

East Lothian Council Guide to Information

East Lothian Council Information Governance
Reviewed July 2019

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1. GUIDE TO INFORMATION AVAILABLE THROUGH THE MODEL PUBLICATION SCHEME 2017

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to adopt and maintain a publication scheme which has the approval of the Scottish Information Commissioner and publish information in accordance with that scheme. The publication scheme must:

publish the classes of information that the authority makes routinely available tell the public how to access the information and whether information is available free of charge or on payment

East Lothian Council has adopted the **Model Publication Scheme 2018** which has been produced and approved by the Scottish Information Commissioner.

You can see this scheme on our website at https://www.eastlothian.gov.uk/downloads/download/12941/publication_scheme_and_policies. It is also available on the Scottish Information Commissioner's website at www.itspublicknowledge.info/MPS

You can also contact us at the address below if you prefer a copy of the Model Publication Scheme 2018, or this Guide to Information, to be provided in a different format.

The purpose of the Guide to Information is to:

allow the public to see what information is available (and what is not available) for East Lothian Council in relation to each class in the Model Publication Scheme 2018 state what charges may be applied explain how to find the information easily provide contact details for enquiries and to get help with access to the information explain how to request information that has not been published.

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

2. Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

3. Exempt information

All information covered by our Guide to Information can either be accessed through our website or will be provided promptly following our receipt of your request.

Our aim in adopting the Commissioner's Model Publication Scheme 2018 and in maintaining this Guide to Information is to be as open as possible. You should note, however, that there may be limited circumstances where information will be withheld from one of the classes of information listed. Information will only be withheld, however, where the Act (or, in the case of environmental information, the EIRs) 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 another person's personal information, and its release would breach the 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 will, in many cases, be possible to provide copies with the withheld information edited out.

4. Copyright

East Lothian Council holds the copyright for the vast majority of information in this Publication Scheme. Much of this information can be copied or reproduced without our formal permission, provided it is copied or reproduced accurately, is not used in a misleading context, is not used for profit, and provided that the source of the material is identified and accurately cited. Many resources and publications, in particular education resources, will include indications of their copyright status which may be more restrictive.

Providing access to information does not mean that copyright has been waived, nor does it give the recipient the right to re-use information for commercial purposes. If you intend to re-use information obtained from the Scheme, and you are unsure whether you have the right to do so, please make a request to re-use the information to:

FOI team, East Lothian Council, John Muir House, Brewery Park, Haddington, East Lothian, EH41 3HA

Email: foi@eastlothian.gov.uk Telephone: 01620 827827

Your request will be considered under the **Re-use of Public Sector Information Regulations 2015** which may provide the right to impose a charge. In the event that a charge is payable you will be advised what this is and how it is calculated. If you require more information on the re-use of information, go to www.oqps.gov.uk or contact East Lothian Council as above.

The Publication Scheme may contain information where the copyright holder is not NES. In most cases, the copyright holder will be obvious from the documents. In cases where the copyright is unclear 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.

5. Charges

All charges associated with providing information through our publication scheme can be found within East Lothian Council's Charges Policy.

There is no charge to view information on our website or at our premises.

We do not pass any other costs on to you in relation to our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a market value which may include the cost of production.

Details of Community Activity and Facility Charges are published on our [website](#).

6. Contact us

You can contact us for assistance with any aspect of this publication scheme:

East Lothian Council, John Muir House, Brewery Park, Haddington, East Lothian, EH41 3HA

Telephone: 01620 827827

Email: foi@eastlothian.gov.uk

We will also be pleased to advise you how to ask for information that we do not publish, or how to complain if you are dissatisfied with any aspect of this publication scheme.

7. The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

There information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

The classes are:

Class 1: About East Lothian Council

Class 2: How we deliver our functions and services

Class 3: How we take decisions and what we have decided

Class 4: What we spend and how we spend it

Class 5: How we manage our human, physical and information resources

Class 6: How we procure goods and services from external providers

Class 7: How we are performing

Class 8: Our commercial publications

Class 9: Our open data

8. Freedom of Information (Scotland) Act

There will be no charge for most Freedom of Information (FOI) requests. This is because, by law, we cannot charge you if it would cost us less than £100 to provide you with the information.

There may be a charge if you request a lot of information or if the information would take us a long time to produce.

If it would cost us more than £100 to provide information to you, we will send you a fees notice. The first £100 of information is always free. We do not have to provide information if it would cost us £600 or more. We charge 10% of the cost over £100, up to the limit of £600.

We work out the charge as follows:

Staff time is charged at the actual hourly salary rate to a maximum of £15 per hour, see our **East Lothian Council s Charges Book** for up to date staff charges. We can charge for locating, retrieving and providing information to you. We cannot charge for deciding whether or not to give out the information.

Photocopying and postal charges are also listed in the **East Lothian Council s Charges Book**

You have three months from the date you receive the fees notice to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to go ahead with the request, there will be no charge to you.

9. East Lothian Council's Schedule of Fees for the purpose of the Environmental Information (Scotland) Regulations 2004

What we charge for

1. Charges will be applied to make environmental information available which the Council holds, this includes locating and retrieving data.
2. Charges will include staff time associated with redacting documents so that we can release the information to you.

Calculation of charges

3. Staff costs will be charged on the basis of the **actual** cost of employing the staff in question for the time spent retrieving information associated with the EIR request.
4. The Council will use the lowest graded member(s) of staff available to carry out the task who has the required skills and knowledge to provide the information requested. The Local Government Employee Salary Scales will apply see **East Lothian Council s Charges Book**
5. Additional costs associated with providing EIR information will be chargeable to the requester eg. photocopying, postage etc.
6. The Council will offer the most cost efficient method of providing the information ie. Electronic.
7. Whilst there is no upper fee limit, the Council may refuse to provide information if the request is deemed to be manifestly unreasonable (regulation 10(4)(b)).

Advance Payments

9. All fees for environmental information requests require to be paid in advance.
10. East Lothian Council will give written notice of the fact that it requires payment in advance and what the charges are.
11. 60 working days will be given to pay the full amount.
12. During the period of payment notice, the compliance timescale clock will cease and will only start again once the fees have been paid in full.
13. Payment of fees must be paid within 60 days. If no payment has been received within this timescale, the Council will consider that the information is no longer required.

14. Where the Council has found that it has cost less to provide the information than anticipated, a refund of the overpayment will be arranged.

Free access to information

15. East Lothian Council will make available its public registers of environmental information free in accordance with EIR Regulations.

16. Applicants may also examine these public registers within Council offices free of charge although prior notice will require to be given.

17. In such cases where copies are required a charge will be applied.

Unhappy with fee charges?

18. Where you are unhappy with a fees notice, you can ask us to review our decision about how much we are charging you for the information. Your fee notice will tell you how you can do this.

A review request must be received within 40 working days of the date that you receive our fee notice. A request to review must be in writing (e-mail is acceptable) or another permanent format and should be addressed to :

Customer Feedback and FOI Team

People and Governance

East Lothian Council

John Muir House

Haddington

EH41 3HA

foi@eastlothian.gov.uk

Once your request has been received we have 20 working days from the date we receive your request in order to complete our review of the fee amount and give you our decision.

If you remain unsatisfied with the Council's response post review, then you may ask the Office of the Scottish Information Commissioner (OSIC) to investigate the matter. You must appeal to the Commissioner within six months of receiving the review decision. You may submit your appeal online via OSIC's website.

Staff Costs	
Local Government Employee Salary Re-charges 2021-22 See below	
Photocopying Costs	
Black and White copy	See East Council s Charges Book
Colour Copy	See East Council s Charges Book
Large scale black and white documents	See East Council s Charges Book
Postage	
Charged at full cost recovery to the Council of sending the information via. Royal Mail or Courier	

Staff grade	Hourly Rate
Grade 3 - Administration	£13.70
Grade 4 - Administration	£15.20
Grade 5 - Administration	£17.00
Grade 6 – Administration	£19.10
Grade 7 – Senior Administration	£21.90
Grade 8 - Officer	£24.20
Grade 9 – Officer	£27.60
Grade 10 – Officer	£32.10
Grade 11 - Officer/Manager	£37.20
Grade 12 - Officer/Manager	£43.20
Grade 13 - Service Manager	£50.10

10. Subject Access Requests - Charge for request for your own personal data

There is no administration fee for Subject Access Requests under the Data Protection Legislation unless the request is considered to be excessive or repetitive, and in that case a charge could be made to recoup the administration costs of providing it.

CLASS 1: ABOUT EAST LoTHIAN COUNCIL

Class description:

Information about East Lothian Council, who we are, where to find us, how to contact us, how we are managed and our external relations

	The information we publish under this class		How to access it	Format	Charges
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.	Available on website and in print by request.		
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.	Available on website where possible and in print by request. Councillor expenses are published annually.		

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.	Available on website where possible and in print by request unless private. All public papers for Council meetings are available on the website. Papers and minutes classified as private are not available.				
Key to Symbols	online	@ email	hard copy	CD/DVD/discs	inspection only	audio copy	££ charges may apply

4.	Decision making	Information about the council s decision making process, also guidance on how to access the facts and analyses employed during decision making	Decision making for tenders ; available on website where possible and in print by request unless private. Also see Standing Orders on website and in print by request		
5.	Objectives and strategies	Current and recent strategic and operational objectives, strategies and business plans for services, community plan objectives, annual reports.	From 2002 available on website where possible and in print by request Prior 2002 currently only available in print on request. Link to: Contact Us		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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6.	Directorates, service groupings and departments	Information on how the council is structured into directorates, operational services and departments etc., including structure charts.	Available on website where possible and in print by request		
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.	Available on website where possible, in print by request and by telephone Link to: Contact Us Link to: Council office locations customerservices@eastlothian.gov.uk		
8.	Council departments	Information about council departments, including topics such as municipal banking and how to notify council departments about a change of personal circumstances.	Available on website where possible, in print by request No Municipal banking service is currently in operation.		
			If you require to inform the Council of a change in circumstances please contact the appropriate department.		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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9.	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.	Available about Councillors , Community Councils and elections . In print by request.		
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CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

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Class description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users.

		The information we publish under this class	How to access it	Format	Charges
1.	Business and Trade				
1.1.	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.	<p>Available on website where possible, in print by request</p> <p>No livestock Markets are currently in operation in East Lothian.</p> <p>The Council does not operate any Market or rent out any stalls. To rent a stall at a Market please contact the operator.</p> <p>For food and drink, see the directory.</p> <p>Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department.</p> <p>Link to: Contact Us</p>		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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1.2.	Sponsorship and advertising	Information relating to the council s sponsorship and advertising activities, including lists and values of current sponsorships, sponsorship assessment guidelines, and advice on how to seek sponsorship.	The Council does not undertake sponsorship or advertising activities at this time. For details of Council supported events please see Events and Festivals		
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1.3.	Advice and support for businesses	Business advice and local economic information. Information relating to development forums, campaigns and directories. Support information for businesses on health and safety, property and planning; security, trading standards and food safety. Also advice on how to apply for business grants and awards (including eligibility and criteria for applications). Information on social enterprise and community funding.	Available on website _____ where possible, in print by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. For East Lothian Works, see here . Link to: Contact Us		
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1.4	Town centre management	Information on the council's involvement in town centre management, including advice on crime prevention, community wardens, 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).	Available on website where possible, in print by request Advice on Crime Prevention is available here and in print on request. Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us		
1.5.	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.	Available on website where possible, in print by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us See also Class 2, 5.11		

2.	Community Life and Leisure				
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2.1.	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).	Some information available on website , in print by request. Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us		
2.2.	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.	Available on website where possible, in print by request Link to: Contact Us		

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2.3.	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.	Available on website where possible, in print by request Not all types of venue are currently operating within the Council area. If you are looking for information regarding operating a venue please contact the Council. Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Information on Brunton Theatre can be found here . Link to: Contact Us		
2.4.	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); services; law, crime and safety; advice on work, money and benefits. Also advocacy services, legal advice and information about translating and interpreting services.	Available on website where possible, in print by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. For the East Lothian Tenants and Residents Panel, see here . Link to: Contact Us		

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2.5.	Community centres	Information about community and day centres in East Lothian 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).	Available on website where possible, in print by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us		
2.6.	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 and farm parks.	Available on website where possible, in print by request The Council has produced a number of guides to areas, towns, walks and to the history of East Lothian. These publications will incur a charge. Link to: Contact Us Link to: Council office locations		

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2.7.	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.	Available on website where possible, in print by request. Advice concerning fire safety including firework safety available in print on request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us		
2.8.	Leisure groups and clubs, 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.	Available on website where possible, in print by request Please also see the Living East Lothian website.		

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2.9.	Libraries	Information on local authority library services, including lending services, information services, and local collections; also information on school library services, book groups in the area, the bookbug programme and audio books. Information on books for the visually impaired.	Available on website where possible, in print by request Change of settings for the Council s website can be found here . Information on books for the visually impaired can be found on this and this website.		
2.10	Archaeology	<u>Archives, Local history and heritage, including</u> Advice, information and guidance on local history and	Available on website where possible, in print by request		
		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.	See also Class 2, 3.5	££	

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2.11.	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.	Available on website where possible, in print by request		
2.12.	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, commemorative seats and benches. Also information on council-run sports pitches and courts.	Available on website where possible, in print by request See also Class 2, 2.16.		
2.13.	Places of worship	Community service information on religious groups, places of worship and retreats.	Please see the Living East Lothian website or : Contact Us		
2.14	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	Available on website where possible, in print by request		

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		maintenance, hospice care services, meals on wheels, residential care services, social work services, transport services and advice on winter warmth.			
2.15	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.	Available on website where possible, in print by request. Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department.		
2.16	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).	Available on website where possible, in print by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Please also see the Living East Lothian website.		

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2.17	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).	Available on website where possible, in print by request A list of services providing advice and support on alcohol and drugs is available here or in print by request. Information regarding eligibility and criteria for grants is available in print by request. Please contact the		
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			appropriate department. Please also see the Living East Lothian website.		
2.18	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 gypsy travellers.	Available on website where possible, in print by request		
2.19	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.	Available on website where possible, in print by request		
2.20	Public and bank holidays	Information on all public and bank holidays for the current year	Available on Scottish Government website		

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3.	Education and Learning				
3.1.	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.	Available on website where possible, in print by request Please also see the Living East Lothian website.		
3.2.	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.	Available on website where possible, in print by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us		
3.3.	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	Available on website where possible, in print by request Link to: Contact Us See also Class 2, 2.16		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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3.4.	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.	Available on website where possible, in print by request Please also see the Living East Lothian website. See also Class 2, 2.8		
3.5.	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.	Available on website where possible, in print by request Link to: Archives Link to: Library information See also Class 2, 2.9	££	
3.6.	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.	Available on website where possible, in print by request Link to: Archives Link to: Library information See also Class 2, 2.10 See also Class 2, 3.5	££	

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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3.7.	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.	Available on website where possible, in print by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us Please also see the Living East Lothian website.		
3.8.	Parental support	Information on parental support for young people, including babysitting and childminding services, how to apply for benefits and grants (including eligibility and	Available on website where possible, in print by request		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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		criteria for applications). Family centres, advice on health and well-being, home schooling, mentoring schemes, school support and support for youth offenders.			
3.9.	Schools	Information and about schools, including details of council run schools, catchment areas, 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, active schools, parent councils, on how to request pupil records, on school catering services, including cashless catering, on school health services and supervised medication in schools, 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.	<p>Available on website where possible, in print by request</p> <p>School inspection reports are available on request or from Her Majesty's Inspectorate of Education website</p> <p>Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department.</p> <p>For cashless catering, please see here. For the National Entitlement card, please see here.</p> <p>For Active Schools, see: http://www.activeeastlothian.co.uk/</p> <p>Link to: Contact Us</p> <p>See also Class 2, 3.3</p>		

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3.10.	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	Available on website where possible, in print by request		
		schemes for disabled people.			
3.11.	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.	Available on website where possible, in print by request Link to: Contact Us		
3.12	Gaelic education	Information on Gaelic playgroups, nurseries, schools.	Available on website .		
4.	Housing				

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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4.1.	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.	Available on website where possible, in print by request Link to: Social Care and Health		
4.2.	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	Available on website where possible, in print by request Information on acquisition of private property by the Council is available in print on request.		
		services, insurances, advice on nuisance and threatening behaviour, availability of parking and garages, rent and charges, advice on safety and crime, dealing with squatters and unauthorised occupants, council housing standards and policies, advice on tenancy issues and tenant participation in focus groups etc. Also information on acquisition of private property by the council, information for landlords renting property to the council, and information for tenants wishing to buy their council house.			

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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4.3.	Council tax	Information about council tax procedures and payments, also online 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.	Available on website where possible, in print Council from offices or by request		
4.4.	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 and for gypsies/travellers.	Available on website where possible, in print from Council offices or by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us		
4.5.	Housing and co-associations ops	Information about housing associations and cooperatives in East Lothian, including information for sheltered housing tenants. Also information about the	Available on website where possible, in print from Council offices or by request		
		council s financial assistance to housing associations.	Link to: Housing Associations		

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4.6	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.	Available on website where possible, in print from Council offices or by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us		
4.7.	Housing finance	General advice and information on housing finance, including information on fair rents and low cost home ownership schemes.	Available on website where possible, in print Council from offices or by request Link to: Contact Us		
4.8.	Improvements and repairs	General advice on council services relating to housing improvements and repairs, including how to obtain accommodation certificates (tolerable standard), advice on alterations by tenants, garden safety, home repair assistance grants, housing decoration and disturbance allowances, housing renovation grants and improvement and repairs loans includes eligibility and criteria for applications and information on how to apply.	Available on website where possible, in print from Council offices or by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us		

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4.9.	Land and property	General information on land and property, including availability and letting, ecological and geological	Available on website where possible, in print by request		
		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>No register of Council Property is available however the Council can tell you if we own a particular building or land. Please contact the Property department.</p> <p>Planning zone details and proposals for land use are included in the Local Plan (see 2.8)</p> <p>For information about searches in the Registers please contact Registers of Scotland.</p>		
4.10	Multiple occupancy home	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.	<p>Available on website where possible, in print from the Council's Licensing office or by request</p> <p>Link to: Contact Us</p>		

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4.11.	Planning and building standards	Strategic and local development plans, including supporting documents e.g. participation statement, strategic environment assessments. The Planning Register (Parts I and II), including planning applications under consideration by East Lothian Council and related supporting documentation, including statutory notices, building warrants and completion certificates, reports on community engagement and decision notices. The Enforcement Register, also guidance on the council's handling of enforcement issues, including use of the Enforcement Charter. Advice and information on how to make a planning application, and on listed buildings and conservation areas,	East Lothian Local Plan 2018 and Edinburgh and the Lothians structure plan are both available via the website. Hard copies of these documents will incur a charge. Hard copies of the Local Plan are not yet available in their final form, these will be available by Autumn 2009. Copies of the plan or extracts can be provided in hard copy by request until the printed plan is available. The Planning register is available online or hard copy files may be		££
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advice and service levels. Local advice and guidance on planning development management, and on making an application for a building warrant. The Building Standards Register Part I. Also, the Council runs an architectural salvage yard for residents living in conservation areas.

inspected at the Council's Head Office

The Enforcement register is available in hard copy for inspection at the Council's Head Office. Extracts of these registers can be provided in hard copy on request.

The Council's Enforcement charter is still under development and a final version will be published in 2011.

[Planning advice and application forms](#) are available on website or in hard copy by contacting the Planning department. Some advice is available in print from Environment Reception at the Council's head office.

Development management is available on website or in hard copy by contacting the Planning department. Application forms are available by contacting the Planning department.

The [Building Standards](#) register is available in hard copy for inspection at the Council's Head Office. Some information is available online and a full copy of the register will be made available online in late 2009. Extracts can be provided in hard

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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			copy on request.		
4.12	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, landlord registration, the private landlords forum and rents (including renting to the council).	Available on website where possible, in print from Council offices or by request. For information about searches in the Registers please contact Registers of Scotland . Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. See also Class 2, 4.8		
4.13.	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.	Available on website where possible, in print Council from offices or by request		

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4.14.	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.	Available on website where possible, in print Council from offices or by request		
4.15	Empty homes	Information on empty homes, how to report or buy an empty home, and the Homes Again Project	Available on website and for the Homes Again Project .		

4.16	Energy efficiency	Information on energy efficiency, how to keep warm in the winter .	Available here , on the East Lothian Energy Advice centre and the NHS website .		
5.	Law and Licensing				
5.1.	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.	Available on website where possible, in print by request Link to: Contact Us		

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5.2.	Birth, marriage, death and civil partnership	Procedures for the registration of births, marriages, deaths (including stillbirths) and civil partnerships, also obtaining copies of certificates. Also guidance on related subjects, <i>e.g.</i> 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 East Lothian, renewal of vows, civil partnerships and naming ceremonies.	Available on website where possible, in print Council from offices or by request		
5.3.	Information governance	Information describing citizen rights as regards freedom of Information, data protection and environmental information. Also the council s	Available on website possible, in print by request where		
		publication scheme and local guidance on re-use of public sector information. Also information on the council s records management policy and procedures for handling information requests.	Contact the Information Governance Officer Link to: Freedom of Information		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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5.4.	Environment and pollution regulations	Information on environmental regulations and guidance on asbestos pollution, air quality, conservation areas, contaminated land, dangerous pavements, exhaust emission testing, idling vehicles, pollution control and tree preservation. Also guidance on hazardous substances, and on noise pollution	Available in print by request For asbestos, see also this website .		
5.5.	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.	Available on website where possible, in print by request		
5.6.	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.	Information available in print on request. Link to: Contact Us For information on local fire and		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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			rescue services, please contact the Scottish Fire and Rescue Service		
5.7.	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).	Available on website where possible. Available here for health and safety in the workplace . In print by request Information regarding eligibility and criteria for licences is available in print by request. Please contact the appropriate department. Link to: Contact Us		
5.8.	Legal advice	Information about how to obtain certain legal advice from the council, <i>e.g.</i> 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,. Also information relating to power of attorney, procedures for release of security camera footage, and witness support services.	Available on website where possible, in print by request		

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5.9.	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, licenses for demonstrations and parades, dog breeding	Available on website where possible, in print by request. Information regarding eligibility and criteria for licences is available in		
		licenses, 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.	print by request. Please contact the appropriate department. Link to: Contact Us		

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5.10	Police, courts criminal and justice	Information on criminal justice social work (including single shared assessment and through care <i>i.e.</i> support and supervision of an offender), information on procedures and policy behind the creation of criminal justice social work reports (including means enquiry reports, parole reports and social enquiry reports), information on procedures and policy relating to criminal justice social work sentences, orders and supervision (including procedures and policy relating to orders such as community reparation orders, diversion from prosecution scheme, drug treatment and testing orders, intensive support and monitoring, parenting orders, probation orders, supervising attendance orders and supervision of payment of court fines), advice on support for witnesses and victims.	Available on website , in print from Council offices or by request For information about local police services, contact Police Scotland Information on funding community justice activity is available from the Lothian and Borders Community Justice Authority Information on Social Enquiry Reports can be found here .		
5.11.	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 and information on trusted traders.	Available on website where possible, in print by request See here for trusted traders Information regarding eligibility and criteria for licences is available in print by request. Please contact the appropriate department.		

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			Link to: Contact Us See also Class 2, 1.5		
6.	Planning and the Environment				

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6.1.	Planning and building standards	<p>Strategic and local development plans, including supporting documents e.g. participation statement, strategic environment assessments. The Planning Register (Parts I and II), including planning applications under consideration by East Lothian Council and related supporting documentation, including statutory notices, reports on community engagement and decision notices. The Enforcement Register, also guidance on the council's handling of enforcement issues, including use of the Enforcement Charter. Advice and information on how to make a planning application, and on listed buildings and conservation areas, planning consultations, planning policy, advice and service levels. Local advice and guidance on planning development management, and on making an application for a building warrant. The Building Standards Register Part I.</p>	<p>East Lothian Local Plan 2018 and Edinburgh and the Lothian's structure plan are both available via the website. Hard copies of these documents will incur a charge. Hard copies of the Local Plan are not yet available in their final form, these will be available by Autumn 2009. Copies of the plan or extracts can be provided in hard copy by request until the printed plan is available.</p> <p>The Planning register is available online or hard copy files may be inspected at the Council's Head Office</p> <p>The Enforcement register is available in hard copy for inspection at the Council's Head Office. Extracts of these registers can be provided in hard copy on request.</p> <p>The Council's Enforcement charter is still under development and a final version will be published in 2011.</p> <p>Planning advice and application forms are available on website or in hard copy by contacting the</p>		££
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			<p>Planning department. Some advice is available in print from Environment Reception at the Council's head office.</p> <p>Development management is available on website or in hard copy by contacting the Planning department. Application forms are available by contacting the Planning department.</p> <p>The Building Standards register is available in hard copy for inspection at the Council's Head Office. Some information is available online and a full copy of the register will be made available online in late 2009. Extracts can be provided in hard copy on request.</p> <p>See also Class 2, 4.11</p>		
6.2.	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.	Available on website where possible, in print by request		

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6.3.	Conservation	Information on the council services relating to the conservation of buildings and the environment, including advice on forest and woodland management	Information on conservation in general ; information on tree conservation , information on		
		(where applicable), care of historic sites and listed buildings (including site lists), care of memorials and monuments, care of natural heritage areas, countryside conservation services, details of advertisement control areas and conservation areas, information on residential study centres, ranger services, rural development services and tree management (including tree preservation orders).	countryside conservation . Available on website where possible, in print by request A list of listed buildings is available online from Historic Scotland		
6.4.	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.	Available on website where possible, in print by request Planning advice is available on website or in print by contacting the Planning department See also this information on Scottish Natural Heritage . See also Class 2, 6.3		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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6.5.	Emergency planning	Information on emergency planning, including measures relating to fire, flooding, gas pipelines, health and diseases, radiation and chemical incidents.	Available on website where possible, in print by request		
6.6.	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	Available on website where possible, in print by request See also Class 2, 5.5		
		hazardous waste collection, on how to obtain skin piercing licences, on the smoking ban and on syringe disposal			

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6.7.	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>No register of Council Property is available however the Council can tell you if we own a particular building or land. Please contact the Property department.</p> <p>Planning zone details are included in the Local Plan, please see 2.8</p> <p>For information about searches in the Registers please contact Registers of Scotland.</p> <p>See also Class 2, 4.9</p>		
6.8.	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 <i>e.g.</i> port and harbour facilities, moorings and storage.	Available in print by request		

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6.9.	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	Available on website where possible, in print by request		
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and how to obtain permits (including blue badge for disabled people) or protective marking.

6.10.	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 as well as allotment allocation.	Available on website where possible, in print by request See also Class 2, 2.12 See also Class 2, 2.16		
6.11.	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.	Available on website where possible, in print by request		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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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).	Available on website where possible, in print by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us See also Class 2, 4.12		
6.13.	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	Available on website where possible, in print by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the		

centre management with council involvement. Also appropriate department. information on Closed Circuit Television (CCTV) Link to: [Contact Us](#)

See also Class 2, 1.4

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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6.14	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, potholes, 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 as well as street lighting.	Available on website where possible, in print by request. Information contact the department		
6.15.	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.	Available on website where possible, in print Council from offices or by request See also Class 2, 4.13		

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6.16	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. Also winter care and gritting.	Available on website where possible, in print from Council offices or by request		
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	7. Social Care and Health				
7.1.	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.	Available on website where possible, in print by request Please also see the Living East Lothian website. See also Class 2, 3.1		

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7.2.	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.	Available on website where possible, in print by request Link to: Contact Us See also Class 2, 2.2		
7.3.	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, incontinence services and advice on winter warmth.	Available on website where possible, in print by request See also Class 2, 2.14		
7.4.	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,	Available on website where possible, in print by request A list of services providing advice and support on alcohol and drugs is		

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		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).	available here or in print by request. Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Please also see the Living East Lothian website . See also Class 2, 2.17		
7.5.	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.	Available on website where possible, in print by request		
7.6.	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	Available on website where possible, some information is available in print from Council offices or all information is available in print by request		

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7.7.	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 out with 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	Available on website where possible, some information is available in print from Council offices or all information is available in print by request Link to: Parental Support Link to: Care and Carers		
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care. Also information on council support and advice for young carers, and support and advice on teenage pregnancy.

For teenage pregnancy see also the [Healthy Respect](#) website.

See also Class 2, 3.8

7.10.	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.	Available on website , in print by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us Link to: Home Needs Adapting Link to: Blue Badge Scheme See also Class 2, 4.1		
7.11.	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.	Available on website where possible, some information is available in print from Council offices or all information is available in print by request		
7.12.	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.	Available on website where possible, some information is available in print from Council offices or all information is available in print by request		

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7.13.	Grants for disabled people	Information about the range of grants available for disabled people, <i>e.g.</i> disability facility grant for a private property and disabled students allowance	Available on website , in print by request		
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		(including eligibility and criteria for applications). Also advice on welfare rights.	Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us		
7.14.	Health and medical information	Information relating to health related council services, <i>e.g.</i> 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.	Available on website where possible, some information is available in print from Council offices or all information is available in print by request Link to: Contact Us Please also see the Living east Lothian website. See also Class 2, 6.6		

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7.15.	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)	Available on website where possible, some information is available in print from Council offices or all information is available in print by request. Link to: Contact Us See also Class 2, 5.7		
7.16.	Help for adults	Advice, information and guidance on the broad topics of alcohol and drugs, benefits and grants, care, disablement, health, legal information, mentoring,	Available on website where possible, some information is available in print from Council		

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		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>offices or all information is available in print by request</p> <p>Link to: Contact Us</p> <p>For information on Student awards please contact the Student Awards Agency</p> <p>For detailed social work information please contact the social work department.</p>		
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7.17.	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	Available on website where possible, in print by request Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us Link to: Community Alarm Service Link to: Advocacy for Carers For Meals on Wheels please see Meals at Home		
			Link to: Meals at Home		
7.18.	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.	Available on website where possible, in print by request		

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7.19.	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, nappies, school support and support for youth offenders.	Available on website where possible, in print by request See also the Real Nappy Project Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department. Link to: Contact Us See also Class 2, 3.8		
7.20	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	Available on website where possible, in print by request See also Class 2, 2.14		
7.21	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	Available on website where possible, in print by request For information on Student awards		

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		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>please contact the Student Awards Agency</p> <p>Please also see the Living east Lothian website.</p> <p>See also Class 2, 2.15</p>		
7.22	Welfare reform	Information about the changes introduced by the welfare reform	Available on website .		
	8. Tourism and Visitor Attractions				
8.1.	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.	<p>The Council does not publish any information on this topic.</p> <p>For information on local accommodation, contact VisitScotland or contact a tourist information office.</p>		

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8.2.	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.	Available on website where possible, some information is available in print from Council offices or all information is available in print by request Link to: Contact Us See also VisitScotland or contact a tourist information office.		
8.3.	Countryside and wildlife	Public service information about council and other	Available on website where		
		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.	possible, some information is available in print from Council offices or all information is available in print by request Link to: Contact Us See also Class 2, 2.6 See also Class 2, 6.3		

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8.4.	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.	Available on website where possible, in print by request Link to: Contact Us		
8.5.	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.	Available on website where possible, in print by request See also Class 2, 2.19		
8.6.	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.	Available in print by request Link to: Contact Us		
8.7.	Local history and heritage	Advice, information and guidance on local history and	Available on website where		

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		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.	possible, in print by request Link to: Archives Link to: Library information See also Class 2, 2.10 See also Class 2, 3.5	££	
8.8.	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.	Available on website where possible, in print by request See also Class 2, 2.11		
8.9.	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.	Available on website where possible, in print by request See also Class 2, 2.12 See also Class 2, 2.16 See also Class 2, 6.10		

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8.10.	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).	Available on website where possible, some information is available in print from Council offices or in print by request Please also see the Living east Lothian website See also Class 2, 2.16		
8.11.	Tourist information	Information for tourists, including contact details of	For more tourist information,		
		local tourist information centres. Also education facilities for international students and information on town twinning.	contact VisitScotland Town twinning information is available on website in print by request		
8.12.	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	The Council does not publish any information on this topic. For information on local accommodation, contact VisitScotland or contact a tourist information office.		

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8.13.	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.	Available in print by request See also the East Lothian Council Local Transport Strategy , available on website, in print by request		
8.14.	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.	Available on website where possible, in print by request Link to: Contact Us		
8.15.	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	Available in print by request. Link to: Contact Us See also Class 2, 6.8		

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8.16.	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).	Available on website where possible, in print by request. See also Class 2, 6.9		
8.17.	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.	Available on website where possible, in print by request. See also Class 2, 7.8		
8.18.	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.	Available on website where possible, in print by request		

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8.19.	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.	Available on website where possible, in print by request. Please contact the Transportation department (For pavements please see footways on the website.) See also Class 2, 6.14		
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Key to symbols	Online	Email	@	Hard copy	CD/DVD/discs	Inspection only	Audio copy	Charges may apply	££
	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,			Available on website where possible, in print from Council offices or by request		
							See also Class 2 6 16		

8.24.	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.	Available on website where possible, some information is available in print from Council offices or in print by request Link to: Contact Us		
9. Transport and Streets					
9.1.	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.	Available in print by request See also the East Lothian Council Local Transport Strategy , available on website, in print by request Link to: Contact Us See also Class 2, 8.13		
9.2.	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.	Available on website where possible, in print by request Link to: Contact Us See also Class 2, 8.14		
9.3.	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	Available in print by request. Link to: Contact Us See also Class 2, 6.8		

9.4.	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,	Available on website where possible, in print by request. See also Class 2, 6.9		
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		clamping and vehicle removal, and on parking zones and how to obtain permits (including blue badge for disabled people).			
9.5.	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.	Available on website where possible, in print by request. See also Class 2, 7.8		
9.6.	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.	Available on website where possible, in print by request See also Class 2, 8.18		
9.7.	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, abnormal loads and street trading. Also information on local markings, signs and traffic calming measures, and registers, naming and adoptions.	Available on website where possible, in print by request. Please contact the Transportation department (For pavements please see footways on the website.) See also Class 2, 6.14		

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9.8.	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	Available on website where possible, in print from Council offices or by request		
		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.	See also Class 2, 6.16		
9.9.	Taxis and minicabs	Information on taxi licensing, including how to obtain a licence (eligibility and criteria for applications) in different categories, <i>e.g.</i> 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.	Available on website where possible, in print from Council offices or by request Link to: Contact Us Information regarding eligibility and criteria for licences is available in print by request. Please contact the licensing department. See also Class 2, 8.21		

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9.10.	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).	Available on website where possible, in print from Council offices or by request Link to: Contact Us See also Class 2, 1.4		
9.11.	Transport policy	Information on the local authority s transport policy, and its relationship to national and other policies.	See also the East Lothian Council Local Transport Strategy , available on website, in print by request Link to: Contact Us See also Class 2, 8.23		
9.12.	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.	Available on website where possible, some information is available in print from Council		
		Details of horse riding, mountain biking and orienteering opportunities, also school crossing patrols and the location of bridle paths, cycle paths and towpaths.	offices or in print by request Link to: Contact Us See also Class 2, 8.24		
10. Council and Government					

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10.1.	Birth, marriage, death and civil partnership	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), memorials, mortuaries, naming ceremonies, registration, repatriation of bodies.	Available on website where possible, in print by request See also Class 2, 5.2		
10.2.	Partnerships	Lists/descriptions of services delivered in partnership, <i>e.g.</i> 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	Services delivered in Partnership are broken down by area, <i>e.g.</i> Children's services, drugs and alcohol etc. Details available on website where possible, in print by request Link to: Contact Us A list of bodies on which the Council is represented is available on the website . See also East Lothian Community Planning website elcpp@eastlothian.gov.uk		
10.3.	Business rates	Information on business rates, including details of rates and how they are set, how to make account enquiries,	Available on website where possible, in print by request.		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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		information on annual notifications and rate reductions.			
10.4.	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.	Available on website where possible, in print Council from offices or by request See also Class 2, 4.3		
10.5.	Road adoptions	Guidance on road adoptions, street naming and numbering.	Available on this website .		
10.6.	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.	Available on this website . See also Class 2, 6.11		
10.7.	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.	Available on this website . Link to: Contact Us		

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10.8.	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.	Available on website where possible, in print by request Information on Business services available in print on request. Link to: Contact Us See also Class 2, 2.12		
			See also Class 2, 6.10		
10.9.	Emergency planning and emergency services	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.	Available on website where possible, in print by request Link to: Contact Us Also, a booklet on continuity planning and SEPAs advice on flooding are available on the website, in print from Council offices or by request For information on local fire and rescue services, please contact the Scottish Fire and Rescue Service See also Class 2, 6.5		

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10.10.	Health and safety	<p>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> <p>Also information on healthy living.</p>	<p>Available on website where possible, in print by request.</p> <p>A list of organisations providing drug and alcohol services can be downloaded from the website or is available in print on request.</p> <p>Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department.</p> <p>Information on healthy living can be found here.</p> <p>Link to: Contact Us</p> <p>See also Class 2, 5.7</p>		
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CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others

		and other special interests. Also arrangements for councillor expenditure and register of declared interests.	Councillor expenses are published annually. See also Class 1, 2		
5.	Council meetings	Calendars and diaries of forthcoming council and committee meetings. Also minutes of council and committee meetings (including those of subcommittees and other relevant groups), reports and other supporting papers, minutes of strategic meetings with community planning partners and other partnership groups.	Available on website where possible and in print by request unless private. All public papers for Council meetings are available on the website. Papers and minutes classified as private are not available. See also Class 1, 3		

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.)

		The information we publish under this class	How to access it	Format	Charges
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1.	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	Available on website where possible and in print by request. Budget reports from 2002 available on website, earlier reports available on request. Link to: Contact Us		
2.	Capital projects	Full details of ongoing capital programme, details of	Currently available in print on		

		contracts (including value of all tendered contracts) and forward investment plans.	request only. Link to: Contact Us Details are available on tendered contracts are available on the procurement website		
3.	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.	Available on website for housing benefits , school grants and benefits , housing and council tax benefits and here for general enquiries, in print from Council offices or by request. Information about the welfare reform can be found here . Information regarding eligibility and criteria for grants is available in print by request. Please contact the appropriate department.		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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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.	Information regarding eligibility and criteria for grants is available on this website and in print by request. Please contact the appropriate department See also Class 2, 3.2 See also Class 2, 7.13		
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CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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Class description:

Information about how we manage the human, physical and information resources of East Lothian Council

		The information we publish under this class	How to access it	Format	Charges
1.	Employee pay and grading	Pay and grading structures, also internal procedures for making payments to staff.	In print by request: Contact the Freedom of Information Team foi@eastlothian.gov.uk		
2.	Jobs	Information on council employment and external current vacancies	Details of council employment can be found here ; external current vacancies can be found on the website: https://www.myjobscotland.gov.uk/		

3.	Information governance	Information describing citizen rights as regards freedom of information, data protection and environmental information. Also the council s publication scheme and local guidance on re-use of public sector information. Also information on the council s records management policy and procedures for handling information requests.	Available on website where possible, in print by request Contact the Freedom of Information Team. foi@eastlothian.gov.uk See also Class 2, 5.3		
4.	Commercial land and property	Information on all aspects of East Lothian Council involvement with commercial land and property, including availability and hire, information on how to obtain enquiry certificates and implement searches, details of geological services, how to apply for grants and licenses (including eligibility and criteria for applications)	Available on this website . Information about searches in the Registers is available from Registers of Scotland Information regarding eligibility and criteria for grants and		

			guidance on regulations is available in print by request. Please contact the appropriate department.		
5.	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.	Available on website where possible, in print by request		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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6.	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, training courses, volunteering and work experience placements. Also employment and training schemes for disabled people	Available on website where possible, in print by request For apprenticeships in East Lothian, see this website . See also Class 2, 3.10		
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CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Information about how we procure goods and services, and our contracts with external providers

		The information we publish under this class	How to access it		
1.	Tenders and contracts	Information on procurement policies. 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.	Details are available on the procurement website . For general information on Scottish Public Sector procurement please also see the Procurement Scotland and Scotland Excel websites.		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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2.	Approved suppliers	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.	Available on website where possible, in print by request The Council operates an approved supplier list for construction work under £1.2million. This is currently available in print in request only. For general information on Scottish Public Sector procurement please also see the Procurement Scotland and Scotland Excel websites.		
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CLASS 7: HOW WE ARE PERFORMING

Class description:

Information about how we perform as an organisation, and how well we deliver our functions and services

		The information we publish under this class	How to access it	Format	Charges
1.	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.	Details on the council's performance can be found here .		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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2.	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	For consultation, please see here . Planning consultations can be found on this website .		
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		on procedures for civic recognition.	Please also see the feedback/complaints information available on the website or in print by request.		
3.	Customer feedback information	Information on the various means whereby the council obtains customer feedback, e.g. surveys, focus groups, including information on how the results are analysed and published.	Information currently available in print on request. Contact the Freedom of Information Team. foi@eastlothian.gov.uk Please also see the feedback/complaints information available on the website or in print by request.		

Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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4.	Council information, performance and statistics	Overview of information about East Lothian Council including newsletters, press releases, the Council in social media, census information and registers of council property. Also performance information, including performance indicators and website service standards.	Available on website where possible, in print by request Follow the Council on social media here . Link to: Contact Us Website service standard information is currently available in print by request only.		
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CLASS 8: OUR COMMERCIAL PUBLICATIONS

Class description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

		The information we publish under this class	How to access it	Format	Charges
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Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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1.	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.	Available from Council offices in print by request The Council newsletter is published three times per year and is available on the website, in hard copy from Council Offices and delivered to residential properties. Link to: Council office locations There are a small number of preprinted publications for which East Lothian Council makes a charge. These documents include: East Lothian Villages £5.95 A Walk around Haddington £1.50 A Walk around Dunbar £2.50 Ancient Fraternity of Free Gardeners of East Lothian £0.50 Battle of Prestonpans (colour leaflet) £0.30		££
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Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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			<p>Battle of Prestonpans £5.95</p> <p>Battle of Prestonpans Souvenir Brochure 1745-1995 £0.30</p> <p>East Coast Writers: an anthology of new writings £1.50</p> <p>East Lothian 1945-2000: Fourth Statistical Account, £19.95</p> <p>Vol 1: The County</p> <p>Vol 2: The Parishes of Garvald, Haddington, Morham, £14.95</p> <p>Prestonkirk, Whittongehame, Yester</p> <p>Vol3: The parishes of Bolton, Gladsmuir (with Longniddry) £14.95</p> <p>Humbie, Ormiston, Pencaitland, Saltoun</p> <p>East Lothian Antiquarian & Field Naturalists Society Transactions £8.00</p> <p>East Lothian at War Volume 2 £9.95</p> <p>East Lothian Gravestones £4.95</p>		
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Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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			<p>Haddington Old and New, Vol 2 (George Angus) £5.95</p> <p>Hearts and Flowers (East Lothian writers) £3.50</p> <p>Longniddry (D M Robertson) £6.95</p> <p>North Berwick Between the Wars (Bruce Jamieson) £10.50</p> <p>Not So Dusty: writings by East Lothian writers £4.95</p> <p>Pocket Full of Magic £2.00</p> <p>Poorhouse and Poorlaw in East Lothian £0.35</p> <p>Punishment and Crime in East Lothian, 1600-1800 £0.20</p> <p>Reminiscences & notices of the Parishes of the £13.95</p> <p>Ruin and Restoration: St Mary s Church, Haddington £5.95 (Rosaline Marshall)</p> <p>Tell Us a Story: memories of East Lothian £6.95</p> <p>Tranent Massacre £4.95</p> <p>Walk Around Historic Dunbar £2.50</p>		
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Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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			Way We Were in Musselburgh and Fisherrow £1.30		
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			Weaving the Story: West Mills Memories £5.95 Ye See It A : the Ormiston Story (Annie Lyell) £9.95 Dunbar in Living Memory (Booklet) £2.95 Brr! Stories of Dunbar s Outdoor Pool (Video) £2.99		
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CLASS 9: OUR OPEN DATA

Class description:

Open data made available by the authority as described by the Scottish Government s [Open Data Resource Pack](#) and available under an open licence.

		The information we publish under this class	How to access it	Format	Charges
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Key to symbols	Online		Email	@	Hard copy		CD/DVD/discs		Inspection only		Audio copy		Charges may apply	££
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		<p>We aim to make increasing amounts of our data freely and widely available via these webpages. West Lothian Council has adopted the UK government's approach to Open Data Standards in that data should be published to a minimum of 3 stars in the Government's 5 star rating scheme (Opens in a new window).</p> <p>This means our data is easily accessible and available to re-use as required under the Open Government Licence (Opens in a new window). We are working hard to ensure all our published datasets meet this standard.</p> <p>Throughout the councils website all text documents are presented and downloadable in pdf/odf format and spreadsheets are in .csv format.</p>			
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