

This information can be made available in other languages and formats upon request by contacting us on

POLISH

Informacje te mogą być dostępne w różnych językach i różnym formacie poprzez skontaktowanie się z nami

RUSSIAN

Эта информация имеется по просьбе на других языках и форматах – пожалуйста обратитесь к нам по номеру

SOMALI

Macluumaadkani waaxaad ku heli kartaa luqooyin iyo habab kale haddii aad dalbato adigoo nagala soo xiriiraayo

BENGALI

এই তথ্য অন্যান্য ভাষায় এবং পদ্ধতিতে আমাদের সাথে নীচের ফোন নম্বরে যোগাযোগ করে অনুরোধ করে পাওয়া যেতে পারে

PUNJABI

ਸਾਡੇ ਨਾਲ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰਨ ਦੁਆਰਾ ਬੇਨਤੀ ਕਰਨ ਤੇ ਇਹ ਜਾਣਕਾਰੀ ਦੂਸਰੀਆਂ ਬੋਲੀਆਂ ਅਤੇ ਰੂਪਾਂ ਵਿੱਚ ਉਪਲਬਧ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

ARABIC

يمكن عند الطلب جعل هذه المعلومات متوفرة في لغات وأنماط أخرى وذلك بالإتصال بنا على

This information can also be made available in large print upon request by contacting

 01604 838536

 requests@northampton.gov.uk

 01604 837057

Minicom 01604 838970

DX 703139 Northampton 6

PUBLICATION SCHEME

**THIS PUBLICATION SCHEME DISCHARGES THE DUTY PLACED UPON IT
UNDER SECTION 19 OF THE FREEDOM OF INFORMATION ACT 2000**

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1. Introduction to our Publication Scheme

The Freedom of Information Act 2000 (the Act or FOI) became law in November 2000. It states that unless there is good reason for information to be kept confidential, anyone has the right to request any information held by public bodies. Under section 19 of the Act, Northampton Borough Council (the Council), has a statutory requirement to adopt and maintain a Publication Scheme that will set out:

- The groups or classes of information held by the council
- How the information is, or will be published
- Whether there is a charge for this information and how much that charge will be.

In response to its statutory duty, the Council has developed this revised Publication Scheme. It was approved by the Council's Cabinet on 26th November 2008. It replaces the original Publication Scheme approved by the Information Commissioner on 7th January 2003.

As well as listing information that the Council already makes publicly available it also lists information it intends to publish either in the future or at certain times of the year. It also lists information it holds that may be disclosed subject to exemptions.

The aim of the scheme is to provide clear, accessible information for the public. For ease of use, this information is divided into seven different 'classes'. The classes are as follows:

- Class 1. Constitution and Democracy - Who we are and how we work**
- Class 2. Finance and Audit - What we spend and how we spend it**
- Class 3. Priorities and Performance - What we do and how well we do it**
- Class 4. Decision Making - How we make decisions**
- Class 5. Strategies, Policies and Procedures**
- Class 6. Information Asset Register - Lists and registers**
- Class 7. A to Z - Services provided by the council**

Information under each of these classes can be found in section 12.

The information published under this scheme is information that is not exempt. Some classes include basic information that can be published however detailed information relating to that class must be requested as the actual information may be covered by exemptions. For example class 6 lists the Council's main information assets however some of those information assets may be exempt from disclosure or are subject to re-use conditions.

2. How to Access Information

2a. General Information (FOI)

Since 1st January 2005 anyone, anywhere in the world can write to any UK public body and request information. The Act provides you with two rights:

1. The right to be told whether the information you are requesting is being held by the public body and if it is;
2. The right to receive copies of the information, as long as it is not exempt and it is in the public interest to release.

A Freedom of Information request must be in writing. The Council will accept a written request in the following formats; Letter, Email or Fax

The request must state your name, describe the information you require and provide the address you want the information to be sent to. The Council then has 20 working days to respond to your request.

2b. Personal Information Requests (DPA)

Under The Data Protection Act 1998 (DPA), you have the right to request to see personal information held by the Council about you. This is known as a Data Subject Access Request. The Council reserves the right to make a nominal £10 charge for this service.

Subject Access Requests must be made in writing. There is a form (DSAR1) available to help you make your request. This can be obtained from the Council's [website](#) or by contacting the Council's Data Protection Officer using the address on page 7. You will be asked to provide two original forms of identification. Copies will be attached to your request, and will be used to ensure your personal information is not released to anyone but you. The Council has 40 days to copy and release the information to you.

2c. Environmental Information Regulations 2004 (EIR)

If you wish to request information about the environment, you should submit an Environmental Information Request. This includes information on air, water, land, natural sites, flora and fauna, built and environmental health. EIR requests can be made in writing or by phone.

The Council has 20 working days to provide you with the information, although this can be extended by a further 20 working days if information needs to be compiled into a new format.

You will be advised if this is the case and given a revised target date.

The charges in this scheme apply equally to the EIR's where applicable.



3. Making a Request

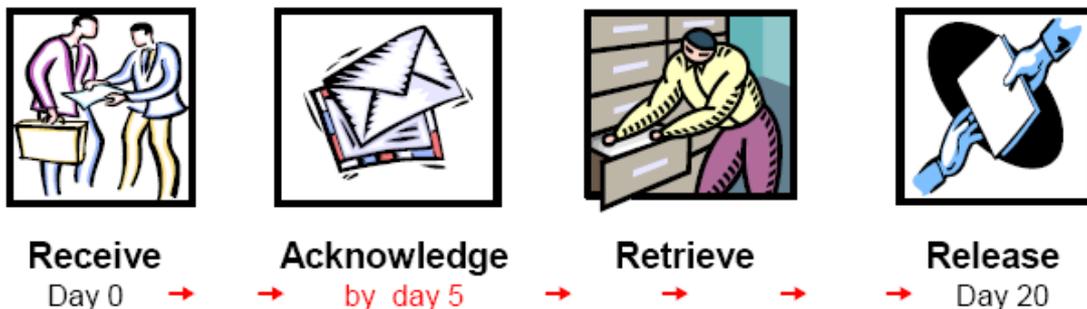
FOI, DPA and EIR requests can be made in writing to:

Information Access Requests
Northampton Borough Council
The Guildhall
St Giles Square
Northampton
NN1 1DE

Email: requests@northampton.gov.uk
Fax: 01604 837057

EIR requests can also be made over the telephone: 01604 838536

However you apply for the information the Council will handle the request in the same way.



Please remember the above are working days and that Data Protection Requests can take up to 40 days.

Email requests are automatically acknowledged at all times. Postal requests however may not be acknowledged during busy periods

Some information you request may be legally exempt from disclosure. A list of these exemptions may be found at the end of this Scheme in section 13. Should the information you have requested fall into an exemption category, a review will be carried out to see if it is in the public's interest to release it. In some cases all or some of the information may be released.

Whatever the decision, you will be informed of the reasons why the information is being withheld and given the opportunity to challenge that decision should you wish.

More information on making a request can be found at www.northampton.gov.uk/foi or www.northampton.gov.uk/dpa

4. Our Commitment to you

The Council supports open and transparent local government. This is supported by the Councils Information Strategy Statement as summarised below:

- We will only create or obtain information that is relevant to support the delivery of its services to its citizens. Information will only be kept if it is still relevant or as long as we are legally bound to keep it.
- We are committed to ensuring that information published will be accurate and easily accessible to every member of the public.
- Where possible information will be made publicly available under a Publication Scheme. Where this is not possible, access to information will be granted subject to exemptions.
- We will ensure that comprehensive security policies and processes are maintained to ensure the integrity and reliability of our information. Particularly with regard to the DPA.
- It is a guiding principle of the Council, that every user can access information irrespective of their gender, race, location, language, age or ability.
- The council will closely ally information delivery with service delivery, and select the appropriate media to best achieve this aim.

The Council's Information Strategy Statement will be monitored regularly to assess its efficiency.

5. Data Protection and Confidentiality

Although a great deal of the information the Council holds is of a general nature, there are many filing systems and classes of records that relate to individual people. The Data Protection Act 1998 (DPA) requires that information about an individual is kept confidential, unless that person has given permission for it to be disclosed. This scheme is not intended to provide access to personal information under the DPA however section 2b does state how to request this information from the Council.

6. Access and Re-use Requests (Copyright)

The material listed in this Publication Scheme is copyright unless stated otherwise. The supply of documents under FOI does not give the person or organisation who receives the information, an automatic right to re-use it. For example, by making multiple copies or publishing and issuing copies to the public. Such re-use is subject to permission being given, usually in the form of a copyright license, by the copyright holder. In the case of corporate or intellectual copyright material, licenses are available by application to the Council's Information Governance Team.

Please state if you wish to re-use the information after it has been disclosed. The Council will then consider whether to issue a re-use licence under PSI at the same time. Re-use licences can be applied for after release or in their own right. Licences are normally free providing the source of the information is acknowledged and you do not intend to use the information for commercial gain.

Under the fair dealing provisions of the Copyright, Designs and Patents Act 1988 (sections 29 and 30), copyright material may be re-used for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting. See also The Copyright and Related Rights Regulations 2003. (www.legislation.hms.gov.uk/si/si2003/20032498.htm).

7. Charges for Information

As per The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, the Council has to provide 18 hours of time (£450 at £25 per hour) to respond to a request free of charge. Above this the Council may issue a fees notice under section 9 of the FOI Act to either:

1. Recover all costs associated with the request.
2. Recover all charges over 18 hours of work (£450).
3. Waive the right to charge.

The Council will normally only consider waiving the charge where the same information has been requested by more than one applicant (so long as the aggregated requests are not considered vexatious).

Whereas online documents are provided free, the Council reserves the right to place a charge on paper copies of information supplied that exceed a £3 cost. In cases where the cost to supply this information exceeds £3 the Council may require payment for the full cost of providing these documents. Please be aware that postage and packing (P&P) is also taken into consideration when supplying information requested. Any costs incurred, are highlighted beside each category of information. Should the Council issue a fees notice, payment will be required in advance before any work commences on making the information available.

If the information is available free to view at one of our council offices, then again you should go to the office stated. Please note that any free to view document may attract a charge if copies are required.

A charge may be made to cover the cost of providing information in the particular manner requested in the application. Glossy or other bound paper copies, or in some cases CD ROM's, video or other mediums, will attract an additional charge to cover the cost of the format requested.

The fees chargeable for photocopies and other materials where needed under the scheme are as follows:



	COST
Any materials up to a total of £3 (cumulative, including P&P) <i>NB. The Council reserves the right to recover the full cost for any information provided that exceeds £3.</i>	No charge
Photocopying A4 Black and White	12p per side
Photocopying A3 Black and White	24p per side
Printing A4 2 Colours (May include picture cover)	15p per side
Photocopying A4 Colour	30p per side
Photocopying A3 Colour	60p per side
Binding/bound copies of material	Cost available upon request
CD Rom/DVD	£1.50 per disk
Videos/cassette tape/floppy disk	Cost available upon request
Copies of local plans	Cost available upon request
Certified hard copies of planning approval	£5.00
Postage and Packing	Current royal mail postal charges apply

Some information may incur a higher cost, e.g. Land Charges Search, for the supply of the requested information. Unless otherwise indicated, information listed on this scheme is available free of charge.

In order to ensure that cost is not a barrier to access information the Council will consider applications to waive any charge for information on a case-by-case basis.

8. Accessible Copies of this Scheme

This scheme is available at no charge. The most current version is available on request from the Information Governance Team and can also be accessed on the Councils website <http://www.northampton.gov.uk/foi>. A printed copy may also be viewed at one of the Council offices listed below:

NAME	ADDRESS	OPENING TIMES
The One Stop Shop Tel: 0845 330 0637	The Guildhall St Giles Square Northampton NN1 1DE	Mon – Fri 8.30 -17.00 (Open from 10am on Wednesdays)
Weston Favell Housing Office Tel: 0845 330 0637	Billing Brook Road Weston Favell Northampton NN3 8RZ	Mon – Fri 8.30 -17.00 (Open from 10am on Wednesdays)
Cliftonville House	Bedford Road Northampton NN4 7RN	Mon – Thurs 8.30 -17.00 (Open from 10am on Wednesdays)
Westbridge Depot	9-13 St James Mill Road Northampton NN5 5JW	Mon – Thurs 8.00 -17.00 Fri 8.00 -16.30
Kingsthorpe Housing Office Tel: 0845 330 0637	Harborough Road Northampton NN2 7BB	Mon – Fri 8.30 –16.30 (Open from 10am on Wednesdays)
A copy of the Scheme is also available at Northampton Central Library	Abington Street, Northampton	Mon – Thurs 9.00 -19.00 Sat 9.00-17.00

If you are having difficulty accessing or understanding this document, or require an alternative format, please do not hesitate to contact your nearest Council office who will happy to assist.

9. Making a Challenge

You have the right to challenge the decision to refuse the release of all or part of the information you requested. This must be done in writing within 6 months of receiving the information or refusal notice. Please write to:

Information Access Challenges
Northampton Borough Council
The Guildhall
St Giles Square
Northampton, NN1 1DE

Email: infochallenges@northampton.gov.uk

Your letter will be acknowledged within 5 days. A more senior officer will then handle your challenge and review the information that has been withheld. You will be notified of the outcome within 20 working days.

10. Making an Appeal

If you are still unhappy with the disclosure decision, you then have the right to appeal. Please write to:

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

You must have tried to resolve your challenge with the Council before you contact the Information Commissioners Office.

11. Making a Complaint

We do our best to provide a high level of service. However, if you feel that you have been treated in an unfair manner during your information request, you should complain using the usual Council's Customer Feedback procedure. This is available from any of the Council's offices as listed above, via the web at www.northampton.gov.uk/complaints or by post to:

Customer Liaison Team
Cliftonville House
Bedford Road
Northampton
NN4 7NR
Telephone: 01604 837837



12. The Classes

Information available on the website is available free of charge. Access to the Borough Council's web site is available during office hours at the One Stop Shop. Information printed out from this facility may attract a charge.

Charges applicable for requested pre-printed, paper copies are noted in the availability and cost column. Postage and packing costs are included unless otherwise stated.

Class 1. Constitution and Democracy - Who we are and how we work

CLASS 1 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
Council Constitution	The Constitution sets out how the Council functions, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people.	Website
		Bound copy £40
Council democratic structure (<i>elected members of the council</i>)	Including information on: Council, Cabinet, Regulatory Committees, Overview and Scrutiny Committee, Neighborhood Partnerships, Forums, Officer Working Groups and Agency Partnerships.	Website
Council directorate structure (<i>non-elected members of the council</i>)	Temporary version of the Council's current structure chart	Website
Location and opening times of Council properties	Including those listed below: Planning and Environmental Health, Building Control, Housing, Revenues and Benefits and Money Advice.	Leisure Centres Museums Offices
Currently elected councillors' information and contact details	Full list of Councillors including contact details.	Website
Contact details for all customer-facing departments	Key contact details.	Website
Most recent election results	Northampton Borough Council Election Results for 2003 and 2007.	Website
		£5

CLASS 1 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
Relationships with other authorities	Not currently publicly available.	Requests via the FOI team subject to exemption.

Class 2. Finance and Audit - What we spend and how we spend it

CLASS 2 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
Financial statement of Accounts	Statement of Accounts including external audit management letters.	Website
Capital programme	Including: Governance and Improvement, Customers and Service Delivery, People, Planning and Regeneration, Customers and Service Delivery.	Website
Spending reviews	This report summarises the contents of the Deputy Prime Minister's statement of 13th July, following the Chancellor of the Exchequer's speech on the spending review for 2004.	Website
Members allowance scheme	Information on the current member allowance scheme.	Website
Allowances paid under The Members Allowance.	Current allowance paid to councillors. Please be aware that this is currently under review.	Requests via the FOI team subject to exemption.
Members and staff subsistence and travel allowance.	Section 6.1 of the Council's Constitution details the member allowance scheme.	Website
Pay and grading structure	Not currently publicly available.	Requests via the FOI team subject to exemption.
Election expenses	Returns or declaration and accompanying documents relating to election expenses sent to the council. Retained for a minimum of 2 years unless European election expenses which are held for a minimum of 12 months	Available for public inspection for 2 years from submission date. Requests via FOI team subject to exemption.

CLASS 2 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
Procurement procedures	Procurement has a key role to play in helping the Council to achieve its vision, by ensuring that value and efficiency is delivered for every pound spent with our suppliers. This document highlights how the County Council intends to deliver effective and more strategic procurement.	Website
Contracts currently being tendered	Not currently publicly available. Review with Procurement solicitor.	Requests via the FOI team subject to exemption.
Contracts awarded and their value	Not currently publicly available. Review with Procurement solicitor.	Requests via the FOI team subject to exemption.
District auditor reports	The aim of this independent report is to ensure that public services are good value for money and that public money is properly spent. This document highlights the Councils Best Value Performance Plan and Performance Indicators.	Website
		£40
Financial statements for projects and events	Not currently publicly available.	Requests via the FOI team subject to exemption.
Internal financial regulations	Financial regulations provide the framework for managing the authority's financial affairs and ensure the efficient, effective and economic use of resources.	Website
		£5
Business and funding partnerships	This link provides a list of areas within the Borough Council, where business or funding partnership, work with other council or organisations takes place.	To be added to the Website soon
Community Enabling Fund	The Community Enabling Fund provides funding to a wide range of not-for-profit organisations including: Registered Charities, Voluntary Organisations, Community Groups, Clubs and Residents Associations. Grants are provided for new and one-off activities such as community arts, sports, leisure and conservation.	Website

Class 3. Priorities and Performance – What we do and how well we do it

CLASS 3 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
Corporate Plan and Draft Best Value Performance Plan	The plan sets out a summary of the council's performance targets for the year, together with our current medium term priorities	Website
		£10 -
Internal and external organisation performance reviews	Not currently publicly available.	Requests via the FOI team subject to exemption.
Northampton Economic Regeneration Strategy April 2008	Northampton's Economic Regeneration Strategy is a local strategy that sets out clear targets for the transformation of Northampton's economy.	Website
		£10
Capital strategy	The purpose of the Council's Capital Strategy is to document the principles and framework that underpin its longer-term capital investment and expenditure proposals. This will assist in the achievement of the council's strategic priorities and objectives.	Website
		£5
Performance data - <i>Best Value Performance Indicators (BVPI's), National Performance Indicators (NI's) and Local Performance Indicators (LPI's)</i>	The government requires each local authority to collect and publish a range of performance indicators. These show how well the Council is performing against national and local targets for the services it provides. An external auditor from the District Audit Service verifies the indicators.	Website Information not on the website can be requested via the FOI team subject to exemption.
Northampton Sustainable Community Strategy 2008-2011	The Northampton Sustainable Community Strategy was produced to build on the open relationship being developed with the people of Northampton and to provide a document by which the Council and its strategic partners could be measured.	Website
		£5
Inspection reports – <i>Comprehensive Performance assessment (CPA)</i>	Inspections are used to benchmark against the national standards and are carried out as required by central government. Examples of these reports include: Environmental Services – (including refuse, street cleaning and recycling) Housing and Benefits, Annual Audit Inspection and Housing Audit Inspection	Website
		A fee may be charged for hard copies

CLASS 3 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
Local area arrangements	Local Area Agreements are a new Government initiative, which provides the framework to find local solutions for local people. They have the potential to bring about a real improvement in collaborative working, by ensuring that all sectors improve their understanding of each other.	Website
Equality Impact Assessments	An Equality Impact Assessment is a tool used to analyse a policy, strategy, function or service to identify potential adverse or unequal effects or impact on a particular sector of the community, (this includes impact(s) on employees, potential or actual service users, the wider community and staff in contracted out services), and to eliminate, mitigate or reconsider the proposed action or steps wherever possible.	Website
Service standards	A list of services available from the council.	Please refer to A-Z of the council website.
Public service agreements	Public Service Agreements are national targets for Government departments.	Not currently publicly available. Requests via the FOI team subject to exemption.
Local Plans and Proposals Map		Free to view upon written request to Planning Policy and Conservation.
		Local Plan and Proposals Map £40 Proposals Map only £10
Open Space and Sports and Recreation Report 2006	The Council undertook the Open Space audit needs assessment through 2005/6. The Open Space, Sport and Recreation Report(September 2006) provides the results of this exercise and based on the analysis, establishes Local Standards for open space, sport and recreational provision in the Borough	Website
		Printed £10 CD £5

CLASS 3 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
Northampton Longer Term Growth Options Study (LTGOS) including the LTGOS Base Line report	<p>The Northampton LTGOS provides background information to help inform plans for the future growth of Northampton. The key plans the Study will inform are, the West Northamptonshire Joint Core Strategy and the Northampton Implementation Area Development Plan Document.</p> <p><i>The LTGOS Base Line report sets out the results of the first stage of the study, which was to analyse baseline data to inform the preparation of growth options. The main findings from this exercise are organised by topics:- i.e. Strategic Policy Context, Environment, People, Housing, Economy & Employment, Community Infrastructure, Movement & Access and Utilities.</i></p>	Website
		LTGOS £5

Class 4. Decision Making - How we make decisions

CLASS 4 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
Timetable of council meetings including agendas and minutes	An archive of agendas and minutes for Council, committee and sub-committee meetings is provided by modern.gov. This can be accessed from the link from any online computer.	Website
		Cost advised upon request
Major policy proposals and decisions	List of policy proposals and decisions.	Website
		Cost advised upon request
Delegated Decisions - Facts and analyses of facts considered when framing major policies	The Council will issue and keep up to date a record of what part of the Council or individual has responsibility for particular types of decisions, or decisions relating to particular areas or functions.	Website Refer to Council Constitution part 2 'Decision Making'
Public consultations	Effective public consultation ensures that Northampton Borough Council's decisions and	Website

CLASS 4 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
	the development of its policies and services takes proper account of the views of individuals, communities, organisations and anyone interested in the town.	Cost advised upon request
Internal communications guidance criteria	Refer to Council Constitution part 2 'Decision Making' See also specific policies, manuals and guidelines in Class 5 that relate to internal instructions for decision-making.	Website
Management Board decisions	Management Board is composed of senior managers and is chaired by the Chief Executive. It reports directly to the leader of the Council. Key Management Board decisions can be requested but are not routinely published at this time.	Not currently publicly available. Requests via the FOI team subject to exemption.

Class 5. Strategies, Policies and Procedures

CLASS 5 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
A-Z list of the Councils Strategies, Policies and Procedures.	A list of all the current Strategies, Policies and Procedures is available on the Council's Website. Requests for specific documents not actively published on the Website can be made via the FOI team.	To be added to the website very soon Requests via the FOI team subject to exemption
Staff Handbook	The Council's employee staff handbook is no longer produced as a hard copy. Requests from staff can be made direct to HR. Requests for sections of the handbook from the public should be made to Information Governance and will be processed as FOI requests.	Not currently publicly available
Customer feedback (including comments, complements and complaints)	We are committed to delivering an excellent quality of customer service. The Council encourages citizens feedback and particularly wants to hear from you when you are happy with the service provided or when you have an idea for improvement. We also want you tell us when we get it wrong or could have done better.	Website

CLASS 5 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
Charging regimes and policies	Some departments have specific charging policies. Copies can be requested directly from the service areas as day-to-day business enquiries and will not normally be considered FOI requests.	Direct enquiry to service
ISA's - Information Sharing Agreements (previously called Data Sharing Agreements)	A corporate list of all current ISA's is held by the Council's Data Protection Officer and is available on request. Though not actively published copies of current agreements are also available on request but may be subject to exemption.	Requests via the FOI team subject to exemption

Class 6. Information Asset Register - Lists and registers

CLASS 6 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
Register of councillors' financial and other interests		Free to view upon written request to Meeting Services. Paper copies of this register may be charged in accordance to the Councils Charges for Information guidelines.
Register of gifts and hospitality		Free to view upon written request to Meeting Services. Paper copies of this register may be charged in accordance to the Councils Charges for Information guidelines.
Register of electors		Free to view upon request. Copies of the edited register may be charged in accordance with legal requirements
Asset Registers	The register records the values, depreciation and history of the Council's tangible and intangible fixed assets.	Not currently publicly available. Requests via the FOI team subject to exemption.
Information Asset Register (IAR)	This register includes disclosure logs, licensing, planning, commons and footpaths etc	To be add to the Website Very soon

CLASS 6 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
Council Housing Register	This register provides a record of all council houses, flats etc	Free to view upon written request to Housing Services. Paper copies of this register may be charged in accordance to the councils Charging for Information guidelines.
Hackney Carriage Register	This register provides a list of number plates associated with every 'four wheeled carriage' used for hire.	Free to view upon written request to the Licensing Department. Hard copies are not available under statute. This will be available on line from the anticipated date of 1 st January 2009

Class 7. A-Z - Services provided by the council

CLASS 7 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
Regulatory and licensing responsibilities		This will be available on line from the anticipated date of 1 st January 2009
Services for local businesses	General business advice including: Business property economic development, Trading Standards, licensing, Regeneration, business opportunities, health and safety.	Website
		Cost advised upon request
Services for members of the public	Including: Housing, Planning, Legal Services, Environment Health, Community Safety, Leisure and Culture, Data Protection and Transport.	Website
		Cost advised upon request
Information for visitors to the area	Including: Arts and entertainment, local history and heritage, sports development, young people's activities, sports and museums and galleries.	Website
		Cost advised upon request

CLASS 7 - INFORMATION TYPE	DETAILS	AVAILABILITY & COST
Environmental service standards	Including: Street care, Neighbourhood Wardens and Park Rangers Services, Parks and Open Spaces and Waste Management.	Website
		£3
Food safety	You can view the star rating for all food businesses within the catchment area at www.northantsfoodsafety.co.uk	Website
Interactive mapping	Before accessing the Interactive Mapping Information Service you must read and agree to the terms and conditions. This service is free to use.	Website
Services for which the council is entitled to recover a fee, together with those fees		Not currently publicly available. Requests via the FOI team subject to exemption.
Leaflets, booklets and newsletters		On display in Council offices, available on request or on the Website
Advice and guidance		Refer to A-Z on the website
Media releases	Latest news search	Website
Election information	Including: An introduction to electoral services, electoral registration, Borough Council elections, County Council election, how to become a Borough Councillor, parliamentary general election, European parliamentary election, Parish Council.	Website
		Cost advised upon request

13. List of possible Exemptions

A series of 23 exemptions are set out in the Act that allows the Council to withhold certain types of information in relation to a request if the information is not in the public interest, is confidential or commercial information, is personal or environmental information or disclosure is otherwise prohibited by another enactment. However, only 15 apply to the information held by the Council.

Some exemptions are very specialised in their application, such as national security, and would not usually be relevant to the Council. Others such as personal or confidential information are relevant, and will be used sparingly to ensure that the Council or individuals interests are protected. Please note exemptions not applicable to the Council are shade grey.

There are two general categories of exemptions:

Absolute: where there is no requirement to confirm or deny that the information is held, disclose the information or consider the public interest; and

Qualified: where, even if an exemption applies, there is a duty to consider the public interest before disclosing the information. In such cases, exemptions are considered on an individual basis.

When considering the public interest test for qualified exemptions, the Council will balance the public interest arguments favouring disclosure against factors favouring the withholding of the information. In some cases all of the information may be withheld, in other cases sections, paragraphs or sentences may be extracted. You have the right to challenge the withholding of any information under the Information Access Challenges Procedure.

Some exemptions also require the Council to consider.

- The harm disclosure (or non disclosure) could do
- The prejudicial interests of all parties
- The commercial interests of all parties

The Exemptions

NATURE OF INFORMATION	ABSOLUTE (A) OR QUALIFIED (Q)
Information accessible to applicant by other means (s21)	A
Information intended for future publication (s22)	Q

Information from bodies relating to security matters (s23)	A
Information required to safeguard national security (s24)	Q
National Security Certificates (s25)	A
Information likely to prejudice defence (s26)	Q
Information likely to prejudice international relations (s27)	Q
Information likely to prejudice relations between UK administrations (s28)	Q
Information likely to prejudice economic interests (s29)	Q
Information obtained for the purpose of investigations and proceedings conducted by public authorities (s30)	Q
Information likely to prejudice law enforcement (s31)	Q
Court orders (etc) (s32)	A
Information related to public sector audit functions (s33)	Q
Information subject to parliamentary privilege (s34)	A
Information relating to the formulation of government policy (s35)	Q
Information likely to prejudice the effective conduct of public affairs (s36)	A (in part)
Communications with the royal family (etc) (s37)	Q
Information likely to endanger the health or safety of an individual (s38)	Q
Information covered by regulations made under s74 (implementing the Aarhus convention relating to environmental information) (s39)	Q
Certain personal data of which the applicant is the data subject (s40)	A (in part)
Information the disclosure of which would be an actionable breach of confidence (s41)	A
Information subject to legal professional privilege (s42)	Q
Information that constitutes a trade secret (s43)	Q
Information the disclosure of which is prohibited (otherwise than FOIA 2000) (s44)	A

The 's' number in brackets denotes the section of the FOI Act the exemption refers to.

14. Review process

Section 19(1)(c) of the Act requires the Council to keep the Publication under review. The Council will therefore review this scheme at least once a year in December.

The review will consider:

- The charges made for information
- Adding to, updating or removing information from each class, but not changing the classes themselves
- Checking electronic links to information
- Take account of any changes to legislation. (This may be done between yearly reviews if necessary).

The review will be conducted by the Council’s Freedom of Information Officer and will be approved at the Council’s Senior Management Board before replacing the existing scheme.

Please contact Information Governance at the Guildhall should you wish to make suggestions to help improve the scheme at the next review.



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এই তথ্য অন্যান্য ভাষায় এবং পদ্ধতিতে আমাদের সাথে নীচের ফোন নম্বরে যোগাযোগ করে অনুরোধ করে পাওয়া যেতে পারে

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