



Elmbridge
Borough Council

... bridging the communities ...

Elmbridge Borough Council's Publication Scheme Schedule

Description	Where Available	Fee
	1 WHO ARE WE AND WHAT DO WE DO	
Council constitution	http://www.elmbridge.gov.uk/Council/information/constitution.htm	Free via website
Council democratic structure	http://www.elmbridge.gov.uk/Council/LocalDemocracy.htm	Free via website
Council directorate structure	Contact Details http://www.elmbridge.gov.uk/Council/cos.htm Chief Executive Directorate structure: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=7191 Resources Directorate structure http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=7193 Services Directorate structure http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=7192	Free via website
Current Mayor of Elmbridge	http://www.elmbridge.gov.uk/Council/mayor.htm	Free via website
Currently elected councillors' information and contact details	http://www.elmbridge.gov.uk/committees/councillors.htm	Free via website
Most recent election results	http://www.elmbridge.gov.uk/council/elections/results.htm	Free via website
General Information about Elmbridge	http://www.elmbridge.gov.uk/elmbridge/living.htm http://www.elmbridge.gov.uk/Council/TheBoroughofElmbridge.htm	Free via website
Elmbridge Council Services	http://www.elmbridge.gov.uk/ http://www.elmbridge.gov.uk/council/services.htm	Free via website
Contact details for A-Z services	http://www.elmbridge.gov.uk/atoz/	Free via website

Description	Where Available	Fee
Location	http://www.elmbridge.gov.uk/Council/offices/default.htm http://www.elmbridge.gov.uk/Council/offices/location.htm	Free via website
Relationships with other authorities	<p>For information about Surrey County Council relationships with other councils in Surrey: http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTF/Organisations+we+work+with?opendocument</p> <p>For information about Elmbridge Borough Councils's relations with other authorities: http://www.elmbridge.gov.uk/planning/Partnership.htm</p>	Free via website
	2 WHAT WE SPEND AND HOW WE SPEND IT	
Summary	http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=12687	
Financial Statements, Budgets and variance reports	<p>2005-6 1st Quarter: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=5799 2005-6 2nd Quarter: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=6255 2005-6 3rd Quarter: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=7088 2005-6 4th Quarter: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=7932</p> <p>2006-7 1st Quarter: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=8369 2006-7 2nd Quarter: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=8804 2006-7 3rd Quarter: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=9638</p> <p>2007-8 1st Quarter: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=10611 2007-8 2nd Quarter: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=11019 2007-8 3rd Quarter: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=12059 2007-8 4th Quarter: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=12812</p> <p>2008-9 1st Quarter: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=13348 2008-9 2nd Quarter: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=13903</p>	Free via website
Capital programme	<p>February 2008: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=11686</p> <p>For previous years: http://www.elmbridge.gov.uk/documents/default.htm?var_az=capital+programme&Button=GO</p>	
General Audit information	http://www.audit-commission.gov.uk/authority.asp?CategoryID=ENGLISH^576^LOCAL-VIEW^AUTHORITIES^102855	

Description	Where Available	Fee
Members' allowances scheme and the allowances paid under it to councillors each year	Allowances scheme: http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=9518 http://www.elmbridge.gov.uk/documents/default.htm?next_count=0&var_az=independant+remuneratio+n+panel	Free via website
General information regarding employment at Elmbridge	http://www.elmbridge.gov.uk/council/employment/default.htm	Free via website
Procurement procedures (acquiring goods and services. Contracts available for public tender)	http://www.elmbridge.gov.uk/atoz/detail.htm?pk_services=707 http://www.elmbridge.gov.uk/business/businesswithcouncil.htm	Free via website
3 WHAT OUR PRIORITIES ARE AND HOW ARE WE DOING		
Annual reports	http://www.elmbridge.gov.uk/documents/default.htm?var_az=statement+of+accounts	Free via website
Strategies and business plans for services provided by the council	http://www.elmbridge.gov.uk/Council/information/statements.htm http://www.elmbridge.gov.uk/Council/bestvalue/corporateplan.htm	Free via website
Best value local performance plan	http://www.elmbridge.gov.uk/Council/bestvalue/	Free via website
Internal and external organisation performance reviews	http://www.elmbridge.gov.uk/Council/bestvalue/measuring.htm	Free via website
Strategies developed in partnership with other authorities	http://www.elmbridge.gov.uk/ecp/default.htm	Free via website
Economic development action plan	http://www.elmbridge.gov.uk/Council/bestvalue/	Free via website
Forward plan	http://www.elmbridge.gov.uk/Council/committees/forwardplan.htm For previous years' forward plans: http://www.elmbridge.gov.uk/documents/default.htm?var_az=forward+plan&Button=GO	Free via website
Capital strategy	http://www.elmbridge.gov.uk/documents/default.htm?var_az=capital+strategy	Free via website
Best value performance indicators	http://www.elmbridge.gov.uk/Council/bestvalue/measuring.htm	Free via website
Local Area Agreements	http://www.surreycc.gov.uk/SCCWebsite/sccwspages.nsf/searchresults/b6d8b5a192609855802573ed00449fad?OpenDocument	Free via website

Description	Where Available	Fee
Statistical information produced in accordance with the council's and departmental requirements	http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTF/Surrey+data+online?opendocument http://www.surreycc.gov.uk/SCCWebsite/sccwspages.nsf/searchresults/ca76ec98b52b77a980256bb400368c32?OpenDocument http://www.elmbridge.gov.uk/environment/default.htm	Free via website
Service standards	http://www.elmbridge.gov.uk/documents/default.htm?var_az=service+standards&Button=GO	Free via website
4 HOW WE MAKE DECISIONS		
Timetable of council meetings Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings	http://www.elmbridge.gov.uk/Council/committees/default.htm http://www.elmbridge.gov.uk/committees/calendar.htm	Free via website
Major policy proposals and decisions	http://www.elmbridge.gov.uk/Council/Polperf.htm	Free via website
Public consultations	http://www.elmbridge.gov.uk/Council/information/consultplan.htm	Free via website
Internal communications guidance	Please see constitution as above	Free via website
5 OUR POLICIES AND PROCEDURES		
Policies and procedures for conducting council business	http://www.elmbridge.gov.uk/atoz/detail.htm?pk_services=724	Free via website
Policies and procedures for delivering our services	http://www.elmbridge.gov.uk/Council/bestvalue/perfmanage.htm	Free via website
Recruitment and employment of staff policy	http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=13548	Free via website
Customer service	http://www.elmbridge.gov.uk/Council/customercare.htm http://www.elmbridge.gov.uk/documents/detail.htm?pk_document=10875	Free via website
6 LIST AND REGISTERS		
Public registers and registers held as public records	Available to inspect subject to prior arrangement	Free to view
Asset registers and information asset register	Available to inspect subject to prior arrangement	Free to view
Disclosure logs	Available to inspect subject to prior arrangement	Free to view

Description	Where Available	Fee
Register of councillors' financial and other interests	Available to inspect subject to prior arrangement	Free to view
Register of gifts and hospitality	Available to inspect subject to prior arrangement	Free to view
Highways, licensing, planning, commons, footpaths etc	Available to inspect subject to prior arrangement	Free to view
Register of electors	Available to inspect subject to prior arrangement	Free to view
7 SERVICES PROVIDED BY THE COUNCIL		
Regulatory and licensing responsibilities	http://www.elmbridge.gov.uk/business/regulation.htm http://www.elmbridge.gov.uk/envhealth/lic/default.htm	Free via website
Services for local businesses	http://www.elmbridge.gov.uk/business/	Free via website
Services for other organisations	http://www.elmbridge.gov.uk/business/supportingorganisations.htm	Free via website
Services for members of the public	http://www.elmbridge.gov.uk/Council/services.htm	Free via website
Services for which the council is entitled to recover a fee, together with those fees	Fees vary depending on the services and can be found on Elmbridge Borough Council's website	Fees for services vary
Information for visitors to the area, leisure information, events, museums, libraries and archive collections Leaflets, booklets and newsletters	http://www.elmbridge.gov.uk/leisure/default.htm http://www.elmbridge.gov.uk/events/ http://www.elmbridge.gov.uk/elmbridge/default.htm	Free via website
Leaflets, booklets and newsletters	Available on Elmbridge Borough Council's website	Free via website
Advice and guidance	Available on Elmbridge Borough Council's website	Free via website
Media releases	http://www.elmbridge.gov.uk/mediaoffice/default.htm	Free via website
8 ELECTION INFORMATION		
Election Information	http://www.elmbridge.gov.uk/council/elections/default.htm	Free via website