

South Holland District Council

Publication Scheme - Guide to Information

HOW WE MAKE DECISIONS

<p>Definition</p> <p>This class of information relates to agendas and reports to the meetings of the Council, its executive (the Cabinet) and non-executive committees, sub-committees and panels, together with reports to individual Cabinet members (portfolio holders) for formal decisions. Additionally the class includes all records of decisions, minutes and background papers relating to those meetings or decisions together with the schedule of meetings and membership of the committees and panels.</p> <p>The class is qualified and limited as follows:</p> <ul style="list-style-type: none"> • Agendas, minutes and reports – available 6 years • Papers used to prepare a report (background papers) shall be available for four years from the date of the meeting. • No material shall be made available which at the date of the request is 'exempt' within the meaning of the local Government Acts 1972 or 2000. 		
<p>Available Information</p> <ul style="list-style-type: none"> • Various committee and scrutiny panel agendas • Various committee and scrutiny panel reports and background papers • Various committee and scrutiny panel minutes • Schedule of meeting dates • Committee membership lists • Forward Plan 		
<p>Available Formats</p> <p>Printed, e-mail and website</p>	<p>Date of current version</p> <p>Variable</p>	<p>Date due renewal</p> <p>Variable</p>
<p>Where to find a copy</p> <p>Council Offices, Priory Road, Spalding PE11 2XE</p>	<p>Contact Name</p> <p>Team Leader - Democratic Services</p>	<p>Telephone Number</p> <p>01775 761161</p> <p>E-mail</p> <p>info@sholland.gov.uk</p>
<p>Where the information can be found</p> <p>Democratic Services</p>	<p>Website link/s to information</p> <p>http://www.sholland.gov.uk/council/structure/</p>	<p>Current Charge</p> <p>No fixed charge</p>

<p>Definition</p> <p>This class of information relates to the Council's Constitution. This document is available as a whole or in parts. It 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.</p>		
<p>Available Information</p> <ul style="list-style-type: none"> • Citizens and the Council • Officers • Decision making • Finance, Contracts and Legal matters • Codes of Conduct • Management structure 		
<p>Available Formats</p> <p>Printed, e-mail & website</p>	<p>Date of current version</p> <p>Variable</p>	<p>Date due renewal</p> <p>Variable</p>
<p>Where to find a copy</p> <p>Council Offices, Priory Road, Spalding PE11 2XE</p>	<p>Contact Name</p> <p>Team Leader – Democratic Services</p>	<p>Telephone Number</p> <p>01775 761161</p> <p>E-mail</p> <p>info@sholland.gov.uk</p>
<p>Where the information can be found</p> <p>Democratic Services</p>	<p>Website link/s to information</p> <p>http://www.sholland.gov.uk/council/structure/policies/constitution/</p>	<p>Current Charge</p> <p>No fixed charge</p>

LISTS AND REGISTERS

<p>Definition</p> <p>This class of information relates to the Electoral Registration process.</p>		
<p>Available Information</p> <ul style="list-style-type: none"> • Register of Electors - Edited and Full versions plus lists of monthly updates. All Registers are available for inspection. • The Full version can only be inspected under supervision and can only be copied by means of hand written notes. • Full version of Register is only available for sale to Government departments and Credit Reference Agencies • Out of date Registers of Electors – from 1918 to present day except for 1940 to 1945 – available for inspection only • List of Overseas Electors – Available for inspection or sale. • Absent Voters Lists – List of Electors registered to vote by post or by proxy. Available for inspection but not for sale. 		
<p>Available Formats</p> <p>Printed & e-mail</p>	<p>Date of current version</p> <p>Variable</p>	<p>Date due renewal</p> <p>Variable</p>
<p>Where to find a copy</p> <p>Council Offices, Priory Road, Spalding PE11 2XE</p>	<p>Contact Name</p> <p>Team Leader – Democratic Services</p>	<p>Telephone Number</p> <p>01775 761161</p> <p>E-mail</p> <p>elections@sholland.gov.uk</p>
<p>Where the information can be found</p> <p>Democratic Services</p>	<p>Website link/s to information</p> <p>www.sholland.gov.uk/services/service226.htm</p>	<p>Current Charge</p> <p>Charges for sale of register: Printed - £10 plus £5 per 1000 entries or part thereof. Data - £20 plus £1.50 per 1000 entries or part thereof</p> <p>Charge for sale of overseas electors list: Printed - £10 plus £5 per 100 entries or part. Data - £20 plus £1.50 per 100 entries or part.</p>

Definition

This class of information relates to the marked copy of the Electoral Register from polling stations at elections.

Available Information

Marked copy of electoral register from polling stations and marked list of absent voters at each election. Available for inspection for 12 months from the day of the election.

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding, PE11 2XE

Contact Name

Team Leader – Democratic Services

Telephone Number

01775 761161

E-mail

elections@sholland.gov.uk

Where the information can be found

Democratic Services

Current Charge

Paper Version - £10 plus £2 for every 1000 entries or part thereof (statutory fee) Data Version - £10 plus £1 for every 1000 entries or part thereof (statutory fee)

Definition

This class of information relates to Public Registers maintained in accordance with legislation.

Available Information

- Env & Safety Info Act 1988 – Public Register
- Hackney Carriage Licence Holders Register
- Skin Piercer's Register
- Licensing Act 2003 Public register
- Food premises Register

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Public Protection Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Environmental Health

Current Charge

No fixed charge

OUR POLICIES AND PROCEDURES**Definition**

This class of information relates to how to access information held by the Council under both statutory requirements and informal arrangements. This includes information held under:

- The Local Government (Access to Information) Act 1985
- The Data Protection Act 1998

Available Information

- Freedom of Information Publication Scheme
- Data Protection Policy

Available Formats

Printed, email & website

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Team Leader – Democratic Services

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Democratic Services

Website link/s to information

www.sholland.gov.uk/services/service231.htm

Current Charge

No fixed charge

Definition

This class of information relates to the Council's official complaints procedures and also submission of suggestions. It sets out how to make your views known, who to complain to if things go wrong and the sets out the process involved in making a formal complaint.

Available Information

- Customer Feedback Procedure and Forms

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Team Leader – Democratic Services

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Democratic Services

Website link/s to information

www.sholland.gov.uk/feedback/

Current Charge

No charge

Definition

This class of information relates to the Council's main plans, policies and strategies.

Available Information

- Consultation Strategy
- Corporate Procurement Policy
- Corporate Procurement Strategy
- Corporate Risk Management Policy
- Corporate Risk Management Strategy

Available Formats

Printed & e-mail

Date of current version

Various

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Finance Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Finance Department

Website link/s to information

www.sholland.gov.uk/services/service537.htm

Current Charge

No fixed charge

Definition This class of information relates to how the Authority will investigate and prioritise contaminated land sites identified within the district.		
Available Information • Contaminated Land Strategy • Guide to Developing Contaminated Land within Lincolnshire		
Available Formats Printed, e-mail and website	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Public Protection Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Environmental Health	Website link/s to information www.sholland.gov.uk/services/service73.htm	Current Charge No fixed charge

Definition This class of information relates to the Equality and Diversity work of the Council.		
Available Information • Equality and Diversity information • Staff training • Community Information • Policy and practice		
Available Formats Printed and website	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding, PE11 2XE	Contact Name Corporate Improvement & Performance Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Corporate Improvement & Performance	Website link/s to information www.sholland.gov.uk/council/equality/	Current Charge No fixed charge

Definition This class of information relates to information on performance indicators concerning the audit and fraud functions of the Council.		
Available Information • Audit and Fraud performance indicators • Fraud annual performance indicators • Audit Activity report to Cabinet		
Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Chief Internal Auditor	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Finance	Website link/s to information www.sholland.gov.uk/council/fraud/	Current Charge No fixed charge

Definition This class of information relates to policies and procedures concerning the investigation of notifiable diseases and information leaflets available to the public.		
Available Information • Infectious Disease Leaflets • Infectious Disease / Food Poisoning Procedure		
Available Formats Printed, e-mail & website	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Public Protection Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Environmental Health	Website link/s to information www.sholland.gov.uk/services/service92.htm	Current Charge No fixed charge

Definition This class of information relates to policies relating to local authority funerals.		
Available Information Local Authority Funded Funerals Procedure		
Available Formats Printed, email, fax and web	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Public Protection Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Environmental Health	Website link/s to information www.sholland.gov.uk/services/service356.htm	Current Charge No fixed charge

Definition
This class of information relates to information on the Council's role as landlord, on housing strategy, covering all housing in South Holland, and various reports and surveys.

- Available Information**
- South Holland Tenant Involvement Strategy
 - Strategic Housing Market Assessment
 - Housing Strategy
 - Lincolnshire Homelessness Strategy
 - Housing Revenue Business Plan

Available Formats Printed & website	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Housing Landlord Manager / Strategic Housing Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Housing & Property Services	Website link/s to information http://www.sholland.gov.uk/housing	Current Charge No fixed charge

Definition
This class of information relates to policies, procedures and codes of practice relating to existing council employees.

- Available Information**
- Misc forms – Application for leave/absence
 - Statutory Sick Pay
 - Misc Policies - Absence and Sickness Management
 - Code of Conduct
 - Conditions of Service
 - Equal Opportunities
 - Flexitime
 - Guide to Performance Review
 - Human Resources Strategy
 - Induction
 - Maternity

Available Formats Printed & e-mail	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Human Resources Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Human Resources		Current Charge No fixed charges

Definition
This class of information relates to training and development plans and policies for employees.

- Available Information**
- Post Entry Training Form
 - Training and Development Policy
 - Annual Training Plan
 - Individual training requirements may also be found within Service
 - Business plans which can be found under 'Council and Democracy' under the sub-category 'Business Plans'.

Available Formats Printed & e-mail	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Human Resources Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Human Resources	Website link/s to information www.sholland.gov.uk/jobs/	Current Charge No fixed charges

Definition
This class of information relates to vacancies at South Holland District Council.

- Available Information**
- Vacancy Advertisements
 - Recruitment Pack

Available Formats Printed & e-mail	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Human Resources Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Human Resources	Website link/s to information www.sholland.gov.uk/jobs/	Current Charge No charge

Definition This class of information relates to information provided to job applicants.		
Available Information <ul style="list-style-type: none"> • Job description • Person specification • Terms and conditions of employment • Criminal record check form • Service specific information • Removal and resettlement scheme details • Asylum and Immigration form • Declaration of Health form • Expenses claim form • New starters/leavers manual 		
Available Formats Printed & e-mail	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Human Resources Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Human Resources	Website link/s to information www.sholland.gov.uk/jobs/	Current Charge No charge

Definition This class of information relates to various Orders and Byelaws made by the Council.		
Available Information <ul style="list-style-type: none"> • Car Park Orders • Footpath Diversion Orders • Modification/revocation of planning permissions • Tree Preservation Orders • Byelaws (Various) 		
Available Formats Printed & e-mail	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Legal Services Coordinator	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Legal Services		Current Charge No fixed charges

Definition Supporting the safeguarding of children and vulnerable adults through Safeguarding Champions, Policies and Procedures. Some information restricted due to confidentiality		
Available Information <ul style="list-style-type: none"> • CRB checks. • Staff training on safeguarding awareness and procedures. • Reporting safeguarding concerns. 		
Available Formats Printed, e-mail & website	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding, PE11 2XE	Contact Name Community Development & Health Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Community Development & Health	Website link/s to information www.sholland.gov.uk/health/	Current Charge No fixed charges

Definition This class of information relates to the Regulatory of Investigatory Powers Act 2000 (RIPA).		
Available Information <ul style="list-style-type: none"> • The Councils RIPA Policy 		
Available Formats Printed & e-mail	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding, PE11 2XE	Contact Name Team Leader – Democratic Services	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Democratic Services		Current Charge No fixed charges

THE SERVICES WE OFFER

Definition		
This class of information relates to the elections process.		
Available Information		
<ul style="list-style-type: none"> • Notices of Vacancy • Notices of Election • Statements of persons nominated • Notices of Election Agents • Notices of Poll / Schedule of Polling Stations • Nomination Papers – available for inspection from close of nominations to the day of the Poll only • Review of Polling Places and Polling Stations 		
Available Formats	Date of current version	Date due renewal
Printed & e-mail	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Team Leader – Democratic Services	01775 761161 Ext 4556
		E-mail
		elections@sholland.gov.uk
Where the information can be found		Current Charge
Democratic Services		No fixed charges
Definition		
This class of information relates to cultural information.		
Available Information		
<ul style="list-style-type: none"> • Arts Development. • Events. • Museums. 		
Available Formats	Date of current version	Date due renewal
Printed, e-mail & website	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding, PE11 2XE	Community Development & Health Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Community Development & Health	www.sholland.gov.uk/leisure/	No fixed charges
Definition		
This class of information relates to dykes within South Holland.		
Available Information		
<ul style="list-style-type: none"> • Dyke filling application form • Dyke filling guidance leaflet • Map of Internal Drainage Board boundaries 		
Available Formats	Date of current version	Date due renewal
Printed and website	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Assistant Property Surveyor	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Housing & Property Services	www.sholland.gov.uk/services/service352.htm	No fixed charges
Definition		
This class of information relates to local air quality in the South Holland District.		
Available Information		
<ul style="list-style-type: none"> • Reports - Air Quality – Sutton Bridge • Sutton Bridge Power Station • Spalding Energy Co. Ltd • Radioactive Substances Act 1960 (Not air pollution) 		
Available Formats	Date of current version	Date due renewal
Printed & e-mail	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Public Protection Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Environmental Health	www.sholland.gov.uk/environment/envprotect/	No fixed charges
Definition		
This class of information relates to housing and council tax benefit.		
Available Information		
<ul style="list-style-type: none"> • Application forms • Benefit backdating • Changes and corrections • Pre-tenancy determination 		
Available Formats	Date of current version	Date due renewal
Printed & e-mail	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Benefits Department	01775 761161
		E-mail
		benefits@sholland.gov.uk
Where the information can be found		Current Charge
Finance		No fixed charges

Definition

This class of information relates to guides and information for housing and council tax benefit.

Available Information

- Guide to filling in forms
- Proving your identity
- Benefit appeals booklet
- Benefit surveys
- Child care charges
- Landlords anti-fraud information
- Moving home (second property)
- Non- dependants
- Quick guide to Housing and Council Tax benefit
- Premiums and allowances
- Second adult rebates
- Temporary absence

Available Formats

Printed & e-mail

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Benefits Section

Telephone Number

01775 761161

E-mail

benefits@sholland.gov.uk

Where the information can be found

Finance

Current Charge

No fixed charges

Definition

This class of information relates to forms and information connected with Council Tax, discounts and exemptions, methods of payment, and recovery and enforcement.

Available Information

- Your Guide to Council Tax, Budgets and Performance in South Holland
- FAQ's
- Council Tax Billing Notes, including methods of payment
- Direct Debit Scheme
- Form to report a Change in Occupation
- Notes to help complete in Occupation form
- Disabled Band Reduction Scheme – application form and explanatory notes
- Discount for Severely Mentally Impaired – application form and explanatory notes
- Discount for Carers - application form and explanatory notes
- Discounts for Students – application form
- Attachment of Earnings Order information
- Bailiff charges
- Reminder and Final Information
- Summons information sheet

Available Formats

Printed & e-mail

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Council Tax Department

Telephone Number

01775 761161

E-mail

counciltax@sholland.gov.uk

Where the information can be found

Finance

Website link/s to information

www.sholland.gov.uk/council/counciltax/

Current Charge

No fixed charges

Definition

This class of information relates to forms and information covering non-domestic rates, methods of payment, recovery and enforcement.

Available Information

- Rural settlement list
- Non domestic rates bill information
- Non domestic rate relief
- Direct Debit Scheme

Available Formats

Printed & e-mail

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Rating & Recovery Department

Telephone Number

01775 761161

E-mail

businessrates@sholland.gov.uk

Where the information can be found

Finance

Website link/s to information

www.sholland.gov.uk/services/service201.htm

Current Charge

No fixed charges

Definition

This class of information relates to the future planning in enforcement and advising employers on their legal requirements and providing access to information to the public

Available Information

- Food Law Enforcement Service Plan
- Regulatory Services Enforcement Policy
- Inspection of Food Premises – Procedures
- Food Complaints Procedure
- Food and Water Sampling Procedures
- Food Hygiene Rating information

Available Formats

Printed, e-mail & website

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Public Protection Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Environmental Health

Website link/s to information

<http://www.sholland.gov.uk/environment/food/>

Current Charge

No fixed charges

Definition

This class of information relates to policies and procedures concerning food safety standards within food premises.

Available Information

- Food Premises Register - Photocopy charge – 30p per page
- Advisory Food Leaflets and literature

Available Formats

Printed, e-mail & website [newsletter- electronic version only]

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Public Protection Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Environmental Health

Website link/s to information

www.sholland.gov.uk/environment/food/

Current Charge

Some fixed charges apply

Definition

This class of information relates to information and advice on the services and issues relating to Council tenancies. These include tenancy agreements, paying rent, response repairs, mutual exchanges, tenant participation, South Holland Tenants' Group and disabled facilities grants.

Available Information

- Tenancy Agreement & Support Agreement
- Mutual Exchange Form
- Reporting your Repairs Booklet
- Assignment Request Form
- Change of Name Form
- Housing Newsletter
- Anti Social Behaviour Monitoring Form
- Notice to Terminate your Tenancy
- How to Pay
- Tenant Participation Compact
- South Holland Tenants' Group Constitution
- Sheltered Housing Agreement

Available Formats

Printed & e-mail

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Housing Landlord Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Housing & Property Services

Website link/s to information

www.sholland.gov.uk/housing

Current Charge

No fixed charges

Available Information

- Private Rented Accommodation
- Problems Paying your Mortgage
- What's available
- Tenancy support service
- Domestic Violence – Information for Men

Available Formats

Printed & e-mail

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Strategic Housing Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Housing & Property Services

Website link/s to information

www.sholland.gov.uk/services/service144

Current Charge

No fixed charges

Definition

This class of relates to information on applying for and obtaining renovation grants, disabled facilities grants and home repair assistance.

Available Information

- Preliminary Assessment Form
- Disabled Facilities Grants Application Form
- Approval Notice
- Certificate of Completion
- Professional Fees Letter
- Minor Repairs Grants Application Form
- Grant Claim Form
- Completion Certificate

Available Formats

Printed & e-mail

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Housing Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Housing & Property Services

Website link/s to information

www.sholland.gov.uk/housing/privatesector/Private+Sector+Housing+Strategy.h

Current Charge

No fixed charges

Definition		
This class of information relates to guidance booklets, leaflets and information sheets.		
Available Information		
<ul style="list-style-type: none"> • Guides – Charitable Collections and Fundraising • Licensing Act 2003 - Guidance to applicants • Guidance sheets and leaflets Gambling Act 2005 • Licensing Act 2003 - Guidance leaflets • Information/Guidance - Animal Welfare licensing • Licensing Act 2003 - Public register • Specification for vehicles to be licensed as hackney Carriages • Vehicle Inspection standards [Hackney Carriage and Private Hire vehicles] • Guidance Hackney Carriage & Private Hire drivers 		
Available Formats	Date of current version	Date due renewal
Printed & e-mail	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Public Protection Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Environmental Health	www.sholland.gov.uk/environment/food/	No fixed charge

Definition					
This class of information relates to advisory leaflets.					
Available Information					
• The Building Regulations – Exempt Buildings and Work	Choosing your Builder	Electrical Safety	Accredited Construction Guidance	Building – Public Sewer Determinations & Appeals	
• The Building Regulations – Domestic, Commercial	Dangerous Structures	Joist Hangers	Use of Multi Foils Insulation	Party Wall Act	
• Home Owners Guide to Energy Efficient Extensions	Access Statements	Loft Conversions	Building Notice Guidance		
• Charges for Building Control	Window Replacements	Gas Safety Register	Home Owners Guide to Conservatories		
Available Formats	Date of current version	Date due renewal			
Download only	Variable	Variable			
Where to find a copy	Contact Name	Telephone Number			
Council Offices, Priory Road, Spalding PE11 2XE	Public Protection Manager	01775 761161			
		E-mail			
		info@sholland.gov.uk			
Where the information can be found	Website link/s to information	Current Charge			
Council Website	http://www.sholland.gov.uk/environment/plandev/Building+Control/	No charge			

Definition		
This class of information relates to advisory leaflets.		
Available Information		
<ul style="list-style-type: none"> • Householder Development – When is Planning Permission Needed? • Aerials and Satellite Dishes on Residential Premises • Agricultural Developments • Housing in the Open Countryside • Listed Buildings and Conservation Areas • Properties with Article 4(2) Directions – Restrictions Affecting Householder Development • Planning Information (What kind of Application do I need etc) • Planning Application Fees • Amendments to Planning Proposals • Unauthorised Development 		
Available Formats	Date of current version	Date due renewal
Printed & e-mail	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Customer Services	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Customer Service Centre	www.sholland.gov.uk/environment/plandev/	No fixed charges

Definition		
This class of information relates to the Computerised Database which generates a unique reference number for each planning application received.		
Available Information		
Contains extracted information from planning applications since 1991. Data may be viewed at Planning Reception		
Individual Planning Applications:		
<ul style="list-style-type: none"> • Ongoing – Working file containing planning application and all correspondence received. • Files are open for public view only. Reasonable requests for extracts of individual files may be made with photocopy charges per sheet. • Determined – Archived planning application file and decision notice, plus any correspondence received after determination. • Planning Applications determined less than 5 years ago are held in file storage. • Planning Applications determined prior to that are held as computerised images and may be viewed at Planning Reception. • Files are open for public view only. Reasonable requests for extracts from individual files may be made with photocopy charges per sheet. • Copies of Planning Decision Notices are free, we will however email copies upon request to reduce printing costs. • If paper copies are required photocopying charges may apply. 		
Available Formats	Date of current version	Date due renewal
Printed	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Planning Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Planning Department	www.sholland.gov.uk/environment/plandev/planning/	No fixed charges

Definition

This class of information relates to the Separate Register containing a copy of all Planning Application Decision Notices issued during the last 12 month period.

Available Information

- Planning Application Decision Notices issued prior to the last 12 month period are held with the Archived Files.
- Decision Notices are open for public view.
- Copies are available for free, to reduce our printing costs we will email them upon request.
- If paper copies are required the photocopying charge may apply.

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Planning Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Planning Department

Website link/s to informationwww.sholland.gov.uk/environment/plandev/planning/**Current Charge**

No fixed charges

Available Information

Although Supplementary Planning Guidance Briefs do not form part of the District Local Plan they can be used as a means of covering detailed issues to supplement specific policies in the Development Plan and may take the form of either Design Guides or Area Development Briefs.

Supplementary Planning Guidance does not have the same status as an adopted Development Plan policy and is only referred to in the reasoned justification for a policy. However, it may be a material consideration in determining planning applications.

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Planning Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Planning Department

Website link/s to informationwww.sholland.gov.uk/environment/plandev/**Current Charge**

No fixed charges, 50p per A4 plan & £1 per A3 plan

Definition

This class of information relates to recycling and refuse collection.

Available Information

- Leaflets - Recycling and Refuse

Available Formats

Printed & e-mail

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Environmental Services Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Environmental Services

Website link/s to informationwww.sholland.gov.uk/services/service591.htm**Current Charge**

No charge

WHAT OUR PRIORITIES ARE AND WHAT WE DO**Definition**

This class of information relates to Crime and Disorder matters.

Available Information

- Crime and Disorder Strategy
- Crime and Disorder Strategy Summary Sheet

Available Formats

Printed & e-mail

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding, PE11 2XE

Contact Name

Community Development & Health Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Community Development & Health

Current Charge

No fixed charges

Definition

This class of information relates to how your Council is performing. It outlines the services we provided and whether they are offering value for money. The best value plan reports on our performance during the current year and sets out our targets for the coming year.

Available Information

- Best Value Manual
- Best Value Performance Plan
- Best Value Performance Plan Summary

Available Formats

Printed, e-mail & website

Date of current version

Annually

Date due renewal

Annually

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Corporate Improvement & Performance Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Corporate Improvement & Performance

Website link/s to informationwww.sholland.gov.uk/council/performance/**Current Charge**

No fixed charges

Definition		
This class of information relates to performance indicators in the Revenues and Benefits functions of the Council.		
Available Information		
<ul style="list-style-type: none"> • Revenues annual performance indicators • Benefits annual performance indicators 		
Available Formats	Date of current version	Date due renewal
Printed & e-mail	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Benefits & Revenues Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found		Current Charge
Finance		No fixed charges

Definition		
This class of information relates to information on the housing register and advice on applying for and obtaining council accommodation, including sheltered housing, warden controlled accommodation, supporting people and council garages and garage plots.		
Available Information		
<ul style="list-style-type: none"> • A Guide to the Housing Register • Housing Application Form • Accommodation Area Choices • Change of Area Choice Form • Garage Application Form • Transfer Application Form • Homelessness – What you need to know • Sheltered Housing Service • Tenants Check list 		
Available Formats	Date of current version	Date due renewal
Printed & e-mail	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Housing Landlord Manager / Strategic Housing Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Housing & Property Services	www.sholland.gov.uk/housing	No fixed charges

WHAT WE SPEND AND HOW WE SPEND IT

Definition		
This class of information relates to Business in South Holland.		
Available Information		
<ul style="list-style-type: none"> • Economic Development Strategy 		
Available Formats	Date of current version	Date due renewal
Printed, e-mail & website	variable	variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Economic Development Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Economic Development	www.sholland.gov.uk/business/ecdev/	No fixed charges

Definition		
This class of information relates to election expense returns and declarations sent to the Council.		
Available Information		
Candidates Election Expenses Returns and Declarations and accompanying documents submitted to the Council. Available for inspection for two years for Parliamentary, District and County elections, and one year for Parish elections.		
Available Formats	Date of current version	Date due renewal
Printed	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding, PE11 2XE	Team Leader – Democratic Services	01775 761161 Ext 4556
		E-mail
		elections@sholland.gov.uk
Where the information can be found		Current Charge
Democratic Services		No inspection fee - 10p per side (black and White) per sheet of A4.

Definition		
This class of information relates to the use or hire of facilities and services provided by the South Holland Centre, Spalding, and about film and arts events taking place at the South Holland Centre.		
Available Information		
<ul style="list-style-type: none"> • Film Guide • Live Event Guide • Room Hire Application Pack • Ticket Agency / Box Office Services Form 		
Available Formats	Date of current version	Date due renewal
Printed and online at www.southhollandcentre.co.uk	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Centre General Manager	01775 764777
		E-mail
		shcentre@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
South Holland Centre, 23 Market Place, Spalding	www.southhollandcentre.co.uk/	No charge

Definition		
This class of information relates to both historic and current, for Ayscoughfee Hall Museum and gardens, Spalding and the South Holland district.		
Available Information		
<ul style="list-style-type: none"> • Antiques Trail Leaflet • Ayscoughfee Hall – The History of • Churches of South Holland • Embanking and Drainage: Changing the Fens • Gargoyles and Gardens Guide • Geest Gallery Programme • Matthew Flinders: His Life and Voyages • Museums in Spalding • Notices of Remarkable Events and Curious Facts 		
Available Formats	Date of current version	Date due renewal
Printed & website	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Museum Manager	01775 725468
		E-mail
		museum@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Tourist Information Centre, South Holland Centre	http://www.sholland.gov.uk/services/service286.htm	Various - Please enquire

Definition		
This class of information relates to sports and recreation clubs and groups, courses, grant aid and facility development.		
Available Information		
<ul style="list-style-type: none"> • Facility Development • Grant Aid • Sports Club Directory • Sports Coach Database • Useful Contacts • Web Site Links • Youth Club Directory • Grants for Sporting Excellence and coaching Qualifications 		
Available Formats	Date of current version	Date due renewal
Printed & website	variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Community Development & Health Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Community Development & Health	www.sholland.gov.uk/leisure/sport/	No fixed charges

Definition		
This class of information relates to information on financial statements, summaries and plans.		
Available Information		
<ul style="list-style-type: none"> • Performance indicators • Annual financial statement and summary • Five year financial plan 		
Available Formats	Date of current version	Date due renewal
Printed, email & website	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Finance Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Finance	http://www.sholland.gov.uk/council/performance/	No fixed charge

WHO WE ARE AND WHAT WE DO

Definition		
This class of information relates to Communities with in South Holland.		
Available Information		
<ul style="list-style-type: none"> • Rural Communities 		
Available Formats	Date of current version	Date due renewal
Printed, e-mail & website	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Community Development & Health Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Community Development & Health	www.sholland.gov.uk/community/comdev/ruralcoms/	No fixed charges

Definition

This class of information relates to the democratic structure.

Available Information

- Names and addresses of Councillors with Ward and Political Group details
- MP and MEP information
- South Holland district statistics
- Electoral Wards and Parish boundaries
- Details of Chief Officers and Heads of Service
- Chairmen and Vice-Chairmen of Committees
- Clerks to Parish Councils
- County Councillors for South Holland District
- Schedule of committee meeting dates
- Scheme for payment of Members' Allowances

Available Formats

Printed, e-mail & website

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Team Leader – Democratic Services

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Democratic Services

Website link/s to information

<http://www.sholland.gov.uk/council/>

Current Charge

No fixed charges

Definition

This class of information relates to details about the annual business plans set by each service area of the Council.

Available Information

Each business plan contains:

- Information on why the service is provided and how much it does in a typical year
- Information on how it achieves the Council's goals
- What must be achieved as an absolute minimum
- What procedures are in place and how they are managed
- Who the customers and competitors are
- How much the service costs and how many staff are employed
- What has been achieved in the past and what issues presently face the business
- What the service intends to achieve in the future

Available Formats

Printed, e-mail & website

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Corporate Improvement & Performance Manager

Telephone Number

01775 761161 Ext 4612

E-mail

info@sholland.gov.uk

Where the information can be found

Corporate Improvement & Performance

Website link/s to information

www.sholland.gov.uk/council/plans/Best+Value+Performance+Plan.htm

Current Charge

No fixed charges

Definition

This class of information relates to news stories about South Holland District Council.

Available Information

- Council newsletters/newspapers
- Press releases to local/national news media
- Council news on the internet

Available Formats

Printed, e-mail & website

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Communications Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Communication

Website link/s to information

www.sholland.gov.uk/news/

Current Charge

No fixed charges

Definition

This class of information relates to councillors at county, district and parish level together with Members of Parliament and the European Parliament. In respect of district councillors it also includes information on membership on outside bodies, political groups and entries in the Register of Members' interests.

Available Information

- List of District Councillors and their addresses/telephone numbers
- List of Parish Councillors and their addresses
- List of County Councillors for electoral divisions in South Holland
- Details of Members of Parliament for South Holland & The Deepings
- Details of European Members of Parliament for the East Midlands Region
- Know Your Councillor Leaflet
- Register of Members' Interests
- Register of Membership of Outside Bodies

Available Formats

Printed, e-mail & website

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Team Leader – Democratic Services

Telephone Number

01775 761161 Ext 4612

E-mail

info@sholland.gov.uk

Where the information can be found

Democratic Services

Website link/s to information

<http://www.sholland.gov.uk/council/councillors/>

Current Charge

No fixed charges

Definition

This class of information relates to the results of elections.

Available Information

Results of Local, European Parliamentary and Parliamentary Elections

Available Formats	Date of current version	Date due renewal
Printed, e-mail & website	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding, PE11 2XE	Team Leader – Democratic Services	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Democratic Services	www.sholland.gov.uk/services/service230	No fixed charges

Definition

This class of information relates to advisory leaflets.

Available Information

- Householder Development 2 – What Work is Exempt from the Building Regulations?
- The Building Regulations – Exempt Buildings and Work
- The Building Regulations
- Charges for Building Control
- Structural Rules Relating to Heights and Lengths of Small Single Storey Non-Residential Buildings
- Re-Roofing Problems
- Installation of Self Contained Smoke Alarms to BS 5446: Pt 1: 1990
- Septic Tank Land Drainage
- Septic Tank Design

Available Formats	Date of current version	Date due renewal
Printed, e-mail & website	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Customer Services	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Customer Service Centre	www.sholland.gov.uk/environment/plandev/Building+Control/	No fixed charges

Definition

This class of information relates to the Appeals Register giving a brief description of all planning and enforcement appeals received since 1974.

Available Information

Individual Planning Appeals:

- Ongoing – Working file comprising of all appeal documents and planning application file.
- Determined – Appeal documents and decision held within archived planning application file.
- Files are open for public view only. Reasonable requests for extracts of individual files may be made with photocopy charges per sheet.

Individual Enforcement Appeals:

- Ongoing – Working file comprising of all appeal documents and enforcement file.
- Determined – Appeal documents and decision held within enforcement file.

Appeal Files are open for public view, but the Enforcement File itself is protected under the Data Protection Act. Reasonable requests for extracts of individual files may be made with photocopy charges per sheet.

Available Formats	Date of current version	Date due renewal
Printed	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Planning Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Planning Department	www.sholland.gov.uk/environment/plandev/	(50p per A4 plan & £1 per A3 plan), No fixed charges

Definition

This class of information relates to the South Holland Interim Rural Housing Planning Statement – Adopted May 2001. The objective of the Statement is to take the first steps towards achieving a more sustainable pattern of housing development in the Rural Area of South Holland in advance of the adoption of the Local plan to 2011. This Statement updates Policies H2 and H5 of the adopted South Holland District local plan 1988.

Available Information

New Policies:

- Policy H2A – dealing with housing development within the villages and specified outlying areas of towns.
- Policy H5A – dealing with proposals for infilling of small gaps in small groups of houses or the minor extension of such groups in the open countryside.

Available Formats	Date of current version	Date due renewal
Printed	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Planning Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Planning Department	www.sholland.gov.uk/environment/plandev/localplan/	No fixed charges

Definition

This class of information relates to each local plan which contains a booklet giving a written statement and breakdown of the strategies and policies of the District Local Plan and a set of maps showing the development areas for each individual town and village within the district.

Available Information

Superseded Local Plans:

- Archived copy of previous Local Plans – Photocopy Charges at 10p per A4 sheet, 50p per A4 plan and £1 per A3 plan apply.

Adopted Local Plan, 1998:

- Booklet and Plans – Set charge of £45 or £50 with postage for requested copy.

Draft Deposit Local Plan to 2011:

- Booklet and Plans – Set charge of £20 for requested copy.

Public Representations on Local Plans:

- Individual representations received – Photocopy Charges at 10p per A4 sheet, 50p per A4 plan and £1 per A3 plan apply.

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Planning Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Planning Department

Website link/s to information

www.sholland.gov.uk/environment/plandev/localplan/

Current Charge

Various (see above)

Definition

This class of information relates to weekly and monthly planning application lists.

Available Information

Weekly lists:

- All Valid Planning Applications received.

Monthly Lists:

- Residential Planning Permissions.
- Building Regulation Approvals.
- Planning Permissions.
- All Planning Decisions (Including Refusals).

Each list shows the following information:

- Application Reference Number.
- Applicants Name.
- Address of Property Involved.
- Description of Proposed Development.
- Date application Validated.
- Date of Decision (where applicable).

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Planning Manager

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Planning Department

Website link/s to information

www.sholland.gov.uk/environment/plandev/planning/

Current Charge

£125 per yearly subscription