



MEMORANDUM

To: [REDACTED]
Fol & DPA Consultant
Brent ITU
Brent House , Floor 5

Your Ref:

From: [REDACTED]
Senior Lawyer Corporate
Town Hall Annexe [REDACTED]

Our Ref: [REDACTED] CR/310/0005

cc: [REDACTED] File [REDACTED]

Date: 28th July 2009

Ext: 1374

RE: Freedom of Information Request 521624

In response to your email of today I enclose a copy of : the original Publication Scheme; my letter to the ICO of 24 Dec 2002; letter from the ICO to me of 14 Feb 2003; further letter from ICO to me of 26 March 2003 approving the scheme; and a memo from me to [REDACTED] of 21 Dec 2004 sending Cath this information.

[REDACTED]

Encs.



MEMORANDUM

To: [REDACTED]
Information Manager
ITU

Your Ref:

From: [REDACTED]
Senior Lawyer
Town Hall Annexe
file

Our Ref: CR/105/3287

Date: 21st December 2004

Ext: 1374

RE: Freedom of Information Act

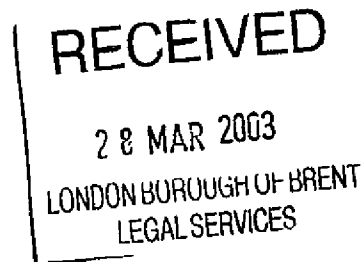
I am archiving some of my Freedom of Information files. I enclose some correspondence with the Information Commissioner concerning our publication scheme which may be helpful for future reference. In particular note the letter from the IC of 26th March 2003.

[REDACTED]

Encs.



Mr [REDACTED]
LONDON BOROUGH OF BRENT
Town Hall Annexe
Forty Lane
Wembley
Middlesex
HA9 9HD



Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545827
Fax: 01625 524510

Email: foi@informationcommissioner.gov.uk
Website: www.informationcommissioner.gov.uk

Reference Code: W2000306

Date: 26 March 2003

Dear Mr [REDACTED]

FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEMES

We are pleased to inform you that the publication scheme your organisation submitted to this office in accordance with section 19 of the Act has been approved by the Information Commissioner. The approval has been granted for the period from 28th February 2003 to 28th February 2007.

During that period your organisation is obliged, under section 19 (1) (b), to publish information in accordance with your publication scheme.

The Commissioner will contact you 5 months prior to your scheme's renewal date to inform you of the deadline for submitting a new publication scheme for approval.

If you have any general queries in relation to the Freedom of Information Act please refer to our website, the address of which is given at the top of this letter. If however you have a specific query which cannot be answered by the information on our website, then please contact this Office by telephone, email or letter.

Graham Smith

Deputy Information Commissioner

Approval Expiry Policy

The Freedom of Information Act 2000 (FOIA) makes it the duty of every public authority to adopt and maintain a publication scheme approved by the Information Commissioner (the 'Commissioner'). Section 19 (5) and section 20 (3) of the FOIA make provision for the Commissioner to provide an expiry date when approving a bespoke or model scheme.

Publication schemes submitted to the Commissioner will normally be accepted for an initial period of 4 years for bespoke and model schemes. The 4 year period will begin at the publication scheme active date. For example an authority contained in phase one implementation with a publication scheme active date of November 30th 2002 would normally hold an approval expiry date of 29th November 2006. This duration reflects the phased implementation of publication schemes, the need to gain experience in their operation and of the general rights of access under s1 of the FOIA.

The Commissioner reserves the right to set a shorter period or to extend the period beyond 4 years for particular publication schemes if appropriate. The Commissioner has power to revoke approval prior to the expiry date, but must give reasons for doing so.

The setting of an expiry period does not negate the requirement for internal review of the publication scheme by the Public Authority under s19 (1) (c) of FOIA. In the event that following a review a public authority wishes to make an addition to the publication scheme the public authority should inform the Commissioner of the changes in writing. In the event that a public authority wishes to redefine or delete a class in its publication scheme it should submit the changes to the Commissioner for deliberation. However the Commissioner urges public authorities to give careful consideration to the definition of classes to minimise the need to amend a scheme. Where it is possible public authorities should wait for the expiry date of the current scheme before submitting amendments for approval.



Mr [REDACTED]
BRENT LONDON BOROUGH COUNCIL
Town Hall Annexe
Forty Lane
Wembley
Middlesex
HA9 9HD

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545827
Fax: 01625 524510

Email: foi@informationcommissioner.gov.uk
Website: www.informationcommissioner.gov.uk

Reference Code: W2000306

Date: 14 February 2003

Dear Mr [REDACTED]

FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEMES

Thank you for submitting your organisation's publication scheme.

We will contact you again once we are in a position to confirm that your publication scheme has been approved.

Graham Smith

Deputy Information Commissioner
FOI

RECEIVED
18 FEB 2003
LONDON BOROUGH OF BRENT
LEGAL SERVICES

TERRY OSBORNE
Borough Solicitor



LEGAL & DEMOCRATIC SERVICES

Town Hall Annexe
Forty Lane, Wembley
Middlesex HA9 9HD
DX 145100 Wembley Central 2
Tel 020 8937 1234 (Switchboard)
Email: clive.romain@brent.gov.uk
Direct Line 020 8937 1374
Fax 020 8937 1324

For the attention of:

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

Your Ref:

Our Ref:/105/3287/adv/cr

Date : 24TH December 2002

BY POST ONLY

Dear Madam

RE: PUBLICATION SCHEME

I enclose the publication scheme of the London Borough of Brent for your approval.

Yours faithfully

Senior Education Lawyer
(Corporate)

Encl: Publication Scheme of London Borough of Brent

LONDON BOROUGH OF BRENT

**PUBLICATION
SCHEME**

MADE UNDER THE FREEDOM OF INFORMATION ACT 2000

Effective 1 March 2003

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INTRODUCTION

This is the publication scheme of the London Borough of Brent. It sets out the classes of information that Brent publishes or intends to publish. It specifies the manner in which information of each class is, or is intended to be, published. It also specifies whether the material is available to the public free of charge or on payment.

This scheme is made under the Freedom of Information Act 2000 which places an obligation on public authorities, including Brent, to adopt and maintain such a scheme to be operative from 1st March 2003

The Freedom of Information Act 2000 also gives a general right (likely to come into effect in 2005) of access to all types of recorded information held by public authorities, whether or not included in the publication scheme. It also sets out exemptions from that right and places a number of obligations on public authorities. Once this section is in force a person who makes a request to a public authority for information will have to be told whether the public authority holds that information and, subject to the exemptions, supplied with that information.

Individuals already have the right of access to information about themselves under the Data Protection Act. The Freedom of Information Act will extend this right to allow public access to all types of information held. The Data Protection Act also requires that a public authority must keep private and confidential information about your private business such as, for example, your council tax, or housing benefit, or tenancy arrangements with the Council. This remains the case under the Freedom of Information Act and so your private affairs and business with the Council are not the subject of this publication scheme.

The London Borough of Brent is the local authority for the area of North West London consisting of Wembley, Alperton, Stonebridge, Neasden, Dollis Hill, Willesden, Harlesden, Kensal Rise, and parts of Kenton, Kingsbury, Cricklewood and Kilburn. It has the statutory responsibilities of a local authority including on such matters as local finance and taxation, education, the local environment, housing and social services. A wide range of general information about Council services is available on the Council's web site: www.brent.gov.uk which is regularly updated.

The Freedom of Information Act and this publication scheme do not limit in any way the various other rights that members of the public have to information, for example under the Local Government Acts 1972 and 2000.

LAYOUT OF THE SCHEME

Each class of information covered by the scheme is identified by a title followed by a definition of the information covered by the class. In some cases particular information is excluded from the class, for example, because it is exempt under the Freedom of Information Act or other legislation. Each entry also contains details of how to obtain the information in that class. Similar classes have generally been grouped together, so, for example, the classes concerning housing services are grouped together. It is anticipated that the classes may be widened and/or new classes may be added to the scheme from time to time.

RESPONSIBILITY FOR THE SCHEME

The individual with overall and day to day responsibility for maintaining this scheme on behalf of the London Borough of Brent is its Chief Executive, Gareth Daniel, who is based at the Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD. This scheme will be reviewed at least once a year.

PROCEDURE FOR MAKING REQUESTS

This publication scheme will be in operation from 1st March 2003. All documents referred to in this scheme will be available from that date, in some cases they will be available electronically. It may be that you seek documents from an earlier date. If so the Council will make reasonable efforts to provide the requested information though clearly provision will very much depend on availability.

Much of the information to be published under this scheme will be provided via the Internet. In most case paper documents can be provided if requested. You will see that throughout the scheme there are web site details and telephone numbers to help you obtain the information. Brent will respond to requests for information promptly and, in any event, normally within twenty working days.

Generally requests for information available under the Scheme should be directed to the relevant service area of the Council. If it is not clear who you should contact then please make the enquiry of the Brent One Stop Shop based at the Town Hall, Forty Lane, Wembley, Middlesex HA9 9HD, or any of the other Council One Stop Shops, or ring the customer service telephone line 020 8937 1200.

COMPLAINTS

If you think that the Council is not complying with the publication scheme – for example by not making available documents in the scheme, or delaying in providing them – you can make a formal complaint to the Council, using the Council's complaints procedure. Details of the procedure are set out in the Council's complaints leaflet, which is available in all Council reception points, on the Council's website, or from the customer service line 020 8937 1200.

If you want to make a complaint about the way the Council has dealt with your request for information under the Freedom of Information Act 2000 you should either contact a manager in the service area, or one of the Council's service area Complaints Officers. Names and addresses are given in the Council's complaints leaflet. Or you can make a complaint at any of the Council's One Stop Shops, on line via the website, or by telephone on the customer service line 020 8937 1200.

If, at the end of the Council's complaints procedure you remain dissatisfied you can complain to the Information Commissioner by writing directly to:

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

Telephone 01625 545 700
Fax 01625 545 510

FEES

Generally there will be no fee or charge for requested information, unless charges are set out in the entry for the class of information concerned. Those items in this scheme which are indicated as available electronically can be downloaded from the Brent website free of charge at www.brent.gov.uk or from the website address indicated in the relevant part of the scheme.

Where information is downloaded from the Council's website accessed from one of the Council's libraries, there is a printing charge made.

We may impose a modest charge for administration and paper if there is a particularly bulky paper request or there are repeated requests for information.

LIST OF CLASSES OF INFORMATION

Class 1	POLICY DOCUMENTS
Class 2	BRENT CONSTITUTION AND COUNCIL DECISIONS
Class 3	MEMBERS OF THE COUNCIL
Class 4	INFORMATION CONCERNING ELECTIONS
Class 5	EMPLOYMENT PRACTICES AND PROCEDURES
Class 6	PUBLIC COMMUNICATION AND CONSULTATION BY THE COUNCIL
Class 7	FINANCIAL INFORMATION
Class 8	BRENT HOUSING PARTNERSHIP
Class 9	APPLICATIONS FOR HOUSING
Class 10	PRIVATE LETTINGS
Class 11	PRIVATE HOUSING ACCOMMODATION
Class 12	BUILDING CONTROL
Class 13	CEMETERIES
Class 14	DEMOGRAPHIC AND CENSUS INFORMATION
Class 15	ENVIRONMENTAL HEALTH
Class 16	LOCAL LAND CHARGES
Class 17	PARKS AND OPEN SPACE
Class 18	PLANNING INFORMATION
Class 19	TRANSPORTATION
Class 20	RECYCLING AND WASTE MANAGEMENT
Class 21	PROPERTY INFORMATION
Class 22	REGISTRAR OF BIRTHS DEATHS AND MARRIAGES

- Class 23** **POLICIES AND PROCEDURES ON CHILDREN'S AND
ADULT SERVICES**
- Class 24** **GENERAL INFORMATION CONCERNING EDUCATION.**
- Class 25** **STATISTICAL INFORMATION CONCERNING SCHOOLS**
- Class 26** **GENERAL INFORMATION CONCERNING LIBRARIES**

Class 1

POLICY DOCUMENTS

This class consists of strategies and policies approved by Brent, statutory or otherwise, including the policies and strategies forming the Council's Policy Framework as described in the Constitution

Strategies and policies will generally be found in the service areas to which they relate. So obtain the Education Development Plan from Education, Arts and Libraries, and so on. Many are available on the Council's website at www.brent.gov.uk.

The Annual Library Plan is available in all the Council's libraries.

The Unitary Development Plan (UDP) is also available from libraries and the One Stop Shop. If you need help call the Brent One Stop Shop telephone 020 8937 1200.

A fee of £45 for businesses and £25 for residents is charged for copies of the UDP.

Class 2

BRENT CONSTITUTION AND COUNCIL DECISIONS

This class consists of:

- (a) the Constitution of the London Borough of Brent made pursuant to the Local Government Act 2000 and as adopted at its Annual Meeting on 22nd May 2002 and thereafter amended from time to time.
- (b) The Council's current Calendar of Meetings
- (c) Weekly list of meetings normally included in the Calendar of Meetings.
- (d) Agendas and Minutes of meetings of the Council, Overview and Scrutiny Committees, and other committees and sub committees of the Council, the Executive and its committee, except that items falling within the Local Government Act 1972 Schedule 12A as from time to time amended shall not be provided.
- (e) The Forward Plan of Key Decisions that the Executive of Brent will be taking in the coming four months period
- (f) Lists of key decisions taken by the Executive.

This information is available from the Council's web site www.brent.gov.uk/democracy and may be accessed via the Council's libraries.

Certain libraries and One Stop Shops also hold hard copies of information in (a) and (d) above. Willesden Green Library, Barham Park Library and the Town Hall Library have complete copies of meeting agendas and papers. Other libraries have just the meeting agendas. Harlesden, Wembley and the Town Hall One Stop Shops also have copies of meeting agendas and papers, other One Stop Shops in Brent have just the meeting agendas.

Copies of individual agendas, reports and minutes may be available by emailing - committee@brent.gov.uk

All libraries and One Stop Shops in Brent have a copy of (c).

For further information on local democracy you can contact Brent Council Committee Services, Room 106. Town Hall, Forty Lane, Wembley, Middlesex HAA 9HD telephone 020 8937 1366

Class 3

MEMBERS OF THE COUNCIL

This class consists of:

- (a) The Members' Register of Interests.
- (b) Members' Declarations of Acceptance of Office.
- (c) Details of ward members including the time and location of members' surgeries.

This information can be inspected at Brent Council Committee Services, Room 106. Town Hall, Forty Lane, Wembley, Middlesex HAA 9HD telephone 020 8937 1353/9. Some information is available on the Council's web site www.brent.gov.uk/democracy

Class 4

INFORMATION CONCERNING THE ELECTORAL REGISTER AND ELECTIONS

This class consists of:

- (a) The Electoral Register for Brent.
- (b) The Absent Voters List

(c) Election Nomination Papers

The Absent Voters list and the full Electoral Register are available for inspection at the Electoral Registration Office at Brent Town Hall, Forty Lane, Wembley Middlesex HA9 9HD.

An edited version of the Register can be inspected at the Council's libraries and One Stop Shops.

Monthly and daily updates to the Register are available by appointment at Brent Town Hall - Tel. 020 8937 1372.

Nomination papers are available for inspection at the Electoral Registration Office until the close of nominations for the election concerned.

Some information may be available on the Council's web site www.brent.gov.uk/democracy

Class 5

EMPLOYMENT PRACTICES AND PROCEDURES

This class does not include information about particular members of staff or other individuals and consists of the following:

- (a) Terms and conditions of employment
- (b) Application forms and guidance notes (job packs)
- (c) Diversity Policy Statement
- (d) The Race Equality Scheme
- (e) Workforce Monitoring Report
- (f) Council Staffing Structure
- (g) Health and Safety Policy

This information is available from Human Resources at Brent Town Hall, Forty Lane, Wembley, HA9 9HD 0208 8937 1083 and in the case of (c) – (g) is accessible from the Council website: www.brent.gov.uk

Class 6

PUBLIC COMMUNICATION AND CONSULTATION BY THE COUNCIL

This class consists of:

- (a) Information concerning the meetings and minutes of the Area Consultative Forum
- (b) Newsletters for Citizens' Panel,
- (c) Residents' Attitude Survey and Summary of Findings,
- (d) The Brent Magazine,
- (e) Housing Management News (for Council tenants)

This information is available from the Communications and Consultation Team at Brent Town Hall, Forty Lane, Wembley HA9 9HD and may also be accessible from the Council web site: www.brent.gov.uk

Class 7

FINANCIAL INFORMATION

This class consists of:

- (a) The council tax band list and the rating valuation list
- (b) Statutory annual capital and revenue out-turn returns
- (c) Audited annual accounts and the annual audit letter.

For assistance contact the Financial Services Unit, Brent Town Hall, Forty Lane, Wembley HA9 9HD, Fax 020 8937 1509. Also see www.brent.gov.uk/finance

Class 8

BRENT HOUSING PARTNERSHIP

This class consists of information leaflets for tenants about the activities carried out by BHP for the Council.

This information is available from BHP, MG House, 34 Wembley Hill Road HA9 8AD 028 937 2244 and on the Council's website: www.brent.gov.uk/housing.nsf

Class 9

APPLICATIONS FOR HOUSING

This class consists of information leaflets about applications to the Council for

housing, for example, guidance on homelessness, on the housing register and on transfer application.

This information is available from Brent Housing Services, MG House 34 Wembley Hill Road HA9 8AD, Tel 020 8937 2027 and may be available on the Council's website www.brent.gov.uk.

Class 10

PRIVATE LETTINGS

This class consists of information leaflets for private sector tenants, for example concerning harassment and unlawful eviction and leaseholders' rights.

This information is available from Private Housing Information Unit, Quality House, 249 Willesden Lane, London NW2 5JH and may be available on the Council's website www.brent.gov.uk/housing/nsf

Class 11

PRIVATE HOUSING ACCOMMODATION

This class consists of information leaflets about help and assistance that may be available to improve housing conditions in the borough.

This information is available from Brent Housing Services, MG House 34 Wembley Hill Road HA9 9HD, Tel 020 8937 2382 and may be available on the Council's website www.brent.gov.uk

Class 12

BUILDING CONTROL

This class consists of public guidance leaflets concerning building regulations applicable to new buildings and modification of existing buildings

This information is available from Brent Environmental Services, Brent House 349-357 High Road, Wembley HA9 6BZ – Tel. 020 8937 5499, and may be available on the Council's website www.brent.gov.uk/bccs/nsf

Class 13

CEMETERIES

This information consists of:

- (a) the cemeteries burial records
- (b) information about the cemetery and mortuaries service provided by the Council

Information in (a) may be inspected by visiting the Cemeteries Office by appointment. Tel. 0208 902 2385

Information in (b) is available on the Council's website www.brent.gov.uk/cemeteries.nsf and tel. 020 8902 2385.

Class 14

DEMOGRAPHIC AND CENSUS INFORMATION

This class consists of

- (a) Comparisons between the 2001 census and past population figures and how Brent compares with other London Boroughs
- (b) Demographic information based on the 1991 census at ward and borough levels

This information is available from Brent Environmental Services Brent House 349-357 High Road, Wembley HA9 6BZ (tel. 020 8937 2270) and may be available on the Council's web site www.brent.gov.uk/demographic/nsf

Class 15

ENVIRONMENTAL HEALTH

The information in this class consists of:

- (a) Summary Environmental Health Data (Information on, broadly, food, pollution, communicable diseases and licensing) except where there is on-going enforcement or the Data Protection Act applies.
- (b) Contaminated land reports for specific sites except where the information is commercially sensitive or is covered by the Data Protection Act.
- (c) Air Quality Data relating to air pollution levels in the borough

This information is available from Brent Environmental Services 020 8937 5252

Brent House 349-357 High Road, Wembley HA9 6BZ and may be available on the Council's website www.brent.gov.uk/ehealth/nsf. Air pollution information is also available on ceefax page 404, teletext 187, Internet, and freephone no 0800 55 66 77

Class 16

LOCAL LAND CHARGES

The information in this class consists of the information forming part of a Local Land Charges Search provided following submission of search forms LLC1 and CON29.

This information is available from Local Land Charges, Brent House 349 High Road, Wembley Middx HA9 6BZ Tel: 020 8937 5351

Basic Search Fee	£160.00
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Class 17

PARKS AND OPEN SPACE

The information in this class consists of information concerning allotments, annual and summer events, parks facilities for hire.

This information can be obtained from the Parks Service Brent House 349-357 High Road, Wembley HA9 6BZ Tel. 020 8937 5619 and may be available from the Council's website at www.brent.gov.uk/parks/nsf.

Class 18

PLANNING INFORMATION

The information in this class consists of the following:

- (a) All outstanding planning applications including (for applications from November 2002) plans
- (b) Analysis of planning applications, i.e. residential, commercial and land use
- (c) Supplementary Design & Planning Guidance (SPG)
- (d) Statutory list on buildings of special architectural or historic interest.
- (e) Design Guides setting out the requirements for conservation areas in the borough.
- (f) Information and guides on planning control enforcement and planning enforcement appeals

Planning applications are available for public consultation at the Brent House One Stop Shop 349-357 High Road, Wembley HA9 6BZ tel. 020 8937 5206 and through the council's email alert system. A weekly list of applications received can be downloaded free of charge from the Council's web site or be provided by post at an annual charge £160. Decided applications are available by appointment only.

Analysis of planning applications is available for a fee of £35 tel. 0208 937 5309.

Items (c) – (f) are available on the Council's web site:
www.brent.gov.uk/planning/nsf

Class 19

TRANSPORTATION

This class consists of the travel plan and information about cycle routes and safe routes to school

This information is available by telephoning 020 8937 5109 and may be available on the Council's web site: www.brent.gov.uk.

Class 20

RECYCLING AND WASTE MANAGEMENT

This class consists of lists of what can be recycled and recycling sites.

This information is available from Streetcare Brent House 349-357 High Road, Wembley HA9 6BZ Tel. 0208 937 5050 and will be available on the Council's website from April 2003: brent.gov.uk/waste/nsf.

Class 21

PROPERTY INFORMATION

This class consists of the Property Database

This information is available on the Council's website: www.brent.gov.uk/bpl/nsf. Tel 0208 937 5317

Class 22

REGISTRAR OF BIRTHS DEATHS AND MARRIAGES

This class of information consists of:

- (a) Information on how to register a birth or death or applying to get marriage in Brent Registrar Office
- (b) General information relating to persons arranging to be married
- (c) Duplicate Copies of Birth, Death and Marriage certificate

The information in (a) and (c) is available from the Registrar of Births, Deaths and Marriages, Registrar Office, Brent Town Hall, Forty Lane, Wembley HA9 9HD Tel. 020 8937 1010.

The information in (c) is only available when all the relevant information is presented to Registrar and is only available in hard copy due to legal requirements and at a charge of £6.50 per copy.

Information in (a) and (b) is available on the Council's web site – www.brent.gov/rbdm.nsf.

Class 23

SOCIAL SERVICES FOR CHILDREN AND ADULTS *

This class consists of:

- (a) Information leaflets about policies and procedures on children's and adult services
- (b) Social Services Inspectorate Reports *
- (c) Eligibility Criteria *

The documents marked with an * are generally available on the Brent web site. All documents are available by post when there may be a modest charge for administration and postage.

Class 24

General Information Concerning Education

This class consists of leaflets and information on education related services provided by the Education, Arts and Libraries Services area at the Council.

This information is mostly available on the Council's web site: www.brent.gov.uk/education (click on the Plans & Publications link as necessary) and from the Education "Shop" at 9 Park Lane, Wembley, Middlesex HA9 7RW, telephone 020 8937 3000.

For general enquires contact the Brent One Stop Shop, and also the Education "Shop".

Class 25

Statistical Information Concerning Schools

Statistical information concerning the make up of the school population and the performance of pupils

This information is mostly available on the Council's web site: www.brent.gov.uk/education and from the Education "Shop" at 9 Park Lane, Wembley, Middlesex HA9 7RW, telephone 020 8937 3000.

For general enquires contact the Brent One Stop Shop, and also the Education "Shop".

Class 26

General Information Concerning Libraries

This class consists of leaflets and information on library services in the borough.

This information is mostly available on the Council's web site: [www.brent.gov.uk/library service](http://www.brent.gov.uk/library%20service) and from the Education "Shop" at 9 Park Lane, Wembley, Middlesex HA9 7RW, telephone 020 8937 3000.