FREEDOM OF INFORMATION ACT 2000

**GUIDE TO INFORMATION**

## About Our Publication Scheme

Under the Freedom of Information Act 2000, all public authorities are required to:

* Adopt and maintain a publication scheme
* Publish information in accordance with the scheme

The scheme commits Cumbria County Council:

* To proactively publish or otherwise make available as a matter of routine information which is held by the Council
* To specify the information which is held by the Council and falls within the classes below
* To provide guidance on how the specified information can be identified and accessed
* To review and update the specified information
* To produce a schedule of any fees charged for access to information

In 2008 the Information Commissioner published guidance on a new model scheme for public authorities with the expectation that publication schemes would be revised by 1 January 2009.

The new scheme contains seven classes of information as follows:

* [Who we are and what we do](http://www.cumbria.gov.uk/council-democracy/accesstoinformation/foi/publicationscheme/whoweare.asp)
* [What we spend and how we spend it](http://www.cumbria.gov.uk/council-democracy/accesstoinformation/foi/publicationscheme/whatwespend.asp)
* [What our priorities are and how we are doing](http://www.cumbria.gov.uk/council-democracy/accesstoinformation/foi/publicationscheme/priorities.asp)
* [How we make decisions](http://www.cumbria.gov.uk/council-democracy/accesstoinformation/foi/publicationscheme/decisions.asp)
* [Our policies and procedures](http://www.cumbria.gov.uk/council-democracy/accesstoinformation/foi/publicationscheme/policies.asp)
* [Lists and registers](http://www.cumbria.gov.uk/council-democracy/accesstoinformation/foi/publicationscheme/lists.asp)
* [Services provided by the Council](http://www.cumbria.gov.uk/council-democracy/accesstoinformation/foi/publicationscheme/services.asp)

For more information on what the publication scheme is please see our [Introduction to the Publication Scheme (word 646KB).](http://www.cumbria.gov.uk/elibrary/view.asp?ID=29802)

If you would like a printable copy of the information contained on these pages please see our [Guide to Information (word 640KB).](http://www.cumbria.gov.uk/elibrary/view.asp?ID=29801)

## Copyright

Most of the information made available by the Council will be subject to copyright in accordance with the Copyright, Designs and Patents Act 1988. Unless otherwise stated the copyright owner will be Cumbria County Council.

You are free to use any information supplied to you by the Council for your own non-commercial research or private study purposes. The information may also be used for any other purpose allowed by a limitation or exception in copyright law, such as news reporting. However, any other type of re-use, for example by publishing the information in analogue or digital form, including on the internet, will require the permission of the copyright owner. Where the copyright owner is Cumbria County Council you will need to make an application under the Re-use of Public Sector Information Regulations 2005.  For information where the copyright is owned by another person or organisation you must apply to the owner to obtain their permission.

## Charges

Unless a statutory fee applies, most information will be provided free of charge. For instance, information available on the Council’s website [www.cumbria.gov.uk](http://www.cumbria.gov.uk)  can be downloaded free of charge. However, on some occasions it is necessary to charge a fee. FOIA legislation allows a charge to be made for disbursements i.e. photocopying, postage etc. Further details can be found in the Council’s [Charging Policy](http://www.web.ccc/eLibrary/Content/Internet/536/6357/400159573.pdf) and [Schedule of Charges](http://www.web.ccc/eLibrary/Content/Internet/536/6357/4001595917.pdf).

The Council will not comply with a request where it will exceed the appropriate limit set out by The [Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004](http://www.legislation.gov.uk/uksi/2004/3244/contents/made).

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# WHO WE ARE AND WHAT WE DO

**Council Constitution**

The [Council's Constitution](http://councilportal.cumbria.gov.uk/ieListDocuments.aspx?CId=1014&MId=6561&Ver=4) consists of a number of documents that, under the Local Government Act 2000, are required to be brought together and made available for public inspection. The articles of the constitution set out the basic principles that underline the way the Council operates. The other parts of the constitution include details of the Council and the committees to which the Council has delegated various powers and the functions that are the responsibility of the executive; the terms of reference of the various committees and other bodies; the standing orders that regulate the proceedings at meetings; financial regulations; the code of practice for the procurements of works, supplies and services; codes of conduct for members and employees; the schedule for the payment of members' allowances; and a description of the management structure of the council's workforce.

**Council Structure**

There are a number of ways you can find out about the Council Structure:

* A basic [structure diagram](http://www.cumbria.gov.uk/aboutyourcouncil/councilstructure/default.asp) listing the Directorates and business units of the Council
* A more detailed [structure diagram](http://www.cumbria.gov.uk/aboutyourcouncil/councilstructure/chiefofficerssalaries.asp) including pay grades
* A guide to [Council Departments](http://www.cumbria.gov.uk/council-democracy/councildepartments/default.asp) including an explanation of services and contact details
* Contact details for [Chief Executive and Corporate Directors](http://www.cumbria.gov.uk/aboutyourcouncil/councilstructure/directors.asp)

**Location and Opening Times of Council Properties**

Details of opening times and location of Council offices can be found in the ['How to Contact Us'](http://www.cumbria.gov.uk/contact/default.asp) section.

**Currently Elected Councillors Details and Contact Information**

Details of all the County Councillors including contact details, wards, committee membership and annual declarations of interest can be found in [‘Who is My Councillor?’](http://www.cumbria.gov.uk/councillordata/)

**Departmental Customer Services - Details and Contacts**

Contact details can be found by clicking the Contact Us tab on the homepage of customer facing departments including: [Adult Social Care and Health](http://www.cumbria.gov.uk/healthandsocialcare/adultsocialcare/about/about.asp), [Children’s Services](http://www.cumbria.gov.uk/childrensservices/default.asp), [Cumbria Fire and Rescue Service (external link)](http://www.cumbriafire.gov.uk/), [Environment and Planning](http://www.cumbria.gov.uk/planning-environment/default.asp) or [Trading Standards](http://www.cumbria.gov.uk/tradingstandards/default.asp).

**Election Information and Results**

All the latest County Council election results can be found on the [Elections](http://www.cumbria.gov.uk/election2013/default.asp) section of the website.

**Relationships with Other Authorities**

To provide you with the widest range of services, Cumbria County Council works alongside and in partnership with a range of organisations including District Councils, Parish and Town Councils and the Voluntary Sector. New Strategic Partnerships are constantly being developed to drive the economic development of both rural and urban communities in  Cumbria.   More information can be found on the [Who we work with](http://www.cumbria.gov.uk/council-democracy/organisations/default.asp) section of the website.

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# WHAT WE SPEND AND HOW WE SPEND IT

**Financial Information about Projected and Actual Income, Expenditure, Procurement, Contracts, Financial Audit, Financial Statements, Budgets and Variance Reports**

It is important for the Council to allow the public to see where money is being spent. The [Finance](http://www.cumbria.gov.uk/Finance/finance/finance_2010.asp) homepage contains a large amount of financial information including:

Statement of Accounts

[Statement of Accounts 2011/12](http://www.cumbria.gov.uk/Finance/finance/accounts2011.asp)

[Statement of Accounts 2012/13](http://www.cumbria.gov.uk/Finance/finance/accounts2012.asp)

The Council's Budget:

[Budget 2012/13](http://www.cumbria.gov.uk/Finance/finance/budget1213.asp)

[Budget 2013/14](http://www.cumbria.gov.uk/Finance/finance/budget1314.asp)

**Capital Programme/Spending**

* [Details of the Capital Programme/Plan, Revenue Budget, Financial Strategies and Budget Reports for 2011/14](http://councilportal.cumbria.gov.uk/documents/b10946/Supplement%20-%20Council%20Plan%20and%20Budget%2016th-Feb-2012%2010.00%20County%20Council.pdf?T=9)

**Spending Reviews/Financial Audit Reports - Reports and Procedures**

The Audit Commission (The Council's external auditors) is required to produce a report each year to those charged with governance once the audit of the Council's accounts is complete

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* [Corporate Governance Action Plan](http://www.cumbria.gov.uk/Finance/finance/accounts2012.asp) (PDF 43kb)
* [Corporate Governance Code](http://www.cumbria.gov.uk/elibrary/Content/Internet/536/654/1129/39756103222.pdf) (PDF 67kb)
* [Governance Statement 2012/13](http://www.cumbria.gov.uk/Finance/finance/accounts2012.asp)

Please see the [Finance](http://www.cumbria.gov.uk/Finance/finance/finance_2010.asp) homepage and the Council's [Spotlight on Spend](http://www.cumbria.gov.uk/managingyourcouncil/default.asp) page for more information.

**Members Allowances Scheme – Details and Amount Paid Annually**

Members are entitled to receive an annual allowance from the Council, as laid down under legislation. They may also claim expenses for any travelling etc that they do while performing their duties. The allowance, which Members may decline if they wish, is subject to deductions for income tax and national insurance. Details of this scheme are published once a year in the local press and are available on the website as follows: [Member Allowances](http://www.cumbria.gov.uk/council-democracy/councillors-democracy-elections/councillors/allowances.asp)

**Staff Allowances, Expenses, Pay Grading and Structure**

Information relating to allowances, expenses and pay grading can be found in the Council's [Pay Policy Statement](http://www.cumbria.gov.uk/aboutyourcouncil/councilstructure/chiefofficerssalaries.asp).  Details of the Council's senior management structure can be found on the [Council Structure](http://www.cumbria.gov.uk/aboutyourcouncil/councilstructure/default.asp) page.

**Election Expenses - Returns/Declarations and Support Documentation**

Election expenses are available for inspection at the Council offices as follows: Parliamentary - for two years after the election, European - for one year after the election, County - for two years after the election and Parish - for one year after the election.

If you wish to inspect details of expenses, please contact Member Services Tel: (01228) 226368 Email: members.service@cumbria.gov.uk. Copies of the documents can be obtained for a fee of 10p per printed side.

**Procurement Procedures**

The Corporate Procurement Unit is part of Cumbria County Council's Organisational Development Directorate. Their mission is to achieve and deliver excellence across all procurement activities.  The unit provides a range of high quality, customer focused professional procurement services, including the giving of advice on all aspects of procurement, purchasing, tendering and contracts. They perform the council's corporate procurement function and represent the council on a range of regional and national procurement bodies. The unit identifies and generates efficiency savings, facilitates service improvement and is leading the development of shared procurement services with the District Councils.  A range of contracts covering goods, works and services are managed by Corporate Procurement and are available for use by the council, schools, District Councils, the Lake District National Park, other public bodies and voluntary sector organisations.

Details of the Council’s Procurement Strategy including e-procurement, contracts register and guidance can be found on [Corporate Procurement](http://www.cumbria.gov.uk/scprocurement/default.asp) homepage.  The Procurement Strategy applies to the procurement of all goods, works and services by the Council including contractual agreements and arrangements with external organisations and consultants.

**Contracts - Current Tenders Awarded**

The latest [Tender Opportunities](https://www.thechest.nwce.gov.uk/cms/CMS.nsf/vLiveDocs/7BADA636DD86413280257346003FA64E?OpenDocument) can be found on the North West Local Authority Procurement Portal [www.thechest.nwce.gov.uk (external link)](http://www.thechest.nwce.gov.uk/).

**District Auditor Reports**

The Audit Commission is responsible for publishing the Annual Governance Reports (as detailed above) and the Annual Audit and Inspection Letters in relation to the Council's financial performance.  Details can be found on the [Your Council Your Money Our Plans](http://www.cumbria.gov.uk/aboutyourcouncil/money.asp) page on our website.  (Note: Subsequent Governance Reports can be found on the Statement of Accounts page for the relevant financial year)

**Projects and Events - Financial Statements**

Financial information relating to specific projects or events can be requested by contacting:  Corporate Complaints and Information Compliance, Chief Executives Office, Lonsdale Building, The Courts, Carlisle, Cumbria CA3 8NA Tel: (01228) 221234 E-mail: foi-dp@cumbria.gov.uk

**Financial Regulations - Internal and External/Partnership Funding Arrangements**

Details of the Financial Regulations and the Standing Orders relating to Contracts can be found in the [Council’s Constitution](http://councilportal.cumbria.gov.uk/ieListDocuments.aspx?CId=1014&MId=6561&Ver=4)

# WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Strategies and plans, performance indicators, audits, inspections and reviews.

**Annual Reports**

The [Council Plan](http://www.cumbria.gov.uk/councilplan/default.asp) (together with a Delivery Plan that sits alongside it) is designed to let everyone know how Cumbria County Council will make a positive difference to the lives of the people and communities it serves.  Previous Plans are also available.

**Strategies**

Details of the Council’s major strategies can be found on the [Key Plans and Strategies](http://www.cumbria.gov.uk/council-democracy/key-plans-and-strategy/default.asp) page.

**Business Plans (Service Based)**

Each service area publishes various policies and strategies which are available to download from the relevant Directorate website.

**Performance Information - Best Value (BVP)**

The Annual Review and Best Value Performance Plan (BVPP) is one of the Council's key planning documents and is structured around our Council Plan themes and the Council's improvement priorities. The BVPP has been published in two parts.  Part one of the BVPP 'Building Pride in Cumbria', our Council Plan 2008/11 was published in March 2008 and contains the Council's improvement priorities, designed to address opportunities and weaknesses identified through peer review and Comprehensive Performance Assessment (CPA).  Further information can be found on the [Performance](http://www.cumbria.gov.uk/performance/default.asp)  page.

**Internal and External Performance Reviews**

For details about the main external organisations that review and inspect the services provided by the County Council, and for links to their websites so you can search for inspection reports and performance information go to the [External Review and Inspection](http://www.cumbria.gov.uk/council-democracy/councildepartments/externalreviewandinspection.asp) page.

**Strategies Developed in Partnership with Other Authorities**

The [Cumbria Strategic Partnership (external link)](http://www.cumbriastrategicpartnership.org.uk/) (CSP) is the countywide partnership in  Cumbria which brings together partners representing the public, private and third sector organisations in Cumbria.  It is responsible, on behalf of the County Council, for developing a Sustainable Community Strategy and for developing and implementing the Local Area Agreement.  All the Council's key policies and strategies can be found on the [Key Plans and Strategies](http://www.cumbria.gov.uk/council-democracy/key-plans-and-strategy/default.asp) homepage.

**Economic Development Action Plan**

The Council's [Economic Development Strategy](http://www.cumbria.gov.uk/aboutyourcouncil/corporatedocuments/e/economic.asp) focuses on business support services, maximising funds for regeneration and coordinating inward investment and development.  The Regeneration Support Team is a partner-led organisation embedded within the Regeneration Unit of Cumbria County Council's Community Economy and Environment Department (CE&E).  Formerly the European Liaison Unit (ELU), the Regeneration Support Team (RST) has been strengthened and extended to meet the demands of European Union Funding, the funding streams of the North West Development Agency and the two Cumbrian Regeneration Companies.  Our purpose is "To maximise the benefits of economic regeneration in Cumbria by supporting partners to develop and deliver effective regeneration projects".  For more information visit the [Regeneration Support Team (external link)](http://www.rstcumbria.org.uk/) page.

**Forward Plan**

The Forward Plan is a list of key decisions that the Cabinet expects to take in the near future. The [Forward Plan](http://www.cumbria.gov.uk/council-democracy/councillors-democracy-elections/decisions/default.asp)  is updated following the closure of the call-in period after each Cabinet meeting.

**Capital Strategy**

The Capital Programme and other financial information can be found in the Publication Scheme under the class [What We Spend and How We Spend It](http://www.cumbria.gov.uk/council-democracy/accesstoinformation/foi/publicationscheme/whatwespend.asp).

**Best Value Performance Indicators**

2007/08 was the final year in which the Council's performance would be measured using the Government's Best Value Performance Indicators (BVPIs).  The Council is committed to delivering improved performance against all the Government's National Indicators and has set challenging targets for the period 2007/08.  Part 2 of our BVPP contains an analysis of our performance in the year ended March 2008, showing how we have performed in terms of our own year-on-year improvement and how we compare with other County Councils.

**Inspection Reports**

Inspection reports by the following organisations can be found on the [External Review and Inspection](http://www.cumbria.gov.uk/council-democracy/councildepartments/externalreviewandinspection.asp) webpage:

* Society of Local Authority Chief Executives (SOLACE)
* Corporate Assessment and Joint Area Review 2006
* Corporate Assessment Self-Assessment
* Audit Commission
* OFSTED
* Commission for Social Care Inspection (CSCI)

**Local Area Agreements (LAA)**

The Cumbria Agreement is the name of the Local Area Agreement (LAA) for the county. The Cumbria Agreement is a 3 year plan that sets out key improvement targets for Cumbria. Achievement of these targets will reflect significant progress towards achieving the long-term vision and outcomes agreed in the Cumbria Community Strategy 2008 - 2028.  The Cumbria Agreement is developed and delivered through the Cumbria Strategic Partnership (CSP). The Cumbria Strategic Partnership (CSP) is the countywide partnership in Cumbria which brings together partners representing public, private and third sector organisations. It is responsible, on behalf of the County Council, for developing and implementing the Cumbria Community Strategy and the Cumbria Agreement.

Cumbria County Council is the ‘responsible authority’ for the development and delivery of the Agreement, and for ensuring appropriate arrangements are in place across the partnership to effectively monitor and manage performance.  The second Cumbria Agreement was agreed with partners in the first half of 2008 and went into operation from 1 April 2008. The Agreement runs for 3 years ending on 31 March 2011.  The Agreement comprises of a number of targets. Thirty-five of these targets were negotiated with Central Government, through Government Office North West (GONW). These are the 'designated' targets. There are 16 statutory targets included that focus on education and early years.  There are also a number of 'local' targets included that have been agreed as priorities amongst partners in Cumbria.

**Impact Assessments**

An Equality Impact Assessment is like a risk assessment we carry out to make sure that we are being fair to all groups.  Every unit in the County Council has to carry out an Equality Impact Assessment and to demonstrate how they are addressing the findings.  For more information visit the [Equality Impact Assessment (EIA)](http://www.cumbria.gov.uk/equalities/equalityimpact/default.asp) page

# HOW WE MAKE DECISIONS

**Decision-Making Processes and Records of Decisions**

**Timetable of Council Meetings**

You can find out the dates of (publicly accessible) committee meetings in the [Council Diary](http://www.cumbria.gov.uk/councildiary) and on the [Council Meetings](http://councilportal.cumbria.gov.uk/ieDocHome.aspx?bcr=1) webpage

**Agendas, Officers' Reports, Background Papers and Minutes of Council Committee, Sub Committee and Standing Forum Meetings**

Agendas, officers' reports and minutes of past meetings are available on the [Council Meetings](http://councilportal.cumbria.gov.uk/ieDocHome.aspx?bcr=1) webpage.

**Major Policy Proposals and Decisions**

The [Council Plan](http://www.cumbria.gov.uk/councilplan/default.asp) sets out the Council's ambitions for the short medium and long term and how these will be delivered.  The Plan:

* brings together in one place our key priorities
* provides a clear focus to our work
* is used to communicate what is important to staff and partners
* is supported by aligning the budget so that we have the resources to deliver

The County Council makes the most important decisions. Other decisions are taken either by the Cabinet or one of the six local committees.  The agenda, minutes and reports for these meetings, from June 2001 are available on the [Council Meetings](http://councilportal.cumbria.gov.uk/ieDocHome.aspx?bcr=1) pages. You will also find information about Overview and Scrutiny Committees.

You can find out what "key decisions" will be taken at future meetings by looking at the [Forward Plan](http://www.cumbria.gov.uk/council-democracy/councillors-democracy-elections/decisions/default.asp).

If you want to ask a question, present a petition, or lead a deputation at one of the Council's Meetings our [Public Participation Scheme](http://www.cumbria.gov.uk/council-democracy/councillors-democracy-elections/decisions/participation/default.asp) sets out how to do this.

There are also local meetings known as [Neighbourhood Forums](http://www.cumbria.gov.uk/neighbourhoodforums/default.asp). They give grants to local groups and deal with issues important to local communities.

**Overview and Scrutiny**

Overview and Scrutiny is a new way of working introduced by the Local Government Act 2000.  Scrutiny is about the relationship and balance of power between the Executive and the rest of the County Council.  The role of overview and scrutiny can be seen as a watchdog on the business of the Council.

At its simplest, it is about being able to review and challenge decisions made by the Council and in so doing, helps to inform and shape County Council policies and strategies.  The overview part goes beyond executive decisions and considers other external influences that help to shape key County Council policies and strategies.  Officers' reports contain background information, supporting documentation and reasons for the recommendations to fully inform Members when making important decisions. All this information is available via the [Overview and Scrutiny](http://www.cumbria.gov.uk/scrutiny/overviewandscrutiny/welcometooverviewandscrutiny.asp) page.

**Public Consultation**

The council consults with a wide range of people and groups on a wide range of issues. These pages keep you up to date with these consultations, their findings and what is happening as a result.  We want to be at the forefront in involving individuals and communities in all aspects of our work.   For more information go to the [Consultation & Research “Say it”](http://www.cumbria.gov.uk/consultation/default.asp) page.  [Community Voice](http://www.cumbria.gov.uk/consultation/citzpanel.asp) is the council's citizen’s panel. It is one way that the council consults with local people. The panel consists of 3000 Cumbrian adults who have agreed to respond to regular surveys and consultations. The members of the panel are recruited randomly to ensure that the panel is an accurate cross-section of the Cumbrian public.  The council runs Community Voice in partnership with 6 other public authorities in Cumbria.

[Neighbourhood Forums](http://www.cumbria.gov.uk/neighbourhoodforums/default.asp) are an opportunity for you to get involved in issues affecting your area, and to get information about local services. You can talk to decision makers and local residents, and raise your own ideas for community improvement.  There are over 60 Neighbourhood Forums in Cumbria, each meeting at least four times a year. The forums, organised by our dedicated area support teams, are informal meetings which welcome members of the public, representatives of organisations and local Councillors.

**Criteria Guidance and Instructions**

If access to internal instructions, manuals and guidelines for dealing with the business of the council will help the public understand how decisions are made, these will be made available. Information that might damage the council’s operations will not be published.

# OUR POLICIES AND PROCEDURES

Current written protocols, policies and procedures for delivering the Council's services and responsibilities.

**Council Conduct - Policies and Procedures**

The [Council’s Constitution](http://councilportal.cumbria.gov.uk/ieListDocuments.aspx?CId=1014&MId=6561&Ver=4) sets out how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.

**Service Delivery - Policies and Procedures**

Policies relating to each service area are available to download from the service pages on the Council's website.

**Recruitment and Employment - Policies and Procedures**

The Council has developed an online job application system. Full details of all current job vacancies, guidance to assist candidates, online application forms and details of the return to work programme are available on the [Jobs and Careers](http://www.cumbria.gov.uk/jobsandcareers/default.asp) page.  The policy of the Council is to provide services fairly to all sections of the community and to give fair treatment to its employees and service users regardless of their age, gender, disability, marital status, race/national origin, religion or belief, or sexual orientation. For more information, go to the [Equality and Diversity in Cumbria](http://www.cumbria.gov.uk/equalities/default.asp) page on this website.

**Customer Services - Standards, Policies and Procedures**

The Council has set [Customer Service Standards](http://www.cumbria.gov.uk/elibrary/Content/Internet/534/6014/40966103451.pdf) to ensure it provides a quality service to its customers.  Cumbria County Council is committed to providing high-quality services to the people of  Cumbria.  Your feedback is essential and we welcome your comments, compliments and complaints as these help us to review and develop our services.  By making your views known, you can help us achieve the highest possible standards and provide a better service to everyone.

More information can be found on the [Comments Compliments and Complaints](http://www.cumbria.gov.uk/complaints/default.asp) page.

**Information Management - Policies and Procedures**

The Council is currently developing a Document Retention Policy that details the types of records held, examples of records and the recommended retention period. The schedule will be available from the Access to Information page on this website when available.  Anyone anywhere has the right to request information held by the Council. Some of the information will be subject to exemptions/exceptions under the access to information legislation. Personal data is subject to the Data Protection Act 1998 and will not be released if it would breach one of the eight principles.  For more information go to the [Access to Information](http://www.cumbria.gov.uk/council-democracy/accesstoinformation/default.asp) page.

**Charging Fees - Policies and Procedures**

Most of the information the Council provides does not incur a fee. For example, information on this website can be downloaded free of charge.   The Council has an [Access to Information Charging Policy](http://www.cumbria.gov.uk/council-democracy/accesstoinformation/charges.asp) that provides details of the charges associated with supplying information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

Details of fees charged for other services can be found in the [Annual Schedule of Fees and Charges (Appendix G)](http://moderngov.ccc/documents/g6834/Public%20reports%20pack%2014th-Feb-2013%2010.00%20County%20Council.pdf?T=10)


# LISTS AND REGISTERS

**Public Registers and Registers Held as Public Record**

If the council is required to maintain any register and make the information in it available for public inspection, there are existing provisions covering access.  The following are examples of lists and registers held by the Council.

**Common Land**

As a Commons Registration Authority under the Commons Registration Act of 1965, Cumbria County Council is responsible for maintaining the registers of Common Land and Town or Village Greens, covering the whole of Cumbria and including areas within the two National Parks. The registers are available for public inspection, free of charge.  For more information see the [Commons Registration Service](http://www.cumbria.gov.uk/planning-environment/conservation/commons-registration-service/default.asp) page.

**Register of Councillors Financial and Other Interests/Gift and Hospitality Register**

The Members' Code of Conduct requires Councillors to disclose any financial or other interests they have and   to record any gifts or hospitality they receive with an estimated value of at least £25 on their Annual Declaration which can be viewed in [Who is my Councillor?](http://www.cumbria.gov.uk/councillordata/default.asp).

Note on searching: Select the relevant councillor by name and click the Register of Members Interests link at the bottom of the page)

**Environmental Registers**

The Environment Agency and Natural Resources Wales issue permits for businesses, industry and individuals to carry out certain activities that have the potential to pollute the environment.  [Public Registers](http://www.environment-agency.gov.uk/research/library/publicregisters/default.aspx) relating to Cumbria can be found on Environment Agency website.


# SERVICES PROVIDED BY THE COUNCIL

Information about the services the Council provides including leaflets guidance and publications.

**Regulatory and Licensing**

**Licensing**

The [Trading Standards Unit](http://www.cumbria.gov.uk/tradingstandards/default.asp) deal with applications for licenses in relation to animal feeds, credit, explosives, performing animals and poisons.

**Services for Local Businesses/Other Organisations**

Cumbria County Council works closely with other agencies to develop business opportunities and regeneration across the County.  We actively work with a number of regeneration agencies to offer support to rural and urban communities.  A number of strategic business sites have been highlighted in Cumbria.  We are collaborating with the District Councils and other agencies to attract new business to those areas requiring economic development.  Please visit the [Business](http://www.cumbria.gov.uk/business/default.asp) section of the website to find information and advice on building control, fair-trade, digital switchover, grants and Council departments.

**Services for the Public**

Generally this is an extension of part of the first class of information. While the first class provides information on the Council, its departments, roles and responsibilities, this class includes details of Council services.  Information in this class should be current information only.

* Adult Social Care and Health

Adult Social Care is part of Cumbria County Council's Adult and Cultural Services Directorate and deals with the council's social services responsibilities for adults and their carers.  Please visit the [Adult Social Care and Health](http://www.cumbria.gov.uk/healthandsocialcare/adultsocialcare/about/about.asp) homepage for more information.

From April 2013 responsibility for local public health and some public health services transferred from the NHS to the council.  Public health is about preventing disease and helping people to live healthier and longer lives by providing the information and support they need to do this. More information can be found on the [Public Health](http://www.cumbria.gov.uk/publichealth/default.asp) homepage.

* Children's Services

The Council wants to achieve the best for every child, young person and family in Cumbria. Our aim is to enable children and young people to stay safe, be healthy, enjoy and achieve, make a positive contribution and achieve economic well-being.  For more information please visit the [Children's Services](http://www.cumbria.gov.uk/childrensservices/default.asp) homepage.

* Development Control and Planning

For more information on the Council’s involvement in the planning process go to the [Environment and Planning](http://www.cumbria.gov.uk/planning-environment/default.asp) homepage where you can find details of planning policy, development control, spatial planning, countryside and landscape issues.

* Jobs and Careers

The Council is major employer with over 17,000 employees offering a wide range of job opportunities from part-time and job share to full time posts with career development opportunities.  Please visit the [Jobs and Careers](http://www.cumbria.gov.uk/jobsandcareers/default.asp) homepage for more information.

* Rubbish Waste and Recycling

Cumbria County Council as the waste disposal authority is responsible for the disposal of household waste and for providing Household Waste Recycling Centres for householders to recycle and dispose of their waste.  Cumbria's district councils are responsible for waste collection services, including weekly collections of household waste, special collections for bulky household items and the recycling of rubbish. Together the seven Cumbrian authorities make up Resource Cumbria which is Cumbria's strategic waste partnership. Our partnership website [recycleforcumbria.org (external link) (external link)](http://www.recycleforcumbria.org/) is your one stop shop for all recycling service information in Cumbria.  For further information on the Council's activities go to [Rubbish Waste and Recycling](http://www.cumbria.gov.uk/planning-environment/waste-management/default.asp).



* Libraries and Archives

Borrowing books and multimedia, accessing information and lifelong learning, or delving into the rich cultural and historical heritage of Cumbria - it's all part of the extensive Library and Archive Service.  There are 48 libraries throughout the County plus a fleet of mobile libraries.  You can also visit the library on-line to find out what's in stock, to request items to borrow or to renew titles that you already have out on loan.  Our [Library Service](http://www.cumbria.gov.uk/libraries/default.asp) isn't just about books - if you'd rather go more hi-tech, you can book a slot on one of our PCs to surf the internet, or borrow computer games, DVDs, videos, talking books and CDs through your local library. If you are interested in tracing your family tree or the history of your home or community please visit the [Cumbria Archive Service](http://www.cumbria.gov.uk/archives/default.asp) homepage.

* Transport and Roads

Cumbria County Council is working to provide you with a transport network that will meet the needs of individuals and businesses in the 21st century.  We are responsible not only for the thousands of miles of roads within Cumbria, but also footpaths, bridleways, cycleways and street lights.  When snow and ice hit the network, we are responsible for keeping the network open, using our gritting and ploughing plan.  Organising public transport services so that they can work together to benefit consumers is also a major part of our work.  Rail and bus timetables that are coordinated as far as possible, car parks close to stations, facilities for cyclists, etc all help to let the public transport network take the strain - reducing congestion and pollution.  We continue to work with other transport agencies, including the Highways Agency, central government, district councils and a wide range of local partners to create a harmonious and safe transport system.  Please visit the [Transport and Roads](http://www.cumbria.gov.uk/roads-transport/default.asp) homepage for more information.

**Deceased Estates Information**

The Estates Group within the Bona Vacantia Division of the Treasury Solicitor deals with persons who die without leaving a will or any entitled kin. If the deceased's last permanent address was in England & Wales, excluding the Duchies of Cornwall and Lancaster then the Treasury Solicitor is the Crown's nominee for dealing with the estate.  Details of Unclaimed Bona Vacantia Estates in England and Wales can be found at <http://www.data.gov.uk/dataset/bona-vacantia-estates-advertisements>; this will take you straight to the information you may require and includes any information about cases referred by the County Council.

**Election Information**

For information on electoral services, electoral registration, how to become a councillor, local elections and voting, go to the [Councillors Democracy and Elections](http://www.cumbria.gov.uk/council-democracy/councillors-democracy-elections/default.asp) page on this website.

**Chargeable Services Including Fee Payable**

Most of the information the Council provides does not incur a fee. For example, information on this website can be downloaded free of charge.   The Council has an [Access to Information Charging Policy](http://www.cumbria.gov.uk/council-democracy/accesstoinformation/charges.asp) that provides details of the charges associated with supplying information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Details of fees charged for other services can be found in the [Annual Schedule of Fees and Charges (Appendix G)](http://moderngov.ccc/documents/g6834/Public%20reports%20pack%2014th-Feb-2013%2010.00%20County%20Council.pdf?T=10).

**Visitor Information**

The [Events Calendar](http://www.cumbria.gov.uk/eventscalendar/default.asp) has more information on schools, sport, arts, entertainment, culture, local history and community events.

**Advice and Guidance**

The Council has a range of Frequently Asked Questions.   Advice includes:

* [applying for a job](http://www.cumbria.gov.uk/jobsandcareers/faqs.asp)
* [gritting](http://www.cumbria.gov.uk/snow/grittingfaqs.asp)
* [A2BNoW](http://www.cumbria.gov.uk/a2bnow/faqs.asp)
* [corporate procurement](http://www.cumbria.gov.uk/scprocurement/faqs/faqs.asp)
* [rights of way](http://www.cumbria.gov.uk/roads-transport/public-transport-road-safety/countryside-access/links_and_FAQs/faq.asp)
* [common land](http://www.cumbria.gov.uk/planning-environment/conservation/commons-registration-service/faqs.asp)
* [reading intervention](http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/reading/faq.asp)
* [bus services](http://www.cumbria.gov.uk/roads-transport/public-transport-road-safety/transport/publictransport/busserv/busfaqs.asp)
* [definitive map](http://www.cumbria.gov.uk/roads-transport/public-transport-road-safety/countryside-access/Definitive_Map/Def_Map_FAQs.asp)
* [pre-paid cards](http://www.cumbria.gov.uk/healthandsocialcare/adultsocialcare/costs/prepaidcards.asp)
* [HWRC Permits](http://www.cumbria.gov.uk/planning-environment/waste-management/permitscheme/FAQ.asp)
* [social work](http://www.cumbria.gov.uk/jobsandcareers/socialwork/faqs.asp)

If you cannot find the information you require or have a specific question you would like answered please [contact us](http://www.cumbria.gov.uk/contact/).

**Media Statements or Releases**

News releases are available via the [News Releases](http://www.cumbria.gov.uk/news/default.asp) section; you can also find details of the [Media in Cumbria](http://www.cumbria.gov.uk/news-events/media/default.asp) and contact the Council’s [Media Team](http://www.cumbria.gov.uk/news-events/commsteam.asp).   In this section you can also view the interactive [Events Calendar](http://www.cumbria.gov.uk/news-events/events/default.asp) for details of community, environmental, Made in Cumbria and Neighbourhood Forum events happening around the County.