements as they are published.		
<u>Explanatory Note</u>	A statement, which sets out the role that the council, expects e-government to play in meeting local and national objectives, improving services, and modernising the organisation.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Contact the Communications Team Tel: 01273 291045, e-mail info@brighton-hove.gov.uk or write to Communications, Brighton & Hove City Council, King's House, Grand Avenue, Hove BN3 2LS.		

No	Class	Category	Sub Category
21.	RACE EQUALITY SCHEME	YOUR COUNCIL AND DEMOCRACY	COUNCIL POLICIES & DECISIONS
<u>Definition</u>	Brighton & Hove City Council's Race Equality Scheme 2002 –2005.		
<u>Explanatory Note</u>	A statement of how the council plans to meet both its general and specific duties under the Race Relations (Amendment) Act 2000.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	A copy of the scheme is available for inspection at Brighton Town Hall, Bartholomews, Bartholomew Square, Brighton and at Hove Town Hall, Norton Road, Hove. A printed copy can be obtained by writing to the Equalities Implementation Officer, Brighton & Hove City Council, Corporate Services, Room 220, King's House, Grand Avenue, Hove.		

No	Class	Category	Sub Category
22.	REPORT WRITING GUIDANCE	YOUR COUNCIL AND DEMOCRACY	INTERNAL GUIDANCE

<u>Definition</u>	The council's report writing guidance for staff, model committee report template and cover sheet for draft reports.
<u>Explanatory Note</u>	The guidance sets out corporate requirements for the format and content of all reports to committees and sub-committees under the council's constitution.
<u>Available Formats</u>	On paper.
<u>Location</u>	Members' Support Officer, Members' Services, 1 st Floor, Kings House, Grand Avenue, Hove; Tel; 01273 291066 or 291215

No	Class	Category	Sub Category
23.	RESEARCH GUIDELINES	YOUR COUNCIL AND DEMOCRACY	INTERNAL GUIDANCE
<u>Definition</u>	The council's research guidelines for staff, EXCEPT THAT any personal information relating to an existing or former employee of the council shall be excluded from publication.		
<u>Explanatory Note</u>	An aid for staff carrying out research projects and consultation.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	Research and Consultation, Brighton & Hove City Council, Room 146, King's House, Grand Avenue, Hove.		

No	Class	Category	Sub Category
24.	A-Z LIST OF COUNCIL SERVICES	YOUR COUNCIL AND DEMOCRACY	COUNCIL SERVICES
<u>Definition</u>	An A-Z list of services provided by the council.		
<u>Explanatory Note</u>	Quick guide to services available from the council arranged alphabetically.		
<u>Available Formats</u>	On paper and on the council's website		
<u>Location</u>	Copies of the guide are available from all council offices. Printed copies can also be obtained by writing to Communications Team, King's House, Grand Avenue, Hove, BN3 2LS		

No	Class	Category	Sub Category
25.	LEAFLETS AND ADVICE NOTES	YOUR COUNCIL AND DEMOCRACY	COUNCIL SERVICES
<u>Definition</u>	Leaflets and guidance notes prepared for the public on a broad range of subjects by the various divisions of the council.		
<u>Explanatory Note</u>	The literature includes such matters as health and safety, consumer rights, pest control, energy efficiency, housing tenancies, housing benefits, council tax, cemeteries and crematoriums, coroner's service, registration of births, marriages and deaths, education, planning, waste, services for those with disabilities, children's services, adoption and fostering, older peoples services; this list is not exhaustive.		
<u>Available Formats</u>	Paper copies. Most of the information is also available on the council's website.		
<u>Location</u>	Copies of the leaflets are available from the council department or service area to which the information relates & City Direct access points.		

CATEGORY – LIVING AND WORKING

No	Class	Category	Sub Category
26.	GETTING MARRIED IN BRIGHTON & HOVE	LIVING & WORKING	BIRTHS MARRAIGES AND DEATHS
<u>Definition</u>	Information on how and where it is possible to be married in the City of Brighton & Hove.		
<u>Explanatory Note</u>	Guidance about civil ceremonies, including the location of approved venues.		
<u>Available Formats</u>	On paper and on the council's website		
<u>Location</u>	Brighton & Hove Register Office, Brighton Town Hall, Bartholomews, Brighton BN1 1JA		

No	Class	Category	Sub Category
27.	REGISTERING BIRTHS AND DEATHS	LIVING & WORKING	BIRTHS MARRIAGES AND DEATHS
<u>Definition</u>	Information on how and where to register a birth or a death.		
<u>Explanatory Note</u>	Location and contact details for the Brighton and Hove Registry Office and guidance on the procedure for registering a birth or a death.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Brighton & Hove Register Office, Brighton Town Hall, Bartholomews, Brighton BN1 1JA.		

No	Class	Category	Sub Category
28.	BUSINESS DIRECTORY	LIVING & WORKING	BUSINESS
<u>Definition</u>	Current edition of the Brighton and Hove Business Directory and any subsequent editions as they are published.		
<u>Explanatory Note</u>	A directory for businesses.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Economic Development Team, Brighton & Hove City Council, King's House, Grand Avenue, Hove.		

No	Class	Category	Sub Category
29.	SERVICES TO BUSINESS	LIVING & WORKING	BUSINESS
<u>Definition</u>	Leaflets and guidance notes for businesses on local business initiatives and services to business.		
<u>Explanatory Note</u>	Includes advice and guidance on the following: - business grants and investment, the commercial property database, the Brighton & Hove Economic Partnership and conference services.		
<u>Available Formats</u>	On paper and on the council's website.		

<u>Location</u>	Economic Development Team, Brighton & Hove City Council, King's House, Grand Avenue, Hove.
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No	Class	Category	Sub Category
30.	JOB VACANCIES	LIVING & WORKING	COUNCIL JOBS AND CAREERS
<u>Definition</u>	A list of all jobs within the council that are currently vacant together with individual job recruitment packs comprising the job advertisement, terms and conditions of employment, job description, person specification, general information for applicants, further particulars about the section or division in which the post is located and an application form.		
<u>Explanatory Note</u>	The information available will enable people to identify which posts are currently being recruited to and will provide them with the means of applying for specific posts.		
<u>Available Formats</u>	The list of vacancies is available in paper copy and on the council's website. Individual job recruitment packs are available in paper copy only.		
<u>Location</u>	<p>Requesting Job packs: Job information packs and application forms can be downloaded from the relevant job page however you may request a pack by post by calling 01273 292284 (voicemail service) or e-mailing jobs@brighton-hove.gov.uk.</p>		

No	Class	Category	Sub Category
31	COMMUNITY AND VOLUNTARY SECTOR DISCRETIONARY GRANTS	LIVING & WORKING	FINANCIAL ASSISTANCE SCHEMES
<u>Definition</u>	Guidance notes for potential applicants for the council's voluntary sector grants, setting out the qualifying criteria, the procedure for making an application, and application forms.		
<u>Explanatory Note</u>	Information for potential applicants about the council's discretionary grant aid for local community and voluntary organisations providing for the wider community benefit of Brighton and Hove.		

<u>Available Formats</u>	On paper and on the council's website.
<u>Location</u>	Voluntary Sector Unit Room 428 King's House, Grand Avenue, Hove BN3 21S (Tel; 01273 291114/ 291112/ 296821)

No	Class	Category	Sub Category
32.	CLAIMING HOUSING BENEFIT AND COUNCIL TAX BENEFIT	LIVING & WORKING	HOUSING BENEFIT AND COUNCIL TAX BENEFIT
<u>Definition</u>	Leaflets and guidance notes for claimant's on how to contact the benefits service and how to make a claim for housing benefit or council tax benefit.		
<u>Explanatory Note</u>	N/A.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Benefits Service, Brighton & Hove City Council, Lower Ground Floor, Priory House, Brighton or Town Hall, Norton Road, Hove.		

No	Class	Category	Sub Category
33.	COMMUNITY SAFETY AND CRIME REDUCTION STRATEGY	LIVING & WORKING	CRIME AND COMMUNITY SAFETY
<u>Definition</u>	The Community Safety and Crime Reduction Strategy for 2002-2005 'Safe in the City'.		
<u>Explanatory Note</u>	A strategy for reducing crime and disorder in the City developed by the Brighton & Hove Crime and Disorder Reduction Partnership.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Community Safety Team, email: community.safety@brighton-hove.gov.uk telephone: 01273 291099 Partnership Community Safety Team 162 North St. Brighton BN1 1EA		

No	Class	Category	Sub Category
34.	INFORMATION SHARING PROTOCOL	LIVING & WORKING	CRIME AND COMMUNITY SAFETY
<u>Definition</u>	Joint Agreement On The Exchange Of Information For Reducing Crime And Disorder in Brighton and Hove, November 2001 version and any subsequent amendments.		
<u>Explanatory Note</u>	A framework for the exchange of information between the council, the police and other signatories for the purpose of crime reduction.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	Community Safety Team, email: community.safety@brighton-hove.gov.uk telephone: 01273 291099 Partnership Community Safety Team 162 North St. Brighton BN1 1EA		

No	Class	Category	Sub Category
35.	REGISTERS OPEN TO PUBLIC INSPECTION	LIVING & WORKING	PUBLIC REGISTERS
<u>Definition</u>	Registers maintained under various Acts of Parliament, which the council is required to make available, free of charge, for inspection by members of the public.		
<u>Explanatory Note</u>	The registers contain information under a wide range of subjects including planning, environmental health, highways, and licensing.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	Available for inspection at the relevant offices of the council.		

SUB CATEGORY – PRIVATE SECTOR HOUSING

No	Class	Category	Sub Category
36.	THE BRIGHTON & HOVE CITY COUNCIL (REGISTRATION OF HOUSES IN MULTIPLE OCCUPATION) CONTROL SCHEME 2002	LIVING & WORKING	PRIVATE SECTOR HOUSING
<u>Definition</u>	The council's HMO Registration Scheme and the register compiled thereunder.		
<u>Explanatory Note</u>	Contains information about houses, which are in multiple occupation, including details of the maximum number of permitted occupants.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	Private Sector Housing, Brighton & Hove City Council, Hove Town Hall, Norton Road, Hove, BN3 3BQ.		

No	Class	Category	Sub Category
37.	HOUSING ACCOMODATION GUIDE	LIVING & WORKING	PRIVATE SECTOR HOUSING
<u>Definition</u>	A guide to sources of rented housing accommodation in the council's area, prepared by the council's Housing Department.		
<u>Explanatory Note</u>	The guide deals with sources of rented housing accommodation, which are available, and includes notes on sources of help and advice.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	City Direct Centre, Brighton & Hove City Council, Bartholomew House, Bartholomew Square, Brighton.		

No	Class	Category	Sub Category
38.	RENOVATION GRANTS	LIVING & WORKING	PRIVATE SECTOR HOUSING
<u>Definition</u>	Application forms and qualifying criteria for <u>Renovation Grants</u> including Disabled Facilities Grants, for property in the private housing sector.		
<u>Explanatory Note</u>	N/A.		

<u>Available Formats</u>	On paper.
<u>Location</u>	Grants Team, Private Sector Room 217, Hove Town Hall, Norton Road, Hove BN3 3BQ. Telephone; 01273 293164

No	Class	Category	Sub Category
39.	TENANT PARTICIPATION	LIVING & WORKING	COUNCIL HOUSING
<u>Definition</u>	The current edition of the Tenant Participation Compact for Brighton & Hove and any subsequent editions as they become available.		
<u>Explanatory Note</u>	Details of the council's arrangements for provision of information to, and consultation with, its tenants about the council's housing management activities.		
<u>Available Formats</u>	On council website and on paper.		
<u>Location</u>	District Housing Offices.		

No	Class	Category	Sub Category
40.	HOUSING ALLOCATIONS POLICY	LIVING & WORKING	COUNCIL HOUSING
<u>Definition</u>	The council's Housing Allocations Policy Document and a leaflet summarising the policy.		
<u>Explanatory Note</u>	Explains how the Housing Register for Council accommodation operates and the methods used to allocate properties.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	City Direct Centre, Brighton & Hove City Council, Bartholomew House, Bartholomew Square, Brighton.		

No	Class	Category	Sub Category
41.	RIGHT TO BUY	LIVING & WORKING	COUNCIL HOUSING
<u>Definition</u>	Information Pack for tenants wishing to exercise the Right to Buy their council home, under the Housing Act 1985 and any subsequent legislation.		

<u>Explanatory Note</u>	The Information Pack comprises an application form, an explanatory booklet and various leaflets.
<u>Available Formats</u>	On paper.
<u>Location</u>	Right to Buy and Leasehold, Brighton & Hove City Council, 2 nd Floor, Lavender Street Housing Office, Brighton, BN2 1JU.

No	Class	Category	Sub Category
42.	COMMUNITY PLAN/STRATEGY	LIVING & WORKING	LOCAL STRATEGIC PARTNERSHIP
<u>Definition</u>	The Brighton & Hove Community Strategy for 2002/03 and succeeding years, as they are published.		
<u>Explanatory Note</u>	The Plan sets out how local organisations are working together to sustain and improve the quality of life in the City by promoting its economic, social and environmental wellbeing. The document includes the main strategic priorities and actions up to the next Plan. Its contents include sustainability, community involvement and young people.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	A copy of the strategy is available for inspection at Brighton Town Hall, Bartholomews, Brighton and at Hove Town Hall, Norton Road, Hove. A printed copy can be obtained from Brighton & Hove City Council, Corporate Services, Strategy & Governance, 2 nd Floor, King's House, Grand Avenue, Hove.		

CATEGORY – ENVIRONMENT & TRAVELLING

No	Class	Category	Sub Category
43.	AIR QUALITY	ENVIRONMENT & TRAVELLING	ENVIRONMENTAL INFORMATION
<u>Definition</u>	Air quality reports for the city – stages 1, 2, and 3 along with any subsequent published reports.		
<u>Explanatory Note</u>	Periodic reviews and assessments of the air quality within and immediately around the council's boundaries.		
<u>Available Formats</u>	On paper and on the council's website		
<u>Location</u>	Air Quality Team, Brighton & Hove City Council, Brighton Town Hall, Bartholomews, Brighton.		

No	Class	Category	Sub Category
44	BYELAWS AND ORDERS	ENVIRONMENT & TRAVELLING	LEGAL REGULATIONS
<u>Definition</u>	Copies of byelaws and orders made by the council from time to time which are in force.		
<u>Explanatory Note</u>	Copies of byelaws made by the council on a variety of subjects in the fields of public order and public health and orders governing matters such as on-street parking, street drinking and dog fouling.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	Legal Services, Brighton & Hove City Council, King's House, Grand Avenue, Hove.		

No	Class	Category	Sub Category
45	LICENSING & REGISTRATION	ENVIRONMENT & TRAVELLING	LEGAL REGULATIONS
<u>Definition</u>	Application forms; standard licensing conditions; licensing policies and procedures relating to those licences, registrations and permits that are the responsibility of the council.		
<u>Explanatory Note</u>	The council has wide-ranging licensing responsibilities including the licensing of hackney carriages and private hire vehicles, street trading, street collections, theatres and public entertainments.		
<u>Available Formats</u>	On paper. Some information is also available on the council's website		
<u>Location</u>	Environmental Health and Licensing, Brighton & Hove City Council, Bartholomew House, Bartholomew Square, Brighton		

No	Class	Category	Sub Category
46.	LOCAL LAND CHARGES	ENVIRONMENT & TRAVELLING	BUILDINGS AND LAND
<u>Definition</u>	The Local Land Charges Register for the council's area.		
<u>Explanatory Note</u>	Access to information held in the various parts of the register against individual properties and parcels of land can be obtained either in person or by postal application. The search fee charged will vary according to which method is used.		
<u>Available Formats</u>	On paper.		

<u>Location</u>	Brighton & Hove City Council, Land Charges Office, Brighton Town Hall, Bartholomews, Brighton.
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No	Class	Category	Sub Category
47	BUILDING CONTROL	ENVIRONMENT & TRAVELLING	BUILDINGS AND LAND
<u>Definition</u>	Information relating to Building Control and the submission of applications for Building Regulations Approval, as set out in the Building Control section of the council's website.		
<u>Explanatory Note</u>	The information available includes frequently asked questions, an explanation of fees and downloadable application forms.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Building Control, Brighton & Hove City Council, Town Hall, Hove, BN3 3BQ. Telephone: 01273 292030. e-mail: buildingcontrol@brighton-hove.gov.uk .		

No	Class	Category	Sub Category
48	BUILDINGS OF SPECIAL ARCHITECTURAL OR HISTORIC INTEREST	ENVIRONMENT & TRAVELLING	BUILDINGS AND LAND
<u>Definition</u>	List of Buildings of Special Architectural or Historic Interest in the council's area which have been designated under Section 1 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act, 1990 and any subsequent legislation.		
<u>Explanatory Note</u>	Listed Buildings.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	Conservation and Design Team, Room Hove Town Hall. Telephone: 01273 292271. e-mail; conservation@brighton-hove.gov.uk		

No	Class	Category	Sub Category
49.	CONSERVATION AREAS	ENVIRONMENT & TRAVELLING	BUILDINGS AND LAND
<u>Definition</u>	A map and street gazetteer of conservation areas within the council's area which have been designated by the council under Section 69 of the Town and Country Planning (Listed Buildings and Conservation Area) Act 1990 and under earlier and any later legislation.		
<u>Explanatory Note</u>	Streets and Parcels of land that are situated, in whole or in part, within Brighton & Hove City's Conservation Areas.		
<u>Available Formats</u>	On paper. Some of the information is also available on the council's website.		
<u>Location</u>	Conservation and Design Team, Hove Town Hall, Hove. Telephone: 01273 292271. e-mail; conservation@brighton-hove.gov.uk		

No	Class	Category	Sub Category
50.	GUIDANCE ON CONSERVATION AND DESIGN	ENVIRONMENT & TRAVELLING	BUILDINGS AND LAND
<u>Definition</u>	Leaflets and guidance notes containing information about conservation policy, technical aspects of conservation and design, and heritage trails .		
<u>Explanatory Note</u>	N/A.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	Conservation and Design Team, Room 414 Hove Town Hall. Telephone: 01273 292271. e-mail; conservation@brighton-hove.gov.uk		

No	Class	Category	Sub Category
51.	PLANNING APPLICATIONS	ENVIRONMENT & TRAVELLING	BUILDINGS AND LAND
<u>Definition</u>	Register of Planning Applications submitted to the council from 1948 to date.		

<u>Explanatory Note</u>	A register of historic and pending applications for Planning permission.
<u>Available Formats</u>	On paper. Recent registrations are also on the council's website.
<u>Location</u>	City Direct Centre, Hove Town Hall, Norton Road, Hove, BN3 3BQ.

No	Class	Category	Sub Category
52	PLANNING APPLICATION FORMS AND GUIDANCE	ENVIRONMENT & TRAVELLING	BUILDINGS AND LAND
<u>Definition</u>	Information relating to Planning and the submission of applications for Planning Permission, as set out in the Planning section of the council's website.		
<u>Explanatory Note</u>	The information includes contact details, guidance notes and downloadable application forms.		
<u>Available Formats</u>	On paper and on the council's website		
<u>Location</u>	City Direct Centre, Hove Town Hall, Norton Road, Hove, BN3 3BQ (By appointment). Calls should be made to the general administration office for the relevant area team. These are: East: (01273) 292208/292116 Central: (01273) 292202/292211 West: (01273) 292177/292209		

No	Class	Category	Sub Category
53	PUBLIC RIGHTS OF WAY	ENVIRONMENT & TRAVELLING	BUILDINGS AND LAND
<u>Definition</u>	The Definitive Map and Written statement of all public rights of way in the council's area; and copies of Diversion, Extinguishment, Stopping Up and Creation Orders made by the council in relation to these rights of way, which have been confirmed since 1981.		
<u>Explanatory Note</u>	The map and statement cover all public rights of way (public footpaths, bridleways, etc) in the council's area. The orders are those which have been made by the council and confirmed by the relevant body.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	Brighton & Hove City Council's Countryside Service can be contacted on (01273) 292140 , at Town Hall, Norton Road, Hove BN3 3BQ, Rights of Way Officer on 01273 292383.		

No	Class	Category	Sub Category
54	SEWER RECORDS	ENVIRONMENT & TRAVELLING	BUILDINGS AND LAND
<u>Definition</u>	Plans showing all public sewers maintained in the council's area by Southern Water plc.		
<u>Explanatory Note</u>	The public sewers maintained in the council's area by Southern Water plc are plotted on a number of plans, which the public can inspect and/or copy (as at 1980). Subsequent plans available from Southern Water.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	City Direct Centre, Hove Town Hall, Norton Road, Hove 01273 2922967.		

No	Class	Category	Sub Category
55.	BUSINESS AND CONSUMER GUIDES	ENVIRONMENT & TRAVELLING	TRADING STANDARDS
<u>Definition</u>	Guidance notes and leaflets on consumer purchases and product safety for consumers and businesses, including answers to frequently asked questions.		
<u>Explanatory Note</u>	Includes details of how to make a complaint.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Brighton & Hove Trading Standards, Bartholomew House, Bartholomew Square, Brighton BN1 1JP. Tel: 01273 292522 (Consumer advice) or 01273 292523 (Business advice). E-mail; tradingstandards@brighton-hove.gov.uk		

No	Class	Category	Sub Category
56.	PUBLIC TRANSPORT	ENVIRONMENT & TRAVELLING	TRANSPORT
<u>Definition</u>	Guidance notes and leaflets for users of local bus and taxi services and trains.		

<u>Explanatory Note</u>	Includes information about concessionary bus travel, community transport, park and ride, and on travelling by taxi, including information about eligibility for the taxi voucher scheme.
<u>Available Formats</u>	Includes information about concessionary bus travel, community transport, park and ride, and on travelling by taxi, including information about eligibility for the taxi voucher scheme.
<u>Location</u>	Public Transport Team, Brighton & Hove City Council, Environment and Housing, Traffic and Transport Planning, Hove Town Hall, Hove BN3 3BQ

No	Class	Category	Sub Category
57.	CYCLING	ENVIRONMENT & TRAVELLING	TRANSPORT
<u>Definition</u>	Leaflets and guidance notes for cyclists.		
<u>Explanatory Note</u>	Includes information about cycle lanes and Cycle Proficiency Training.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Walking & Cycling Officer, Hove Town Hall, Norton Road, Hove BN3 3BQ.		

No	Class	Category	Sub Category
58.	RECYCLING BANKS	ENVIRONMENT & TRAVELLING	WASTE MANAGEMENT & RECYCLING
<u>Definition</u>	A list of the locations of recycling banks in the council's area provided by the council.		
<u>Explanatory Note</u>	The list shows the location of each facility and the types of recycling material each site provides for; glass, paper, cans, cardboard, textiles, oil, etc.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Hollingdean Depot, Upper Hollingdean Road, Brighton, BN1 7GA Tel: city clean helpline 01273 274674.		

No	Class	Category	Sub Category
59.	REFUSE COLLECTION	ENVIRONMENT & TRAVELLING	WASTE MANAGEMENT & RECYCLING
<u>Definition</u>	Details of current refuse collection days for all domestic properties in the council's area and any subsequent variations.		
<u>Explanatory Note</u>	N/A.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Hollingdean Depot, Upper Hollingdean Road, Brighton, BN1 7GA Tel: city clean helpline 01273 274674.		

No	Class	Category	Sub Category
60.	HOUSEHOLD WASTE RECYCLING CENTRES	ENVIRONMENT & TRAVELLING	WASTE MANAGEMENT & RECYCLING
<u>Definition</u>	The location and opening hours of the Household Waste Recycling Centres in Brighton and Hove.		
<u>Explanatory Note</u>	The council has two Household Waste Recycling Centres for residents to dispose of their own household waste.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Hollingdean Depot, Upper Hollingdean Road, Brighton, BN1 7GA Tel: city clean helpline 01273 274674.		

CATEGORY – LEARNING & GROWING

No	Class	Category	Sub Category
61.	EARLY YEARS DEVELOPMENT AND CHILDCARE	LEARNING & GROWING	EDUCATION/ SCHOOLS
<u>Definition</u>	Information for children and families about the availability of the council's own services for children and those of other organisations (including day care and childminding services, and services for children with disabilities).		
<u>Explanatory Note</u>	Includes services such as Holiday Play Schemes, Out of School Clubs, Nurseries, , Playgroups and Early Education		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Brighton & Hove City Council, Early Years Development and Childcare, Kings House, Grand Avenue, Hove		

No	Class	Category	Sub Category
62.	SCHOOL ADMISSION ARRANGEMENTS	LEARNING & GROWING	EDUCATION/ SCHOOLS
<u>Definition</u>	2002/2003 schools admissions booklet and subsequent years as they are published.		
<u>Explanatory Note</u>	The booklet describes school admissions arrangements in Brighton & Hove, including details of how to appeal to the School Admissions Appeals Panel. It also gives information about primary and secondary schools.		
<u>Available Formats</u>	The council's website and also paper copies.		
<u>Location</u>	Children & Young People's Trust, Strategy Planning, Schools Admissions, Kings House, Grand Avenue, Hove. Tel 01273 293653.		

No	Class	Category	Sub Category
63.	SCHOOLS INFORMATION	LEARNING & GROWING	EDUCATION/ SCHOOLS
<u>Definition</u>	Leaflets and guidance notes for parents with respect to policy and arrangements for schools.		

<u>Explanatory Note</u>	Includes list of schools and school contact details; general guides to primary and secondary education; advice and guidance on schools organisation, schools attendance requirements, school terms and holidays, schools curricula, schools performance, home to school transport, eligibility for free school meals, pupil referral units, bullying, exclusion from school, Key Stage 2, Key Stage 3 and the schools music service.
<u>Available Formats</u>	On paper. Most of the information is also available on the council's website.
<u>Location</u>	Children & Young People's Trust, 3 rd Floor, King's House, Grand Avenue, Hove.

No	Class	Category	Sub Category
64.	SPECIAL EDUCATIONAL NEEDS	LEARNING & GROWING	EDUCATION/ SCHOOLS
<u>Definition</u>	Leaflets and guidance notes for parents about the support, which is available for children who have special or additional educational needs.		
<u>Explanatory Note</u>	Information about services for children with special or additional educational needs, including , the Autistic Spectrum Disorder Support Service, the Learning Support Service, the Sensory Needs Service, home tuition, the Hospital Teaching Service, Speech and Language Support Service, the Service for English as an Additional Language and the Traveller Education Service.		
<u>Available Formats</u>	On paper. Most of the information is also available on the council's website.		
<u>Location</u>	Children & Young People's Trust, 3 rd Floor, King's House, Grand Avenue, Hove. Tel 01273 243484.		

No	Class	Category	Sub Category
65.	STUDENT SUPPORT	LEARNING & GROWING	EDUCATION/ ADULTS

<u>Definition</u>	Leaflets, guidance notes and application forms for students in respect of Council administered grants and loans and notes on sources of information about external student support schemes.
<u>Explanatory Note</u>	N/A.
<u>Available Formats</u>	On paper and on the council's website.
<u>Location</u>	Brighton & Hove Council Student Support Team PO Box 2503, Kings House, Grand Avenue, Hove BN3 2SU.

No	Class	Category	Sub Category
66.	ADULT LEARNING	LEARNING & GROWING	EDUCATION/ ADULTS
<u>Definition</u>	Information for prospective students about the range of adult learning courses which are available and contact details for the relevant institutions within Brighton and Hove.		
<u>Explanatory Note</u>	Includes information on access courses, degrees, adult education classes, GCSE and A-level courses, courses for adults with learning difficulties, IT and other courses.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Children & Young People's Trust, Adult education, Room 300, Kings house, Grand Avenue, Hove. Tel 01273 293609.		

No	Class	Category	Sub Category
67.	YOUTH CLUBS AND ORGANISATIONS	LEARNING & GROWING	YOUTH AND COMMUNITY SERVICE
<u>Definition</u>	A list of clubs, centres, organisations and projects run locally for young people with a wide variety of themes and locations and information for young people about sources of help and advice.		
<u>Explanatory Note</u>	N/A.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Youth and Community Service 376 Carden Avenue, Brighton BN1 8LJ. Tel: 01273 293592. e-mail; youth@brighton-hove.gov.uk		

CATEGORY – HEALTH & SOCIAL CARE

No	Class	Category	Sub Category
68.	CHILD PROTECTION	HEALTH & SOCIAL CARE	CHILDREN AND FAMILIES
<u>Definition</u>	Brighton & Hove Area Child Protection Committee Child Protection Procedures Manual.		
<u>Explanatory Note</u>	The Manual sets out the procedures for the investigation of child protection concerns by the relevant statutory agencies in Brighton & Hove.		
<u>Available Formats</u>	On paper.		
<u>Location</u>	The manual is available for inspection at public libraries. A copy can be obtained from the Child Protection Co-ordinator, Brighton & Hove City Council, Hove Park Mansions, Hove Park Villas, Hove BN3 6HW.		

No	Class	Category	Sub Category
69.	SERVICES FOR DISABLED CHILDREN	HEALTH & SOCIAL CARE	CHILDREN AND FAMILIES
<u>Definition</u>	Leaflets and guidance notes for parents of disabled children about the availability of the council's own services for disabled children, and those of other organisations, which are relevant to meeting their needs.		
<u>Explanatory Note</u>	Includes advice and guidance about assessments, care plans, equipment, aids and adaptations, residential, day and respite care, charges and children's health services.		
<u>Available Formats</u>	Paper Copies. Some information is also available on the council's website.		
<u>Location</u>	Customer Services Unit, Royal York Buildings, Old Steine, Brighton. Tel 01273 295555.		

No	Class	Category	Sub Category
70.	SERVICES FOR THOSE WHO NEED LONG TERM SOCIAL CARE	HEALTH & SOCIAL CARE	ADULTS
<u>Definition</u>	The council's Better Care Hire Standards Charter for 2002/2003 and subsequent years as they are published.		
<u>Explanatory Note</u>	The councils Charter for adults aged 18 years and over who require long term social care. Includes information on accessing services, needs assessments, finding a suitable place to live, adaptations, assessments for occupational therapy, financial assessments, support for carers, homecare and equipment		
<u>Available Formats</u>	On paper and on the council's website		
<u>Location</u>	Customer Services Unit, Royal York Buildings, Old Steine, Brighton. Tel 01273 295555.		

No	Class	Category	Sub Category
71.	ACCOMMODATION, SERVICES AND REVIEWS FOR THE ELDERLY	HEALTH & SOCIAL CARE	ADULTS
<u>Definition</u>	Leaflets and guidance notes about the availability of the council's own services for older people, and those of other organisations, which are relevant to meeting their needs.		
<u>Explanatory Note</u>	Includes advice and guidance about intermediate care services, residential, day and respite care, adaptations, the Carelink alarm service, financial assessments and charges.		
<u>Available Formats</u>	Paper Copies. Some information is also available on the council's website.		
<u>Location</u>	Customer Services Unit, Royal York Buildings, Old Steine, Brighton. Tel 01273 295555.		

CATEGORY – VISITING & ENJOYING

No	Class	Category	Sub Category
72.	VISITOR INFORMATION CENTRE	VISITING & ENJOYING	USER INFORMATION AND VISITOR GUIDES
<u>Definition</u>	Contact details for the visitor information centre and a summary of the information and services they offer.		
<u>Explanatory Note</u>	Tourist information, accommodation booking and other services.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	<p>We are open daily from 10am until 5.15pm. For more information call us (Monday to Saturday plus summer Sundays and Bank Holidays 10am-5pm) on 0906 711 2255 (calls cost 50p per minute at standard rate) or contact the office by e-mail on brighton-tourism@brighton-hove.gov.uk. More information is also available at www.visitbrighton.com</p> <p>The Visitor Information Centre is located within the Royal Pavilion Shop, 4-5 Pavilion Buildings, right next to the Royal Pavilion in Brighton.</p>		

No	Class	Category	Sub Category
73.	ART, HISTORY & MUSEUMS	VISITING & ENJOYING	USER INFORMATION AND VISITOR GUIDES
<u>Definition</u>	Leaflets and guidance notes on local art galleries and museums and local history.		
<u>Explanatory Note</u>	N/A.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	<p>We are open daily from 10am until 5.15pm. For more information call us (Monday to Saturday plus summer Sundays and Bank Holidays 10am-5pm) on 0906 711 2255 (calls cost 50p per minute at standard rate) or contact the office by e-mail on brighton-tourism@brighton-hove.gov.uk. More information is also available at www.visitbrighton.com</p> <p>The Visitor Information Centre is located within the Royal Pavilion Shop, 4-5 Pavilion Buildings, right next to the Royal Pavilion in Brighton.</p>		

No	Class	Category	Sub Category
74.	SPORTS AND LEISURE SERVICES	VISITING & ENJOYING	USER INFORMATION AND VISITOR GUIDES
<u>Definition</u>	Leaflets and guidance notes on indoor and outdoor leisure facilities and leisure opportunities provided by the council.		
<u>Explanatory Note</u>	This includes recreation grounds, parks, leisure centres and swimming pools.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Sports Development, Kings House, Grand Avenue, Hove. Tel: 01273 292722.		

No	Class	Category	Sub Category
75.	BRIGHTON & HOVE LIBRARIES	VISITING & ENJOYING	LIBRARIES & RECORDS
<u>Definition</u>	Addresses and contact details for libraries in Brighton & Hove, details of the services they offer and information about joining, borrowing and reserving.		
<u>Explanatory Note</u>	N/A.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Jubilee Library, Jubilee Street, Brighton, BN1 1JE. Tel: 01273 290800.		

No	Class	Category	Sub Category
76.	LIBRARY CATALOGUE	VISITING & ENJOYING	LIBRARIES & RECORDS
<u>Definition</u>	A list of all of the titles in stock in Brighton & Hove Libraries.		
<u>Explanatory Note</u>	The catalogue tells you in which libraries the titles are held and whether they are currently available to reserve or borrow. It includes details of books, recorded music, videos, maps, story cassettes, printed music and other media.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	Jubilee Library, Jubilee Street, Brighton, BN1 1JE. Tel: 01273 290800.		

No	Class	Category	Sub Category
77.	WHAT'S ON	VISITING & ENJOYING	LIBRARIES & RECORDS
<u>Definition</u>	The current months' arts and entertainment listings.		
<u>Explanatory Note</u>	Comedy, dance, music, sport, theatre, visual arts, walks and community events listings including details of venues.		
<u>Available Formats</u>	On paper and on the council's website.		
<u>Location</u>	<p>Visitor Information Centre. We are open daily from 10am until 5.15pm. For more information call us (Monday to Saturday plus summer Sundays and Bank Holidays 10am-5pm) on 0906 711 2255 (calls cost 50p per minute at standard rate) or contact the office by e-mail on brighton-tourism@brighton-hove.gov.uk. More information is also available at www.visitbrighton.com</p> <p>The Visitor Information Centre is located within the Royal Pavilion Shop, 4-5 Pavilion Buildings, right next to the Royal Pavilion in Brighton.</p>		

Additional Categories with Associated Charge

No	Class	Category	Sub Category
78.		Environment	Traffic
<u>Definition</u>	Traffic volume and vehicle classification data		
<u>Explanatory Note</u>	Traffic volume and vehicle classification data collected by the council, or nominated data collection organisations, will cost £150.00 per data set.		
<u>Available Formats</u>	Hard copy/ electronic if available		
<u>Location</u>	Hove Town Hall		
<u>Charge</u>	£150.00 per data set		

No	Class	Category	Sub Category
	Web Cast Meetings	YOUR COUNCIL AND DEMOCRACY	COUNCIL SERVICES
<u>Definition</u>	DVDs of web cast meetings		
<u>Explanatory Note</u>			
<u>Available Formats</u>	DVD		

<u>Location</u>	Democratic Services Room 120 King's House Grand Avenue Hove BN3 2LS
<u>Charge</u>	£86.25

If you have any queries regarding the Freedom of Information Act 2000, please contact:

**Paul O'Neill
The Freedom of Information Team
Hove Town Hall
Hove East Sussex
BN3 4AH

Email: paul.oneill@brighton-hove.gov.uk**