



Publication Scheme 2016



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PROVIDING ACCESS FOR ALL



We speak your language

Polish

Mówimy Twoim językiem

French

Nous parlons votre langue

Spanish

Hablamos su idioma

Slovak

Rozprávame Vaším jazykom

Chinese

我们会说你的语言

If you require this publication
in **large print**
or another format please call
Bolsover District Council on
01246 242424 or
North East Derbyshire District
Council on **01246 231111**

Publication Scheme

1. Background

North East Derbyshire County Council is one of ten local authorities in Derbyshire, which deliver services such as refuse collections, council housing, economic development, environmental health, leisure and tourism provision, directly for the benefit of the local community.

The District of North East Derbyshire lies on the edge of the Peak District National Park. It covers an area of 100 square miles, and is home for almost 100,000 people.

A publication scheme commits an authority to make certain sorts of information routinely available. This publication scheme is based on guidance provided by the Information Commissioners Office and has been reviewed in full.

2. The Publication Scheme

The Publication Scheme itself lists the information that is published by the Council and is already available.

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;
- specify the information which is held by the authority and falls within the classifications below;
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- 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;
- review and update on a regular basis the information the authority makes available under this scheme;

- produce a schedule of any fees charged for access to information which is made proactively available;
- make this publication scheme available to the public.

3. **Aims of the Scheme**

A Publication Scheme must specify:

- the classes of information that we publish or intend to publish;
- the manner in which information of each class is, or is intended to be, published;
- whether the material is, or is intended to be, available free of charge or on payment.

We hope that our Publication Scheme demonstrates our corporate commitment to open government. The intention of our Scheme is to ensure that all sections of the community are fully informed about the work of the Council and are able to contribute fully to the decision making process.

4. **Structure of the Scheme**

North East Derbyshire District Council's Publication Scheme has been designed to make it as easy as possible for the person wanting information to get access to it.

There are seven classes of information; these are set out below together with the type of information that can be found in each class:

1) **Who we are and what we do**

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

2) **What we spend and how we spend it**

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

3) **What our priorities are and how we are doing**

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

4) **How we make decisions**

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

5) **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

6) **Lists and registers**

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

7) **The services we offer**

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

Below each class name is:

- a more detailed description to help you understand the information the Council is making available;
- any associated documents, where appropriate;
- the format(s) the information is available in. These formats may be a hard (paper) copy which can be sent to you through the post. Most electronic documents are also available on the Council's web site (www.ne-derbyshire.gov.uk) which you can print or download to your own computer, however you may wish to request a copy by e-mail;
- a phone number and email address to use when contacting the Council about that particular information;
- whether you will be charged for the information.

5. **Asking for Information**

Ways of getting information

There are several ways in which the information listed in this Scheme may be obtained from the Council:

- By e-mailing the appropriate address as shown below each class;
- By telephoning the appropriate number as shown below each class ;

- By visiting our web site – www.ne-derbyshire.gov.uk
- By visiting a Contact Centre. If the Contact Centre does not have a copy of the information you require, they will arrange for a copy to be sent to you;
- By writing to the appropriate contact as shown below each class.

6. Gaining access to proactively published information – our commitment

The manner in which particular information can be provided will be specified by the Council. The information which is to be routinely made available will be easily identifiable and accessible. Wherever possible, information will be provided electronically usually through the website. Where information can only be accessed in a non-electronic form, or when a person does not wish to access the information electronically, they should be able to contact the Council and ask for it to be provided in one of the hard copy formats specified by the Council.

In exceptional circumstances some information may only be available to view in person at an authority's premises. Where this is the case, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Where it is not reasonably possible for an individual to view the information in person, every effort will be made to find an alternative means of communicating the information.

We aim to make our public information accessible through providing alternative formats, interpretation and sign language services as required.

7. Charges

In line with the intention of the Freedom of Information Act, the Council will make available as much information as possible free of charge. All information on our web site is, of course, free. Any charges made by this Council for routinely published material will be justified and transparent. Charges may be made for information subject to a charging regime approved by Parliament and for any relevant expenditure incurred, such as photocopying documents, postage and packaging or the costs directly incurred as a result of viewing information.

In providing any information, charges may be made for actual disbursements incurred.

We waive the right to issue a fees notice if the total cost is less than £5.00. If we have to outsource this service, we will only charge what we are billed.

Throughout the publication scheme we have documented if charges apply. Dependant on the information and volume of the information requested will determine if a charge is incurred. On requesting information we will inform you if a charge is applicable and how to pay the charge. We will not release any information till any charges have been paid. However, the Council will strive to provide as much information as possible at no cost.

8. Written requests

Information held by the Council 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 2000.

9. Timescales

Information that is routinely available will be provided when requested. The information may be immediately accessed, through our website or by e-mail. In some cases, information may need to be posted. If so, our aim is to send information promptly and within five working days at most. If the information needs to be viewed at the Council's premises, we will contact the person(s) making the request within five working days to arrange an appointment convenient to both parties.

10. Freedom of Information Act 2000

The Freedom of Information Act 2000 provides the right of access to all types of recorded information held by public authorities. The aim of this legislation is to promote openness and transparency. Under the Act anyone asking for information has the right:

- To be told whether the information exists;
- To receive the information and, where possible, in the format requested.

Further information on FOIA can be found on the Councils' website at www.ne-derbyshire.gov.uk and the Information Commissioners' Office (ICO) at www.ico.org.uk

11. **Datasets**

The dataset provisions are intended to ensure that public authorities make datasets available, either in response to a FOIA request or proactively under their publication scheme, in a way that allows them to be re-used, so far as reasonably practicable. They create a duty to provide datasets in a re-usable form (CSV/Excel) and under licensing conditions that permit re-use. For more information please refer to the ICO's guidance:

<https://ico.org.uk/media/fororganisations/documents/1151/datasets-foi-guidance.pdf>

Published datasets are available to view on our transparency page on our website - <http://www.ne-derbyshire.gov.uk/index.php/your-council/data-transparency>

12. **Information restrictions**

The Publication Scheme will not generally cover information which is:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or 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.

13. **Additional Help**

Can't find what you're looking for?

Many visitors to our website www.ne-derbyshire.gov.uk find the search engine helpful. If you still can't find what you're looking for please contact us on connectne@ne-derbyshire.gov.uk or 01246 231111.

14. Compliments, Comments and Complaints

We are constantly working to increase the level and quality of information available. We would be grateful for any suggestions of additional information that you believe should be included in this Publication Scheme, as well as any compliments or constructive criticism you have.

Any comments should be directed to the Joint Assistant Director Customer Service & Improvement at the address given below, who is responsible for the maintenance of the Scheme.

Joint Assistant Director Customer Service & Improvement
North East Derbyshire District Council
Mill Lane
Wingerworth
Chesterfield
Derbyshire
S42 6NG
Tel: 01246 231111
Fax: 01246 217566
E-mail: connectne@ne-derbyshire.gov.uk

The Scheme will be reviewed regularly and in full every three years.

If you have a problem with the service you have received relating to a request for information, we will do our best to solve it as speedily as possible. You should first of all get in touch with the relevant contact and explain your concerns. If this does not resolve the matter, you can contact the department concerned. If you are still not satisfied with the response, you should refer the matter to Customer Services who will investigate your complaint further. At this stage such complaints need to be in written form, either by post or e-mail.

Please see our Compliments, Comments and Complaints page on our website - <http://www.ne-derbyshire.gov.uk/index.php/your-council/customer-service>

If after you have received our response you still feel that your complaint has not been adequately addressed, then you may also contact the Information Commissioner and request that an investigation is carried out. The address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone Number: 0303 123 1113
Website: <http://www.ico.org.uk/>

Classes of information

1. Who we are and what we do

In this section we will tell you about the information available regarding the organisation, locations and contacts, and constitutional and legal governance.

The Council is based at its main headquarters in Wingerworth, which offer facilities such as paying bills, housing enquiries and advice on council services.

The Council comprises of 20 electoral wards returning 53 district councillors who represent the population and also forms the major part of the North East Derbyshire's Parliamentary constituency.

Customer Contact Centre Opening Hours:	Monday to Friday 9.00am – 5.00pm
Telephone enquiries to the Contact Centre:	01246 231111
North East Derbyshire District Council	
Mill Lane Wingerworth Chesterfield Derbyshire S42 6NG	
E-mail: connectne@ne-derbyshire.gov.uk Website: www.ne-derbyshire.gov.uk	

Class	Description	Contact	Format	Documents	Cost
Constitution	A document setting out how the Council is run and the key bodies and people who take decisions.	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	Constitution of the Council	Free
Directorate Structure Chart	A chart to show the Management organisation of the Council	Human Resources Tel: (01246) 217008 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	Chart	Free
District Maps	Maps showing District Wards and Parish Boundaries	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	Online interactive map	Free
Elected Member contact details	Names and addresses and ward represented of District Councillors	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	List of Councillors List of Cabinet, Committee/Sub-committee memberships	Free

Class	Description	Contact	Format	Documents	Cost
Election Agents, Candidates and Certain Expenses	Details of Election Agents for Candidates and details of the expenses of the Parliamentary candidate.	Elections Tel: (01246) 217058 Email: connectne@ne-derbyshire.gov.uk	Hard Copy only. The expenses of the Parliamentary candidate are open for inspection only. Details of Election Agents for Candidates only.	(Some documents are only available during the election process, e.g. Statement of Persons Nominated; the actual nomination papers are only available for inspection from close of nominations until polling day). Please note that certain information in this category may be exempt in line with legislative provisions such as Data Protection.	Charges apply
Members Structure Chart	A chart to show Members of the Cabinet and their areas of responsibility	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	Chart	Free

Class	Description	Contact	Format	Documents	Cost
North East Derbyshire Partnership	Documents relating to the North East Derbyshire Partnership	Chief Executive's and Partnership Team - Tel: (01246) 217606 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request		Free
Public Notices	The Council has a responsibility to publish certain public notices in the press.	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request		Free
Vacancies	A list of job opportunities at NEDDC	Human Resources Tel: (01246) 217008 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	Full details of vacancies, person specifications, job specifications and application forms	Free

2. What we spend and how we spend it

In this section we will tell you how you can access financial information, relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class	Description	Contact	Format	Documents	Cost
Annual report and statement of accounts	Financial Statement and Accounts – previous 3 years available	Financial Services Tel: (01246) 217658 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	Financial reports	Charges apply
Annual Revenue Budget and Capital Programme	Medium Term Financial Plan – previous 3 years available	Financial Services Tel: (01246) 217658 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	Financial plan	Free
Audit Commission Reports	Formal reports prepared by the Audit Commission to the Council	Internal Audit Tel: (01246) 217053 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Audit reports	Free
Buyer Profile -Details of contracts currently being tendered		Financial Services Tel: (01246) 217658 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Buyer Profile -Details of contracts currently being tendered	Free
Council Tax Bands	Council Tax Bands relating to properties in the District	Revenue Services Tel: (01246) 217104 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Reports	Free

Class	Description	Contact	Format	Documents	Cost
Election Results	Notices of the results of elections	Elections Tel: (01246) 217058 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	Notice of Election results	Free
Grants to Voluntary, Community and Social Enterprise Sector	List of grants provided	Partnerships Team Tel: (01246) 217512 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	List of grants provided	Free
List of Corporate & departmental contracts	Contracts entered into by the Council and by individual departments	Financial Services Tel: (01246) 217658 Email: connectne@ne-derbyshire.gov.uk	Hard Copy on Request	Register	Free
Members Allowance Scheme	Schemes details and records of payment of allowances to members	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy of request	Single Status scores and salary	Free
Payments over £250	List of payments for items of expenditure over £250 (excluding VAT) to suppliers for goods and services	Financial Services Tel: (01246) 217658 Email: connectne@ne-derbyshire.gov.uk	Web Site www.ne-derbyshire.gov.uk Hard Copy		Free
Register of Contracts	A register of contracts entered into by the Council	Shared Procurement Email: connectne@ne-derbyshire.gov.uk	Hard Copy on Request	Register	Free

Class	Description	Contact	Format	Documents	Cost
Senior Employees Salaries (over £58,200)	Senior employee salaries, names, job descriptions and responsibilities	Human Resources Tel: (01246) 217008 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy of request		Free
Senior Pay Policy for Chief Officers including Pay Multiple	The Council's Policy on senior pay in relation to the remainder of the Council's workforce.	Human Resources Tel: (01246) 217008 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy of request		Free
Staff pay & grading structure	Salary scales for Officers up to Senior Officer level	Human Resources Tel: (01246) 217008 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy of request	Single Status scores and salary bands	Free

3) What our priorities are and how we are doing

In this section you will be able to find information relating to strategy and performance information, including plans, assessment inspections and reviews.

Class	Description	Contact	Format	Documents	Cost
Annual Report – Strategic Alliance North East Derbyshire District Council and Bolsover District Council	Highlights the achievements both Councils have made over the previous year to meet its aims and objectives.	Customer Service and Improvement Tel: (01246) 217641. Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk		Free
Annual Report NEDDC	The annual report covers an update on our strategic alliance with Bolsover District Council, progress against our Corporate Plan, a financial update	Customer Service and Improvement Tel: (01246) 217641. Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk		Free
Customer Service Excellence Assessment	Assessor’s report on the corporate assessment undertaken Annually.	Information Engagement & Performance Manager Tel: (01246) 217641 Email: connectne@ne-derbyshire.gov.uk	Web Site www.ne-derbyshire.gov.uk Hard Copy		Free

Class	Description	Contact	Format	Documents	Cost
Key Customer Service Standards	Information on the standards North East Derbyshire District Council is committed to in order to improve its services and measure improvement.	Contact Centre Tel: (01246) 231111 Email: connectne@ne-derbyshire.gov.uk	Web Site www.ne-derbyshire.gov.uk Hard Copy	Customer Service Standards leaflet 'Let us know' forms – information on the Councils' compliments, comments and complaints procedure	Free
Local Government Ombudsman Annual Letter	Review of the complaints investigated and decisions made by the Ombudsman for the last financial year	Customer Services Tel: (01246) 231111 E-mail: connectne@ne-derbyshire.gov.uk	Web Site www.ne-derbyshire.gov.uk Hard Copy		Free
Reports to Audit Committee	Bolsover District Council, Chesterfield Borough Council and North East Derbyshire District Council have an Internal Audit Consortium. Audit Committee for Members information as to the Consortium terms of reference, annual reports and quarterly reports of progress against the audit plan.	Head or Deputy Head of the Internal Audit Consortium Tel: (01246) 217547 Email: connectne@ne-derbyshire.gov.uk	Web Site www.ne-derbyshire.gov.uk Hard Copy		Charges apply

Class	Description	Contact	Format	Documents	Cost
Scrutiny Review Reports	Reports published by Scrutiny Committee containing details and recommendations made to the Cabinet with regard to the reviews carried out.	Scrutiny Officer Tel: (01246) 217060 Email: connectne@ne-derbyshire.gov.uk	Web Site www.ne-derbyshire.gov.uk (some availability) Hard Copy		Charges apply

4) How we make decisions

You can also access information regarding policy proposals and the decision making processes, internal criteria and procedures and consultations.

Class	Description	Contact	Format	Documents	Cost
Agendas, reports, background papers	Agendas, reports of Council, Cabinet, Committee and Sub-Committee meetings limited to the last 6yrs	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Cabinet Portfolios, Cabinet, Overview & Scrutiny arrangements, Appeals, Appointments, Licensing.	Free
Complaints	Complaints/comments/compliment	Customer Service and Improvement Tel: (01246) 231111 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Free	Free

Class	Description	Contact	Format	Documents	Cost
Conservation Area Appraisals	Assessments undertaken of Conservation Areas identifying important buildings and other features within them.	Planning Policy Team Tel: (01246) 217169/217070 local.plan@ne-derbyshire.gov.uk	Hard Copy on Request	Reports available for Ashover, Barlow, Brampton, Clay Cross, Dronfield, Eckington, Holmesfield, Heath and Holmewood, Morton, North Wingfield, Shirland and Highham, Sutton-cum-Duckmanton, Unstone.	Charges apply
Consultation	Documents relating to consultation.	Improvement Officer Tel: (01246) 231111 Email: connectne@ne-derbyshire.gov.uk	Council website www.ne-derbyshire.gov.uk or Hard copy Consultation results on www.askderbyshire.gov.uk	Consultation Policy Documents relating to specific consultations Engagement Plan	Free Free Charges apply
Equalities	Documents relating to equalities – our approach to promoting equality, human rights and good relations between different groups	Improvement Officer Tel: (01246) 217047 Email: connectne@ne-derbyshire.gov.uk	Web Site www.ne-derbyshire.gov.uk Hard Copy	Single Equality Scheme 2011-15 Service Data Workforce Data Population Data Equality Impact Assessments	Free

Class	Description	Contact	Format	Documents	Cost
Facts & analyses of facts considered when framing policy	Reports to committees, minutes, delegated decisions	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Constitution - delegated decision framework & delegated functions	Free
Maladministration	A return of matters referred to the Local Government Ombudsman and the relevant findings	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk Website: http://www.ne-derbyshire.gov.uk/	Website www.ne-derbyshire.gov.uk Hard Copy on Request	List of matters provided by the Ombudsman, reported to the Standards Committee	Free
Minutes of Council, Committees and Sub-Committees	Minute books	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Minutes of Council, Committees and Sub-Committees	Free

Class	Description	Contact	Format	Documents	Cost
Petition Scheme	The Council have adopted a Petition Scheme to enable people to raise issues for debate and consideration by Council or if it is in connection with calling a senior officer into account by Scrutiny Committee. (Note this legislation has been repealed by the Localism Act 2011, however, the petition scheme is still in place at the present time but may be withdrawn.	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Web Site www.ne-derbyshire.gov.uk Hard Copy. Also available to view at the Contact Centre – please telephone (01246) 231111.	Reports to Council and Standards Committees	Free
Standards in Public Life	Information on the Council's complaints procedure with regard to Elected Members behaviour	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Web Site www.ne-derbyshire.gov.uk Hard Copy. Also available to view at the Contact Centre – please telephone (01246) 231111.		Free
Statement of Community Involvement	Statement of how the Planning Service will engage and consult the community and stakeholders	Planning Policy Team Tel: (01246) 217169/217070 local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Statement of Community Involvement	Free

5) Our policies and procedures

This section tells you how to access all current written protocols for delivering the functions and responsibilities of North East Derbyshire District Council.

Class	Description	Contact	Format	Documents	Cost
Access for All Supplementary Planning Document	Guidance for providing disabled access and the submitting of Access Statements	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Authority Monitoring Report (Planning) (Latest version 2013-14)	Charges apply
Affordable Housing Supplementary Planning Document	Guidance on how the affordable housing policies in the Local Plan should be implemented	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Affordable Housing Supplementary Planning Document (2008)	Charges apply
Authority Monitoring Report (Planning)	Reflection on planning targets, including the five year housing land supply	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Authority Monitoring Report (Planning)	Free
Business Continuity Strategy		Leisure Tel: (01246) 217218 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request		Free

Class	Description	Contact	Format	Documents	Cost
Child Protection Policy and Safeguarding Vulnerable Adults Policy	The Council is committed to ensuring that all vulnerable adults are protected and kept safe from harm	Housing Strategy Tel: (01246) 217289 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Electronic	Policy Documents	Free
Choice Based Lettings and Allocations Policy,	The Council's Choice Based Lettings Allocations Policy details how ALMO Rykneld Homes, will allocate the Council's housing stock.	Housing Strategy Tel: (01246) 217289 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Electronic	Strategy Document	Free
Conservation & design	Guidance and information on conservation of properties of architectural or historical interest	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Hard Copy on Request		Free

Class	Description	Contact	Format	Documents	Cost
Corporate Strategies and Policies	All local authority statutory and non-statutory service and policy plans	Customer Service and Improvement Tel: (01246) 217641 Email: connectne@ne-derbyshire.gov.uk	Hard Copy on Request www.ne-derbyshire.gov.uk Electronic	Asset management Plan Capital Strategy Community Safety Strategy Community Strategy Consultation Policy Cultural Strategy Economic Regeneration Strategy Housing Strategy, Electronic Government Procurement Strategy	Free
Developer Contributions Supplementary Planning Document	Guidance on the use of Planning obligations	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Developer Contributions Supplementary Planning Document	Free
Eckington Town Centre Development Framework	Guidance on future development in Eckington Town Centre	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Eckington Town Centre Development Framework	Free

Class	Description	Contact	Format	Documents	Cost
Grounds Maintenance	Hire conditions and applications for football and cricket pitches, parks and recreation grounds	Streetscene Tel: (01246) 217285 Email: connectne@ne-derbyshire.gov.uk	Hard Copy on Request Website www.ne-derbyshire.gov.uk	List of fees and charges, forms etc. Streetscene Policy	Charges apply
Homelessness Strategy	The Homelessness Strategy looks at ways of preventing, where possible, families and individuals becoming homeless	Housing Strategy Tel: (01246) 217289 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Strategy Document	Free
Housing Needs Market and Affordability Study 2011	The study provides a robust and up-to-date understanding of housing need and demand within the North East Derbyshire District.	Housing Strategy Tel: (01246) 217289 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Affordability Study	Free
Housing strategy	Sets out how we will meet the housing needs of our residents.	Housing Strategy Tel: (01246) 217289 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Strategy Document	Free
Interim Planning Policies	Interim Planning Policies	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Interim Policy for New Housing (March 2010) Interim Sustainability Buildings Policy (May 2009)	

Class	Description	Contact	Format	Documents	Cost
Job Descriptions	All current job descriptions for employees	Human Resources Tel: (01246) 217054 Email: connectne@ne-derbyshire.gov.uk	Hard Copy on Request	Job description by post Title	Free
Landlord Guidance	Guidance to private landlords	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk		Free
Leisure Services	Operating Policies and Procedures for Leisure Centres, Hire conditions and applications for sports centre halls and pools,	Leisure Tel: (01246) 217218 Email: connectne@ne-derbyshire.gov.uk	Inspection Hard Copy on Request	Normal operating procedures Emergency Action Plan List of fees and charges Forms and Operational Risk Assessments	Free
Local Plan (Adopted)	The adopted document sets out the development strategy of North East Derbyshire/	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Local Plan 2001-2011	Charges apply
Local Plan (emerging)	Emerging Local Development Strategy up to 2031	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Local Plan 2011-2031 Consultation documents and background evidence	Free

Class	Description	Contact	Format	Documents	Cost
Procurement Strategy	Bolsover District Council, Chesterfield Borough Council, North East Derbyshire District Council have a Shared Procurement Unit.	Shared Procurement Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request		Free
Recreation and Open Space Supplementary Planning Document	Guidance on local recreation standard and requirement for recreation in new developments	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Recreation and Open Space Supplementary Planning Document	Free
Selling to the Council Guide	Advice to potential suppliers on how to do business with the Council	Shared Procurement Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on request		Free

Class	Description	Contact	Format	Documents	Cost
Service Area Strategies and Policies	Strategies and policies that are applied in the work of the Council's departments. (Please note that certain information contained within this category may be exempted in line with legislative provisions such as the Data Protection Act 1998 and/or to protect the health, safety and welfare of staff).	Contact Centres – please specify which document you want and you will be transferred to the correct department - Tel: (01246) 231111 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request		Free
Staff Policies and Guidance	Internal policies and guidance that employees are expected to adhere to in line with the performance of their duties.	Human Resources Tel: (01246) 217054 Email: connectne@ne-derbyshire.gov.uk	Hard Copy on Request		Free
Successful Places: a Guide to Sustainable Housing Layout and Design	Guidance on sustainable housing layouts and design	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Successful Places: a Guide to Sustainable Housing Layout and Design	Free
Sustainable Buildings Supplementary Planning Document	Guidance on how to reduce energy consumption, sustainability and energy sufficiency in new buildings	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request	Sustainable Buildings Supplementary Planning Document	

6) Lists and registers

North East Derbyshire District Council hold information held in public registers, this is a requirement by statute. Please note that some of these registers are available in hard copy to view only, you will need to contact the Council to arrange an appointment to view. In addition to the statutory registers, the Council also holds lists and registers relating to other functions of the authority.

Class	Description	Contact	Format	Documents	Cost
Ancient Monuments & Archaeological Sites	Register of all scheduled Ancient Monuments & archaeological sites. Information including description, grid reference, location map	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Hard copy on request	List of ancient monuments and archaeological sites	Free
Asset Register	A register of land and buildings owned by the Council (does not include council housing stock)	Property & Estates Tel: (01246) 217395 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on request		Free
Building Control Notices Register	Register of all initial building control notices from private building control bodies	BCN Consultancy Tel: (01246) 345817 Email: building.control@bcnconsultancy.co.uk	Hard copy on request	Register of notifications from private building control bodies of initial building control notices	Free

Class	Description	Contact	Format	Documents	Cost
Buildings of Special Architectural or Historic interest	A document providing details of Listed Buildings within the NE Derbyshire area. Information including description, grid reference, grade of building, location	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Hard copy on request	List of buildings of special architectural or historic interest	Free
Burial & Cemeteries	Register listing burials (including cremated remains) at each cemetery. Containing names of the deceased buried in each plot/grave	Streetscene Tel: (01246) 217272 Email: connectne@ne-derbyshire.gov.uk	Hard copy on request	Burial Register Grave Register	Charges apply
Business Rate Accounts in Credit	A list of accounts in credit for the current financial year	Revenues Tel: (01246) 217104 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on request		Free
Caravan Site Licences Register	Contains details of all sites licensed for caravan occupation, including license conditions	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Hard Copy Not available on website		Free
Cooling Tower Register	Register of premises with a cooling tower	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Web Site Hard Copy on request		Free

Class	Description	Contact	Format	Documents	Cost
Corporate Strategic Risk Register	Strategic Risk Register updated on a quarterly basis in line with the Council's Risk Management Strategy	Operations Department Tel: (01246) 217053 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Formal report to Committee. Risk Management Strategy	Free
Electoral Register	A register of names and addresses of people eligible to vote	Elections Tel: (01246) 217058 Email: connectne@ne-derbyshire.gov.uk	Full register - access available under supervision. Edited Register - access and Hard Copy on Request	Full Electoral Register Open Electoral Register	Charges apply
Empty Commercial Properties	Register of empty properties	Property & Estates Tel: (01246) 217395 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Register of empty properties	Free
Environment Agency Processes Public Register (PPC) Register	Public register of operators registered within the district	Environmental Health - 01246 217873 Email: connectne@ne-derbyshire.gov.uk	Hard Copy Not available on website	Part A (1) Processes Public Register	Free
Food Premises	List of premises registered as a food business	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Electronic Hard Copy on Request	Approved Food Business Premises	Free

Class	Description	Contact	Format	Documents	Cost
Food Register	List of operators within the district registered under the Pollution Prevention and Control Act 1999	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on request	Part B Processes Public Register	Free
Hazardous Substance Consent Register	Register of Hazardous Substance Consents (Please note that certain information contained within this category may be exempted in line with legislative provisions such as the Data Protection Act 1998 and The Freedom of Information Act 2000. Access to information about some sites is controlled for security reasons.)	Planning Tel: (01246) 217159 Email: connectne@ne-derbyshire.gov.uk	Hard Copy available to view by appointment only, subject to producing ID. Not yet available electronically.	Copy of the Consent and associated application forms and plans	Free
Highways/ Footpaths	Definitive map to show footpaths	Property & Estates Tel: (01246) 217395 Email: connectne@ne-derbyshire.gov.uk	Hard Copy on Request	Definitive map - agency for Derbyshire County Council	Free

Class	Description	Contact	Format	Documents	Cost
Houses in Multiple Occupation (HMO) Register	Contains details of all properties occupied as houses in multiple occupation	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Hard Copy Not available on website		Free
Licensing	Private Hire and Hackney Carriage drivers, operators Gambling Act registers	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Hard Copy on Request	Registers	Free
Local Authority Pollution Prevention and Control (LAPPC) Register	Public register of operators within the district registered under the Environmental Permitting Regulations 2007	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Hard Copy available to view Not available on website		Charges apply
Local Land Charges Register	A member of the public may search the Local Land Charges Register on payment of a prescribed fee CON29 enquiries Parts 1 & 2 with relevant form and prescribed fee	Planning Policy Team Tel: (01246) 217169/70 local.plan@ne-derbyshire.gov.uk	Inspection Hard Copies of parts of the Register Hard Copy on Request	Local Land Charges Register	Free

Class	Description	Contact	Format	Documents	Cost
Members Financial & Other Interests	Register of members Interests, Code of Conduct, Declaration of Acceptance of Office, Register of Members' Interests (Parish Councils)	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Register of Members' Interests Declaration of Acceptance of Office Register of Declarations of Interest at meetings	Free
Parish Council Registers	Parish Council Register for the Parish/ Town Councils within North East Derbyshire District Council	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Some availability electronically on the relevant Parish Council website Hard Copy – to view individual entry only, please telephone for appointment		Free
Planning Enforcement Register	Register of enforcement notices served	Planning Policy Team Tel: (01246) 217169/70 Email: local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Register	Free
Pollution Prevention and Control Act 1999	List of operators within the district registered under the Pollution Prevention and Control Act 1999	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on request		Free

Class	Description	Contact	Format	Documents	Cost
Private Hire operators	A register of numbers, operator name, issue, commencement and expiry date of private hire operator licences.	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Soft copy not available Hard Copy		Free
Private Water Supply Register	Contains details of properties utilising a private water supply for consumption	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Hard Copy Not available on website		Free
Public Health Funerals	A register of funerals arranged by the Council under section 46 of the Public Health (Control of Disease) Act 1984	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on request		Free
Public Register for Contaminated Land	Register containing investigations being carried out by Environmental Health on land affected by contamination. Register contains remediation notices, appeals, notices by the Authority, notification and other matters related to contaminated land.	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Hard Copy - viewing by appointment Not available electronically		Free

Class	Description	Contact	Format	Documents	Cost
Radioactive Sources Register	Contains details of premises where radioactive sources are held	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Hard Copy Not available electronically		Free
Rating Lists compiled by Valuation Officer – NNDR	Address, description and rateable value of all properties liable for business rates within the district	Revenue Services Tel: (01246) 217104 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Rating list of properties liable to business rates	Free
Register of Allotments	Records of the number of allotments owned and administered by either the District or Parish Councils within North East Derbyshire District Council including availability of the allotments.	Property & Estates Tel: (01246) 217395 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on request		Free
Register of Gifts & Hospitality	Register of Gifts & Hospitality	Governance Tel: (01246) 217753 Email: governanceteam@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on request		Free

Class	Description	Contact	Format	Documents	Cost
Schedule of Polling Places		Elections Tel: (01246) 217058 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Schedule of Polling Places	Free
Societies Lotteries	A register of numbers, issue, commencement and expiry date of licences	Elections Tel: (01246) 217058 Email: connectne@ne-derbyshire.gov.uk	Hard Copy Soft copy not available		Free
Stray Dog Register	Register contains all dogs received as stray dogs	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Hard Copy available to view Not available on website		Free

7) The services we offer

In this section you will find out how to access information relating to advice and guidance for the services we provide. It also advises which booklets and leaflets we provide and also information on transactions and media releases.

Class	Description	Contact	Format	Documents	Cost
Air Quality Review and Assessment Stages 1 – 3	Descriptions of the pollutants including a summary of the targets and effects	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy to view by appointment		Free
Benefits	Housing and Council Tax benefit administration and advice	Revenue Services Tel: (01246) 217104 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Application forms, advice	Free
Building Control	Advice and support on how to meet Building regulation requirements/dangerous buildings & structures, street naming & numbering	BCN Consultancy Tel: (01246) 345817 Email: building.control@bcnconsultancy.co.uk	Website www.ne-derbyshire.gov.uk		
Byelaws & orders	Parks & Grounds for maintenance management purposes	Streetscene Tel: (01246) 217285 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	Byelaws	Free

Class	Description	Contact	Format	Documents	Cost
Byelaws & orders	Cemetery Rules & Regulations – byelaws created for cemetery management	Streetscene Tel: (01246) 217285 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	Byelaws	Free
CAN Rangers Scheme	Details of the purpose of the CAN Rangers Scheme, the area that is covered and activities undertaken. (Please note that certain information in this category may be exempt in line with legislative provisions such as The Data Protection Act 1998)	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	CAN “Action Not Words” leaflet Please note that this is for information purposes only. If you wish to report something to the CAN Rangers please contact our Contact Centres on Tel: (01246) 231111	Free
Car Parks	Information held regarding car parks	Property and Estates Tel: (01246) 217395 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk	Car Parks	Free
Customer Information Booklets	A set of booklets providing important customer information for the main service areas	Contact Centres Tel: (01246) 231111 E-mail: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copies on display at Contact Centre		Free

Class	Description	Contact	Format	Documents	Cost
Customer Service Information	Booklets and leaflets which provide important information to customers on how to request information, what standards of service to expect and how to make a complaint	Contact Centres Tel: (01246) 231111 E-mail: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copies on display at Contact Centre	Compliments, Comments and Complaints – ‘Let Us Know’ Leaflet Requesting Information from the Council – Customer Service Standards Leaflet	Free
Guidance to Landlords	Guidance and Information literature to landlords	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Hard Copy. Not available electronically	HHSRS - 29 Hazards Guidance Landlord Accreditation Scheme Landlord Development Manual Landlord's Information Pack	Free

Class	Description	Contact	Format	Documents	Cost
Housing (Local Authority Stock)	This service is provided by an Arm's Length Management Company on behalf of the Council	Rykneld Homes Limited Pioneer House Mill Lane Wingerworth Chesterfield S42 6NG 01246 217670 www.rykneldhomes.org.uk			Free
Housing Exchange file	Housing Allocation file for tenants wishing to exchange properties	Environmental Health Tel: (01246) 217873 Email: connectne@ne-derbyshire.gov.uk	Hard Copy. Also some availability at Contact Centres - please telephone 01246 231111. Not available electronically		Free
Leisure Services	Information on the activities and events provided within leisure facilities including the Council's Leisure Pass and inclusive membership package	Leisure Tel: (01246) 217218 Email: connectne@ne-derbyshire.gov.uk	Hard Copy on Request	Information Leaflet and Application Form	Free

Class	Description	Contact	Format	Documents	Cost
Local Land Charges & Access to Property Search Information	Information about Local Land Charges Searches/Official Conveyancing Form (CON29) 2. Information about Access to Property Records	Planning Tel: (01246) 217159 Email: connectne@ne-derbyshire.gov.uk	Hard Copy Web Site www.ne-derbyshire.gov.uk	Local Land Charges Register Fee Schedule for Local Authority Searches Fee Schedule for Information relating to property records Access to information and Charges for Property Searches Information Policy	Charges apply
Parks and Open Spaces – Grounds Maintenance Specification	Document containing maps, site references, content of work undertaken of all maintained parks and open spaces in North East District Council Area	Streetscene Tel: (01246) 217285 Email: connectne@ne-derbyshire.gov.uk	Hard Copy – viewing by appointment Not available electronically	Streetscene Policy	Charges apply
Press Releases	Press Releases issued by the Council	Communications - Tel: (01246) 217692 E-mail: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request		Free

Class	Description	Contact	Format	Documents	Cost
Recycling Schemes	Details of the Council's recycling schemes - what they are and their locations	Streetscene Tel: (01246) 231111 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	"Waste Collection & Recycling Information", Waste Collection & Recycling Policy, Refuse and Recycling Booklet	Free
Refuse Collection Service (Domestic)	A guide to the Council's Refuse Collection Service	Streetscene Tel: (01246) 217285 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	Guide to Household Collection Policies & procedures	Free
Street Cleansing	A guide to the Council's Street Cleansing Service	Streetscene Tel: (01246) 217285 Email: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard copy on request	Street Scene Policy	Free

Class	Description	Contact	Format	Documents	Cost
the NEWS	North East Derbyshire District Council's magazine distributed to households throughout the district. It includes information on latest council projects, news, initiatives, contact numbers and customer information	Communications Tel: (01246) 217692 E-mail: connectne@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk		Free
Tourism	Leaflets and guides giving information about visitor attractions	Chesterfield Tourist Information Centre Rykneld Square Chesterfield S40 1SB	Website www.ne-derbyshire.gov.uk Hard copy on request	Chesterfield & NE Derbyshire Tourism Guide & NE Derbyshire Miniguide Various tourism leaflets	Free
Town & Country Planning	Production of planning policies and the determination of all planning applications submitted to the Council. A list of all planning applications made to the Council since 1947 is maintained	Planning Policy Team - Tel: (01246) 217169/70 Email: local.plan@ne-derbyshire.gov.uk	Website www.ne-derbyshire.gov.uk Hard Copy on Request Microfiche		Free

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