

# Publication Scheme 2009

*Made under the Freedom of Information Act 2000*

**Contact: FOI Officer, tel: 020 8359 7080**  
**Email: [foi@barnet.gov.uk](mailto:foi@barnet.gov.uk)**  
**Revised: July 2009**

## Introduction

This publication scheme for the London Borough of Barnet is based on the Model Publication Scheme for Principal Local Authorities, which has been prepared and approved by the Information Commissioner.

This publication scheme commits Barnet Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the [Information Commissioner](#).

The scheme commits an authority:

- to proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below
- to specify the information which is held by the authority and falls within the classifications below
- to proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- to review and update on a regular basis the information the authority makes available under this scheme
- to produce a schedule of any fees charged for access to information which is made proactively available
- to make this publication scheme available to the public.

This scheme is made under the Freedom of Information Act 2000 which places an obligation on public authorities, to adopt and maintain such a scheme.

## Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by us for routinely published material will be justified, transparent and kept to a minimum.

Material which is published and accessed on our website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they

are legally authorised. They are in all cases, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Generally there will be no fee or charge for requested information. However the council will charge for disbursements, or in other words for photocopying, postage etc where it exceeds a reasonable amount.

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

## **Written requests**

Information held by us 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.

FOI Request  
Corporate Governance  
London Borough of Barnet  
North London Business Park  
Oakleigh Road South  
London  
N11 1NP

Email: [foi@barnet.gov.uk](mailto:foi@barnet.gov.uk)

## Classes of information

<b>Class 1 - Who we are and what we do</b> <i>(Organisation Information, structures, locations, contacts and constitutional guidance)</i>	
<b>Description</b>	<b>Web Location</b>
Addresses and how to find us	<a href="http://www.barnet.gov.uk/council-addresses">www.barnet.gov.uk/council-addresses</a>
Contact details	<a href="http://www.barnet.gov.uk/contact-us-details">www.barnet.gov.uk/contact-us-details</a>
Contact us online	<a href="http://www.barnet.gov.uk/contact-us-forms">www.barnet.gov.uk/contact-us-forms</a>
Council constitution	<a href="http://www.barnet.gov.uk/council-constitution">www.barnet.gov.uk/council-constitution</a>
Council departments and management structure	<a href="http://www.barnet.gov.uk/council-departments">www.barnet.gov.uk/council-departments</a>
Councillor contacts and your democratic rights	<a href="http://www.barnet.gov.uk/councillors-democratic-rights">www.barnet.gov.uk/councillors-democratic-rights</a>
Elections and results	<a href="http://www.barnet.gov.uk/democracy-elections">www.barnet.gov.uk/democracy-elections</a>
Statistics	<a href="http://www.barnet.gov.uk/external-websites-barnet-statistics">www.barnet.gov.uk/external-websites-barnet-statistics</a>
<b>Class 2 - What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>	
<b>Description</b>	<b>Web Location</b>
Annual finance and performance report	<a href="http://www.barnet.gov.uk/annual-report">www.barnet.gov.uk/annual-report</a>
Budget and capital programme	<a href="http://www.barnet.gov.uk/budget-capital-performance">www.barnet.gov.uk/budget-capital-performance</a>
Budget and policy framework procedure rules	<a href="http://www.barnet.gov.uk/budget-pf-procedure-rules.pdf">www.barnet.gov.uk/budget-pf-procedure-rules.pdf</a> (30 KB)
Council tax and business rates	<a href="http://www.barnet.gov.uk/business-rates">www.barnet.gov.uk/business-rates</a>
Financial regulations	<a href="http://www.barnet.gov.uk/financial-regulations.pdf">www.barnet.gov.uk/financial-regulations.pdf</a> (125 KB)
Grants	<a href="http://www.barnet.gov.uk/grants">www.barnet.gov.uk/grants</a> . Further detail can be obtained from the Grants Unit (Tel: 020 8359 2092)
Members' allowances scheme	<a href="http://www.barnet.gov.uk/members_allowances_scheme.pdf">www.barnet.gov.uk/members_allowances_scheme.pdf</a> (39 KB)
Statement of accounts	<a href="http://www.barnet.gov.uk/statement-of-accounts">www.barnet.gov.uk/statement-of-accounts</a>
Tenders and contracts	<a href="http://www.barnet.gov.uk/tenders-and-contracts">www.barnet.gov.uk/tenders-and-contracts</a>

<b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
<b>Description</b>	<b>Web Location</b>
Best value performance plan	<a href="http://www.barnet.gov.uk/bestvalue-perf-plan">www.barnet.gov.uk/bestvalue-perf-plan</a>
Civic network	<a href="http://www.barnet.gov.uk/barnet-civic-network">www.barnet.gov.uk/barnet-civic-network</a>
Community strategy	<a href="http://www.barnet.gov.uk/community-strategy">www.barnet.gov.uk/community-strategy</a>
Comprehensive performance assessment (CPA)	<a href="http://www.barnet.gov.uk/comprehensive-performance-assessment">www.barnet.gov.uk/comprehensive-performance-assessment</a>
Corporate plan	<a href="http://www.barnet.gov.uk/corporate-plan">www.barnet.gov.uk/corporate-plan</a>
Crime and disorder strategy	<a href="http://www.barnet.gov.uk/community-safety-strategy">www.barnet.gov.uk/community-safety-strategy</a>
Customer service standards	<a href="http://www.barnet.gov.uk/customer-service-standards">www.barnet.gov.uk/customer-service-standards</a>
Environmental policy and strategy	<a href="http://www.barnet.gov.uk/environmental-policy">www.barnet.gov.uk/environmental-policy</a>
Housing strategies and policies	<a href="http://www.barnet.gov.uk/housing-strategy">www.barnet.gov.uk/housing-strategy</a>
Local area agreement	<a href="http://www.barnet.gov.uk/local-area-agreement">www.barnet.gov.uk/local-area-agreement</a>
Local strategic partnership	<a href="http://www.barnet.gov.uk/local-strategic-partnership">www.barnet.gov.uk/local-strategic-partnership</a>
Performance indicators	<a href="http://www.barnet.gov.uk/cp-annual-peformance-monitors">www.barnet.gov.uk/cp-annual-peformance-monitors</a>
<b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions)	
<b>Description</b>	<b>Web Location</b>
By-laws	<a href="http://www.barnet.gov.uk/council-by-laws">www.barnet.gov.uk/council-by-laws</a>
Consultations	<a href="http://www.barnet.gov.uk/consultations">www.barnet.gov.uk/consultations</a>
Council constitution	<a href="http://www.barnet.gov.uk/council-constitution">www.barnet.gov.uk/council-constitution</a>
Planning applications	<a href="http://194.75.183.100/planning-cases/acolnetcgi.exe">http://194.75.183.100/planning-cases/acolnetcgi.exe</a>
Timetables of council meetings, copies of agendas and minutes	<a href="http://committeepapers.barnet.gov.uk/democracy/index.asp?intSubSectionID=-1&amp;intSectionID=1">http://committeepapers.barnet.gov.uk/democracy/index.asp?intSubSectionID=-1&amp;intSectionID=1</a>

<b>Class 5 - Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>	
<b>Description</b>	<b>Web Location</b>
Customer care standards	<a href="http://www.barnet.gov.uk/customer-service-standards">www.barnet.gov.uk/customer-service-standards</a>
Complaints procedure	<a href="http://www.barnet.gov.uk/complaints-procedure">www.barnet.gov.uk/complaints-procedure</a>
Code of conduct (Members')	<a href="http://www.barnet.gov.uk/member-code-of-conduct">www.barnet.gov.uk/member-code-of-conduct</a>
Code of conduct (Officers')	<a href="http://www.barnet.gov.uk/officerscodeofconduct.pdf">www.barnet.gov.uk/officerscodeofconduct.pdf</a> (35 KB)
Code of corporate governance	<a href="http://www.barnet.gov.uk/corporate-governance-code.pdf">www.barnet.gov.uk/corporate-governance-code.pdf</a> (60 KB)
Equalities and diversity	<a href="http://www.barnet.gov.uk/equality-diversity">www.barnet.gov.uk/equality-diversity</a>
Freedom of information requests	<a href="http://www.barnet.gov.uk/foi-request-procedure">www.barnet.gov.uk/foi-request-procedure</a>
Health and safety policy	<a href="http://www.barnet.gov.uk/health-and-safety">www.barnet.gov.uk/health-and-safety</a>
Job vacancies	<a href="http://www.barnet.gov.uk/job-vacancies">www.barnet.gov.uk/job-vacancies</a>
Local government ombudsman	<a href="http://www.barnet.gov.uk/local-government-ombudsman">www.barnet.gov.uk/local-government-ombudsman</a>
<b>Class 6 - Lists and Registers</b> <i>(Currently maintained lists and registers only)</i>	
<b>Description</b>	<b>Web Location</b>
Electoral register	<a href="http://www.barnet.gov.uk/electoral-register">www.barnet.gov.uk/electoral-register</a>
Planning register	<a href="http://www.barnet.gov.uk/planning-cases">www.barnet.gov.uk/planning-cases</a>
Register of members' interests	<a href="http://www.barnet.gov.uk/register-of-interests">www.barnet.gov.uk/register-of-interests</a>
Register of gifts and hospitality	Can be viewed on request. <a href="http://www.barnet.gov.uk/foi-request-procedure">www.barnet.gov.uk/foi-request-procedure</a>
<b>Class 7 - The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>	
<b>Description</b>	<b>Web Location</b>
Advice and guidance	<a href="http://www.barnet.gov.uk/advice-benefits">www.barnet.gov.uk/advice-benefits</a>
Council newspaper	<a href="http://www.barnet.gov.uk/barnet-first">www.barnet.gov.uk/barnet-first</a>

Leaflet - housing benefit	<a href="http://www.barnet.gov.uk/housing-benefits-leaflets-and-publications">www.barnet.gov.uk/housing-benefits-leaflets-and-publications</a>
Leaflet - anti fraud	<a href="http://www.barnet.gov.uk/anti-fraud-leaflet.pdf">www.barnet.gov.uk/anti-fraud-leaflet.pdf</a> (105 KB)
Leaflet - whistle blowing	<a href="http://www.barnet.gov.uk/whistleblowing-leaflet.pdf">www.barnet.gov.uk/whistleblowing-leaflet.pdf</a> (205 KB)
Media releases	<a href="http://www.barnet.gov.uk/press_releases">www.barnet.gov.uk/press_releases</a>
Services for local businesses	<a href="http://www.barnet.gov.uk/business">www.barnet.gov.uk/business</a>
Services for other organisations	Can be obtained directly from the service areas to which they relate. The A-Z of council services can be used to locate a service area. <a href="http://www.barnet.gov.uk/atoz">www.barnet.gov.uk/atoz</a>
Services for members of the public	Can be obtained directly from the service areas to which they relate. The A-Z of council services can be used to locate a service area. <a href="http://www.barnet.gov.uk/atoz">www.barnet.gov.uk/atoz</a>
Social networking sites	<a href="http://www.wherelive.org">www.wherelive.org</a>  <a href="http://leaderlistens.com">leaderlistens.com</a>  <a href="https://twitter.com/barnetcouncil">twitter.com/barnetcouncil</a>  <a href="http://www.flickr.com/photos/barnetcouncil">www.flickr.com/photos/barnetcouncil</a>  <a href="https://www.facebook.com/pages/London-United-Kingdom/Barnet-Council/25963519357">www.facebook.com/pages/London-United-Kingdom/Barnet-Council/25963519357</a>  <a href="http://www.youtube.com/Barnetcouncil1">www.youtube.com/Barnetcouncil1</a>
What's on – diary of events	<a href="http://www.barnet.gov.uk/whats_on">www.barnet.gov.uk/whats_on</a>
<b>Council Services</b>	
Council governance and democracy	<a href="http://www.barnet.gov.uk/council-democracy">www.barnet.gov.uk/council-democracy</a>
Education and learning	<a href="http://www.barnet.gov.uk/foi-education-learning">www.barnet.gov.uk/foi-education-learning</a>
Environment and planning	<a href="http://www.barnet.gov.uk/foi-environment-planning">www.barnet.gov.uk/foi-environment-planning</a>
Health and social care	<a href="http://www.barnet.gov.uk/foi-health-social-care">www.barnet.gov.uk/foi-health-social-care</a>
Housing	<a href="http://www.barnet.gov.uk/foi-housing">www.barnet.gov.uk/foi-housing</a>
Leisure and culture	<a href="http://www.barnet.gov.uk/leisure-culture">www.barnet.gov.uk/leisure-culture</a>
Transport and streets	<a href="http://www.barnet.gov.uk/foi-transport-streets">www.barnet.gov.uk/foi-transport-streets</a>

A wide range of general information about council services can also be accessed via the councils A-Z of services [www.barnet.gov.uk/atoz](http://www.barnet.gov.uk/atoz)

## Complaints procedure

If you think the council is not complying with the publication scheme, then you can make a formal complaint to the council – using the council's [complaints procedure](#). You may use the following link to instigate your complaint:

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner (IC) for a decision. Generally, the IC cannot make a decision unless you have exhausted the complaints procedure provided by the council. The Information Commissioner contact details can be found below.

## Information Commissioner's office

Responsibility for the overseeing of the Freedom of Information Act 2000 rests with the Information Commissioner who is an independent public official responsible to Parliament.

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

Tel: +44(0) 1625 545700  
Fax: +44(0) 1625 524510

Web site: [www.ico.gov.uk/Global/contact\\_us.aspx](http://www.ico.gov.uk/Global/contact_us.aspx)