



City of Westminster

Freedom of Information Act 2000

Publication Scheme

December 2002

Version 1.2

Version Control Information

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| 0.4 | 13 th November 2002 | Revised Introductory Section |
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PUBLICATION SCHEME INTRODUCTION

Background to Westminster City Council

The City of Westminster is located at the heart of the nation's capital and is home to the Monarchy, the Government and many Commonwealth High Commissions and Foreign Embassies. Westminster is also home to a thriving business community and contains more than 47,000 workplaces that provide employment for almost 600,000 people.

As one of 33 London Boroughs, Westminster City Council (WCC) is a Local Government Authority charged with providing services to the residents, businesses and visitors within the Westminster area. The key responsibility of WCC is to ensure effective local government services are provided including the provision of public amenities and services. The responsibilities of WCC are vast and span to include effective services in areas such as education, social services, housing, leisure and tourism, libraries and the environment. These services are supplied for both our residents and the businesses within the WCC boundaries.

WCC has 60 Councillors with a current composition of 48 Conservatives and 12 Labour representatives.

Further information on the activities and composition of WCC can be gained by visiting our website: www.westminster.gov.uk

What is a Publication Scheme?

Publication Schemes are a legal requirement under Sections 19 and 20 of the Freedom of Information Act 2000 (FOI). These sections come into force from February 2003 onwards. The purpose of the Act is to promote greater openness in local and central government as well as other public sector organisations.

The purpose of the WCC Publication Scheme is to act as a guide to the information that has been published or will be published and made available to any member of the public.

The body of the scheme is structured into Class Groups and Classes, and is based upon the Local Authority Categories developed as part of the Accessible and Personalised Local Authority Website (APLAWS) project – a de facto standard in e-government. Whilst this summary level scheme is suitable for hardcopy distribution, the web version of the scheme will include a full list of current publications available within each class.

This scheme has been organised to provide a logical directory of information. It lists the 'classes' or types of information that are published under the following 'Class Group Headings'.

- Advice, Benefits and Emergencies
- Business
- Community, People and Living
- Council and Democracy
- Education
- Environment
- Health
- Housing
- Jobs and Careers
- Leisure
- News
- Social Care
- Transport and Streets

These Class Group Headings are designed to help readers of this scheme to find the relevant information being sought. The detailed information classes are listed within each Class Group Heading and give an example of the type of documents actually published.

Feedback on WCC Publication Scheme

WCC have endeavoured to produce an accessible Publication Scheme that will satisfy the requirements of FOI and assist the general public. Therefore, it is important that the scheme meets your needs whether you are a visitor, resident, student or a local business. If you can't find what you are looking for, please let us know and we will try to improve the scheme. We also welcome suggestions as to how the publications themselves might be improved. Any queries, comments or complaints about this scheme should be made to the FOI Team (see contacts section at the end of this document).

How much do WCC publications cost and where are they available?

This Publication Scheme contains many items that are free of charge, although certain publications may be chargeable. The full list of publications available from our website or on request will include full details of charges.

Many documents are available via the Council website for free (i.e. there is no charge by WCC although the user will have to meet any charges by their Internet service provider, personal printing costs, etc). For those without Internet access at home, many WCC public libraries and the City Archives Centre have free Internet facilities.

The full list of publications indicates whether documents are available via web, email, post or One-Stop shops.

Requests to WCC for print outs or for copies of documents within the City Archives will attract a charge for the cost of retrieval, photocopying, postage etc. WCC will provide you with a quote for the cost on receipt of your request. Any charge will be payable in advance.

Further Advice

The following points should also be considered when referring to the WCC Publication Scheme:

- WCC may not publish all information that falls within these classes where relevant exemptions apply e.g. National security, Individual rights of privacy, Commercial Confidentiality.
- Official records deemed of value for permanent preservation are transferred to the WCC City Archive. A selection of the documents managed by the WCC Archives Centre is included in this Publication Scheme.
- Given that certain older documents may fall out of use and that from time to time new documents will be added to this scheme, users should understand that this scheme may not always be accurate. However, this scheme will be subject to regular review and maintained by appropriate version control.
- Where you are unable to identify a specific document or publication from the scheme, you may make a written request to WCC to find out whether the information you seek actually exists and can be legally provided.

PUBLICATION SCHEME DIRECTORY

To locate relevant information you should consider the Class Groups and Classes of information listed below. For each Class, an example publication title is provided. The full list of publications is available from our website or on request.

| Class Groups | Classes | Example Publications |
|---|---|--|
| Advice, Benefits and Emergencies | Advice Centres | Advice Centres in Westminster |
| | Benefits | Blow the Whistle on Benefit Fraud |
| | General Advice | A-Z of Council Services |
| | Nuisance | Alarm Advice leaflet |
| Business | Building Regulations | Customer Guide |
| | Business Advice | Green Guide for Business 1998 |
| | Business Support | Business Information |
| | Council Approved Suppliers List | Application Form |
| | Health And Safety | Falls from Heights Information Pack |
| Community, People and Living | Births, Deaths, Marriage & Registration | Approved Venues |
| | Burials | Burial Register |
| | Community Groups | Community Centres and Groups in Westminster |
| | Community Services | Community Partners Information Folder |
| | Coroners Office | Historical Fact Sheet |
| | Ethnic Minority Groups | Ethnic Minority Community Groups and Centres in and around Westminster |
| | Grants | Community Support |
| | Harassment | H015 Racial Harassment Report it! Leaflet 6/02 |
| Council and Democracy | Best Value | Best Value in Housing |
| | Cabinet | Cabinet Member for City Development: Reports & Statement of Decision |
| | Census | Evaluation of Accuracy and Reliability of 2001 Census |
| | Committees | Area Child Protection Committee Annual Report 1999-2000 |
| | Complaints | Are you satisfied with Council Services? |
| | Consultation | Area Forums |
| | Consultation And Feedback | City of Westminster Consulting on the future of Leicester Square |
| | Council | Council Leader's Reports & Statements of Decision |
| | Council Tax | Annual Council Tax /NNDR Leaflet |
| | Councillors | Contact Details for Councillors |

| Class Groups | Classes | Example Publications |
|---------------------|-------------------------|---|
| | Decision Making | How The Council Works - A Brief Introduction |
| | Electoral Services | Register of Electors (Edited) |
| | Forward Plan | Forward Plan of Key Decisions |
| | Media Enquiries | Corporate Identity Guide |
| | Policy And Performance | Adult Learning Plan |
| Education | Adult Education | Westminster Adult education courses and timetables |
| | Awards | Application for review of Major Award-Dependent Student |
| | Extra-Curricula | Audit of Services and Facilities for Young People in Westminster |
| | Grants | 2003-2004 Annual revenue Grants Pack |
| | Inclusive Education | Attendance Statement and Guidance for Schools |
| | Life Long Learning | Education Key Statistics Brochure |
| | School Governors | Exclusions and Guidance for Governors |
| | Schools | E003 Starting School in Westminster 11/01 |
| | Special Education Needs | Special Educational Needs (SEN) Criteria for Statutory Assessment |
| | Training | The PDC - Professional development for school staff in Westminster 1/02 |
| | Work Based Learning | Work Based learning options (for young people attending Westminster Schools) 4/02 |
| Environment | Air Quality | WCC Air Quality Strategy & Action Plan 2001 |
| | Animals | Making space for House Sparrows |
| | Conservation | How your garden might help |
| | Development | Leicester Square action plan |
| | Environmental Health | Guide to Houses in Multiple Occupation |
| | Flyposting | AGFU Postcard |
| | Food | Developing a Food Safety System |
| | Land | Property Searches |
| | Land Use And Registry | An Introduction To The City Of Westminster Land Use Survey |
| | Planning | Central Activities Zone: Area Profiles Dec 2002 |
| | Recycling | 3Rs Tips for Businesses |
| | Trading Standards | Business Names Act 1985 |
| | Trees | Planting Ideas |
| | Waste | Don't Dump Campaigns - information |

| Class Groups | Classes | Example Publications |
|-------------------------|------------------------------------|--|
| Health | Health Promotion | Health and medical information in London |
| | Infectious Diseases | Legionellosis - Procedure for investigating an isolated case and investigating an outbreak |
| Housing | Applications | H271 Applying for Housing 3/01 |
| | Choice Based Lettings | Choice-based lettings |
| | Conversions | Application for alterations |
| | Empty Properties | Leasing your empty property |
| | Estate Management | H001 Major Works Booklet 6/01 |
| | Evictions | Harassment & Eviction |
| | Home Improvement Grants | H300 Grants for House repairs 1/01 |
| | Homelessness | Are you homeless? |
| | Hostels | Hostels in Westminster |
| | Letting Property | H261 Private Sector Lettings Scheme 3/01 |
| | Properties For Sale/ Rent | Please find enclosed your offer of sale... |
| | Repossessions | H285 Forfeiture 11/00 |
| | Right To Buy | Assisted Purchase Scheme |
| | Safety | 'Asbestos Guide for New Residents' |
| | Shared Ownership | Shared Ownership in Westminster |
| | Sheltered Housing | H011 Introduction to Sheltered & Supported 12/01 |
| | Temporary Accommodation | Temporary Accommodation |
| Tenants | 'Tackling Neighbour Nuisance' | |
| Transfers And Exchanges | H013 Living Outside London Leaflet | |
| Jobs and Careers | Vacancies | Council Vacancies |
| Leisure | Archives | Archives at risk |
| | Arts | Arts Forum agendas and minutes |
| | Events | Halls and Rooms for hire in Westminster |
| | Gardens | Westminster in Bloom Application Form |
| | Leisure Centres | Jubilee Leisure Centre Information Point |
| | Libraries | Adult membership form |
| | Parks | Hanging Baskets Information Brochure |
| | Sports | Inter Schools Competitions |
| | Tourism | Tourism 2002 - Taking London Forward |

| Class Groups | Classes | Example Publications |
|------------------------------|---|---|
| | Walks | Walk This Way Riverside and Walk This Way South Bank |
| News | Publications | Bulletin Newsletter |
| Social Care | Abuse | Adult protection leaflet 10/02 |
| | Asylum Seekers | K010 Directory for Asylum Seekers 10/01 |
| | Care Needs | K004 Better Care Higher Standards 8/01 |
| | Carer Support | K005 Carers' Charter 9/01 |
| | Childcare | A Guide To Childcare Tax Credit (A5) |
| | Childminders | Becoming A Registered Childminder in Westminster (A5) |
| | Community Services | K001Community Care Plan 5/01 |
| | Deaf Services | K008 Services for Deaf and Hearing Impaired People Leaflet 10/01 |
| | Disability | K014 Directory for Children with Disabilities 1/02 |
| | Domiciliary Care In The Home | K021Home Care Leaflet 4/02 |
| | Elderly People | K022 Placement Monitoring Leaflet 4/02 |
| | Family Support | K013 Quality Protects Map 01/01/02 |
| | Fostering | K006 Who are our services for - assessing the needs of you and your children 9/01 |
| | Home Care Services | Fairer Charges for Home Care -10/02 |
| | Meals On Wheels | K019 Home Meals Leaflet 4/02 |
| Mental Health | Strategy for Child and Adolescent Mental Health (CAMHS) | |
| Parenting | K027 Intermediary Services for Birth Relatives | |
| Visual Impairment | K020 Visual Impairment 4/02 | |
| Transport and Streets | Parking | Disabled Badge Application Form |
| | Pavements | Street Furniture Manual 1993 |
| | Public Transport | Riverside One leaflet |
| | Traffic Management | Monthly Programme of Street Works |

PUBLICATION SCHEME CONTACTS

A variety of contacts have been provided below for your assistance and information:

- All of these contacts can provide you with a printed copy of the publication scheme by post.

FOI & Records Management Team

If you have a complaint about any aspect of this scheme or about the performance of WCC in dealing with your requests for information please contact the FOI Team.

Freedom of Information Team
Information Services Group
16th Floor
Westminster City Council
City Hall
64 Victoria St
London
SW1E 6QP

Telephone: (020) 7641 6060
Fax: (020) 7641 2833
Email: foi@westminster.gov.uk

One Stop Shops and Other Contacts

Reference copies of the publication scheme are available at One Stops, Westminster Libraries and through the Home Library Service.

One Stop Services,
City Hall,
62 Victoria Street, SW1E 6QP
Telephone: (020) 7641 7777
Fax: (020) 7641 3121
Minicom: (020) 7641 3107
E-mail: onestopenquiries@westminster.gov.uk

One Stop Services,
91-93 Church Street, NW8 8EV
Telephone: (020) 7641 7777
Fax: (020) 7641 5471
Minicom: (020) 7641 5441
E-mail: onestopenquiries@westminster.gov.uk

One Stop Services,
317 Harrow Road, W9 3RS
Telephone: (020) 7641 7777
Fax: (020) 7641 3776
Minicom: (020) 7461 3676
E-mail: onestopenquiries@westminster.gov.uk

City of Westminster Archives Centre,
10 St Ann's Street, London SW1P 2DE

Telephone: (020) 7641 5180
Fax: (020) 7641 5179
Minicom: (020) 7641 4879
E-mail: archives@westminster.gov.uk

Westminster Reference Library,
35 St. Martin's Street, London WC2H 7HP
General Reference & Performing Arts: (020) 7641 4636
Business, Official Publications & EU: (020) 7641 4634
Fax: (020) 7641 4606
Minicom: (020) 7641 4879

Marylebone Information Service,
109-117 Marylebone Road, London NW1 5PS
Telephone: (020) 7641 1039
Fax: (020) 7641 1028
Minicom: (020) 7641 4879

Information Commissioner

Responsibility for overseeing the operation of the Freedom of Information Act 2000 rests with the Information Commissioner who is an independent public official responsible to Parliament. Should you wish to, you may contact the Information Commissioner for advice, guidance or to make a complaint directly.

| Information Commissioner's Office | |
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| Wycliffe House | http://www.informationcommissioner.gov.uk |
| Water Lane | uk |
| Wilmslow | |
| Cheshire SK9 5AF | data@dataprotection.gov.uk |
| Tel: +44 (0)1625 545700 | |
| Fax: +44 (0)1625 524510 | |