

Freedom of Information Act 2000 Publication Scheme

**Information available under the
Publication Scheme**

January 2010



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

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Introduction to the Publication Scheme

The Freedom of Information Act (2000) received Royal Assent in November 2000 and came fully into force in January 2005. The Freedom of Information Act provides for a general right of access to information held by public authorities. A requirement of the Freedom of Information Act is to adopt, maintain and review a Publication Scheme.

From January 2009, the Royal Borough of Kensington and Chelsea will be adopting the Information Commissioner's Model Publication Scheme. The Publication Scheme sets out what information the local authority publishes or intends to publish as a matter of course, how this information will be published, and whether the information is available free of charge or on payment.

The Publication Scheme is intended to promote an increasing culture of openness by encouraging the proactive publication of material held by the authority. The purpose of the Scheme is to make sure that a significant and growing amount of information is easily available without the need for individuals to make a specific request.

The Royal Borough will publish information under the following information classes:

- [Who we are and what we do](#)
- [What we spend and how we spend it](#)
- [What our priorities are and how we are doing](#)
- [How we make decisions](#)
- [Our policies and procedures](#)
- [Lists and registers](#)
- [Services provided by the Council](#)

It is important to us that the scheme meets your needs. We therefore welcome any questions or comments you might have.

We can be contacted via email at:

foi@rbkc.gov.uk

or you can write to us at:

Freedom of Information Act team
Room N108
Kensington Town Hall
Hornton Street
LONDON
W8 7NX

Key to locating the information

This document lists information which available to the public under the Publication Scheme from January 2009. This list will be continually amended as new information is made available.

There are three ways in which information will be available via the Publication Scheme:

1. A web page, searchable database or a downloadable document via the Royal Borough's Internet site at www.rbkc.gov.uk;
2. A printed copy from one of the Council's [information offices or contact points](#).
3. A printed copy available for inspection at Council premises.

The following pages provide detail on the format in which a document is available.

In line with the Government's e-Government agenda, the Council aims to make an increasing proportion of its information available electronically on the Internet. In fact the Council's website will be the primary means for distributing information about the Publication Scheme.

However, we recognise that not everyone has the means or the capability to access information via the Internet. Therefore, where possible, we will endeavour to make paper copies available for inspection and upon request.

Where the list on the following pages indicates that a document can be obtained via the web-site, these can be obtained via the Public Access Internet PCs housed in the Libraries. There may be a charge for printing documents using these facilities.

The following symbols are used on the following pages to identify the format in which a document is available.

	The information is available via the Council's Internet site at www.rbkc.gov.uk
	The information is available in hardcopy form from the information offices or contact points .
	The information is available for inspection at the Town Hall at the contact point indicated.

All the information included in the Publication Scheme is available free of charge unless otherwise stated.

Who we are and what we do

Organisational information, structures, locations and contacts.

Information	How to access the information	Cost
Council constitution	  Town Hall, Governance Services.	
Council directorate structure		
Council telephone numbers and email addresses		
Key contacts		
Currently elected councillors' information and contact details Councillors		
Most recent election results		
Kensington and Chelsea Partnership		
Cabinet portfolios		
Executive Directors and Business Groups		

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

Information	How to access the information	Cost
Council finances	☞	
How we spent your money 2008/2009	☞	
Revenue budget	☞	
Capital programme	☞	
Report to Taxpayers 2009	☞	
Statement of accounts 2008/2009	☞	
Vital finances 2009	☞	
Pension fund report and accounts	☞	
Members allowance scheme	☞	
Procurement procedures	☞	
Council's current contracts and suppliers	☞	
Funding	☞	

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Information	How to access the information	Cost
Cabinet business plan	☞ ☞ Town Hall, Governance Services.	
Transportation, environment and leisure services service delivery plan 2009/2012	☞	
Forward plan	☞ ☞ Kensington Library and Town Hall, Governance Services.	
Measuring and reporting performance	☞	
Comprehensive performance assessment	☞	
Equality impact assessments	☞	
Community strategy	☞	
Housing strategies	☞	
Unitary development plan	☞	
Environment strategy 2006-2011	☞	
Climate change strategy Air quality action plan	☞	
Play strategy	☞	
10 year parks strategy	☞	
Procurement strategy	☞	

How we make decisions

Decision-making processes and records of decisions.

Information	How to access the information	Cost
Timetable of council meetings Key decision tracking How we make decisions	  Town Hall, Governance Services.	
Committees, agendas, and reports		
Public consultations		

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

Information	How to access the information	Cost
Employment policies	☞	
Comments, complaints, and compliments	☞	
Environmental Health and Trading Standards Department enforcement policy	☞	
Statement of licensing policy	☞	
Local Area Agreement – Delivering for Our Community	☞	
Local Land Charges fees	☞	Yes
Licensing Fees Schedule of Fees	☞	Yes

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the Council.

Information	How to access the information	Cost
Members' interests	  Town Hall, Governance Services.	
Weekly list of planning applications		
Register of electors (edited list available for sale)	 Town Hall, Electoral Services. Telephone 020 7361 3444.	Yes
Licensing applications		

Services provided by the council

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

Information	How to access the information	Cost
Chelsea register office	  Chelsea Registry Office. Telephone 020 7361 4100. See	
Recycling, rubbish and litter		
Council tax		
Education psychology consultation service		
Libraries Forthcoming events Arts and museums Parks and gardens Sports and leisure Places of interest	  Various leaflets available from reference libraries and venues.	
Event organisers guide	  Booklet available from reference libraries.	
Venues for hire		
Press releases		
Council newspaper	  Available from reference libraries.	
Community safety		
Dog control and animal warden service		
Cemeteries service		
Clinical waste		
Fault reporting		
Licensing and gambling		
Noise nuisance service	  Various leaflets available from Environmental Services.	
Pest control		
Street trading		
Social services		
Adoption and fostering		
Business rates		
Trading standards		

