

**GUIDE  
TO  
INFORMATION**

APRIL 2015

## **INTRODUCTION**

Preston City Council has adopted the Model Publication Scheme produced by the Information Commissioner's Office. A copy of this scheme is available on the Commissioner's website.

The Information Commissioner is an independent officer who reports directly to Parliament and is responsible for ensuring public authorities comply with the Freedom of Information Act and other related legislation. He also provides guidance to the public and public authorities and deals with any complaints.

This guide helps you to understand what information is made routinely available by the council. Where documents are not available online contact details are provided so that you may request a copy of the information or arrange a viewing time where appropriate.

Free web access is available in public libraries for those who do not have private access to the internet. There are printers available to print information if required but there may be a charge for this service.

If you require the information in a particular format, for example in Braille, on tape, or in a different language, the council will take all reasonable steps to meet your request.

## **CLASSES OF INFORMATION**

There are seven classes of information included in the guide. These are as follows:-

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

Organisational information, locations and contacts, constitutional and legal governance.

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

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

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

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- 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.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**HOW TO REQUEST INFORMATION NOT INCLUDED IN THE GUIDE**

There is a general right of access to information under the Freedom of Information Act 2000. (FOIA). Anyone requesting information that is not already freely available will be entitled, subject to any exemptions that may apply, to:-

- be told whether that information exists;
- receive the information in the way requested, wherever possible.

If the information you want is not available via the council's website, you may make a specific request for information, and the council must deal with it in accordance with the provisions of the FOIA. To make a request, please put your request in writing to the council, either by letter, by email or using the forms available either from the website or at council receptions. You must include:-

- your name and address
- the information you require in as much detail as you can offer.

Please return the completed form or letter to:-

Governance Officer  
Preston City Council  
Town Hall  
Lancaster Road  
Preston  
PR1 2RL

Tel No 01772 906848  
or by email – [foi@preston.gov.uk](mailto:foi@preston.gov.uk)

## **CHARGES FOR INFORMATION**

The majority of information detailed in the guide will be provided free of charge. Exceptions to this are indicated with a £ sign.

Where documents need to be sent out in hard copy, charges may be made for printing, photocopying and postage. Payment is required in advance of receiving the information

## **HOW TO COMPLAIN**

Unfortunately, sometimes, things do go wrong. In such cases, the officer that you have been dealing with would usually be the first point of contact. If the information that you received was not what you needed the officer will explain why the information was not available.

If you believe that your complaint has not been handled fairly, impartially or promptly, and cannot be dealt with satisfactorily on an informal basis, then you have the right to appeal to the Monitoring Officer at:-

Preston City Council  
Town Hall  
Lancaster Road  
Preston  
PR1 2RL

If you are then still unhappy with the council's response, you can contact the independent body overseeing the Act:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Tel No 01625 656656  
[www.ico.gov.uk](http://www.ico.gov.uk)

## **COPYRIGHT**

Some of the information supplied under the Freedom of Information Act will be subject to copyright protection under the Copyright, Designs and Patents Act 1998. Information can be re-used for the purposes of research for non-commercial purposes, for private study or for news reporting and review without requiring formal consent. However, if the applicant wishes to re-use the information for commercial purposes, including publishing he/she would require the permission of the copyright holder. Failure to obtain permission may result in an infringement of the Copyright, Designs and Patents Act 1998. Permission to re-use copyright protected information owned by the council may be granted in the form of a licence and the applicable charges will be advised on request. Permission to re-use information supplied by the council which is copyright protected by another party, must be sought from the third party copyright holder.

Enquiries for licences to reproduce any material should be addressed to:-

Governance Officer  
Preston City Council  
Town Hall  
Lancaster Road  
Preston  
PR1 2RL

Tel No: 01772 906848  
[foi@preston.gov.uk](mailto:foi@preston.gov.uk)

## **RESPONSIBILITY FOR THE GUIDE**

The responsible officer for the guide and for its maintenance is:-

Governance Officer  
Preston City Council  
Town Hall  
Lancaster Road  
Preston  
PR1 2RL

Tel No 01772 906848  
[foi@preston.gov.uk](mailto:foi@preston.gov.uk)

## WHO WE ARE AND WHAT WE DO

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<a href="#">Constitution</a> <a href="#">Decision Making Process</a> <a href="#">Decision Making Plan</a> <a href="#">Code of Conduct for Members</a>	Yes Yes Yes Yes		
<b><a href="#">Council Decisions</a></b> <a href="#">Agendas, reports, minutes of meetings</a> <a href="#">Dates of Council Meetings</a> <a href="#">Council Question Time Form</a>	Yes Yes Yes		
<a href="#">Council Directorate Structure</a>	Yes		
<a href="#">Location and Opening Times of Council properties</a>	Yes		
<b><a href="#">Councillors</a></b> <a href="#">Names and Addresses</a> <a href="#">Membership of Committees</a> <a href="#">Political Composition</a>	Yes Yes Yes		
<a href="#">Representatives on Outside Organisations</a> <a href="#">Members' Allowances Scheme</a> <a href="#">Members' Declarations of Interest</a>	Yes Yes Yes		

## WHO WE ARE AND WHAT WE DO

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<a href="#">Contact details for Customer-facing departments</a>	Yes		
<p><a href="#">Mayoralty / Civic Information</a></p> <p>Biography of Mayor History of Guild History of Mayoralty History of Preston Previous Mayors</p> <p>Mayor's Diary</p>	Yes		
	No	<p>Jim Rowley Mayor's Office 1<sup>st</sup> Floor Town Hall PRESTON PR1 2RL</p> <p>Tel.No. 01772 906113 <a href="mailto:j.rowley@preston.gov.uk">j.rowley@preston.gov.uk</a></p>	
<p><b>Elections</b></p> <p>Returns of election expenses in Local Government elections</p>	No	<p>Peter Welsh Head of Electoral Services Corporate Services Directorate 2nd Floor Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906115 <a href="mailto:p.welsh@preston.gov.uk">p.welsh@preston.gov.uk</a></p>	Access to the register is limited by the Representation of People Act Regulations 2002
<p>Register of Electors Marked Register of Electors Marked List of Postal Voters</p>	No	<p>Peter Welsh Head of Electoral Services Corporate Services Directorate 2nd Floor Town Hall Lancaster Road PRESTON</p>	Access to the register is limited by the Representation of People Act Regulations 2002

## WHO WE ARE AND WHAT WE DO

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
		PR1 2RL  Tel.No. 01772 906115 <a href="mailto:p.welsh@preston.gov.uk">p.welsh@preston.gov.uk</a>	
<a href="#">How to apply for a postal vote</a>	Yes		
<a href="#">Voter Registration Form</a>	Yes		
<a href="#">Election Results</a>	Yes		
<b>Partnership Decisions</b>  <a href="#">Preston Children's Partnership Board</a>	Yes		
Community Safety Partnership	No	Michelle Pilling Community Safety Manager Policy and Social Justice Divisional Police HQ Lancaster Road North PRESTON  Tel.No. 01722 209796 <a href="mailto:m.pilling@preston.gov.uk">m.pilling@preston.gov.uk</a>	



## WHAT WE SPEND AND HOW WE SPEND IT

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<b>Financial Information</b> <ul style="list-style-type: none"> <li>• <a href="#">Budget 2014/15</a></li> <li>• <a href="#">Capital Spending Programme</a></li> <li>• <a href="#">Senior Officers Pay</a></li> <li>• <a href="#">Treasury Management</a></li> <li>• <a href="#">Annual Statement of Accounts</a></li> <li>• <a href="#">Annual Audit Report</a></li> </ul>	Yes		Certain information may be exempt under S22 of the Freedom of Information Act 2000 – information intended for future publication
Spending Reviews	No	Jackie Wilding City Treasurer Corporate Services Directorate 2 <sup>nd</sup> Floor Town Hall PRESTON PR1 2RL  Tel.No. 01772 906994 <a href="mailto:j.wilding@preston.gov.uk">j.wilding@preston.gov.uk</a>	
Audit Reports	No	Gordon Brown Chief Internal Auditor 2 <sup>nd</sup> Floor Town Hall Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 906011 <a href="mailto:g.brown@preston.gov.uk">g.brown@preston.gov.uk</a>	

## WHAT WE SPEND AND HOW WE SPEND IT

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<a href="#">Members Allowances Scheme and the allowances paid under it to Councillors each year</a>	Yes		
Staff Allowances and Expenses	No	<p>Ally Brown Director of Corporate Services 1st Floor Town Hall PRESTON PR1 2RL</p> <p>Tel.No. 01772 906391 <a href="mailto:a.brown@preston.gov.uk">a.brown@preston.gov.uk</a></p>	
Pay and Grading Structure	No	<p>Ally Brown Director of Corporate Services 1st Floor Town Hall PRESTON PR1 2RL</p> <p>Tel.No. 01772 906391 <a href="mailto:a.brown@preston.gov.uk">a.brown@preston.gov.uk</a></p>	
<a href="#">Council spending over £250</a>	Yes		
Election Expenses	No	<p>Peter Welsh Head of Electoral Services Corporate Services Directorate 2nd Floor Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906115 <a href="mailto:p.welsh@preston.gov.uk">p.welsh@preston.gov.uk</a></p>	

## WHAT WE SPEND AND HOW WE SPEND IT

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Internal Financial Regulations	No	Jackie Wilding City Treasurer Corporate Services Directorate 2 <sup>nd</sup> Floor Town Hall PRESTON PR1 2RL  Tel.No. 01772 906994 <a href="mailto:j.wilding@preston.gov.uk">j.wilding@preston.gov.uk</a>	
Funding for Partnership Arrangements	No	Jenny Rowlands Senior Policy & Performance Advisor 1st Floor Town Hall PRESTON PR1 2RL  Tel.No. 01772 906605 <a href="mailto:j.rowlands@preston.gov.uk">j.rowlands@preston.gov.uk</a>	
Audit Plan	Yes		
Achieving Preston's Priorities ( <a href="#">Corporate Plan</a> ) 2012-2015	Yes		
<a href="#">Corporate Priorities</a>	Yes		
<a href="#">Procurement</a>	Yes		

## WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Achieving Preston's Priorities ( <a href="#">Corporate Plan</a> )	Yes		
<a href="#">Facts and figures about the Council</a>	Yes		
Community Safety Strategy	No	Michelle Pilling Community Safety Manager Policy and Social Justice Divisional Police HQ Lancaster Road North PRESTON  Tel. No. 01722 209796 <a href="mailto:m.pilling@preston.gov.uk">m.pilling@preston.gov.uk</a>	
Economic Development - <ul style="list-style-type: none"><li>• City Centre Strategy</li><li>• City Deal information</li></ul>	No	Derek Whyte Assistant CE Policy and Social Justice 1 <sup>st</sup> Floor Town Hall Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 903401 <a href="mailto:d.whyte@preston.gov.uk">d.whyte@preston.gov.uk</a>	
<a href="#">Decision Making Plan</a>	Yes		
Capital Strategy	No	Jackie Wilding City Treasurer Corporate Services Directorate 2 <sup>nd</sup> Floor	

## WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
		Town Hall PRESTON PR1 2RL  Tel.No. 01772 906994 <a href="mailto:j.wilding@preston.gov.uk">j.wilding@preston.gov.uk</a>	
<a href="#">Statistical information produced in accordance with the Council's and departmental requirements</a>	Yes		

## HOW WE MAKE DECISIONS

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<a href="#">Timetable of Council Meetings</a>	Yes		
<a href="#">Agendas, Officers' reports, background papers and minutes of Council, Committees, Sub-Committee and Panel meetings</a>	Yes		
<a href="#">Major Policy Proposals and Decisions</a>	Yes		
<a href="#">Public Consultations</a>	Yes		

# OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<p><b>Data Protection Act 1998</b></p> <p><a href="#">Policy Statement</a></p> <p><a href="#">Incorrect Information – What can I Do?</a></p> <p>Z6994510 Preston City Council's Electoral Registration Notification Document</p> <p>Z5613272 Preston City Council's Notification Document</p>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>No</p>	<p><a href="http://www.ico.gov.uk">www.ico.gov.uk</a></p> <p><a href="http://www.ico.gov.uk">www.ico.gov.uk</a></p>	
<p><b><a href="#">Environmental Information Regulations 2004</a></b></p> <p>How to obtain information leaflet</p>	<p>Yes</p>		
<p><b><a href="#">Freedom of Information Act 2000</a></b></p> <p><a href="#">Request for Information form</a></p>	<p>Yes</p>		
<p><b>Staffing</b></p> <p><a href="#">Job Adverts</a></p> <p><a href="#">On-line Application Form</a></p> <p>Procedure for Appointment of Staff</p>	<p>Yes</p> <p>Yes</p> <p>No</p>	<p>Ally Brown Director of Corporate Services Corporate Services Directorate 1st Floor Town Hall PRESTON PR1 2RL</p> <p>Tel.No. 01772 906391 <a href="mailto:a.brown@preston.gov.uk">a.brown@preston.gov.uk</a></p>	

# OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Customer Care Policy	No	Ally Brown Director of Corporate Services Corporate Services Directorate 1st Floor Town Hall PRESTON PR1 2RL  Tel.No. 01772 906391 <a href="mailto:a.brown@preston.gov.uk">a.brown@preston.gov.uk</a>	
<a href="#">Fairness Charter</a>	Yes		
Local Government Ombudsman Reports	No	Caron Parmenter Head of Legal and Democratic Services Corporate Services Directorate 2 <sup>nd</sup> Floor Town Hall PRESTON PR1 2RL  Tel.No. 01772 906373 <a href="mailto:c.parmenter@preston.gov.uk">c.parmenter@preston.gov.uk</a>	Reports would be published if the Ombudsman produced report



# OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Records Management Policy	No	<p>Trish Ashcroft Governance Officer Corporate Services Directorate Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel. No. 01772 906848 <a href="mailto:t.ashcroft@preston.gov.uk">t.ashcroft@preston.gov.uk</a></p>	
Retention Schedule	No	<p>Trish Ashcroft Governance Officer Corporate Services Directorate Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906848 <a href="mailto:t.ashcroft@preston.gov.uk">t.ashcroft@preston.gov.uk</a></p>	
Acquisitions and Disposal Policy (Museum)	No	<p>Alex Walker Head of Arts &amp; Heritage Services Harris Museum and Art Gallery Market Square PRESTON PR1 2PP</p> <p>Tel.No. 01772 905400 <a href="mailto:am.walker@preston.gov.uk">am.walker@preston.gov.uk</a></p>	
<a href="#">Air Quality Management Documentation</a>	Yes		

# OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Affordable Warmth Strategy 2010-2016	No	Eirian Molloy Environmental Health Manager Environment Directorate Town Hall PRESTON PR1 2RL  Tel. No. 01772 906332 <a href="mailto:e.molloy@preston.gov.uk">e.molloy@preston.gov.uk</a>	
Anti-Fraud and Corruption Policy  Anti Bribery Policy  Anti Money Laundering Policy	No  No	Gordon Brown Chief Internal Auditor 2nd Floor Town Hall Lancaster Road PRESTON PR1 2RL  Tel. No. 01772 906011 <a href="mailto:g.brown@preston.gov.uk">g.brown@preston.gov.uk</a>	
Asset Management Plan	No	Derek Woods Head of Property Management Town Hall Lancaster Road Preston PR1 2RL  Te. No. 01772 906519 <a href="mailto:d.woods@preston.gov.uk">d.woods@preston.gov.uk</a>	
<a href="#">Children and Young People's Play Provision Strategy</a>	Yes		
Consultation and Participation Strategy	No	Stephen Parkinson Head of Communications 1 <sup>st</sup> Floor Town Hall Lancaster Road	

# OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
		Preston PR1 2RL  Tel. No. 01772 906464 <a href="mailto:s.parkinson@preston.gov.uk">s.parkinson@preston.gov.uk</a>	
<a href="#">Contaminated Land Strategy</a>	Yes		
Corporate Enforcement Policy	No	Jorge Carrera-Rodriguez Group Solicitor (Litigation) Corporate Services Directorate 2 <sup>nd</sup> Floor Town Hall Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 906875 <a href="mailto:j.carrera-rodriguez@preston.gov.uk">j.carrera-rodriguez@preston.gov.uk</a>	
Achieving Preston's Priorities ( <a href="#">Corporate Plan</a> )	Yes		
<a href="#">Dog Welfare Strategy</a>	Yes		
Equal Opportunities Policy	No	Ally Brown Director of Corporate Services 1st Floor Town Hall PRESTON PR1 2RL  Tel.No. 01772 906391 <a href="mailto:a.brown@preston.gov.uk">a.brown@preston.gov.uk</a>	
		Alex Starritt	

# OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<a href="#">Empty Homes Strategy</a>	No	Empty Homes Officer Town Hall Lancaster Road Preston PR1 2RL  Tel No. 01772 906599 <a href="mailto:a.starritt@preston.gov.uk">a.starritt@preston.gov.uk</a>	
<a href="#">Equality Strategy 2011-12</a>	Yes		
Fair Employment Policy	No	Ally Brown Director of Corporate Services Corporate Services Directorate Town Hall PRESTON PR1 2RL  Tel.No. 01772 906770 <a href="mailto:a.brown@preston.gov.uk">a.brown@preston.gov.uk</a>	
Food Safety Regulation Strategy	No	Simon Neighbour Environmental Health Manager Environment Directorate Town Hall Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 906160 <a href="mailto:s.neighbour@preston.gov.uk">s.neighbour@preston.gov.uk</a>	
<a href="#">Gambling Policy</a>	Yes		
Good Enforcement Concordat	No	Eirian Molloy Environmental Health Manager Environment Directorate Town Hall Lancaster Road PRESTON PR1 2RL	

# OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
		Tel.No. 01772 906332 <a href="mailto:e.molloy@preston.gov.uk">e.molloy@preston.gov.uk</a>	
<a href="#">Hackney Carriage &amp; Private Hire Licensing Policy</a>	Yes		
Harassment Policy	No	Ally Brown Director of Corporate Services Corporate Services Directorate 1st Floor Town Hall PRESTON PR1 2RL  Tel.No. 01772 906391 <a href="mailto:a.brown@preston.gov.uk">a.brown@preston.gov.uk</a>	
Health and Safety Regulation Plan	No	Andy Howard Environmental Health Manager Town Hall Lancaster Road PRESTON PR1 2RH  Tel.No. 01772 906333 <a href="mailto:a.howard@preston.gov.uk">a.howard@preston.gov.uk</a>	
High Hedges Policy	No	Matthew Kelly Head of Parks & Streetscene Environment Directorate Argyll Road PRESTON PR1 6JY  Tel. No. 01772 903623 <a href="mailto:m.kelly@preston.gov.uk">m.kelly@preston.gov.uk</a>	
Homelessness Review	No	John Cameron Senior Housing Advisory Officer Housing Advisory Services	

# OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
		Town Hall Lancaster Road Preston  Tel No. 01772 906404 <a href="mailto:j.cameron@preston.gov.uk">j.cameron@preston.gov.uk</a>	
Homelessness Strategy	No	John Cameron Senior Housing Advisory Officer Housing Advisory Services Town Hall Lancaster Road Preston  Tel No. 01772 906404 <a href="mailto:j.cameron@preston.gov.uk">j.cameron@preston.gov.uk</a>	
Housing Strategy	No	Mike Molyneux Acting Divisional Manager-Planning Town Hall Lancaster Road Preston PR1 2RL  Tel No 01772 906703 <a href="mailto:m.molyneux@preston.gov.uk">m.molyneux@preston.gov.uk</a>	
ICT Strategy	No	Neil Fairhurst Director of Customer Services First Floor Town Hall Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 906017 <a href="mailto:n.fairhurst@preston.gov.uk">n.fairhurst@preston.gov.uk</a>	
Lancashire and Blackpool Tourism Strategy	No	Rita Whitlock Visitor Information Centre Manager Town Hall Lancaster Road	

# OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
		<p>PRESTON</p> <p>Tel.No. 01772 903215  <a href="mailto:r.whitlock@preston.gov.uk">r.whitlock@preston.gov.uk</a></p>	
<a href="#">Licensing Policy</a> (alcohol, regulated entertainment and late-night refreshment)	Yes		
Reactive Media Protocol	No	<p>Stephen Parkinson            Head of Communications            1st Floor            Town Hall            Lancaster Road            Preston            PR1 2RL</p> <p>Tel. No. 01772 906464  <a href="mailto:s.parkinson@preston.gov.uk">s.parkinson@preston.gov.uk</a></p>	
Parks & Open Spaces Strategy	No	<p>Matthew Kelly            Head of Parks &amp; Streetscene            Neighbourhood Services            Argyll Road            PRESTON            PR1 6JY</p> <p>Tel. .No. 01772 903623  <a href="mailto:m.kelly@preston.gov.uk">m.kelly@preston.gov.uk</a></p>	
Preston on the move: a physical activity and sport strategy: 2010-2015	No	<p>Jimmy Khan            Head of Sport and Leisure            Customer Services Directorate            Lancaster Road            PRESTON            PR1 2RL</p> <p>Tel.No. 01772 906188  <a href="mailto:j.khan@preston.gov.uk">j.khan@preston.gov.uk</a></p>	

# OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Playing Pitch Strategy (from September 2003)	Yes		
Preston Tourism and Visitor Strategy	Yes	<a href="http://www.prestonguildcity.co.uk/">http://www.prestonguildcity.co.uk/</a>	
<a href="#">Private Sector Housing Adaptations</a>	Yes		
Risk Management Policy	No	<p>Caron Parmenter                      Head of Legal and Democratic Services                      Corporate Services Directorate                      Town Hall                      PRESTON                      PR1 2RL</p> <p>Tel. No. 01772 906373  <a href="mailto:c.parmenter@preston.gov.uk">c.parmenter@preston.gov.uk</a></p>	
<a href="#">Whistleblowing Policy</a>	Yes		



# PUBLIC REGISTERS AND REGISTERS HELD AS PUBLIC RECORDS

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<p><a href="#">Public Register for permitted processes under the Environmental Permitting (England &amp; Wales) Regulations</a></p> <p>Public Register of Private Water Supplies</p> <p>Public Register for Radioactive Substances</p>	Yes- partly	<p>Chris Hodson Environmental Health Manager Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906154 <a href="mailto:c.hodson@preston.gov.uk">c.hodson@preston.gov.uk</a></p>	
<p>Public Register for Stray Dogs</p>	No	<p>Andy Howard Environmental Health Manager Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906333 <a href="mailto:a.howard@preston.gov.uk">a.howard@preston.gov.uk</a></p>	
<p><a href="#">Public Register for Alcohol, Entertainment &amp; Late Night Refreshment Licences and Current Applications</a></p>			
<p><a href="#">Hackney Carriage Vehicle Proprietors</a></p> <p><a href="#">Private Hire Operators</a></p> <p><a href="#">Private Hire Drivers</a></p> <p><a href="#">Motor Salvage Operators</a></p> <p><a href="#">Scrap Metal Dealers</a></p> <p><a href="#">Leaflet Distributors</a></p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		

# PUBLIC REGISTERS AND REGISTERS HELD AS PUBLIC RECORDS

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<a href="#">Sex Shops</a>	Yes		
<a href="#">Sexual Entertainment Venues</a>	Yes		
Register of Food Businesses	No	Simon Neighbour Environmental Health Manager Environment Directorate Town Hall Lancaster Road PRESTON PR1 2RL  Tel. No. 01772 906160 <a href="mailto:s.neighbour@preston.gov.uk">s.neighbour@preston.gov.uk</a>	
<b>Land &amp; Property Information</b> Contaminated Land Register	No	Chris Hodson Environmental Health Manager Town Hall Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 906154 <a href="mailto:c.hodson@preston.gov.uk">c.hodson@preston.gov.uk</a>	
Land Charges - £ Register of Local Land Charges Register of large raised reservoirs Tree Preservation Orders & Register of Applications	No	Land Charges Legal Services Corporate Services Directorate 2nd Floor Town Hall Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 906119	

# PUBLIC REGISTERS AND REGISTERS HELD AS PUBLIC RECORDS

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<a href="#">Register of Councillors - financial and other interests</a>	Yes	<p>Julie Grundy Head of Member Services Corporate Services Directorate 1<sup>st</sup> Floor Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906112 <a href="mailto:j.grundy@preston.gov.uk">j.grundy@preston.gov.uk</a></p>	
Register of Gifts and Hospitality	No	<p>Julie Grundy Head of Member Services Corporate Services Directorate 1<sup>st</sup> Floor Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906112 <a href="mailto:j.grundy@preston.gov.uk">j.grundy@preston.gov.uk</a></p>	
Register of Electors	No	<p>Peter Welsh Head of Electoral Services Corporate Services Directorate 2nd Floor Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906115 <a href="mailto:p.welsh@preston.gov.uk">p.welsh@preston.gov.uk</a></p>	
CCTV – Details of locations of overt CCTV cameras operated by the Council	No	<p>John Bradley Energy/Facilities Manager Environment Directorate Town Hall</p>	

# PUBLIC REGISTERS AND REGISTERS HELD AS PUBLIC RECORDS

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
		Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 906549 <a href="mailto:j.bradley@preston.gov.uk">j.bradley@preston.gov.uk</a>	

## SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<a href="#">A-Z of Services and description of services</a>	Yes		
<a href="#">Building Control</a>	Yes		
<a href="#">Business-related information</a>	Yes		
<a href="#">Business Directories for Preston, Chorley, South Ribble (copy) £</a>	Yes		
<a href="#">Preston Profile and Economic &amp; Business Information</a>	Yes		
<a href="#">Car Parks - General Information</a>	Yes		
<p><b>Cemeteries</b></p> <p>Interment Register</p> <p>General information leaflets regarding Cemeteries and Crematoriums</p>	<p>No</p> <p>No</p>	<p>Clarke Taylor Cemetery and Crematorium Officer Cemetery Office New Hall Lane PRESTON PR1 4SY</p> <p>Tel.No. 01772 463387 <a href="mailto:c.taylor@preston.gov.uk">c.taylor@preston.gov.uk</a></p>	
<p><b>Charities</b></p> <p>Charity Schemes</p>	No	David Haley Group Solicitor (Regulatory)	

## SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
		<p>Corporate Services Directorate 2nd Floor Town Hall PRESTON PR1 2RL</p> <p>Tel.No. 01772 906109 <a href="mailto:d.haley@preston.gov.uk">d.haley@preston.gov.uk</a></p>	
<a href="#"><u>Census Information</u></a>	Yes		
<p><a href="#"><u>Council Tax</u></a></p> <p>Appeals against Council Tax liability</p> <p>Council Tax banding amounts</p> <p>Council Tax banding list</p> <p>Council Tax base</p> <p>Council Tax leaflet</p> <p>Disabled relief from Council Tax</p> <p>How are properties valued for Council Tax?</p> <p>What Council Tax discounts are available?</p>	Yes		

## SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<b>Cultural Recreational Information</b> <a href="#">Allotments information</a>	Yes		
Coach Education Leaflet	No	Jimmy Khan Head of Sport and Recreation Town Hall Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 906180 <a href="mailto:j.khan@preston.gov.uk">j.khan@preston.gov.uk</a>	
<a href="#">Housing Benefit</a> Benefit Information Information to help claim benefit <a href="#">Reporting Fraud</a>	Yes		

## SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<a href="#">Information on Harris Museum</a> <ul style="list-style-type: none"> <li>• What's On</li> <li>• Collections</li> <li>• Visitor Information</li> </ul>	Yes		
<a href="#">Preston Parks details and activities</a>	Yes		
<a href="#">Sports &amp; Recreational details:-</a> <ul style="list-style-type: none"> <li>• Activities</li> <li>• Prices</li> <li>• On-line Booking</li> </ul>	Yes		
Tourist Attraction Information	Yes	<a href="http://www.prestonguildcity.co.uk">www.prestonguildcity.co.uk</a>	
<a href="#">Debt Advice</a>	Yes		
<b>Environmental Health</b>  List of prohibition/improvement notices served on workplaces	No	Andy Howard Environmental Health Manager Town Hall Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 906333 <a href="mailto:a.howard@preston.gov.uk">a.howard@preston.gov.uk</a>	Only applies to notices affecting parts of workplaces to which the public have access
<a href="#">Hygiene ratings of food premises</a>	Yes		



## SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Non-domestic rate information  <a href="#">Rating lists</a>	No  Yes	Di Duckworth Business Rates Manager Revenues Section Customer Services Directorate 2 <sup>nd</sup> Floor Town Hall PRESTON PR1 2RL  Tel.No. 01772 906816 <a href="mailto:d.duckworth@preston.gov.uk">d.duckworth@preston.gov.uk</a>	
<a href="#">Community Grants</a>  Application process	Yes		
Grounds Maintenance  Various service information leaflets  Sports Pitch Lettings	No	Matthew Kelly Head of Parks and Streetscene Environment Directorate Argyll Road PRESTON PR1 6JY  Tel.No. 01772 903623 <a href="mailto:m.kelly@preston.gov.uk">m.kelly@preston.gov.uk</a>	
<b>Highways</b>  Footpath Orders  Stopping Up Orders  Traffic Orders  Traffic Calming Information	No	Lila Mistry Legal Assistant Legal Services Corporate Services Directorate 2nd Floor Town Hall Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 906961 <a href="mailto:l.mistry@preston.gov.uk">l.mistry@preston.gov.uk</a>	

## SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<a href="#">Housing</a>  Homeless Statistics Homeless Performance Indicators (both of which are contained in the Homelessness Strategy)	Yes  No	  <a href="https://www.gov.uk/government/collections/homelessness-statistics">https://www.gov.uk/government/collections/homelessness-statistics</a>	
<a href="#">Advice for Landlords</a>  Private Sector:-  <ul style="list-style-type: none"> <li>• Accredited lettings scheme guidance</li> </ul>	Yes		
<a href="#">Licensing</a>	Yes		
<a href="#">Local Plan Information</a>  <a href="#">Local Development Framework Information</a>	Yes  Yes		
<a href="#">Planning Policy</a>	Yes		
<a href="#">Planning and associated application forms</a>  Planning Committee – Plans List £  Schedule of Charges	Yes		
Planning – pre-application advice service £	No	01772 906581 <a href="mailto:planningdept@preston.gov.uk">planningdept@preston.gov.uk</a>	Certain information may be exempt under S41 of the Freedom of

## SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
			Information Act 2000 – information provided in confidence or S43 – commercial interests
Public Buildings Management (Non-Housing)  Public building repairs and maintenance	No	David Tomlinson Operational and Property Manager Environment Directorate Town Hall Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 906536 <a href="mailto:d.tomlinson@preston.gov.uk">d.tomlinson@preston.gov.uk</a>	
Energy and Utilities Management	No	John Bradley Energy/Facilities Manager Environment Directorate Town Hall Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 906549 <a href="mailto:j.bradley@preston.gov.uk">j.bradley@preston.gov.uk</a>	
Building Services and Facilities Management	No		
<a href="#">Preston Docks</a>  <ul style="list-style-type: none"> <li>● Footpath trail</li> <li>● Guide to Riversway</li> <li>● History of Docks</li> <li>● Large Masterplan 1999</li> </ul>	Yes		

## SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<ul style="list-style-type: none"> <li>• Map of Preston Dock 1957</li> <li>• Masterplan 1985</li> <li>• Riversway Docklands Marina</li> </ul>			
Preston Markets – general information, maps, charges etc	Yes	<a href="http://www.prestonmarkets.co.uk">www.prestonmarkets.co.uk</a>	
<b>Planning</b>  Article 4 Directions - £  Listed Buildings  Conservation Area Appraisals	No	Nigel Roberts Principal Urban Designer Environment Directorate Town Hall Lancaster Road PRESTON PR1 2RL  Tel.No. 01772 906594 <a href="mailto:n.roberts@preston.gov.uk">n.roberts@preston.gov.uk</a>	
<a href="#">Twining</a>  General information on Twin Towns	Yes		
<a href="#">Refuse Collection</a>  Bulky Waste Service  Commercial Waste Services  Details of free services plus fees and charges  Domestic Refuse Collection  Recycling Services and information including locations of recycling sites	Yes		

## SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<a href="#">Street Cleansing</a>	Yes		
<a href="#">Media Releases</a>	Yes		
<a href="#">Election information</a>	Yes		