



# HEREFORDSHIRE COUNCIL PUBLICATION SCHEME: GUIDE TO INFORMATION

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# 1. Who we are and what we do

Organisational information, structure, locations and contacts

- **Council constitution**

The [Constitution](#) - all documents which are required to be brought together and made available for public inspection under the Local Government Act 2000 such as:

- Articles of constitution setting out basic principles that underlie the way the council operates.
- Details of Council and Committees to which various powers and functions responsible for that executive have been delegated.
- Terms of reference of various committees and other bodies.
- Standing orders that regulate proceedings at meetings.
- Financial regulations.
- Code of practice of procurement of work, supplies and services.
- Code of conduct of members and employees.
- Scheme of payment of members' allowances.
- Description of management structure of the workforce.

- **Council democratic structure**

Further information not included in the Constitution about the [decision making](#) bodies of the council and their roles.

- **Organisational chart**

[Directorate structure chart](#) including the name and contact details of the chief executive and an outline of his responsibilities and the names and contact details of directors.

- **Gender pay gap reporting**

[Gender pay gap](#)

- **Location and opening times of council properties**

Locations, opening times and accessibility of [customer service centres](#) and [council offices](#).

- **Currently elected councillors' information and contact details**

Details of who the [elected councillors](#) are, the wards they represent, the political party they belong to, their positions on the council, the committees they sit on and their contact details.

- **Contact details for all customer-facing departments**

[Customer service](#) contact details including emergency out of hours telephone numbers.

Contact details for individual teams can be found on the web-pages for that team.

- **Most recent election results**

Herefordshire Council [election results](#) plus the results of other elections conducted in the area, and details of the [political composition](#) of the council.

- **Relationships with other authorities**

**Coroner's Office** – Herefordshire Council appoints and pays for the Coroner for the county. The Coroner is not a local government officer but holds office under the Crown.

**Electoral** - Herefordshire Council is required to appoint an officer of the council to be the Electoral Registration Officer for any constituency or part of a constituency situated in the local authority area. It is important to note that the Electoral Registration Officer discharges the responsibilities of Acting Returning Officer at UK Parliamentary elections. The Electoral Registration Officer must be an officer of the council, unless express provision has been made within the constitution that:

- a specific post holder will automatically be appointed as Electoral Registration Officer; or
- that the appointment has been delegated to a sub-committee
- the local authority will need to make the appointment at a full meeting of the council.

The Electoral Registration Officer is not entitled to appoint their own deputy or deputies. That duty falls to the local authority, who may appoint such officers. It should be noted that there is no restriction on the number that may be appointed.

**Elections** - Herefordshire Council shall appoint an officer of the council to be the Returning Officer for the election of councillors of the district and for the election of any parish councillor or parish polls in its area. The Returning Officer for district council elections is automatically appointed as Local Returning Officer for their respective local authority area for Police and Crime Commissioner elections and also responsible as counting officer for the administration of any referendum for the authority area, but not always specified. Returning Officers are entitled to appoint deputies to discharge all or any of the duties placed upon them. The Returning Officer must be an officer of the council, unless express provision has been made within the constitution that:

- a specific post holder will automatically be appointed as Returning Officer; or
- that the appointment has been delegated to a sub-committee
- the local authority will need to make the appointment at a full meeting of the council.

The duties and responsibilities of these officers must be in accordance with the law and are personal to that officer and independent of the local authority who may not direct that officer in the performance of their duties and is separate from their duties as a local government officer.

**Electoral Returning Officer (ERO)** - the personal responsibilities include: duty to maintain a list of UK Parliamentary and local Government electors for the local authority area, duty to maintain a list of relevant citizens of the European Union entitled to vote at European Parliamentary elections, a requirement to take reasonable steps to obtain information for these purposes and to ensure that persons who are entitled to be registered (and no others) are, the requirement to conduct an annual electoral canvass and give persons invitations to register to vote, the requirement to take steps to encourage participation by electors in the electoral process and the requirement to meet such standards of performance as set out by the Electoral Commission.

**Returning Officer (RO)** – the personal responsibilities include: conduct of elections and referendums in accordance with the rules relevant to that type of election or referendum, including the printing of ballot papers, the issue and receipt of postal ballot papers, the verification of ballot paper accounts and the counting of votes in their area, each election is governed by its own set of rules. Returning Officers may also receive directions relating to the discharge of their functions, which are required to be followed.

**Role of the Monitoring Officer** – responsible for maintaining the Constitution, ensuring decision making is fair and lawful, and reporting any actual or potential breach of a legal requirement to the Council meeting or Cabinet, and for dealing with complaints that councillors have breached the [councillor code of conduct](#) and reporting as necessary to the Audit & Governance Committee.

Details of partnership arrangements the council has with other authorities are included in Part 2, Article 9 (Joint Arrangements) of the council's [Constitution](#)

[Register](#) of significant partnerships that the council has with other organisations to deliver the council's vision and corporate plan priorities.

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

[Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.](#)

Financial information is available for at least the current and previous two financial years. Our website contains a large amount of information on financial matters including:

- **Financial statements, budgets and variance reports**

[Budget and Medium Term Financial Strategy](#)

[Council Tax](#) information including a breakdown of council tax expenditure, bands and charges.

[Statement of Accounts](#)

Details of [council expenditure over £500](#) (updated monthly) including costs, suppliers and transaction information.

[Credit card transactions](#) (updated quarterly)

Details of annual budget setting and updates can be found in the minutes of the [Council and Cabinet meetings](#)

- **Capital programme**

Major plans for capital expenditure including any private finance initiatives and public-private partnership contracts are detailed in the [Statement of Accounts](#) and [Medium Term Financial Strategy](#).

- **Spending reviews**

Reviews of actual against projected spend in both capital and revenue budgets are reported to [Cabinet](#).

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Priorities and [budget consultation](#)

- **Financial audit reports**

Internal and external audit reports – high risks are reported to [Audit & Governance Committee](#) each meeting, and details of the reports can be found in the published meeting papers. The Committee also approves the [Statement of Accounts](#) which is the document that audits all of the council's financial activities, both income and expenditure, for a financial year.

- **The members' allowances scheme and the allowances paid under it to councillors each year**

The [allowances](#) members are entitled to claim and the amount each member received in expenses each financial year 2016/17 – 2019/20, and then quarterly since the 2020/21 financial year.

- **Staff allowances and expenses**

Information on [employee benefits](#)

[Pay Policy Statement](#)

[Senior salary information and senior salary count](#)

Senior Executive benefits including salary, expenses and benefits in kind are included in the [Statement of Accounts](#) (the expenses and benefits in kind from the 2018/19 accounts onwards).

- **Pay and grading structure**

The council's [Pay Policy Statement](#) details the salary bands for all grades, senior employees' salaries and the '[pay multiple](#)' i.e. the ratio between the highest paid salary and the median average salary of the whole of the council's workforce.

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

Election expenses for all elections that have taken place in the last 2 years are held in hard copy format at: Electoral Services, Blueschool House, Blueschool Street, Hereford, HR1 2LX. To view these please contact: [elections@herefordshire.gov.uk](mailto:elections@herefordshire.gov.uk)

- **Procurement procedures**

Procurement procedures for acquiring goods and services are outlined in Part 4 (Procedure Rules) – Section 6 (Contract Procedure Rules) of the council's [Constitution](#)

[Current contracts for tender](#)

Council's [procurement and commissioning strategy](#)

[Social value statement](#) setting out what social value means and the social, economic and environmental benefits that can be created by the way we spend public monies on goods and services.

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

[Contracts register](#) detailing current contracts held with Herefordshire Council and their value

[Pipeline future opportunities](#) details tenders in development stage prior to their publication to the market.

Council contracts currently available for [tender](#)

- **Details of grants to the voluntary community and social enterprise sector**

Current and recently awarded [grants](#) to voluntary, community and social enterprise organisations.

- **District auditor's report**

Auditor's reports are presented to the [Audit & Governance Committee](#) and details can be found in the Committee minutes.

- **Financial statements for projects and events**

Included within the [Statement of Accounts](#).

- **Internal financial regulations**

Details of the rules by which the council seeks to maintain proper financial and internal control of its activities are outlined in the council's [Constitution](#).

- **Funding for partnership arrangements**

Details of the funding arrangements for partnerships that the council leads, and details of the council's funding contributions to a partnership arrangement managed by another authority are outlined in the [Statement of Accounts](#).

- **Trade union facility time**

[Trade union facility time](#)

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

[Strategies and plans, performance indicators, audits, inspections and reviews.](#)

- **Annual reports**

The [Delivery Plan](#) identifies the key projects planned for coming 12 months.

The annual reports of various council committees are reported to [Council](#).

Teams publish annual reports on various aspects of their work, which can be found on the council's website using the search facility.

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- **Strategies and business plans for services provided by the council**

The [County Plan](#) outlines the council's strategic objectives for the next 4 years.

Strategies, business and service plans can be found in the [policies, strategies and procedures directory](#) or you can use the search facility. These include [Health & Wellbeing strategies](#), [Education policies](#), [Planning policies](#), the [Highways Maintenance Plan](#), [Carbon Management Plan](#), [Local Transport Plan](#) and the [Homelessness Prevention & Rough Sleeping Strategy](#).

## **Internal and external organisation performance reviews, including external audits**

The background to the council's [performance reports & risk registers](#) including historic reporting and details of the external inspectors' reports. Performance reports after 2020/21 are presented quarterly at [Cabinet meetings](#).

[Corporate peer challenge](#) provides an independent and objective assessment of the council's achievements, challenges and future plans.

- **Strategies developed in partnership with other authorities**

[Community Safety Partnership](#)

Herefordshire and Worcestershire Joint [Waste Strategy](#)

[Health and Wellbeing Strategy](#) providing an overarching view of how the council will work with partner organisations in sharing priorities and planning services to improve the health and wellbeing of residents.

[Children & Young People's Plan](#)

[Herefordshire Safeguarding Children Partnership](#)

[Herefordshire Safeguarding Adults Board](#)

- **Economic development action plan**

[Economic Plan & Vision](#)

- **Forward plan**

The [forward plans](#) of the council showing forthcoming decisions.

- **Capital strategy**

[Medium Term Financial Strategy](#)

- **Comprehensive performance assessment**

[Performance management framework](#)

- **Inspection reports**

[Inspection reports](#) by Ofsted and the Care Quality Commission.



- **Statistical information produced in accordance with the council's and departmental requirements**

[Understanding Herefordshire](#) outlines statistics, census information and evidence about the county and its localities, including data on population, housing, the economy and health. It is also the live evidence base for the Joint Strategic Needs Assessment (JSNA).

[Invoice payment performance](#) demonstrating the council's performance on paying invoices in 30 days to first tier suppliers and prime contractors over the previous 12 months (updated quarterly)

[Prevention of fraud investigations](#)

[FOI and EIR compliance statistics](#) (updated quarterly)

[Electoral registration statistics](#) – electoral statistics by register and property & elector statistics by area.

[Nitrogen dioxide monitoring data](#) (updated annually)

[Looked After Children: Independent placements information and spend](#)

[Parking accounts and parking spaces](#)

- **Data protection impact assessments (in full or summary format) or any other impact assessments (e.g. health and safety impact assessment, equality impact assessment), as appropriate and relevant**

A summary of [data protection impact assessments](#) approved in the calendar year. For copies of assessments please contact: [foi@herefordshire.gov.uk](mailto:foi@herefordshire.gov.uk)

The council subjects all of its policies and strategies to an equality impact assessment, which identifies the potential impact of policies, services and functions on its residents and staff. Equality impact assessments are contained within [committee reports](#).

- **Service standards**

[Customer service standards](#)

- **Wellbeing**

[Health and wellbeing strategy](#)

## 4. How we make decisions

Decision-making processes and records of decisions

- **Timetable of council meetings**

[Calendar](#) showing dates and times of committee meetings.

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

[Council, committee and sub-committee](#) agendas, reports, background papers and minutes.

- **Major policy proposals and decisions**

[Decision notices](#) detailing the council's decisions.

- **Facts and analyses of facts considered when framing major policies**

Included within reports, business cases and background papers for [council, committee and sub-committee](#) meetings.

- **Public consultations**

[Latest consultations](#) on proposals, and information on current [e-petitions](#).

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

The above guidance and details of the process for decision making is included in the council's [Constitution](#).

## 5. Our policies and procedures

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

- **Policies and procedures for conducting council business**

Codes of practice, memorandum of understanding, procedural standing orders, internal guidance about the division of responsibilities between committees and delegated authority, policies of communication between councillors and members of staff and other similar information can be found in the council's [Constitution](#)

- **Policies and procedures for delivering our services**

Policies and procedures for handling [information requests](#).

View policies and procedures, including safeguarding policies, within the page for the relevant service area, which you can find using the search facility, or by searching the [policies, strategies and procedures directory](#).

- **Pay policy statement**

[Pay Policy Statement](#) setting out the council's policies on a range of issues relating to the pay of its workforce, particularly its senior staff and lowest paid employees.

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

[Current vacancies](#) at Herefordshire Council and employment information.

Initiatives in [equality and diversity](#) including an equality analysis of our workforce and councillors, and gender pay gap and ethnicity pay gap reporting.

[Health and safety](#).

- **Equality, diversity & inclusion policies**

[Equality and diversity policies](#)

- **Health and safety**

[Workplace health and safety](#)

[School health and safety](#)

- **Customer service and complaints policies and procedures**

[Customer Service standards](#).

Details of how to report problems to the council or make payment to the council online, can be found in the search facility.

[Complaints procedures](#) including details of the policies and procedures for formal corporate complaints, children's representations and complaints, service area complaints processes and complaints about councillors' conduct.

[Unreasonable behaviour policy](#) setting out what behaviours are deemed as unreasonable and unacceptable, and what the council will do if members of the public do not behave in an appropriate way.

Review procedure for [information requests](#) and the Publication Scheme.

- **Records management, personal data and access to information policies**

[Information policies](#) including information security policy, data security incident procedure, FOI / EIR procedure and data protection policies.

[Records management](#) policies including the general records retention schedule.

- **Fileplans (high level, for current records management systems)**

Herefordshire Council follows the Local Government Service List headings as available from the [Local Government Association](#). For further information please contact: [rms@herefordshire.gov.uk](mailto:rms@herefordshire.gov.uk)

[Records management](#) including policies and the general retention schedule.

- **Charging regimes and policies**

Details of the [re-use of council data](#), including our [open data](#) for the datasets we have currently released. These are free to re-use, but you must follow the terms of the [Open Government Licence](#) (OGL).

Any charging policies are detailed on the relevant service area pages of the council website, or will be explained at the time of the request. These include:

The [information requests charging policy](#)

[Local land charge](#) search fees

[Highways land](#) search fees

[Definitive Map extracts](#)

[Planning search fees](#)

[Environmental health and trading standards](#) fees and charges

[Road accident data](#)

[Planning and building control](#)

[Flooding Hydraulic Models](#)

## 6. Lists and registers

These may be available for inspection only

- **Public registers and registers held as public records**

[Local land charges register](#)

[Registers of births, deaths and marriages](#)

[Licensing registers](#) including premises licences, animal licences, waste & pollution licences, private hire licences, personal treatment licences, food premises licences, temporary events registers, dog breeding licences and gambling licences.

Register of [houses in multiple occupation \(HMO\)](#)

[Contaminated land](#)

[Brownfield sites register](#)

[Library catalogue](#)

[Contracts register](#)

[Administrative map](#) – containing the administration areas (Herefordshire wards, parishes and parish councils) and planning constraints (tree preservation orders and conservation areas)

Directory of [Herefordshire schools](#) and their contact details

List of [parish councils](#) and their contact details

[Food hygiene ratings](#)

- **Asset registers and information asset register**

[Council land and property asset register](#)

List of [assets of community value and list of assets not qualifying](#)

[Information Asset Register](#)

- **CCTV**

Locations of any overt CCTV surveillance [cameras](#) operated by or on behalf of the council across Herefordshire.

- **Disclosure logs**

A [disclosure log](#) indicating the information provided in response to requests made under the Freedom of Information Act and the Environmental Information Regulations.

- **Register of councillors' financial and other interests**

Councillors' [register of interests](#) listed under the details for each elected councillor.

- **Senior officers' declaration of interests**

For further information please contact: [foi@herefordshire.gov.uk](mailto:foi@herefordshire.gov.uk)

- **Register of gifts and hospitality**

[Councillors' registry](#) entries

For further information regarding officers' declarations please contact: [foi@herefordshire.gov.uk](mailto:foi@herefordshire.gov.uk)

- **Highways, licensing, planning, commons, footpaths, etc.**

[Definitive Map](#) and statements

[Licensing registers](#) including premises licences, animal licences, waste & pollution licences, private hire licences, personal treatment licences, food premises licences, temporary event licence, dog breeding licences and gambling licences.

[Planning register](#) – search of planning applications received and decisions made since 1997 to date.

[Building control](#)

[Common land and village greens](#) in Herefordshire.

List of [public health funerals](#) and deaths reported to the Treasury Solicitor (updated quarterly).

[Highways & Public Rights of Way](#)

[Parks, play areas & sport pitches](#)

[Council car parks](#) locations and charges

[Cycle routes](#)

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## [Listed buildings](#)

- **Register of electors**

There is a provision for the [inspection of a paper version](#) of the full register at the: Electoral Services Office, Blueschool House, Blueschool Street, Hereford, HR1 2LX under supervision during office hours.

## 7. Services provided by the council

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

- **Regulatory and licensing responsibilities**

Details of [licensing services](#) - how to apply for licences including premises licences, taxi licences, food premises licences, animal licences, temporary event licences and gambling licences.

[Food safety and hygiene](#)

[Trading standards](#)

[Markets and street trading](#)

[Planning services](#) including planning enforcement and building control regulations

Environmental services including [pest and gull control services](#), [air quality management areas](#) and [noise nuisance](#)

- **Services for local businesses**

Details of a range of [business services](#), including [business funding and grants](#) and the [commercial premises register](#).

[Statistics and data](#) relating to Herefordshire's economy

[Markets and street trading](#)

[Business rates](#) including how to make payment online and guidance on reliefs & exemptions.

[Business rates datasets](#) including an extract from the NNDR database and new registrations (both updated monthly).

[Fastershire](#) – details of the broadband project.

[Marches Growth Hub](#) offering a single point of access to information and guidance on business grants, loans, support and advice to enterprises across the region.

- **Services for other organisations**

Details of [grants and funding](#) available to community and voluntary sector organisations.

[Community support](#) including funding advice and opportunities, localities, Talk Community, parish liaison, support for members of the armed forces and refugees and volunteering.

- **Services for members of the public**

Details of all the council's services can be found on the council's website and these can be accessed via the [home page](#) or through the search facility.

These include:

[Waste disposal and recycling](#)

[Social care and support](#)

[Trading Standards](#)

[Education](#)

[Public transport](#)

[Parking](#)

[Electric vehicle charging points](#)

[Planning and building control](#)

[Council Tax](#)

[Benefits](#)

[Talk Community](#) wellbeing information and signposting.

[Housing](#) including homelessness and social housing

[Housing adaptations](#) including disabled facilities grants

[Environmental sustainability](#) and initiatives

- **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. Any charges are stated on the relevant webpage or at the time of the request.

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

[Tourist information](#)

[Leisure information](#) including details of leisure centres and sports facilities.

[Parks, play areas and open spaces](#)

[Library services](#)

Details of [museums and galleries](#)

[Herefordshire Archive and Records Centre](#), including details of how to access the records held.

[Herefordshire Biological Records Centre](#)

- **Leaflets, booklets and newsletters**

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Various leaflets and publications are available from council libraries, offices and the website.

- **Advice and guidance**

The council's website details all information available from the council.

- **Media releases**

[Latest news](#) from the council.

- **Election information**

[Election information](#) including details of the annual canvass, forthcoming elections, election results and standing for election.