



Bristol City Council Publication Scheme

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Introduction

This publication scheme commits Bristol City Council to make information available to the public as part of its normal business activities.

The scheme commits Bristol City Council:-

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below. (More information on classifications is available from <https://www.ico.org.uk>).
- To specify the information which is held by the authority and falls within the classifications listed below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To make this publication scheme available to the public.

Classes of Information

- Who we are and what we do
 - Organisational information, structures, locations and contacts.
- What we spend and how we spend it
 - Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.
- What our priorities are and how we are doing
 - Strategies and plans, performance indicators, audits, inspections and reviews.
- How we make decisions
 - Decision-making processes and records of decisions.
- Our policies and procedures
 - Current written protocols, policies and procedures for delivering our services and responsibilities.
- Lists and Registers
 - Information held in registers required by law and other lists and registers relating to the functions of the authority.
- Services provided by the council
 - Information about the services the council provides including leaflets, guidance and newsletters.

The classes of information will not generally include:

- Information we do not hold;
- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- the information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be met when providing information in accordance with this scheme.

Scope and Purpose

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Under Section 19 of the Freedom of Information Act 2000, all public authorities are required to:-

- Adopt and maintain a publication scheme
- Publish information in accordance with the scheme; and
- Keep a scheme under review.

Our publication scheme is a guide to the information that we automatically or routinely publish and it is a way to make a significant amount of information available, without waiting for someone to specifically request it. If there is any information required that does not appear in this Publication Scheme, please contact:

The Data Protection Officer, Bristol City Council, PO Box 3176, Bristol BS3 9FS. Or Email: foi@bristol.gov.uk

Obtaining information

Much of the information listed in this Scheme is supplied free of charge and can be downloaded from our website <https://www.bristol.gov.uk> and where this is the case, the appropriate link is shown in the Scheme.

Where information is available only in paper format, this is also shown in the Scheme together with where any requests for such information should be directed.

Charges

Unless otherwise stated, publications listed in the Scheme are supplied free of charge.

Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge (although a charge for printed copies will be made).

Charges may be made for information subject to a charging regime specified by Parliament.

Details of the charges associated with Freedom of Information requests can be found in Appendix A at the end of this Publication Scheme.

Details of the charges associated with other charges for information can be found in section 5.7 Charging regimes and policies.

Review of the Scheme

This scheme will be amended periodically as necessary. All enquiries about the Publication Scheme should be forwarded to foi@bristol.gov.uk

1. Who we are and what we do

Organisational information, structures, locations and contacts.

1.1 Council constitution

Bristol City Council has a constitution which 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. Some of these processes are required by the law, while others have been decided by the council.

The constitution is presented here in nine parts: <https://www.bristol.gov.uk/council/how-council-decisions-are-made/constitution>

More detail on how the council works can be found at:

<https://www.bristol.gov.uk/council/how-council-decisions-are-made/constitution>

1.2 Council democratic structure

Any further information not included in the council constitution above, can be found via:

<https://www.bristol.gov.uk/council/how-council-decisions-are-made/constitution>

1.3 Organisational chart

Senior management and strategic directorates information can be found at:

<https://www.bristol.gov.uk/council/council-spending-and-performance/senior-officers-pay> under the title 'Organisation chart'.

Names and contact details for each of the directors are given on the website or can be obtained by contacting foi@bristol.gov.uk

1.4 Location and opening times of council properties

- Details of how to find Council offices and opening times can be located on the website: <https://www.bristol.gov.uk/contact/citizen-service-point>
- General 'contact us' page: <https://www.bristol.gov.uk/contact>
- Customer Service points page - including a map for customers to find directions: <https://www.bristol.gov.uk/contact/citizen-service-point>

1.5 Currently elected councillors' information and contact details

Details of who all our councillors are, the wards they represent, the political party they belong to, the committees they sit on and their contact details can all be found on the website: <https://www.bristol.gov.uk/council/councillors-and-the-lord-mayor>

1.6 Contact details for all customer-facing departments

Our website contains details of our major front line services, including the types of services each department provides, and full contact details including post, email and phone number for each area, including the free phone numbers. Contact details for all customer-facing departments: <https://www.bristol.gov.uk/contact>

1.7 Most recent election results

Details of elections can be found from our website, together with the results and details of any recent other elections, more information can be found via:

<https://www.bristol.gov.uk/elections>

1.8 Relationships with other authorities

The Council has the following strategic partnerships:

- Safer Bristol Partnership: <https://www.bristol.gov.uk/council/policies-plans-and-strategies/keeping-bristol-safe>
- The Bristol Partnership: <https://www.bristolpartnership.org>
- West of England Local Enterprise Partnership (LEP): <https://www.westofengland-ca.gov.uk/about-us/local-enterprise-partnership/>

2. What we spend and how we spend it

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

2.1 Financial statements, budgets and variance reports

The Council spends public money and it is important that the public can see how we have spent that money. Our website contains a large amount of information on financial matters, including the Medium Term Financial Plan, the Revenue budgets and the Capital programme.

These include:

- Medium Term Financial Plan: <https://www.bristol.gov.uk/council/council-spending-and-performance/council-budgets>
- Approved revenue and capital budgets together with information relating to the council's medium term spending plans: <https://www.bristol.gov.uk/council/council-spending-and-performance/council-budgets>
- Detailed financial information can be found at: <https://www.bristol.gov.uk/council/council-spending-and-performance/council-budgets>
- Details of expenditure over £500, including costs, supplier and transaction information (monthly): <https://www.bristol.gov.uk/council/council-spending-and-performance/spending-over-500>

2.2 Spending reviews

The Council undertakes quarterly reviews of actual against projected spend on both the capital and revenue budgets and these are reported to Cabinet. Requests for specific information can also be made to: budgets.and.accounting@bristol.gov.uk

Budget consultation 2014-17: <https://www.bristol.gov.uk/council/council-spending-and-performance/council-budgets>

2.3 Financial audit reports

The Audit Committee approves the Statement of Accounts which is the document that audits all the Council's financial activities, both income and expenditure, for a financial year. Details of the reports can be found in the papers for the audit committee:

<https://www.bristol.gov.uk/council/council-spending-and-performance/council-audited-accounts>

2.4 The members' allowances scheme and the allowances paid under it to councillors

Councillors are entitled to receive an annual allowance from the Council, as laid down under national legislation. This is called the Scheme of Members Allowances. They may also claim expenses for any travelling etc. that they do while performing their duties. The allowances,

which members may decline if they wish, are subject to deductions for income tax and national insurance. Details of this scheme are on the website:
www.bristol.gov.uk/page/council-and-democracy/councillors-allowances-and-payments

The constitution of the council includes a comprehensive guide to members' allowances. Part 6 of the constitution gives the latest 'Guide to members' allowance and expenses':
<https://www.bristol.gov.uk/council/how-council-decisions-are-made/constitution>

2.5 Staff allowances and expenses

Details of these are contained within the policy "Expenses, Benefits and travel policy" which can be found from:

<https://www.bristol.gov.uk/council/data-protection-and-foi/employment-data-and-policies>

2.6 Pay and grading structure

The Council Pay Policy can be found from the Human Resources pages:

<https://www.bristol.gov.uk/council/data-protection-and-foi/employment-data-and-policies>

2.7 Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)

This can be requested from the Statutory Services Manager: yvonne.dawes@bristol.gov.uk

2.8 Procurement procedures

We have a strategy for procuring goods, works and services and the Rules for Financial Governance provide a set of controls to make sure the Council does this each time. The Procurement Regulations set out in detail the way we invite bids for contracts and promote effective and fair competition to achieve good value for money.

Details of procedures for acquiring goods and services are available at:

<https://www.bristol.gov.uk/procurement>

2.9 Details of contracts and tenders to businesses and to the voluntary community and social enterprise sector

Bristol City Council's tenders and contracts for items or services over £500 can be viewed via data.gov.uk and can be found at: <https://www.bristol.gov.uk/data-protection-foi/open-data>

2.10 Details of grants to the voluntary community and social enterprise sector

Community development - investments and grants information can be found at:

<https://www.bristol.gov.uk/residents/people-and-communities/voluntary-and-community-organisations>

2.11 District auditor's report

Bristol City Council Audited Accounts can be found at:

<https://www.bristol.gov.uk/council/council-spending-and-performance/council-audited-accounts>

2.12 Financial statements for projects and events

Projects and events are run by a variety of Council Departments. Any financial information relating to projects or events can be requested from: foi@bristol.gov.uk

2.13 Internal financial regulations

The Financial Regulations are the rules by which the Council seeks to maintain proper financial and internal control of its activities. These can be found in the Council's constitution which is on the website at: <https://www.bristol.gov.uk/constitution>

2.14 Funding for partnership arrangements

Each partnership will have separate funding arrangements and details of any particular partnership funding arrangement can be requested from the Corporate Finance Service Manager: robert.woollatt@bristol.gov.uk

3. What our priorities are and how we are doing

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

3.1 Annual reports

The Mayor has set out his Vision for the City of Bristol, the priority areas to address in order to achieve the vision and provides an annual update on progress. The Vision can be found here: www.bristol.gov.uk/vision and the latest update on progress here: www.bristol.gov.uk/page/mayor/year-change-and-achievements

The Council's Corporate Strategy sets out the Council's contribution to achieving the Vision with annual updates on the progress we have made on delivering our priorities. The Corporate Strategy can be found on the website:

<https://www.bristol.gov.uk/council/policies-plans-and-strategies/corporate-strategy>

The council priorities for 2013/14 are included in the Medium Term Financial Plan on the website: <https://www.bristol.gov.uk/council/council-spending-and-performance/council-audited-accounts>

The latest annual report is integrated with our annual financial report and is found on the website: <https://www.bristol.gov.uk/CommitteeMeetingFinder>

There are a number of other annual reports, such as the annual budget (see section 2) and Scrutiny Commission annual reports such as that to Overview and Scrutiny Management Committee. These can also be found on our website: <https://www.bristol.gov.uk>

3.2 Strategies and business plans for services provided by the council

Each service has responsibility for their own policies, strategies and business plans and many of them can be found on the website: <https://www.bristol.gov.uk>

Details of any others not located on the website may be requested from: foi@bristol.gov.uk

3.3 National and local performance indicators

Councils are required to supply data to a range of Government bodies and the national data is collated and available from the range of bodies that collect it including:

<https://www.gov.uk/> and <https://www.gov.uk/government/organisations/health-and-social-care-information-centre>

Local authorities have access to national benchmarking data across a range of services via the LG Inform website. This site will shortly be made available to the public:

<https://lginform.local.gov.uk/>

Internally, the Council uses local performance indicators to monitor performance across all services. Quarterly reports on the local strategic indicators used to track progress against corporate priorities are available here:

<https://www.bristol.gov.uk/council/council-spending-and-performance/performance>

Details of recent reports not yet listed on the website may be requested from:

performanceandimprovement@bristol.gov.uk

3.4 Internal and external organisation performance reviews, including external audits

Details of external performance reviews and how the Council has performed will be published in the relevant service sections on our website:- <https://www.bristol.gov.uk>

3.5 Strategies developed in partnership with other authorities

The Council works with a large number of partners and some of the most important policies and strategies developed with our partners are contained on the following pages:

- Safer Bristol Partnership: <https://www.bristol.gov.uk/council/policies-plans-and-strategies/keeping-bristol-safe>
- The Bristol Partnership: <https://www.bristolpartnership.org>
- West of England Partnership: <https://www.westofengland-ca.gov.uk/about-us/local-enterprise-partnership/>

3.6 Economic strategy

The Council's aim is to best develop and support the local economy and its participants by delivering a strategy resulting in shared prosperity for all. The Bristol Economic Strategy 2025-2035 is available on a dedicated webpage <https://www.bristol.gov.uk/economic-development/economic-strategy>

3.7 Forward plan

The Mayor's Forward Plan sets out key decisions that the Cabinet intends to take over the following four months. The Plan is updated each month and details are on the website: <https://www.bristol.gov.uk/council>

3.8 Capital strategy

The Capital Strategy is reported to Cabinet each year and can therefore be located on the website with the Committee papers. Copies can also be obtained from the Corporate Finance Service Manager: robert.woollatt@bristol.gov.uk

3.9 Inspection reports

Bristol City Council Audited Accounts: <https://www.bristol.gov.uk/council/council-spending-and-performance/council-audited-accounts>

3.10 Statistical information produced in accordance with the council's and directorate requirements

A wealth of statistical information about Bristol is available for users to 'self-serve' via our Bristol Data Profiles service, this can be found via: <https://opendata.bristol.gov.uk/>

Further statistical information can be found via:

- The State of the City report which forms the evidence base for the Mayor's priorities/vision for the city and the new corporate plan can be found on our website

via: <https://www.bristol.gov.uk/council/policies-plans-and-strategies/social-care-and-health/joint-strategic-needs-assessment/bristol-statistics-and-data>

- Health statistics, evidence and intelligence: <https://www.bristol.gov.uk/council/policies-plans-and-strategies/social-care-and-health/joint-strategic-needs-assessment/bristol-statistics-and-data>
- Statistics and census information: <https://www.bristol.gov.uk/council/statistics-census-information>
- Workforce statistics: <https://www.bristol.gov.uk/council/statistics-census-information>
- Labour market and employment statistics: <https://www.nomisweb.co.uk/reports/lmp/la/1946157348/report.aspx?town=bristol>
- The Neighbourhood Partnership Statistical Profiles which are the best source of neighbourhood statistics can be found on our website via: <https://www.bristol.gov.uk/council/statistics-census-information/ward-profile-data>
- The annual Quality of Life report which is the source of several local performance indicators as well as quality of life trends in the city, can be found on our website via: <https://www.bristol.gov.uk/council/statistics-census-information/quality-of-life-in-bristol>

3.11 Impact assessments

An equality impact assessment is a tool for identifying the potential impact of a council's policies, services and functions on its residents and staff. It can help staff provide and deliver excellent services to residents by making sure that these reflect the needs of the community we serve. The Council subjects all its policies and strategies to an equalities impact assessment, many of which are contained within committee reports on the web site. Further details are available from: <https://www.bristol.gov.uk/council/policies-plans-and-strategies/equality-diversity-and-cohesion-policies/equalities-impact-assessments>
Privacy impact assessments can be obtained by email foi@bristol.gov.uk

3.12 Service standards

The Council has a number of service standards to ensure we offer an excellent service. For further information contact: foi@bristol.gov.uk

3.13 Fileplans (high level, for current records management systems)

Our Fileplans follow the latest IPSV-Integrated Public Sector Vocabulary standards. For further information contact: foi@bristol.gov.uk

3.14 Public service agreements

Public service agreements, where they are in place, are included within each service's own policies, strategies and business plans and many of them can be found on the website: <https://www.bristol.gov.uk>

4. How we make decisions

Decision-making processes and records of decisions.

4.1 Timetable of council meetings

The calendar of meetings shows the dates and times of committee meetings:

<https://www.bristol.gov.uk/council/how-council-decisions-are-made/council-meetings>

Please note that meeting dates and times do occasionally change - for accurate dates of forthcoming meetings go to: <https://www.bristol.gov.uk/CommitteeMeetingFinder>

4.2 Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings

Details of all the agenda, paper, reports and minutes are available on the website. Please note some of the information may be exempt from publication under the terms of the Local Government Act 1972 (as amended). For further details please visit:

<https://www.bristol.gov.uk/CommitteeMeetingFinder>

4.3 Major policy proposals and decisions

There is a section on the website which describes the decision-making process at the Council which can be accessed via: <https://www.bristol.gov.uk/council/how-council-decisions-are-made>

Bristol City Council has a constitution which 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. Some of these processes are required by the law, while others have been decided by the council. The constitution is presented here in nine parts: <https://www.bristol.gov.uk/council/how-council-decisions-are-made/constitution>

Part one, describes how decisions are made and can be read by accessing:

<https://www.bristol.gov.uk/council/how-council-decisions-are-made/constitution>

All major policies and strategies would be agreed by the relevant committee and the details could either be found in the committee papers section of the website:

<https://www.bristol.gov.uk/CommitteeMeetingFinder>

4.4 Facts and analyses of facts considered when framing major policies

All major policies and strategies and the facts and reasons behind them would be agreed by the relevant committee and the details could either be found in the committee papers section of the website: <https://www.bristol.gov.uk/CommitteeMeetingFinder>

Policy and budget framework procedure rules: <https://www.bristol.gov.uk/council/how-council-decisions-are-made/constitution>

4.5 Public consultations

The Council publishes all current consultations on the website which include details of what we are asking your ideas and opinions about and how you can have your say. We also list the results of previous consultations we have carried out on the website and these are on Consultation Finder can also be accessed via our website which has details of all consultations across Bristol:

<https://www.bristol.gov.uk/council/consultations-and-petitions>

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

Any other information relating to our decision-making process may be requested from:

foi@bristol.gov.uk

5. Our policies and procedures

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

5.1 Policies and procedures for conducting council business

There are a number of procedures around how the Council conducts its business, including codes of practice, procedural standing orders, delegated decision making and authority, communication between councillors and staff, codes of conduct for councillors and staff, terms of reference for committees, rights of the public at meetings can all be found in the Council's Constitution which is on the website: <https://www.bristol.gov.uk/council/how-council-decisions-are-made/constitution>

5.2 Policies and procedures for delivering our services

Each service provided by the Council has a section on the website and these can be accessed from the homepage: <https://www.bristol.gov.uk>

If further information is required, this can be requested from:-

foi@bristol.gov.uk

5.3 Pay policy statement

In accordance with Section 112 of the Local Government Act, the determination of pay and benefits within Bristol City Council is a non-executive function exercised by the Chief Executive acting as the Head of Paid Service, with the exception of those matters determined by the Human Resources Committee, as set out in:

<https://www.bristol.gov.uk/council/council-spending-and-performance/senior-officers-pay>

5.4 Policies and procedures about the recruitment and employment of staff

- The Council advertises vacancies on the website and also provides a range of guidance to assist candidates. Details can be found at: <https://www.bristol.gov.uk/jobs>
- The Council has a number of policies around equality and diversity and these can be found on the website at: <https://www.bristol.gov.uk/council/policies-plans-and-strategies/equality-diversity-and-cohesion-policies>
- The Council has a number of human resources policies and these can be found on the website at: <https://www.bristol.gov.uk/council/data-protection-and-foi/employment-data-and-policies>
- Details of our Health and Safety procedures can be found on the website at: <https://www.bristol.gov.uk/residents/social-care-and-health/health-and-wellbeing/guide-to-workplace-health-and-wellbeing-for-employees>

5.5 Customer service

Bristol City Council is committed to provide as much information to citizens about council services via the website as possible. Whether this is a simple request to find out when bins and recycling is collected, look up council tax banding for a property through to advice on what to do to resolve social care needs for a relative or apply for a school place.

Information, advice and guidance available at <https://www.bristol.gov.uk>
In order to improve the services the Council provides, we want to get feedback. There are a number of ways to contact the Council and details are on our website:
<https://www.bristol.gov.uk/contact>

Our complaints, compliments and comments page allows you to submit a complaint, comment or compliment us about our services:
<https://www.bristol.gov.uk/contact/complaints-and-feedback>

5.6 Records management and personal data policies

Anyone has the right to ask the Council for any information we hold (with some exceptions, such as personal data about someone else). The Council will make the information available if we have it, and if there is no legal reason why we cannot.

The Council has duty to ensure the information we hold and use for making informed judgments and decisions is accurate, valid, reliable, relevant, complete and timely, data management policies can be obtained by contacting:
information.management@bristol.gov.uk or the Records Manager:
shona.dunning@bristol.gov.uk

5.7 Charging regimes and policies

Details of the charges associated with Freedom of Information requests can be found in Appendix A at the end of this Publication Scheme.

- Details of charges associated with CCTV can be found via:
<https://www.bristol.gov.uk/residents/crime-and-emergencies/cctv-in-bristol>
- Details of charges associated with requesting copies of Planning and/or Building Regulations documents can be found on our website via:
<https://www.bristol.gov.uk/residents/planning-and-building-regulations/planning-applications/search-and-track-planning-applications/get-copies-of-planning-documents-and-history>
- Details of charges associated with planning fees can be found on our website via:
<https://www.bristol.gov.uk/residents/planning-and-building-regulations/planning-applications/make-a-planning-application/planning-application-fees>
- Details of charges associated with land charge search fees can be found on our website via: <https://www.bristol.gov.uk/business/planning-and-building-regulations-for-business/local-land-charges-search/local-land-charges-search-costs>
- Details of charges associated with environmental services fees can be found on our website via:
<https://www.bristol.gov.uk/residents/pests-pollution-noise-and-food/pest-control>

The 'My Neighbourhood' section of our website provides access to a wealth of information or 'layers' via an interactive map. It provides a 'where's my nearest' functionality to identify nearest points of interest to a user's home, such as polling stations, schools, public toilets, library etc. This can be found from the home page of our website via:
<https://www.bristol.gov.uk/>

Users can further explore the services and facilities in their area via an interactive map of the city, identifying things such as neighbourhood partnership areas, grit bins, recycling centres, etc. It can be found via <https://maps.bristol.gov.uk/pinpoint/>

Details of any other fees and charges made by the Council can be requested from:

The Data Protection Officer, Bristol City Council, PO Box 3176, Bristol BS3 9FS. Or Email: foi@bristol.gov.uk

6. Lists and registers

6.1 Public registers and registers held as public records

The Council maintains several public registers, although some of the registers it maintains, are not available for public inspection, for example the Housing Register as this contains personal information. If you require access to a particular register and details are not shown below please contact: foi@bristol.gov.uk for assistance.

Information on registering births, deaths and marriages can be found on our website at: <https://www.bristol.gov.uk/residents/births-deaths-marriages>

6.2 Asset registers and information asset register

Asset Register contact the Property Strategy Service Manager, Steve Matthews on: steve.matthews@bristol.gov.uk or download the data from <https://opendata.bristol.gov.uk/documents/bcc::bristol-city-council-land-and-building-assets/about>

Information Asset Register contact the Information Strategy Team on information.management@bristol.gov.uk

6.3 CCTV

Closed Circuit Television (CCTV) is an important tool in reducing crime - by deterring criminals, or ensuring they are caught on camera once they have committed an offence. There are currently 60 CCTV cameras in open spaces around Bristol. More details can be found at: <https://www.bristol.gov.uk/residents/crime-and-emergencies/cctv-in-bristol>

6.4 Register of councillors' financial and other interests

Councillors have a duty to record any financial or other interests they have as described in Part 5 - Codes and protocols - Codes of conduct for councillors, council employees and members' relations: <https://www.bristol.gov.uk/council/how-council-decisions-are-made/constitution>

Members' Interests/Gifts and Hospitality Register:

<https://www.bristol.gov.uk/council/councillors-and-the-lord-mayor/councillors-interests-gifts-and-hospitality>

6.5 Employee declaration of interests

Employees of the Council are required by Section 117 of the 1972 Local Government Act to declare any financial interest, whether direct or indirect, in any existing or proposed contract. In addition to the statutory requirement, employees must declare to their Chief Officer, in writing, any interest in or association with, any Council activity, which could cause a potential conflict of interest.

The Council's Monitoring Officer (the Head of Legal Services) will maintain a record of such declarations, which is open to inspection by any Councillor.

These records are available in an anonymised format via a Freedom of Information request: foi@bristol.gov.uk

6.6 Register of gifts and hospitality

Councillors have a duty to record any gifts or hospitality they receive and a register is maintained by the Council. Further details are available on request from the Democratic Services Manager: ian.pagan@bristol.gov.uk or by viewing: Members' Interests/Gifts and Hospitality Register: <https://www.bristol.gov.uk/council/councillors-and-the-lord-mayor/councillors-interests-gifts-and-hospitality>

6.7 Highways, licensing, planning, commons, footpaths etc

- Register of enforcement notices: <https://www.bristol.gov.uk/residents/planning-and-building-regulations/planning-applications/report-a-breach-of-planning-rules/planning-enforcement-action-weve-taken>
- Planning applications online: <https://www.bristol.gov.uk/residents/planning-and-building-regulations/planning-applications>
- Licensing Act 2003 - Current applications: <https://www.bristol.gov.uk/business/licences-and-permits/licensing-act-2003>
- Street trading: <https://www.bristol.gov.uk/business/licences-and-permits/street-trading>
- Local land charges search: <https://www.bristol.gov.uk/business/planning-and-building-regulations-for-business/local-land-charges-search>

6.8 Register of electors

There are two types of electoral register; the full register and the edited register. The registers cannot be accessed electronically and details of who can see and who can have copies (and how to obtain them) are explained on the website: <https://www.bristol.gov.uk/council/voting-and-elections/register-to-vote> or by contacting the Statutory Services Manager: yvonne.dawes@bristol.gov.uk

7. Services provided by the council

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

7.1 Regulatory and licensing responsibilities

The primary role of the Licensing Team is to maximize public safety through the issuing and enforcement of permissions covering a wide range of regulated activities. Licences and permits information can be found from: <https://www.bristol.gov.uk/business/licences-and-permits> or by emailing: licensingresponsibleauthority@bristol.gov.uk

The primary function of local government regulatory activity is to protect the public, the environment and groups such as consumers, residents and tenants, workers and businesses. More information can be found here at: <https://www.bristol.gov.uk/business/trading-standards-for-business/regulatory-services>

7.2 Services for local businesses

There is a dedicated section on the website which gives information around the services, support and advice for business in the area, for anyone thinking of relocating to Bristol and also for anyone thinking of starting a new business: <https://www.bristol.gov.uk/economic-development>

7.3 Services for other organisations

Voluntary and community organisations: <https://www.bristol.gov.uk/residents/people-and-communities/voluntary-and-community-organisations>

Details of any services provided to other organisations can be requested from: foi@bristol.gov.uk

7.4 Services for members of the public

Each service provided by the Council has a section on the website and these can be accessed from the homepage: <https://www.bristol.gov.uk/>

If further information is required, this can be requested from:- foi@bristol.gov.uk

7.5 Services for which the council is entitled to recover a fee, together with those fees

Some of the services provided by the Council are free, others are charged for. Each service has their own section on the website and details of charges can be accessed there. Details can be found on <https://www.bristol.gov.uk/> or by contacting: foi@bristol.gov.uk or see section 5.7 Charging regimes and policies.

7.6 Information for visitors to the area, leisure information, events, museums, libraries and archive collections

The Council publishes a number of leaflets and guides to assist visitors to Bristol and there is

a dedicated section on our website: <https://www.bristol.gov.uk/residents/museums-parks-sports-and-culture>

7.7 Leaflets, booklets and newsletters

The Council publishes a community magazine called Our City. Links to all the editions can be found on the website: <https://www.bristol.gov.uk/economic-development/news-and-current-projects> The Council's Economic Development service publishes a fortnightly business newsletter. To subscribe to the business newsletter, please email business@bristol.gov.uk

7.8 Advice and guidance

There is an A-Z section on the website which details all information available from the Council - including online services.

7.9 Media releases

All press releases issued by the Council can be accessed via our website: <https://news.bristol.gov.uk/>

7.10 Election information

Election information can be found here: <https://www.bristol.gov.uk/council/voting-and-elections>

Appendix A: Freedom of Information Charging Policy

Although this section does not form part of The Publication Scheme, it provides useful information of charges made by the Council under The Freedom of Information Act 2000. The Council is entitled to refuse to answer a request on the grounds of cost if it would amount to more than £450 to do so. This is equivalent to about two and half days of work (or 18 hours at the rate of £25 per hour of each officer's search time as prescribed in the Regulations).

When calculating whether answering a request would exceed this threshold, the Council will take account of the costs involved in the following activities:

- Determining whether it holds the information
- Locating and retrieving the information, or a document which may contain the information; and
- Extracting the information from document(s) containing it (including editing).

In applying fees and charges the Council can take account of neither the costs of considering whether information is exempt under the Act nor possible expenses incurred in the issuing of Fee Notices.

If a request is estimated to cost less than the prescribed £450 limit, and there is no other basis on which it may be refused or otherwise dealt with, the Council will answer the request. The maximum fee that can be charged in these cases is limited to the specified costs of postage, printing and photocopying, referred to as 'disbursement costs', i.e. the costs of:

- Informing the applicant whether the Council holds the information
- Reproducing any document containing the information; and
- Communicating the information to the applicant.

An estimate of the level of these 'disbursement' costs is indicated below (plus postage at standard Royal Mail rates):

Photocopies:

A4 copies	£1.00 for the first 3 sides thereof - 40p per side thereafter
A3 copies	£1.00 each side
A2 copies	£3.00 each side. To be copied off site. Available within 3 working days
A1/A0 copies	£6.00 each side. To be copied off site. Available within 3 working days

Fax:

To UK and Ireland	£1.00 per printed side
To Europe	£1.75 per printed side

To Rest of the World	£2.00 per printed side
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Print-Outs from a PC:

Black and White	10p per printed side
Colour	50p per printed side
Photo Quality Paper Prints	£1.00 per printed side

Electronic Media:

CD-R/DVD Disc	£1.00
Scanning of A4 Paper Records	£1.40 per image
Scanning of A3 Paper Records	£2.10 per image
E-mail Attachment (if data already in electronic format)	No Charge

Postage

At the prevailing Royal Mail rates

The Council, at its own discretion, will determine to waive all costs under £10 in respect of a single request made under the Freedom of Information Act 2000; however, above this sum full disbursement costs will be charged. This decision may be reviewed periodically within the terms set out in this policy.

If the Council chooses to answer a request that will cost more than the £450 threshold, the applicant will be contacted and advised what information will be available below that limit, i.e. it will be discussed with the applicant whether he/she would prefer to modify the request to reduce the cost in terms of officer's time.

If an applicant still wishes to proceed with the original request the maximum fee that may be charged is equivalent to the total estimated costs of:

- Determining whether the Council holds the information, locating and retrieving the information, and extracting the information from a document containing it (prescribed cost of officers' time); and
- Informing the applicant whether the Council holds the data and communicating the information to the person making the request (disbursement costs).

If the applicant does not agree with the proposed fee, they can appeal through the Council's complaints procedure in the first instance.

Consecutive or Campaign Requests:

1. These are where two or more requests for information are made to the Council by one person or by different persons who appear to be acting in concert or in pursuance of a campaign.
2. The rule is that the estimated cost of complying with these requests is deemed to be the total cost of complying with them all, i.e. where the cumulative cost becomes

£450 or over, the Council could refuse to answer the particular request or charge for officers' time involved in servicing all of the requests. However, for this rule to apply the requests would need to relate to the same or similar information and be received within any period of 60 consecutive working days.

Publication Scheme

Nothing contained within this Policy supersedes or invalidates any charges or fees for the supply of information identified within the Council's Publication Scheme.

Environmental Information Regulations 2004

The above charges will also apply, where appropriate, to requests made under the Environmental Information Regulations 2004 except that the "appropriate limit" of £450 shall not apply. The authority cannot charge an applicant to inspect information "on site" or for providing access to any registers or lists of environmental information.

Data Protection Act 1998

The Council will, however, apply the fully prescribed fee of £10 per request made under the Data Protection Act's Subject-Access provisions, with requests for personal information from the Council's employees and members remaining free-of-charge.