



CITY OF LONDON

Publication Scheme - A Guidance Document

Updated: 15 December 2011

The version of this Guidance Document which is on our Internet site (www.cityoflondon.gov.uk) is the master version.

If you have any enquires in relation to this Guidance Document, or would like to receive a hard copy, including in large print and another language, please contact our:

Public Relations Office,
Town Clerk's Department,
City of London,
PO Box 270, Guildhall,
London EC2P 2EJ,

or telephone 020 -7332 1982
or email your request to PRO.FOI@cityoflondon.gov.uk.

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The City of London's Publication Scheme Guidance

Document

[1] The Freedom of Information Act 2000

The Freedom of Information Act ('FOIA') received Royal Assent on 30 November 2000. It gives a general right of access to all types of recorded information held by public authorities. It sets out exemptions from that right and places a number of obligations on public authorities. Under the FOIA public authorities are required to adopt and maintain a Publication Scheme.

[2] What is a Publication Scheme and Guidance Document?

A Publication Scheme has to set out what information a public authority will make available as a matter of course, how and when it will do so, and whether or not this information will be made available free of charge. The public authority must then release the information as promised in its Scheme. The Scheme should make sure that a significant amount of information is readily available to the public.

From 1 January 2009 the Information Commissioner, using his powers under section 19 of the FOIA, required public authorities to adopt his Model Publication Scheme, and this can be found on our website at:

www.cityoflondon.gov.uk/publicationscheme.

Being a 'model' issued by the Commissioner specifically for use by public authorities, it is not required to be amended or submitted to the Commissioner for approval. It is a commitment document, committing a public authority to proactive publication of the classes of information listed in the Model.

In addition, in operating the Model Publication Scheme, the Commissioner requires public authorities to provide a "guide to information" giving details of the information it will routinely make available; how the information can be accessed; and whether or not a charge will be made for it. The Information Commissioner has advised that a Guidance Document may take the form of a website, a spreadsheet or a leaflet.

In addition, the Commissioner has produced 'definition documents' as guides as to what different public authorities should more specifically be aiming to provide under the model Scheme.

The term 'publication' is not limited to its traditional meaning, i.e. information contained in a bound or printed form as a brochure or a book. It covers anything

made public, including web-based information, one-off printed documents from a desktop PC, electronic documents, printed books, reports and leaflets.

[3] About the City of London

The City of London (also known as the City of London Corporation) provides local government services for the financial and commercial heart of Britain, the 'Square Mile' and additionally undertakes other public and private functions.

The City of London is older than Parliament itself and today combines its ancient traditions and ceremonial functions with the role of a modern and efficient local authority, looking after the needs of its residents, City businesses and over 320,000 people who come to work in the City every day. Amongst authorities with local authority functions the City of London is unique: not only is it the oldest in the country but it operates on a non-party political basis, through its Lord Mayor, Aldermen and members of the Court of Common Council. The Lord Mayor, in particular, plays an important diplomatic role with his overseas visits and functions at the historic Guildhall and Mansion House for visiting heads of State.

In addition to the usual services provided by a local authority, such as housing, refuse collection, education, social services, environmental health and town planning, the City of London performs a number of special functions. It runs its own police force (separate from the Metropolitan Police) and is the police authority for that force, and also runs the nation's Central Criminal Court, the Old Bailey. It maintains five major bridges which cross the River Thames, runs the quarantine station at Heathrow Airport, and is the Port Health Authority for the whole of the Thames tidal estuary. Three premier wholesale food markets (Billingsgate, Spitalfields and Smithfield), which supply London and the South East with fresh produce, belong to the City of London. Large areas of open spaces in and around London, including Hampstead Heath and Epping Forest, are also managed by the City. In addition it supports the Arts e.g. the Barbican and the Guildhall School of Music and Drama (GSMD).

For further information about the City of London, you may like to visit our Website at www.cityoflondon.gov.uk.

[4] The City of London's approach to its Guidance Document

As noted above, the City of London undertakes many functions, both public and private. The City of London is only a public authority for the purposes of the FOIA in relation to some of these functions. The obligations set out under the FOIA extend to the Court of Common Council of the City of London in respect of information held in its capacity as local authority, police authority and port health authority only. In addition, information held by the governing body of the GSMD Senior School, the operation of which is a function of the City of London, is also subject to the FOIA. As

stated above, in addition to these responsibilities the City of London performs a number of public and private functions which fall outside the scope of the FOIA.

The City of London, as a local authority, police authority and port health authority, and in respect of the GSMD Senior School, is committed to complying with the Information Commissioner's Model Publication Scheme. As mentioned, the Information Commissioner has stated that a guidance document "could be a website, a spreadsheet [or] a leaflet." The City of London has chosen to retain its former Publication Scheme (which existed prior to the institution of the Model Publication Scheme by the Information Commissioner on 1 January 2009) as a Guidance Document. Our website, of course, also provides comprehensive information concerning the City of London.

In addition to information which falls under the FOIA, the City of London has chosen, at its sole discretion and with reference to the public interest, to include, in this Guidance Document, information which relates to functions which fall outside the scope of the FOIA. This approach has been adopted to provide the public with one resource as to the information published by the City of London.

As such, the layout of this Guidance Document does not follow precisely the specific layout of 'classes' provided in the Model, but retains a structure which reflects the City's unique diversity.

The City of London, as a local authority, police authority and port health authority, and in respect of the GSMD Senior School, is committed to working towards complying with the Information Commissioner's definition documents (mentioned above).

Please note that three bodies usually associated with the City of London are not included in this Guidance Document because, under the FOIA, they are separate legal entities for the purpose of complying with the Act. These bodies are:

City of London Police
Sir John Cass's Foundation Primary School
Museum of London

[5] Some basic facts about the Guidance Document

We provide this Guidance Document in a number of formats including:

- in paper format,
- on the City of London website at www.cityoflondon.gov.uk/AccessstoInfo (from which a printable version is available), or
- in alternative formats, which may be subject to the payment of a fee to cover the costs incurred (please contact the Public Relations Office).

Certain qualifying terms have been used in the Descriptions, as follows:

- **Published** - created with specific intention of being for public use.
- **Approved** - approved by elected Members under a formal decision-making process, or by officers under delegated powers.
- **Draft** - not formally approved.
- **Current** - information which is accurate and available at the time of request.
- **Historical** - superseded current information retained for archival purposes.
- **Selected** - indicates that the information included in the class is limited/indicates that the class is not comprehensive.
- **Exempt** - material coming within the definition of the FOIA or other legislation as being exempt information.

Where information comes within an exempt category in the FOIA, it will be published with the exempt material deleted.

[6] How we make information available

Information listed in this Guidance Document will be made available in a number of ways. Note that information is not necessarily made available in all these ways; see individual Descriptions for details of which options are available. Where several categories of availability are listed, eg post, website and public access, it may only be possible to make the information available in one of these formats.

- **Website:** When information is available on the City of London website the primary web address is www.cityoflondon.gov.uk. Note that if a link is given to another organisation's website, provision of the information is the responsibility of that organisation and not of the City of London.
- **By post:** Information will be posted on request, following receipt of a fee, if any (see below). Please use the contact details below to send your request. We aim to despatch the information within 10 working days from receipt of your request and the fee. We do not provide printouts from other organisations' websites.
- **By email:** Material not on the website, where practicable, may be made available via email.
- **Public Access at City of London Offices (as set out in this Guidance Document or on our website):** Information is also available from City of London departments as set out in the departmental contact information below. You may need to make an appointment. Where information that is available for consultation can also be copied but is not immediately available for collection, we aim to despatch the information requested within 10 working days from receipt of your request.

- **City of London Research Services:** Free access to original records (or to copies of original records) is available through our library and archive search rooms. We may charge a fee to carry out the research necessary to tell you whether or not we hold specific information. We also charge for copies of documents. Most records are available for general access but some will be closed in whole or part because we are not required to make them available (i.e. they fall outside the scope of the FOIA) and do not wish to do so, or otherwise information in them is exempt information under the FOIA or the Data Protection Act 1998. Closures are usually indicated in our catalogues and will be reviewed on request. There is no charge for this review.
- **Independent Research Services:** If your enquiry relates to records likely to be available for general access we also provide the names of independent researchers who, on payment of a fee agreed with you, will undertake this research.

[7] Charges

Some information is available free; for others a charge may be levied (see also [6]). The charges will vary according to how information is made available, which is specified for each Description within this Guidance Document, or on our website. Charges are subject to ongoing review.

In broad terms the following conditions apply:

- **Website:** free of charge unless otherwise specified
- **Email:** free of charge unless otherwise specified
- **Material printed from the website at City of London public access terminals:** a charge may be levied to cover the cost of printing, plus postage.
- **Other material made available through public access terminals:** a charge may be levied for the provision of this service.
- **Photocopies of requested information:** a reasonable photocopying charge may be levied.
- **Publications produced by the City of London for sale:** as per cover price. Charges will be kept under review.

[8] Copyright

Information is protected by copyright unless otherwise indicated. You are not allowed to duplicate any materials you have obtained from the City of London through the Publication Scheme and Guidance Document unless the City of London has given you permission in writing. We may charge you a fee.

Some material available through the Scheme may be the copyright of a third party. Our right to hold and use such material do not extend to others. You must obtain

authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

[9] Changes to the Guidance Document

The version of this Guidance Document which is on our Internet site (www.cityoflondon.gov.uk) is the master version, and it has the date of update on the front page. It is kept under ongoing review and new material of interest to people is added, particularly with the aim of complying with the Information Commissioner's best practice guidance in its definition documents. However, information will not necessarily be available indefinitely. Information may become unavailable in accordance with current retention policies, which are also kept under review.

[10] Access to your Personal Information

The Data Protection Act 1998 ('the DPA') provides individuals with a right of access to personal information held about them. The right is subject to exemptions that will affect whether information is provided and requests will be dealt with on a case by case basis. Requests for your own personal information fall under the DPA and not under the FOIA. Please send requests for access to your own personal information ('subject access requests') to the Information Officer (see [13]).

[11] Access to Environmental Information

Environmental information is usually made available to the public under the Environmental Information Regulations 2004 (EIRs) not the FOIA. However, for practical purposes such information is also described in our Guidance Document, and requests for environmental information can also be sent to the Information Officer (see [13]).

[12] Complaints and appeals

If you are not satisfied with the way we have managed your request, with the fee we have charged, or with the reasons we have given for refusing to provide information, you have the right to complain using our FOI complaints procedure, which can be found at www.cityoflondon.gov.uk/Feedback. Your initial complaint should be sent in writing, either to the officer designated in our response to your request or to the Information Officer (see [13]).

If you are dissatisfied with the outcome of your complaint to us, you may then complain to the Information Commissioner. The Information Commissioner is

responsible for enforcing the operation of the FOIA (and the EIRs). Appeals to the Information Commissioner should be sent to :

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email: mail@ico.gsi.gov.uk

[13] Contacting the Information Officer

Requests for information which fall within this Guidance Document should normally be directed to the department which you think will be most likely to answer your request (please see [14] for contact details). Each Description in the Guidance Document also suggests a department which can be contacted for that information.

However, if you are unsure which department to contact, or you would like to make a FOI request, please contact:

Information Officer
Town Clerk's Department
City of London
PO Box 270, Guildhall
LONDON EC2P 2EJ

Telephone: 020 – 7332 1209

Email: information.officer@cityoflondon.gov.uk

When making telephone requests, please be sure to provide full contact details including a telephone number so that, if necessary, we can clarify the details of your request.

[14] Departmental Contact Information

Each of the Descriptions in this Guidance Document refers you to the appropriate department within the City of London that will be able to assist in providing you with the information located in that Description. Departmental contacts and their details are given below for each of the departments referred to.

Barbican Centre

Barbican Centre
City of London
Silk Street
London EC2Y 8DS

Tel: 020 – 7382 7001

Email: feedback@barbican.org.uk

Barbican Estate Office

Barbican Estate Office
City of London
3 Lauderdale Place
Barbican
London EC2Y 8EN

Tel: 020 – 7332 3014

Email: barbican.estate@cityoflondon.gov.uk

Central Criminal Court

City of London
Old Bailey
London EC4M 7EH

Tel: 020 – 7192 2234

Email: secondary.foi@cityoflondon.gov.uk

Chamberlain's Department

Chamberlain's Department
City of London
PO Box 270, Guildhall
London EC2P 2EJ

Tel: 020 – 7332 1344

Email: chb.foi@cityoflondon.gov.uk

City of London Records Office

See London Metropolitan Archives

City Remembrancer's Office

City Remembrancer's Office
City of London
PO Box 270, Guildhall
London EC2P 2EJ

Tel: 020 – 7332 1204
Email: Rem.foi@cityoflondon.gov.uk

City Surveyor's Department

City Surveyor's Department
City of London
PO Box 270, Guildhall
London EC2P 2EJ

Tel: 020 – 7332 1289
Email: CS.FOI@cityoflondon.gov.uk

Department of the Built Environment

Department of the Built Environment
City of London
PO Box 270, Guildhall
London EC2P 2EJ

Tel: 020 – 7332 1292
Email: dbeinformation@cityoflondon.gov.uk

Department of Community & Children's Services

Department of Community & Children's Services
City of London
PO Box 270, Guildhall
London EC2P 2EJ

Tel: 020 – 7332 3498
Email:
DCS.FOI@cityoflondon.gov.uk

Department of Culture, Heritage & Libraries

Department of Culture, Heritage & Libraries
City of London
PO Box 270, Guildhall
London EC2P 2EJ

Tel: 020 – 7332 1850
Email: Directorofculture@cityoflondon.gov.uk

Department of Markets & Consumer Protection

Department of Markets & Consumer Protection
City of London
PO Box 270, Guildhall
London EC2P 2EJ

Tel: 020 – 7332 1301

Email:

Directorate.markets@cityoflondon.gov.uk

Economic Development

Economic Development

City of London

PO Box 270, Guildhall

London EC2P 2EJ

Tel: 020 – 7332 3614

Email: edu@cityoflondon.gov.uk

Education Services

See: Department of Community & Children's Services

Guildhall School of Music and Drama

Guildhall School of Music and Drama

City of London

Silk Street

Barbican

London EC2Y 8DT

Tel: 020 – 7628 7184

Email: research@gsmd.ac.uk

London Metropolitan Archives

London Metropolitan Archives

City of London

40 Northampton Road

London EC1R 0HB

Tel: 020 – 7332 3820

Email: ask.lma@cityoflondon.gov.uk

Mansion House

Mansion House

London EC4N 8BH

Tel: 020 – 7626 2500 Ext 2642

Email: mansion.house@cityoflondon.gov.uk

Open Spaces Department

Open Spaces Department

City of London

PO Box 270, Guildhall

London EC2P 2EJ

Tel: 020 – 7332 3517

Email: openspaces.directorate@cityoflondon.gov.uk

Public Relations Office

Public Relations Office

City of London

PO Box 270, Guildhall

London EC2P 2EJ

Tel: 020 –7332 1451

Email: PRO.FOI@cityoflondon.gov.uk

Town Clerk's Department

Town Clerk's Department

City of London

PO Box 270, Guildhall

London EC2P 2EJ

Tel: 020 – 7332 3431

Email: COL-EB-TC@cityoflondon.gov.uk

[15] List of Information Categories, Sub-Categories and Descriptions

<u>CATEGORIES, SUB-CATEGORIES AND DESCRIPTIONS</u>	<u>Description Number</u>
CORPORATE FUNCTIONS	1 - 30
About the City of London:	
The City of London's Role and Strategy	1
Current Organisational and Departmental Structures	2
Chief Officers of the City of London	3
The Lord Mayor of London	4
Sheriffs	5
Court of Aldermen	6
Freedom of the City	7
Livery Companies	8
Council and Democracy:	
Members of the Court of Common Council	9
City of London Wards	10
City Electors	11
Decisions and Background Papers	12
Standing Orders	13
Finance, Budgets and Reports:	
Accounts, Estimates and General Information relating to the City of London's Finances	14
Revenue Collection	15
Plans and Strategy:	
Departmental Plans and Mission Statements	16
Annual Reports	17
Emergencies	18
Policies:	
Departmental and Corporate-wide Policies	19
General Access to Information Legislation	20
Performance:	
E-Government	21
Corporate Performance and Development	22
Monitoring Performance	23
Making a complaint or comment about the City of London	24

<u>CATEGORIES, SUB-CATEGORIES AND DESCRIPTIONS</u>	<u>Description Number</u>
Facilities and Access:	
City of London Facilities	25
Access to City of London Facilities	26
Filming or Photographing in the City or on City of London Premises	27
Job Opportunities:	
Job Vacancies and Recruitment within our Organisation	28
News:	
Press Releases	29
Cityview	30
LEISURE AND HERITAGE	31- 39
Barbican Centre:	
Services and Facilities Offered by the Barbican Centre	31
Libraries, Galleries and Museums:	
City of London Libraries, the Manuscripts Section at Guildhall Library, and Guildhall Art Gallery - Books, Maps, Prints, Archives and other Reference Information; Catalogues and Finding Aids; and General Information and Advice, including about Exhibitions and Events	32
Keats House	33
Records:	
(See also Libraries, Galleries and Museums)	
City of London Archives - Books, Maps, Prints, Archives and other Reference Information; Catalogues and Finding Aids; and General Information and Advice, including about Exhibitions and Events	34
London Metropolitan Archives - Books, Maps, Prints, Archives and other Reference Information; Catalogues and Finding Aids; and General Information and Advice, including about Exhibitions and Events	35
Open Spaces:	
General Information and Advice on Parks, Gardens and Open Spaces	36
Management of the City of London's Parks, Gardens and Open Spaces	37
Leisure:	
Sports Development and Activities	38
Golden Lane Leisure Centre	39

CATEGORIES, SUB-CATEGORIES AND DESCRIPTIONS

Description Number

COMMUNITY, PEOPLE AND LIVING

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People and Living:

Information relating to Support Services for Disabled, Elderly and Mobility Impaired Persons	40
General information in relation to Equal Opportunities and Accessibility	41
Children and Families	42
General Social Services Information	43
City of London Cemetery and Crematorium - General Information, and Registers of Burial, Cremation and Private Graves	44

Education:

General Information in relation to the City of London's Role in relation to Education in the City	45
The City of London's Responsibilities as a Local Education Authority	46
Education Plans	47
Education for Children in their Early Years	48
Services for Children and Young People	49
Adult Education	50
Guildhall School of Music and Drama	51

Barbican Estate:

Barbican Estate - General Information, Major Works Information, Residents' Information, Service Charge Information	52
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Housing:

Housing Benefit	53
General Information about Housing Services Offered by the City of London	54

Health:

St Bartholomew's Hospital	55
General information relating to Health for Residents	56

Community:

The City, Business and Community	57
Urban Regeneration in London	58

<u>CATEGORIES, SUB-CATEGORIES AND DESCRIPTIONS</u>	<u>Description Number</u>
Business and Economic Development:	
City Marketing Suite	59
Advice on City Property	60
Information relating to the City of London as a World Business City	61
Economic Development Research Reports	62
City Environment:	
Information relating to the City's Environment	63
TRANSPORT AND ENVIRONMENT	64 - 84
Environment:	
Strategies to Benefit the Environment	64
Information to Assist the Public in Matters of Environmental Health	65
Registers regarding Waste and Cleansing	66
Cleansing, Recycling and Waste	67
Port Health	68
Animal Welfare (including Heathrow Animal Reception Centre)	69
General Information and Advice in relation to Environmental Services	
Functions of the City of London	70
Registers relating to Environmental Services, Port Health, Waste and Cleansing, and Trading Standards Functions of the City of London	71
Trading Standards	72
Public Consultation Documents and Responses on Planning and Transportation Matters	73
Land, Planning and Buildings:	
Building Control	74
Building Control and Development Control Statutory Registers and Indexes	75
Town & Country Planning Application Forms and Associated Current Published Information	76
Development Plans	77
UDP Supplementary Planning Guidance and Advice	78
Planning Design Guidance and Studies	79
Conservation Areas, Listed Buildings and Scheduled Monuments, including Policies, Guidance, Studies and General Information	80
Land Charges	81

<u>CATEGORIES, SUB-CATEGORIES AND DESCRIPTIONS</u>	<u>Description Number</u>
Transportation:	
Parking Control and Enforcement	82
Highways Management	83
Transportation Statutory Plans, Policy and Advice	84
SERVICES TO THE CITY	85 - 96
Courts:	
City of London Magistrates' Court	85
Central Criminal Court - the Old Bailey	86
Historical Buildings:	
Guildhall	87
Mansion House	88
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Thames Bridges	90
General Information regarding Historical Buildings Owned and Maintained by the City of London	91
Markets:	
Markets	92
City of London Police Authority:	
General information regarding the City of London's Police Authority	93
Functions	94
Involving the Community as a Police Authority	95
Partners	96
Visitors Schemes	

[16] Information arranged by numbered Descriptions

The remainder of this Guidance Document is arranged by the numbered Descriptions listed under section [15].

No. 1	Description	Sub-Category	Category
	The City of London's Role and Strategy	About the City of London	Corporate Functions
Explanation:	Current, published information relating to the City of London's overall role, strategy and plans, and general published information		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/Corporation/LGNL/Services/Council and democracy/ www.cityoflondon.gov.uk www.cityoflondon.gov.uk/communitystrategy www.cityoflondon.gov.uk/corpgov www.cityoflondon.gov.uk/performance Public Access		
Contact:	Town Clerk's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive):		
	<p>Performance (web) - includes: Corporate Plan Corporate Plan Summary Performance Information and Targets Performance Summary Details of the Audit Commission's assessment</p> <p>Community Strategy (web)</p> <p>Use of City Crest</p> <p>City and City of London fact card</p> <p>One Square Mile Guide (Web)</p>		

	Description	Sub-Category	Category
No. 2	Current Organisational and Departmental Structures	About the City of London	Corporate Functions
Explanation:	Current, published information, including diagrams, setting out the management and/or organisational structures of selected departments, showing reporting lines and staff roles.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/Corporation/LGNL_Services/Council_and_democracy/ www.cityoflondon.gov.uk/corpgov www.cityoflondon.gov.uk/Departments		
Contact:	Town Clerk's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): List of departments (Web) Environmental Services Structure Chart Environmental Services Job Explanations Planning and Transportation Organisational Tables Port Health Authority Family Tree		

	Description	Sub-Category	Category
No. 3	Chief Officers of the City of London	About the City of London	Corporate Functions
Explanation:	Current, published information about the Chief Officers of the City of London.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/ChiefOfficers Public Access		
Contact:	Town Clerk's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): List of Chief Officers (Web) Delegations to Chief Officers Register of Officers' Pecuniary Interests		

	Description	Sub-Category	Category
No. 4	The Lord Mayor of London	About the City of London	Corporate Functions
Explanation:	Current, published information about the Lord Mayor of London, the history, his role, responsibilities and work.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/corpgov www.cityoflondon.gov.uk/lordmayor www.cityoflondon.gov.uk/mansion www.cityoflondon.gov.uk/lmshow Public Access		
Contact:	Public Relations Office/Mansion House		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>The Job / Person Specification for the Lord Mayor can be found as a link on the Corporate Governance Webpage</p> <p>Lord Mayor's List Lord Mayor's Show - Information Sheet Mayoral Insignia - Information Sheet Speeches Letters of Greeting Forwards to publications Forwards to Mansion House Guidebooks Announcements - Court and Social The Lord Mayor's Biography</p>		

	Description	Sub-Category	Category
No. 5	Sheriffs	About the City of London	Corporate Functions
Explanation:	Current, published information about the Sheriffs of the City of London.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/corpgov www.cityoflondon.gov.uk/sheriffs Public Access		
Contact:	Public Relations Office		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): The Job / Person Specification for a Sheriff can be found as a link on the Corporate Governance Webpage Sheriffs (Web) Sheriff's Information Sheet		

	Description	Sub-Category	Category
No. 6	Court of Aldermen	About the City of London	Corporate Functions
Explanation:	Current, published information about the Court of Aldermen.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/committees www.cityoflondon.gov.uk/corpgov Public Access		
Contact:	Public Relations Office		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>The Job / Person Specification for an Alderman can be found as a link on the Corporate Governance Webpage</p> <p>Aldermen (Web)</p> <p>Court of Aldermen Information Sheet</p> <p>Minutes of Meetings of the Court of Aldermen (public minutes and summary only). Those for the period since 1999 can be found by selecting view Public Committee Documents on the Committees webpage.</p>		

	Description	Sub-Category	Category
No. 7	Freedom of the City	About the City of London	Corporate Functions
Explanation:	Current, published information about the Freedom of the City.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/freedom		
Contact:	Chamberlain's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Freedom of the City (Web) Freedom of the City Leaflet		

	Description	Sub-Category	Category
No. 8	Livery Companies	About the City of London	Corporate Functions
Explanation:	Current, published information about the Livery Companies in the City of London.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/livery www.cityoflondon.gov.uk/liverylive Public Access		
Contact:	Public Relations Office		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): City Livery Companies (Web) - includes a list of all the Livery Companies and a list of the Livery Halls available for Hire. The Livery Companies of the City of London (booklet)		

	Description	Sub-Category	Category
No. 9	Members of the Court of Common Council	Council and Democracy	Corporate Functions
Explanation:	Current, published information about members of the Court of Common Council.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/corpgov www.cityoflondon.gov.uk/Members www.cityoflondon.gov.uk/MembersCode www.cityoflondon.gov.uk/committees Public Access		
Contact:	Town Clerk's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Information about members (Web) Code of conduct for members (188kb) (Web) Members Pecuniary Interests Register Office of Chief Commoner Information Sheet		

No. 10	Description	Sub-Category	Category
	City of London Wards	Council and Democracy	Corporate Functions
Explanation:	Current, published information relating to the wards of the City of London and the City of London Franchise.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/voting www.cityoflondon.gov.uk/wards www.cityoflondon.gov.uk/WardMap www.cityoflondon.gov.uk/WardClubs Public Access		
Contact:	Town Clerk's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Voting for a World Description City - Fact Pack Map of the current ward boundaries in the City (Web) Wardmote Book Ward Boundaries(blue) - small booklet Ward boundaries (green) - small booklet Ward Boundaries III - small booklet List of the ward clubs and their contact details (13kb) (Web)		

	Description	Sub-Category	Category
No. 11	City Electors	Council and Democracy	Corporate Functions
Explanation:	Current, published information about electors in the City of London, including information produced in accordance with legal obligations.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/voting www.cityoflondon.gov.uk/Register www.cityoflondon.gov.uk/WardLists www.cityoflondon.gov.uk/wards Public Access		
Contact:	Town Clerk's Department		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>City Of London Register of Electors - statutory listing available to members of the public</p> <p>City of London Ward Lists - statutory listing available to members of the public</p> <p>Common Hall Register - statutory listing available to members of the public</p> <p>Absent Voters List - available for public inspection</p> <p>Proxy Voters List - available for public inspection</p>		

	Description	Sub-Category	Category
No. 12	Decisions and Background Papers	Council and Democracy	Corporate Functions
Explanation:	<p>Current, published information (including agendas, reports, minutes and background papers) related to the City of London's meetings of its Committees, Sub-Committees and the Court of Common Council, together with reports to individual members for formal decisions. This Description is further qualified and limited as follows:- (i) Background papers shall be available for four years from the date of the meeting, (ii) Agendas, reports and minutes shall be available for six years from the date of the meeting, (iii) No material shall be made available which at the date of the request is 'exempt' within the meaning of the Local Government Acts 1972 or 2000.</p>		
Availability by at least one of:	<p>Post Website: www.cityoflondon.gov.uk/Chairmen www.cityoflondon.gov.uk/committees www.cityoflondon.gov.uk/CommitteeDiary www.cityoflondon.gov.uk/CommitteeDocs www.cityoflondon.gov.uk/corpgov www.cityoflondon.gov.uk/SubscribeCmteeDocs (For charges for paper copies of Committee papers, please see - Subscribe to committee papers (Web)) Public Access</p>		
Contact:	Town Clerk's Department		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>View committees (Web) View Chairman of the Policy and Resources Committee (Web) Committee meeting dates (Web) Public committee documents (Web) Subscribe to committee papers (Web)</p>		

	Description	Sub-Category	Category
No. 13	Standing Orders	Council and Democracy	Corporate Functions
Explanation:	The City of London's Standing Orders which govern the internal administration of the City of London.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/corpgov Public Access		
Contact:	Town Clerk's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): The Standing Orders can be found as links on the Corporate Governance Webpage		

	Description	Sub-Category	Category
No. 14	Accounts, Estimates and General Information relating to the City of London's Finances	Finance, Budgets and Reports	Corporate Functions
Explanation:	Current, published information relating to the City of London's accounts, estimates and other associated information. This Description only includes information that has been produced for the benefit of the public.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/finance		
Contact:	Chamberlain's Department		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>City Fund Capital and Revenue Estimates</p> <p>Statement of Accounts for the City Fund Statement of Account for the Pension Fund</p> <p>City's Cash, Bridge House Estates and Guildhall Administration Capital Estimates Bridge House Estates Annual Report and Finance Statement</p> <p>Treasury Policy Statement Statement of Investment Principles</p> <p>The Review</p> <p>City of London's Asset Management Plan</p>		

	Description	Sub-Category	Category
No. 15	Revenue Collection	Finance, Budgets and Reports	Corporate Functions
Explanation:	Current, published information related to revenue collection by the City of London.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/benefit www.cityoflondon.gov.uk/counciltax Public Access		
Contact:	Chamberlain's Department		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>General information on rates and council tax (including collection), rents, miscellaneous income, benefits</p> <p>Council Tax (Web)</p> <p>Housing Benefit and Council Tax Benefit (Web)</p> <p>Rate Demand Information Leaflet Rates/Council Tax Explanatory Notes and Booklet Revenue Collection Performance Indicators Amount of Council Tax set, rating multiplier Estimated Service Charges for different blocks on Barbican Estate (other than personal information to lessee) Rating List Valuation List Rates/Council Tax amendment schedules</p> <p>Benefits Leaflets</p>		

	Description	Sub-Category	Category
No. 16	Departmental Plans and Mission Statements	Plans and Strategy	Corporate Functions
Explanation:	Current, published Forward Plans, Annual Plans, Annual Objectives, Action Plans and Mission Statements produced by various City of London departments.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk Public Access Email		
Contact:	Relevant Departmental Contact		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Departmental Equalities Plans</p> <p><u>Barbican Estate</u> Departmental and Divisional business plans</p> <p><u>Environmental Services</u> Environmental Health Service Targets Environmental Services - Activity/Position Statements</p> <p><u>Guildhall Library & Art Gallery</u> Guildhall Art Gallery Forward Plan</p> <p><u>Joint Archive Service (JAS)</u> Business Plan</p> <p><u>Open Spaces</u> Business Plan</p> <p><u>Planning and Transportation, Department of</u> Service Plan</p>		

	Description	Sub-Category	Category
No. 17	Annual Reports	Plans and Strategy	Corporate Functions
Explanation:	Current, and selected historical, published annual reports for selected City of London departments.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk Public Access		
Contact:	Relevant Departmental Contact		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Open Spaces Annual Report</p> <p>Barbican Centre Annual Report</p> <p>Commissioner of Police's Annual Report</p>		

	Description	Sub-Category	Category
No. 18	Emergencies	Plans and Strategy	Corporate Functions
Explanation:	Current, published information relating to security, contingency planning and the management and prevention of emergencies within the City and on City of London premises.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/contingencyplanning www.cityoflondon.gov.uk/fault-reports Public Access		
Contact:	Town Clerk's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Security and Contingency Planning (Web) - Preparing for emergencies. Online reporting system for Faults (Web) within the City of London and for City of London-owned housing estates and open spaces		

	Description	Sub-Category	Category
No. 19	Departmental and Corporate-wide Policies	Policies	Corporate Functions
Explanation:	Current, published departmental policies and Corporate-wide policies to assist in consistent, efficient service provision of a high standard which have been created specifically with the intention that they are available to the public.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/communitystrategy www.cityoflondon.gov.uk/Equalities Public Access		
Contact:	Town Clerk's Department or relevant Departmental Contact		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Community Strategy (Web) Corporate Equalities Plans and Monitoring (Web) Departmental Equalities Plans Employee Capability Procedure Performance & Development Review, and Competency Framework</p> <p>Allocations policy statement Treasury Policy Statement</p> <p>City of London's Environmental Policy Environmental Health Service Enforcement Policy Environmental Services Fire Instructions (Walbrook Wharf)</p> <p>Guildhall Art Gallery policies on the Acquisition and Disposal of Works of Art</p> <p>Lending Library Regulations Libraries' Stock Management Policy Libraries' Conservation Policy (currently being prepared)</p>		

	Description	Sub-Category	Category
No. 19	Departmental and Corporate-wide Policies	Policies	Corporate Functions
Information (cont):	LMA Copying Policy LMA Loans Policy LMA Document Handling Guidelines LMA Education Policy LMA Preservation Policy LMA Acquisitions Policy LMA Reading Room Regulations		

	Description	Sub-Category	Category
No. 20	General Access to Information Legislation	Policies	Corporate Functions
Explanation:	Current, published information relating to the City of London's compliance with the Data Protection Act 1998, Freedom of Information Act 2000, Environmental Information Regulations 2004, and Re-Use of Public Sector Information Regulations 2005.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/AccessstoInfo Public Access		
Contact:	Information Officer		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Access to Information pages (Web) showing how to make Requests for Information to the City of London under the Data Protection Act 1998, Freedom of Information Act 2000, Environmental Information Regulations 2004, and Re-Use of Public Sector Information Regulations 2005; our Publication Scheme and Guidance Document; and our complaints procedures. Complaints Statistics.		

	Description	Sub-Category	Category
No. 21	E-Government	Performance	Corporate Functions
Explanation:	Current, and selected historical, published information regarding the City of London's work in implementing the statutory E-Government requirements, and includes the City of London's current Implementing E-Government Statement.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/Corporation/online services/		
Contact:	Chamberlain's Department (IS Division)		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): IEG Statement October 2002 IS Strategy		

	Description	Sub-Category	Category
No. 22	Corporate Performance and Development	Performance	Corporate Functions
Explanation:	Current, and selected historical, published information concerning corporate and departmental objectives, strategy and performance, including in relation to the City of London's compliance with its Best Value obligations.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/performance Public Access		
Contact:	Town Clerk's Department		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Comprehensive Performance Assessment (web)</p> <p>Corporate Plan (web)</p> <p>Best Value (web) (Best Value Policy Plan and Performance Indicator Tables)</p> <p>Best Value Summary Policy Plan</p> <p>Best Value Local Policing Plan (web)</p> <p>Open Spaces Best Value Action Plan</p> <p>City of London Cemetery and Crematorium Best Value Questionnaire</p>		

	Description	Sub-Category	Category
No. 23	Monitoring Performance	Performance	Corporate Functions
Explanation:	Current, published information, including results of public consultations, giving feedback about corporate and departmental services to the public.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/diary www.cityoflondon.gov.uk/consultation Public Access		
Contact:	Town Clerk's Department		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Performance Indicators Review: City of London</p> <p>UDP 2002 Indicators & Performance Targets</p> <p>Consultation Diary of Major City of London Public Consultations www.cityoflondon.gov.uk/consultation</p> <p>Business Rate Payers Annual Meetings - Minutes City Residents' Meetings - Minutes</p> <p>Report on MORI 2003 City Stakeholder Consultation</p> <p>LMA Performance Indicators Statistics</p>		

	Description	Sub-Category	Category
No. 24	Making a complaint or comment about the City of London	Performance	Corporate Functions
Explanation:	Current, published information setting out how to make a complaint or comment about the City of London or one of its departments.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/Feedback Public Access		
Contact:	Town Clerk's Department		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Providing Feedback (including making a complaint) (Web) LMA Comment Form City of London Cemetery and Crematorium Comments Card Complaints Register Community Services Complaint Form Community Services Comments and Suggestion Form Billingsgate Markets Complaints Form Community Services Complaints Form Domciliary Services - Complaints leaflet Social Services - How to make a Complaint (English and Bengali Versions) Social Services - What do you thin of our Services? Comments and Complaints Leaflet Cass Nursery Centre Complaints leaflet</p>		

	Description	Sub-Category	Category
No. 25	City of London Facilities	Facilities and Access	Corporate Functions
Explanation:	Current published information relating to the facilities offered by the City of London for hire or use by the general public, the business community or other organisations.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/guildhall_hire www.cityoflondon.gov.uk/mansion Public Access		
Contact:	City Remembrancer's Office		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Hire of the Guildhall (Web) - www.cityoflondon.gov.uk/guildhall_hire Barbican Centre - Hire of facilities Mansion House Notes for Hirers		

	Description	Sub-Category	Category
No. 26	Access to City of London Facilities	Facilities and Access	Corporate Functions
Explanation:	Current published information advising on access to City of London facilities, and includes current published information relating to access for the disabled.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/access www.cityoflondon.gov.uk/PublicToilets Public Access		
Contact:	Town Clerk's Department or Relevant Departmental Contact		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>How to get to Guildhall</p> <p>Disabled Access (Web)</p> <p>Access for Disabled People in the City of London (To obtain this publication, contact 020-7332 1995, or email access@cityoflondon.gov.uk)</p> <p>City of London - Public convenience locations and opening times (Web)</p> <p>Helping to Promote an Inclusive City (This publication describes what you need to know if you wish to join the City of London Access Group. To obtain this publication, contact 020-7332 1995, or email access@cityoflondon.gov.uk)</p> <p>Leaflet outline directions to London Metropolitan Archives (LMA), opening hours, public transport and local information</p> <p>Libraries and Guildhall Art Gallery Access Leaflet Leaflet about access to LMA for disabled people, giving advance information for planning a visit</p>		

	Description	Sub-Category	Category
No. 27	Filming or Photographing in the City or on City of London Premises	Facilities and Access	Corporate Functions
Explanation:	Current, published information setting out the rules and processes that must be followed by those wishing to film in the City or on City of London premises.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/film Public Access		
Contact:	Public Relations Office		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Rules for filming at LMA premises Filming in the City - Fact Pack Billingsgate Market Photography Permission Form		

	Description	Sub-Category	Category
No. 28	Job Vacancies and Recruitment within our Organisation	Job Opportunities	Corporate Functions
Explanation:	Current, published information relating to job vacancies and recruitment within our organisation.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/jobs Public Access		
Contact:	Town Clerk's Department or relevant Departmental Contact		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Job Opportunities (Web)		

	Description	Sub-Category	Category
No. 29	Press Releases	News	Corporate Functions
Explanation:	Current, published City of London press releases.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/media Public Access		
Contact:	Public Relations Office		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive):		

	Description	Sub-Category	Category
No. 30	Cityview	News	Corporate Functions
Explanation:	Current, and selected historical, published copies of the Cityview newsletter which exists to promote the City of London and its work to audiences both within and outside of the 'Square Mile'.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk Public Access		
Contact:	Public Relations Office		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Cityview newsletter Cityview online newsletter		

	Description	Sub-Category	Category
No. 31	Services and Facilities Offered by the Barbican Centre	Barbican Centre	Leisure and Heritage
Explanation:	Current published information relating to the exhibitions, performances, productions, services, facilities, projects and any other 'entertainment' offered by the Barbican Centre for the benefit of Barbican Estate residents and the general public.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk www.barbican.org.uk Email		
Contact:	Barbican Centre		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive):		

	Description	Sub-Category	Category
No. 32	<p>City of London Libraries, the Manuscripts Section at Guildhall Library, and Guildhall Art Gallery - Books, Maps, Prints, Archives and other Reference Information; Catalogues and Finding Aids; and General Information and Advice, including about Exhibitions and Events.</p>	Libraries, Galleries and Museums	Leisure and Heritage
<p>Explanation:</p>	<p>Books, maps, prints, archives and other reference information held by the City of London libraries, including deposited records of the City of London, principally parish and business records and the records of many livery companies. Information is not available under this Description if it would be contrary to the terms of gift or deposit to do so. Additionally, information which is closed to the public in accordance with current departmental practices is not made available under this Description nor is information which is exempt under legislation.</p> <p>Current, published lists and indexes, and associated information, relating to all books, archives, manuscripts, prints and maps held by the City of London's Libraries and Guildhall Art Gallery.</p> <p>Current, published guides, information sheets, leaflets and information, in relation to the services offered by and information offered at the City of London's Libraries and Guildhall Art Gallery.</p> <p>Current, published information about exhibitions and events conducted at or by the City of London's Libraries and Guildhall Art Gallery.</p>		

	Description	Sub-Category	Category
No. 32	<p>City of London Libraries, the Manuscripts Section at Guildhall Library, and Guildhall Art Gallery - Books, Maps, Prints, Archives and other Reference Information; Catalogues and Finding Aids; and General Information and Advice, including about Exhibitions and Events.</p>	Libraries, Galleries and Museums	Leisure and Heritage
<p>Availability by at least one of:</p>	<p>Public Access Post Website: www.cityoflondon.gov.uk/barbicanlibrary www.cityoflondon.gov.uk/camomilestlibrary www.cityoflondon.gov.uk/citybusinesslibrary collage.cityoflondon.gov.uk www.cityoflondon.gov.uk/focus www.cityoflondon.gov.uk/gag www.cityoflondon.gov.uk/guildhalllibrary www.cityoflondon.gov.uk/libraries www.cityoflondon.gov.uk/shoelanelibrary www.cityoflondon.gov.uk/bookshop</p>		

	Description	Sub-Category	Category
No. 32	<p>City of London Libraries, the Manuscripts Section at Guildhall Library, and Guildhall Art Gallery - Books, Maps, Prints, Archives and other Reference Information; Catalogues and Finding Aids; and General Information and Advice, including about Exhibitions and Events.</p>	Libraries, Galleries and Museums	Leisure and Heritage
Contact:	<p>Books, Maps, Prints, Archives and other Reference Information can be referred to by attending the relevant City of London library: Barbican Library, Camomile Street Library, City Business Library, Guildhall Library, Shoe Lane Library. Various lists and indexes to Guildhall Library's manuscript holdings can be consulted in the Manuscripts Section of that library.</p> <p>Some limited copying can be undertaken. Some source material may be purchased online from the City of London Shop www.cityoflondon.gov.uk/bookshop.</p> <p>For information on how to contact the libraries, please contact the Department of Culture, Heritage & Libraries, or visit the Website: www.cityoflondon.gov.uk/libraries</p>		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Greater London History Sources, Volume 1, City of London (2000, Guildhall Library Publications in association with the Greater London Archives Network, ISBN 0 900422 46 7 hardback, ISBN 0 900422 47 5 paperback).</p> <p>Lists of City businesses.</p>		

	Description	Sub-Category	Category
No. 33	Keats House	Libraries, Galleries and Museums	Leisure and Heritage
Explanation:	Current, published information about Keats House - the museum dedicated to the collection, preservation, documentation, exhibition and interpretation of the life and works of the poet John Keats.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/keats Public Access		
Contact:	London Metropolitan Archives		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Leaflets produced to promote events at Keats House Guide to Keats House Shop - LMA LMA Keats House room leaflet guides Guides to inform visitors about items on display in each room at Keats House Archives, artefacts and library books associated with the life and works of John Keats Online catalogue for library books.		

	Description	Sub-Category	Category
No. 34	City of London Archives - Books, Maps, Prints, Archives and other Reference Information; Catalogues and Finding Aids; and General Information and Advice, including about Exhibitions and Events	Records	Leisure and Heritage
Explanation:	<p>The City of London Archives arising from the City of London's legal, administrative and financial activities which document the government of the City (the 'Square Mile') from 1067 to the present day. This Description is limited to that information which is open to the public under current departmental practices. Information which is closed to the public is not made available under this Description nor is information which is exempt under legislation.</p> <p>Current, and selected historical, published lists, indexes, research aids and associated information, relating to the City of London's archives.</p>		
Availability by at least one of:	<p>Public Access Post Website: www.cityoflondon.gov.uk/clro www.cityoflondon.gov.uk/lma See also website: www.nationalarchives.gov.uk/a2a</p>		
Contact:	<p>Books, Maps, Prints, Archives and other Reference Information can be referred to by attending the London Metropolitan Archives. For contact and location details please see www.cityoflondon.gov.uk/lma</p>		

	Description	Sub-Category	Category
No. 34	City of London Archives - Books, Maps, Prints, Archives and other Reference Information; Catalogues and Finding Aids; and General Information and Advice, including about Exhibitions and Events	Records	Leisure and Heritage
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>CLRO Lists and Indexes Published Guide to the CLRO Archive Holdings - 1951 Published Guide to the CLRO Archive Holdings - 1994 Published Guide to the CLRO Archive Holdings - 2000 CLRO Research Guides</p>		

	Description	Sub-Category	Category
No. 35	<p>London Metropolitan Archives - Books, Maps, Prints, Archives and other Reference Information; Catalogues and Finding Aids; and General Information and Advice, including about Exhibitions and Events</p>	Records	Leisure and Heritage
<p>Explanation:</p>	<p>The London Metropolitan Archives (LMA) is the largest local authority archive in the United Kingdom. Collections are from local government, parishes, businesses, schools and hospitals in London from the 12th Century to the present. Official records from London-wide local authorities are also included in the Description. This Description is limited to that information which is open to the public under current departmental practices. Information which is closed to the public is not made available under this Description nor is information which is exempt under legislation.</p> <p>Current, and selected historical, published lists, indexes, research aids and associated information, relating to the London Metropolitan Archives archive holdings. Current, published guides, information sheets, leaflets and information, in relation to the services offered by and information offered at the London Metropolitan Archives. Current, published information about exhibitions and events conducted at or by the London Metropolitan Archives.</p> <p>The City of London's archives, formerly held in the City of London Records Office (CLRO) have been transferred to the LMA. For these archives, please see Description 34.</p>		

	Description	Sub-Category	Category
No. 35	London Metropolitan Archives - Books, Maps, Prints, Archives and other Reference Information; Catalogues and Finding Aids; and General Information and Advice, including about Exhibitions and Events	Records	Leisure and Heritage
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/familyresearch www.cityoflondon.gov.uk/learningzone www.cityoflondon.gov.uk/lma www.cityoflondon.gov.uk/wills See also Websites: www.nationalarchives.gov.uk/a2a www.nationalarchives.gov.uk/nra Public Access		
Contact:	Books, Maps, Prints, Archives and other Reference Information can be referred to by attending the London Metropolitan Archives. For contact and location details please see www.cityoflondon.gov.uk/lma		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): LMA's catalogues CAIRS online catalogue London Generations - web Paper catalogues Leaflet outlining how to use all the different facilities at LMA Leaflet outlining archive holdings of LMA Leaflet outline directions to LMA, opening hours, public transport and local information Quarterly newsletter on projects, events, acquisitions at LMA. Leaflet outlining the copying services offered at LMA		

	Description	Sub-Category	Category
No. 35	London Metropolitan Archives - Books, Maps, Prints, Archives and other Reference Information; Catalogues and Finding Aids; and General Information and Advice, including about Exhibitions and Events	Records	Leisure and Heritage
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>LMA leaflet stating the rates of fees for reproduction of copies in publications. LMA Records Management Services information LMA leaflet outlining the Family History Research Service at LMA LMA leaflets, postcards etc</p>		

	Description	Sub-Category	Category
No. 36	General Information and Advice on Parks, Gardens and Open Spaces	Open Spaces	Leisure and Heritage
Explanation:	Current, published information providing advice and information to the public about parks, gardens and open spaces.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/openspaces www.cityoflondon.gov.uk/ashtead www.cityoflondon.gov.uk/burnham www.cityoflondon.gov.uk/epping www.cityoflondon.gov.uk/hampstead www.cityoflondon.gov.uk/highgate www.cityoflondon.gov.uk/queenspark www.cityoflondon.gov.uk/westham www.cityoflondon.gov.uk/westwickham Public Access		
Contact:	Open Spaces Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive):		
	<p><u>COVERING ALL OPEN SPACES:</u> A Living Environment</p> <p><u>ASHTEAD COMMON:</u> Ashtead Common Leaflet/Map designed 2004 Ashtead Common National Nature Reserve Ashtead Common newsletter (twice yearly - Spring/Summer & Autumn/Winter) Ashtead Common Diary Ashtead Common Information Sheet Veteran Tree Information Sheet Ashtead Common River Restoration Project Information Sheets Official Guide to Ashtead Common Ashtead Common Byelaws Map of Ashtead Common</p> <p><u>BURNHAM BEECHES</u> Official Guide to Burnham Beeches (£1:50) Burnham Beeches Newsletter - contains Burnham Beeches Events and Burnham Beeches Volunteer</p>		

	Description	Sub-Category	Category
No. 36	General Information and Advice on Parks, Gardens and Open Spaces	Open Spaces	Leisure and Heritage
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Days (Spring/Summer & Autumn/Winter, available via website, mailing list, local libraries, pubs and retail outlets and from the estate office)</p> <p>Burnham Beeches Leaflet/Map designed 2004</p> <p>The Historical Trail</p> <p>The Downy Emerald Trail</p> <p>The Green Woodpecker Trail</p> <p>Tools for preserving Biodiversity in the Nemoral & Boreonemoral Biomes of Europe (Naconex Bk1) (£5:00 admin fee)</p> <p>Tools for Preserving Woodland Biodiversity (Naconex Bk2) (£5:00 admin fee)</p> <p>Various biological reports (pollard, coppice, NVC, grazing, deadwood etc) & surveys available on request</p> <p>BBOWT guides to fungi, heathland plants, woodland plants and bats (£1:00 each)</p> <p><u>EPPING FOREST</u></p> <p>Official Guide to Epping Forest (£1.50)</p> <p>Forest Focus - Newsletter</p> <p>Various leaflets & booklets educating and informing Epping Forest Users</p> <p>Epping Forest leaflet</p> <p>Knighton Woods and Lords Bushes leaflet</p> <p>Lords Bushes & Knighton Wood Integrated Site Plan</p> <p>Wanstead Park leaflet</p> <p>Wanstead Park booklet (£0.80)</p> <p>Access leaflet</p> <p>Dogs leaflet</p> <p>Cycling leaflet</p> <p>Angling leaflet</p> <p>Horse riding leaflet</p> <p>Ancient Earthworks leaflet</p> <p>Queen Elizabeth's Hunting Lodge leaflet</p> <p>Queen Elizabeth's Hunting Lodge Guide leaflet</p> <p>Queen Elizabeth's Hunting Lodge - A Guide (£2.50)</p> <p>Deer leaflet</p> <p>Fungi leaflet</p> <p>Grazing leaflet</p>		

	Description	Sub-Category	Category
No. 36	General Information and Advice on Parks, Gardens and Open Spaces	Open Spaces	Leisure and Heritage
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Self-guided walk leaflets (x6) (£.30p each) Events programme Winter Forest and Other Poems (£1.50) Epping Forest Byelaws (£0.25)</p> <p><u>HAMPSTEAD HEATH</u> Official Guide to Hampstead Heath Hampstead Heath Diary 2004/2005 Hampstead Heath "Welcome" Leaflet Hampstead Heath "Start Running" Leaflet Hampstead Heath "Trails" Leaflet Hampstead Heath Leaflet/Map Hampstead Heath OS Map Hampstead Heath "A Great Space" (pack for children) The Pergola booklet The Ecology of the Heath (Hampstead) The Geology of the Heath (Hampstead) London Loop Walks leaflet "Scoop the Poop" Be a responsible dog owner Pocket guide to native trees Pocket guide to woodland fungi Pocket guide to heathland flowers Pocket guide to bats Whitestone Pond Leaflet (HH) Highgate Wood Leaflet/Map</p> <p><u>HIGHGATE WOOD:</u> Highgate Wood booklet Historical Trail Leaflet Nature Trail Leaflet</p> <p><u>QUEEN'S PARK:</u> Queen's Park booklet Queens Park fact pack Queen's Park Leaflet/map</p>		

	Description	Sub-Category	Category
No. 36	General Information and Advice on Parks, Gardens and Open Spaces	Open Spaces	Leisure and Heritage
Information (cont):	Examples of information included in this Description are listed below (this list is not comprehensive):		
	<p><u>PARKS & GARDENS</u> West Ham Park booklet Official Guide to Bunhill Fields Bunhill Fields - General Information (web: www.cityoflondon.gov.uk/bunhill) Open Spaces in the City of London West Ham Park Leaflet – to be produced early in 2005 City Gardens Leaflet – to be produced early in 2005</p> <p><u>WEST WICKHAM & COULSDON COMMONS</u> Official Guide to Kent & Surrey Commons West Wickham & Coulsdon Common Newsletter London LOOP Leaflet No.4 West Wickham Common & Spring Park London LOOP Leaflet No.5 Riddlesdown, Kenley Common, Coulsdon Common & Farthing Downs Coulsdon Common Circular Walks Countryside Places around Croydon Coulsdon Common Leaflet Riddlesdown to Whyteleafe Countryside Area Leaflet. Farthing Downs and New Hill Leaflet Kenley Common Leaflet. Riddlesdown Leaflet. Spring Park and West Wickham Common Leaflet. "Walk the Chalk" "Enjoy London's Chalk Downland"</p>		

	Description	Sub-Category	Category
No. 37	Management of the City of London's Parks, Gardens and Open Spaces	Open Spaces	Leisure and Heritage
Explanation:	Current, published information relating to the management of the City of London's parks, gardens and open spaces.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/openspaces www.cityoflondon.gov.uk/ashtead www.cityoflondon.gov.uk/burnham www.cityoflondon.gov.uk/epping www.cityoflondon.gov.uk/hampstead www.cityoflondon.gov.uk/highgate www.cityoflondon.gov.uk/queenspark www.cityoflondon.gov.uk/westham www.cityoflondon.gov.uk/westwickham Public Access		
Contact:	Open Spaces Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): <u>COVERING ALL OPEN SPACES:</u> Open Spaces Business Plan Open Spaces Annual Report <u>ASHTEAD COMMON:</u> Ashtead Common Management Plan <u>BURNHAM BEECHES</u> Burnham Beeches Management Plan (hard copy available on loan from the office) Burnham Beeches Management Plan – Summary Document Pollard & Veteran Tree Management II (£7:50) Woodland Pond Management (£5:00)		

	Description	Sub-Category	Category
No. 37	Management of the City of London's Parks, Gardens and Open Spaces	Open Spaces	Leisure and Heritage
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p><u>EPPING FOREST</u> Epping Forest Annual Report Epping Forest Management Plan (currently only available to view or to download from website)</p> <p><u>HAMPSTEAD HEATH</u> Hampstead Heath Management Plan Grassland Management Report Grassland Management Summary Woodland Scrub & Hedgerow Report Woodland Scrub & Hedgerow Summary Golders Hill Park Zoo Draft Management Plan</p> <p><u>HIGHGATE WOOD:</u> Highgate Wood Management Plan</p> <p><u>QUEEN'S PARK:</u> Queen' Park Management Plan</p> <p><u>PARKS & GARDENS</u> West Ham Park draft Management Plan</p> <p><u>WEST WICKHAM & COULSDON COMMONS</u> West Wickham & Coulsdon Common Summary Management Plan 2002-2005 West Wickham & Coulsdon Common Full Management Plan 2002-2005 West Wickham & Coulsdon Common Consultation Document: 2002-2005</p>		

	Description	Sub-Category	Category
No. 38	Sports Development and Activities	Leisure	Leisure and Heritage
Explanation:	Current, published information relating to sports development and activities for City residents and workers within the City.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/sports Public Access		
Contact:	Department of Community & Children's Services		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Various sports development leaflets Sports development (Web) Sports Directory (Web)		

	Description	Sub-Category	Category
No. 39	Golden Lane Leisure Centre	Leisure	Leisure and Heritage
Explanation:	Current, published information relating to the Golden Lane Leisure Centre.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/gllc Public Access		
Contact:	Department of Community & Children's Services		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Golden Lane Centre (Web) Leisure Centre leaflets		

	Description	Sub-Category	Category
No. 40	Information relating to Support Services for Disabled, Elderly and Mobility Impaired Persons	People and Living	Community, People and Living
Explanation:	Current, published information relating to support services to assist disabled, elderly and mobility impaired persons, including information about the Home Care Service.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/homecare Public Access		
Contact:	Department of Community & Children's Services		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Home Care (Web) The Home Care Service - Caring in the City (English and Bengali) Charges for Home Care Services in the City of London (English and Bengali) Home Care (leaflet) Home Care Charges (leaflet) Homecare services (Web)</p> <p>Personal Home Alarms (Web) Occupational Therapy (Web) Older People (Web) Adaptations to Home (Web) Equipment to Aid Daily Living (Web) Short Breaks (Web) Disability (Web) Meals on Wheels (Web) Better Care Higher Standards City of London Occupational Therapy</p>		

	Description	Sub-Category	Category
No. 40	Information relating to Support Services for Disabled, Elderly and Mobility Impaired Persons	People and Living	Community, People and Living
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Criteria for the loan of equipment to people with disabilities Community Alarm Service Adaptation Criteria Social Services General Leaflet A Guide for people with a Disability 2003 Complaints Leaflet (Community Services - Domiciliary Services)</p>		

	Description	Sub-Category	Category
No. 41	General information in relation to Equal Opportunities and Accessibility	People and Living	Community, People and Living
Explanation:	Current, published information relating to equal opportunities and to accessibility in the City and to City of London services.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/Equalities Public Access		
Contact:	Department of Community & Children's Services		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Corporate Equalities Plan (web) Help in your own language - Housing Allocations (Community Services). Designing an Accessible City - booklet Access for Disabled People in the City of London (leaflet) Parking (Web) Parking in the City of London for Disabled people The Blue Badge Scheme (leaflet) Freedom Passes (Web) Taxicards (Web) Access (Web) Freedom Pass Information Sheet London Taxi Card Scheme for Residents City of London Race Equality Scheme City Cemetery and Crematorium Translation (leaflet) Barbican Estate Office Race Relations Equality plan</p>		

	Description	Sub-Category	Category
No. 42	Children and Families	People and Living	Community, People and Living
Explanation:	Current, published information relating to children and families.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/cfa www.cityoflondon.gov.uk/childcare www.cityoflondon.gov.uk/cis www.cityoflondon.gov.uk/eod Public Access		
Contact:	Department of Community & Children's Services		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Children, Families and Asylum Seekers Services (Web) Children's Information Service (CIS) (Web) Children's Services Directory (EOD) (Web) Early Years and Childcare (Web) Children and Young People's Plan What to Expect from the Regulation of Childcare Services Living away from Home, Your Rights - a guide for children & young people A child's safety is worth every penny - is "nearly new" good enough? (leaflet) Family Support Services Directory Child Protection - Information for Parents and Carers The Children Act & The Courts - A Guide for Parents Childrens & Families Service - Assessment Information for Parents/carers Leaflet Family Support Services Directory (Web) National Foster Care Association information (Web)		

	Description	Sub-Category	Category
No. 42	Children and Families	People and Living	Community, People and Living
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Bettercaring (Web) British Association of Adoption and Fostering Information (Web) Leaflet to outline the Counselling and Adoption Research Service administered jointly by London Metropolitan Archives (LMA) and Social Services</p>		

	Description	Sub-Category	Category
No. 43	General Social Services Information	People and Living	Community, People and Living
Explanation:	Current, published information relating to community and social services.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/eod www.cityoflondon.gov.uk/hosppatients www.cityoflondon.gov.uk/ldpf Public Access		
Contact:	Department of Community & Children's Services		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Social Work Services (Web) Community Services Help & Advice in the City of London Contact Card Social Services - Caring in the City leaflet (English and Bengali) Introduction to the City of London Drug Action Team Social Services General (leaflet) Drug or Alcohol Problems (Web) Information about London Drug Policy Forum (LDPF) and its conferences and publications (Web)		

	Description	Sub-Category	Category
No. 44	City of London Cemetery and Crematorium - General Information, and Registers of Burial, Cremation and Private Graves	People and Living	Community, People and Living
Explanation:	Current, published information relating to the City of London Cemetery and Crematorium, including frequently asked questions; and current registers of burial, cremation and private graves in respect of the City of London Cemetery and Crematorium.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/burialregisters www.cityoflondon.gov.uk/cemetery Public Access		
Contact:	Open Spaces Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive):		
	Cremation Memorials - Fact Pack (brochure) A Choice of Graves (leaflet) Arranging a Secular Service (leaflet) Charter for the Bereaved (leaflet) Cremation Memorials (leaflet) Map showing the City of London Cemetery and Crematorium Organising a Funeral (leaflet) Outdoor Columbarium (leaflet) Personalising Music for a Funeral Service (leaflet) Rules and Regulations (leaflet) Scale of Charges (leaflet) Sunday Opening Times Questionnaire (leaflet) Tree Trails (leaflet) Urns & Caskets (leaflet) Application for Cremation/Notice (form) Application for Memorial Gardens (form)		

	Description	Sub-Category	Category
No. 44	City of London Cemetery and Crematorium - General Information, and Registers of Burial, Cremation and Private Graves	People and Living	Community, People and Living
Information (cont):	Examples of information included in this Description are listed below (this list is not comprehensive):		
	<ul style="list-style-type: none"> Application for Book of Remembrance (form) Application for Memorial Permit (form) Notice of Interment (form) Forms B,C,F Superintendent's Order for Interment (form) Assent of Executor or Administrator (form) Assignment of Right of Burial (form) Statutory Declaration (form) Biannual Newsletter Frequently Asked Questions Maintenance/Service Standards Newsletter 		

	Description	Sub-Category	Category
No. 45	General Information in relation to the City of London's Role in relation to Education in the City	Education	Community, People and Living
Explanation:	Current, published information in relation to the City of London's role in relation to education in the City.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/education Public Access		
Contact:	Department of Community & Children's Services		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Pupil and student support (Web) Financial Support for Students Starting Primary School - A Guide for Parents Starting Secondary School - A Guide for Parents Post 16 Home to School/College Transport Policy</p> <p>City of London Community Education Centre Prospectus</p> <p>Partners Magazine (LEA Development Child Care Partnership)</p> <p>Key Stage 2 Results</p>		

	Description	Sub-Category	Category
No. 46	The City of London's Responsibilities as a Local Education Authority	Education	Community, People and Living
Explanation:	<p>Current, published information in relation to the City of London's responsibilities as a local education authority.</p> <p>Please note: Sir John Cass's Foundation Primary School is legally separately responsible for its compliance with the Freedom of Information Act.</p>		
Availability by at least one of:	<p>Post</p> <p>Website: www.cityoflondon.gov.uk/education</p> <p>Public Access</p>		
Contact:	Department of Community & Children's Services		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Education Budget Statement (Web) Primary Education (Web) Special Educational Needs (Web) Cass Nursery - Special Needs Policy</p>		

	Description	Sub-Category	Category
No. 47	Education Plans	Education	Community, People and Living
Explanation:	Current, published education plans.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/childcare www.cityoflondon.gov.uk/education Public Access		
Contact:	Department of Community & Children's Services		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Behaviour Support Plan Education Development Plan School Organisational Plan Adult Learning Plan Early Years Development and Child Care Plan (Web) - www.cityoflondon.gov.uk/childcare Asset Management Plan Youth Service Plan		

	Description	Sub-Category	Category
No. 48	Education for Children in their Early Years	People and Living/Education	Community, People and Living
Explanation:	Current, published information about the City of London's role in providing for the education of children in their early years.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/education Public Access		
Contact:	Department of Community & Children's Services		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Early Years (Web)</p> <p>Cass Nursery - OFSTED Inspection Reports (Early Years Directorate)</p> <p>Cass Nursery - Registration Document</p> <p>Cass Nursery - Day Care Application Form</p> <p>Cass Nursery - Planning and Record Keeping Policy</p> <p>Cass Nursery - Key Worker Policy</p> <p>Cass Nursery - Parental Involvement Policy</p> <p>Cass Nursery - Early Years Curriculum Policy</p> <p>Cass Nursery - Health and Safety policy</p> <p>Cass Nursery - Safe Catering Policy</p> <p>Cass Nursery - Child Protection Policy</p> <p>Cass Nursery - Special Needs Policy</p> <p>Fortune Park Early Years Centre - Cass Nursery Centre Form & Admissions Policy</p>		

	Description	Sub-Category	Category
No. 49	Services for Children and Young People	Education	Community, People and Living
Explanation:	Current, published information about the City of London's role in providing out of school services for Children and Young People.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/cfa www.cityoflondon.gov.uk/childcare www.cityoflondon.gov.uk/cis www.cityoflondon.gov.uk/eod www.cityoflondon.gov.uk/education Public Access		
Contact:	Department of Community & Children's Services		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Children's Information Service (CIS) (Web) Children's Services Directory (EOD) (Web) Early Years and Childcare (Web) Children and Young People's Plan Youth & Out of School Activities (Web) Early Years (Web) Youth Opportunities Guide Play Service Child Protection Policy Youth Service Child Protection Policy Offsite Activities (Educational Visits Guidelines) Youth Club Registration Form		

	Description	Sub-Category	Category
No. 50	Adult Education	Education	Community, People and Living
Explanation:	Current, published information relating to adult education initiatives designed to encourage continued learning, including information relating to Spotlight on the City.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/courses www.cityoflondon.gov.uk/education Public Access		
Contact:	Department of Community & Children's Services		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Adult education information (Web) - www.cityoflondon.gov.uk/courses City of London Community Education Centre Prospectus (Termly)		

	Description	Sub-Category	Category
No. 51	Guildhall School of Music and Drama	Education	Community, People and Living
Explanation:	Current, published information in relation to the Guildhall School of Music and Drama (GSMD), including governance, teaching and public performances.		
Availability by at least one of:	Post Website: www.gsmd.ac.uk www.cityoflondon.gov.uk/education Public Access		
Contact:	Guildhall School of Music and Drama		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive):		

	Description	Sub-Category	Category
No. 52	Barbican Estate - General Information, Major Works Information, Residents' Information, Service Charge Information	Barbican Estate	Community, People and Living
Explanation:	Current, published general information regarding the Barbican Estate. Current published information on major works on the Barbican Estate. Current published information for Residents.		
Availability by at least one of:	Post Web: www.cityoflondon.gov.uk/barbicanestate Public Access Email		
Contact:	Barbican Estate Office		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>The Barbican Estate webpage provides considerable information about the Barbican Estate, including information on the history and design of the Estate.</p> <p><u>General Information</u> Map of the Estate Barbican Book - Sitting on History List of local Estate Agents dealing with Barbican properties (Web) History of the Barbican (Web) Guide to the Barbican Estate (Web) History of the Barbican (Web) Local Information - Shops and Schools etc (Web) Guide to Management of the Barbican Estate (Web) Guide to derivation of names of the Barbican Block (Web)</p> <p><u>Major Works Information</u> Works Specification Consultation Documents - outline specification, estimated costs, outline timescale</p>		

	Description	Sub-Category	Category
No. 52	Barbican Estate - General Information, Major Works Information, Residents' Information, Service Charge Information	Barbican Estate	Community, People and Living
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p><u>Major Works Information (cont)</u> Progress Reports Minutes of consultation meetings e.g. Lifts and TV sub-groups</p> <p><u>Residents' Information</u> Residents Handbook Emergency & Fire Procedures Leaflet Service Charge Leaflet Garchey Operating Instructions Barbinews - regular residents newsletters Information on the right to repair Floor plans of flats Summary of Buildings Insurance Cover - additionally information on policy details and contact information is provided Alterations - terms and conditions Periodic circulars with general information on events such as works planned for example to lifts, water system, draining cleaning, road closures. Minutes of consultation meetings List of contractors who work on the Barbican</p> <p><u>Service Charge Information</u> 5 Year Forecasts of additional works with estimated costs Flats, Car spaces, Baggage Stores and Commercial Premises Service Charge Information Information pack for Solicitors acting on sales of Barbican Properties - including 5 year forecast and schedules</p>		

	Description	Sub-Category	Category
No. 53	Housing Benefit	Housing	Community, People and Living
Explanation:	Current, published information relating to housing benefit.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/benefit www.cityoflondon.gov.uk/housing Public Access		
Contact:	Department of Community & Children's Services		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Housing Benefit and Council Tax Benefit (Web) What is Benefit and What does it all Mean? Housing Benefit Application Form Retirement Information leaflet		

	Description	Sub-Category	Category
No. 54	General Information about Housing Services Offered by the City of London	Housing	Community, People and Living
Explanation:	Current, published information relating to housing services offered by the City of London.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/housing Public Access		
Contact:	Department of Community & Children's Services		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <ul style="list-style-type: none"> Housing Development (Web) Housing Estates (Web) Repairs & Maintenance (Web) Buying your home (Web) Resident participation (Web) Sheltered Housing (Web) Application for parking facilities Home Contents Insurance - Safeguard your possessions Residential Car Parking Facilities Tenants' Agreement and Handbook A Guide to Owning Your Own Home and Service Charges - Handbook Allocations policy statement (also listed under policies) Housing Register - What you need to know Review of Decision Concerning the Housing Register or Homelessness Applying for Housing from the City of London Apply for housing (Web) Annual Reports to Tenants Homeowner's Handbook Parental Responsibility Form Mutual Exchange Application Form Sheltered Housing Application Form The City of London Almshouse Trust Application Form 		

	Description	Sub-Category	Category
No. 54	General information about housing services offered by the City of London	Housing	Community, People and Living
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Special Projects Housing Application Form Transfer Application Form Medical Assessment Form Housing Application Form Key Workers Schemes Information Sheet Transfer System April 2000 Help in your own language - Housing Allocations (Community Services). Housing Register Update - Newsletter Appealing against a Housing Register or Homelessness Decision (Web) Resident Associations City of London Almshouses (Web) Resident Forum (Web) Full details of locations, retns, accommodation and services (Web) Residents consultation meetings (Web) Tenant Participation Compacts (Web) City of London - Allcoations Policy Statement (Web) Holloway Estate Tenant Participation Agreement (Web) Lammas Green & Otto Close Estate Tenant Participation Agreement (Web) Sumner Building Estate Tenant Participation Agreement (Web) William Blake Estate Tenant Participation Agreement Review of Resident Participation Policies, Strategies and Agreements (Web) Sheltered Housing (Web) City of London Almshouses Trust - Applying for housing trust Sheltered Housing Painting Partnerhing Team Meeting (minutes) Specific Project Progress Meetings (minutes)</p>		

	Description	Sub-Category	Category
No. 55	St Bartholomew's Hospital	Health	Community, People and Living
Explanation:	Current, published information produced by the City of London relating to aspects of services offered at St Bartholomew's Hospital.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/hosppatients www.cityoflondon.gov.uk/hospservices See also website: www.bartsandthelondon.org.uk/ Public Access		
Contact:	Department of Community & Children's Services		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Hospital Services (Web) St. Bartholomew's Hospital (Web) Social Work Services (Web) Social Work Service Info Leaflet Cancer Team Information Fact Sheet Specialities Team Information Fact Sheet Social Work and Department of Psychological Medicine Leaflet St Bartholomew's Hospital (Web)		

	Description	Sub-Category	Category
No. 56	General information relating to Health for Residents	Health	Community, People and Living
Explanation:	Current, published information relating to health issues for City residents.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/hosppatients www.cityoflondon.gov.uk/hospservices www.cityoflondon.gov.uk/ldpf See also website: www.bartsandthelondon.org.uk/ Public Access		
Contact:	Department of Community & Children's Services		
Information:	Examples of information included in this Description are listed below: Hospital Services (Web) St. Bartholomew's Hospital (Web) Social Work Services (Web) London Drug Policy Forum (Web) - A daily duty service (Web) Homelessness (Web) People with alcohol or drug problems (Web) Disability (Web) Residential or nursing home care (Web) Short breaks for service users and their carers (Web) Vulnerable adults (Web) Advocacy & help for carers in the City (Web) Continuing care (Web) Financial assessments, help & advice (Web) Services for adults with HIV & their families & carers (Web) Keeping warm in winter (Web) Employment advice for people with special needs (Web)		

	Description	Sub-Category	Category
No. 57	The City, Business and Community	Community	Community, People and Living
Explanation:	Current, published information relating to the relationship between business and the community in the City and Greater London.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/communitystrategy www.cityoflondon.gov.uk/policyplan Public Access Email		
Contact:	Economic Development		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <ul style="list-style-type: none"> City Action Newsletter Community Affairs leaflet Engaging with Business - a Good Practice Guide for Community Organisations Good Practice Guide for Community Involvement Survey of Community Involvement in the City of London Work Experience Guide Heart of the City (Web) Heart of the City Information Sheets, March 2003, July 2004 City Action (Web) City Action leaflets City Action newsletters, April 2001, March 2003, July 2004, Dec 2004 Corporate Plan Community Strategy 		

	Description	Sub-Category	Category
No. 58	Urban Regeneration in London	Community	Community, People and Living
Explanation:	Current, published information relating to urban regeneration in London, including current published information about the Dragon Awards.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/Corporation/urban_regeneration/ www.cityoflondon.gov.uk/sme www.cityoflondon.gov.uk/dragonawards Public Access Email		
Contact:	Economic Development / Public Relations Office		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Partnerships and Community affairs web pages www.cityoflondon.gov.uk/urbanregeneration Dragon Awards Application Pack Red Book (Working in Partnership with Our Neighbours) Urban Regeneration brochure City of London Business Traineeship brochure Partnerships Action Plan and Business Plan Partnerships Newsletter / Bulletin Pool of London (Web) Pool of London Education Programme - How Businesses can help? Pool of London - Annual Report Pool of London - Visitor Map Your Pool of London Local Map and Guide Pool of London - What's On leaflet Pool of London - Access to Medicine Pool of London - Community Wardens Pool of London - Public Realm Framework Summary July 2004		

	Description	Sub-Category	Category
No. 58	Urban Regeneration in London	Community	Community, People and Living
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Pool of London - Business Improvement Districts: The Basics A Business Improvement District for the Pool of London? Pool of London - City Growth Strategy Pool of London - Lighting Masterplan Summary Leaflet Pool of London - Brass: students and businesses learning from each other Bridging the Gap: City Fringe Partnership Review 1998-2003 City Fringe City Growth Strategy City Fringe Partnership Business Plan (available from Feb 2005) City Fringe Partnership - Workspace Supply and Demand Study Understanding the Print and Publishing Sector in the City Fringe Unemployment in the City Fringe City Fringe Partnership - Creative Industries Mapping Document City Fringe E-Business Survey ICT in the City Fringe Entry Level Skill Needs of the Financial Services Sector (available from March 2005) Health and Social Care in the City Fringe</p>		

	Description	Sub-Category	Category
No. 59	City Marketing Suite	Business and Economic Development	Community, People and Living
Explanation:	Current, published information relating to the City Marketing Suite.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/cms Public Access Email		
Contact:	Economic Development / Public Relations Office		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): City Marketing Suite (CMS) - Fact Pack Brochure		

	Description	Sub-Category	Category
No. 60	Advice on City Property	Business and Economic Development	Community, People and Living
Explanation:	Current, published information in relation to City Property produced to advise and assist businesses, investment and decision-making.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk www.cityoflondon.gov.uk/cpat Public Access		
Contact:	City Surveyor's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Making the City Work- Overview City Property Advisory Team (CPAT) - Summary of Services (Web) City Relocator (interactive CD) Bishopsgate Goodsynd brochure		

	Description	Sub-Category	Category
No. 61	Information relating to the City of London as a World Business City	Business and Economic Development	Community, People and Living
Explanation:	Current, published information relating to the City of London as a world business city.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/business www.cityoflondon.gov.uk/europe www.cityoflondon.gov.uk/promote Public Access Email		
Contact:	Economic Development City Surveyor's Department Public Relations Office		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): The Business City (Web) European Office (Web) Promoting the City (Web) The Global Powerhouse (Web) Global Powerhouse - Spanish booklet Global Powerhouse - Russian booklet Global Powerhouse - Arabic booklet Global Powerhouse - English booklet Global Powerhouse - large, booklet Global Powerhouse - Chinese booklet Powerhouse of World Finance (large) booklet Powerhouse (old blue, Lloyds Building) booklet City & City of London fact card Economic Development - fact card		

	Description	Sub-Category	Category
No. 62	Economic Development Research Reports	Business and Economic Development	Community, People and Living
Explanation:	Current, published research reports produced by Economic Development.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/economicresearch Public Access Email		
Contact:	Economic Development		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): City Economy Digest City Research Focus City Agents' Quarterly Office Demand survey London's Place in the UK Economy The City's Contribution to the EU Economy City News Monitor		

	Description	Sub-Category	Category
No. 63	Information relating to the City's Environment	City Environment	Community, People and Living
Explanation:	Current, and selected historical, published information relating to the City's environment, buildings, businesses, activities, resident population and visitors, including reports, information leaflets.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/air www.cityoflondon.gov.uk/bap www.cityoflondon.gov.uk/cityh&s www.cityoflondon.gov.uk/Health&Safety www.cityoflondon.gov.uk/planning www.cityoflondon.gov.uk/planningobligations www.cityoflondon.gov.uk/plans www.cityoflondon.gov.uk/policyplan www.cityoflondon.gov.uk/londonprinciples www.cityoflondon.gov.uk/pollutioncontrol www.cityoflondon.gov.uk/streetscene www.cityoflondon.gov.uk/sustainability www.cityoflondon.gov.uk/sustainablefinance www.cityoflondon.gov.uk/transport www.cityoflondon.gov.uk/wtez www.cityoflondon.gov.uk/yourcity Public Access Email		
Contact:	Department of the Built Environment Economic Development Town Clerk's Department		

	Description	Sub-Category	Category
No. 63	Information relating to the City's Environment	City Environment	Community, People and Living
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Public Relations information brochures Protecting the City in the 21st Century The London Principles - www.cityoflondon.gov.uk/LondonPrinciples Financing the Future - The London Principles brochure Financing the Future - The London Principles (Executive Summary) brochure Sustainable Finance - www.cityoflondon.gov.uk/SustainableFinance</p> <p>The Sustainable City - www.cityoflondon.gov.uk/sustainability The City Biodiversity Action Plan - www.cityoflondon.gov.uk/bap MAC2 Commitments Planning Bulletin Issue No. 1 - Focus on Fenchurch Street Planning Bulletin Issue No. 2 - Gresham Street Renaissance Planning Bulletin Issue No 3. - Newgate Renewed Planning Bulletin Issue No. 4 - Moorfields Regenerated Planning Bulletin Issue No. 5 - Civic Challenge Planning Bulletin Issue No. 6 - Accommodating the City Planning Bulletin Issue No. 7 - The Precincts of St Paul's: Changing Perspectives Planning Bulletin Issue No. 8 - Scale of the Century</p>		

	Description	Sub-Category	Category
No. 63	Information relating to the City's Environment	City Environment	Community, People and Living
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Development Info: January to June 1999 Development Info: July to December 1999 Development Info: January to June 2000 Development Info: July to December 2000 Development Info: January to June 2001 Development Info: July to December 2001 Development Info: January to June 2002 Development Schedules: January to June 2000 Development Schedules: July to December 2000 Development Schedules: January to June 2001 Development Schedules: July to December 2001 Development Schedules: January to June 2002 Retail info: First Issue Retail Info: Second Issue Employment Info: First Issue (1998 data) Employment Info: Second Issue (2000 data) Office Stock in the City of London: First Issue City of London, an Analysis of Data Relating to Residents based on the Census of Population 1991 Planning Fact Card 2002 Online Planning Facts City of London Traffic Monitoring Report 2000</p>		

	Description	Sub-Category	Category
No. 64	Strategies to Benefit the Environment	Environment	Transport and Environment
Explanation:	Current, published City of London strategies for the benefit of the Environment.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/air www.cityoflondon.gov.uk/cycle www.cityoflondon.gov.uk/environment www.cityoflondon.gov.uk/cityh&s www.cityoflondon.gov.uk/Health&Safety www.cityoflondon.gov.uk/pollutioncontrol www.cityoflondon.gov.uk/streetscene www.cityoflondon.gov.uk/sustainability www.cityoflondon.gov.uk/sustainablefinance Public Access		
Contact:	Department of the Built Environment Department of Markets & Consumer Protection Town Clerk's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): City of London Sustainability Policy and related publications (Web) Sustainable Finance (Web) Pollution Control (Web) Street Scene Enhancement (web) Air Quality (Web) COL Air Quality Review Stage 1 and 2 COL Air Quality Review Stage 3 COL Air Quality Review Stage 3a COL Air Quality Review Stage 4 Contaminated Land Strategy		

	Description	Sub-Category	Category
No. 65	Information to Assist the Public in Matters of Environmental Health	Environment	Transport and Environment
Explanation:	Current, published guidance notes, brochures, advisory leaflets, application forms and other information providing advice and assistance to the public about matters of environmental health.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/cityh&s www.cityoflondon.gov.uk/Health&Safety Public Access		
Contact:	Department of Markets & Consumer Protection		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <ul style="list-style-type: none"> Guidance Note (GN) on food allergies GN on campylobacter GN on chemical safety GN on cleanliness of premises and equipment GN on cooling of food GN on design of food premises GN on Legionella in water displays GN on E-coli O157 GN on electrical safety GN on maintenance of premises and equipment Food Hygiene Training - who needs it? GN on causes of food poisoning Poster on fresh tuna Gas safety of catering equipment - legal requirements GN on labelling of Genetically Modified foods GN on health & safety in potable spirits industry GN on H&S welfare provisions Handwashing poster GN on H&S for waiting staff GN on hygienic handling of ice GN on lifts in food premises GN on lighting in food premises GN on manual handling 		

	Description	Sub-Category	Category
No. 65	Information to Assist the Public in Matters of Environmental Health	Environment	Transport and Environment
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>GN on materials and finishes in food premises Fact sheet on pest control GN on pest prevention GN on pests in food premises Wash hands poster GN on pupils' own foods in school GN on Quality Assurance GN on safe cooking of rice GN on refuse storage and disposal GN on reheating of food GN on burger cooking (revised) GN on HASAW s4 and permits to work Poster - Salmonella in eggs GN on sanitary accommodation in places of public resort GN on sanitary accommodation in food premises GN on scombrototoxin Quality Self Assessment Questionnaire GN on sinks in food premises GN on slips and trips GN on smell nuisances GN on storage in food premises Supplier assessment questionnaire Technical advice on specifications of floors Temperature control - cooling chart GN on temperature of deliveries of high risk and ready-to-eat foods GN on temperature control - fridges and freezers GN on general temperature control GN on trainers of food hygiene GN on safe transport of food and drink GN on safe use of canned tuna Poster on canned tuna temperatures GN on use of marquess GN on ventilation of food premises GN on ventilation of food premises - shorter version Wash Hands reminder GN on wash basins in food premises GN on use of gloves in food handling Restricted street list</p>		

	Description	Sub-Category	Category
No. 65	Information to Assist the Public in Matters of Environmental Health	Environment	Transport and Environment
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Application for registration of food premises Application for butchers shop licence</p>		

	Description	Sub-Category	Category
No. 66	Registers regarding Waste and Cleansing	Environment	Transport and Environment
Explanation:	Current, published registers regarding waste and cleansing in the City.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/cleansing Public Access		
Contact:	Department of the Built Environment		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): City of London's Vehicle Register Waste Carrier Register Duty of Care Register (A register of all companies within the City form which Env Services Department collects waste; indicates individual companies' compliance with duty of care)		

	Description	Sub-Category	Category
No. 67	Cleansing, Recycling and Waste	Environment	Transport and Environment
Explanation:	Current, published brochures, leaflets, newsletters and other information providing advice and information in relation to cleansing, recycling and waste.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/cleancity www.cityoflondon.gov.uk/cleansing www.cityoflondon.gov.uk/recycling Public Access		
Contact:	Department of the Built Environment		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Cleansing Service Brochure Recycling Advisory Leaflets Clean City Awards Newsletter List of Recycling Companies		

	Description	Sub-Category	Category
No. 68	Port Health	Environment	Transport and Environment
Explanation:	Current, published brochures, leaflets, newsletters and other information providing advice and information in relation to matters of port health.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/porthealth Public Access		
Contact:	Department of Markets & Consumer Protection		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>RYA Level one Training Brochure RYA Level Two Training Brochure TUG Student Information: Visitor & Student Safety Guidance Notes TUG Student Information: 4 day training programme itinerary TUG Student Information: Maps GUG Student Information: Additional Travel Information TUG Student Information Leaflet (Contact for more information leaflet) TUG Student Information: Guest houses list TUG Student Information: Feedback Form TUG Student Information: Information Sheet LPHA Summary of Principal Functions Application for Registration of Food Premises (Port Health Authority) Pollution Prevention and Control Regulations: Application Form for approval of a process</p>		

	Description	Sub-Category	Category
No. 69	Animal Welfare (including Heathrow Animal Reception Centre)	Environment	Transport and Environment
Explanation:	Current, published information about animal welfare in the City, and the Heathrow Animal Reception Centre.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/arc Public Access		
Contact:	Department of Markets & Consumer Protection		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Animal Welfare (ARC) (Web) Heathrow Animal Reception Centre (ARC) (Web) Heathrow Animal Reception Centre Fact Pack		

	Description	Sub-Category	Category
No. 70	General Information and Advice in relation to Environmental Services Functions of the City of London	Environment	Transport and Environment
Explanation:	Current, published information and advice, including newsletters and brochures, in relation to environmental services functions of the City of London.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/cityh&s www.cityoflondon.gov.uk/Departments www.cityoflondon.gov.uk/air www.cityoflondon.gov.uk/Health&Safety www.cityoflondon.gov.uk/pollutioncontrol www.cityoflondon.gov.uk/porthealth Public Access		
Contact:	Department of the Built Environment Department of Markets & Consumer Protection		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Overview, Addresses and Contact Points Pollution Prevention and Control Regulations: Application Form for approval of a process DEScant - Departmental Newsletter City Food Newsletter Byelaws Houseboats Byelaws Drainage HARC Byelaws		

	Description	Sub-Category	Category
No. 71	Registers relating to Environmental Services, Port Health, Waste and Cleansing, and Trading Standards Functions of the City of London	Environment	Transport and Environment
Explanation:	Current, published registers relating to environmental services, port health, waste and cleaning, and trading standards functions of the City of London.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/cityh&s www.cityoflondon.gov.uk/coolingtowers www.cityoflondon.gov.uk/porthealth www.cityoflondon.gov.uk/trading www.cityoflondon.gov.uk/licensingregister Public Access		
Contact:	Department of Markets & Consumer Protection Department of the Built Environment		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): City Food Register Port Food Register Fees & Charges Register Register of Notices under the Environmental and Safety Information Act 1988 Radioactive Substances Register Pollution Prevention and Control Regulations Public Register (Port Health Authority and Environmental Health) Environmental Services Risk Assessments Register Cooling Towers Register		

	Description	Sub-Category	Category
No. 72	Trading Standards	Environment	Transport and Environment
Explanation:	Current, published information relating to trading standards.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/trading Public Access		
Contact:	Department of Markets & Consumer Protection		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <ul style="list-style-type: none"> Animal Health & Welfare Service literature Animal Reception Centre (ARC) brochure Rabies Plan Bye-laws for the Markets Byelaws ARC Trading Standards - inspection and your business literature Trading standards business pack Consumer Protection Details Fees and charges ARC Byelaws Acupuncture etc 		

	Description	Sub-Category	Category
No. 73	Public Consultation Documents and Responses on Planning and Transportation Matters	Environment	Transport and Environment
Explanation:	Current, published public consultation documents seeking the public's views on matters related to the environment, planning and transportation, together with current, published documents prepared by the City of London in response to external public consultation documents related to the environment, planning and transportation matters.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/consultation www.cityoflondon.gov.uk/crossrail www.cityoflondon.gov.uk/transport www.cityoflondon.gov.uk/wtez Public Access		
Contact:	Department of the Built Environment		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): The City of London's response to Crossrail line 1 West Smithfield/Gilspur Street: Proposed permanent layout and improvements - Consultation Queen Street - Street Scene Enhancement Strategy - Questionnaire		

	Description	Sub-Category	Category
No. 74	Building Control	Land, Planning and Buildings	Transport and Environment
Explanation:	Current, published information relating to the City of London's role in ensuring that buildings work within the City complies and is constructed to the appropriate standards		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/buildingcontrol Public Access		
Contact:	Department of the Built Environment		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <ul style="list-style-type: none"> Building Regulations Application Forms Guidance Notes for Completion Building Regulations Charges Scheme Summary of the Building Act Brief Explanation of the Building Control Service and Function of the District Surveyor Approved Inspector Register Approved list of contractors and consultants 		

	Description	Sub-Category	Category
No. 75	Building Control and Development Control Statutory Registers and Indexes	Land, Planning and Buildings	Transport and Environment
Explanation:	Current, published statutory register and indexes relating to matters of building control and development control, produced by the City of London in accordance with its obligations under statute.		
Availability by at least one of:	Website: www.cityoflondon.gov.uk/buildingcontrol www.cityoflondon.gov.uk/planapps www.cityoflondon.gov.uk/planning Public Access		
Contact:	Department of the Built Environment		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Register of Applications - Town and Country Planning Acts Boundary Change (1st April 1994) Register of Applications - Town and Country Planning Acts Online register of planning applications - 1990 onwards Register of Applications - control of Advertisement Regulations Register of Enforcement and Stop Notices - Town and Country Planning Acts Register of Applications for work on a tree in a Conservation Area or subject to a Tree Preservation Order Register of Tree Preservation Orders Register of Development by Government Departments Town and Country Planning (Environmental Impact Assessment) Regulations - Register of requests for screening and scoping opinions and decision statements		

	Description	Sub-Category	Category
No. 75	Building Control and Development Control Statutory Registers and Indexes	Land, Planning and Buildings	Transport and Environment
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Online weekly list of all applications received each week for planning permission, listed building consent and conservation area consent</p> <p>Online weekly list of decisions on all applications for planning permission, listed building consent and conservation area consent.</p> <p>Building control statutory register</p>		

	Description	Sub-Category	Category
No. 76	Town & Country Planning Application Forms and Associated Current Published Information	Land, Planning and Buildings	Transport and Environment
Explanation:	Current, published application forms and associated current published information for actions to be taken under the Town & Country Planning Act 1990 and associated regulations and statute.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/planning www.cityoflondon.gov.uk/planapps www.cityoflondon.gov.uk/planningobligations www.cityoflondon.gov.uk/streetscene www.cityoflondon.gov.uk/transport www.cityoflondon.gov.uk/wtez Public Access		
Contact:	Department of the Built Environment		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Application form for permission to develop land - TCPA Application form for listed building consent and/or conservation area consent - The Planning (Listed Building & Conservation Areas) Act 1990 Application form for consent to display an advertisement - TCP (Control of Advertisements) Regulations 1992 Application form for consent to carry out works to trees in the City of London which are the subject of a Tree Preservation Order - TCPA Application form for Certificate of Lawfulness of existing use or development - TCP (General Development Procedure) Order 1995 Application Form for Certificate of Lawfulness of proposed use or development - TCP (General Development Procedure) Order 1995		

	Description	Sub-Category	Category
No. 76	Town & Country Planning Application Forms and Associated Current Published Information	Land, Planning and Buildings	Transport and Environment
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Form for Approval Details Application pursuant to planning permission/listed building consent Schedule of Planning Fees Planning and Transportation Department's Development Control Customer Charter</p>		

	Description	Sub-Category	Category
No. 77	Development Plans	Land, Planning and Buildings	Transport and Environment
Explanation:	Current, published information relating to the City of London's Development Plans, including the Unitary Development Plan (UDP), the City of London's strategy for planning the City (the 'Square Mile').		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/udp www.cityoflondon.gov.uk/planningobligations Public Access		
Contact:	Department of the Built Environment		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>City of London Unitary Development Plan 2002 (£50 in hard copy; web - www.cityoflondon.gov.uk/udp)</p> <p>City of London Unitary Development Plan Review 2000: Inspectors Report on Objections to the Plan</p> <p>City of London Unitary Development Plan Review 2000: Schedule of Proposed Further Changes</p> <p>City of London Unitary Development Plan Review 2000: Decisions on the Inspector's report and list of modifications - November 2001</p> <p>Supplementary Planning Guidance on Planning Obligations www.cityoflondon.gov.uk/planningobligations</p>		

	Description	Sub-Category	Category
No. 78	UDP Supplementary Planning Guidance and Advice	Land, Planning and Buildings	Transport and Environment
Explanation:	Current, published supplementary planning guidance and advice produced by the City of London to assist in implementing the Unitary Development Plan (UDP), the City of London's strategy for planning the City (the 'Square Mile').		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/udp Public Access		
Contact:	Department of the Built Environment		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>The City of London UDP 2002 Plan: Riverside Appraisal of the Thames Policy Area in the City of London - Supplementary Planning Guidance</p> <p>The City of London UDP 2002 Plan: St Paul's and Monument Views - Supplementary Planning Guidance</p> <p>The City of London Unitary Development 2002 Plan Performance Indicators and Targets: Supplementary Planning Guidance</p> <p>Planning Advice Note 1 - The installation of security cameras (CCTV)</p> <p>Planning Advice Note 2 - The design of windows</p> <p>Planning Advice Note 3 - A brief for archaeological assessments</p> <p>Planning Advice Note 4 - Installation of satellite dishes</p> <p>Planning Advice Note 5 - Telecommunication - the installation of equipment</p> <p>Planning Advice Note 6 - Archaeology</p> <p>Planning Advice Note 7 - Street naming and numbering</p> <p>Planning Advice Note 8 - Highway requirements</p> <p>Shopfronts - A design View</p> <p>Access for People with Disabilities - City of London Designing an Accessible City</p> <p>City Riverside - A guide to the riverside of the City and its future</p>		

	Description	Sub-Category	Category
No. 79	Planning Design Guidance and Studies	Land, Planning and Buildings	Transport and Environment
Explanation:	Current, published guidance and studies relating to planning design matters within the City.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/planning www.cityoflondon.gov.uk/streetscene Public Access		
Contact:	Department of the Built Environment		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): City Streets: Improving the City Street Scene - A guidance note Late 20th Century Sculpture in the City of London Fountains in the City of London		

	Description	Sub-Category	Category
No. 80	Conservation Areas, Listed Buildings and Scheduled Monuments, including Policies, Guidance, Studies and General Information	Land, Planning and Buildings	Transport and Environment
Explanation:	Current, published information relating to Conservation Areas, Listed Buildings and Schedules Monuments in the City of London, including policies, guidance and studies produced by the City of London to highlight planning considerations and assist in maintaining the integrity of the City's Conservation Areas.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/planning Public Access		
Contact:	Department of the Built Environment		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>A Directory of conservation Area, Listed Buildings and Scheduled Monuments in the City of London Conservation Areas in the City of London: A General Introduction to their Character</p> <p>Whitefriars Conservation Area Character Study Lovat Lane Conservation Area Character Study Postmans Park Conservation Area Character Study Leadenhall Market Conservation Area Character Study Fleet Street Conservation Area Character Study Dyer's Buildings Conservation Area Character Study Newgate Conservation Area Character Study St Helen's Conservation Area Character Study Brewery Conservation Area Character Study Ludgate Hill Conservation Area Character Study Middlesex Street Conservation Area Character Study</p>		

	Description	Sub-Category	Category
No. 81	Land Charges	Land, Planning and Buildings	Transport and Environment
Explanation:	Current, published information relating to Local Land Charges within the City of London.		
Availability by at least one of:	Website: www.cityoflondon.gov.uk/locallandcharges Public Access		
Contact:	Department of the Built Environment		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Online advice on how to use the Local Land Charges Service</p> <p>Extract from the City of London Public Rights of Way Map</p> <p>Details of Highway Projection Licenses</p> <p>Details of Agreements Regulating Development or Use of Land made under section 106 of the TCPA</p> <p>St Paul's Heights Map Extracts</p>		

	Description	Sub-Category	Category
No. 82	Parking Control and Enforcement	Transportation	Transport and Environment
Explanation:	Current, published information relating to parking control and enforcement in the City.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/highways www.cityoflondon.gov.uk/pcn www.cityoflondon.gov.uk/wtez Public Access		
Contact:	Department of the Built Environment		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Secure Car Parks Charter Electric Cars Guidelines Car Park Season Ticket Application Forms & Conditions Parking in the City of London for Disabled people Car Parks in the City of London leaflet The Blue Badge Scheme leaflet Parking for Coaches and Taxis (Web) Parking for Motorcycles & Bicycles (Web) Parking Restrictions (Web) Parking Enforcement (Web) Pay & Display Meters (Web) Penalty charge Notices (Web)		

	Description	Sub-Category	Category
No. 83	Highways Management	Transportation	Transport and Environment
Explanation:	Current, published information relating to highways management in the City, including information in relation to the granting of highways licences.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/highways www.cityoflondon.gov.uk/wtez Public Access		
Contact:	Department of the Built Environment		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>Highways (Web) - Guidance Notes for Activities on the Highways of the City of London, Price List for Road Closures, Public Notices for Road Closures</p> <p>Highways and Transport (Web)</p> <p>Approved list of contractors and consultants</p> <p>Considerate Contractor Schemes (web - www.cityoflondon.gov.uk/ccsims)</p> <p>Considerate Contractor Schemes Explained</p> <p>Introduction to Considerate Contractor Schemes</p> <p>How the Considerate Contractor Scheme works</p> <p>Code of Good Practice for the Considerate Contractor Scheme</p> <p>Considerate Contractor Scheme Awards</p> <p>Considerate Contractor Scheme Application Form</p> <p>Voluntary Code of Practice for Co-ordination of Streetworks in the City of London</p>		

	Description	Sub-Category	Category
No. 84	Transportation Statutory Plans, Policy and Advice	Transportation	Transport and Environment
Explanation:	Current, published plans, policy and advice relating to transportation matters that affect the City.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/ltp www.cityoflondon.gov.uk/wtez www.cityoflondon.gov.uk/highways Public Access		
Contact:	Department of the Built Environment		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Local Transportation Planning (Web) City of London Road Safety Plan City of London Road Safety Guide City of London Cycling Guide City of London Local Implementation Plan City of London Borough Spending Plan 2003/2004 setting out the City of London's bidding summary for funding in 2003/04 to progress integrated transport schemes and initiatives. City of London Road Safety Plan 2001 Leaflet giving road safety advice to foreign visitors		

	Description	Sub-Category	Category
No. 85	City of London Magistrates' Court	Courts	Services to the City
Explanation:	<p>Current, published information relating to the City of London Magistrates Court.</p> <p>Note: this service is now run by Her Majesty's Courts Service</p>		
Availability by at least one of:	<p>Post</p> <p>Website: www.cityoflondon.gov.uk/magistrates</p> <p>Public Access</p>		
Contact:	Information Officer		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p>City of London Magistrates' Court (Web)</p>		

	Description	Sub-Category	Category
No. 86	Central Criminal Court - the Old Bailey	Courts	Services to the City
Explanation:	Current, published information relating to the Central Criminal Court - 'the Old Bailey'.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/ccc Public Access		
Contact:	Central Criminal Court / Public Relations Office		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): The Central Criminal Court (Web) The Official Guide to the Old Bailey. History of the Central Criminal Court Old Bailey Information Sheets Public Galleries Opening Times and Restrictions on items taken into the Galleries.		

	Description	Sub-Category	Category
No. 87	Guildhall	Historical Buildings	Services to the City
Explanation:	Current, published information relating to the Guildhall.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/guildhall Public Access		
Contact:	Public Relations Office		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): City of London Guildhall (web) Official Guide to Guildhall		

	Description	Sub-Category	Category
No. 88	Mansion House	Historical Buildings	Services to the City
Explanation:	Current, published information relating to Mansion House.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/mansion Public Access		
Contact:	City Surveyor's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): The Mansion House - Historical book Mansion House Official Guide Mansion House Notes for Hirers		

	Description	Sub-Category	Category
No. 89	Monument	Historical Buildings	Services to the City
Explanation:	Current, published information relating to Monument.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/monument Public Access		
Contact:	Department of Heritage, Culture & Libraries		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Monument Official Guide Monument Information brochure		

No. 90	Description	Sub-Category	Category
	Thames Bridges	Historical Buildings	Services to the City
Explanation:	Current, published information relating to Bridges across the River Thames which are Managed by the City of London.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/Bridges www.towerbridge.org.uk Public Access		
Contact:	Tower Bridge - Department of Heritage, Culture & Libraries Other bridges - City Surveyor's Department		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p><u>TOWER BRIDGE</u></p> <p>Tower Bridge (Web link to general information) Group Bookings Brochure Tower Bridge Experience Promotional leaflet (domestic and international) Education/Schools visit leaflet Souvenir Guidebook Corporate Hospitality Brochure</p> <p><u>LONDON BRIDGE, BLACKFRIARS BRIDGE, SOUTHWARK BRIDGE, MILLENNIUM BRIDGE</u></p> <p>These are the four other bridges managed by the City of London. See Bridges (web link)</p>		

	Description	Sub-Category	Category
No. 91	General Information regarding Historical Buildings Owned and Maintained by the City of London	Historical Buildings	Services to the City
Explanation:	Current, published information relating to historical buildings owned and maintained by the City of London.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/Bridges www.cityoflondon.gov.uk/guildhall www.cityoflondon.gov.uk/keats www.cityoflondon.gov.uk/phr www.towerbridge.org.uk Public Access		
Contact:	Public Relations Office		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Guildhall (Web) The City Bridges (Web), viz: Blackfriars Bridge London Bridge Millennium Bridge Southwark Bridge Tower Bridge Keats House (Web) Prince Henry's Room (PHR) (Web)		

	Description	Sub-Category	Category
No. 92	Markets	Markets	Services to the City
Explanation:	Current, published information relating to Billingsgate, Leadenhall, New Spitalfields and Smithfields Markets.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/billingsgate www.cityoflondon.gov.uk/markets www.cityoflondon.gov.uk/smithfield www.cityoflondon.gov.uk/spitalfields Public Access		
Contact:	Department of Markets & Consumer Protection		
Information:	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p><u>Billingsgate Market</u> Register of Licensed Porters Register of Cartminders List of Merchants Tenancy Application Form Opening Times (Web) Visitor Information (Web) Location of the Market and Maps (Web) Lists of Merchants (Web) History of the Market (Web) Facilities Provided (Web) On-Line Tenancy Applications (Web) Education Information (Web) On-Line Photography Permission (Web) TV & Filming Advice (Web) Recruitment Information (Web) Disability Access Information (Web) On-Line Suggestions (Web) On-line complaints (Web) Byelaws (Web) On-Line Contact (Web)</p>		

	Description	Sub-Category	Category
No. 92	Markets	Markets	Services to the City
Information (cont):	<p>Examples of information included in this Description are listed below (this list is not comprehensive):</p> <p><u>New Spitalfields Market</u> List of Tenants General information leaflet on the history, services and facilities provided at Spitafields Market</p> <p><u>Smithfield Market</u> List of Tenants General information booklet on the history, services and facilities provided at London Central Markets Daily wholesale Price reports</p>		

	Description	Sub-Category	Category
No. 93	General information regarding the City of London's Police Authority Functions	City of London Police Authority	Services to the City
Explanation:	Current, published information relating to the City of London's role as the police authority for the City of London Police, the authority's statutory responsibilities and any other related information.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/policeauthority See also Police Committee at www.cityoflondon.gov.uk/committees Public Access		
Contact:	Town Clerk's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Best Value Local Policing Plan Commissoner of City of London Police's Annual Report		

	Description	Sub-Category	Category
No. 94	Involving the Community as a Police Authority	City of London Police Authority	Services to the City
Explanation:	Current, published information relating to arrangements for consulting and engaging in dialogue with local people, including crime prevention associations, about policing issues or the work as a police authority.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/policeauthority See also Police Committee at www.cityoflondon.gov.uk/committees Public Access		
Contact:	Town Clerk's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive):		

	Description	Sub-Category	Category
No. 95	Partners	City of London Police Authority	Services to the City
Explanation:	Current, published information relating to the City of London's work as a police authority with other statutory and voluntary partners, including through local crime and disorder reduction partnerships (CDRPs) and local Criminal Justice Boards.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/policeauthority See also Police Committee at www.cityoflondon.gov.uk/committees Public Access		
Contact:	Town Clerk's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive): Crime and Disorder Reduction Plan		

	Description	Sub-Category	Category
No. 96	Visitors Schemes	City of London Police Authority	Services to the City
Explanation:	Current, published information relating to any visiting schemes, including the Independent Custody Visitors Scheme, operated by the City of London as the police authority including information about the operation of the schemes and how visitors are selected.		
Availability by at least one of:	Post Website: www.cityoflondon.gov.uk/policeauthority See also Police Committee at www.cityoflondon.gov.uk/committees Public Access		
Contact:	Town Clerk's Department		
Information:	Examples of information included in this Description are listed below (this list is not comprehensive):		