



**Freedom of Information**

**Publication Scheme**

## **What does this publication scheme cover?**

This publication scheme covers information routinely published by Three Rivers District Council. It is not a list of publications, as these will change over time. It is a list of ‘classes’, groups, or types of information, within which information is available.

Under the Freedom of Information Act 2000 the Council has a duty to specify what information they publish (in terms of information ‘classes’), how the information is made available, and whether it is available free of charge or upon payment.

Unless specified, the information contained within this Publication Scheme is free of charge. For guidance on re-using of this information, please visit the [Re-use of Public Sector Information](#) page on our website.

## **How do I obtain information through this publication scheme?**

A list of the materials available under each “class” contained in this publication scheme is available on the Council’s website [www.threerivers.gov.uk](http://www.threerivers.gov.uk) or at the Council’s main reception area at:

Three Rivers House, Northway, Rickmansworth, Herts WD3 1RL

Many of the documents are available to download from the scheme on our website.

## **What about the information not covered by this scheme?**

Visit the [Freedom of Information](#) page on our website for details of how to request information not covered by this Publication Scheme.

This scheme only covers information created by Three Rivers District Council. Over a period of time, the aim is to make more information available in an increasing variety of methods. This publication scheme will subsequently be amended to include this additional information.

The information you require may be historical, and may therefore be available from the Hertfordshire Archives and Library Service under their normal access arrangements. You may obtain further information by visiting [Hertfordshire Archives and Local Studies](#) website.

Hertfordshire Archives and Local Studies  
Hertfordshire County Council  
County Hall, Pegs Lane, Hertford SG13 8DQ

Telephone: 0300 123 4049  
E-Mail: [hertsdirect@hertscc.gov.uk](mailto:hertsdirect@hertscc.gov.uk)

Unless otherwise stated, all information within this scheme relates to the currently available or published version.

Legislative papers such as acts, bills, white and green papers are accessible from HMSO to view at <http://www.legislation.gov.uk/>

### **Other places to look for general information about local government?**

Your query on a local matter may subsequently involve a search for national, regional, or other consultative material produced by government, other public bodies, or voluntary sector organisations.

You may receive advice on where to look by contacting the Council's Freedom of Information Officer, your local library, Citizen's Advice Bureau, or through using a web search engine.

### **How do I find out about the information you hold about me personally?**

Under the Data Protection Act 1998, you are entitled to see all of the personal information that the Council holds about you. For more information about this, visit our [Data Protection](#) page on our website or contact:

Data Protection Officer  
Three Rivers District Council  
Three Rivers House, Northway, Rickmansworth, Herts WD3 1RL

Telephone: 01923 776611

E-Mail: [dataprotection@threerivers.gov.uk](mailto:dataprotection@threerivers.gov.uk)

### **Who do I contact to find out more?**

If you have a query about this publication scheme, the information available, or information held by the council generally, please contact:

Freedom of Information Officer  
Three Rivers District Council  
Three Rivers House, Northway, Rickmansworth, Herts WD3 1RL

Telephone: 01923 776611

E-Mail: [foi@threerivers.gov.uk](mailto:foi@threerivers.gov.uk)

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## 1. Who we are and what we do.

Organisational information, structures, locations and contacts.

Sub-class	Sub-class Description	Location and charge (where applicable)
1.1 Constitution	The constitution 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. The Constitution is divided into 16 articles which set out the basic rules governing the Council's business. More detailed procedures and codes of practice are provided in separate rules and protocols at the end of the document.	Website: <a href="#">Constitution</a>
1.2 Council Democratic Structure	The democratic structure of the Council shows each committee together with the Councillors that sit on them and their roles.	Website: <a href="#">Committees and Forums</a>
1.3 Council Directorate Structure	Information about the internal staffing structure of the Council and contact details of directors and heads of service.	Website: <a href="#">Council Departments</a>
1.4 Council Offices	The location and opening times of Council Offices.	Website: <a href="#">Council Offices</a>
1.5 Elected Councillors	Councillors names, wards, committees, roles and contact details.	Website: <a href="#">Councillors</a>
1.6 Contact Details for Customer-facing Departments	Contact details for the Customer Services Centre and service standards information.	Website: <a href="#">Customer Services</a>
1.7 Election Results	Results of most recent elections for Councillors on the Council and previous election results.	Website: <a href="#">Local Elections</a>

Sub-class	Sub-class Description	Location and charge (where applicable)
1.8 Relationships with Other Authorities	<p>The role of other local authorities and our relationships with other authorities and partners.</p> <p>The Role of the Monitoring Officer.</p> <p>The role of the Returning Officer.</p>	<p>Website:  <a href="#">Local Government Functions</a>  <a href="#">Partnerships</a></p> <p>Website:  <a href="#">Legal Practice</a></p> <p>Website:  <a href="#">Elections</a></p>

## 2. What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

Sub-class	Sub-class Description	Location and charge (where applicable)
2.1 Financial Statements, Budgets and Variance Reports	<p>Monthly budget monitoring reports showing expenditure against budgets and variances.</p> <p>The annual Statement of Accounts gives details of accounts at the year end.</p>	<p>Website: <a href="#">Budget Monitoring Reports</a></p> <p>Website: <a href="#">Statement of Accounts</a></p>
2.2 Capital Programme	<p>Monthly budget monitoring reports showing expenditure against budgets and variances.</p> <p>The annual Statement of Accounts gives details of accounts at the year end.</p>	<p>Website: <a href="#">Budget Monitoring Reports</a></p> <p>Website: <a href="#">Statement of Accounts</a></p>
2.3 Financial Audit Reports	<p>The annual audit letters and reports summarise the findings of the audit and inspection work carried out at the Council in each financial year.</p> <p>The Audit Committee receive regular reports on progress against recommendations from internal and external audits.</p>	<p>Website: <a href="#">External Auditor's Reports</a></p> <p><a href="#">Audit Committee</a></p>
2.4 Members' Allowances	The Members' Allowance scheme and expenses paid to Councillors.	<p>Website: <a href="#">Members' Allowances</a></p>
2.5 Staff Allowances and Expenses	Details of allowances and expenses that can be claimed by staff.	<p>Website: <a href="#">Salaries and Allowances</a></p>
2.6 Pay and Grading Structure	The Council's Establishment List, showing all posts and associated salary scales.	<p>Website: <a href="#">Council Departments</a></p> <p><a href="#">Salaries and Allowances</a></p>

Sub-class	Sub-class Description	Location and charge (where applicable)
2.7 Election Expenses	Returns or declarations and accompanying documents relating to candidates' election expenses	Location: Three Rivers House, Northway, Rickmansworth, Herts WD3 1RL
2.8 Procurement Procedures	The procedures for acquiring goods and services.	Website: <a href="#">Purchasing Rules</a>
2.9 Current Tenders	Details of contracts currently being tendered.	Website: <a href="#">Current Tenders</a>
2.10 Contracts	List of contracts awarded and their value	Website: <a href="#">Contracts Register</a>
2.11 District Auditor's Reports	Annual Audit Letter and Reports on aspects of performance management, financial aspects of corporate government, accounts, grant claims and issues for the year of Audit.	Website: <a href="#">External Auditor's Reports</a>
2.12 Financial Statements for Projects and Events	Financial implications for major projects or events are included in relevant committee reports and variances are included in budget monitoring reports.	Website: <a href="#">Council Meetings</a> <a href="#">Budget Monitoring Reports</a>
2.13 Internal Financial Regulations	The Financial Procedures of the Council are included in Part 4 of the Council's Constitution	Website: <a href="#">Constitution</a>
2.14 Funding for Partnerships	The funding arrangements for Partnerships are included in the relevant strategy or plan.	Website: <a href="#">Partnerships</a>

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

Strategies and plans, performance indicators, audits, inspections and reviews.

Sub-class	Sub-class Description	Location and charge (where applicable)
3.1 Annual Reports	A report on what we have achieved over the past year with regard to delivering best value, both in terms of reviews that we have carried out and in our overall improvement in service delivery across the Council.	Website: <a href="#">Council Performance</a>
3.2 Strategies and Business Plans	The Strategic Plan brings together the high level, medium- to long-term objectives which the Council considers its priorities for the District and focuses on those areas where the Council has a lead role, or can play a key part in delivering or influencing the outcomes.	Website: <a href="#">Council Performance</a>
3.3 Internal and External Organisation Performance Reviews	Performance Indicators and Service Plans are reviewed by the relevant Committee every 6 months.	Website: <a href="#">Council Meetings</a>
3.4 Partnership Strategies	Strategies developed in partnership with other authorities, including: <ul style="list-style-type: none"> <li>◆ Community Strategy</li> <li>◆ Community Safety Strategy</li> </ul>	Website: <a href="#">Partnerships</a>
3.5 Other Strategies and Plans	The following strategies, policies and plans are published by the Council: <ul style="list-style-type: none"> <li>◆ Anti-Fraud &amp; Corruption Strategy</li> <li>◆ Anti-Social Behaviour Policy</li> <li>◆ Asset Management Plan</li> <li>◆ Consultation Strategy</li> <li>◆ Data Quality Strategy</li> <li>◆ Environmental Protection Policy</li> <li>◆ Housing Strategy</li> <li>◆ Procurement Strategy</li> <li>◆ Risk Management Strategy</li> <li>◆ Safeguarding Policy</li> <li>◆ Value For Money Strategy</li> <li>◆ Whistleblowing Policy</li> </ul>	Website: <a href="#">Council Policies and Plans</a>

## 4. How we make decisions

Decision making process and records of decisions

Sub-class	Sub-class Description	Location and charge (where applicable)
4.1 Timetable of Council Meetings	A list of all forthcoming committee meetings.	Website: <a href="#">Council Meetings</a>
4.2 Agendas, Reports and Minutes	Agendas, reports, background papers and minutes of council committee, sub-committee and standing forum meetings.	Website: <a href="#">Council Meetings</a>
4.3 Major Policy Proposals and Decisions	The Policy and Resources Committee consider major policy proposals	Website: <a href="#">Policy and Resources Committee</a>
4.4 Facts and Analysis Considered for Major Projects	The Policy and Resources Committee consider major policy proposals	Website: <a href="#">Policy and Resources Committee</a>
4.5 Public Consultations	Details of consultation exercises with access to the consultation papers and the results and outcomes of consultation exercises.	Website: <a href="#">Consultations</a>
4.6 Internal Communications Guidance	Criteria used for decision making, internal instructions, manuals and guidelines are included in the Council's Constitution.	Website: <a href="#">Constitution</a>

## 5. Our Policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

Sub-class		Sub-class Description	Location and charge (where applicable)
5.1	Policies and Procedures	<p>Codes of practice, procedural standing orders and guidance about the division of responsibilities between committees and delegated authority are included in the Council's Constitution.</p> <p>Policies, procedures and protocols for delivering services will generally be found on the website in the relevant service areas to which they relate.</p> <p>Current vacancies, with Job Descriptions and the Applicants' Charter are advertised on the Council's website.</p>	<p>Website: <a href="#">Constitution</a></p> <p>Website: <a href="#">Home Page</a></p> <p>Website: <a href="#">Job Vacancies</a></p>
5.2	Customer Service	<p>Our Customer Service Standard identifies how we will deal with customers when they telephone, visit, write to or e-mail the Council.</p> <p>The Complaints Procedure outlines the aims of the Council in dealing with complaints and sets out what the customer can expect when making a complaint regarding a Council service.</p>	<p>Website: <a href="#">Customer Services</a></p> <p>Website: <a href="#">Compliments and Complaints</a></p>
5.3	Records Management and Personal Data Policies	<p>The Data Quality Strategy ensures that information is fit for purpose in order to manage services and account for performance.</p> <p>The Council's policy on dealing with requests for personal information under the Data Protection Act 1998.</p> <p>The Council's policy on data sharing.</p>	<p>Website: <a href="#">Council Policies and Plans</a></p> <p>Website: <a href="#">Data Protection</a></p> <p>Website: <a href="#">Privacy and Data Protection</a></p>
5.4	Charging Regimes and Policies	<p>The charging regimes and policies for delivering services will generally be found on the website in the relevant service areas to which they relate.</p>	<p>Website: <a href="#">Home Page</a></p>

## 6. Lists and Registers

Information held in Public Lists and Registers.

Sub-class	Sub-class Description	Location and charge (where applicable)
6.1 Public Registers	Public Registers will generally be found on the website in the relevant service areas to which they relate. The list of Public Registers is published on the website. Public Registers that are not published on the website can be inspected at the Council Offices, between 9am and 5pm, Monday to Friday (excluding bank holidays).	Website: <a href="#">Home Page</a>  Location: Three Rivers House, Northway, Rickmansworth Herts WD3 1RL
6.2 Asset Register and Information Asset List	The objective of the Asset Management Plan is to ensure that the Council's assets contribute to the achievement of the Council's Strategic Plan. The Council's Asset Register is available for public inspection at the Council Offices, between 9am and 5pm, Monday to Friday (excluding bank holidays).  The Council has not produced a separate Information Asset List for the Re-use of Public Sector Information Regulations, as all significant documents and information is included in this Publication Scheme.	Website: <a href="#">Council Policies and Plans</a>  Location: Three Rivers House, Northway, Rickmansworth Herts WD3 1RL  Website: <a href="#">Re-Use of Public Sector Information</a>
6.3 Disclosure Logs	Summary information about responses to FOI requests can be obtained by contacting the Council's Freedom of Information Officer.	Website: <a href="#">Freedom of Information</a>
6.4 Register of Councillors' Financial and Other Interests	The Register of Members' Interests is published on the website.	Website: <a href="#">Register of Member Interests</a>
6.5 Register of Gifts and Hospitality	The Register of Gifts and Hospitality is available for public inspection at the Council Offices, between 9am and 5pm, Monday to Friday (excluding bank holidays).	Location: Three Rivers House, Northway, Rickmansworth Herts WD3 1RL



Sub-class	Sub-class Description	Location and charge (where applicable)
6.6 Licensing Registers	<p>Some Public Registers relating to the Licensing service can be viewed on the website. Public Registers that are not published on the website can be inspected at the Council Offices, between 9am and 5pm, Monday to Friday (excluding bank holidays).</p> <ul style="list-style-type: none"> <li>• Register of Private Hire Drivers</li> <li>• Register of Hackney Carriage Drivers</li> <li>• Register of Betting Shops</li> <li>• Premises Licence Register</li> <li>• Club Premises Licence Register</li> <li>• Personal Licence Register</li> <li>• Temporary Events Notices Register</li> <li>• Emissions Permits Register</li> </ul>	<p>Website: <a href="#">Licensing</a></p> <p>Location: Three Rivers House, Northway, Rickmansworth, Herts WD3 1RL</p>
6.7 Register of Electors	<p>The full version of the Register of Electors can be inspected under supervision.</p> <p>The open version of the Register of Electors can be purchased in either paper or electronic format.</p>	<p>Location: Three Rivers House, Northway, Rickmansworth, Herts WD3 1RL</p> <p>Paper format: £10 + £5 per 1000 names</p> <p>Electronic format: £20 + £1.50 per 1000 names</p>
6.8 Local Land Charges Register	Register with information concerning a piece of land or property.	<p>Location: Three Rivers House, Northway, Rickmansworth, Herts WD3 1RL</p>

## 7. Services provided by the Council

Information about the services the council provides including leaflets, guidance and newsletters.

	Sub-class	Sub-class Description	Location and charge (where applicable)
7.1	Regulatory and Licensing responsibilities	<p>The Licensing section in the Environmental Health department is responsible for:</p> <ul style="list-style-type: none"> <li>◆ Alcohol and Entertainment Licenses (Licensing Act 2003)</li> <li>◆ Animal Welfare Licenses (Boarding Establishments, Dangerous Wild Animals, Dog Breeding, Pet Shops, Riding Establishments, Zoos)</li> <li>◆ Caravan and Mobile Home Sites Licenses</li> <li>◆ Gaming and Lotteries Licenses (Gambling Act 2005)</li> <li>◆ House-to-house and Street Collections Licenses</li> <li>◆ Motor Salvage Operator Licenses</li> <li>◆ Personal Welfare Licenses (Acupuncture, Skin Piercing, Tattooing)</li> <li>◆ Private Hire and Hackney Carriage Licenses</li> <li>◆ Scrap Metal Dealers Licenses</li> <li>◆ Sex Establishment Licenses</li> <li>◆ Street Trading Licenses</li> </ul> <p>The Environmental Health department is responsible for:</p> <ul style="list-style-type: none"> <li>◆ carrying out hygiene inspections of food businesses in the district</li> <li>◆ enforcing housing standards in the private sector and in houses in multiple occupation</li> <li>◆ ensuring that incidents of pollution, both domestic and industrial are kept to a minimum</li> <li>◆ enforcing legislation relating to the control of animals</li> </ul>	<p>Website: <a href="#">Licensing</a></p> <p>Website: <a href="#">Food Safety</a> <a href="#">Housing Standards</a></p> <p><a href="#">Pollution</a></p> <p><a href="#">Animal Control</a></p>
		<p>The Development Management department is responsible for:</p> <ul style="list-style-type: none"> <li>◆ Considering and deciding planning and related applications</li> <li>◆ Defending the refusal of planning permission on appeal</li> <li>◆ Taking enforcement action against breaches of control</li> </ul>	<p>Website: <a href="#">Planning</a></p>

	Sub-class	Sub-class Description	Location and charge (where applicable)
		<p>The Electoral Services department is responsible for:</p> <ul style="list-style-type: none"> <li>◆ Organising and conducting Parish, District, County and Parliamentary elections</li> <li>◆ Assisting in the organising and conducting of European Elections</li> <li>◆ Compiling and maintaining the Electoral Register</li> </ul>	<p>Website:  <a href="#">Elections</a></p> <p><a href="#">Electoral Registration</a></p>
7.2	Services for local businesses	The Business section on the website has information for local businesses.	Website: <a href="#">Business</a>
7.3	Services for other organisations	Information about services for other organisations can be accessed from the service areas to which they relate on the website.	Website: <a href="#">Home Page</a>
7.4	Services for members of the public	Information about services for members of the public can be accessed from the service areas to which they relate on the website.	Website: <a href="#">Home Page</a>
7.5	Services for which the council is entitled to recover a fee	Fees for services provided by the Council are included on the relevant page(s) on the website.	Website: <a href="#">Home Page</a>
7.6	Information for visitors to the area	<p>The Three Rivers Guide gives information about the district and an A-Z of Services gives contact details for public services in the district</p> <p>Details of local historic attractions, the Three Rivers Museum and information about towns and villages in the district.</p> <p>Information about leisure services, facilities and events.</p> <p>Contact details for the five Hertfordshire County Council operated libraries in the district.</p>	<p>Website:  <a href="#">A-Z of Services</a></p> <p>Website:  <a href="#">Tourism and Travel</a></p> <p>Website:  <a href="#">Leisure and Culture</a></p> <p>Website:  <a href="#">Libraries</a></p>

Sub-class	Sub-class Description	Location and charge (where applicable)
7.7 Leaflets, books and newsletters	<p>The Council produces the Three Rivers Times magazine, that is distributed to all residents 3 times a year.</p> <p>Leaflets and newsletters produced by the Council are available to download from the relevant page(s) on the website</p>	<p>Website:  <a href="#">Three Rivers Times</a></p> <p>Website:  <a href="#">Home Page</a></p>
7.8 Advice and guidance	<p>Advice and guidance about the services provided by the Council is published on the relevant page(s) on the website.</p>	<p>Website:  <a href="#">Home Page</a></p>
7.9 Media releases	<p>Current and archived press releases are available on the website.</p>	<p>Website:  <a href="#">News</a></p>
7.10 Election information	<p>Details of forthcoming elections, results of previous elections and information about how to vote is published on the website.</p>	<p>Website:  <a href="#">Elections</a></p>