



Horsham  
District  
Council

# Horsham District Council Publication Scheme

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Revised 2014, 2016

Horsham District Council's Guide to Information is the information that we routinely publish in order to fulfill our obligations set out at section 19 Freedom of Information Act 2000. The Council has adopted the Information Commissioner's model publication scheme and follows the definition document for principal Local Authorities.

## **Who we are and what we do**

The Council offices are based at Parkside, Horsham. If you have access to the internet you will be able to use and find out about most of the Council's services online at [www.horsham.gov.uk](http://www.horsham.gov.uk)

### **Council Constitution**

The Constitution sets out how the Council operates, how decisions are made and the procedures which are followed. Some of these processes are required by the law, while others are a matter for the Council to choose. Please see below for a summary or full version of the constitution.

<http://horsham.moderngov.co.uk/ecCatDisplay.aspx?bcr=1&sch=doc>

### **Council democratic structure**

The role of the Council is to:

- Determine policy
- Adopt specific policies e.g. Corporate Plan, Community Strategy, Local Development Framework
- Approve a budget and borrowing
- Appoint the Leader
- Agree allowances for Councillors

The Leader will appoint a Cabinet which consists of Councillors from the majority political party . Each Cabinet Member has responsibility for a particular area of the Council's activity.

Full details on the Council structure is available on the council website

<http://horsham.moderngov.co.uk/mgListCommittees.aspx?bcr=1>

### **Organisation Structure**

The Council's management structure can be found in part 7 of the Constitution

<http://horsham.moderngov.co.uk/ecCatDisplay.aspx?bcr=1&sch=doc>

### **Location and opening times of council properties**

Office Hours

The Council's normal offices hours are:

8.45am to 5.20pm Monday to Thursday and

8.45am to 4.20pm Fridays

The postal address is :  
Parkside  
Chart Way  
Horsham  
West Sussex  
RH12 1RL

The main switchboard number is (01403) 215100 and you may email [foi@horsham.gov.uk](mailto:foi@horsham.gov.uk)

### **Currently elected councillor's information and contact details**

The Council comprises 44 councillors serving 22 electoral wards. Details of all current councillors, the wards they represent and their contact details are available on our website.

<http://horsham.moderngov.co.uk/mgMemberIndex.aspx?bcr=1>

### **Contact details for all customer facing departments**

Horsham District Council is responsible for:

- Allotments (some)
- Building Regulations
- Burial Grounds (some)
- Council Tax Collection
- Country Parks
- Elections
- Environmental Health
- Health and Safety
- Housing advice and benefits
- Leisure and Recreation
- Local Licensing
- Local Planning
- Museums
- Off-Street Car Parks
- Waste Collection and household recycling

For contact details of individual departments please look on our website

<http://www.horsham.gov.uk/contact>

### **Most recent election results**

Results of the latest parliamentary, European parliament, county council, district council, parish and police commissioner elections are available on our website. Results of local parish polls are also available.

<http://www.horsham.gov.uk/electionspages/elections/election-results>

## **Relationships with other authorities**

West Sussex County Council is responsible for:

- Appointing members to Sussex Police Authority
- Archives
- Countryside Services
- Education
- Fire Brigade
- Highways and Transport
- Libraries
- Probation
- Registrar of Births, Deaths & Marriages
- Social Services
- Strategic Planning Trading Standards
- Waste Disposal

Contact: (01243) 777100 or visit [West Sussex website](#)

Your Parish or Neighbourhood Council is responsible for:

- Allotments (some)
- Burial Grounds (some)
- Bus Shelters
- Footpaths
- Hedges
- Maintenance of Some Local Buildings (ie village halls)
- Sports Facilities and Other Open Spaces
- Street Lighting

Parish Councils also advise the district and county councils and other public bodies on matters of local concern.

<http://www.horsham.gov.uk/councilanddemocracy/councillors/about-councillors/parish-councils>

## **The role of the Monitoring Officer**

The principal role of the Monitoring Officer is to ensure the lawfulness of Council decision making, procedures and processes.

The Monitoring Officer is Mr Paul Cummins, Head of Legal & Democratic Services. For more information please refer to the Monitoring Officer Protocol which forms Part 5C of the Council's Constitution.

<http://horsham.moderngov.co.uk/ecCatDisplay.aspx?bcr=1&sch=doc>

Horsham District Council works with other authorities such as West Sussex County Council and other neighbouring local councils to deliver services:

CenSus (Central Sussex Partnership)  
<http://www.midsussex.gov.uk/revsandbens/>  
Health & Wellbeing  
<http://horsham.westsussexwellbeing.org.uk/>  
South Downs National Park  
<http://www.southdowns.gov.uk/>  
Sussex Building Control.  
<http://sussexbuildingcontrol.org/>

## **What we spend and how we spend it**

**Financial information about projected an actual income and expenditure, contracts and financial audit. Including:**  
**Financial Statements, budgets & variance reports**  
**Capital programme**  
**Spending reviews**  
**Payments to suppliers**  
**Financial audit reports**

<http://horsham.moderngov.co.uk/mgCommitteeDetails.aspx?ID=145>

**Member's allowance scheme and the allowances paid under it to councillors each year**

<http://horsham.moderngov.co.uk/ecCatDisplay.aspx?bcr=1&sch=doc>

**Staff allowances and expenses**

Please contact the council

**Pay & grading structure**

Please contact the council

**Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)**

This information is available to view at the Council offices. Please contact the elections officer on 01403 215126 or email [elections@horsham.gov.uk](mailto:elections@horsham.gov.uk)

**Procurement procedures**

Procurement at Horsham District Council is managed as a shared service with Mid Sussex District Council and Crawley Borough Council. You can view more information on how we procure goods and services by visiting the shared area of Crawley Borough Council [website](#).

**Current tender opportunities**

<http://www.horsham.gov.uk/business>

**Contracts awarded and their value**

<http://www.horsham.gov.uk>

### **District auditor's report**

<http://horsham.moderngov.co.uk/mgCommitteeDetails.aspx?ID=149>

### **Internal financial regulations & Protocol for partnership arrangements**

These are included in our constitution

<http://horsham.moderngov.co.uk/ecCatDisplay.aspx?bcr=1&sch=doc>

### **What our priorities are and how we are doing**

Annual reports Strategic, corporate plan & business plans for council services, Key decisions, Best value performance indicators, District auditor's reports on best value performance plan and performance indicators & Local area agreements

<https://www.horsham.gov.uk/financeandperformance/finance-and-performance/district-plan-2011-2015>

### **Equality Impact assessments**

<http://www.horsham.gov.uk/communitysupport/community-support/equality,-diversity,-human-rights/equality-impact-assessments>

### **How we make decisions**

#### **Timetable of council meetings**

<http://horsham.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

#### **Agendas, reports, background papers and minutes of council committees**

<http://horsham.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

#### **Major policy proposals and decisions**

Policy decisions are made at Cabinet and Council meetings. Agendas, reports and minutes are available on our website

<http://horsham.moderngov.co.uk/mgCommitteeDetails.aspx?ID=132>

#### **Public consultations**

<http://www.horsham.gov.uk>

### **Our policies and procedures**

#### **Policies and procedures for conducting council business**

Please see the council's constitution

<http://horsham.moderngov.co.uk/ecCatDisplay.aspx?bcr=1&sch=doc>

## **Policies and procedures for delivering our services**

### **Procurement procedures**

Procurement at Horsham District Council is managed as a shared service with Mid Sussex District Council and Crawley Borough Council. You can view more information on how we procure goods and services by visiting the shared area of Crawley Borough Council [website](#).

### **Policy & procedures about recruitment and employment of staff**

Information about working for Horsham District Council is published on the councils website

<http://www.horsham.gov.uk/jobs-and-careers/working-for-the-council>

The Council's Equality, Diversity & Human Rights Policy is available on the Council's website.

<http://www.horsham.gov.uk/communitysupport/community-support/equality,-diversity,-human-rights/other-equalities/equality-in-employment>

### **Customer service**

The Council's customer service charter tells you how you should expect to be treated if you get in touch with us.

<http://www.horsham.gov.uk/aboutus/about-us/customer-service-charter>

Details of how to make comments, compliments suggestions and complaints to the council are on the website.

<http://www.horsham.gov.uk/contact/comments-and-complaints>

### **Records Management & personal data policies**

Information about records management, personal data and access to information held by the council is available on our website.

<http://www.horsham.gov.uk/accesstoinformation/access-to-information>

### **Charging regimes**

Some of the Council's service attract charges such as car parks, planning, local land charges, pest control etc. Information about these charges can be found on the council's website under information relating to the relevant service

[www.horsham.gov.uk](http://www.horsham.gov.uk)

## **Lists & Registers**

Public registers and registers held as public records

### **The Electoral Register**

Using information received from the public, registration officers keep two registers - the electoral register and the open register (also known as the edited register).

The electoral register lists the names and addresses of everyone who is registered to vote in public elections.

The register is used for electoral purposes - such as making sure only eligible people can vote - and for other limited purposes specified in law. The personal data in the register must always be processed in line with data-protection legislation.

The electoral register is available for inspection by appointment at the council offices.

The open register is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details. The personal data in the register must always be processed in line with data protection legislation.

Further information is available on our website.

<http://www.horsham.gov.uk/electionspages/elections/electoral-register>

### **Register of councillor's interests**

Each councillor has a register of interest published on the profile of the councillor

<http://horsham.moderngov.co.uk/mgMemberIndex.aspx?bcr=1>

### **Register of gifts & hospitality**

Please refer to part 5B of the Constitution

<http://horsham.moderngov.co.uk/ecCatDisplay.aspx?bcr=1&sch=doc>

### **The public health & licensing department maintain a number of registers.**

<http://www.horsham.gov.uk/environmentalhealth/environmental-health>

### **Datasets**

Business rates information

[http://revsandbens.centralsussex.gov.uk/non\\_domestic\\_rates/370.htm](http://revsandbens.centralsussex.gov.uk/non_domestic_rates/370.htm)

Over £500 expenditure

<http://www.horsham.gov.uk/accesstoinformation/access-to-information/open-data-and-transparency>

Disclosure log

<https://horsham.axlr8.uk/disclosureLogYear.asp?npr=1>

### **Services provided by the Council**

Information about the services the council provides including leaflets, guidance and newsletters.

### **Regulatory and licensing responsibilities**

Building Control

<http://www.horsham.gov.uk/buildingcontrol/building-control>



## **Planning/Development Control**

<http://www.horsham.gov.uk/home>

## **Environmental Health**

<http://www.horsham.gov.uk/environmentalhealth/environmental-health>

## **Election Information**

<http://www.horsham.gov.uk/electionspages/elections>

## **Services for local businesses**

Horsham District Council is committed to supporting local businesses. We recognise that our businesses contribute hugely to the prosperity of our District. The Business Development service at Horsham District Council organises events to promote and support local businesses (eg Horsham Microbiz and the Horsham District Food and Drink Festival) and works in partnership with a wide variety of organisations to ensure that Horsham businesses have all the appropriate specialist help they need to grow and prosper.

<http://www.horsham.gov.uk/businesspages/Business-Development>

## **Services for Members of the Public**

Horsham District Council is responsible for:

- Allotments (some)
- Building Regulations
- Burial Grounds (some)
- Council Tax Collection
- Country Parks
- Elections
- Environmental Health
- Health and Safety
- Housing advice and benefits
- Leisure and Recreation
- Local Licensing
- Local Planning
- Museums
- Off-Street Car Parks
- Waste Collection and household recycling

Please see the Council's website [www.horsham.gov.uk](http://www.horsham.gov.uk) for further information about the services we provide.

## **Services for which the council is entitled to recover a fee**

Please refer to the relevant service pages on the council's website at [www.horsham.gov.uk](http://www.horsham.gov.uk)

## **Information for visitors to the area, leisure information, events, museums & archive collections**

The Council publishes a Guide to the Horsham District

[http://www.localauthoritypublishing.co.uk/flip\\_guides/horshamguide/index.html](http://www.localauthoritypublishing.co.uk/flip_guides/horshamguide/index.html)

Further information for visitors and tourist is available on the council's website

<http://www.horsham.gov.uk/tourismpages/tourism/out-and-about>

## **Leaflets, booklets and guidance**

The council publishes a variety of guidance and leaflets. These can be found on our website under the relevant service area.

[www.horsham.gov.uk](http://www.horsham.gov.uk)

## **Media releases**

Horsham District Council answers over 1,000 incoming media enquiries a year and also proactively issues almost 400 news releases in the same timeframe. Press releases are available on the council's website.

<http://www.horsham.gov.uk/latest-news/news>