

# Freedom of Information Publication Scheme and Guide to Information

Other formats available on request. Please contact 01706 217777 or visit our One Stop Shop at Lord St, Rawtenstall.

اردو বাংলা



Approved by Council on 16<sup>th</sup> December 2004  
Updated on 2<sup>nd</sup> August 2007 and 10<sup>th</sup> December 2008

Responsible Section/Team	Legal	Version/Status	V1
Responsible Author	Clare Birtwistle	Date Agreed	
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Due for Review		Page	1

# ROSSENDALE BOROUGH COUNCIL

## FREEDOM OF INFORMATION ACT 2000

### PUBLICATION SCHEME AND GUIDE TO INFORMATION

Rossendale Borough Council is one of the 12 district councils within the two-tier local government structure of the County of Lancashire.

The Council is responsible for providing community leadership in the Borough of Rossendale and for making available to the community a range of local government services.

The Council is responsible for among other things, environmental health, council tax collection, licensing, strategic planning and development control, economic development and regeneration of the Borough emergency planning, cemeteries and open spaces.

The Council has always been as open as possible with the public and already has a policy in place that allows access to information. The Freedom of Information Act 2000 intends to allow the Council to enhance this access, by providing people with a clearer route to gaining information.

#### **What is the Freedom of Information Act 2000?**

The Freedom of Information Act 2000 received Royal Assent on the 30th November 2000. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. A “public authority” is defined in the Act and includes, but is not restricted to, central and local government, non-departmental public bodies, the police, the National Health Service and schools, colleges and universities. Any person who makes a request to a public authority for information must be informed, subject to exemptions, whether the public authority holds that information and, again subject to exemptions, be supplied with a copy of that information.

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	2

Individuals already have a right to information about themselves under the Data Protection Act 1998. As far as public authorities are concerned the Freedom of Information Act will extend this right to allow public access to all types of information held by the authority.

Under the Freedom of Information Act, public authorities are obliged to adopt and maintain a publication scheme.

### **What is a Publication Scheme?**

The purpose of a publication scheme is to make sure that a significant amount of information is available to the public without the need for a specific request. Schemes are intended to encourage organisations to publish more information and to develop a greater culture of openness.

It is a guide to the types of information which Rossendale Borough Council makes public, and includes information about the form information is published in, where published information may be obtained from and whether or not the Council charges for the information.

The Publication Scheme contains reference to information which the Council is legally obliged to make public as well as information it chooses to make public.

The information which the Council is obliged to make public may be subject to legal rules about how and when it must be published and whether there is a charge. Information of this type will continue to be published according to the existing rules relating to its publication. This publication scheme does not refer to any other executive agencies. The information it defines and classifies relates to the Council only.

Where the Publication Scheme defines a class of information - for example, minutes of Council meetings - the Council has to publish all the information within the definition of the class. The relevant information under each class will automatically be published and/or updated as required.

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	3

## What are the benefits of the scheme?

The scheme brings together many different types of information produced by the Council, allowing people to identify information in a much clearer and structured way. It classifies the information by type and provides details on how it can be obtained. This aims to save you a lot of time and effort.

## Who is responsible for the scheme?

The person who is responsible for this Publication Scheme is the Director of Business, Stuart Sugarman.

## Our Publication Scheme

Rossendale Borough Council has adopted the Information Commissioner's Office Model publication Scheme with effect from 1st January 2009. The model publication scheme can be viewed by following this link: [RBC Model Publication Scheme](#)

The publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below. The scheme commits the 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.
- To specify the information which is held by the authority and falls within the classifications 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 the specific information is made routinely available so that it can be easily identified and accessed by members of the public.

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	4

- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## **Classes of Information**

### **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.

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	5

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.

**The method by which information published under our scheme will be made available**

The Council sets out below the information that is covered by the publication scheme and how it can be obtained.

The Council has made as much information as possible available on the Council's website at [www.rossendale.gov.uk](http://www.rossendale.gov.uk) .

If information is listed as available on the Council's website but an individual is not able to access the information by the website, the Council will provide a hard copy of the information.

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 adhered to when providing information in accordance with this scheme.

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	6

## Are there any charges for this information?

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

Any charges for information are highlighted within the scheme.

Material which is published and accessed on the Council's website is provided free of charge.

Where information is provided in a hard copy, the following charges will apply unless otherwise specified:-

- photocopying (10 pence per copy)
- postage and packaging (the Royal Mail standard postal rates will apply)
- the costs directly incurred as a result of viewing information (these will be confirmed to an applicant before the information is provided)

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Due for Review</b>		<b>Page</b>	7

## Will all information be made available?

Some information held by the Council is exempt from publication, either under the Freedom of Information Act or other legal provisions.

A great deal of the information that we hold is personal and private to individuals. The Freedom of Information Act directs request for such information to the Data Protection Act. The Freedom of Information Act will not be making public private and confidential information about people's private Council Tax, Benefit, tenancy etc arrangements with the Council. The individual concerned however, does have access to that information under the Data Protection Act. In other words, your private affairs and business with the Council as an individual is not the subject of this particular scheme.

The Council does not intend to make public information it holds which is exempt under the provisions of the Freedom of Information Act; for example information it holds which:-

- if disclosed would breach any of the principles of the Data Protection Act 1998
- has been given to the Council with an expectation or a requirement for confidentiality
- if disclosed would prejudice civil or criminal law enforcement by the Council
- if disclosed would prejudice the collection of Council Tax
- if disclosed would endanger any individual's health or safety
- if disclosed would prejudice the Council's or someone else's commercial interests
- is contained in documents filed with a court for the purposes of proceedings
- is contained in documents created for the purposes of an inquiry or arbitration

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	8

- is subject to legal professional privilege
- the Council is required not to publish under any other legal provision

A class of information may include a document containing information which is exempt from publication under the Freedom of Information Act. If it is possible to remove the exempt information so that the document may then be published, the Council will do this. Sometimes this may not be possible and the Council may have to exclude the document from publication. For example, a report on a complaint may contain sufficient information to identify an individual, even if names and addresses are removed. In this case, the document will not be published unless the people who can be identified give their consent.

### **Changing the scheme**

Under section 19 (1)(c) of the Freedom of Information Act, we must regularly review the scheme.

We plan to do this and will continually update the web and paper versions of the scheme.

### **How do I request information?**

We will attempt to make the majority of the information available via our website [www.rossendale.gov.uk](http://www.rossendale.gov.uk) however if the information is only available in a hard copy, requests should be made to

**The Freedom of Information Officer  
Rossendale Borough Council,  
The Business Centre,  
Futures Park,  
Newchurch Road,  
Bacup,  
Lancashire.  
OL13 0BB**

or by email to: [foi@rossendalebc.gov.uk](mailto:foi@rossendalebc.gov.uk)

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	9

When requesting information, please include the following details:

- Your name, address and telephone number
- The information or documents you would like to access
- The preferred format you would like the information

### **How long will it take?**

The Council will provide the information or notify an applicant that their request has been refused within 20 working days of receiving the request for information.

### **Feedback**

We welcome comments and suggestions on how we can improve the scheme as it is important that the scheme meets your needs.

Your comments on the following questions would help us develop the scheme and make us more open in how we work.

- Have you understood the aim of the Publication Scheme?
- Are there any other areas of our work that you would like us to include in the scheme?
- Did the structure of the scheme allow you to find the information easily?
- Did you receive enough help from our staff when you asked for information?
- How could we improve the publication scheme?

**Please send your feedback to:**

**Stuart Sugarman, Director of Business  
Rossendale Borough Council,  
The Business Centre,  
Futures Park,  
Newchurch Road,  
Bacup,  
Lancashire  
OL13 0BB**

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	10

## Complaints

We would normally expect the named officer to understand what information you have asked for and tell you where you can find it. If the information you receive is not what you need, you should first contact the named officer.

If the information you asked for is not available, the named officer will tell you why.

If you believe that we have not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure.

You can get details of this from:

**Committee and Member Services Manager  
Rossendale Borough Council  
The Business Centre  
Futures Park  
Bacup  
Lancashire  
OL13 0BB**

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate the matter. You can contact the Information Commissioner at:

**Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF**

Phone: 01625 545745 or 0303 123 1113

Web: [www.ico.gov.uk](http://www.ico.gov.uk)

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	11

## Who We Are & What We Do

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

Documents	Location	Format H = Hard copy I = Internet	Cost PC = photocopying
Rossendale Borough Council Constitution	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	I - Free H - PC
Details of Members of Parliament representing the Borough of Rossendale	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall, 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	Free
Most recent Election results	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	I – Free H- PC
Currently Elected Ward Councillors for the Borough of Rossendale – Information and contact details.	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall, 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	I – Free H - PC
Details of County Councillors representing the Borough of Rossendale	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall, 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	Free

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	12

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
List of Councillor appointments on Committees	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
List of Councillors serving on outside bodies	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Details of Lancashire Local Authorities	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall, 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	I – Free H - PC
Contact details for all customer facing departments	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Opening times, contact details and location of Council buildings	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	Free
Council Directorate Structure	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H	PC

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	13

## What we spend and how we spend it

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

Documents	Location	Format H = Hard copy I = Internet	Cost PC = photocopying
Rossendale Council Budget	Financial Services The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H	£2.50
Members Allowance Scheme and the allowances paid under it to Councillors each year	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Council Tax valuation and banding list	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Local ratings list for non-domestic properties	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Council Tax banding charges	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall, 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	I – Free H - PC
Capital Strategy	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Assets Management	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	14

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Grant Applications	Financial Services The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H	PC
Rossendale Grants Portfolio	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall, 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H	PC
Procurement Procedures – Contract Procedure Rules (part of the Constitution)	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	I – Free H - PC
Details of contracts currently being tendered	Procurement Manager The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	I - Free H-PC

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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	15

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
List of Contracts awarded and their value	Procurement Manager The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H	PC
Election Expenses (available for two years after election) Other election documents (available for one year after election) Marked Register of Electors (one year after election)	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H	PC  Data £10 plus £1 per 1000 entries Paper £10 plus £2 per 1000 entries
Revenue and Capital Budgets	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Annual Reports and statements of accounts	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Spending Reviews	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H	PC
Annual Audits	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Annual Governance Report	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free

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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	16

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Internal Audit Report	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
National Fraud Initiative	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Data Quality Review	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Internal Financial Regulation (Part 4 of the Constitution)	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	I – Free H - PC
Medium term financial strategy	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Financial statements for projects and events (these are produced on an ad hoc basis and form part of Reports to Cabinet)	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free

### **What our Priorities are and How we are doing**

**(Strategy and performance information, plans, assessments, inspections and reviews)**

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Community Strategy	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	17

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Rossendale Neighbourhood Forums	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Best Value Review of Customer Services	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H	PC
Quarterly Performance Reports	Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Crime & Disorder Strategy	Community Safety, Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Crime & Disorder Audit	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H	PC
Business Plans for services provided by the Council	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Lancashire Local Area Agreement	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	18

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Forward Plan	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	I – Free H – PC
Communications Strategy	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Consultation Strategy (Communities)	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall, 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I H	I – Free H - PC
Ombudsman Annual Letter	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall, 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	PC
Implementing Electronic Government Statement 3	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Overview & Scrutiny Annual Report	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Strategic Housing Market Assessment	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	19

## How We Make Decisions

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

Documents	Location	Format H = Hard copy I = Internet	Cost PC = photocopying
<p>Committee Agendas, Minutes, Officer Reports and Background Papers</p> <p>These documents contain information, which may be exempt from publication because it is confidential or is exempt information as provided in Schedule 12A of the Local Government Act 1972.</p>	<p>The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777</p> <p><a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a></p>	H I	I – Free H - PC
<p>Annual Schedule of Council and Committee meetings</p>	<p>The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777</p> <p><a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a></p>	H I	H- PC I – Free
<p>Officer Delegation Scheme</p>	<p>The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777</p> <p><a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a></p>	H I	H- PC I - Free
<p>Adoption Leave Policy</p>	<p>Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777</p>	H	PC

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	20

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Anti Fraud Corruption Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	H – PC I - Free
Capability Procedure	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Car Allowance Guidelines	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Code of Conduct	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H I	H – PC I - Free
Confidentiality Report Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Disciplinary Procedure	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	21

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Drug and Alcohol Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Equalities Schemes	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Equalities Strategy	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Equal Opportunities Policy	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Flexi Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Grievance Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Harassment Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Job Share Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	22

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Book of Annual, Flexi & Accrued Leave	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Maternity Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Probation Arrangement	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Recruitment & Selection Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Redeployment Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	23

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Redundancy Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Voluntary Redundancy Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Meeting Religious and Cultural Needs – Managers Guidance	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Relocation Agreement	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Sickness Absence Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	24

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Supervision Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Training Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Work life Balance	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Wrongdoing	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Code of Conduct for Members	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	H – PC I – Free

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	25

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Protocol of Member/Officer Relations	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	H- PC I – Free
Civic Protocol	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Protocol for Role of Monitoring Officer	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	H – PC I - Free
Data Protection Notification to Information Commissioner	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777	H	PC
Rossendale Borough Council's Complaints Procedure	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	Free
Rossendale Borough Council Customer Complaints and Feedback	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	Free

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	26

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Business Continuity Plan	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Annual Equalities Report	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Allotments Policy	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Keeping of Bees Policy (please note that this policy is being developed and is likely to be agreed this year)	Human Resources Stubbylee Hall, Stubbylee Park, Bacup Lancashire OL13 0DE Tel. 01706 217777	H	PC
Regulation of Investigatory Powers Act 2000 (RIPA) Policy	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	H- PC
Anti-money Laundering Policy	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777	H	PC

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	27

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Legionella Policy	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777	H	PC
Asbestos Policy	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777	H	PC
Whistleblowing Policy	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	H- PC
Freedom of Information Policy	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	H -PC
Policy for the licensing of hackney carriage drivers and vehicles and private hire operators, drivers and vehicles	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H & I	Free
Policy statement on guidelines to convictions including statement of Policy about relevant convictions	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H & I	Free

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	28

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Enforcement Policy: Hackney Carriage Drivers and Vehicles. Private Hire Drivers, Operators and vehicles	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H & I	Free
Street trading regulations and associated documentation	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H & I	Free
Street trader consent	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H & I	Free

### **Lists & Registers**

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

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Register of Members Interests	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777	H	PC

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	29

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Cemeteries Register	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777	H	PC
Rossendale Premises and Property Register	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777	H	PC
Local Land Charges Register (avail. for inspection only)	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777	H	PC
Public Register of authorized processes under Part 1 Environmental Protection Act 1990	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777	H	PC
Food Premises Register	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777	H	PC
Enforcement Register (for inspection)	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777	H	PC
Street Collection Register	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777	H	PC

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	30

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Asbestos Register	Property Services, The Business Centre, Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777	H	PC
Register of Planning Applications	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	H – PC  I - Free
Rossendale Property Register	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	PC
Planning Appeals Register	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777	H	PC
The Electoral Register	One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 and local libraries	H	Free to view – only handwritten notes may be made

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	31

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Private Hire Vehicles, Drivers and Operators Licence	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H & I	Free
Hackney Carriage Vehicles and Drivers	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H & I	Free
Hackney Carriage table of maximum fares	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H & I	Free
Hackney Carriage Byelaws	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H & I	Free
Sex Establishments	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H & I	Free

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	32

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Charitable Collections	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H & I	Free
Hypnotism	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H & I	Free
Second Hand Dealers	Licensing Section, One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777 <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H & I	Free
Register of Gifts and Hospitality	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777	H	PC
Freedom of Information Disclosure Log	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB Tel. 01706 217777	H	PC

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	33

## The Services We Offer

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

### GENERAL INFORMATION

Documents	Location	Format H = Hard copy I = Internet	Cost PC = photocopying
General Enquiry Form	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
A – Z of Services	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>  One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall Tel. 01706 217777	H I	Free
Press Releases	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Job Vacancies	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	Free

### REFUSE COLLECTION

Documents	Location	Format H = Hard copy I = Internet	Cost PC = photocopying
Refuse Collection Public Information	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	34

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Recycling Information	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free

## HOUSING

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Information Sheet - Applications	Green Vale Homes, Green Vale Court, New Hall Hey Road, Rawtenstall BB4 6HR  <a href="mailto:enquiries@greenvalehomes.co.uk">enquiries@greenvalehomes.co.uk</a> <a href="http://www.tph.org.uk">www.tph.org.uk</a>	I	Free
Homelessness Advice and Strategy	The Housing Options Team,  One Stop Shop, Town Centre Offices, Lord Street, Rawtenstall  Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free
Tenants Handbook	Green Vale Homes, Green Vale Court, New Hall Hey Road, Rawtenstall BB4 6HR  <a href="mailto:enquiries@greenvalehomes.co.uk">enquiries@greenvalehomes.co.uk</a> <a href="http://www.tph.org.uk">www.tph.org.uk</a>	H I	Free
Housing Association Homes	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	I	Free

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	35

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Vale at Home – Green Vale Homes Tenants Newspaper	Green Vale Homes, Green Vale Court, New Hall Hey Road, Rawtenstall BB4 6HR  <a href="mailto:enquiries@greenvalehomes.co.uk">enquiries@greenvalehomes.co.uk</a> <a href="http://www.tph.org.uk">www.tph.org.uk</a>	H I	Free
Allocations Policy (Summary)	Green Vale Homes, Green Vale Court, New Hall Hey Road, Rawtenstall BB4 6HR  <a href="mailto:enquiries@greenvalehomes.co.uk">enquiries@greenvalehomes.co.uk</a> <a href="http://www.tph.org.uk">www.tph.org.uk</a>	H I	I – Free H - PC
Allocations Policy	Green Vale Homes, Green Vale Court, New Hall Hey Road, Rawtenstall BB4 6HR  <a href="mailto:enquiries@greenvalehomes.co.uk">enquiries@greenvalehomes.co.uk</a> <a href="http://www.tph.org.uk">www.tph.org.uk</a>	H	I – Free H - PC

### PROPERTY SERVICES

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Property Particulars	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB	H	PC

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
<b>Responsible Author</b>	Clare Birtwistle	<b>Date Agreed</b>	
<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	36

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Schedule of Sites for Possible Disposal	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB	H	PC
Application Purchase/Lease/Rent Council land	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	H - PC I - Free
Council Land Ownership Plans	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB	H	PC
Council owned Property to Let – Industrial Units, Shops, Offices, Garages and Land	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB	H	PC

### LICENSING SECTION

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Privates Hire Vehicles, Drivers and Operators Licence.  Hackney Carriage Vehicles and Drivers  Sex Establishments  Charitable Collections  Hypnotism	Licensing Section, One Stop Shop Town Centre Offices Lord Street Rawtenstall BB4 7LZ Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	Free

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	37

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Second Hand Dealers  Statement of Licensing Policy  Street Trading	Licensing Section, One Stop Shop Town Centre Offices Lord Street Rawtenstall BB4 7LZ Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>		
Statement of Principles – Gambling Policy  Policy Statement on Guidelines to Convictions including Statement of Policy about Relevant Convictions  Taxi Liaison Group Minutes & Agendas	Licensing Section, One Stop Shop Town Centre Offices Lord Street Rawtenstall BB4 7LZ Tel. 01706 217777  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	Free

### LOCAL LAND CHARGES

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Local Land Charges Current fees and general information	One Stop Shop Town Centre Offices Lord Street, Rawtenstall BB4 7LZ  <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	PC

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Date last Amended</b>	16 <sup>th</sup> January 2012	<b>Agreed at</b>	
<b>Due for Review</b>		<b>Page</b>	38

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Local Land Charges Current fees and general information	One Stop Shop Town Centre Offices Lord Street, Rawtenstall BB4 7LZ <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	PC
Event Safety and Advice Group Guidance pack and application form	One Stop Shop Town Centre Offices Lord Street, Rawtenstall BB4 7LZ <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	Free

### LEGAL

Documents	Location	Format H = Hard copy I = Internet	Cost PC = photocopying
Byelaws	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB	H	PC

### ENVIRONMENTAL HEALTH

Documents	Location	Format H = Hard copy I = Internet	Cost PC = photocopying
Application for Cosmetic Treatments, i.e. Ear piercing, tattooing, acupuncture, electrolysis	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	Free

Responsible Section/Team	Legal	Version/Status	V1
Responsible Author	Clare Birtwistle	Date Agreed	
Date last Amended	16 <sup>th</sup> January 2012	Agreed at	
Due for Review		Page	39

<b>Documents</b>	<b>Location</b>	<b>Format H = Hard copy I = Internet</b>	<b>Cost PC = photocopying</b>
Application for Animal Welfare Licenses i.e. Animal Boarding, Home Boarding, Pet Shop, Riding Establishment, Performing Animals, Zoo licensing, Dog Breeding, Dangerous Wild Animals	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	Free
Vacant Property Strategy	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	H-PC
Food Sampling Policy	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	H -PC
Food Hygiene Rating System	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	H- PC
Private Sector Housing Renewal Policy and Strategy	The Business Centre Futures Park, Bacup, Lancashire OL13 0BB <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>	H I	H -PC

<b>Responsible Section/Team</b>	Legal	<b>Version/Status</b>	V1
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<b>Due for Review</b>		<b>Page</b>	40