

Freedom of Information Act 2000

Publication Scheme

Operative date 28 February 2003

The Freedom of Information Act 2000 applies to all public authorities, which includes Wychavon D.C. It introduces a general right of access to recorded information held by the authority in the course of its functions, subject to certain conditions and exemptions.

The Act places a duty on public authorities to adopt and maintain a 'publication scheme', which must be approved by the Information Commissioner. The Publication Scheme lists the types of information the authority publishes (or will publish to comply with the Act), the form in which it is published and whether it is available free or subject to a charge.

The Act will not be fully in force until 2005. This means that for the moment people can ask to be supplied with copies of the material listed in the Publication Scheme. They will have to wait until 2005 to make a request for anything not listed in the Scheme.

Our Publication Scheme has been approved by the Information Commissioner's Office and is now in effect.

Publication Scheme

FREEDOM OF
INFORMATION ACT 2000

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

INTRODUCTION

Worcestershire and Wychavon – background information and responsibilities of the Council.

Wychavon is the biggest of Worcestershire's six Districts with a population of 113,443 in an area of 260 square miles. As well as the three towns of Evesham, Pershore and Droitwich, there are more than 100 villages in the district. Wychavon District Council provides a range of services to the local community and also works in partnership with other organisations to achieve its aims.

Council services include housing, refuse collection, environmental health, planning, building control, car parks, concessionary fares and abandoned vehicles. The Council is also responsible for administering Council Tax, and council tax benefits, Elections and Electoral Register, taxi and other licensing.

The Freedom of Information Act

The Freedom of Information Act 2000 gives a general right of access, with certain exemptions, to all types of recorded information held by public authorities, which includes Wychavon District Council.

The Council holds a wide range of information. Some relates to the Council as a whole, its functions and procedures. Other information relates to particular services and much information is of a personal and private nature.

The Freedom of Information Act does not confer a general right of access to such personal and private information. Only the individual concerned can request access to this information under the provisions of the Data Protection Act 1998.

The Freedom of Information Act does not affect existing rights of access to particular information held by the Council, conferred by other legislation, for example the right to Agendas and Minutes of Council Meetings under the Local Government Act 1972 and the Access to Information Act 1985.

To identify the information made available routinely, without the need for a specific request, the Act requires public authorities to adopt and maintain a '**Publication Scheme**'.

The Purpose of the Publication Scheme

The purpose of the Scheme is to ensure that the Council makes available a significant amount of information, without the need for a specific request. The scheme brings together the many different types of information produced by the Council in a structured way.

Structure

The format is to set out the '**classes**' of information available. Each 'class' must have a title; a description, if necessary; details of where in the Council it is held; whether the information is available free of charge or on payment of a charge and the process for requesting it.

Access

A great deal of Council information is published on the Council's website: www.wychavon.gov.uk The Publication Scheme will also be posted on the website. The Council intends to develop the website over the coming years to achieve the maximum availability of Council information by this means.

In addition, the Publication Scheme will be available from the Council's Data Protection Officer and the Council's One-Stop Shops. The Publication Scheme and the classes of information referred to in it, are available in English but interpretation is available through the Ethnic Access Link organisation based in Worcester, tel 01905 25121. Copies in larger print or in some other format can be requested at the same time as the information.

In many cases information will be available immediately in response to a request presented either in writing, verbally or in person at the Council office or one of the Council Shops. However, it may be necessary to make an appointment to attend the Council if inspection of certain information is required, for example, a Statutory Register maintained by the Council. This is to ensure that there will be someone available to deal with the request at a mutually convenient time.

Responsibility

The Council has appointed the Data Protection Officer to the Council, the Head of Legal Services, as the person responsible for the publication Scheme on behalf of the Council. He is also responsible for maintaining the scheme on a day to day basis. It is intended to review the Publication Scheme after twelve months and subsequently at three-year intervals. The Data Protection Officer can be contacted at the Civic Centre, Pershore, WR11 1PT tel: 01386 565000
Fax: 01386 561089

Charges

There is no charge for much of the information published by the Council. Where a charge is made for a specific document, the amount will be advised when requested. Much material is free to view but a photocopying charge may be made that will be in accordance with the current standard copying charge per page (currently 25p per page), which is revised periodically.

Exemptions

Information falling in the following categories will not be included in the Publication Scheme. This may include:

- Personal information relating to individuals
- Information relating to investigations and criminal proceedings
- Information where disclosure would be likely to prejudice the prevention or detection of crime, apprehension or prosecution of offenders, the assessment or collection of any taxes.
- Information provided in confidence
- Where legal professional privilege applies
- Where disclosure would be likely to prejudice the commercial interests of any person, including the Council eg tenders and contracts
- Information which the Council is prohibited by law from disclosing

Complaints

The Council has a Complaints Procedure in place but the Freedom of Information Act confers the right to complain to the Information Commissioner if the complaint relates to the Council's responsibilities under the Act. The Information Commissioner can be contacted at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 01625 545 745

Fax: 01625 524 510

e-mail : data@dataprotection.gov.uk

Limitation of the Scheme

This Publication Scheme relates to the functions and responsibilities of the Wychavon District Council only, as set out in the next section. It does not refer to any other public authority.

Structure of the Publication Scheme

The Wychavon D.C. Publication Scheme has been structured around the structure and functions of the Council in the following order of headings, with the page number where the details can be found.

HEADING	PAGE
The Council	1
Council Strategy and Performance	1
Members	2
Elections	2
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FREEDOM OF INFORMATION ACT 2000

WYCHAVON DISTRICT COUNCIL

PUBLICATION SCHEME

CLASSES OF INFORMATION AVAILABLE UNDER THE PUBLICATION SCHEME.

- * **Classes are described in bold print**, followed by a brief definition and a note as to whether or not the information is provided free of charge or if there is a charge

THE COUNCIL

Constitution of the Council – how the Council is constituted, operates, makes decisions and its procedures

- Available from the Committee Team and the Council Shops
- Free

Notices Agendas and Reports of public meetings of the Council, Executive Board and Committees except for items exempt under s 12 A Local Government Act 1972

- Available from the Committee Team and Council Shops
- Free

Minutes of public meetings of Council Executive Board and Committees except items exempt under s 12 A LGA 1972

- Available from Committee Team and Council Shops
- Free

COUNCIL STRATEGY AND PERFORMANCE

Wychavon District Council's Annual Plan – Report on what the Council has done over the previous year and outlines the plan for service delivery for the coming year and beyond. The Annual Plan includes Best Value Performance reports

- Available from the Strategy and Communications Section
- Free

Wychavon D.C Sustainable Development Strategy

- Available from the Strategy and Communications Section
- Free

Communications Strategy

- Available from Strategy and Communications Section
- Free

MEMBERS

Code of Conduct for Members – as prescribed by the Local Government Act 2000

- Available from the Committee Team
- Free

Members Allowances Scheme – details the allowances available to Members to claim

- Available from the Committee Team
- Free

Annual Notice of Members' Allowances – details the actual allowances paid in the previous financial year to Members

- Available from Finance Section
- Free

Register of Interests of District Councillors – lists the interests given by Wychavon District Councillors in their individual 'Register of Interests' form

- Available from the Committee Team
- **Free to view, charge to copy**

Register of Interests of Town and Parish Councillors – lists the interests given by Town and Parish Councillors within the District, in their individual 'Register of Interests' form

- Available from the Committee Team
- Free to view, charge to copy

Parish Clerks' and Chairpersons' contact details, held by the Council for the Parish Councils within the District

- Available from the Democratic Services Manager
- Free

ELECTIONS

Electoral Register

- Available for inspection at the office of the Registration Officer, Civic Centre and at Council Shops
- Free

Absent Voters List – lists electors who have a postal or proxy vote

- Available for inspection at office of Registration Officer, Civic Centre,
- Free

Elections Notices – all statutory notices relating to elections managed by the Council

- Available from Registration Officer, Civic Centre, at Council Shops and in the Parish/Ward where Election is taking place.
- Free

Elections/ Electoral Registration application forms and information leaflets

- Available from the Registration Officer, Civic Centre and Council Shops
- Free

COUNCIL FINANCE

Statement of Accounts – sets out the Council's annual final accounts

- Available from Finance Section
- Charge

Council's Annual Budget for Council Tax

- Available from Finance Section
- Free

Financial Performance Indicators – Creditors performance indicator

- Available from Finance Section
- Free

Internal Audit Annual Report – Annual Service Plan and Report of the Council's internal audit unit to the Council and Executive Board

- Available from Audit Section
- Charge

Financial Regulations – the working arrangements of the Council for the conduct of Council financial affairs. Published and up-dated annually by the Internal Audit Section

- Available from Committee Team
- Free

Wychavon D.C Standing Orders relating to Contracts – the formal rules, which exist to ensure that the Council lets contracts in a fair, honest and legal manner.

- Available from Finance or Legal Sections
- Free

COUNCIL PROPERTY

Wychavon D.C Land and Property Ownership – Plan showing property in the district owned by the Council

- Available from Property Section
- Charge

Asset Management Plan – describes how the Council monitors and reviews performance on property management; consults on property issues; manages property data and develop and improve Asset programmes

- Available from property Section
- Free

COUNCIL CAR PARKS

Car Park Locations – Location map of Pay & Display Car Parks within the District managed by Wychavon District Council

- Available from Administration Section of Community Services and Council Shops
- Free

Car Park Charges – List of Pay & Display Car Park Charges

- Available from Administration Section of Community Services
- Free

Pay & Display Car Park Season Tickets – Application Form and Terms and Conditions for the purchase of season tickets for Long Term Pay & Display Car Parks in Wychavon District

- Available from Administration Section of Community Services
- Free

Car Parking Management and Maintenance Service Plan – the Council's strategy for the management and maintenance of all its Pay & Display Car Parks

- Available from the Administration Section of Community Services
- Charge

CIVIC CENTRE

Council's Health & Safety Policy – sets out the responsibilities for health and safety for Wychavon District Council's employees and business.

- Available from Health & Safety Manager
- Free

Civic Centre Facilities – details the rooms available for hire and the charges made for them

- Available from Support Services Section
- Free

CCTV Code of Practice – outlines the operating principles of the Wychavon CCTV System

- Available from Support Services Section
- Free

CUSTOMER CARE

Council's Customer Care Charter

- Available from Corporate Services, Civic Centre and Council Shops
- Free

Customer Information Leaflets – on the range of Council activities and services

- Available from Civic Centre and Council Shops
- Free

Complaints Procedure - information leaflet and forms

- Available from Corporate Services, Civic Centre and Council Shops
- Free

REVENUES AND BENEFITS

Council Tax Valuation Lists – valuations of properties within the District

- Available from Revenues Section
- Free

Business Rates Valuation Office Ratings – valuations of business premises

- Available from Revenues Section
- Free

Revenues Customer Charter – outlines the service commitment of the Council to its Service Users.

- Available from Revenues Section and Council Shops
- Free

Benefits and Revenues Information Leaflets – advice and information on benefits and revenues administered by the Council.

- Available from Revenues Section and Council Shops
- Free

Fraud and Prosecutions Policy – working practice for fraud investigations and prosecutions.

- Available from Revenues Section
- Free

Quickcalc – a benefit calculation system. This is a software application only, available to assist in calculating benefit entitlement. It is available on-line and at the Civic Centre and Council Shops.

- No hard copy available
- Free to use

PLANNING

LOCAL PLAN

The Wychavon D.C Local Plan is a major planning document governing the policies and guidance for Planning development control and enforcement within the District over a ten year period. Its adoption is a lengthy and step-by-step process and its composite parts are available as follows:

Wychavon District Local Plan Review:

- **First Deposit**
 - Charge
- **Urban Capacity Study**
 - Charge
- **Sustainability Appraisal**
 - Charge
- **Pre-deposit Consultation Statement**
 - Charge
- **First Deposit – Public Comments**
 - Charge to copy
- **Key Issues Paper**
 - Charge
- **Key Issues – Public Comments**
 - Charge to copy
- **Development Strategy**
 - Charge
- **Development Strategy – Public Comments**
 - Charge to copy
- **Adopted Version**
 - Charge

Copies of the first Deposit of the Local Plan (and later versions) are available for inspection at the Civic Centre and Council Shops

PLANNING SERVICES

All of the following classes of information are available from the Planning Section of the Council:

Supplementary Planning Guidance

- Charge

Wychavon Town Centre Monitor – Annual Monitor of Town Centre statistics

- Charge

Wychavon Retail Study – study of retail potential in District

- Charge

Planning Register – Planning Applications history of properties

- Charge to copy

Planning Enforcement Register – Enforcement history of properties
- Charge to copy

Planning Applications – Applications for planning permission submitted to the Council
- Charge for copy of Decision Notice and photocopying charge for additional copies of letters and plans

Planning Appeals – submitted against planning and enforcement decisions
- Charge for copy of an Appeal Decision

Planning Agreements under Section 106 of the Town & Country

Planning Act 1990 – these are agreements between the Council and the applicants setting out detailed planning conditions attaching to individual planning permissions
- Charge

Planning Agreements under section 52 of the Town & Country Planning Act 1990
- Charge

Local Land Charge Register – Shows all charges and encumbrances affecting a property that can or must be registered against the property under various statutes.
- Charge

Footpath Maps – the definitive footpaths map for the district (and county)
- Free to inspect, charge to copy

Mineral Consultation – outlines Mineral Areas within the District
- Charge

Brine Report – Report on effects of brine extraction within District
- Charge

Hazardous Substances Register – lists sites within the District storing hazardous substances
- Charge

Planning Public Notices – Planning applications requiring advertising

Weekly List of Planning Applications made to the Council
- Charge

Weekly Planning Decisions List
- Charge

HERITAGE AND CONSERVATION

Listed Buildings – Schedule of all buildings within Wychavon listed as being of special architectural or historic interest

- Available from the Heritage Team
- Free

Conservation Areas – describes the boundaries of areas within Wychavon defined as being of special architectural or historic interest

- Available for inspection only in the Planning Section
- Free to inspect

Historic Parks and Gardens – Register of these within Wychavon D.C

- Available from the Heritage Team
- Free

Tree Preservation Orders – Schedule of trees protected by Tree Preservation Orders within Wychavon

- Available from the Heritage Team
- Charge for copy Order

Works to Protected Trees – Applications and Notifications for works to trees protected by Tree Preservation Order and Conservation Area status

- Available for inspection only Heritage Team
- Free

Hedgerow Notifications – Notifications of works to important hedgerows

- Register available for inspection only with Heritage Team
- Free

Landscape Schemes – Schemes for landscaping submitted as part of a planning application

- Available for inspection only at Heritage Team
- Free

BUILDING CONTROL

Building Consultancy Scheme of Charges – the level of charges made for the provision of Building Control to developments in the District

- Available from the Building Consultancy
- Free

Guidance Note on the Building Consultancy Scheme of Charges

- Available from Building Consultancy
- Free

Register of Initial Notices of Building Control as submitted to the Council

- Available from Building Consultancy
- Free

Guidance Notes on Building Control Regulations – current issues and common problems relating to the Building Control Regulations

- Available from Building Consultancy
- Free

COMMUNITY SAFETY

Wychavon D.C Community Safety Strategy – the Council's strategy for addressing community safety issues within the District

- Available from the Community Safety Manager
- Free

Community Safety Audit – audit of community safety issues in the District

- Available from the Community Safety Manager
- Free

CLIENT SERVICES

Client Services Annual Service Plan – Current year's Service Plans on waste; recycling; streets, parks and verges and Public Conveniences

- Available from Client Services Section
- Free

Approved Parks Management Plan

- Available from Client Services Section
- Free

Abandoned Vehicles Policy

- Available from Client Services Section
- Free

Sandbag Policy - availability of sandbags in the event of risk of flooding

- Available from Client Services Section
- Free

Client Services Information Leaflets – setting out trade and domestic waste services; lists of recycling centre; sale of garden composters and water butts.

- Available from Client Services Section
- Free

TRAVEL SCHEME

Travel Concessionary Fares Scheme application forms and information leaflets

- Available from Civic Centre and Council Shops
- Free

HOUSING

Housing Strategy – to address housing related needs within the district over a three year period

- Available from Housing Services
- Free

Housing Needs Survey – an assessment of housing need in the district

- Available from Housing Services
- Charge

Homelessness Strategy – to address homelessness and related issues in the district

- Available from Housing Services
- Free

Statutory Housing Register Policy – the policy for the allocation of social rented housing in respect of 50% of the net voids within the district

- Available from Housing Services
- Free

Preferred Partner Charter – Agreement of working practices between the Council and development partner Registered Social Landlords

- Available from Housing Services
- Free

Social Housing Development Policy – is the policy in respect of the development of new social rented housing within the district

- Available from Housing Services and Planning Sections
- Free

Private Sector Renewal Strategy – to address private sector issues such as targeting of grants, enforcement action, Houses-in-Multiple-Occupation and empty homes

- Available from Housing Services
- Free

Regional Housing Strategy – for housing related issues across the Midlands

- Available from Housing Services
- Charge

Supporting People Shadow Strategy – as developed for the first year of the 'Supporting People' initiative within Worcestershire which informs commissioning priorities for housing related support services

- Available from Housing Services
- Free

Better Care, Higher Standards Charter for People with long-term care needs – Charter aimed at people with long-term care needs, outlining the role

of Social Services, Health and Housing, advising about joint standards and local contact information

- Available from Housing Services
- Free

Better Care, Higher Standards Annual Report – detailing the circulation of the Charter, effectiveness, monitoring of joint standards and plans for future development of the Charter/Initiative

- Available from Housing Services
- Free

Emergency Planning to set-up Rest Centres – local procedures for setting-up a rest centre for use by Council staff in emergencies

- Available from Housing Services
- Free

Worcestershire Affordable Warmth Strategy – Multi-agency strategy for addressing the issue of fuel poverty within Worcestershire

- Available from Housing Services
- Free

NEGOTIATED AGREEMENTS relating to the following matters:

- **Worcestershire Careline** – provides home devices to vulnerable people to enable them to stay in their homes and respond to their emergency calls
- **Care and Repair** to individual's homes within the district
- **Worcestershire Home Energy Group**
- **Stock Transfer Agreement**
- **Spa Housing Association** – re use of property in Droitwich
- **Medical Referee**
 - Available from Housing Services
 - Free to view, charge to copy

ENVIRONMENTAL HEALTH

ENVIRONMENTAL PROTECTION

AIR POLLUTION:

- **Register of Part B Authorised Processes (Local Authority Air Pollution Control)** – Register of industrial processes authorised by Wychavon D.C and enforced by the Council.
 - Available at Environmental Protection Section
 - Free to inspect, charge to copy
- **Register of Part A Authorised Processes (Integrated Pollution Control)** Register of permits issued by the Environment Agency for industrial processes including chemical processing within the District. The Register is maintained by the Council and contains details of the process, a copy of the Permit, details of monitoring and enforcement carried out by

the Environment Agency

- Available at Environmental Protection Section
- Free to view, charge to copy

- **Air Quality Review and Assessment** – as monitored by the Council
 - Available at Environmental Protection Section
 - Free to view, charge to copy
- **Air Quality Report**, prepared by the Council and notified to the DEFRA
 - Available in Environmental Protection Section
 - Free to view, charge to copy

PUBLIC HEALTH:

- **Registrations under Radioactive Substances Act 1993** – a file of notifications from the Environment Agency for permits for X-Ray machines within the District.
 - Available in Environmental Protection Section
 - Free to view, charge to copy
- **Register of Notified Cooling Towers and Evaporative Condensers** within the District, as notified by individual plants with a cooling tower.
 - Available in Environmental Protection Section
 - Free to view, charge to copy
- **Register of Private Water Supplies** within the District. The Council carries out periodic testing of these water sources if intended for human consumption or used in dairy or food processes
 - Available in Environmental Protection Section
 - Free to view, charge to copy

Contaminated Land Inspection Strategy – which inspection the Council is required by statute to carry out – Environmental Protection Act 1990

- Available from Environmental Protection Section
- Free

Public Register of Contaminated Land – within the District, established and maintained by the Council

- Available from Environmental Protection Section
- Free to view, charge to copy

Advice and Information leaflets on a range of environmental Protection issues

- Available from Environmental Protection Section and Council shops
- Free

COMMERCIAL REGULATION

STATUTORY PUBLIC REGISTERS

These registers are required to be kept by various Acts of parliament and to be made available for inspection by the public:

- **Food Premises Register** under the Food Hygiene (Registration of Premises) Regulations 1991. This applies to any premises used for storing, selling, distributing or preparing food within the District
- **Scrap Metal Dealers** registered under the Scrap Metal Dealers Act 1964
- **Sunday Trading premises** registered under the Sunday Trading Act 1994
- **Late Night Refreshment Houses** registered under the Late Night Refreshment Houses Act 1969
- **Game Dealers Registrations** registered under the Game Licenses Act 1860
- **Private Hire Vehicle Drivers Licenses** registered under the Local Government (Miscellaneous Provisions) Act 1976
- **Hackney Carriage Licenses – Vehicles** licensed under the Town Police Clauses Act 1847
- **Health & Safety Notices affecting Public Safety** – information available under the Environment & Safety Information Act 1988

All of these Registers are available in Commercial Regulation department of the Environmental Health Section. They are free to view but a photocopying charge will be made for copies.

ADOPTED LEGISLATION - This is where certain statutory provisions do not affect an area unless the local authority passes a formal resolution to 'adopt' them. This process has been carried out in the following cases:

- **Street Trading Consent Streets** under the Local Government (Miscellaneous Provisions) Act 1982, which lists the Streets in the District where the Council can consent to street trading taking place there.
- **Gaming Act 1968**, which gives power to the Council to prohibit Amusement with Prizes Machines in certain premises within the District. The Council Resolution describes those premises.
- **Outdoor Public Entertainments**, which require to be licensed, under the Local Government (Miscellaneous Provisions) Act 1982, because the Council has adopted the provisions of the act regarding outdoor events.
- **Private Places of Entertainment (Licensing) Act 1967** requiring the licensing of premises for entertainment promoted for private gain.
 - The Resolution adopting the legislation is available from the Commercial Regulation department Environmental Health Section.
 - Free copy of Council Resolution

Standard Conditions **attaching to various Licenses issued by the Council**

- **Available from Commercial Regulation Section**
- **Free**

Environmental Health Department Quality Manual, Management Processes and Working Procedures as required by ISO 9001/2000 and adopted by the Department

- Available from Environmental Health Section
- Free

Environmental Health Enforcement Policy

- Available from Environmental Health Section
- Free

ENGINEERING AND FLOOD ALLEVIATION

Flood Defence - The Council's Policy on flood defences for the District

- Available from Engineering and Flood Alleviation Services
- Free

Flood Defence Policy Protocol with Environment Agency – a Protocol on flood defence proposed by the Department of Environment, Food and Rural Affairs and the Local Government Association, signed by the Council and the Environment Agency

- Available from Engineering and Flood Alleviation Services
- Free

Parishes' Flood DataBase - Information on a parish to parish basis of flooding in the District based on the floods of Easter 1998

- Available from Engineering and Flood Alleviation Services
- Free

Flood Defence, Enforcement Action File – enforcement action taken by the Council against riparian owners who do not comply with

- Available from Engineering and Flood Alleviation Services
- Free

Select Tender List – List of approved contractors invited to tender for particular contracts

- Available from Engineering and Flood Alleviation Services
- Free

Drainage Area Studies – Investigations, surveys and / or models prepared by the Engineering Section of the Council in support of reports or proposals to carry out capital flood alleviation projects or drainage studies. Final version. Models for inspection only

- Available in Engineering and Flood Alleviation Services
- Free to inspect, charge to copy paper plans

Flood Alleviation Projects – scheme file for individual flood alleviation projects. Part of this class may be exempt information. Where this occurs, the material will clearly show where information has been withheld and explain what exemption applies.

- Available from Engineering and Flood Alleviation Services
- Free

Municipal Engineering Projects – Scheme file for engineering works or projects carried out by the Engineering Section for other Council departments.

- Available from Engineering and Flood Alleviation Services
- Free

ECONOMIC DEVELOPMENT

Commercial Property Register – Register of available commercial property in the District, which is maintained by the Economic Development Unit in printed and electronic format

- Available from Economic Development Section
- Free

The Wychavon Business Guide – A Directory for local and incoming people and businesses for sourcing local goods and services published by the Council in printed and electronic format

- Available from Economic Development Section
- Free

Wychavon Local Food Directory – sources of food products within the district for local people and businesses

- Available from Economic Development Section
- Free

Healthcheck Consultation – a profile, which brings together information and research on quality of life, issues in the market towns of Evesham, and Pershore under the 'Market Towns' initiative

- Available from Economic Development Section
- Free

TOURISM

Wychavon Visitor Guide – Tourism promotional literature

- Available from Economic Development Section and Council Shops
- Free

Wychavon Walking Guide – tourism promotional literature

- Available from Economic Development Section and Council Shops
- Free

COMMUNITY GRANTS

Community Grants Information & Application Pack – for the annual round of community grants from the Council

- Available from Community Partnership Unit
- Free

Community Activities Publicity Materials – Booklets, leaflets and posters advertising arts, sports and community events/activities/facilities

- Available from Community Partnership Unit
- Free

YOUTH AND SPORTS DEVELOPMENT

Sports Development Newsletter – published 3 – 4 times per year

- Available from Sports Development Officer and Council Shops
- Free

Youth Link – Booklet containing information on Organisations that support young people in Wychavon; grants and options to fund projects for young people in the District and an A – Z of Education, Welfare and Social Facilities for young people in Wychavon. Published in 2000 limited stocks available

- Available from Youth/Sports Development Officer
- Free

STAFF AND RECRUITMENT

Wychavon D.C Vacancies – a list of job vacancies the Council has recruited for in the previous three months and currently available.

- Available from the Personnel Administrators in individual Sections of the Council
- Free

Job Descriptions for the individual jobs performed by the Council's staff.

- Available from the Personnel Administrators in individual sections of the Council.
- Free

Organisational Structure – a chart illustrating the Council's organisational structure.

- Available from the Central Personnel Section.
- Free

Personnel Manual including Staff Policies – the set of internal policies which collectively establish the procedures that should be followed and the conduct expected from members of the Council's staff in the performance of their duties. Some of the material in this class is considered to be exempt information. Where this occurs, the material will clearly show where information has been withheld and explain what exemption has been applied.

- Available from Central Personnel Section
- Free to view, charge to copy.

Corporate Training Plan available from Central Personnel Section, this outlines the corporate training for the current financial year

- Available from Central Personnel Section
- Free

Best Value Performance Indicators for Personnel.

- Available from the Strategy and Communications Section
- Free

INFORMATION TECHNOLOGY

I.T. Best Value Improvement Plan – the agreed actions to implement the Best Value review of I.T. Service

- Available from I.T. Services Manager
- Free

Implementing e-Government Statement – Wychavon D.C.'s e-Government Strategy

- Available from I.T. Services Manager
- Free

I.T. Strategy – the I.T. Service Strategy

- Available from I.T. Services Manager
- Free

LEGAL SERVICES

Wychavon D.C Bye Laws details bye laws in effect in the District as adopted by the Council.

- Available from the Legal Section
- Free