

Three Rivers District Council

Freedom of Information Publication Scheme

Version 5.2 (November 2022)

- BLANK PAGE -

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 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

Website: <https://www.hertfordshire.gov.uk/services/libraries-and-archives/hertfordshire-archives-and-local-studies/hertfordshire-archives-and-local-studies.aspx>

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.

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

Index

	Page
1. Who we are and what we do	8
1.1 Council Constitution	
1.2 Council democratic structure	
1.3 Council directorate structure	
1.4 Council Offices – locations and opening times	
1.5 Elected Councillors	
1.6 Election results	
1.7 Relationships with other authorities	
2. What we spend and how we spend it	9
2.1 Financial statements, budgets and variance reports	
2.2 Capital Programme	
2.3 Financial audit reports	
2.4 Members' allowance scheme	
2.5 Staff allowances and expenses	
2.6 Pay and grading structure	
2.7 Election expenses	
2.8 Procurement procedures and Tenders	

- 2.9 List of contracts awarded and their value
- 2.10 District auditor's report
- 2.11 Financial statements for projects and events
- 2.12 Internal financial regulations

3. What our priorities are and how we are doing 11

- 3.1 Annual reports
- 3.2 Strategies and business plans for services provided by the council
- 3.3 Internal and external organisation performance reviews
- 3.4 Strategies developed in partnership with other authorities
- 3.5 Council strategies and plans

4. How we make decisions 12

- 4.1 Timetable of council meetings
- 4.2 Agendas, reports and minutes of council and committee meetings
- 4.3 Major policy proposals and decisions
- 4.4 Facts and analyses of facts considered when framing major policies
- 4.5 Public consultations
- 4.6 Internal communications guidance

5. Our policies and procedures	13
5.1 Policies and procedures	
5.2 Customer service	
5.3 Records management and personal data policies	
5.4 Charging regimes and policies	
6. Lists and registers	14
6.1 Public registers and registers held as public records	
6.2 Asset registers and information asset register	
6.3 Disclosure logs	
6.4 Register of councillors' financial and other interests	
6.5 Register of gifts and hospitality	
6.6 Highways, licensing, planning, commons, footpaths, etc	
6.7 Register of electors	
6.8 Local Land Charges Register	
6.9 Business Rates Data	
6.10 Housing and Homelessness data	
7. Services provided by the council	17
7.1 Regulatory and licensing responsibilities	
7.2 Services for local businesses	

- 7.3 Services for other organisations
- 7.4 Services for members of the public
- 7.5 Services for which the council is entitled to recover a fee
- 7.6 Information for visitors to the area
- 7.7 Leaflets, booklets and newsletters
- 7.8 Advice and guidance
- 7.9 Media releases
- 7.10 Election information

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: Constitution
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: Committees and Forums
1.3 Council Directorate Structure	Information about the internal staffing structure of the Council and contact details of directors and heads of service.	Website: Council Departments
1.4 Council Offices and Contact Details	Contact details and the location and opening times of the Council Offices.	Website: Contact Us
1.5 Elected Councillors	Councillors names, wards, committees, roles and contact details.	Website: Councillors
1.6 Election Results	Results of most recent elections for Councillors on the Council and previous election results.	Website: Local Elections
1.7 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: Local Government Functions</p> <p>Website: Legal Practice</p> <p>Website: Elections</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>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: Policy and Resources Committee</p> <p>Website: Statement of Accounts</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: Policy and Resources Committee</p> <p>Website: Statement of Accounts</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: Audit Committee</p>
2.4 Members' Allowances	<p>The Members' Allowance scheme and expenses paid to Councillors.</p>	<p>Website: Members' Allowances</p>
2.5 Staff Allowances and Expenses	<p>Details of allowances and expenses that can be claimed by staff.</p>	<p>Website: Salaries and Allowances</p>
2.6 Pay and Grading Structure	<p>The Council's Establishment List, showing all posts and associated salary scales.</p>	<p>Website: Council Departments Salaries and Allowances</p>
2.7 Election Expenses	<p>Returns or declarations and accompanying documents relating to candidates' election expenses</p>	<p>Location: The Returning Officer, Three Rivers House, Northway, Rickmansworth, Herts WD3 1RL</p>

Sub-class	Sub-class Description	Location and charge (where applicable)
2.8 Procurement Procedures and Tenders	The procedures for acquiring goods and services and details of current tenders	Website: Selling to the Council
2.9 Contracts	List of contracts awarded and their value	Website: Contracts Register
2.10 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: Audit Committee
2.11 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: Council Meetings
2.12 Internal Financial Regulations	The Financial Procedures of the Council are included in Part 4 of the Council's Constitution	Website: Constitution

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	The annual end of year report, with performance indicator data is published in the Members' Information Bulletin on May each year.	Website: Members' Information Bulletin
3.2 Strategies and Business Plans	The Corporate Framework 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: Corporate Framework
3.3 Internal and External Organisation Performance Reviews	Performance indicator data is published quarterly in the Members' Information Bulletin.	Website: Members' Information Bulletin
3.4 Partnership Strategies	Strategies developed in partnership with other authorities, including: <ul style="list-style-type: none"> ◆ Community Strategy ◆ Community Safety Strategy 	Website: Council Policies and Plans
3.5 Other Strategies and Plans	The following strategies, policies and plans are published by the Council: <ul style="list-style-type: none"> ◆ Anti-Fraud & Corruption Strategy ◆ Anti-Social Behaviour Policy ◆ Data Quality Strategy ◆ Housing Strategies ◆ Procurement Strategy ◆ Regulation of Investigatory Powers Act (RIPA) Policy ◆ Risk Management Strategy ◆ Safeguarding Policy ◆ Whistleblowing Policy 	Website: Council Policies and Plans

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: Council Meetings
4.2 Agendas, Reports and Minutes	Agendas, reports, background papers and minutes of council committee, sub-committee and standing forum meetings.	Website: Council Meetings
4.3 Major Policy Proposals and Decisions	The Policy and Resources Committee consider major policy proposals	Website: Policy and Resources Committee
4.4 Facts and Analysis Considered for Major Projects	The Policy and Resources Committee consider major policy proposals	Website: Policy and Resources Committee
4.5 Public Consultations	Details of consultation exercises with access to the consultation papers and the results and outcomes of consultation exercises.	Website: Consultations
4.6 Internal Communications Guidance	Criteria used for decision making, internal instructions, manuals and guidelines are included in the Council's Constitution.	Website: Constitution

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: Constitution</p> <p>Website: Home Page</p> <p>Website: Job Vacancies</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: Customer Services</p> <p>Website: Compliments and Complaints</p>
5.3 Records Management and Personal Data Policies	<p>The Data Quality Policy 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 processing and sharing data.</p>	<p>Website: Council Policies and Plans</p> <p>Website: Data Protection</p> <p>Website: Privacy Notice</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: Home Page</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 4pm, Monday to Friday (excluding bank holidays).	Website: Home Page Location: Three Rivers House, Northway, Rickmansworth Herts WD3 1RL
6.2 Asset Register and Information Asset List	<p>The Council's Land and Property Asset List provides details of all assets owned by the Council.</p> <p>The Council's Asset Register is available for public inspection at the Council Offices, between 9am and 4pm, Monday to Friday (excluding bank holidays).</p> <p>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.</p>	Website: Land and Property Asset List Location: Three Rivers House, Northway, Rickmansworth Herts WD3 1RL Website: Re-Use of Public Sector Information
6.3 Disclosure Logs	Summary information about responses to FOI requests can be obtained by contacting the Council's Freedom of Information Officer.	Website: Freedom of Information
6.4 Register of Councillors' Financial and Other Interests	The Register of Members' Interests is published on the website.	Website: Register of Member Interests
6.5 Register of Gifts and Hospitality	<p>The Officer Register of Gifts and Hospitality is available for public inspection at the Council Offices, between 9am and 4pm, Monday to Friday (excluding bank holidays).</p> <p>Councillor Register of Gifts and Hospitality</p>	Location: Three Rivers House, Northway, Rickmansworth Herts WD3 1RL Website: Register of Gifts and Hospitality

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 4pm, Monday to Friday (excluding bank holidays).</p> <ul style="list-style-type: none"> • Register of Private Hire Drivers • Register of Hackney Carriage Drivers • Register of Wheelchair Accessible Licensed Vehicles • Premises Licence Register • Club Premises Licence Register • Temporary Events Notices Register • Register of Pavement Licences • Emissions Permits Register 	<p>Website: Licensing</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	<p>Register with information concerning a piece of land or property can be inspected at the Council Offices, between 9am and 4pm, Monday to Friday (excluding bank holidays).</p>	<p>Location: Three Rivers House, Northway, Rickmansworth, Herts WD3 1RL</p>
6.9 Business Rates data	<p>List of all current commercial properties in the district</p> <p>List of empty commercial properties in the district</p> <p>List of Business Rate accounts with credits</p>	<p>Website: Business Rates</p> <p>Website: Business Rates</p> <p>Website: Business Rates</p>
6.10 Housing and Homelessness data	<p>Number of live applications on the Council's Housing Register</p>	<p>Website: New page</p>

	<p>Number of households in temporary accommodation</p> <p>Statistics for how many homeless applications were accepted, prevented or relieved</p>	<p>Website: New page</p> <p>Website: New page</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 Regulatory Services department is responsible for:</p> <ul style="list-style-type: none"> ◆ Alcohol and Entertainment Licenses (Licensing Act 2003) ◆ Caravan and Mobile Home Sites Licenses ◆ Gaming and Lotteries Licenses (Gambling Act 2005) ◆ House-to-house and Street Collections Licenses ◆ Personal Welfare Licenses (Acupuncture, Skin Piercing, Tattooing) ◆ Private Hire and Hackney Carriage Licenses ◆ Scrap Metal Dealers Licenses ◆ Sex Establishment Licenses ◆ Street Trading Licenses ◆ Temporary Event Notices <p>The Environmental Health department is responsible for:</p> <ul style="list-style-type: none"> ◆ carrying out hygiene inspections of food businesses in the district ◆ enforcing housing standards in the private sector and in houses in multiple occupation ◆ maintain the Houses of Multiple Occupation register ◆ ensuring that incidents of pollution, both domestic and industrial are kept to a minimum <p>The Council's Animal Welfare and Licensing Inspector is responsible for:</p> <ul style="list-style-type: none"> ◆ enforcing legislation relating to the control of animals ◆ licensing dangerous wild animals ◆ inspecting premises with an animal activity licence <p>Some of the responsibilities of the Environmental Protection department are:</p> <ul style="list-style-type: none"> ◆ arranging public health funerals 	<p>Website: Licensing</p> <p>Website: Food Safety Housing Standards Houses in Multiple Occupation Pollution</p> <p>Website: Animal Welfare Animal Licensing</p> <p>Website: Public Health Funerals</p>
Sub-class	Sub-class Description	Location and charge (where applicable)
	<p>The Development Management department is responsible for:</p> <ul style="list-style-type: none"> ◆ Considering and deciding planning and related applications 	<p>Website: Planning</p>

	<ul style="list-style-type: none"> ◆ Defending planning and enforcement appeals lodged against decisions and notices ◆ Investigating alleged breaches of planning control ◆ Taking enforcement action against breaches of planning legislation 	
	<p>The Electoral Services department is responsible for:</p> <ul style="list-style-type: none"> ◆ Organising and conducting Parish, District, County and Parliamentary elections ◆ Compiling and maintaining the Electoral Register 	<p>Website: Elections Electoral Registration</p>
7.2	Services for local businesses	<p>The Business section on the website has information for local businesses.</p> <p>Website: Business</p>
7.3	Services for other organisations	<p>Information about services for other organisations can be accessed from the service areas to which they relate on the website.</p> <p>Website: Home Page</p>
7.4	Services for members of the public	<p>Information about services for members of the public can be accessed from the service areas to which they relate on the website.</p> <p>Website: Home Page</p>
7.5	Services for which the council is entitled to recover a fee	<p>Fees for services provided by the Council are included on the relevant page(s) on the website.</p> <p>Website: Home Page</p>
7.6	Information for visitors to the area	<p>Maps of the district are available to download from the website.</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: Your guide to the Three Rivers area Website: Local History and Heritage Towns and Villages Website: Three Rivers Leisure Website: Libraries</p>
7.7	Leaflets, books and newsletters	<p>Leaflets and newsletters produced by the Council are available to download from the relevant page(s) on the website</p> <p>Website: Home Page</p>

Sub-class	Sub-class Description	Location and charge (where applicable)
7.8 Advice and guidance	Advice and guidance about the services provided by the Council is published on the relevant page(s) on the website.	Website: Home Page
7.9 Media releases	Current and archived press releases are available on the website.	Website: News
7.10 Election information	Details of forthcoming elections, results of previous elections and information about how to vote is published on the website.	Website: Elections