

**Angus 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. Angus 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 ANGUS COUNCIL

Location

The county of Angus is located on the east coast of Scotland, spanning an area of approximately 842 square miles. It has a population of approximately 109,870¹. Angus is an area of great diversity and ranges across the Angus Glens and upland area, the lowland area of Strathmore and the coastal plain. The seven main towns are Arbroath, Brechin, Carnoustie, Forfar, Kirriemuir, Monifieth and Montrose. Outside the main towns, communities are scattered throughout the countryside, enjoying attractive views and rural community life.

The Council employs over 5,600 staff.

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:

- Social Work and Health
- Housing
- Strategic Planning and Development
- Local Planning and Development Control
- Economic Development
- Roads, Highways and Bridges
- Car Parks
- Parks and Open Spaces
- Environmental Protection
- Trading Standards
- Schools and Adult Education
- Libraries, Archives & Museums
- Public Halls
- Recreational Activities
- Community Councils
- Registrar
- Emergency Planning
- Licensing

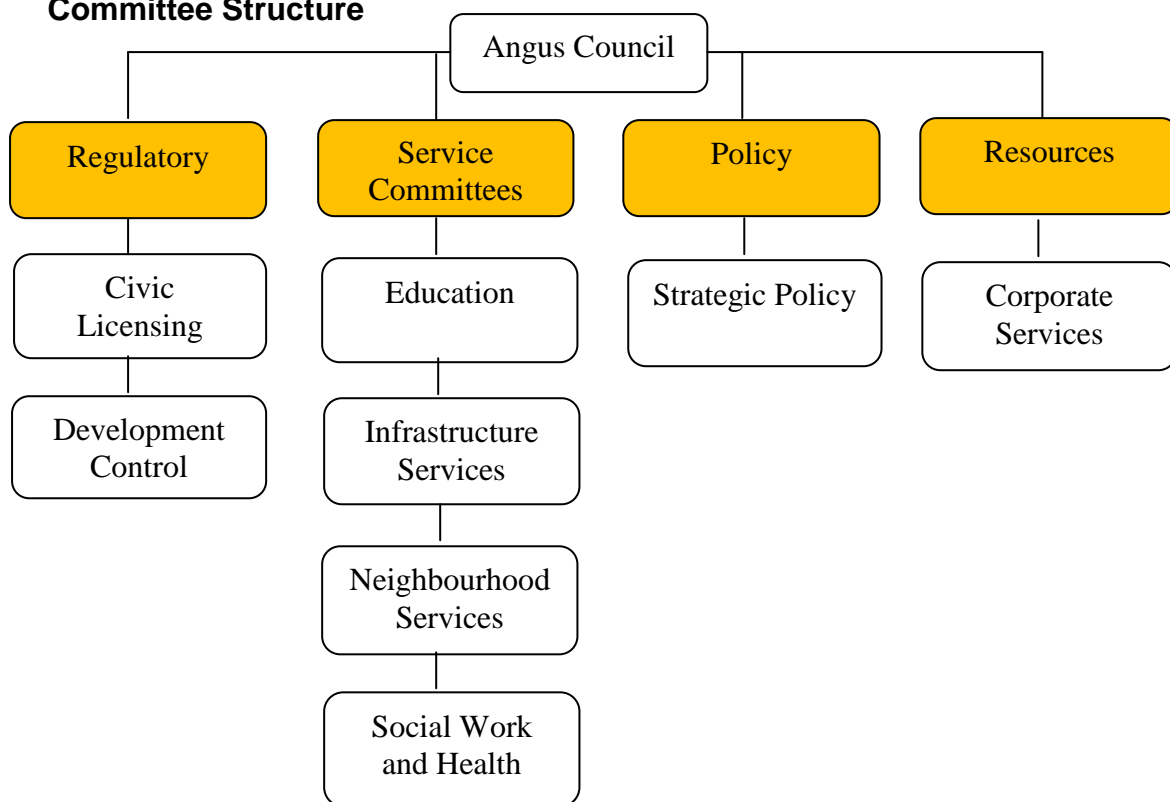
Decision Making Structure

Angus Council comprises 8 multi-member wards with three or four councillors representing each ward. There are 29 elected members in total. Following the last full Council elections in May 2007, the political make-up of the Council is 13 Scottish National Party, 3 Liberal Democrat, 5 Conservative, 2 Labour and 6 Independent Members. The next Council elections will be in 2012.

The Council operates a committee system of political management and there are 8 Standing Committees responsible for decision making. For more information go to <http://www.angus.gov.uk/ccmeetings/default.html>.

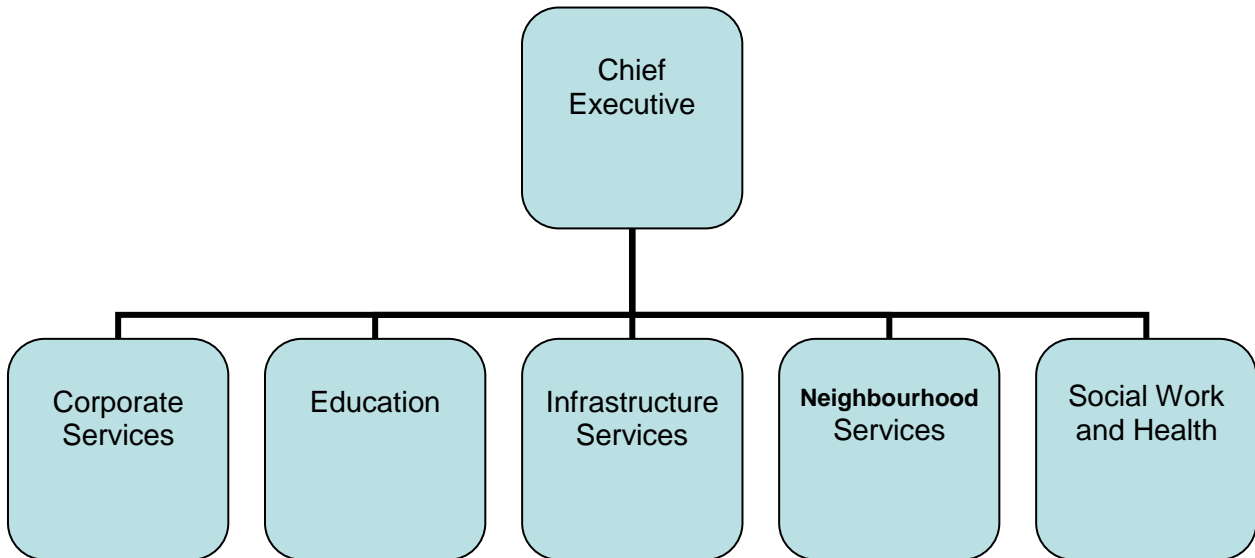
This information can also be inspected at the Law and Administration Division, Angus House, Forfar.

Committee Structure



Operational Structure

The Council's operational structure is detailed below:



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 2008, the Council signed up to its first Single Outcome Agreement with the Scottish Government. This agreement, which will be refreshed and published annually, 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 viewed at:

<http://www.angus.gov.uk/annualreports/default.html>.

Associated Organisations

Some local government activities are delivered by organisations associated with the Council. Some of these organisations 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.

Angus Environmental Trust

Angus Environment Trust was formed to receive contributions from landfill operators in lieu of part of their liability for landfill tax, which the Trust uses to fund environmental projects.

Publication Scheme can be viewed at:

<http://www.angus.gov.uk/foi/pubscheme/angusenvirontrust.pdf>

or contact:

Roy Madden
Chairman of the Board of Directors of Angus Environmental Trust
Planning and Transport Division
Angus Council
County Buildings
Market Street
Forfar
DD8 3LG
Telephone: 01307 473371
Email: MaddenR@angus.gov.uk

Police and Fire Services

Police and Fire Services are run by joint boards which include representatives from Angus Council, Dundee City Council and Perth and Kinross Council. Each joint board has its own publication scheme, as does the Chief Constable of Tayside Police and Tayside Fire and Rescue. These can be accessed using the links or contact details below:

Tayside Joint Police Board

Publication Scheme can be viewed at:

http://www.angus.gov.uk/ccmeetings/tjpb/documents/TJPB_Publication_Scheme_20040601.pdf

or contact:

Sheona Hunter
Clerk to Tayside Joint Police Board
Law and Administration Division
Angus Council
Angus House
Orchardbank Business Park
Forfar DD8 1AN
Telephone: 01307 476262
Email: LAWADMIN@angus.gov.uk

Chief Constable of Tayside Police

Publication Scheme can be viewed at:

http://www.angus.gov.uk/ccmeetings/tjpb/documents/TJPB_Publication_Scheme_20040601.pdf

or contact:

Freedom of Information Officer
Tayside Police Headquarters
PO Box 59
West Bell Street
Dundee
DD1 9JU
Telephone: 01382 596169
E-mail: information@tayside.pnn.police.uk

Tayside Fire and Rescue Board

Publication Scheme can be viewed at:

<http://www.taysidefire.gov.uk/cmsimages/media/word/FOI%20Publication%20Scheme%20-%20Tayside%20Fire%20and%20Rescue%20June%2007.doc>

or contact:

Gillian Taylor
Clerk to Tayside Fire and Rescue Board
Council Building
2 High Street
Perth
PH1 5PH
Telephone: 01738 475135
Email: gataylor@pkc.gov.uk

Tayside Fire and Rescue

Publication Scheme can be viewed at:

<http://www.taysidefire.gov.uk/cmsimages/media/word/FOI%20Publication%20Scheme%20-%20Tayside%20Fire%20and%20Rescue%20June%2007.doc>

or contact:

Chief Fire Officer
Tayside Fire and Rescue
Fire and Rescue Headquarters
Blackness Road
DUNDEE
DD1 5PA
Telephone: 01382 322222

Angus Licensing Board

The Licensing Board administers all licensed premises within the Angus area. It deals with applications for public house, hotels and other alcoholic liquor licences as well as applications for premises licences and permissions in relation to gambling.

Publication Scheme can be viewed at:

<http://www.angus.gov.uk/foi/pubscheme/licbrdpubscheme.pdf>

or contact:

Licensing and Court Officer
Law and Administration Division
Angus Council
Angus House
Orchardbank Business park
Forfar DD8 1AN
Telephone: 01307 476255/476256
Email: LAWADMIN@angus.gov.uk

Angus District Court (transitional arrangements)/Justice of the Peace Courts

Control of district courts in Scotland has been transferred to the Scottish Courts Service. District courts will be replaced by Justice of the Peace Courts and requests for published information about Justice of the Peace Courts can be directed to the Scottish Courts Service from 30 June 2009.

<http://www.scotcourts.gov.uk/district/index.asp>

or contact:

The Scottish Court Service
Hayweight House
23 Lauriston Street
Edinburgh
Tel 0131 229 9200

Assessor for Tayside Valuation Joint Board

Publication Scheme available at:

<http://www.tayside-vjb.gov.uk/>

The Assessor
Tayside Valuation Joint Board
Whitehall House
35 Yeaman Shore
DUNDEE DD1 4BU
Tel: 01382 315602
Fax: 01382 315600

Tayside Valuation Joint Board

Contact details as for Assessor for Tayside Valuation Joint Board as set out above.

Tayside Contracts Joint Committee

The overall governance of the organisation is the responsibility of a Joint Committee, comprising of 18 elected members made up of:

- 5 elected members from Angus Council
- 6 elected members from Dundee City Council
- 7 elected members from Perth & Kinross Council

The Joint Committee does not have its own publication scheme, but information which it publishes is available via the publication schemes of the three constituent councils. Information on the committee's activities can be found in the Angus scheme under [Class 1.3](#) – Council meetings.

Tayside Contracts

The day to day functions of Tayside Contracts, which is a commercial trading organisation of Angus, Dundee City and Perth and Kinross Councils, are the responsibility of its Managing Director. However, Tayside Contracts staff are employed by Dundee City Council and it is subject to FOISA. Information it publishes is available from the Dundee City Council publication scheme.

Tayside Contracts has its own website:

<http://www.tayside-contracts.co.uk/jointcommittee.cfm>

Or contact:

Tayside Contracts
Contracts House
1 Soutar Street
Dundee
DD3 8SS

Telephone: 01382 812721

Email: enquiries@tayside-contracts.co.uk

Other Organisations

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.

Organisations in this category include:

Claymore Roads Ltd – A92 Upgrading PFI Company
Robertson Education – Forfar/Carnoustie Schools PPP Project
Angus Community Planning Partnership

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, Angus 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 Angus 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 Angus Council or an indication that a particular class of information is not relevant to Angus 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.

If no links are provided in Section 13 you can use our website’s ‘Search’ facility at <http://www.angus.gov.uk/>

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

Lisa Rose
Principal Solicitor
Law and Administration Division
Corporate Services Department
Angus Council
Angus House
Orchardbank Business Park
Forfar DD8 1AN
Telephone 01307 476232
Fax 01307 476299
Email RoseL@angus.gov.uk

By email:

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 ACCESSLine on 08542 777 778 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: ACCESSLine, Angus House, Orchardbank Business Park, Forfar DD8 1AX

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.

Personal visits:

In limited cases, you may be required to make an appointment to view the information. In such cases, this will be set out within [Section 13 – Classes of Information](#), and contact details will be provided within the relevant class.

Advice and assistance:

If you have any difficulty identifying the information you want to access, then please contact the following person who will be happy to help.

Lisa Rose
Principal Solicitor
Law and Administration Division
Corporate Services Department
Angus Council
Angus House
Orchardbank Business Park
Forfar DD8 1AN
Telephone: 01307 476232
Fax: 01307 476299
Email: RoseL@angus.gov.uk

The content of this publication can be made available in alternative formats or translated into other community languages.

Please contact the council's ACCESSLine on 08452 777 778 for further information.

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 Angus 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. Angus 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.

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

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

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

For example, if Angus 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.

If we make any charges for documents within our information classes which do not comply with this charging policy, these will be approved on a case by case basis by the Scottish Information Commissioner, and the value of the charge will be listed individually in the column entitled 'Charges' along with the details of the specific charges.

We may have an legal obligation, or a discretionary power, to make charges under legislation other than FOISA for certain information contained within classes e.g. we information contained in Part 2 of the Building Standards Register. 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

Angus 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 Angus 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. 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 Angus 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 contact:

Lisa Rose
Principal Solicitor
Law and Administration Division
Corporate Services Department
Angus Council
Angus House
Orchardbank Business Park
Forfar DD8 1AN
Telephone: 01307 476232
Fax: 01307 476299
Email: RoseL@angus.gov.uk

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 a Records Appraisal, Retention and Disposal 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 Records Policy, please contact:

Head of Law and Administration
Corporate Services Department
Angus Council
Angus House
Orchardbank Business Park
Forfar DD8 1AN
Telephone: 01307 476247
Fax: 01307 476299
Email: LAWADMIN@angus.gov.uk

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:

Angus Archives
Hunter Library
Restenneth Priory
By Forfar DD8 2SZ

Telephone: 01307 468644
Email: angus.archives@angus.gov.uk
<http://www.angus.gov.uk/history/archives/default.htm>

Angus Archives is open Monday to Friday 10am - 4pm, exclusive of public holidays. Angus Archives is located at the Hunter Library, Restenneth Priory, just 2 miles out of Forfar. View the map for the location of Angus Archives:

http://www.multimap.com/maps/?zoom=14&countryCode=GB&q=DD82SZ#map=56.65638,-2.8472|14|4&bd=useful_information&loc=GB:56.65327:-2.8484:14|DD82SZ|DD8%20SZ

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:

Lisa Rose
Principal Solicitor
Law and Administration Division
Corporate Services Department
Angus Council
Angus House
Orchardbank Business Park
Forfar DD8 1AN
Telephone: 01307 476232
Fax: 01307 476299
Email: RoseL@angus.gov.uk

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:

Lisa Rose
Principal Solicitor
Law and Administration Division
Corporate Services Department
Angus Council
Angus House
Orchardbank Business Park
Forfar DD8 1AN
Telephone: 01307 476232
Fax: 01307 476299
Email: RoseL@angus.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

Website: 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:

www.itspublicknowledge.info

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_version_3.pdf

Social work records:

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:

Lisa Rose
Principal Solicitor
Law and Administration Division
Corporate Services Department
Angus Council
Angus House
Orchardbank Business Park
Forfar DD8 1AN
Telephone: 01307 476232
Fax: 01307 476299
Email: RoseL@angus.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 £400 or less to process.
- Where information costs between £400 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 £20, which is calculated on the basis of a waiver for the first £400 and 10% of the remaining £200.
- 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:

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 and how it has been calculated. 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 are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £400 worth of information will be provided to you without charge.

Where information costs between £400 and £600 to provide you will 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 £20, which is calculated on the basis of a waiver for the first £400 and 10% of the remaining £200.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Requests for your own personal data under the DPA:

You are entitled to request your personal data from Angus Council under the subject access provisions contained in the Data Protection Act 1998. Angus Council does not charge a fee for the processing of subject access requests. Requests for your personal information need to be made in writing. There are special rules which provide for access to specific types of personal information, including access to a pupil's educational record by the parent or guardian, an individual's social work records or a tenant's housing records.

A request for access to your own personal data (except for access to social work records) should be made in writing to:

Head of Law and Administration
Law and Administration Division
Corporate Services Department
Angus Council
Angus House
Orchardbank Business Park
Forfar DD8 1AN
Email: LAWADMIN@angus.gov.uk

A request for access to your social work records should be made in writing to:

Principal Planning Officer (Quality and Improvement)
Social Work and Health Department
Angus Council
St Margaret's House
Orchard Loan
Orchardbank Business Park
Forfar DD8 1WS
Email: SOCIALWORK@angus.gov.uk

The Council has produced forms to help you request your personal information. These are available from the following link:

http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1378

12. OTHER INFORMATION

There is a range of other information which is available from the Council which is not 'published' via the publication scheme. It cannot be requested under the scheme, but the Council will still facilitate access to it. Reference to this information is included here to assist scheme users who might be interested in it, but it cannot be requested via the publication scheme.

Information which is publicly accessible, but is not 'published'

This covers information or material which is held by the Council but is not accessible via the publication scheme. It will not be included under the classes listed in [Section 13](#).

Information which falls into this category would include e.g. the content of library, museum and archive collections. Some of these may be held by the Council on behalf of others e.g. deposited collections in local museums.

Although these materials themselves are not described in the scheme, guides to archives and catalogues such as lists of content and guides to finding information **are** available via the publication scheme, and can be accessed in the classes found in [Section 13](#).

Local examples include:

The records of the former burghs of Angus (Arbroath, Brechin, Carnoustie, Forfar, Kirriemuir, Monifieth and Montrose), Angus County Council and private papers of all types and all ages including letters from JM Barrie, an account of a pirate attack on Arbroath, a court martial of a Brechin soldier in India and a death warrant for a Montrose murderess.

Enquiries for this information should be directed to Angus Archives using the contact details in [Section 8](#).

Or visit: <http://www.angus.gov.uk/history/archives/default.htm>

Local information provided by third parties

The Council acts as a focal point for enquiries from people wanting to know more about the local area. In many cases the Council will have community information which it publishes. This information is covered in our information classes.

Sometimes, the Council may not actually have information itself, but will direct enquiries to it e.g. via links to external websites. Where this happens, the information is not available through the publication scheme.

This is a valuable information resource for local people, who expect to be able to access this information via their local Council. However, the information cannot be requested from the Council under FOISA.

Local information available from Angus Council includes:

Information on visiting Angus, including accommodation and events, information on business in Angus, including the Angus Business Directory and information on living in Angus, including housing.

You can access this information through the Council's website at <http://www.angus.gov.uk/>. Please note that Angus Council is not responsible for the content of external websites recommended or referred to in these publications, or in any information provided via the Council by third parties.

'Added Value' information

This covers information which is held by the Council but has to be analysed or packaged in some way in response to a specific enquiry for it. Such packaged information does not pre-exist the request and cannot be said to be 'published' – therefore it is not available via the publication scheme. The following are 4 examples of value added information.

Property Enquiry Certificates (PECs):

While some of the 'raw' information required to compile PECs is held in publicly available registers, and is therefore published (and can therefore be requested via the publication scheme), an individual PEC requires the extraction of, analysis and packaging of data in response to a specific request. Information about PECs (e.g. how to apply for a PEC) is published, however, and can be found in Class 6 - Housing or Class 9 -Planning and the environment.

Enquiries for this information should be directed to:

Clerical Assistant
Law and Administration
Corporate Services Department
Angus House
Orchardbank Business Park
Forfar DD8 1AN
Telephone: 01307 476234
Email: LAWADMIN@angus.gov.uk

Or visit:

http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1364

Analysis of the contents of public registers

The contents of statutory public registers are available as indicated under the information classes in this scheme. However, where the Council performs any analysis of the contents of a register in response to an enquiry, the resulting information did not pre-exist the request and is therefore not included in the publication scheme.

The Council's Planning Division provides a bespoke service in this context in that they will prepare a "planning history" for a specific property at a cost of £50. Enquiries for this information should be directed to:

Gillian Phillips
Special Projects Assistant
Planning and Transport Division
Infrastructure Services Department
Angus Council
County Buildings
Market Street
Forfar DD8 3LG
Telephone: 01307 473334
Email: PhillipsGE@angus.gov.uk

Genealogy Services

This is an example of the processing of data from publicly available registers. The 'raw' data held in publicly available registers and can be accessed via the publication scheme, but any specific analysis created in response to enquiries to the service is new information and is not published for the purposes of the publication scheme.

Enquiries for this information should be directed to Angus Archives using the contact details in [Section 8](#) or visit:

<http://www.angus.gov.uk/history/archives/services/genealogy/researchservices.htm>

Archive, library or museum or art gallery searches

The 'raw' contents of archives, libraries, museums and art galleries may be publicly accessible, although they are not included in a publication scheme. Similarly, information created as a result of any specific interrogation, analysis and packaging of material from the archives, libraries or museum collections which in effect creates new information which did not pre-exist the request, is not available via the publication scheme.

Enquiries for information from Angus Council archive should be directed to Angus Archives, using the contact details in [Section 8](#).

Information about the Council's museums and art galleries is available from:

Museums Manager
The Meffan Museum & Art Gallery
20 West High Street
Forfar DD8 1BB
Telephone: 01307 464123

or visit

http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1089

13. 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
Services, Structure and Accountability	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.
Business and Trade	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.

CATEGORY	DESCRIPTION / OVERVIEW
<u>Community Life and Leisure</u>	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.
<u>Council and Government</u>	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.
<u>Education and Learning</u>	Information on education services for children, young people and adults, as well as our library, museum and archive services.
<u>Housing</u>	Information on housing services in the authority, including council housing, information on benefits and housing repair services.
<u>Jobs and Careers</u>	Information on career opportunities and job vacancies in the Council.
<u>Law and Licensing</u>	Information on our registration service, as well as advice for consumers and businesses on trading standards and licensing.
<u>Planning and the Environment</u>	Information on Council services that are working to look after our living environment, including planning services in relation to buildings, roads and open spaces.
<u>Social Care and Health</u>	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.
<u>Tourism and Visitor Attractions</u>	Information which the Council holds on where to stay and what to do in the area, including details of festivals and parks.
<u>Transport and Streets</u>	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.

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Angus 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 Angus 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 Angus 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.	<p>Key content</p> <p>http://www.angus.gov.uk/councillorinfo/default.cfm http://www.angus.gov.uk/ccmeetings/default.html</p> <p>See also 4.13</p> <p>http://www.angus.gov.uk/elections/default.html http://www.angus.gov.uk/commcouncil/default.cfm http://www.angus.gov.uk/annualreports/default.html</p>	 										
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.	<p>Key content</p> <p>http://www.angus.gov.uk/councillorinfo/default.cfm</p> <p>See also 4.13</p> <p>http://www.angus.gov.uk/elections/default.html http://www.angus.gov.uk/commcouncil/default.cfm http://www.angus.gov.uk/ccmeetings/default.html http://www.angus.gov.uk/annualreports/default.html</p>	 										
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.	<p>Key content</p> <p>http://www.angus.gov.uk/ccmeetings/default.html http://www.angus.gov.uk/ccmeetings/tjpb/default.html http://www.angus.org.uk/</p> <p>Minutes (since 1996), agendas (current only) and reports of meetings (since 2000) of the Council, its Committees and Sub-Committees.</p>	   										
Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££

1 CATEGORY: SERVICES, STRUCTURE AND ACCOUNTABILITY						
Information Class	Description	Notes	Format / Availability	Charges		
		<p>Tayside Joint Police Board Minutes (since 1995), agendas (current only) and reports of meetings (since 1995).</p> <p>Information on Tayside Contracts Joint Committee meetings.</p> <p>A copy of the minutes are also available for inspection by contacting the Council's Law and Administration Division, Angus House, Forfar</p> <p>Supporting papers</p> <p>See also 4.13 http://www.angus.gov.uk/councillorinfo/default.cfm http://www.angus.gov.uk/elections/default.html http://www.angus.gov.uk/commcouncil/default.cfm http://www.angus.gov.uk/annualreports/default.html</p>	  			
1.4	Decision making	<p>Information about the council's decision making process, also guidance on how to access the facts and analyses employed during decision making</p>	<p>Key content http://www.angus.gov.uk/ccmeetings/default.html</p> <p>See also 4.13 http://www.angus.gov.uk/councillorinfo/default.cfm http://www.angus.gov.uk/elections/default.html http://www.angus.gov.uk/commcouncil/default.cfm http://www.angus.gov.uk/annualreports/default.html</p>	 		





Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		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.	<p>Key content http://www.angus.gov.uk/annualreports/default.html</p> <p>Hard copies of information from the website available on request. Includes current and some historical information.</p> <p>A copy of this information is also available for inspection by contacting the Council's Law and Administration Division, Angus House, Forfar.</p> <p>See also 4.13 http://www.angus.gov.uk/councillorinfo/default.cfm http://www.angus.gov.uk/elections/default.html http://www.angus.gov.uk/commcouncil/default.cfm http://www.angus.gov.uk/ccmeetings/default.html</p>	  	
1.6	Directorates, service groupings and departments	Information on how the council is structured into directorates, operational services and departments etc., including structure charts.	<p>Key content http://www.angus.gov.uk/ac/departments/default.htm http://www.angus.gov.uk/ccmeetings/standingorders/default.html</p>	 	
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.	<p>Key content http://www.angus.gov.uk/contact/default.html http://www.angus.gov.uk/counciloffices/default.html</p>	 	





Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££
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1 CATEGORY: SERVICES, STRUCTURE AND ACCOUNTABILITY					
	Information Class	Description	Notes	Format / Availability	Charges
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 budget, spending forecasts, annual accounts and other financial audit reports.	<p>Key content</p> <p>http://www.angus.gov.uk/annualreports/default.html http://www.angus.gov.uk/ccmeetings/default.html</p> <p>Hard copies of information from the website available on request. Includes current and some historical information.</p> <p>A copy of this information is also available for inspection by contacting the Council's Law and Administration Division, Angus House, Forfar.</p>	  	
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.	<p>Same as 4.12</p> <p>Key content</p> <p>Jobs http://www.angus.gov.uk/ac/application/default.cfm</p> <p>Tenders and Contracts http://www.angus.gov.uk/contracts/default.html http://www.angus.gov.uk/ccmeetings/reports%2Dcommittee2007/anguscouncil/379AppB.pdf</p> <p>Information on details of council approved suppliers is not published by Angus Council.</p>	 	



Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££
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1 CATEGORY: SERVICES, STRUCTURE AND ACCOUNTABILITY					
	Information Class	Description	Notes	Format / Availability	Charges
1.11	Capital projects	Full details of ongoing capital programme, details of contracts (including value of all tendered contracts) and forward investment plans.	<p>Key content</p> <p>http://www.angus.gov.uk/ccmeetings/default.html http://www.angus.gov.uk/contracts/default.html</p> <p>See also 1.10</p> <p>http://www.angus.gov.uk/contracts/default.html http://www.angus.gov.uk/ccmeetings/reports%2Dcommittee2007/anguscouncil/379AppB.pdf</p>	 	
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.	<p>Key content</p> <p>http://www.angus.org.uk/ http://www.angus.gov.uk/comminfo.htm http://www.angus.gov.uk/ccmeetings/default.html</p> <p>See also 1.13</p> <p>http://www.angus.gov.uk/annualreports/default.html</p>	 	





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1 CATEGORY: SERVICES, STRUCTURE AND ACCOUNTABILITY					
	Information Class	Description	Notes	Format / Availability	Charges
1.13	Performance reporting	Information on statutory public performance 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.	Key content http://www.angus.gov.uk/annualreports/default.html http://www.angus.gov.uk/ccmeetings/default.html http://www.angus.org.uk/	 	
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.	Key content http://www.angus.gov.uk/publicconsultation.htm http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1175 See also 1.13 http://www.angus.gov.uk/annualreports/default.html http://www.angus.gov.uk/ccmeetings/default.html http://www.angus.org.uk/ Information on procedures for civic recognition is not published by Angus Council.	 	












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1 CATEGORY: SERVICES, STRUCTURE AND ACCOUNTABILITY					
	Information Class	Description	Notes	Format / Availability	Charges
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.	Key content http://www.angusahead.com/home/Home.asp http://www.angus.gov.uk/maps/map_home.cfm http://www.angus.gov.uk/new/releases.cfm http://www.angus.org.uk/news.cfm http://www.angus.gov.uk/counciloffices/default.html	 	

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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.	Key content http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1220	 	
2.2	Commercial land and property	Information on all aspects of Angus Council's 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.	Key content Property http://www.angusproperty.com/ http://www.g-s.co.uk/ http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1405 Property For Sale/Lease http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1438 See also 2.12, 6.9 and 9.6 Hire of Premises/Industrial and Commercial Land and Property/Property Enquiry Certificates http://www.angus.gov.uk/services/default.cfm Information on how to implement searches and details of geological services is not published by Angus Council. Grants and Licenses etc http://www.angus.gov.uk/services/default.cfm	 	


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2													CATEGORY: BUSINESS AND TRADE		
Information Class		Description	Notes					Format / Availability		Charges					
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.	Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1400 http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1405					 							
2.4	Conference meeting and event venues	Information relating to council exhibition, conference, meeting and event venues. Also on how to obtain entertainments licences (including eligibility and criteria for applications) and how to make a hall booking or hire a council venue.	Key content Town Halls Hire http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1064 Theatre, Library and Museums Accommodation Hire http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1417 See also 8.9					 							
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.	Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/sportscountryside/rangersevice.htm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1405 See also 3.5, 9.3 and 11.3 http://www.angusahead.com/home/Home.asp http://www.angus.gov.uk/sportscountryside/ http://www.angus.gov.uk/ac/documents/default.html					 							
Key to symbols		Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££

2													CATEGORY: BUSINESS AND TRADE	
Information Class	Description			Notes				Format / Availability		Charges				
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.			Key content http://www.angus.gov.uk/ac/departments/che002.htm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1405 http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1424 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 Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/ac/documents/default.html#health Angus Local Licensing Forum http://www.focusonalcohol.org/ http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1428 Information on needle exchange services is not published by Angus Council, but is available from NHS Tayside.				 					
2.8	Planning and building standards	Strategic and local development plans. The Planning Register (Parts I and II), including planning applications under consideration by Angus Council and related supporting documentation, including decision notices. The Enforcement Register, also guidance on the council's handling of			Same as 6.11 and 9.10 Key content Local Plan/Local Development Plan http://www.angus.gov.uk/localplan/ Structure Plan http://www.angus.gov.uk/structureplan/				  		££			
Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££




2 CATEGORY: BUSINESS AND TRADE														
Information Class	Description			Notes				Format / Availability		Charges				
							For those who cannot access online or visit our offices, hard copies of planning information, including extracts from the registers, will be supplied on request.							
							We may charge for copies of information supplied from the registers according to the charging policy in section 6.							
							Pre-printed ('glossy') copies of some documents will incur a charge – where this is the case these are shown below. Where documents are available online, they may be downloaded for free, and print outs of all or part of the documents provided on request. We reserve the right to charge for print outs of downloads, according to our charging policy in section 6.							
							Local Plan Review					£30		
							Structure Plan: Written Statement					£10		
							Report of Survey					£5		
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					Same as 4.14 Key content http://www.angusahead.com/BusinessAngus/BusinessAngusHomePage.asp http://www.angus.gov.uk/brechinthi/default.html http://www.angus.gov.uk/externalfunding/default.htm ! http://www.angus.gov.uk/services/View_Service_Det							
Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££

2 CATEGORY: BUSINESS AND TRADE					
Information Class	Description	Notes	Format / Availability	Charges	
	eligibility and criteria for applications).	ail.cfm?serviceid=1405 Shop Front Improvement Grants http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1287 Angus Council does not publish employment advice See also 7.1 and 9.13 http://www.angus.gov.uk/services/default.cfm http://www.angusahead.com/LiveAngus/WorkMoney/WorkFinance.asp http://www.youngscot.org/local/angus/ http://www.angus.gov.uk/ac/documents/default.html			
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.	Key content http://www.angus.gov.uk/ccmeetings/default.html http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1086 http://www.angusahead.com/home/Home.asp 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	This information is not currently published by Angus Council		



Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££
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2 CATEGORY: BUSINESS AND TRADE					
Information Class	Description	Notes	Format / Availability	Charges	
	how to seek sponsorship.				
2.12	Advice and support for businesses	<p>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).</p>	<p>Key content: http://www.angusahead.com/BusinessAngus/BusinessAngusHomePage.asp http://www.angus.gov.uk/externalfunding/default.html http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1405 See also 2.1, 2.2, 2.5, 2.7, 2.8 and 2.15 http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1220</p> <p>Property http://www.angusproperty.com/ http://www.g-s.co.uk/</p> <p>Hire of Premises/Industrial and Commercial Land and Property/Property Enquiry Certificates http://www.angus.gov.uk/services/default.cfm</p> <p>Property For Sale/Lease http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1438 See also 2.2, 6.9 and 9.6</p>	 	











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2 CATEGORY: BUSINESS AND TRADE					
Information Class	Description	Notes	Format / Availability	Charges	
		Grants and Licenses etc http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1405 http://www.angus.gov.uk/sportscountryside/rangereservice.htm http://www.angus.gov.uk/ac/documents/default.html#health http://www.focusonalcohol.org/			
2.13	Jobs, Tenders and contracts	Lists of council approved suppliers. Guidance on 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.	<p>Same as 1.10</p> <p>Key content</p> <p>Jobs http://www.angus.gov.uk/ac/application/default.cfm</p> <p>Tenders and Contracts http://www.angus.gov.uk/contracts/default.html http://www.angus.gov.uk/ccmeetings/reports%2Dcommittee2007/anguscouncil/379AppB.pdf</p> <p>Information on details of council approved suppliers is not published by Angus Council.</p>	 	
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	<p>Same as 12.10</p> <p>Key content</p> <p>http://www.angus.gov.uk/ac/documents/default.html http://www.angus.gov.uk/services/default.cfm</p> <p>See also 9.13</p> <p>Information on security cameras is not published by</p>	 	

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££
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2 CATEGORY: BUSINESS AND TRADE					
	Information Class	Description	Notes	Format / Availability	Charges
		for applications).	Angus Council.		
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.	<p>Same as 8.11</p> <p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1428</p> <p>Angus Energy Saving Project</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1439</p>	 	

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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.	<p>Same as 5.2</p> <p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1239</p> <p>http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1082</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1144</p>	 									
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.	<p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>http://www.angusahead.com/home/Home.asp</p> <p>http://www.angus.gov.uk/events/home.cfm</p> <p>Town Halls Hire</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1064</p> <p>Theatre, Library and Museums Accommodation Hire</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1417</p> <p>See also 2.4 and 8.9</p>	 									
													
Key to symbols	Online		Email @	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££

3 CATEGORY: COMMUNITY LIFE AND LEISURE					
	Information Class	Description	Notes	Format / Availability	Charges
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 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.	<p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/comminfo.htm http://www.angusahead.com/home/Home.asp http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1402 http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1404</p> <p>Information on legal advice is not published by Angus Council</p>		
3.4	Community centres	Information about community and day centres in Angus 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).	<p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>See also 8.9</p>	 	





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3 CATEGORY: COMMUNITY LIFE AND LEISURE					
	Information Class	Description	Notes	Format / Availability	Charges
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.	<p>Same as 11.3 Key content http://www.angusahead.com/home/Home.asp http://www.angus.gov.uk/sportscountryside/</p> <p>See also 2.5 and 9.3 http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/sportscountryside/rangersevice.htm http://www.angus.gov.uk/ac/documents/default.html http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1437</p> <p>Note: Angus has no canals or zoos.</p>	 	







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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.	Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/ac/documents/default.html http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1404	 	
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 Key content http://www.angus.gov.uk/comminfo.htm http://www.angusahead.com/home/Home.asp	 	











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3 CATEGORY: COMMUNITY LIFE AND LEISURE					
	Information Class	Description	Notes	Format / Availability	Charges
3.8	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 5.6 Key content http://www.angus.gov.uk/history/history.htm http://www.angus.gov.uk/services/default.cfm	 	
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 Key content http://www.angus.gov.uk/history/history.htm http://www.angus.gov.uk/services/default.cfm http://www.angusahead.com/home/Home.asp See also 3.8 and 11.11 http://www.angus.gov.uk/sportscountryside/	 	

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3 CATEGORY: COMMUNITY LIFE AND LEISURE					
	Information Class	Description	Notes	Format / Availability	Charges
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 Key content http://www.angus.gov.uk/history/history.htm http://www.angus.gov.uk/services/default.cfm	 	
3.11	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 9.9 and 11.9 Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/sportscountryside/	 	
3.12	Places of worship	Community service information on religious groups, places of worship and retreats.	Key content http://www.angusahead.com/LiveAngus/CommunityFamilyLife/CommunityGroupsInformation/PlacesWorship.asp Information on retreats is not published by Angus Council.	 	

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3 CATEGORY: COMMUNITY LIFE AND LEISURE														
Information Class	Description			Notes				Format / Availability		Charges				
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 Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/amaze/home.cfm http://www.angus.gov.uk/atoz/swleaflets.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1402				 					
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 Young Scot provision.			Same as 10.17 Key content http://www.angus.gov.uk/services/default.cfm http://www.youngscot.org/local/angus/ http://www.angus.gov.uk/amaze/home.cfm http://www.angus.gov.uk/atoz/swleaflets.cfm See also 5.1 http://www.angus.gov.uk/ac/documents/default.html http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1404				 					
														
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3 CATEGORY: COMMUNITY LIFE AND LEISURE					
	Information Class	Description	Notes	Format / Availability	Charges
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).	Key content http://www.angus.gov.uk/sportscountryside/ http://www.angus.gov.uk/services/default.cfm		
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).	Key content http://www.angus.gov.uk/comminfo.htm http://www.angus.gov.uk/services/default.cfm http://www.angusahead.com/home/Home.asp Information on advice for asylum seekers is not published by Angus Council.	 	

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££
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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.	<p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1141</p> <p>http://www.rascot.co.uk/pc/</p> <p>See also 6.6</p> <p>http://www.angus.gov.uk/buildingcontrol/grants/default.html</p>	 	
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.	<p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>Information on repatriation of bodies and sudden death investigations is not published by Angus Council</p>	 	

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££
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4 CATEGORY: COUNCIL AND GOVERNMENT														
Information Class	Description			Notes				Format / Availability		Charges				
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.			<p>Same as 1.14 Key content http://www.angus.gov.uk/publicconsultation.htm http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1175</p> <p>Information on procedures for civic recognition is not published by Angus Council.</p> <p>See also 1.13 http://www.angus.gov.uk/annualreports/default.html http://www.angus.gov.uk/ccmeetings/default.html http://www.angus.org.uk/</p>				 					
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.			<p>Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/externalfunding/default.htm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1144</p> <p>See also 5.3</p>				 					
														
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4 CATEGORY: COUNCIL AND GOVERNMENT					
	Information Class	Description	Notes	Format / Availability	Charges
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.	Key content http://www.angus.gov.uk/ac/departments/default.htm http://www.angus.gov.uk/contact/default.html		
4.6	Council information, performance and statistics	Overview of information about Angus Council, including newsletters, press releases, census information and registers of council property. Also performance information, including performance indicators and website service standards.	Key content http://www.angus.gov.uk/council.htm http://www.angus.gov.uk/new/releases.cfm http://www.angus.gov.uk/annualreports/default.html See also 1.13 and 1.17 http://www.angus.gov.uk/ccmeetings/default.html http://www.angus.org.uk/ http://www.angusahead.com/home/Home.asp http://www.angus.gov.uk/maps/map_home.cfm http://www.angus.org.uk/news.cfm http://www.angus.gov.uk/counciloffices/default.html Registers of council property are not published by Angus Council.	 	
4.7	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 your band.	Same as 6.3 Key content http://www.angus.gov.uk/services/default.cfm	 	



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4 CATEGORY: COUNCIL AND GOVERNMENT					
	Information Class	Description	Notes	Format / Availability	Charges
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 teenage pregnancy and support for the children of travelling people.	<p>Key content</p> <p>http://www.angus.gov.uk/ac/documents/default.html#ac</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1144</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1402</p> <p>Information on advice and support for asylum seekers is not published by Angus Council.</p>	 	
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.	<p>Same as 11.5</p> <p>Key content</p> <p>http://www.angusahead.com/home/Home.asp</p>	 	







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4 CATEGORY: COUNCIL AND GOVERNMENT					
	Information Class	Description	Notes	Format / Availability	Charges
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.	<p>Same as 1.10 Key content</p> <p>Jobs http://www.angus.gov.uk/ac/application/default.cfm</p> <p>Tenders and Contracts http://www.angus.gov.uk/contracts/default.html http://www.angus.gov.uk/ccmeetings/reports%2Dcommittee2007/anguscouncil/379AppB.pdf</p> <p>Information on details of council approved suppliers is not published by Angus Council.</p>	 	
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 about decision making and about council plans and policies, including Best Value and statutory development plans.	<p>Key content http://www.angus.gov.uk/councillorinfo/default.cfm Election Information Voter Registration http://www.angus.gov.uk/commcouncil/default.cfm http://www.angus.gov.uk/ccmeetings/default.html http://www.angus.gov.uk/annualreports/default.html http://www.angus.org.uk/</p> <p>Minutes (since 1996), agendas (current only) and reports of meetings (since 2000) of the Council, its Committees and Sub-Committees.</p> <p>See also 1.1, 1.2, 1.3, 1.4 and 1.5</p>	  	











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4 CATEGORY: COUNCIL AND GOVERNMENT					
	Information Class	Description	Notes	Format / Availability	Charges
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).	<p>Same as 2.9</p> <p>Key content</p> <p>http://www.angusahead.com/BusinessAngus/BusinessAngusHomePage.asp</p> <p>http://www.angus.gov.uk/brechinthi/default.html</p> <p>http://www.angus.gov.uk/externalfunding/default.html</p> <p>!</p> <p>Shop Front Improvement Grants</p> <p>http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1287</p> <p>Angus Council does not publish employment advice</p> <p>See also 7.1 and 9.13</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>http://www.angusahead.com/LiveAngus/WorkMoney/WorkFinance.asp</p> <p>http://www.youngscot.org/local/angus/</p> <p>http://www.angus.gov.uk/ac/documents/default.html</p> <p>http://www.angus.gov.uk/services/default.cfm</p>	 	

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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.	<p>Key content</p> <p>http://www.youngscot.org/local/angus/ http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/ac/documents/default.html</p> <p>See also 3.14 and 10.17</p> <p>http://www.angus.gov.uk/amaze/home.cfm http://www.angus.gov.uk/atoz/swleaflets.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1404</p>	 	
5.2	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.	<p>Same as 3.1</p> <p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1239 http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1082 http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1144</p>	 	
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.	<p>Key content:</p> <p>http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1144</p> <p>See also 4.4</p> <p>http://www.angus.gov.uk/externalfunding/default.htm</p> <p>!</p>	 	

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5 CATEGORY: EDUCATION AND LEARNING														
Information Class	Description				Notes				Format / Availability		Charges			
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.				Key content: http://www.angus.gov.uk/services/default.cfm http://www.youngscot.org/local/angus/ http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1144 See also 5.1, 3.14 and 10.17 http://www.angus.gov.uk/ac/documents/default.html http://www.angus.gov.uk/amaze/home.cfm http://www.angus.gov.uk/atoz/swleaflets.cfm				 				
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 Key content http://www.angus.gov.uk/comminfo.htm http://www.angusahead.com/home/Home.asp				 				
														
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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 Key content http://www.angus.gov.uk/history/history.htm http://www.angus.gov.uk/services/default.cfm		
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 Key content http://www.angus.gov.uk/history/history.htm http://www.angus.gov.uk/services/default.cfm http://www.angusahead.com/home/Home.asp See also 3.8 and 11.11 http://www.angus.gov.uk/sportscountryside/	 	
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.	Key content: http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1144	 	





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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 Key content Criminal Justice Service leaflets http://www.angus.gov.uk/atoz/swleaflets.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1144	 	
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.	Key content: http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/ac/documents/default.html	 	





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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 Key content http://www.angus.gov.uk/services/default.cfm http://www.angusahead.com/LiveAngus/WorkMoney/WorkFinance.asp http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1144 http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1425	 	







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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.	Key content: http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/housefacts.cfm	 	
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.	Key content: http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/housefacts.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1430 Mutual Exchange http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1435 See also 6.4	 	





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6 CATEGORY: HOUSING					
Information Class	Description	Notes	Format / Availability	Charges	
	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.				
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 Key content http://www.angus.gov.uk/services/default.cfm	 	
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.	Key content: http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/housefacts.cfm Mutual Exchange http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1435 See also 6.2	 	










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6 CATEGORY: HOUSING					
Information Class	Description	Notes	Format / Availability	Charges	
6.5	Housing associations and co-ops	Information about housing associations and co-operatives in Angus, including information for sheltered housing tenants. Also information about the council's financial assistance to housing associations.	Key content: http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/ac/documents/default.html http://www.angus.gov.uk/atoz/housefacts.cfm	 	
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 criteria for applications and information on how to apply. Also procedures for benefit fraud investigation and information about benefits when hospitalised.	Key content: http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/buildingcontrol/grants/default.html See also 4.1 and 4.7	 	
6.7	Housing finance	General advice and information on housing finance, including information on fair rents and low cost home ownership schemes.	Key content: http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/housefacts.cfm	 	





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6 CATEGORY: HOUSING					
Information Class	Description	Notes	Format / Availability	Charges	
6.8	Improvement 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.	<p>Key content:</p> <p>http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/buildingcontrol/grants/default.html http://www.angus.gov.uk/atoz/housefacts.cfm</p> <p>Information on Accommodation Certificates (tolerable standard) is not published by Angus Council</p>	 	
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 (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.	<p>Same as 9.6</p> <p>Key content</p> <p>Property http://www.angusproperty.com/ http://www.g-s.co.uk/</p> <p>Hire of Premises/Industrial and Commercial Land and Property/Property Enquiry Certificates http://www.angus.gov.uk/services/default.cfm</p> <p>Property For Sale/Lease http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1438 See also 2.2, 2.12, and 9.6</p> <p>Grants and Licenses etc http://www.angus.gov.uk/services/default.cfm</p>	 	

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6 CATEGORY: HOUSING														
Information Class	Description			Notes				Format / Availability		Charges				
				Information on ecological and geological services/how to undertake land and sasine register searches/ registers of council property is not published by Angus Council.										
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.			Key content: http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/housefacts.cfm				 					
6.11	Planning and building standards	Strategic and local development plans. The Planning Register (Parts I and II), including planning applications under consideration by Angus Council and related supporting documentation, including 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.			<p>Same as 2.8 and 9.10</p> <p>Key content</p> <p>Local Plan/Local Development Plan http://www.angus.gov.uk/localplan/</p> <p>Structure Plan http://www.angus.gov.uk/structureplan/</p> <p>Strategic Development Plan (TAYPlan) http://www.tayplan-sdpa.gov.uk/</p> <p>Planning Applications and Building Warrants The Building Standards Register Part I http://planning.angus.gov.uk/publicaccess/</p> <p>Local Housing Strategy http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1430</p>				 					
Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££



6 CATEGORY: HOUSING														
Information Class		Description	Notes					Format / Availability		Charges				
		General advice and information on development management, and on making an application for a building warrant. The Building Standards Register Part I.	<p>General advice and information http://www.angus.gov.uk/devcontrol/advicenotesintro.html http://www.angus.gov.uk/buildingcontrol/default.html http://www.angus.gov.uk/ac/documents/default.html http://www.angus.gov.uk/atoz/pdfs/Enforcementcharacter.pdf</p> <p>The Planning Registers (other than the information which is available on our website as indicated above) and the Enforcement Register are available for inspection only at the Department of Planning and Transport, Angus Council, County Buildings, Market Street, Forfar between the hours of 9.00 am and 5.00 pm Monday to Friday.</p> <p>Recent planning documents are also available online at http://planning.angus.gov.uk/publicaccess/ for those with web access.</p> <p>For those who cannot access online or visit our offices, hard copies of planning information, including extracts from the registers, will be supplied on request.</p> <p>We may charge for copies of information supplied from the registers according to the charging policy in section 6.</p>					    						
Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££

6	CATEGORY: HOUSING				
Information Class	Description	Notes	Format / Availability	Charges	
		<p>Pre-printed ('glossy') copies of some documents will incur a charge – where this is the case these are shown below. Where documents are available online, they may be downloaded for free, and print outs of all or part of the documents provided on request. We reserve the right to charge for print outs of downloads, according to our charging policy in section 6.</p> <p>Local Plan Local Plan Review Structure Plan Written Statement Report of Survey Planning Application Decision Notice (some on website) Where reference number quoted Otherwise Weekly list of Planning Applications On an annual basis Section 75/Section 50 Agreements Building Warrant Consent/Completion Certificate (Part II of Building Standards Register): Where reference number quoted Otherwise Building Warrant Plans/Drawings (Part II of Building Standards Register): A3/A4 A1/A2</p>	<p>   </p>	<p>£30 £10 £5 £25 £50 £200 £20 £25 £50 FOC £40</p>	







Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££
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6 CATEGORY: HOUSING					
Information Class	Description	Notes	Format / Availability	Charges	
		<p>Angus Retail Study Tree Preservation Orders Eastern Cairngorms Access Project Business Plan Angus Retail Study (on website)</p> <p>Note – access to Building Standards Register (Part II) is restricted by legislation.</p>	<p>☆</p> <p>☆</p>	<p>£100 £20 £25 £100</p>	
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).	<p>Same as 9.12 Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/housefacts.cfm</p> <p>Information on home insurance/how to undertake land and sasine register searches is not published by Angus Council.</p>	<p>☆</p> <p>📄</p>	
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.	<p>Same as 9.15 Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1400</p> <p>See also 2.3</p>	<p>☆</p> <p>📄</p>	



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6 CATEGORY: HOUSING					
	Information Class	Description	Notes	Format / Availability	Charges
6.14	Supported and sheltered housing	Information and advice on supported and 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.	<p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>Information on Accommodation Certificates (tolerable standard) is not published by Angus Council</p>	 	





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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.	<p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm http://www.angusahead.com/LiveAngus/WorkMoney/WorkFinance.asp http://www.youngscot.org/local/angus/ http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1144</p> <p>Note: Careers and employment advice can be obtained from Job Centres and Careers Scotland</p>	 	
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.	<p>Key content</p> <p>http://www.angus.gov.uk/ac/application/default.cfm http://www.angusahead.com/LiveAngus/WorkMoney/WorkFinance.asp</p> <p>Information on advice and support for asylum seekers is not published by Angus Council.</p>	 	
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.	<p>Key content</p> <p>http://www.angus.gov.uk/ac/application/default.cfm http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1144</p>	 	





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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 Key content http://www.angus.gov.uk/services/default.cfm http://www.angusahead.com/LiveAngus/WorkMoney/WorkFinance.asp http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1144 http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1425	 	



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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.	Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1419	 	
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 Angus, renewal of vows, civil partnerships and naming ceremonies.	Key content http://www.angus.gov.uk/services/default.cfm Information on repatriation of bodies and sudden death investigations is not published by Angus Council. See also 4.2	 	



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8 CATEGORY: LAW AND LICENSING					
	Information Class	Description	Notes	Format / Availability	Charges
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.	<p>Same as 9.5</p> <p>Key content http://www.angus.gov.uk/services/default.cfm</p> <p>See also 2.3 and 8.1</p>	 	
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.	<p>Key content http://www.angus.gov.uk/services/default.cfm</p> <p>Note: Further information on fire safety may be obtained from Tayside Fire and Rescue (see Section 2 for contact details)</p>	 	



Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££
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8 CATEGORY: LAW AND LICENSING					
	Information Class	Description	Notes	Format / Availability	Charges
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).	<p>Same as 2.7 and 10.11</p> <p>Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/ac/documents/default.html#health http://www.focusonalcohol.org/Angus Local Licensing Forum http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1428</p> <p>Information on needle exchange services is not published by Angus Council, but is available from NHS Tayside.</p> <p>For information on local fire and rescue services, please contact Tayside Fire and Rescue (see Section 2 for contact details)</p>	 	
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.	<p>Key content http://www.angus.gov.uk/services/default.cfm</p> <p>Contact the Council's Welfare Rights Service for further information on (08452 777 778). You may need to contact a solicitor for legal advice or the Citizens Advice Bureau may be able to help.</p>		



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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.	Key content http://www.angus.gov.uk/services/default.cfm	 	












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8	CATEGORY: LAW AND LICENSING				
	Information Class	Description	Notes	Format / Availability	Charges
8.10	Police, courts and criminal justice	Information on criminal justice social work (including single shared assessment & throughcare <i>i.e.</i> support & supervision of an offender), information on procedures & 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 and monitoring, parenting orders, probation orders, supervising attendance orders and supervision of payment of court fines), advice on support for witnesses and victims.	<p>Key content Criminal Justice Service leaflets http://www.angus.gov.uk/atoz/swleaflets.cfm</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1404</p> <p>For information about local police services, contact :</p> <p>Tayside Police PO Box 59 West Bell Street DUNDEE DD1 9JU</p> <p>Tel: (Non emergency) 0300 111 2222 Fax: 01382 200449 Email: mail@tayside.pnn.police.uk</p> <p>Information on funding community justice activity is available from the Tayside Criminal Justice Authority:</p> <p>Floor 7, City House, Overgate, Dundee. DD1 1UH.</p> <p>See also 10.5</p>	 	





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8	CATEGORY: LAW AND LICENSING				
	Information Class	Description	Notes	Format / Availability	Charges
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.	<p>Same as 2.15 Key content http://www.angus.gov.uk/services/default.cfm</p> <p>Angus Energy Saving Project http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1439</p>	 	



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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.	Key content http://www.angus.gov.uk/services/default.cfm See also 8.1 and 8.9	 										
9.2	Conservation	Information on the council services relating to the conservation of buildings & the environment, incl. advice on forest & woodland management (where applicable), care of historic sites & listed buildings (incl. site lists), care of memorials & monuments, care of natural heritage areas, countryside conservation services, details of advertisement control areas & conservation areas, info. on residential study centres, ranger services, rural development services & tree management (incl. tree preservation orders).	Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/ac/documents/default.html http://www.angus.gov.uk/sportscountryside/rangerservice.htm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1406 The List of Listed Buildings is available for inspection as part of the Planning Registers at the Department of Planning and Transport, Angus Council, County Buildings, Market Street, Forfar between the hours of 9.00 am and 5.00 pm Monday to Friday. For those who cannot visit our offices, hard copies of this information, including extracts from the registers, will be supplied on request.	   										
Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££





9 CATEGORY: PLANNING AND THE ENVIRONMENT													
Information Class		Description	Notes	Format / Availability	Charges								
			<p>We may charge for copies of information supplied from the registers according to the charging policy in section 6.</p> <p>You can search for a listed building on Historic Scotland's website: http://www.historic-scotland.gov.uk/index/heritage/historicandlistedbuildings.htm</p> <p>Tree Preservation Orders are available in hard copy only.</p>	 									
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 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.	<p>Key content http://www.angus.gov.uk/ac/documents/default.html http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1437</p> <p>See also 2.5, 3.5, 9.10 and 11.3 http://www.angusahead.com/home/Home.asp http://www.angus.gov.uk/sportscountryside/ http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/sportscountryside/rangerservice.htm</p>	 									
Key to symbols	Online		Email @	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££

9 CATEGORY: PLANNING AND THE ENVIRONMENT					
	Information Class	Description	Notes	Format / Availability	Charges
9.4	Emergency planning	Information on emergency planning, including measures relating to fire, flooding, gas pipelines, health and diseases, radiation and chemical incidents.	<p>Key content</p> <p>http://www.angus.gov.uk/ac/departments/che002.htm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1424</p> <p>For information on local fire and rescue services, please contact Tayside Police and Tayside Fire and Rescue – see Section 2 for contact details</p> <p>See also 2.6 and 4.9</p>	 	
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.	<p>Same as 8.5</p> <p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1426</p> <p>See also 2.3 and 8.1</p>	 	









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9	CATEGORY: PLANNING AND THE ENVIRONMENT				
	Information Class	Description	Notes	Format / Availability	Charges
9.6	Land and property	General information on land & property, including availability & letting, ecological & geological services for land & property, how to obtain property enquiry certificates, how to undertake land & sasine register searches, land reclamation & improvement grants (incl. eligibility & criteria for applications), land & 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.	<p>Same as 6.9 Key content</p> <p>Property http://www.angusproperty.com/ http://www.g-s.co.uk/</p> <p>Property For Sale/Lease http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1438</p> <p>Hire of Premises/Industrial and Commercial Land and Property/Property Enquiry Certificates http://www.angus.gov.uk/services/default.cfm</p> <p>Information on how to implement searches and details of geological services is not published by Angus Council.</p> <p>Grants and Licenses etc http://www.angus.gov.uk/services/default.cfm</p> <p>Information on ecological and geological services/how to undertake land and sasine register searches/ registers of council property is not published by Angus Council.</p> <p>See also 2.2, 2.12 and 6.9</p>	 	

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££
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9 CATEGORY: PLANNING AND THE ENVIRONMENT					
	Information Class	Description	Notes	Format / Availability	Charges
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 Information on marine and waterway services is not published by Angus Council		
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 travelling people. 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 Key content http://www.angus.gov.uk/services/default.cfm Information on clamping of vehicles is not published by Angus Council.	 	
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 Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/sportscountryside/	 	



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9 CATEGORY: PLANNING AND THE ENVIRONMENT														
Information Class	Description			Notes				Format / Availability		Charges				
9.10	Planning and building standards	Strategic and local development plans. The Planning Register (Parts I and II), including planning applications under consideration by Angus Council and related supporting documentation, including 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. General advice and information on development management, and on making an application for a building warrant. The Building Standards Register Part I.			<p>Same as 2.8 and 6.11 Key content</p> <p>Local Plan/Local Development Plan http://www.angus.gov.uk/localplan/</p> <p>Structure Plan http://www.angus.gov.uk/structureplan/</p> <p>Strategic Development Plan (TAYPlan) http://www.tayplan-sdpa.gov.uk/</p> <p>Local Housing Strategy http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1430</p> <p>Planning Applications and Building Warrants The Building Standards Register Part I http://planning.angus.gov.uk/publicaccess/</p> <p>General advice and information http://www.angus.gov.uk/devcontrol/advicenotesintro.html http://www.angus.gov.uk/buildingcontrol/default.html http://www.angus.gov.uk/ac/documents/default.html http://www.angus.gov.uk/atoz/pdfs/Enforcementchart.pdf</p> <p>The Planning Registers (other than the information which is available on our website as indicated above) and the Enforcement Register are available for</p>				 					
Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££



9	CATEGORY: PLANNING AND THE ENVIRONMENT			
Information Class	Description	Notes	Format / Availability	Charges
		<p>inspection only at the Department of Planning and Transport, Angus Council, County Buildings, Market Street, Forfar between the hours of 9.00 am and 5.00 pm Monday to Friday.</p> <p>Recent planning documents are also available online at http://planning.angus.gov.uk/publicaccess/ for those with web access.</p> <p>For those who cannot access online or visit our offices, hard copies of planning information, including extracts from the registers, will be supplied on request.</p> <p>We may charge for copies of information supplied from the registers according to the charging policy in section 6.</p> <p>Pre-printed ('glossy') copies of some documents will incur a charge – where this is the case these are shown below. Where documents are available online, they may be downloaded for free, and print outs of all or part of the documents provided on request. We reserve the right to charge for print outs of downloads, according to our charging policy in section 6.</p>		

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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.	Key content http://www.angus.gov.uk/services/default.cfm See also 2.3 and 8.4	 	
9.12	Private housing	Info. & advice for owners & tenants of private housing, incl. disability facility grants, home insurance, housing renovation grants (incl. eligibility & criteria for applications & info. on how to apply), improvements & repairs, how to conduct land & sasine register searches, low cost home ownership scheme, how to obtain property enquiry certificates, & rents (incl. renting to the council).	Same as 6.12 Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/housefacts.cfm Information on home insurance/how to undertake land and sasine register searches is not published by Angus Council.	 	
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.	Key content http://www.angus.gov.uk/ac/documents/default.html http://www.angus.gov.uk/services/default.cfm See also 2.9 and 2.14	 	

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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 Key Content http://www.angus.gov.uk/services/default.cfm See also 9.8 Register of Public Roads				   					
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 Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1400 See also 2.3				 					
Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection		Audio copy		Charges may apply	££

9 CATEGORY: PLANNING AND THE ENVIRONMENT					
	Information Class	Description	Notes	Format / Availability	Charges
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, removal of dead animals, services relating to drains and spillages, and vandalism prevention and repair.	Same as 12.8 Key content http://www.angus.gov.uk/services/default.cfm	 	



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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.	<p>This information is not published by Angus Council.</p> <p>See also 4.10 and 7.2</p> <p>http://www.angus.gov.uk/ac/documents/default.html#a_c</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>http://www.angus.gov.uk/ac/application/default.cfm</p> <p>http://www.angusahead.com/LiveAngus/WorkMoney/WorkFinance.asp</p>		
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.	<p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>http://www.angus.gov.uk/atoz/swleaflets.cfm</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1402</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1427</p> <p>Charging for non-residential Care Services</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1432</p>	 	





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10 CATEGORY: SOCIAL CARE AND HEALTH					
	Information Class	Description	Notes	Format / Availability	Charges
10.3	Childcare and family care	Information on council services and advice on 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 travelling people, and support for young people leaving care. Also information on council support and advice for young carers, and support and advice on teenage pregnancy.	Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/swleaflets.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1427 See also 5.3	 	
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.	Key content http://www.angus.gov.uk/transport/default.html http://www.angus.gov.uk/services/default.cfm	 	





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10 CATEGORY: SOCIAL CARE AND HEALTH					
	Information Class	Description	Notes	Format / Availability	Charges
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 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 (ie support and supervision of an offender).	Key content Criminal Justice Service leaflets http://www.angus.gov.uk/atoz/swleaflets.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1404 See also 8.10	 	










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10 CATEGORY: SOCIAL CARE AND HEALTH					
	Information Class	Description	Notes	Format / Availability	Charges
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.	Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/swleaflets.cfm	 	
10.7	Domestic violence	Information relating to council help and support for 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.	Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/swleaflets.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1402	 	

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10 CATEGORY: SOCIAL CARE AND HEALTH					
	Information Class	Description	Notes	Format / Availability	Charges
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.	Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/swleaflets.cfm	 	
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.	Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/swleaflets.cfm	 	

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10 CATEGORY: SOCIAL CARE AND HEALTH														
Information Class	Description		Notes				Format / Availability		Charges					
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 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.	<p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1402 http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1428</p> <p>Note: information about health care can be obtained from NHS Tayside.</p> <p>See also 2.7 and 2.15</p> <p>http://www.angus.gov.uk/ac/documents/default.html#health http://www.focusonalcohol.org/</p>				 							
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)	<p>Same as 2.7 and 8.7</p> <p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/ac/documents/default.html#health Angus Local Licensing Forum http://www.focusonalcohol.org/ http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1428</p> <p>Information on needle exchange services is not published by Angus Council, but is available from NHS Tayside.</p>				 							
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10 CATEGORY: SOCIAL CARE AND HEALTH					
Information Class	Description	Notes	Format / Availability	Charges	
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, missing or out of client contact, and out of hours support.	<p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/swleaflets.cfm</p> <p>See also 2.7, 3.1, 3.3, 3.6, 4.1, 4.2, 4.4, 4.7, 5.2, 5.3, 5.9 and 6.4</p> <p>http://www.angus.gov.uk/ac/documents/default.html#health http://www.focusonalcohol.org/ http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1239 http://www.angus.gov.uk/services/view_service_detail.cfm?serviceid=1082 http://www.angus.gov.uk/comminfo.htm http://www.angusahead.com/home/Home.asp http://www.angus.gov.uk/ac/documents/default.html http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1141 http://www.rascot.co.uk/pc/ http://www.angus.gov.uk/externalfunding/default.html http://www.angus.gov.uk/atoz/housefacts.cfm</p>	 	
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.	<p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/swleaflets.cfm</p>	 	






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10 CATEGORY: SOCIAL CARE AND HEALTH					
	Information Class	Description	Notes	Format / Availability	Charges
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.	Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/atoz/swleaflets.cfm	 	
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.	Key content Criminal Justice Service leaflets http://www.angus.gov.uk/atoz/swleaflets.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1404	 	
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 Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/amaze/home.cfm http://www.angus.gov.uk/atoz/swleaflets.cfm http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1402	 	





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10 CATEGORY: SOCIAL CARE AND HEALTH					
	Information Class	Description	Notes	Format / Availability	Charges
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.	<p>Same as 3.14</p> <p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>http://www.youngscot.org/local/angus/</p> <p>http://www.angus.gov.uk/amaze/home.cfm</p> <p>http://www.angus.gov.uk/atoz/swleaflets.cfm</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1144</p> <p>http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1404</p> <p>See also 5.1</p> <p>http://www.angus.gov.uk/ac/documents/default.html</p>	 	



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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.	Key content http://www.angusahead.com/home/Home.asp 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.	Key content http://www.angusahead.com/home/Home.asp	 	
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.	Same as 3.5 Key content http://www.angusahead.com/home/Home.asp http://www.angus.gov.uk/sportscountryside/ See also 2.5 and 9.3 http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/sportscountryside/rangerservice.htm http://www.angus.gov.uk/ac/documents/default.html http://www.angus.gov.uk/services/View_Service_Detail.cfm?serviceid=1437	 	







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11 CATEGORY: TOURISM AND VISITOR ATTRACTIONS					
Information Class	Description	Notes	Format / Availability	Charges	
	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.	Note: Angus has no canals or zoos.			
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.	Key content http://www.angusahead.com/home/Home.asp Information on distilleries, breweries, pubs and bars, restaurants and cafes, and takeaways is not published by Angus Council.	 	
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 Key content http://www.angusahead.com/home/Home.asp	 	



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11 CATEGORY: TOURISM AND VISITOR ATTRACTIONS					
	Information Class	Description	Notes	Format / Availability	Charges
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.	Information on harbours and moorings is not published by Angus Council.		
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, memorials and monuments, also contact details for tourist information centres.	<p>Same as 3.9 and 5.7</p> <p>Key content</p> <p>http://www.angus.gov.uk/history/history.htm http://www.angus.gov.uk/services/default.cfm http://www.angusahead.com/home/Home.asp</p> <p>See also 3.8 and 11.11</p> <p>http://www.angus.gov.uk/sportscountryside/</p>	 	





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11 CATEGORY: TOURISM AND VISITOR ATTRACTIONS					
	Information Class	Description	Notes	Format / Availability	Charges
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 Key content http://www.angus.gov.uk/history/history.htm http://www.angus.gov.uk/services/default.cfm	 	
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 Key content http://www.angus.gov.uk/services/default.cfm http://www.angus.gov.uk/sportscountryside/	 	
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).	Key content http://www.angus.gov.uk/services/default.cfm http://www.angusahead.com/home/Home.asp http://www.angus.gov.uk/sportscountryside/ See also 12.12	 	





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11 CATEGORY: TOURISM AND VISITOR ATTRACTIONS					
	Information Class	Description	Notes	Format / Availability	Charges
11.11	Tourist information	Information for tourists, including contact details of local tourist information centres. Also education facilities for international students and information on town twinning.	<p>Key content</p> <p>http://www.angusahead.com/home/Home.asp http://www.angus.gov.uk/sportscountryside/</p> <p>For more tourist information, contact VisitScotland.</p>	 	
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.	<p>Information on tours, cruises and itineraries is not generally published by Angus Council.</p> <p>Information may be available form the Angus Ahead website.</p> <p>http://www.angusahead.com/home/Home.asp</p>		





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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.	Key content http://www.angus.gov.uk/sustainability/transport.htm http://www.angus.gov.uk/transport/default.html http://www.angus.gov.uk/services/default.cfm	 	
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.	Key content http://www.angus.gov.uk/transport/default.html http://www.angus.gov.uk/services/default.cfm	 	
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 Information on marine and waterway services is not published by Angus Council		





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12		CATEGORY: TRANSPORT AND STREETS			
	Information Class	Description	Notes	Format / Availability	Charges
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 travelling people. 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 9.8 Key content http://www.angus.gov.uk/services/default.cfm	 	
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.	Key content: http://www.angus.gov.uk/transport/default.html http://www.angus.gov.uk/services/default.cfm	 	







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12		CATEGORY: TRANSPORT AND STREETS			
	Information Class	Description	Notes	Format / Availability	Charges
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.	Key content: http://www.angus.gov.uk/services/default.cfm	 	
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 information on local markings, signs and traffic calming measures, and registers, naming and adoptions.	Same as 9.14 Key content http://www.angus.gov.uk/services/default.cfm See also 9.8	 	

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12		CATEGORY: TRANSPORT AND STREETS			
	Information Class	Description	Notes	Format / Availability	Charges
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.	<p>Same as 9.16</p> <p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm</p>	 	
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.	<p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>http://www.angus.gov.uk/ccmeetings/reports-committee2003/CivicLicensing2003-08.html</p>	 	

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12		CATEGORY: TRANSPORT AND STREETS			
	Information Class	Description	Notes	Format / Availability	Charges
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 cameras (policy on provision, location etc.) and how to apply for shop front improvement grants (including eligibility and criteria for applications).	<p>Same as 2.14</p> <p>Key Content</p> <p>http://www.angus.gov.uk/ac/documents/default.html</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>See also 9.13</p>	 	
12.11	Transport policy	Information on the local authority's transport policy, and its relationship to national and other policies.	<p>Key content</p> <p>http://www.angus.gov.uk/sustainability/transport.htm</p> <p>http://www.angus.gov.uk/transport/default.html</p> <p>http://www.angus.gov.uk/services/default.cfm</p>	 	
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.	<p>Key content</p> <p>http://www.angus.gov.uk/services/default.cfm</p> <p>http://www.angus.gov.uk/sportscountryside/</p> <p>http://www.angusahead.com/home/Home.asp</p> <p>See also 11.10</p>	 	

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