

# **Aberdeenshire Council Publication Scheme**

**Produced as required by the  
Freedom of Information (Scotland) Act 2002**

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## 1. INTRODUCTION TO THE PUBLICATION SCHEME

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Scotland's public authorities. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Section 23 of FOISA also requires that all Scottish public authorities maintain a publication scheme. A publication scheme sets out the types of information that a public authority routinely makes available. Publication schemes are high level, strategic documents in which a public authority commits to making published information reasonably available to the general public. This ensures that published information held by authorities is open, accountable and transparent at all times.

This scheme has been approved by the Scottish Information Commissioner, who is responsible for enforcing FOISA. Aberdeenshire Council are obliged to review the scheme from time to time.

The purpose of the scheme is to provide you with details of the range of information that we routinely publish. The scheme also provides details of how you can access this information, and tells you whether it is available free, or if there is a charge for the information.

In adopting (or reviewing) our publication scheme, we are required to have regard to the public interest in allowing public access to the information we hold on:

- the services we provide, the costs of those services and the standards attained by those services;
- the facts or analyses which form the basis of the decisions we make; and
- the publication of the reasons for the decisions we make.

In preparing to meet our obligations under FOISA, including drawing up this publication scheme, we have been mindful of the value of openness and transparency.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right of access to environmental information that we hold. This publication scheme also contains details of the environmental information that we routinely make available.

Where information is not published under this scheme, you can request it from us under FOISA or, in the case of environmental information, the EIRs. For further information on accessing information not covered by this scheme, refer to *Section 11 – How to access information not available under the scheme*.

## **2. ABOUT ABERDEENSHIRE COUNCIL**

Aberdeenshire Council was established in April 1996, replacing three District Councils (Banff and Buchan; Gordon; Kincardine and Deeside) and part of Grampian Regional Council.

In 2007 a proportional representation system of voting was introduced, resulting in the creation of 19 new multi-member electoral wards with 68 Councillors in total.

The Council's Revenue Budget for 2011/12 is £542,970,000. The provisional Revenue Budgets for 2012/13, 2013/14 and 2014/15 are £533,102,000, £544,061,000 and £555,884,000 respectively,

Band D Council Tax is £1,141.

Aberdeenshire Council has devolved local decision making to six Area Committees: Banff and Buchan; Buchan; Formartine; Garioch; Marr; Kincardine and Mearns. These areas have very diverse characteristics, problems and opportunities.  
Banff and Buchan Area

Fishing and agriculture are important industries, together with associated processing and service activity. The area is relatively self-contained and in recent years has seen a small decline in population. It does, however, have marketable tourism assets in its spectacular coastline, attractive coastal villages and visitor attractions.

Economic dependency, peripherality, and the future of the Common Fisheries Policy are key issues. The 'Building Buchan: New Beginnings' action plan was initially a three year programme to address the economic challenges facing coastal communities across north Aberdeenshire over 2003/08. The initiative has helped more than 500 businesses in the area and helped re-develop substantial areas of land within the major towns.

### **Buchan Area**

Peterhead is the largest town in Aberdeenshire, the principal white fish landing port in Europe, and a major oil industry service centre. Equally important is the nearby gas terminal at St Fergus. Inland, the area is dependent upon agriculture and there has been a minor decline in rural services. Issues affecting the Banff and Buchan area also apply here, as does the future of the oil and gas industry. Part of Buchan benefits from EU aid coverage. Buchan has also benefited from the 'Building Buchan: New Beginnings' action plan.

### **Formartine Area**

Formartine has experienced rapid population growth, particularly around Ellon and Oldmeldrum, and in the south east where development has spread outwith Aberdeen. By contrast, the area around Turriff retains strong dependency on the traditional agricultural economy. The area's coastline and rural environment also offer recreation potential.

### **Garioch Area**

Centred on Inverurie, a traditional rural market town, Garioch has also experienced rapid growth due to its proximity to Aberdeen. Continued growth in population, services and employment is anticipated in the A96 corridor and in Westhill where recently there has been major development. The area is largely agricultural, but is strongly affected by the City's economy and the oil and gas sector. Garioch holds growing potential for tourism, in its environment and archaeological heritage.

### **Marr Area**

To the west, the spectacular mountain environment of the Cairngorms National Park sustains a well-developed tourist industry based on heritage and outdoor pursuits. Forestry and livestock farming are key industries, particularly in remoter areas. Part of the area has qualified for EU financial assistance. To the east, Marr has experienced population growth due to its strong commuter links with the City.

### **Kincardine and Mearns Area**

Transport links with Aberdeen have encouraged very rapid population growth, especially to the north of the area. Portlethen and Stonehaven have greatly expanded and additional industrial and business development is anticipated. The southern part is more self-contained, with the fertile Mearns area sustaining a strong agricultural economy. Small-scale tourism activity exists along its attractive coastline and former fishing villages.

### **Aberdeenshire – Area, Population Etc**

Aberdeenshire itself is a predominantly rural area in the north east of Scotland, extending to 6,313 sq km (2,437 square miles), representing 8% of Scotland's overall territory. The landscape varies from the mountainous Cairngorms through rich agricultural lowlands to rugged coastline.

The population of Aberdeenshire represents 4.6% of Scotland's total, standing at 236,260 (2006), a 1.2% rise since 2005, a 4.1% rise since 2001 and a rise of over 50% since 1971.

Major towns are Peterhead (17,561), Fraserburgh (12,451), Inverurie (11,062), Stonehaven (10,614), Westhill (10,392) and Ellon (9,712). The population currently has a relatively high proportion of under 20s and fewer over-65s compared with the Scottish average, reflecting employment-driven in-migration in recent decades.

Gross Domestic Product (GDP) is estimated at £2,924m (2006), representing 3.5% of the Scottish total. Through strong commuting flows, Aberdeenshire is also closely linked to the Aberdeen City economy (GDP £6,649m, 2006) and the region as a whole is thought to contribute 11% to Scotland's GDP. Due to the current economic situation however, forecasts of GDP growth are expected to be downgraded over the coming years.

A significant proportion of Aberdeenshire's working residents commute to Aberdeen City, varying from 11.5% in Fraserburgh to 65% in Westhill.

## **Housing**

Aberdeenshire has a total housing stock of approximately 100,000 dwellings, of which 71% are owner occupied, 19% rented from the local authority or a housing association, 6% rented privately and 4% in other tenures. This is a considerably higher rate of owner occupation than in Scotland as a whole (63%). In the past 5 years, an average of around 1,432 new dwellings have been built in Aberdeenshire annually. Almost two thirds of this new development has taken place in the Aberdeen Housing Market Area (the part of Aberdeenshire which roughly forms a 20 mile radius around Aberdeen City) with the remainder in the more rural areas.

The settlements which have accommodated the greatest number of new houses over the last 5 years are Kintore (688), Inverurie (537), Ellon (525) and Westhill (414). The average house price in Aberdeenshire at September 2008 was £209,116, compared with the Scottish average of £134,380.

## **Key Functions and Services**

The Council delivers a wide range of functions and services to the community, many through statutory obligations. The Local Government in Scotland Act 2003 places a legal duty on councils to lead community planning in their area, and also provides them with the statutory power to advance wellbeing – in other words, councils may undertake and/or support any activity in the interests of their local community, subject to certain limiting provisions.

These services include:

### **Chief Executives Service**

The Chief Executive leads the overall direction of the Council's Services ensuring that its decisions and policies are put into action.

The Council's Frontline Services are delivered as follows:-

### **Education, Learning & Leisure**

Education & Learning services range from pre-school development through to work with the over-50s, sharing common aims and values, supporting a commitment to lifelong learning in all its facets. The Service is also responsible for the provision of recreational, cultural, sporting and social activities.

### **Housing & Social Work**

Housing administers a range of services, supporting the Council's ultimate aim that anyone living in, or wishing to move to, Aberdeenshire is able to obtain a home of good standard, which meets their aspirations.

Social Work provides services to 'people in need' throughout Aberdeenshire, whether because they need assistance with daily living, or because of infirmity, disability, addiction or mental health problems.

Housing and Social Work also deliver the full range of Community Care Services.

### **Infrastructure Services**

This Service covers a wide range of functional areas, including:

- Economic Development
- Property
- Operations
- Roads
- Transportation
- Planning and Building Control
- Sustaining the Environment.
- Outdoor Services.
- Environmental Health
- Waste Management.

### **Corporate Services**

This Service delivers the Licensing and Registration functions, and also manages these support services:-

- Corporate Communications
- Human Resources & Occupational Development
- Finance
- Legal Services
- Committee Support
- ICT Support

### **Decision Making Structure**

Aberdeenshire Council has delegated its principal statutory functions to Policy Committees as follows:-

#### **POLICY AND RESOURCES COMMITTEE**

This Committee decides on all policy issues and resource matters relating to a range of functions not reserved to the full Council or specifically delegated to other Committees, and retains the overview of Finance, Personnel, Information Technology, the Best Value Regime and Emergency Planning.

#### **INFRASTRUCTURE SERVICES COMMITTEE**

This Committee has a range of functions delegated to it including:

- Economic Development
- Town and Country Planning
- Environmental Health
- Consumer Protection

- Transportation and Roads
- Harbours and Coast Protection
- Waste Management

### **SOCIAL WORK AND HOUSING COMMITTEE**

This Committee decides on all matters relating to Social Work, Housing and Housing Benefit

### **EDUCATION LEARNING AND LEISURE COMMITTEE**

This Committee decides on all matters relating to Education, Leisure & Recreation and Personnel issues relating to Teaching Staff.

### **SCRUTINY AND AUDIT COMMITTEE**

This Committee reviews (1) the effectiveness of Council policy and service delivery, and (2) the adequacy of (i) internal control systems, (ii) compliance with relevant statutes, directions, guidance and policies, (iii) financial information presented to the Council, and (iv) risk assessment arrangements and procedures,

### **AREA COMMITTEES**

In addition to the main Policy Committees, the Council has six Area Committees, who have an all-purpose remit focused on monitoring the effectiveness of the Council's work within their respective Areas. These Committees also exercise the statutory functions of the Council under planning and building control legislation including the determination of planning applications.

## Operational Structure

Chief Executive				
Director (Education, Learning & Leisure)	Director (Housing & Social Work)	Director (Infrastructure Services)	Director (Corporate Services)	Area Managers: <ul style="list-style-type: none"> <li>▪ Banff &amp; Buchan</li> <li>▪ Buchan</li> <li>▪ Formartine</li> <li>▪ Garioch</li> <li>▪ Kincardine &amp; Mearns</li> <li>▪ Marr</li> </ul>
Heads of Service:	Heads of Service:	Heads of Service:	Heads of Service:	
<ul style="list-style-type: none"> <li>▪ Lifelong Learning &amp; Recreation</li> <li>▪ Education(Area)(x2)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Children's Services &amp; Criminal Justice</li> <li>▪ Community Care</li> <li>▪ Community Care</li> <li>▪ Housing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Economic Development</li> <li>▪ Property &amp; Facilities Management</li> <li>▪ Transportation</li> <li>▪ Roads &amp; Landscape Services</li> <li>▪ Planning &amp; Building Standards</li> <li>▪ Protective Services &amp; Waste Management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Legal &amp; Governance</li> <li>▪ ICT</li> <li>▪ Finance</li> <li>▪ Corporate Communications</li> <li>▪ HR &amp; Organisational Development</li> </ul>	

## Performance Reporting

The Council aims to achieve a significant, measurable and demonstrable improvement in the quality of life of its citizens by delivering or facilitating excellent, customer-focussed services. The Council is committed to providing members of the public with information on its performance to enable it to determine how well their Council is performing. In 2009, the Council signed up to its second Single Outcome Agreement with the Scottish Government. This agreement explicitly sets out the outcomes which the Council is seeking to achieve with its community planning partners. The Council has to make an annual report to the Government on its progress towards these outcomes.

Other examples of service and financial performance information which will help people determine how well their Council is serving them include: statutory public performance reporting (for example, school inspections), community plans, external audit reports and customer feedback surveys. We are committed to publishing as much information as possible, and information on performance reporting is available under Information Class 1.13 or can be found at <http://www.aberdeenshire.gov.uk/about/performance.asp>.

## **Associated Organisations**

Some local government activities are delivered by organisations associated with the Council. Some of these organisations are wholly owned by Aberdeenshire Council, or are separate public bodies which are governed by one or more council. These bodies are also covered by FOISA and must adopt their own publication scheme.

- Grampian Police
- Grampian Fire & Rescue Service
- Aberdeenshire Licensing Boards
- Grampian Valuation Joint Board
- NHS Grampian
- Scottish Enterprise

Other organisations deliver Council services or work alongside the Council but are not wholly owned by the council, or by a group of councils. Examples include local leisure companies, charitable trusts, or public private partnerships. These organisations are not covered by FOISA.

### **3. PREPARING THE PUBLICATION SCHEME**

#### **Structure of the Publication Scheme**

This publication scheme is an adoption of a model scheme developed **by** Scottish Local Authorities **for** Scottish Local Authorities. The model scheme sets a standard of excellence in making published information available. By adopting the model, Aberdeenshire Council has signed up to this standard.

The model scheme was based on a generic template provided by the Scottish Information Commissioner and subsequently developed by local authority representatives to reflect the huge range of information published by Scottish Councils, and meet the requirements of FOISA and the Scottish Information Commissioner. It also includes a standard scheme for classifying information, based on the Scottish Navigation List (SNL), which was developed on behalf of all Scottish local authorities, and launched in March 2007 (see Section 13 for more on SNL).

The text and classification scheme have been supplemented, where appropriate, by the addition of local details relevant to Aberdeenshire Council. This may mean, for example, the inclusion of specific information about the Council and how it works, local Council contact details, or reference/links to particular local documents. It will also indicate where certain information described in the classes is NOT published by Aberdeenshire Council or an indication that a particular class of information is not relevant to the Aberdeenshire Council.

When preparing or reviewing our publication scheme, we are obliged by FOISA to have due regard to the public interest in providing access to the information that we hold which relates to:

- the services we provide;
- the costs of those services;
- the standard of those services;
- the facts and analyses that inform the important decisions we take; and
- the reasoning that informs our decisions

#### **Consultation**

The group of local authorities who developed this model consulted widely to ensure it would be fit for purpose. The consultation exercise canvassed views from:

- The Improvement Service
- All 32 local authorities in Scotland
- ASLAWG (Archivists of Scottish Local Authorities Working Group)
- The Records Management Society of Scotland
- The Scottish Government

## 4. ACCESSING INFORMATION UNDER THE SCHEME

Information available under our publication scheme will normally be available through the routes described below. *Section 13 – Classes of Information* provides more details on the information available under the scheme, along with additional guidance, where relevant, on how the information falling within each 'class' may be accessed.

### **Online:**

Most information listed in our publication scheme is available to download from our website.

A hyperlink within the Format / Availability column in Section 13: Classes of Information will direct you to the relevant page or document. If no links are provided in Section 13 you can use our website's 'Search' facility at [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk).

If you are still having trouble finding any document listed under our scheme, please contact us for assistance:

### **By email** ([foi@aberdeenshire.gov.uk](mailto:foi@aberdeenshire.gov.uk)):

If the information you seek is listed in our publication scheme but is not published on our website, we will usually be able to send the information to you by email. When requesting information from us, please provide a telephone number so that we can contact you to clarify details, if necessary.

### **By phone:**

Information can also be requested from us over the telephone. Please call 08456 08 12 07 (calls charged at local rate) to request information available under this scheme.

### **By post:**

All information under the scheme will normally be available in paper copy form. Please address your request to: Freedom of Information, Aberdeenshire Council, St Leonard's, Sandyhill Road, Banff AB45 1BH.

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see *Section 6: Our Charging Policy* for further information on fees). Please also include a telephone number so we can contact you to clarify any details, if necessary.

### **Advice and assistance:**

If you have any difficulty identifying the information you want to access, then please refer to the contact details on the front page; we will be happy to help.

## **5. INFORMATION THAT WE MAY NOT PROVIDE**

All information covered by our publication scheme is set out in Section 13, which describes the classes of information which are published by the Council. All information covered by our publication scheme can either be accessed through our website, or will be provided promptly following receipt of your request.

However, sometimes we may not be able to provide certain information which is described in the scheme. This could be for two reasons.

### **We do not have it or publish it**

Because this publication scheme is based on a model scheme, the class structure covers every possible type of information a council might publish. Under law, a model has to be adopted in its entirety, and Aberdeenshire Council may not have or publish every type of information covered by every class description. Where this is the case, we will indicate this in the 'notes' section and, if relevant, explain why (see Section 13 for more information about this). If we have the information but do not publish it via this publication scheme, you still have a right to request access to it - see section 11 for advice.

### **Information is exempt from disclosure**

Our aim in maintaining this publication scheme is to be as open as possible. You should note, however, that there may be circumstances where information will be withheld from one of the classes of information listed in Section 13. This may be an entire document, or just parts of a document (for example, minutes of meetings might be published, but with personal information 'blacked out'). Information will only be withheld, however, where FOISA (or, in the case of environmental information, the Environmental Information (Scotland) Regulations 2004) expressly permits it.

Information may be withheld, for example, where its disclosure would breach the law of confidentiality, harm an organisation's commercial interests, or endanger the protection of the environment. Information may also be withheld if it is someone's personal information and its release would breach data protection legislation.

Whenever information is withheld we will inform you of this, and will set out why that information cannot be released. Even where information is withheld it may, in many cases, be possible to provide copies with the withheld information edited out.

If you wish to complain about any information which has been withheld from you, please refer to *Section 10 – Complaints*.

## 6. OUR CHARGING POLICY

Unless a charge is otherwise indicated in *Section 13 – Classes of Information*, all information contained within our scheme is available from us free of charge where it can be downloaded from our website or where it can be sent to you electronically by email.

Each class of information described in Section 13 will clearly show if a charge may apply to information within that class. Unless otherwise stated in the 'Charges' column in section 13, the charges which apply will be based on the charging policy set out below. In the event that a payment is required for the information you want, you will be advised of the charge and how it has been calculated. Information will not be provided to you until payment has been received.

We do not make any charge for the inspection of any of the information which is made available via the classes in this publication scheme.

We reserve the right to impose charges for providing information in paper copy or computer disc / alternative formats. Aberdeenshire Council is mindful of its obligations under equality and anti-discrimination legislation when setting charges for alternative formats. Charges will reflect the actual costs of reproduction and postage to the authority, as set out below.

<b>Reproduction costs</b>	
Black and white copy	10p per A4 sheet
Colour copy	30p per A4 sheet
Alternative formats	
Computer discs	£1 per CD-Rom / DVD
<b>Postage</b>	
Charged at the cost to the Council of sending the information by first class post	

There are a small number of pre-printed publications for which Aberdeenshire Council makes a charge. These documents include the statutory Structure Plan and Local Plan.

These publications will be charged according to how much it actually cost the Council to have them professionally printed.

For example, if Aberdeenshire Council has produced a formal report, and it costs us £500 to print a stock of 100 reports, then the actual printing cost paid by the Council is £5 per report. We therefore reserve the right to charge you up to £5 each for a copy of the report – plus actual postage costs, as charged by the Royal Mail – but no more than this.

Please note that, if you are interested in a large printed document, we can provide you with photocopies of selected relevant pages rather than charge you for a full printed

copy of the document. The photocopying charges that would apply are as set out in the table above. Our staff can advise you.

We may be required under legislation other than FOISA to make charges for certain information contained within classes. Where this is the case, it is shown in the charges column in Section 13, along with guidance for users to seek further information on how these charges are set.

## 7. OUR COPYRIGHT POLICY

Aberdeenshire Council holds the copyright for the vast majority of information in this publication scheme. All of this information can be copied or reproduced (but not re-used - see below) without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, and provided that the source of the material is identified.

The publication scheme may however contain information where the copyright holder is not Aberdeenshire Council. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder.

Information about Crown copyright material is available on the website of the Queens Printer for Scotland at [www.oqps.gov.uk](http://www.oqps.gov.uk). We can provide you with a copy of this information if you do not have internet access.

### **Re-Use of Public Sector Information**

Access to the information does not mean that copyright has been waived, nor does it give the recipient the right to re-use the information for a commercial purpose. If you intend to re-use information obtained from the scheme, and you are unsure whether you have the right to do so, you are advised to make a request to Aberdeenshire Council to re-use the information. Your request will be considered under the Re-Use of Public Sector Information Regulations 2005 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated. If you would like more information on the re-use of information, please refer to the contact details on the front page.

Guidance on the RPSI regulations can also be found on the Office of Public Sector Information (OPSI) website at <http://www.opsi.gov.uk/advice/psi-regulations/index.htm>. We can provide you with a copy of this information if you do not have internet access.

## **8. RECORDS MANAGEMENT**

Records are one of the Council's most vital assets. They support decision making, document activities, provide evidence of policies, decisions and transactions, and underpin the daily work of the Council.

To ensure that records are managed properly, the Council aims to conform to the Code of Practice on Records Management which has been issued by Ministers in accordance with Section 61 of the Freedom of Information (Scotland) Act 2002 and has adopted an Information Management Policy detailing how it intends to manage its records. This details the Council's commitment to ensuring that records are accurate and reliable, can be retrieved easily and are kept for no longer than is absolutely necessary.

For further information on records management and the Council's Information Management Policy, please refer to the contact details on the front page.

### **Archives**

Council records of historical interest that have been identified for permanent preservation have been transferred to the custody of the Council's Archives Service. The contents of archives are not included in the publication scheme, although supporting information such as lists of content and guidance to finding information are. However, the contents of our archives are made accessible to the public and requests for access should be directed to:

Aberdeen City Archives  
Town House  
Broad Street  
Aberdeen  
AB10 1AQ

Tel: +44 (0) 1224 522513  
Fax: +44 (0) 1224 638556

Email: [archives@aberdeencity.gov.uk](mailto:archives@aberdeencity.gov.uk)

## 9. FEEDBACK

FOISA requires that we review our publication scheme from time to time. As a result, we welcome feedback on how we can develop our scheme further. If you would like to comment on any aspect of this publication scheme, then please contact us. You may, for example, wish to tell us about:

- other information that you would like to see included in the scheme;
- whether you found the scheme easy to use;
- whether you found the publication scheme useful;
- whether our staff were helpful;
- other ways in which our publication scheme can be improved.

Please send any comments or suggestions to: the contact details shown on the front page.

## 10. COMPLAINTS

### Complaints about the publication scheme

Our aim is to make our publication scheme as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the publication scheme, however, then please contact us, and we will try and resolve your complaint as quickly as possible. You can contact:

Freedom of Information  
Corporate Services  
St Leonard's  
Sandyhill Road  
Banff AB45 1BH

Tel 01261-813311  
FAX: 01261-815446  
E: [foi@aberdeenshire.gov.uk](mailto:foi@aberdeenshire.gov.uk)

Any complaint will be acknowledged within two working days of receipt and we will respond in full within twenty working days.

If you are still unhappy, you may contact the Scottish Information Commissioners' Office, on the details below.

### Appealing to the Scottish Information Commissioner

You have legal rights to access information under this scheme and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights will apply only to publication scheme requests made in writing\* or another recordable format. If you are unhappy with our responses to your request you can ask us to review it and if you are still unhappy, you can make an appeal to the Scottish Information Commissioner.

This same three-step right of appeal applies if you make written requests for information which is not included in the publication scheme, and are unhappy with the response you receive. Section 11 provides guidance on how to request information which is not available under the scheme.

The Commissioner's website has a guide to this three step process, and he operates an enquiry service on Monday to Friday from 9:00am to 5:00pm. His office can be contacted as follows:

#### Scottish Information Commissioner

Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS  
Tel: 01334 464610

Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)  
Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

\*verbal requests for environmental information carry similar rights.

## 11. HOW TO ACCESS INFORMATION NOT AVAILABLE UNDER THE SCHEME

If the information you are seeking is not available under this publication scheme, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a general right of access to the information we hold, subject to certain exemptions.

The Environmental Information (Scotland) Regulations 2004 (EIRs) provide a right of access to the environmental information we hold, and the Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

Together these three pieces of legislation provide rights of access to most information held by the Council. However, there are other acts or regulations which provide a right of access to specific types of information held by local authorities, or which require registers to be publicly available. This includes information held on school pupils and social work client files. More information on this can be found on the Information Commissioner's website at:

### **Pupil information:**

[http://www.ico.gov.uk/upload/documents/library/data\\_protection/practical\\_application/access\\_to\\_personal\\_information\\_held\\_by\\_schools\\_iyi\\_v1.0\\_website\\_version3.pdf](http://www.ico.gov.uk/upload/documents/library/data_protection/practical_application/access_to_personal_information_held_by_schools_iyi_v1.0_website_version3.pdf)

### **Social work records:**

[http://www.ico.gov.uk/upload/documents/library/data\\_protection/detailed\\_specialist\\_guides/sars\\_social\\_services\\_v1.0\\_260808.pdf](http://www.ico.gov.uk/upload/documents/library/data_protection/detailed_specialist_guides/sars_social_services_v1.0_260808.pdf)

Should you wish to request a copy of any information that we hold that is not available under this scheme, please write to

Freedom of Information  
Corporate Services  
St Leonard's  
Sandyhill Road  
Banff AB45 1BH

E: [foi@aberdeenshire.gov.uk](mailto:foi@aberdeenshire.gov.uk).

### **Charges for information which is not available under the scheme**

The charges for information which is available under this scheme are set out under Section 6 – Our Charging Policy. If you submit a request to us for information which is not available under the scheme the charges will be based on the following calculations:

### **General information requests under FOISA:**

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

### **Charges for environmental information under the EIRs:**

#### **1. Fees and Charging**

There is no charge:

- To look at public registers or lists of environmental information.
- To look at information at a place chosen by the public authority.

#### **2. Registers**

Various statutes require the maintenance of registers of environmental information. These must be kept up-to-date and access should be free of charge. Those that the applicant can examine on site are, as a rule, accessible only during working hours.

Access is free but the Council may make a charge for providing photocopies. Any charges will be in line with the Charging Policy outlined at Section 6 above. The copyright rules are the same as those for FOISA.

#### **3. Regulatory Fee Limits**

The Fees Regulations that apply to FOISA do not apply to the Regulations and there are no upper or lower limits. Instead, the Regulations state that the fees shall not exceed "a reasonable amount" and must not exceed the actual costs of producing the information.

The Council must publish a Schedule of Fees and information on when a fee may be charged, waived or required to be paid in advance. The following section contains Aberdeenshire Council's proposed Schedule of Fees.

#### **4. Aberdeenshire Council Charging Practice**

The Council will make a charge based on the total costs reasonably incurred in producing the information. No charge will be made for determining whether the Council holds the information sought; or for assessing whether the person seeking the information is entitled to receive it or, if not, should nevertheless be provided with it or should be refused it.

The cost of staff time in locating, retrieving or providing the information shall not exceed £15 per hour per member of staff.

As with Freedom of Information requests, Aberdeenshire Council provide the information free of charge where the estimated cost does not exceed £100. Beyond that sum the full cost less £100 will be charged (compared with Freedom of Information requests where only 10% of the excess costs may be recovered).

As with Freedom of Information requests, Aberdeenshire Council provide the information free of charge where the estimated cost does not exceed £100. Beyond that sum the full cost less £100 will be charged (compared with Freedom of Information requests where only 10% of the excess costs may be recovered).

#### **5. Copying and Printing**

The charges for photocopying will be as set out under "Our Charging Policy" at Section 6 of this Publication Scheme. Discretion may be used to waive the photocopying charge where the cost of collection is likely to be uneconomic.

#### **6. Fee Waiver**

The Council may elect to waive the fee if satisfied that there is a genuine and widespread public interest in the publication of the information in question.

Charges may be waived in some cases, without prejudice to the general rule.

A fee may be charged in all other cases based on the full chargeable elements.

#### **7. Payment in Advance**

All fees for environmental information requests are to be paid in advance. This is to maintain consistency with the FOISA practice. The authority is not obliged to provide the information until the fee has been paid.

**Requests for your own personal data under the DPA:**

We charge a fee for providing personal information requested under the DPA. This is to cover the costs of searching for and providing a copy of the information. The fee is £5 for a simple request involving one service and £10, which is the maximum permitted by law, for a request involving two or more services.

Note that if you require paper copies of school records you may be charged on a sliding scale from £1 for up to 19 pages, to £50 for 500 pages or more.

## 12. CLASSES OF INFORMATION

Under the Freedom of Information (Scotland) Act 2002, our publication scheme must say what broad types, or classes, of information the Council already publishes or intends to publish. We aim to publish as much information as possible about our work through the scheme. However, it should be noted that not all information held by the Council is covered by the scheme. Section 11 provides guidance on how to request information not covered by this scheme.

The scheme has been divided into 'categories and 'classes' to ensure the scheme is easy to understand and to enable you to find information quickly.

### About the Scottish Navigation List

The categories and classes are based on a system called the 'Scottish Navigation List' (or SNL). SNL is a standard classification system, which was launched in March 2007 by Scottish local authorities, in partnership with The Improvement Service. The aim of SNL is to enable Councils to classify their activities, and information about those activities, in a way which is helpful, and makes sense, to the general public.

SNL provides a strategic framework to help Councils manage their information in a joined up way, and has a range of applications. As well as driving the structure of this publication scheme, SNL is being adopted by an increasing number of Councils as the framework for their website, and some are also using SNL to organise their internal records management systems.

SNL has four levels, and the top three levels have been used as the framework for this scheme's classes. The Council publishes, or intends to publish, information under 12 broad categories which equate to the 11 'level 1' categories of SNL plus a 'Services, Structure and Accountability' class.

### A key to the categories

CATEGORY	DESCRIPTION / OVERVIEW
<b>Services, Structure and Accountability</b>	Information about the structure and strategy of the Council, the range of services we provide affecting residents, visitors and businesses, the cost and standards of those services, our decisions and how we make them.
<b>Business and Trade</b>	Information on services we provide which are relevant to new or existing businesses in the area, such as business rates, commercial waste services and procurement.

<b>Community Life and Leisure</b>	Information and advice on community life and leisure, for example leisure services and activities, education services and learning opportunities, and advice and information on looking after our countryside and wildlife.
<b>Council and Government</b>	Information about councillors and Council committees, reports on how the Council is performing, services such as our emergency or registration services, and information on our partnership working with other organisations.
<b>Education and Learning</b>	Information on education services for children, young people and adults, as well as our library, museum and archive services.
<b>Housing</b>	Information on housing services in the authority, including council housing, information on benefits and housing repair services.
<b>Jobs and Careers</b>	Information on career opportunities and job vacancies in the Council.
<b>Law and Licensing</b>	Information on our registration service, as well as advice for consumers and businesses on trading standards and licensing.
<b>Planning and the Environment</b>	Information on Council services that are working to look after our living environment, including planning services in relation to buildings, roads and open spaces.
<b>Social Care and Health</b>	Details of the social care services we provide, as well as information on health matters, for example child care, fostering and adoption and mental health services.
<b>Tourism and Visitor Attractions</b>	Information which the Council holds on where to stay and what to do in the area, including details of festivals and parks.
<b>Transport and Streets</b>	Information on getting around and about in the authority, including information on public transport services, parking and car parks, and advice on road safety.

## Index to Classes

It should be noted that some of the classes can be found more than once, in different places in the scheme - with some appearing two or three times. It is set up this way to try and help users find information. Different people organise information differently in their minds, and so may search for it under different headings.

REF.	INFORMATION CLASS	PAGE NUMBERS
1.0	<b>Services, structure and accountability</b>	
1.1	Democratic structure	
1.2	Councillors	
1.3	Council meetings	
1.4	Decision making	
1.5	Objectives and strategies	
1.6	Directorates, service groupings and departments	
1.7	Council contacts	
1.8	Employee pay and grading	
1.9	Income and expenditure	
1.10	Jobs, tenders and contracts	
1.11	Capital projects	
1.12	Partnerships	
1.13	Performance reporting	
1.14	Consultations, complaints and compliments	
1.15	Customer feedback information	
1.16	Information governance	
1.17	General publications	
2.0	<b>Business and trade</b>	
2.1	Business rates	
2.2	Commercial land and property	
2.3	Commercial waste, pollution and recycling	
2.4	Conference meeting and event venues	
2.5	Countryside and farming	
2.6	Emergency planning	
2.7	Health and safety	
2.8	Planning and building standards	
2.9	Regeneration	
2.10	Shopping and markets	
2.11	Sponsorship and advertising	
2.12	Advice and support for businesses	
2.13	Tenders and contracts	
2.14	Town centre management	
2.15	Trading standards	
3.0	<b>Community life and leisure</b>	
3.1	Adult education and community learning	
3.2	Arts and entertainment	
3.3	Community advice	
3.4	Community centres	
3.5	Countryside facilities and wildlife	
3.6	Crime prevention and community safety	

3.7	Leisure clubs, groups and societies	
3.8	Libraries and archives	
3.9	Local history and heritage	
3.10	Museums and galleries	
3.11	Parks, gardens and open spaces	
3.12	Places of worship	
3.13	Services and advice for older people	
3.14	Services and advice for young people	
3.15	Sport, sports clubs and leisure centres	
3.16	Voluntary organisations and support groups	
4.0	<b>Council and government</b>	
4.1	Benefits	
4.2	Birth, marriage and death	
4.3	Consultations, complaints and compliments	
4.4	Council and government grants	
4.5	Council departments	
4.6	Council information, performance and statistics	
4.7	Council tax	
4.8	Information governance	
4.9	Emergencies and emergency services	
4.10	Equality, diversity and citizenship	
4.11	Events and festivals	
4.12	Jobs, tenders and contracts	
4.13	Politicians, elections and democracy	
4.14	Regeneration	
5.0	<b>Education and learning</b>	
5.1	Activities and support for young people	
5.2	Adult education and community learning	
5.3	Childcare, school and educational grants	
5.4	Extra-curricular activities	
5.5	Leisure clubs, groups and societies	
5.6	Libraries and archives	
5.7	Local history and heritage	
5.8	Nurseries and playgroups	
5.9	Parental support	
5.10	Schools	
5.11	Training and personal development	
6.0	<b>Housing</b>	
6.1	Adapting homes	
6.2	Council housing	
6.3	Council tax	
6.4	Housing advice	
6.5	Housing associations and co-ops	
6.6	Housing benefits and grants	
6.7	Housing finance	
6.8	Improvements and repairs	
6.9	Land and property	
6.10	Multiple occupancy homes	

6.11	Planning and building standards	
6.12	Private housing	
6.13	Rubbish and recycling	
6.14	Supported and sheltered housing	
7.0	<b>Jobs and careers</b>	
7.1	Careers advice	
7.2	Equality in employment	
7.3	Jobs at the council	
7.4	Training and personal development	
8.0	<b>Law and licensing</b>	
8.1	Animal regulations and licences	
8.2	Birth, marriage and death	
8.3	Information governance	
8.4	Environment and pollution regulations	
8.5	Environmental health	
8.6	Fire safety regulations	
8.7	Health and safety	
8.8	Legal advice	
8.9	Licences, permits and permissions	
8.10	Police, courts and criminal justice	
8.11	Trading standards	
9.0	<b>Planning and the environment</b>	
9.1	Animal welfare and pest control	
9.2	Conservation	
9.3	Countryside, farming and wildlife	
9.4	Emergencies	
9.5	Environmental health	
9.6	Land and property	
9.7	Marine and waterway services	
9.8	Parking and car parks	
9.9	Parks, gardens and open spaces	
9.10	Planning and building standards	
9.11	Pollution	
9.12	Private housing	
9.13	Regeneration and town centre management	
9.14	Roads and pavements	
9.15	Rubbish and recycling	
9.16	Street care and cleaning	
10.0	<b>Social care and health</b>	
10.1	Asylum, immigration and citizenship	
10.2	Care and carers	
10.3	Childcare and family care	
10.4	Community transport	
10.5	Criminal justice social work	
10.6	Disabilities and adapting homes	
10.7	Domestic violence	
10.8	Fostering, adopting and looked after children	
10.9	Grants for disabled people	

10.10	Health and medical information	
10.11	Health and safety	
10.12	Help for adults	
10.13	Home care	
10.14	Mental health	
10.15	Parental support	
10.16	Services and advice for older people	
10.17	Services and advice for young people	
11.0	<b>Tourism and visitor attractions</b>	
11.1	Accommodation	
11.2	Attractions	
11.3	Countryside and wildlife	
11.4	Eating and drinking	
11.5	Events and festivals	
11.6	Harbours and moorings	
11.7	Local history and heritage	
11.8	Museums and galleries	
11.9	Parks, gardens and open spaces	
11.10	Sports and outdoor pursuits	
11.11	Tourist information	
11.12	Tours, cruises and itineraries	
12.0	<b>Transport and streets</b>	
12.1	Environment-friendly transport	
12.2	Journey planning and timetables	
12.3	Marine and waterway services	
12.4	Parking and car parks	
12.5	Public and community transport	
12.6	Road safety	
12.7	Roads and pavements	
12.8	Street care and cleaning	
12.9	Taxis and minicabs	
12.10	Town centre management	
12.11	Transport policy	
12.12	Walking, cycling and horse riding	

### **Aberdeenshire Council Specific Information**

In the tables that follow, the categories and classes set out above have been adopted exactly as they appear in the model scheme. However the content of the columns headed 'Notes', 'Format / Availability', and 'Charges' are specific to Aberdeenshire Council.

The **Notes** column may contain the following information: -

**'Same as'** – *this shows the section number(s) where the same class appears elsewhere in the scheme e.g. 2.15 Trading Standards – same as 8.11.*

**'See also'** - As Councils do not work in 'silos' and many of their activities complement each other we have also introduced a 'see also' facility to show users where they might find related or similar information in other classes.

**'Key content'** – where we consider that a local document or piece of local information highlights or illustrates the class description, or is one that our experience suggests will be frequently requested, we have included it here to make it easier to find.









**'Contact'** – if there is a particular person or section to be contacted for information in a class, contact details are provided.

**'Does not apply'** – if a class does not apply, in its entirety, to Aberdeenshire Council, or the council does not publish certain information within a class, this will be clearly explained.











The **Format / Availability** column tells you how the information can be made available to you e.g. online, paper copy, special formats. A key to the symbols appears on every page of the class descriptions.

The **Charges** column tells you whether a charge may apply for copies of some of the information in the class. If the charge is not set according to our charging policy explained in Section 6, the specific charge will be detailed in this column. You will not be charged for inspecting information in this publication scheme.









## Classes of Information

1 CATEGORY: SERVICES, STRUCTURE AND ACCOUNTABILITY					
	Information Class	Description	Notes	Format / Availability	Charges
1.1	Democratic structure	Information on council democratic structure, including current political composition of the council, also recent election statistics and decision making structures within the council.	See also 4.13	 	
1.2	Councillors	Names and contact details of provost and councillors, affiliations to political parties, committee membership and other special interests. Also arrangements for councillor expenditure and register of declared interests.	See also 4.13	 	
1.3	Council meetings	Calendars and diaries of forthcoming council and committee meetings. Also minutes of council and committee meetings (including those of sub-committees and other relevant groups), reports and other supporting papers, minutes of strategic meetings with community planning partners and other partnership groups.	See also 4.13	 	
1.4	Decision making	Information about the council's decision making process, also guidance on how to access the facts and analyses employed during decision making,	See also 4.13	 	







<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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1 CATEGORY: SERVICES, STRUCTURE AND ACCOUNTABILITY					
	Information Class	Description	Notes	Format / Availability	Charges
1.5	Objectives and strategies	Current and recent strategic and operational objectives, strategies and business plans for services, community plan objectives, annual reports.	See also 4.13 Current year + 1	 	
1.6	Directorates, service groupings and departments	Information on how the council is structured into directorates, operational services and departments etc., including structure charts.		 	
1.7	Council contacts	Contact information, especially for public-facing council offices, including phone numbers and opening hours. Also contact/call centre information, information about council service mailboxes and interactive use of the council website.		 	
1.8	Employee pay and grading	Pay and grading structures, also internal procedures for making payments to staff.		 	
1.9	Income and expenditure	Current and recent income and expenditure relating to services and functions, current budget statements and reports on variance against	Current year + 1	 	


<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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1 CATEGORY: SERVICES, STRUCTURE AND ACCOUNTABILITY					
	Information Class	Description	Notes	Format / Availability	Charges
		budget, spending forecasts, annual accounts and other financial audit reports.			
1.10	Jobs, tenders and contracts	Information on council employment and procurement policies and external current vacancies. Details of council approved suppliers, contracts lists (including values of contracts) and details of contracts management procedures. Also arrangements for contracting services to outside agencies/businesses.	Same as 4.12	 	
1.11	Capital projects	Full details of ongoing capital programme, details of contracts (including value of all tendered contracts) and forward investment plans.	See also 1.10	 	
1.12	Partnerships	Lists/descriptions of services delivered in partnership, e.g. through community planning. Information on the make-up of partnerships, including arrangements with other local authorities. Also information on council contributions towards partnership arrangements, financial and otherwise, and details of joint targets and performance against these.	See also 1.13	 	
1.13	Performance	Information on statutory public performance		 	









<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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1 CATEGORY: SERVICES, STRUCTURE AND ACCOUNTABILITY					
Information Class	Description	Notes	Format / Availability	Charges	
reporting	reporting, e.g. Single Outcome Agreements and related reports, Audit Scotland Key Performance Indicators and performance against these, other published targets and performance against these, external audit/Best Value reports, contract performance reports, inspection reports, complaints performance reports.				
1.14	Consultations, complaints and compliments	Information on council consultations including the process for engaging in consultations, and details of current/recent consultations including copies of consultation responses. Also guidance on how to complain to the council about services or staff, and on how to register praise and to make general comment. Also on procedures for civic recognition.	Same as 4.3 See also 1.13	 	
1.15	Customer feedback information	Information on the various means whereby the council obtains customer feedback, e.g. surveys, focus groups, including information on how the results are analysed and published.	See also 1.13 and 1.14	 	
1.16	Information governance	Information describing citizen rights as regards freedom of information, data protection and environmental information. Also the council's publication scheme and local guidance on re-use	Same as 4.8 and 8.3	 	







<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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1 CATEGORY: SERVICES, STRUCTURE AND ACCOUNTABILITY					
	Information Class	Description	Notes	Format / Availability	Charges
		of public sector information. Also information on the council's records management policy and procedures for handling information requests.			
1.17	Publications relating to council activities and the local area	Council-produced guidebooks, maps, leaflets, public printed reports and newsletters, press releases, describing the council area and council activities, in the most general sense.			££ (Any charges will be made in accordance with the charging policy under section 6 of this scheme).


<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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2	CATEGORY: BUSINESS AND TRADE				
	Information Class	Description	Notes	Format / Availability	Charges
2.1	Business rates	Information on business rates, including details of rates and how they are set, how to make account enquiries, information on annual notifications and rate reductions.		 	
2.2	Commercial land and property	Information on all aspects of Aberdeenshire Council involvement with commercial land and property, including availability and hire, information on how to obtain enquiry certificates and implement searches, details of geological services, how to apply for grants and licenses (including eligibility and criteria for applications), guidance on relevant regulations, guidance on road adoptions, street naming and numbering.		 	
2.3	Commercial waste, pollution and recycling	Information about commercial waste services, including recycling services. Also advice on reducing pollution, including pollution by light, noise and hazardous substances, water pollution control, and guidance on pollution regulations and enforcement.		 	
2.4	Conference meeting and	Information relating to council exhibition, conference, meeting and event venues. Also on	See also 8.9	 	









<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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2 CATEGORY: BUSINESS AND TRADE					
	Information Class	Description	Notes	Format / Availability	Charges
	event venues	how to obtain entertainments licences (including eligibility and criteria for applications) and how to make a hall booking or hire a council venue.			
2.5	Countryside and farming	Information on business services relating to countryside management, including advice on farming, crofting, forestry and wildlife, also services and advice relating to the business management of parks, gardens and open spaces.	See also 3.5, 9.3 and 11.3	 	
2.6	Emergency planning	Information/advice on responding to emergencies, including flooding, gas pipeline emergencies and major accidents. Also advice on how to maintain business continuity at such times.	See also 9.4	 	
2.7	Health and safety	Information on council services and advice on all aspects of health and safety, including advice on addictions and details of needle exchange services, food safety, health and safety at work, how to obtain health and safety licences (including eligibility and criteria for applications), information on public health, and trading standards (including advice on product safety).	Same as 8.7 and 10.11	 	





<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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2 CATEGORY: BUSINESS AND TRADE					
	Information Class	Description	Notes	Format / Availability	Charges
2.8	Planning and building standards	Strategic and local development plans, including supporting documents e.g. participation statement, strategic environment assessments. The Planning Register (Parts I and II), including planning applications under consideration by Aberdeenshire Council and related documentation, including statutory notices, reports on community engagement and decision notices. The Enforcement Register, also guidance on the council's handling of enforcement issues, including use of the Enforcement Charter. Advice and information on how to make a planning application, and on listed buildings and conservation areas, planning consultations, planning policy, advice and service levels. Local advice and guidance on planning development management, and on making an application for a building warrant. The Building Standards Register Part I.	Same as 6.11 and 9.10		££ Any charges will be made in accordance with the charging policy under section 6 of this scheme).
2.9	Regeneration	Information relating to local regeneration, including council regeneration projects, also community development services and information and statistics relating to the local economy. Employment advice. Advice on how to apply for shop front improvement grants (including eligibility and criteria for applications).	Same as 4.14  See also 7.1 and 9.13		







<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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2 CATEGORY: BUSINESS AND TRADE					
Information Class	Description	Notes	Format / Availability	Charges	
2.10	Shopping and markets	Information relating to markets, including details of farmers markets, livestock markets and market stalls (including rental procedures). Advice on applying for licences, including market licences and street trading licences (including eligibility and criteria for applications). Information/advice relating to crime prevention in shopping areas.	See also 8.9	 	
2.11	Sponsorship and advertising	Information relating to the council's sponsorship and advertising activities, including lists and values of current sponsorships, sponsorship assessment guidelines, and advice on how to seek sponsorship.		 	
2.12	Advice and support for businesses	Business advice and local economic information. Information relating to development forums, campaigns and directories. Support information for businesses on health and safety, property and planning; security, trading standards and food safety. Also advice on how to apply for business grants and awards (including eligibility and criteria for applications).	See also 2.1, 2.2, 2.5, 2.7, 2.8 and 2.15	 	
2.13	Tenders and	Lists of council approved suppliers. Guidance on	See also 1.10	 	





<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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2 CATEGORY: BUSINESS AND TRADE					
	Information Class	Description	Notes	Format / Availability	Charges
	contracts	how to become an approved supplier. Information on council procurement procedures, including lists of contracts (with values of tendered contracts); also contracts management and procurement policy.			
2.14	Town centre management	Information on the council's involvement in town centre management, including advice on crime prevention, drainage help and advice, security cameras (policy on provision, location etc.) and how to apply for shop front improvement grants (including eligibility and criteria for applications).	Same as 12.10  See also 9.13	 	
2.15	Trading standards	Advice and support for businesses on matters relating to inspection, testing and enforcement. Advice on licences and registration (including eligibility and criteria for applications). Also advice and information for consumers, including information on how to complain.	Same as 8.11	 	







<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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3 CATEGORY: COMMUNITY LIFE AND LEISURE					
	Information Class	Description	Notes	Format / Availability	Charges
3.1	Adult education and community learning	Literature describing the range of adult and community education courses and facilities locally available. Information on council services relating to language and cultural support.	Same as 5.2	 	
3.2	Arts and entertainment	Information on council arts and entertainment facilities. Also information published by the council on community arts and entertainment facilities, including amusement arcades, arenas, art galleries, bingo halls, cinemas, concert halls, event and exhibition venues, fairgrounds, museums, music venues, nightclubs, open air venues, play centres and crèches, stadiums, theatres and theme parks. Also information published by the council on arts and entertainments community groups, exhibitions and festivals. Guidance on entertainment licensing (including eligibility and criteria for license applications) and advice on council venue hire and bookings.	See also 2.4 See also 8.9	 	
3.3	Community advice	Council advice on community issues, including: childcare; community planning and development; drugs and alcohol related services; how to apply for community grants (including eligibility and		 	




<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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3 CATEGORY: COMMUNITY LIFE AND LEISURE					
	Information Class	Description	Notes	Format / Availability	Charges
		criteria for applications); housing services; law, crime and safety; advice on work, money and benefits. Also advocacy services, legal advice and information about translating and interpreting services.			
3.4	Community centres	Information about community and day centres in Aberdeenshire and their facilities, including how to make centre bookings, how to apply for a community facilities grant and for an entertainments licence (including eligibility and criteria for applications).	See also 8.9	 	
3.5	Countryside facilities and wildlife	Public service information about council and other facilities in countryside and on coastlines, including beaches, bridle paths, canals and waterways, cycle paths, footpaths and national parks. Also related information about countryside activities, including arts and crafts, guided walks, hill-walking, horse riding, mountain biking, orienteering and outdoor activity centres. Also information about any council services relating to countryside management and conservation, and local service information on geological features, landscape and scenery, local food and produce, information on nature reserves, visitor centres, wildlife, zoos and farm parks.	Same as 11.3 See also 2.5 and 9.3	 	




<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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3 CATEGORY: COMMUNITY LIFE AND LEISURE					
	Information Class	Description	Notes	Format / Availability	Charges
3.6	Crime prevention and community safety	Information on council services and advice on all aspects of community safety and preventative measures, including advice on dealing with dangerous paving and structures, dealing with emergencies, disposal of syringes, fire safety including firework safety, applying for safety grants (including eligibility and criteria for applications), food safety advice, advice on hazardous substances and home safety. Also information relating to certain aspects of law and crime prevention, including council services and advice on family support, harassment issues, prevention of town centre crime, and security cameras.		 	
3.7	Leisure clubs, groups and societies	Council directories of community leisure clubs and groups and other information relating to such groups. Will generally include a very wide range of types of group, extending to many subject specialisms, but also including local clubs and organisations for older people, women's groups, youth clubs and youth organisations, Rotary and Round Table.	Same as 5.5	 	
3.8	Libraries and	Information on all aspects of local authority	Same as 5.6	 	



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3 CATEGORY: COMMUNITY LIFE AND LEISURE					
	Information Class	Description	Notes	Format / Availability	Charges
	archives	archives services, including how to access archives and how to make loans, donations and bequests. Also information on local authority library services, including lending services, information services, local collections and family history; also information on school library services.			
3.9	Local history and heritage	Advice, information and guidance on local history and heritage, including details of archives and their arrangements for access, family history and genealogy services, details of local historic sites (including industrial heritage sites), information about local heritage and history societies, information about local archaeology, architecture, memorials and monuments, also contact details for tourist information centres.	Same as 5.7 and 11.7  See also 3.8 and 11.11		
3.10	Museums and galleries	Information on all aspects of local authority museums and galleries, including location and opening hours, details of conservation and education services, how to make donations and bequests, how to make enquiries, and information about collections. Also details of exhibition programmes, and museum and gallery shops.	Same as 11.8		
3.11	Parks, gardens	Information on all aspects of local authority parks,	Same as 9.9 and 11.9		







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3 CATEGORY: COMMUNITY LIFE AND LEISURE					
	Information Class	Description	Notes	Format / Availability	Charges
	and open spaces	gardens and open spaces, including facilities and events, landscaping, management and maintenance services. Also information on council-run sports pitches and courts.			
3.12	Places of worship	Community service information on religious groups, places of worship and retreats.			
3.13	Services and advice for older people	Information on local authority services, facilities and advice for older people, including activities, care services, clubs and organisations, community alarm services, community centres and day centres, garden maintenance, hospice care services, meals on wheels, residential care services, social work services, transport services and advice on winter warmth.	Same as 10.16		
3.14	Services and advice for young people	Information on local authority services, facilities and advice for younger people, including advice on bullying and harassment, care services, caring, educational opportunities, mentoring services, applying for student loans and awards (including eligibility and criteria for applications), how to take part in volunteering, and advice on youth offending. Also information about youth clubs and organisations, activities for younger people, and	Same as 10.17  See also 5.1		









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3 CATEGORY: COMMUNITY LIFE AND LEISURE					
	Information Class	Description	Notes	Format / Availability	Charges
		Young Scot provision.			
3.15	Sport, sports clubs and leisure centres	Comprehensive information on local authority sports facilities, sports clubs and leisure centres, including location and contact information. Also information on coaching, leisure passes, sports development, sports equipment hire and applying for sports grants (including eligibility and criteria for applications).			
3.16	Voluntary organisations and support groups	Information on specialist services available in the community, including advice and support on alcohol and drugs related problems, advice and support for asylum seekers, bereavement advice and support, family support groups, independence support for disabled people. Also general information on volunteering, and Council for Voluntary Service and applying for community grants (including eligibility and criteria for applications).			







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4 CATEGORY: COUNCIL AND GOVERNMENT					
	Information Class	Description	Notes	Format / Availability	Charges
4.1	Benefits	Advice and information on all aspects of benefits available from the council, including how to apply and eligibility criteria. Also including benefits when hospitalised, Council Tax benefits, education and school benefits, housing benefit and student awards and loans. Also advice on benefits assessment and benefit fraud.	See also 6.6	 	
4.2	Birth, marriage and death	Information on services from the council relating to births, marriages, deaths and civil partnerships, including advice and support, burial services, how to obtain certificates (including copies), cremation services, funeral services, graveyard plots (provision and maintenance), historical searches, memorials, mortuaries, naming ceremonies, registration, repatriation of bodies, and sudden death investigation.		 	
4.3	Consultations, complaints and compliments	Information on council consultations including the process for engaging in consultations, and details of current/recent consultations including copies of consultation responses. Also guidance on how to complain to the council about services or staff, and on how to register praise and to make general comment. Also on procedures for civic recognition.	Same as 1.14 See also 1.13	 	







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4 CATEGORY: COUNCIL AND GOVERNMENT					
	Information Class	Description	Notes	Format / Availability	Charges
4.4	Council and government grants	Information on the complete range of grants available from the council, including childcare, school and educational grants, grants for housing and homes, grants for disabled people and grants available to sporting and voluntary organisations. Also how to apply for grants (including eligibility and criteria for applications). Also lists of grants awarded.	See also 5.3	 	
4.5	Council departments	Information about council departments, including topics such as municipal banking and how to notify council departments about a change of personal circumstances.		 	
4.6	Council information, performance and statistics	Overview of information about Aberdeenshire Council, including newsletters, press releases, census information and registers of council property. Also performance information, including performance indicators and website service standards.	See also 1.13 See also 1.17	 	
4.7	Council tax	Information about council tax procedures and payments, including how to make account enquiries, details of discounts and reductions,	Same as 6.3	 	


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4 CATEGORY: COUNCIL AND GOVERNMENT					
	Information Class	Description	Notes	Format / Availability	Charges
		council tax benefit and support when in hospital. Also Council Tax bands and how to determine your band.			
4.8	Information governance	Information describing citizen rights as regards freedom of Information, data protection and environmental information. Also the council's publication scheme and local guidance on re-use of public sector information. Also information on the council's records management policy and procedures for handling information requests.	Same as 1.16 and 8.3	 	
4.9	Emergencies and emergency services	Information on the procedures in place for dealing with local emergencies, including medical emergencies, gas pipeline emergencies, major accidents and weather-related emergencies. Also emergency planning, including business continuity.	See also 2.6	 	
4.10	Equality, diversity and citizenship	Information on the arrangements in place to ensure that the council provides services and support to the full diversity of residents, including employment and training initiatives, advice and support for asylum seekers, equal opportunities information, assessment and consultation on equality and diversity, help and support for people suffering harassment, advice and support for		 	






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4 CATEGORY: COUNCIL AND GOVERNMENT					
	Information Class	Description	Notes	Format / Availability	Charges
		teenage pregnancy and support for the children of gypsy travellers.			
4.11	Events and festivals	Information on council support (financial and otherwise) for the wide range of events and festivals held in the local area, including agricultural shows, food festivals, funfairs, highland games, music festivals and seasonal festivals.	Same as 11.5	 	
4.12	Jobs, tenders and contracts	Information on council employment and procurement policies and current external vacancies. Details of council approved suppliers, contracts lists (including values of contracts) and details of contracts management procedures. Also arrangements for contracting services to outside agencies/businesses.	Same as 1.10	 	
4.13	Politicians, elections and democracy	Descriptions and maps of local parliamentary constituencies and council wards, with contact details of local MSPs, MPs, MEPs and local authority councillors. Information on civic offices, such as Provost, Lord Provost and Lord Lieutenant. Also information/advice about elections and voting, and about community councils. Also minutes, agendas and reports of council and council committee meetings. Also information	See also 1.1, 1.2, 1.3, 1.4 and 1.5	 	

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4 CATEGORY: COUNCIL AND GOVERNMENT					
	Information Class	Description	Notes	Format / Availability	Charges
		about decision making and about council plans and policies, including Best Value and statutory development plans.			
4.14	Regeneration	Information relating to local regeneration, including council regeneration projects, also community development services and information and statistics relating to the local economy Employment advice. Advice on how to apply for shop front improvement grants (including eligibility and criteria for applications).	Same as 2.9  See also 7.1 and 9.13		

5 CATEGORY: EDUCATION AND LEARNING					
	Information Class	Description	Notes	Format / Availability	Charges
5.1	Activities and support for young people	Advice and support for young people, including information about bullying, care, caring, educational visits, harassment, mentoring, organised activities, student loans and awards, volunteering and youth clubs.	See also 3.14 and 10.17		
5.2	Adult	Literature describing the range of adult and	Same as 3.1		





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5 CATEGORY: EDUCATION AND LEARNING					
	Information Class	Description	Notes	Format / Availability	Charges
	education and community learning	community education courses and facilities locally available. Information on council services relating to language and cultural support.			
5.3	Childcare, school and educational grants	Information on the range of grants childcare, school and educational grants available from the council, including how to apply, with details on eligibility and criteria for applications.	See also 4.4	 	
5.4	Extra-curricular activities	Information on extra-curricular activities for young people, including council-run holiday schemes, music and instrumental tuition, sports facilities and work experience placement. Also council support for such activities including childcare and childminding.	See also 5.1, 3.14 and 10.17	 	
5.5	Leisure clubs, groups and societies	Council directories of community leisure clubs and groups and other information relating to such groups. Will generally include a very wide range of types of group, extending to many subject specialisms, but also including local clubs and organisations for older people, women's groups, youth clubs and youth organisations, Rotary and Round Table.	Same as 3.7	 	


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5 CATEGORY: EDUCATION AND LEARNING					
	Information Class	Description	Notes	Format / Availability	Charges
5.6	Libraries and archives	Information on all aspects of local authority archives services, including how to access archives and how to make loans, donations and bequests. Also information on local authority library services, including lending services, information services, local collections and family history; also information on school library services.	Same as 3.8		
5.7	Local history and heritage	Advice, information and guidance on local history and heritage, including details of archives and their arrangements for access, family history and genealogy services, details of local historic sites (including industrial heritage sites), information about local heritage and history societies, information about local archaeology, architecture, memorials and monuments, also contact details for tourist information centres.	Same as 3.9 and 11.7  See also 3.8 and 11.11		
5.8	Nurseries and playgroups	Information on nurseries and playgroups, including how to apply for nursery grants and nursery school places (including eligibility and criteria for applications), term and holiday dates, policies on exclusion of pupils and vetting of staff.			



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5 CATEGORY: EDUCATION AND LEARNING					
	Information Class	Description	Notes	Format / Availability	Charges
5.9	Parental support	Information on parental support for young people, including babysitting and childminding services, how to apply for benefits and grants (including eligibility and criteria for applications). Family centres, advice on health and well-being, home schooling, mentoring schemes, school support and support for youth offenders.	Same as 10.15	 	
5.10	Schools	Information and about schools, including details of council run schools, advice on services relating to additional support needs, statistics and guidance on attendance and behaviour, information on the curriculum and extra-curricular activities, advice on issues relating to exclusion of pupils, advice on how to apply for grants and benefits (including eligibility and criteria for applications), information on school management and inspection, on school music services, on how to request pupil records, on school catering services, on school health services and on school library services, guidance on availability of school places (including eligibility and criteria for applications), school rules, support for pupils, travel and trips, and advice on truancy.		 	





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5	CATEGORY: EDUCATION AND LEARNING				
	Information Class	Description	Notes	Format / Availability	Charges
5.11	Training and personal development	Information on council services relating to personal training and development, including careers advice services, employment advice, employment and training initiatives, equal opportunities advice, New Deal traineeships, training courses, volunteering and work experience placements. Also employment and training schemes for disabled people.	Same as 7.4		







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6	CATEGORY: HOUSING				
	Information Class	Description	Notes	Format / Availability	Charges
6.1	Adapting homes	Information on adapting homes, especially for meeting the requirements of particular circumstances. Includes information about community alarm services and how to obtain special equipment; also home assessment (care services), how to apply for home repair assistance grants and housing renovation grants (including eligibility and criteria for applications) and occupational therapy.		 	







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6 CATEGORY: HOUSING					
	Information Class	Description	Notes	Format / Availability	Charges
6.2	Council housing	Information/advice on all matters relating to council housing, including adaptations and repair services, how to apply for council housing, housing allocations, advice on arrears, evictions and demolitions, housing benefit services, advice on homelessness and temporary accommodation, improvements and modernisation services, insurances, advice on nuisance and threatening behaviour, availability of parking and garages, rent and charges, advice on safety and crime, dealing with squatters and unauthorised occupants, council housing standards and policies, advice on tenancy issues and tenant participation in focus groups etc. Also information on acquisition of private property by the council, information for landlords renting property to the council, and information for tenants wishing to buy their council house.	See also 6.4	 	
6.3	Council tax	Information about council tax procedures and payments, including how to make account enquiries, details of discounts and reductions, council tax benefit and support when in hospital. Also Council Tax bands and how to determine you band.	Same as 4.7	 	





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6 CATEGORY: HOUSING					
	Information Class	Description	Notes	Format / Availability	Charges
6.4	Housing advice	Advice on housing matters, including buying your council home, council housing, credit unions and housing co-operatives, advice on crime and safety, demolitions, clearances and re-housing, how to apply for grants and loans (including eligibility and criteria for applications), inspection of accommodation, obtaining insurance, parking and garages, rent and general tenancy issues, repairs and alterations, sheltered, residential and hospice care, and advice on welfare and benefits. Also housing advice for homeless people.	See also 6.2	 	
6.5	Housing associations and co-ops	Information about housing associations and co-operatives in Aberdeenshire, including information for sheltered housing tenants. Also information about the council's financial assistance to housing associations.		 	
6.6	Housing benefits and grants	Information on council tax benefit, council tax discounts and reductions, housing benefit, and housing and homes grants (including crofting and rural house purchase grants, disability facility grants for a private property, home repair assistance grants, housing renovation grants, land and property improvement grants and new home purchase grant) – includes eligibility and	See also 4.1 and 4.7	 	







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6 CATEGORY: HOUSING					
	Information Class	Description	Notes	Format / Availability	Charges
		criteria for applications and information on how to apply. Also procedures for benefit fraud investigation and information about benefits when hospitalised.			
6.7	Housing finance	General advice and information on housing finance, including information on fair rents and low cost home ownership schemes.		 	
6.8	Improvements and repairs	General advice on council services relating to housing improvements and repairs, including how to obtain accommodation certificates (tolerable standard), advice on alterations by tenants, garden safety, home repair assistance grants, housing decoration and disturbance allowances, housing renovation grants and improvement and repairs loans – includes eligibility and criteria for applications and information on how to apply.		 	
6.9	Land and property	General information on land and property, including availability and letting, ecological and geological services for land and property, how to obtain property enquiry certificates, how to undertake land and sasine register searches, land reclamation and improvement grants	Same as 9.6  See also 2.2	 	

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6 CATEGORY: HOUSING					
Information Class	Description	Notes	Format / Availability	Charges	
	(including eligibility and criteria for applications), land and property valuations and management, landscape character assessment, details of planning zones, procedures for roads adoption, proposals for land use, registers of council property, and street naming and numbering.				
6.10	Multiple occupancy homes	Advice and information on multiple occupancy homes, including communal heating charges, fair rents, insurance, landlords accreditation scheme, repairs to communal areas, register of homes in multiple occupancy and safety inspections.	 		
6.11	Planning and building standards	Strategic and local development plans, including supporting documents e.g. participation statements, strategic environment assessments. The Planning Register (Parts I and II), including planning applications under consideration by Aberdeenshire Council and related documentation, including statutory notices, reports on community engagement and decision notices. The Enforcement Register, also guidance on the council's handling of enforcement issues, including use of the Enforcement Charter. Advice and information on how to make a planning application, and on listed buildings and conservation areas, planning	Same as 2.8 and 9.10   	££ Any charges will be made in accordance with the charging policy under section 6 of this scheme).	







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6 CATEGORY: HOUSING					
Information Class	Description	Notes	Format / Availability	Charges	
	consultations, planning policy, advice and service levels. Local advice and guidance on planning development management, and on making an application for a building warrant. The Building Standards Register Part I.				
6.12	Private housing	Information and advice for owners and tenants of private housing, including disability facility grants, home insurance, housing renovation grants (including eligibility and criteria for applications and information on how to apply), improvements and repairs, how to conduct land and sasine register searches, low cost home ownership scheme, how to obtain property enquiry certificates, and rents (including renting to the council).	Same as 9.12	 	
6.13	Rubbish and recycling	Information on services relating to the collection of waste, including, assisted collection, disposal sites, domestic bins, garden waste, special collections for large items and skip hire. Also information on recycling, including collection sites and composters, and how to obtain bags and containers.	Same as 9.15 See also 2.3	 	
6.14	Supported and	Information and advice on supported and		 	


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6	CATEGORY: HOUSING				
Information Class	Description	Notes	Format / Availability	Charges	
sheltered housing	sheltered housing services, including how to obtain accommodation certificates (tolerable standard), homelessness advice and support for tenants. Also information on hospice care services and residential care services, and specific advice to non-council tenants and older people.				







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7 CATEGORY: JOBS AND CAREERS					
	Information Class	Description	Notes	Format / Availability	Charges
7.1	Careers advice	Information on how to find advice about careers, including specific information for school leavers and disabled people. Also information about job centres, training initiatives, New Deal traineeships and equal opportunities.		 	
7.2	Equality in employment	Information on how the requirement for equal opportunities is addressed in the local area, with particular regard to council vacancies. Also advice and support for asylum seekers.		 	
7.3	Jobs at the council	Information on current external vacancies and advice on keeping up to date with council vacancies, also information about council policy on filling vacancies, with particular regard to the culture of equal opportunities. Also employment and training initiatives organised by the council, and council policy in support of New Deal traineeships.		 	





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7 CATEGORY: JOBS AND CAREERS					
	Information Class	Description	Notes	Format / Availability	Charges
7.4	Training and personal development	Information on council services relating to personal training and development, including careers advice services, employment advice, employment and training initiatives, equal opportunities advice, New Deal traineeships, training courses, volunteering and work experience placements. Also employment and training schemes for disabled people.	Same as 5.11		







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8 CATEGORY: LAW AND LICENSING					
	Information Class	Description	Notes	Format / Availability	Charges
8.1	Animal regulations and licences	Council advice on animal regulations, including guidance on animal fouling, animal health and welfare, dog warden service, dog waste bins and dog registration. Also information relating to animal licensing, including licences for animal movement, boarding animals, keeping exotic, dangerous and wild animals and performing animals; also dog breeders licences, pet shop licences and licences for zoos.		 	
8.2	Birth, marriage and death	Procedures for the registration of births, marriages and deaths (including stillbirths), also obtaining copies of certificates. Also guidance on related subjects, e.g. bereavement advice and support, burials, exhumations, funerals (including civil funerals), graves and memorials, mortuaries, repatriation of bodies, sudden death investigations, marriage ceremonies (registering a place of worship for marriage ceremonies and venue licences for civil ceremonies in Aberdeenshire), renewal of vows, civil partnerships and naming ceremonies.	See also 4.2	 	££ Any charges will be made in accordance with the charging policy under section 6 of this scheme).
8.3	Information governance	Information describing citizen rights as regards freedom of Information, data protection and	Same as 1.16 and 4.8	 	





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8 CATEGORY: LAW AND LICENSING					
	Information Class	Description	Notes	Format / Availability	Charges
		environmental information. Also the council's publication scheme and local guidance on re-use of public sector information. Also information on the council's records management policy and procedures for handling information requests.			
8.4	Environment and pollution regulations	Information on environmental regulations and guidance on asbestos pollution, air quality, conservation areas, contaminated land, dangerous pavements, exhaust emission testing, idling vehicles, pollution control and tree preservation. Also guidance on hazardous substances, and on noise pollution.	See also 1.6, 4.8, 8.3 and 9.11	 	
8.5	Environmental health	Information on environmental health regulations and also relating to animal welfare services. Guidance on regulations relating to cooling towers and industrial processes, fire and fireworks, food and food safety, illegal dumping, infectious diseases, pollution and trading standards. Also information relating to environmental health investigations, needles and hazardous waste collection, on how to obtain skin piercing licences, on the smoking ban and on syringe disposal.	Same as 9.5 See also 2.3 and 8.1	 	



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8 CATEGORY: LAW AND LICENSING					
	Information Class	Description	Notes	Format / Availability	Charges
8.6	Fire safety regulations	Fire safety regulations and related information, including business enforcement of regulations, residential enforcement of regulations, and workplace regulations. Guidance on how to obtain fire certificates for factories, hotels and boarding houses, offices and shops. Also advice on community safety.		 	
8.7	Health and safety	Information on council services and advice on all aspects of health and safety, including advice on addictions and details of needle exchange services, food safety, health and safety at work, how to obtain health and safety licences (including eligibility and criteria for applications), information on public health, and trading standards (including advice on product safety).	Same as 2.7 and 10.11	 	
8.8	Legal advice	Information about how to obtain certain legal advice from the council, e.g. advocacy for carers, consumer advice, debt counselling, guidance on child protection orders, housing advice, information relating to external providers of legal advice and legal aid, and advice on wills and testaments. Also information relating to power of attorney, procedures for release of security camera footage, and witness support services.		 	







<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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8 CATEGORY: LAW AND LICENSING					
	Information Class	Description	Notes	Format / Availability	Charges
8.9	Licences, permits and permissions	Information on the wide range of licences, permits and permissions available from the council, e.g. accommodation licences (for caravan sites and multiple homes), alcohol licences, boating and watercraft licences, business licences, entertainment licences, fire certificates and regulations, gambling licences, hazardous goods licences, licences for occupation of roads and streets, transport licences, and weights and measures licences. Including information on how to apply, with guidance on criteria and eligibility.		 	££ Any charges will be made in accordance with the charging policy under section 6 of this scheme)
8.10	Police, courts and criminal justice	Information on criminal justice social work (including single shared assessment and throughcare i.e. support and supervision of an offender), information on procedures and policy behind the creation of criminal justice social work reports (including means enquiry reports, parole reports and social enquiry reports), information on procedures and policy relating to criminal justice social work sentences, orders and supervision (including procedures and policy relating to orders such as community reparation orders, diversion from prosecution scheme, drug treatment and testing orders, intensive support	See also 10.5	 	







<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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8 CATEGORY: LAW AND LICENSING					
	Information Class	Description	Notes	Format / Availability	Charges
		and monitoring, parenting orders, probation orders, supervising attendance orders and supervision of payment of court fines), advice on support for witnesses and victims.			
8.11	Trading standards	Advice and support for businesses on matters relating to inspection, testing and enforcement. Advice on licences and registration (including eligibility and criteria for applications). Also advice and information for consumers, including information on how to complain.	Same as 2.15	 	





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9 CATEGORY: PLANNING AND THE ENVIRONMENT					
	Information Class	Description	Notes	Format / Availability	Charges
9.1	Animal welfare and pest control	Information and advice on animal welfare, including advice on care for strays and for animals during owners' hospitalisation, animal welfare inspection and enforcement services, registration and guidance on the importation of animals and on animal welfare licences. Also information about pest control services and the removal of dead animals.	See also 8.1 and 8.9	 	
9.2	Conservation	Information on the council services relating to the conservation of buildings and the environment, including advice on forest and woodland management (where applicable), care of historic sites and listed buildings (including site lists), care of memorials and monuments, care of natural heritage areas, countryside conservation services, details of advertisement control areas and conservation areas, information on residential study centres, ranger services, rural development services and tree management (including tree preservation orders).		 	
9.3	Countryside, farming and wildlife	Information on aspects of planning relating to the countryside environment, including provision for farming and leisure activities and wildlife	See also 2.5, 3.5, 9.10 and 11.3	 	





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9 CATEGORY: PLANNING AND THE ENVIRONMENT					
	Information Class	Description	Notes	Format / Availability	Charges
		conservation. Specific coverage will include beaches, bays and coastal features, bridle paths, canals and waterways, cycle paths, footpaths and rights of way, landscape and scenery, national parks, nature reserves, outdoor activity centres, zoos and farm parks.			
9.4	Emergency planning	Information on emergency planning, including measures relating to fire, flooding, gas pipelines, health and diseases, radiation and chemical incidents.	See also 2.6 and 4.9	 	
9.5	Environmental health	Information on environmental health regulations and also relating to animal welfare services. Guidance on regulations relating to - cooling towers and industrial processes, fire and fireworks, food and food safety, illegal dumping, infectious diseases, pollution and trading standards. Also information relating to environmental health investigations, needles and hazardous waste collection, on how to obtain skin piercing licences, on the smoking ban and on syringe disposal.	Same as 8.5 See also 2.3 and 8.1	 	
9.6	Land and property	General information on land and property, including availability and letting, ecological and	Same as 6.9 See also 2.2	 	







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9 CATEGORY: PLANNING AND THE ENVIRONMENT					
	Information Class	Description	Notes	Format / Availability	Charges
		geological services for land and property, how to obtain property enquiry certificates, how to undertake land and sasine register searches, land reclamation and improvement grants (including eligibility and criteria for applications), land and property valuations and management, landscape character assessment, details of planning zones, procedures for roads adoption, proposals for land use, registers of council property, and street naming and numbering.			
9.7	Marine and waterway services	Information (where applicable) on all categories of the council's marine and waterway services, including licensing, management and safety. Also details of facilities e.g. port and harbour facilities, moorings and storage.	Same as 12.3	 	
9.8	Parking and car parks	Information on local parking facilities, including council car parks (location, charges, etc.), private car parks, parking facilities for disabled people and sites for gypsy travellers. Also information on parking fines, clamping and vehicle removal, and on parking zones and how to obtain permits (including blue badge for disabled people).	Same as 12.4	 	







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9 CATEGORY: PLANNING AND THE ENVIRONMENT					
	Information Class	Description	Notes	Format / Availability	Charges
9.9	Parks, gardens and open spaces	Information on all aspects of local authority parks, gardens and open spaces, including facilities and events, landscaping, management and maintenance services. Also information on council-run sports pitches and courts.	Same as 3.11 and 11.9	 	
9.10	Planning and building standards	Strategic and local development plans, including supporting documents e.g. participation statement, strategic environment assessments. The Planning Register (Parts I and II), including planning applications under consideration by Aberdeenshire Council and related supporting documentation, including statutory notices, reports on community engagement and decision notices. The Enforcement Register, also guidance on the council's handling of enforcement issues, including use of the Enforcement Charter. Advice and information on how to make a planning application, and on listed buildings and conservation areas, planning consultations, planning policy, advice and service levels. Local advice and guidance on planning development management, and on making an application for a building warrant. The Building Standards Register Part I.	Same as 2.8 and 6.11	 	££ Any charges will be made in accordance with the charging policy under section 6 of this scheme

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9 CATEGORY: PLANNING AND THE ENVIRONMENT					
	Information Class	Description	Notes	Format / Availability	Charges
9.11	Pollution	Information and advice on all aspects of pollution, including advice and guidance on air pollution, light pollution, noise pollution, pollution by hazardous substances and water pollution. Also information about enforcement of pollution regulations.	See also 2.3 and 8.4	 	
9.12	Private housing	Information and advice for owners and tenants of private housing, including disability facility grants, home insurance, housing renovation grants (including eligibility and criteria for applications and information on how to apply), improvements and repairs, how to conduct land and sasine register searches, low cost home ownership scheme, how to obtain property enquiry certificates, and rents (including renting to the council).	Same as 6.12	 	
9.13	Regeneration and town centre management	Information relating to council activity in local regeneration, including community development and the local economy. Employment advice. Information on how to obtain shop front improvement grants (including eligibility criteria) and other aspects of town centre management with council involvement.	See also 2.9, 2.14 and 4.14	 	

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9 CATEGORY: PLANNING AND THE ENVIRONMENT					
	Information Class	Description	Notes	Format / Availability	Charges
9.14	Roads and pavements	Information and advice on all aspects of council services relating to roads and pavements, including access to property, damaged and dangerous paving, council maintenance, dealing with obstructions, parking, paving damage and theft of slabs, permission to occupy roads, local road works and diversions, and street trading. Also information on local markings, signs and traffic calming measures, and registers, naming and adoptions.	Same as 12.7  See also 9.8	 	
9.15	Rubbish and recycling	Information on services relating to the collection of waste, including, assisted collection, disposal sites, domestic bins, garden waste, special collections for large items and skip hire. Also information on recycling, including collection sites and composters, and how to obtain bags and containers.	Same as 6.13  See also 2.3	 	
9.16	Street care and cleaning	Information on all aspects of council services relating to street care and cleaning, including advice on vandalism reporting, grass and verge maintenance, litter control (including litter bins), prevention of animal fouling, prevention of flyposting and flytipping, provision of fire hydrants, public toilet provision (including locations), removal of abandoned vehicles,	Same as 12.8	 	

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9	CATEGORY: PLANNING AND THE ENVIRONMENT				
Information Class	Description	Notes	Format / Availability	Charges	
	removal of dead animals, services relating to drains and spillages, and vandalism prevention and repair.				






10	CATEGORY: SOCIAL CARE AND HEALTH				
Information Class	Description	Notes	Format / Availability	Charges	
10.1	Asylum, immigration and citizenship	Information on services relating to asylum seekers, including advice and support, and nationality checking. Also information relating to citizenship, including citizenship ceremonies.	See also 4.10 and 7.2	 	
10.2	Care and carers	Information on all aspects of council care services, for both adults and young people, including services relating to hospice care, residential care, respite care and shared care. Also information on advocacy for carers, advocacy for social work clients, alternative providers of care, and child protection.		 	
10.3	Childcare and	Information on council services and advice on	See also 5.3	 	







<b>Key to symbols</b>	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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10 CATEGORY: SOCIAL CARE AND HEALTH					
	Information Class	Description	Notes	Format / Availability	Charges
	family care	childcare and family care, including alternative, respite and shared care of children; babysitting, chaperoning and childminding services; care of children outwith term time or school hours, child protection and vetting; residential and hospice care of children. Also information on council support and advice for families, support for children in care, support for the children of gypsy travellers, and support for young people leaving care. Also information on council support and advice for young carers, and support and advice on teenage pregnancy.			
10.4	Community transport	Information and advice on community transport services, including community transport for disabled people, demand responsive transport and school transport. Also how to obtain discount cards and transport passes (including eligibility and criteria for applications). Also general public transport information, including services and timetables.		 	
10.5	Criminal justice social work	Information on all aspects of criminal justice social work, including bail accommodation, bail information, bail supervision, policy and procedure relating to children's hearings, policy and procedural information relating to orders and	See also 8.10	 	





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10 CATEGORY: SOCIAL CARE AND HEALTH					
	Information Class	Description	Notes	Format / Availability	Charges
		reporting, covering: community reparation orders, community service orders, diversion from prosecution scheme, drug treatment and testing orders, intensive support and monitoring, means enquiry reports, parenting orders, parole reports, probation orders, social enquiry reports, supervising attendance orders, supervising payment of court fines and throughcare (i.e.support and supervision of an offender).			
10.6	Disabilities and adapting homes	Information on services relating to additional support needs, including assessment, co-ordinated support plan, placement in mainstream schools and school transport. Also information and advice on services relating to the home environment for disabled people, including adaptations, alarm services, alterations, home assessment, and provision of disability facility grants and repair assistance grants (including eligibility and criteria for applications). Also other information relevant to the council support of disabled people, including blue badge parking permits (eligibility and criteria for applications), occupational therapy and how to obtain specialist equipment.			
10.7	Domestic	Information relating to council help and support for			







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10 CATEGORY: SOCIAL CARE AND HEALTH					
	Information Class	Description	Notes	Format / Availability	Charges
	violence	people at risk from domestic violence, including harassment help and support, advice on the protection of vulnerable adults, and information about support groups and refuges.			
10.8	Fostering, adopting and looked after children	Information on council services on fostering, adoption and looked after children, including hospice care for young people, residential care for young people, respite care for young carers, shared care for young people, and support for young people leaving care.		 	
10.9	Grants for disabled people	Information about the range of grants available for disabled people, e.g. disability facility grant for a private property and disabled students allowance (including eligibility and criteria for applications). Also advice on welfare rights.		 	
10.10	Health and medical information	Information relating to health related council services, e.g. alcohol and drugs related services, including environmental health, food safety, health and safety (including advice on accident reporting, disposal of syringes and regulation and inspection), hospitalisation, keeping warm in winter, healthcare providers, HIV/AIDS, hospice care, needle exchanges, residential care, support		 	





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10 CATEGORY: SOCIAL CARE AND HEALTH					
	Information Class	Description	Notes	Format / Availability	Charges
		at home and vaccinations. Also information about community health facilities, including dentists, district and community nurses, doctors and general practitioners, hospitals, pharmacies and NHS 24 health advice and information.			
10.11	Health and safety	Information on council services and advice on all aspects of health and safety, including advice on addictions and details of needle exchange services, food safety, health and safety at work, how to obtain health and safety licences (including eligibility and criteria for applications), information on public health, and trading standards (including advice on product safety)	Same as 2.7 and 8.7	 	
10.12	Help for adults	Advice, information and guidance on the broad topics of alcohol and drugs, benefits and grants, care, disablement, health, legal information, mentoring, social work, and student awards and loans (including eligibility and criteria for applications). Care information includes categories such as shared care for adults and the Care and Repair scheme. Social work information and advice includes categories such as advocacy for social work clients, advice on direct payments, inclusion (leisure and social activities), guidance on management of personal financial affairs,		 	







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10 CATEGORY: SOCIAL CARE AND HEALTH					
	Information Class	Description	Notes	Format / Availability	Charges
		missing or out of client contact, and out of hours support.			
10.13	Home care	Information on advocacy services for carers, alternative providers of care, community alarm services, home assessment, housing renovation grants (including eligibility and criteria for applications), incontinence laundry service, meals on wheels, and advice on keeping warm in winter		 	
10.14	Mental health	Information on services relating to additional support needs, including assessment, co-ordinated support plans, placement in mainstream schools and school transport, also information on psychological, psychiatric or social work services and support groups and voluntary organisations.		 	
10.15	Parental support	Information on parental support for young people, including babysitting and childminding services, how to apply for benefits and grants (including eligibility and criteria for applications). Family centres, advice on health and well-being, home schooling, mentoring schemes, school support and support for youth offenders.	Same as 5.9	 	





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10 CATEGORY: SOCIAL CARE AND HEALTH					
	Information Class	Description	Notes	Format / Availability	Charges
10.16	Services and advice for older people	Information on local authority services, facilities and advice for older people, including activities, care services, clubs and organisations, community alarm services, community centres and day centres, garden maintenance, hospice care services, meals on wheels, residential care services, social work services, transport services and advice on winter warmth.	Same as 3.13	 	
10.17	Services and advice for young people	Information on local authority services, facilities and advice for younger people, including advice on bullying and harassment, care services, caring, educational opportunities, mentoring services, applying for student loans and awards (including eligibility and criteria for applications), how to take part in volunteering, and advice on youth offending. Also information about youth clubs and organisations, activities for younger people, and Young Scot provision.	Same as 3.14 See also 5.1	 	









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11 CATEGORY: TOURISM AND VISITOR ATTRACTIONS					
	Information Class	Description	Notes	Format / Availability	Charges
11.1	Accommodation	Information on the range of visitor accommodation available in the local area, including bed and breakfast and guest houses, camping and caravan sites, hotels, self-catering accommodation, and youth hostels.	For more information on local accommodation, contact VisitScotland.	 	
11.2	Attractions	Information on facilities and activities likely to attract visitors to the local area, including events and exhibitions; local history and culture; indoor attractions; music, comedy and theatre; nature and wildlife, outdoor attractions, and shopping.		 	
11.3	Countryside and wildlife	Public service information about council and other facilities in countryside and on coastlines, including beaches, bridle paths, canals and waterways, cycle paths, footpaths and national parks. Also related information about countryside activities, including arts and crafts, guided walks, hill-walking, horse riding, mountain biking, orienteering and outdoor activity centres. Also information about any council services relating to countryside management and conservation, and local service information on geological features, landscape and scenery, local food and produce, information on nature reserves, visitor centres, wildlife, zoos and	Same as 3.5 See also 2.5 and 9.3	 	


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11 CATEGORY: TOURISM AND VISITOR ATTRACTIONS					
	Information Class	Description	Notes	Format / Availability	Charges
		farm parks.			
11.4	Eating and drinking	Community information about distilleries and breweries, food festivals, local food and produce, picnic and beauty spots, pubs and bars, restaurants and cafes, and takeaways.			
11.5	Events and festivals	Information on council support (financial and otherwise) for the wide range of events and festivals held in the local area, including agricultural shows, food festivals, funfairs, highland games, music festivals and seasonal festivals.	Same as 4.11		
11.6	Harbours and moorings	Information on council and other facilities available to boat owners in the local area, including boat and trailer parking, launching and recovery facilities, and moorings. Also information relating to ports and harbours.			
11.7	Local history and heritage	Advice, information and guidance on local history and heritage, including details of archives and their arrangements for access, family history and genealogy services, details of local historic sites (including industrial heritage sites), information about local heritage and history societies, information about local archaeology, architecture,	Same as 3.9 and 5.7  See also 3.8 and 11.11		









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11 CATEGORY: TOURISM AND VISITOR ATTRACTIONS					
	Information Class	Description	Notes	Format / Availability	Charges
		memorials and monuments, also contact details for tourist information centres.			
11.8	Museums and galleries	Information on all aspects of local authority museums and galleries, including location and opening hours, details of conservation and education services, how to make donations and bequests, how to make enquiries, and information about collections. Also details of exhibition programmes, and museum and gallery shops.	Same as 3.10	 	
11.9	Parks, gardens and open spaces	Information on all aspects of local authority parks, gardens and open spaces, including facilities and events, landscaping, management and maintenance services. Also information on council-run sports pitches and courts.	Same as 3.11 and 9.9	 	
11.10	Sports and outdoor pursuits	Information on council services and signposting to community information about outdoor leisure pursuits, including action and adventure sports, field and country pursuits, golf, horse riding, cycling and walking (including hillwalking and orienteering).	See also 12.12	 	
11.11	Tourist	Information for tourists, including contact details of	For more tourist information, contact	 	







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11 CATEGORY: TOURISM AND VISITOR ATTRACTIONS					
	Information Class	Description	Notes	Format / Availability	Charges
	information	local tourist information centres. Also education facilities for international students and information on town twinning.	VisitScotland.		
11.12	Tours, cruises and itineraries	Community information on tours, including how to obtain details of (where applicable) city tours, coach tours, ghost tours, guided tours, helicopter and aeroplane tours, heritage trails, historical tours, literary tours, sea tours, walking tours, wildlife tours, and river, canal and loch cruises.			




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12	CATEGORY: TRANSPORT AND STREETS				
	Information Class	Description	Notes	Format / Availability	Charges
12.1	Environment-friendly transport	Information on council policy, also user advice on environmentally friendly transport options, including selection of modes of transport. Includes information and advice on local car pooling schemes, cycling, footpaths, and park and ride schemes.		 	
12.2	Journey planning and timetables	Timetable information, including guidance on journey planning and ticketing, current updates and news, service changes and service disruption information. Also information about stations, stops and shelters.		 	
12.3	Marine and waterway services	Information on all categories of the council's marine and waterway services, including licensing, management and safety. Also details of facilities e.g. port and harbour facilities, moorings and storage.	Same as 9.7	 	
12.4	Parking and car parks	Information on local parking facilities, including council car parks (location, charges, etc.), private car parks, parking facilities for disabled people and sites for gypsy travellers. Also information on parking fines, clamping and vehicle removal, and	Same as 9.8	 	



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12		CATEGORY: TRANSPORT AND STREETS				
	Information Class	Description	Notes	Format / Availability	Charges	
		on parking zones and how to obtain permits (including blue badge for disabled people).				
12.5	Public and community transport	Information on all aspects of community transport (council run and otherwise), including transport services for disabled people and older people, demand responsive transport, how to obtain travel discount cards (including eligibility and criteria for applications) and school transport. Also the positioning of bus stops and shelters, and timetable information.		 		
12.6	Road safety	Information and advice on all aspects of road safety, including advice on pavement safety, details of speed checks, information about driver training services, pedestrian crossings, speed limits, the location of dangerous road junctions, and traffic calming schemes.		 		
12.7	Roads and pavements	Information and advice on all aspects of council services relating to roads and pavements, including access to property, damaged and dangerous paving, council maintenance, dealing with obstructions, parking, paving damage and theft of slabs, permission to occupy roads, local road works and diversions, and street trading. Also	Same as 9.14  See also 9.8	 		

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12	CATEGORY: TRANSPORT AND STREETS				
	Information Class	Description	Notes	Format / Availability	Charges
		information on local markings, signs and traffic calming measures, and registers, naming and adoptions.			
12.8	Street care and cleaning	Information on all aspects of council services relating to street care and cleaning, including advice on vandalism reporting, grass and verge maintenance, litter control (including litter bins), prevention of animal fouling, prevention of flyposting and flytipping, provision of fire hydrants, public toilet provision (including locations), removal of abandoned vehicles, removal of dead animals, services relating to drains and spillages, and vandalism prevention and repair.	Same as 9.16		
12.9	Taxis and minicabs	Information on taxi licensing, including how to obtain a licence (eligibility and criteria for applications) in different categories, e.g. hackney carriages, private hire drivers, private hire vehicles (minicabs) and private hire vehicle operators. Also council policy on taxi fare setting and location of taxi ranks.			
12.10	Town centre management	Information on the council's involvement in town centre management, including advice on crime prevention, drainage help and advice, security	Same as 2.14 See also 9.13		

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12		CATEGORY: TRANSPORT AND STREETS			
	Information Class	Description	Notes	Format / Availability	Charges
		cameras (policy on provision, location etc.) and how to apply for shop front improvement grants (including eligibility and criteria for applications).			
12.11	Transport policy	Information on the local authority's transport policy, and its relationship to national and other policies.			
12.12	Walking, cycling and horse riding	Information and advice on walking, cycling and horse riding, including advice on cycling proficiency, cycling and walking to school, footpaths and rights of way. Details of horse riding, mountain biking and orienteering opportunities, also school crossing patrols and the location of bridle paths, cycle paths and towpaths.	See also 11.10		

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