

# **Allerdale Borough Council**

## **Freedom of Information Act Publication Scheme guide**

**January 2009**

Written: December 2008  
Review: December 2009  
Version: 1.2 (updated 23 February 2009)



## **Introduction: Freedom of information – An Explanation**

The Freedom of Information Act (FOIA) 2000:

- Places a duty on every authority to produce a document detailing all information available to the public – this is known as a Publication Scheme.
- Establishes a statutory right of access to all information about the Council's work, subject to certain exemptions. Details of these exemptions can be found on the FOI pages of our website, [www.allerdale.gov.uk](http://www.allerdale.gov.uk) and on the Information Commissioner's (ICO) website, [www.ico.gov.uk/](http://www.ico.gov.uk/) .

A Publication Scheme encourages organisations to develop a culture of greater openness. Allerdale Borough Council seeks to be proactive in the disclosure of information.

The ICO issued a Model Publication Scheme for all organisations covered by the FOIA. This outlined seven general classes of information. Allerdale Borough Council has signed up to this model scheme, a copy of which can be found via the link below:

[ICO Model Publication Scheme](#)

This guidance document accompanies the Publication Scheme and sets out the information available from Allerdale Borough Council under the FOIA, helping enquirers find the information they require.

The guidance document is produced in accordance with the advice provided by the ICO in 2008.

## **What does the guidance document provide?**

Under the Act we have an obligation to specify:-

- The classes of information the Council publishes, or intends to publish
- The manner in which they are published
- Whether there are any charges involved in the provision of information

The guidance document details the information that is routinely made available by Allerdale Borough Council. The Model Publication Scheme classifies this information under the following seven general headings:-

### **Who we are and what we do**

Includes: contact information, how we work, election results and information on partnerships

### **What we spend and how we spend it**

Includes: financial information, reviews, allowances for members and staff, and contracts

### **What our priorities are and how we are doing**

Includes: strategies, plans, performance reviews, audits, and other reviews

### **How we make decisions**

Includes: details of council meetings, major policy decisions, public consultations, internal guidance on how we work

### **Our policies and procedures**

Includes: policies for delivering services and conducting our business, charges, FOI and records policies

### **Lists and registers**

Includes: public registers and asset registers

### **Services provided by the Council**

Includes: information not covered in any other classification, information on responsibilities, leaflets, media releases, advice and guidance etc.

## **How can I get the information?**

Where possible we will make the information available via our Internet site, [www.allerdale.gov.uk](http://www.allerdale.gov.uk). Where possible, the guidance document, includes a direct hyperlink to the document or information you are after. If it is on the Internet, then it can probably be provided in hard copy or electronic format. Contact the Information and Records Officer at [foi@allerdale.gov.uk](mailto:foi@allerdale.gov.uk), or telephone 01900 702701 if you would like the information to be sent to you or for more details.

## **The Information is not on the Internet, or I do not have Internet access?**

If you do not have access to the Internet we will provide you with the information. Contact the Information and Records Officer through the contact details below. We also have access to our Internet site available at our Customer Service Centres in Workington, Cockermouth and the Local Links office in Wigton. Alternatively, public libraries often provide Internet access to the public.

If the document is not available on the Internet, then contact the Information and Records Officer at [foi@allerdale.gov.uk](mailto:foi@allerdale.gov.uk), or telephone 01900 702701.

Information marked Electronic, may be available to you by email or on CD. Information marked hardcopy, is only available in paper format, but may be scanned and sent to you by email, or by post. There may be a charge for this service, and/or for post and packing.

## **I want to view a public register.**

Some registers are available to view on the Internet and may be downloaded or searched. Many more may viewed at our Council offices. It is a good idea to check with the relevant department before you make a visit. Their contact details are provided for you in this guidance document.

The addresses of council offices are:-

- Allerdale House, Workington, Cumbria, CA14 3YJ
- Customer Contact Centre, Town Hall, Oxford Street, Workington, CA14 2RS

Maps and directions can be found [here](#) . If you need further assistance, contact the Information and Records Officer on 01900 702701

## **Are there any charges for the information?**

Most of the information is provided free of charge. Where a charge is payable, this is indicated in the guidance document.

## **The information I want isn't listed in this guidance document?**

If you cannot find what you are looking for, then you can make a request for information under the FOIA. You can do this via:

- email to the Information and Records Officer at [foi@allerdale.gov.uk](mailto:foi@allerdale.gov.uk)
- use of the [online form](#)
- letter to the Information and Records Officer, Allerdale House, Allerdale Borough Council, Workington, Cumbria, CA14 3YJ.

We will consider your request and reply within the statutory 20 working days allowed. Where an exemption to disclosure of the information applies, we will inform you and explain why the exemption is relevant. Further information on exemptions can be found on our website, or from the ICO's website at [www.ico.gov.uk](http://www.ico.gov.uk). We will post this information to you if you do not have access to the Internet.

Any person who makes a request for information is entitled, except in certain circumstances, to be informed whether the council holds that information.

## **How is the information organised in the guidance document?**

Each piece of information is classified under one of the ICO's seven classes outlined above. They are then classified under a general heading, and then by department. For instance, our Recruitment Policy can be found under:-

*Class: Our Policies and Procedures  
Policies and Procedures for the Recruitment of Staff  
Department: Human Resources*

## **Once I have the information can I copy and publish it?**

The information remains protected by copyright rules and you can only use it for personal or news gathering purposes. If you do wish to reproduce all or part of the information, you should first contact the Information and Records Officer, as shown above.

## **Any more information?**

If you need more information about the Freedom of Information Act, please see our website at [www.allerdale.gov.uk](http://www.allerdale.gov.uk), and the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk).

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- Council democratic and directorate structure
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- Relationships with other authorities

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- Policies and procedures for delivering our services
- Policies and procedures about the recruitment and employment of staff
- Customer service
- Records management and personal data policies
- Charging regimes and policies

## **6. Lists and Registers** ([Go to section](#))

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- Disclosure log
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- Register of electors

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- Information for visitors to the area, leisure information, events
- Leaflets, booklets, newsletters etc
- Media releases and other media material
- Election information

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

### Council constitution

Democratic Services	Constitution	<a href="#">Link</a>
	Outside bodies and their terms of reference	<a href="#">Link</a>

### Council democratic and directorate structure

Democratic Services	Standards Committee referrals	<a href="#">Link</a>	
	Parish maps	<a href="#">Link</a>	
	Parish charter	<a href="#">Link</a>	
	Committee memberships/terms of reference	<a href="#">Link</a>	
	Democratic Structure	<a href="#">Link</a>	
	Directorate details	<a href="#">Link</a>	
	Division of responsibility (found in Constitution)	<a href="#">Link</a>	
Human Resources	Staffing structure charts	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@alldale.gov.uk">foi@alldale.gov.uk</a> , 01900 702701. Names of junior staff members usually not given.

### Location and opening times of council properties

All	Opening hours and contact details of council offices	<a href="#">Link</a>
	Which services are on offer in which office	<a href="#">Link</a>
Bereavement Services	Maps and directions to cemeteries	<a href="#">Link</a>
	Contact details of other agencies	<a href="#">Link</a>
Customer Services	Tourist Information Centre locations	<a href="#">Link</a>
Environmental Services	Landfill and Household Waste Recycling Centre Sites	<a href="#">Link</a>
	Recycling centres; types of material accepted; maps	<a href="#">Link</a>
Leisure Services	Allerdale leisure facilities opening times and addresses	<a href="#">Link</a>
	Local Museums opening times and contact details	<a href="#">Link</a>

Parking Services	Car park locations	<a href="#">Link</a>
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### Currently elected councillors' information and contact details

Democratic Services	Individual councillor information	<a href="#">Link</a>
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### Contact details for customer facing departments

All	Department email addresses and telephone numbers	<a href="#">Link</a>
Benefits	General information and contact details	<a href="#">Link</a>
Bereavement Services	Contacts and frequently asked questions (FAQ)	<a href="#">Link</a>
Communications and Marketing	Contact details	<a href="#">Link</a>
Council tax	Contact details and form	<a href="#">Link</a>
Customer Services	Emergency contact numbers	<a href="#">Link</a>
	Online form	<a href="#">Link</a>
Democratic Services	Returning Officer contacts and details	<a href="#">Link</a>
	Mayor and Deputy Mayor details	<a href="#">Link</a>
Environmental Services	Trade waste details and contact	<a href="#">Link</a>
	Pest control contact details	<a href="#">Link</a>
	Domestic refuse contact details	<a href="#">Link</a>
	Street cleansing contact details	<a href="#">Link</a>
	Recycling contact details	<a href="#">Link</a>
Housing Services	Contact details	<a href="#">Link</a>
Parking Services	Contact form and telephone details	<a href="#">Link</a>
Planning	Contact details for planning officers	<a href="#">Link</a>

### Most recent election results

Democratic Services	Election results	<a href="#">Link</a>
	Political proportionality/group membership	<a href="#">Link</a>

### Relationship with other authorities

Democratic Services	Role of Monitoring Officer and Responsible Financial Officer	<a href="#">Link</a>	Details in constitution
Regeneration	West Cumbria Local Strategic Partnership	<a href="#">Link</a>	Link to website
	Cumbria Strategic Partnership	<a href="#">Link</a>	

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

### Financial statements, budgets and variance reports

Finance	Budget Book	Hardcopy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Statement of Accounts	<a href="#">Link</a>	
	Summary of Accounts	<a href="#">Link</a>	
Council Tax	Council Tax: What Do I Get? - leaflet	<a href="#">Link</a>	
	Budget information	<a href="#">Link</a>	
Parking Services	Income and expenditure from parking	<a href="#">Link</a>	In financial report

### Capital programme, spending reviews and audit reports

Finance	Capital Programme details	<a href="#">Link</a>	Found in the February Minutes to Executive Committee
	Spending reviews	<a href="#">Link</a> <a href="#">Link</a>	Minutes to Executive Committee in June & November
	Annual Auditors Governance Report	<a href="#">Link</a>	
Leisure Services	Leisure Services Joint Fund Report	<a href="#">Link</a>	
Property Services	Capital Strategy and Asset Management Plan 2007-2011	<a href="#">Link</a>	

### Members' allowance scheme and allowances paid it to councillors each year; election expenses

Democratic Services	Councillor allowance guidelines	<a href="#">Link</a>	
	Councillor allowances	<a href="#">Link</a>	
	Councillor expenses	<a href="#">Link</a>	
	Election expenses	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701

### Staff allowances and expenses; pay and grading structure

Human Resources	Travel and subsistence allowances	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Salary scales	Hard copy; electronic	

### Procurement procedures

Corporate Improvement	Procurement Strategy	<a href="#">Link</a>
	Procurement Terms and Conditions	<a href="#">Link</a>
	Procurement and Freedom of Information leaflet	<a href="#">Link</a>
	E-Procurement Strategy	<a href="#">Link</a>
	Doing Business With The Council - guide	<a href="#">Link</a>
	Suppliers branding guidelines	<a href="#">Link</a>

### Details of contracts currently being tendered, and contracts awarded and their value

Corporate Improvement	Contracts under tender	<a href="#">Link</a>	<a href="#">Link to The Chest</a>
Property Services	Contract information for council properties	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701

### Financial statements for projects and events; financial regulations; funding for partnerships

Finance	Budget Book	Hardcopy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Financial Regulations	<a href="#">Link</a>	Held in the Constitution
	Funding for partnerships	<a href="#">Link</a>	Found in statement of accounts

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

#### Annual reports

Communications and Marketing	Annual Report	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Scrutiny committee	Annual Report	<a href="#">Link</a>	

#### Strategies and business plans for services provided by the council

Corporate Improvement	Corporate Improvement Plan	<a href="#">Link</a>	
	North West Improvement and Efficiency Partnership	<a href="#">Link</a>	<a href="#">Link to NWIEP</a>
Environmental Health	Food Safety Service Plan	<a href="#">Link</a>	
	Health and Safety Service Plan	<a href="#">Link</a>	
	Contaminated Land Strategy	<a href="#">Link</a>	
	Environment Group Master Plan	<a href="#">Link</a>	
	Climate Change strategy	Hard copy, electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Environmental Services	Team Service Plans	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Finance	Medium Term Financial Strategy	<a href="#">Link</a>	
Housing Services	Housing Statement	<a href="#">Link</a>	
	Housing Statement Summary	<a href="#">Link</a>	
	Housing Market Assessments	<a href="#">Link</a>	
	Homelessness strategy	<a href="#">Link</a>	
Internal Audit	Audit Plans	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Strategic Plans	Hard copy; electronic	
IT	IT Strategy	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900

			702701
Leisure Services	Play Strategy	<a href="#">Link</a>	Joint with Environmental Services
	Cultural Strategy (draft)	<a href="#">Link</a>	
	Senhouse Museum Development Plan	<a href="#">Link</a>	
Parking Services	Car parking strategy	<a href="#">Link</a>	
Property Services	Plans for coastal management	<a href="#">Link</a>	
Regeneration	Allerdale Regeneration Strategy (draft)	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Coastal and flood defence policy	<a href="#">Link</a>	
	County Structure Plan	<a href="#">Link</a>	
	Interim Housing Policy	<a href="#">Link</a>	
	Design and Access Statement	<a href="#">Link</a>	

### Best value local performance plan

Corporate Improvement	Best Value Performance Plans	<a href="#">Link</a>	Not produced after 2007/08 as it is no longer a statutory requirement
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### Internal and external organisation performance reviews

Corporate Improvement	Annual Corporate Performance Report	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Environmental Services	Information on how we are doing with recycling and schemes	<a href="#">Link</a>	
Housing Services	Housing Performance Statement	<a href="#">Link</a>	
Leisure Services	Appraisal of Allerdale Borough Council Arts Development Service	<a href="#">Link</a>	
	Leisure Rural Transport Scheme Report	Hard copy; electronic	
Scrutiny committee	Annual Report	<a href="#">Link</a>	

### Strategies developed in partnership with others

Environmental Services	Cumbria Strategic Waste Partnership Annual Review	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allderdale.gov.uk">foi@allderdale.gov.uk</a> , 01900 702701
	Minutes of meetings on waste partnerships	Hard copy; electronic	
Housing Services	Cumbria Housing Strategy	<a href="#">Link to Impact Housing</a>	
Leisure Services	Allerdale Borough Council and Copeland Borough Council Joint Working Framework	<a href="#">Link</a>	
	Details of partnership with Carlisle Leisure Limited	<a href="#">Link</a>	
Regeneration	County Structure Plan	<a href="#">Link</a>	Link to website
	Rural Business Initiative	<a href="#">Link</a>	

### Economic development action plans; Local Area Agreement (see also [Major policy proposals](#))

Regeneration	Allerdale Local Plan	<a href="#">Link</a>	
	Local Development Framework	<a href="#">Link</a>	
	Workington Town Centre redevelopment	<a href="#">Link</a>	
	Derwent Forest redevelopment	<a href="#">Link</a>	
	Derwent Valley redevelopment	<a href="#">Link</a>	
	Allerdale Futures: Local Agenda 21	<a href="#">Link</a>	
	Regional Spatial Strategy	<a href="#">Link</a>	
	Maryport Townscape Heritage Initiative and Shipping Brow scheme	<a href="#">Link</a>	
	Harrington Harbour Project	<a href="#">Link</a>	
	Derwentwater foreshore project	<a href="#">Link</a>	
	Employment and Training Initiative	<a href="#">Link</a>	
	Local Area Agreement	<a href="#">Link</a>	
	Cockermouth Facelift Scheme	<a href="#">Link</a>	Ended 2007
	North Allerdale Facelift Scheme	<a href="#">Link</a>	Ended 2007
	Keswick Facelift Scheme	<a href="#">Link</a>	Ended 2007
Market Town Initiative details	<a href="#">Link</a>		

Regeneration (cont)	North Allerdale Strategic Action Plan, summary, expenditure and performance plan	<a href="#">Link</a>	
	Keswick Action Plan	<a href="#">Link</a>	
	Cockermouth Action Plan	<a href="#">Link</a>	
	Cockermouth Masterplan and Market Place details	<a href="#">Link</a>	
	Community Appraisals		Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Maryport Design Guide	<a href="#">Link</a>	

### Forward plan

Democratic Services	Forward plan	<a href="#">Link</a>	
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### Capital strategy

Finance	Annual Treasury Management Policy Statement	<a href="#">Link</a>	March minutes to Executive Committee
	Annual Treasury Management Strategy	<a href="#">Link</a>	
	Annual Investment strategy	<a href="#">Link</a>	

### Best value performance indicators; Comprehensive Performance Assessment

Corporate Improvement	Best Value reports and action plans	Hard copy; electronic	Not produced after 2007/08 as it is no longer a statutory requirement
	Comprehensive Performance Assessment	<a href="#">Link</a>	<a href="#">Link to the Audit Commission</a>

## Inspection reports

Corporate Improvement	Annual Audit Letter	<a href="#">Link</a>	Also hard copy; electronic for later years
	Audit Commission reports	<a href="#">Link</a>	Also in hard copy
Benefits	Benefit Fraud Initiative (BFI) Reports	<a href="#">Link to the BFI</a>	Audit Commission now monitors performance of benefits departments. Old reports can be found on this website
Environmental Services	Contract monitoring reports and audit reports	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701

## Statistical information produced in accordance with the Council's and departmental requirements

Benefits	Quarterly performance statistics	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Fraud statistics	Hard copy; electronic	
	Other benefit statistics	Hard copy; electronic	
Council Tax	Statistics on council tax	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Leisure Services	10p swim usage figures	<a href="#">Link</a>	
Parking Services	Statistics on enforcement regime and guidance	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Planning	Planning statistics	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Regeneration	Health statistics	<a href="#">Link</a>	
	Unemployment and deprivation statistics	<a href="#">Link</a>	
	Index of multiple deprivation	<a href="#">Link</a>	

## Impact assessments

Corporate Improvement	Equality Impact Assessments	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Regeneration	Health Impact Assessment	<a href="#">Link</a>	

## Service standards

Customer Services	Customer Services Charter	<a href="#">Link</a>	
Bereavement Services	Services Charter	<a href="#">Link</a>	
	Customer Service Standards	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Council Tax	Service standards for the council tax department	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Environmental Health	Environmental Health Service Standards	<a href="#">Link</a>	
	Environmental Health Unit Service provision 2008/09	<a href="#">Link</a>	
	Customer feedback results	<a href="#">Link</a>	
Environmental Services	Environmental Services Charter	<a href="#">Link</a>	
	Customer satisfaction surveys	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Parking Services	Customer services charter	<a href="#">Link</a>	
Planning	Planning and Development Service Charter	<a href="#">Link</a>	

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## 4. Class: How we make decisions

### Timetable of council meetings, agendas, officers' reports, background papers and minutes of council committee, sub-committee and standing forum meetings

Democratic Services	Meeting data, agendas and attendance	<a href="#">Link</a>
	Calendar of meetings	<a href="#">Link</a>
	Meeting reports and background papers	<a href="#">Link</a>

### Major policy proposals and decisions; facts and analysis of facts when framing major decisions

Regeneration	Allerdale Local Plan	<a href="#">Link</a>
	Local Development Framework document (LDF)	<a href="#">Link</a>
	LDF: Local Development Scheme	<a href="#">Link</a>
	LDF: Core Strategy and responses	<a href="#">Link</a>
	LDF: Statement of Community Involvement	<a href="#">Link</a>
	LDF: Supplementary Planning Documents (SPD)	<a href="#">Link</a>
	LDF (SPD): Cockermouth Conservation Area Guide and statement	<a href="#">Link</a>
	LDF (SPD): Derwent Valley Regeneration	<a href="#">Link</a>
	LDF (SPD): Public Art in Major New Developments	<a href="#">Link</a>
	LDF (SPD): Offshore Wind Energy	<a href="#">Link</a>
	LDF: Annual Monitoring Report	<a href="#">Link</a>
	LDF: Urban Capacity Report (draft)	<a href="#">Link</a>
	LDF: Sustainability Appraisals for SPDs and Core Strategy	<a href="#">Link</a>
	LDF: Evidence Base (EB)	<a href="#">Link</a>
	LDF (EB): Meeting the 5 year Housing Land Strategy	<a href="#">Link</a>
	LDF (EB): Strategic Housing Land Availability Assessment (draft)	<a href="#">Link</a>
	LDF (EB): Housing Marker Assessments	<a href="#">Link</a>
	LDF (EB): Strategic Flood Risk Assessment	<a href="#">Link</a>
LDF (EB): Cumbria Employment Land Availability	<a href="#">Link</a>	

Regeneration (cont)	LDF (EB): West Cumbria Retail Review	<a href="#">Link</a>	
	LDF (EB): Allerdale Open Space Audit and Needs Assessment	<a href="#">Link</a>	
	LDF (EB): Allerdale Play Strategy	<a href="#">Link</a>	
	LDF (EB): Active Places Database	<a href="#">Link</a>	Link on website
	LDF (EB): Cumbrian Sustainable Community Strategy	<a href="#">Link</a>	
	LDF (EB): West Cumbria Sustainable Community Strategy	<a href="#">Link</a>	
	LDF (EB): Britain's Energy Coast	<a href="#">Link</a>	
	Workington Town Centre: Drawings	<a href="#">Link</a>	
	Workington Town Centre: Plans and progress	<a href="#">Link</a>	
	Workington Town Centre: transport, services and accommodation	<a href="#">Link</a>	
	Workington Town Centre: Details of public realm improvements and artwork	<a href="#">Link</a>	
	Derwent Forest: information and map	<a href="#">Link</a>	
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	Derwent Forest: minutes of meetings	<a href="#">Link</a>	
	Derwent Valley: details	<a href="#">Link</a>	
	Derwent Valley: stadium consultations and results	<a href="#">Link</a>	
	Derwent Valley: regeneration SPD	<a href="#">Link</a>	
	Derwent Valley: scoping reports	<a href="#">Link</a>	
	Derwent Valley: options leaflet	<a href="#">Link</a>	

## Public consultations

Corporate Improvement	List of consultations carried out by Allerdale Borough Council	<a href="#">Link</a>	
	Place Survey	<a href="#">Link</a>	Biennial statutory satisfaction survey
	Responses to consultations	<a href="#">Link</a>	
Building Control	Consultations with Sports Club and Certificate holder on safety	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702 701
	Consultation with Director of Public Protection on sport safety	Hard copy	
	Consultation documents on street naming and numbering	Hard copy	

## Internal communications guidance, criteria used for decision-making, internal instructions, manuals and guidelines

Communications and Marketing	Internal Communications Strategy	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702 701
	External Communications and Corporate Identity Handbook	Hard copy	
All	Constitution	<a href="#">Link</a>	

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## 5. Class: Our Policies and Procedures

### Policies and procedures for conducting council business

All	Confidential Reporting Code	<a href="#">Link</a>	
Communications and Marketing	Crisis Communications Plan	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Corporate Improvement	Corporate Equality Plan	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Disability Equality Scheme		
	Race Equality Scheme		
	Gender Equality Scheme		
	Data Quality Strategy		
	Value for Money Strategy		
Democratic Services	Councillor Code of Conduct	<a href="#">Link</a>	
	Constitution	<a href="#">Link</a>	
Environmental Services	Health and safety policy	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Finance	Procedures and guidelines document - Cash office procedure notes	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Internal Audit	Internal Audit Terms of Reference	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Whistle Blowing Policy		
	Anti-Fraud Policy		
	Theft, Fraud and Corruption response plan		
	Anti Money-Laundering policy		
	National Fraud Initiative details	<a href="#">Link</a>	
IT	Computer and Telephony Usage Policy	Hard copy; electronic	Contact the Information and Records

			Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
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### Policies and procedures for delivering our services

Benefits	Suspected fraud guidance and procedures	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Communications and Marketing	Media protocols	<a href="#">Link</a>	
Corporate Improvement	Community Engagement Framework	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Council Tax	Non-Domestic Rating Information	<a href="#">Link</a>	
Customer Services	Complaints policy	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	FOI publication scheme	<a href="#">Link</a>	
	FOI policy and request form	<a href="#">Link</a>	
	Re-use of Public Sector Information Regulations details	<a href="#">Link</a>	
Democratic Services	Review of Polling Stations	<a href="#">Link</a>	
	Standing Order Procedures	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Environmental Health	Food Safety Enforcement Policy	<a href="#">Link</a>	
	Food sampling policy	<a href="#">Link</a>	
	Health and Safety Enforcement policy	<a href="#">Link</a>	
	Accident investigation policy	<a href="#">Link</a>	Some personal data may be excluded
	Scores on the Doors policy	<a href="#">Link</a>	
	Grounds Maintenance Safety	<a href="#">Link</a>	
	Street Trading Policy	<a href="#">Link</a>	
	Corporate Enforcement Policy	<a href="#">Link</a>	
Housing Services	Housing Grants Policy	<a href="#">Link</a>	

Housing Services (cont)	Housing Allocations Policy	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
IT	Implementing Electronic Government Statements	<a href="#">Link</a>	
Land charges and Licensing	Taxi Vehicle Age Policy	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Licensing Act Policy, forms and guidance		
	Gambling Act policy form and guidance		
	Charity Collection guidance and forms		
Leisure Services	Acquisition and disposal policy	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Education and Outreach plan	<a href="#">Link</a>	
Parking Services	Penalty Charge Notice cancellation policy	<a href="#">Link</a>	
	Challenging a Penalty Charge Notice	<a href="#">Link</a>	
Planning	Planning procedure including the Development Panel details	<a href="#">Link</a>	

### **Policies and procedures about the recruitment and employment of staff**

Human Resources	Adoption Leave policy	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Agency Staff policy		
	Alcohol and drugs policy		
	Appraisal guidance and personal development guidance		
	Bereavement and Compassionate leave policy		
	Capability Policy		
	Code of Conduct for Employees	<a href="#">Link</a>	Found in constitution
	Dignity at Work Policy	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Disciplinary Policy			

Human Resources (cont)	Equal Opportunities Policy	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701	
	Flexible Working policy			
	Flexi-time Policy			
	Grievance Policy			
	Grievance Policy			
	Homeworking Policy			
	Job Evaluation procedure			
	Lieu Time Policy			
	Long Service Award			
	Management of Change Policy			
	Managing Attendance Policy			
	Maternity/Paternity Leave Policy			
	Overview of Employment Conditions			<a href="#">Link</a>
	Pay and Reward Policy			Hard copy; electronic
Recruitment Advertisements	<a href="#">Link</a>			
Recruitment and Selection Policy	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702 701		
Relocation Policy				
Self Certification Form				
Staff induction information				
Staff Reward and Recognition				
Stress Policy				
Training and Development Policy				
Travel and Subsistence Policy				
Violence at Work Policy				

## Customer services

Customer Services	Complaints procedure	<a href="#">Link</a>
	Customer Satisfaction Surveys	<a href="#">Link</a>
	Details for the Ombudsman	<a href="#">Link</a>
Internal Audit	National Fraud Initiative details	<a href="#">Link</a>

## Records management and personal data policies

Customer Services	Data Protection Policy	<a href="#">Link</a> ; Full policy (draft): hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Retention Schedule	Hard copy; electronic	

## Charging regimes and policies

Finance	Fees and Charges	<a href="#">Link</a>
Customer Services	Fees charged for Data Protection, Freedom of Information and other requests	<a href="#">Link</a>

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## 6. Class: Lists and Registers

### Public registers and registers held as public records

Bereavement Services	Registers of burials	Hard copy	To view contact Bereavement Services 01900 702620 <a href="mailto:bereavement.services@alldale.gov.uk">bereavement.services@alldale.gov.uk</a> . Held at the Customer Service Centre, Town Hall in Workington. Some charges	
Building Control	Building Control Database of Applications	<a href="#">Link</a>	Searchable by postcode; some information exempt under Section 40, Personal Information	
Environmental Health	Register of statutory Health and Safety notices served	Hard copy	To view contact Environmental Health on 01900 702590 email <a href="mailto:environmental.health@alldale.gov.uk">environmental.health@alldale.gov.uk</a> . Held at Allerdale House, Workington	
	Food Premises Register	Hard copy		
	Environmental Protection Act: Prescribed Processes Register	Hard copy		
	Radioactive Substances Act Register	Hard copy		
	Waste Management Licenses Register	Hard copy		
	BNFL Public Register	Hard copy		
	Register of notices served	Hard copy		
	Health and Safety Prosecutions Register	<a href="#">Link</a>		Link to Health & Safety Exec website
	List of Street Trading prohibited streets	<a href="#">Link</a>		
	Cooling Tower and Evaporative Condenser Register	<a href="#">Link</a>		
Scrap Metal Register	Hard copy	To view contact Environmental Health on 01900 702590 email <a href="mailto:environmental.health@alldale.gov.uk">environmental.health@alldale.gov.uk</a> . Held at Allerdale House, Workington		
	Lilly Hall Landfill site inspection reports and results	<a href="#">Link</a>		
Environmental Services	Stray dog register	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@alldale.gov.uk">foi@alldale.gov.uk</a> , 01900 702701; please allow seven days notice	

Environmental Services	List of dog exclusion areas	<a href="#">Link</a>	
Land charges and Licensing	Register of Local Land Charges	Hard copy	Some charges apply To view contact Land Charges and Licensing on 01900 702720; <a href="mailto:licensing@alldale.gov.uk">licensing@alldale.gov.uk</a> . Held at Customer Service Centre, Town Hall, Workington
	Register of Private Hire Drivers	Hard copy	
	Register of Hackney Carriage Vehicles	Hard copy	
	Licensing Act Registers of premises and events	Hard copy	
	Gambling Act registers	Hard copy	
	Adopted Roads Register	Hard copy	
Parking Services	Car parking orders	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@alldale.gov.uk">foi@alldale.gov.uk</a> , 01900 702701
	Traffic Regulation Orders	Hard copy	
Planning	Public Planning Register	<a href="#">Link</a> ; older applications hard copy	Searchable database on the Internet to late 1990s. To view earlier applications contact Planning on 01900 702750 email <a href="mailto:planning@alldale.gov.uk">planning@alldale.gov.uk</a> . Held at the Customer Service Centre, Town Hall, Workington To view contact Planning on 01900 702750 email <a href="mailto:planning@alldale.gov.uk">planning@alldale.gov.uk</a> . Held at the Customer Service Centre, Town Hall, Workington
	Tree Preservation Orders	Hard copy	
	Hedgerows	Hard copy	
	Public Footpath Register	Hard copy	

### Asset registers

Legal Services	Terrier maps of land owned	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Ground rent leases	Hard copy	
Property Services	Asset Register of Allerdale Borough Council's assets	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Plan of land owned by Allerdale Borough Council	Hard copy; electronic	Available for inspection only at Allerdale House, Workington. Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701

### Register of interests; register of gifts and hospitality

Democratic Services	Councillor's financial interest register	Hard copy	To view contact Democratic Services on 01900 702550 <a href="mailto:democratic.services@allerdale.gov.uk">democratic.services@allerdale.gov.uk</a> . Held at Allerdale House, Workington
	Register of members interests	Hard copy	
	Gifts and hospitality register	Hard copy	

### Register of electors

Democratic Services	Edited electoral register	Hard copy	To view contact Democratic Services on 01900 702550 <a href="mailto:democratic.services@allerdale.gov.uk">democratic.services@allerdale.gov.uk</a> . Held at Allerdale House, Workington
	Full electoral register	Hard copy	To view only, in the presence of a Council officer, and hand-written notes only to be taken. Contact Democratic Services on 01900 702550 <a href="mailto:democratic.services@allerdale.gov.uk">democratic.services@allerdale.gov.uk</a> . Held at Allerdale House, Workington and Council offices in Workington, Cockermouth, Maryport and Wigton

### Other lists and registers, including disclosure logs

Customer Services	Freedom Of Information disclosure log	<a href="#">Link</a>	
Environmental Health	Food Hygiene Trainers list	<a href="#">Link</a>	
Legal Services	Footpath Diversion Orders	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Stopping-up orders	Hard copy	
	Street drinking bans	Hard copy	
Property Services	Location of lights maintained by Allerdale Borough Council	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Statutory sewer layout plans	Electronic	Available for inspection only at Allerdale House, Workington. Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701

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## 7. Class: Services provided by the Council

Details of services provided: including licensing and regulatory responsibilities; services for local businesses, and members of the public; (where not covered elsewhere within the publication scheme)

Benefits	Housing and council tax benefits information	<a href="#">Link</a>	
	Benefit calculation	<a href="#">Link</a>	
	Benefit appeals	<a href="#">Link</a>	
	Benefit ready reckoner	<a href="#">Link</a>	
	Pre-Tenancy determination form	<a href="#">Link</a>	
	Local Housing Allowance leaflets, guidance and procedures	<a href="#">Link</a>	
Bereavement Services	Registration scheme of monumental masons	Hard copy	To view contact Bereavement Services 01900 702620 <a href="mailto:bereavement.services@allerdale.gov.uk">bereavement.services@allerdale.gov.uk</a> . Held at the Customer Service Centre, Town Hall in Workington
	Instructions to contractors		
	Burial Site Maps / Plans		
	Guidelines on burials		
	Application forms		
	Memorial Garden information		
	Rules and Regulations	<a href="#">Link</a>	
	Past People of Allerdale	<a href="#">Link</a>	
Building Control	Building Control Regulations	<a href="#">Link</a>	
	Do I need Building Approval? guide	<a href="#">Link</a>	
	Building Control Handbook	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	ISO Quality Manual		
	Building Control files and folders	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701; Some information exempt.

Building Control (cont)	Technical Marketing Seminars and literature	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701	
	National Directory of Development Services			
	Child Safety Exhibition literature			
	Allerdale Borough Council Access Guide			
	Cumbria Building Control Association Guide to Accessible Design	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701	
	Accessibility Grants application forms and procedure			<a href="#">Link</a>
	Dangerous Structures and Demolitions files			
Dangerous Structures and Demolitions procedures				
Council Tax	Council tax valuation bands	<a href="#">Link</a>		
	Exemption details and forms	<a href="#">Link</a>		
	Discount details and form	<a href="#">Link</a>		
	Appeal details and forms	<a href="#">Link</a>		
	Are You Having Trouble With Your Council Tax? leaflet	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701	
Democratic Services	Street Closure Orders	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701	
Environmental Health	Information on licenses for health and safety purposes	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701	
	Food Hazard Analysis and food safety information	<a href="#">Link</a>		
	Local Air Quality Assessments	Hard copy	To view contact Environmental Health on 01900 702590 email <a href="mailto:environmental.health@allerdale.gov.uk">environmental.health@allerdale.gov.uk</a> . Held at Allerdale House, Workington	
	Smoke free legislation and information	<a href="#">Link</a>		
Environmental Services	Pest control stock control details	Hard copy	“	

Environmental Services (cont)	Pest control treatment form	<a href="#">Link</a>	
	Refuse collection dates over holiday periods	<a href="#">Link</a>	
	Service request forms (such as missed bin)	<a href="#">Link</a>	
	Playground inspections	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@alldale.gov.uk">foi@alldale.gov.uk</a> , 01900 702701
Finance	Reconciliation details for concessionary fares and electronic payments	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@alldale.gov.uk">foi@alldale.gov.uk</a> , 01900 702701
Housing Services	Homes for Life: grant information	<a href="#">Link</a>	
	Disabled facilities grants info	<a href="#">Link</a>	
	Grants Approval Pack	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@alldale.gov.uk">foi@alldale.gov.uk</a> , 01900 702701
	List of builders		
	Information Leaflet: house renovation grants		
	Housing Associations in Alldale	<a href="#">Link</a>	
	What Housing Services Do - guide	<a href="#">Link</a>	
	Private landlords list	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@alldale.gov.uk">foi@alldale.gov.uk</a> , 01900 702701
	Register of letting agents	<a href="#">Link</a>	
	Information for tenants	<a href="#">Link</a>	
	Landlords' guide	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@alldale.gov.uk">foi@alldale.gov.uk</a> , 01900 702701
	Renting a room in your house leaflet		
Energy efficiency advice	<a href="#">Link</a>		
Leisure Services	Information on past art projects	<a href="#">Link</a>	
	Sports funding bodies	<a href="#">Link</a>	
	Club directory in Alldale	<a href="#">Link</a>	
	Arts Grants: information, policy, application forms	<a href="#">Link</a>	

Planning	Planning applications	<a href="#">Link</a>	Signed decision notice £12, unsigned free
	Weekly Planning list	<a href="#">Link</a>	
	Planning appeals	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702 701
	Application forms	<a href="#">Link</a>	
	Agents Forum details	<a href="#">Link</a>	
Regeneration	Details of listed buildings	<a href="#">Link</a>	Includes link to website

### Services for which the council is entitled to recover a fee

All services	Fees and Charges	<a href="#">Link</a>
Bereavement Services	Fees for services	<a href="#">Link</a>
Building Control	Charging Schedules	<a href="#">Link</a>
Environmental Health	Fees for services	<a href="#">Link</a>
Planning	Fees for services	<a href="#">Link</a>

### Information for visitors to the area, leisure information, events

Customer Services	Details of tourist attractions, things to do, what's on in Allerdale	<a href="#">Link</a>
	Links to other websites such as the Carnegie Theatre	<a href="#">Link</a>
	Tourist brochures leaflets etc	Hard copy
Leisure Services	Arts News	<a href="#">Link</a>
	Events in Allerdale	<a href="#">Link</a>
	Carnegie Theatre and Monroes guide and general information	<a href="#">Link</a>

### Leaflets, booklets, newsletters advice and guidance (not already covered)

Bereavement Services	Information and leaflets on services	<a href="#">Link</a>
Building Control	Annual Newsletter	<a href="#">Link</a>

Building Control (cont)	Other information leaflets	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Communications and Marketing	Allerdale Outlook	<a href="#">Link</a>	
Environmental Services	Information leaflets on recycling services	<a href="#">Link</a>	
	Allerdale Recycler magazine	<a href="#">Link</a>	
	Information leaflets on environmental wardens	<a href="#">Link</a>	
Council Tax	Forms – inclu. Direct Debit; reduction; discounts	<a href="#">Link</a>	
	Housing and Council tax benefits details (change of circum)	<a href="#">Link</a>	
Customer Services	Allerdale Borough Council information leaflets		
Environmental Health	Environmental Health leaflets	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Finance	Details for concessionary fares	<a href="#">Link</a>	
Housing Services	Housing Services News	<a href="#">Link</a>	
	Information leaflets on finding a home, and leaving home	<a href="#">Link</a>	<a href="#">Link</a>
	Group repair scheme newsletter	Hard copy; electronic	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
Land charges and Licensing	Taxi and Hackney Carriage application forms	<a href="#">Link</a>	To view contact Land Charges and Licensing on 01900 702720; <a href="mailto:licensing@allerdale.gov.uk">licensing@allerdale.gov.uk</a>
Leisure Services	Allerdale Leisure Partnership News	<a href="#">Link</a>	
	Leisure Partnership 5 year report	<a href="#">Link</a>	
	Programme of events and timetables	<a href="#">Link</a>	
	Membership card details and forms	<a href="#">Link</a>	
	Sports Development Programme details	<a href="#">Link</a>	
	Activities for older people	<a href="#">Link</a>	
	Sparks Newsletter	<a href="#">Link</a>	
	Heritage Grants: information and details database	<a href="#">Link</a>	
	Workington all Gazeteer	<a href="#">Link</a>	

Leisure Services (cont)	Milefortlet 21 and the Saltpans info	<a href="#">Link</a>
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### Media releases and other media material

Communications and Marketing	News Releases	<a href="#">Link</a>	
	Promotional campaign material	Hard copy	Contact the Information and Records Officer at <a href="mailto:foi@allerdale.gov.uk">foi@allerdale.gov.uk</a> , 01900 702701
	Contact details for local media	<a href="#">Link</a>	

### Election information

Democratic Services	How to be a councillor	<a href="#">Link</a>
	Election results	<a href="#">Link</a>
	Political proportionality/group membership	<a href="#">Link</a>

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