

**London Borough of Newham
Freedom of Information & Environmental
Information
Publication Scheme
1st January 2010**

1. Introduction

The Freedom of Information Act 2000 deals with access to information held by public authorities other than personal information (which continues to be managed under the rules of the Data Protection Act 1998).

As part of the Freedom of Information Act all Local Authorities must have an approved Publication Scheme. This Publication Scheme sets out what information Newham Council publish or intend to publish as a matter of course, how and when this information will be published, and whether the information is available free of charge or on payment. Much of the information included in this Publication Scheme is readily available now on the council's website.

The purpose of this Publication Scheme is to make sure that a significant and growing amount of information is easily available without the need for individuals to make a specific request, and supports our commitment to openness and transparency.

Information is also available on this Publication Scheme under the Environmental Information Regulations 2004.

Everyone will have access to this Scheme on our Website at www.newham.gov.uk and in hard copy at all libraries and local service centres (One Stop Shops) operated by the Council.

2. Information About The London Borough Of Newham

Newham Council serves a population of 250,600 (as of mid 2003) The Council delivers a full range of services typical of a London Borough on the following:

- Housing
- Education
- Social Care
- Environmental Services
- Libraries and Leisure
- Registration of births, marriages and deaths

- Democratic Services
- Electoral Registration
- Council Tax and Benefits
- Parking
- Planning and Regeneration
- Street and Refuse Collection

3. Notes On Using The Scheme

The Scheme refers to classes of information that Newham Council publishes for use within the local authority or externally. The Publication Scheme is intended to assist you in finding information. The classes of information are based on the approved Information Commissioner's new model Publication Scheme, which was introduced on 1st January 2009. It should require no knowledge of the structure of the organisation to navigate around the Scheme. The Scheme is linked to our web pages and document database to make it easy to find information

Publication does not refer solely to printed material. It has been interpreted as widely as possible to include material available on our Website, one-off printed documents, electronic documents, printed books, reports, and leaflets. The material listed in this Scheme may be found on the Council's Website or in printed material readily available from the Council as indicated.

It is the Council's intention that as much material as possible will be made available on the Council's Website on an ongoing basis.

4. Accessibility

The scheme is available in large print on request. Assistance with translation of the Scheme will be available from the Newham Language Shop. Access to the Language Shop is by referral from any Council services, Local Service Centre or Public Sector Organisations registered to use the Language Shop facilities.

5. Requesting Information – Your Questions Answered

What does this Publication Scheme cover?

This Publication Scheme covers information routinely published by Newham Council. It is not a list of publications, as these will change over time. It is a list of classes of information, within which it sets out where the information is made available, and whether it is available free of charge or upon payment. The list includes examples of the documentation currently available within each class.

How do I obtain information through this Publication Scheme?

This Publication Scheme is available on the Council's Website www.newham.gov.uk, in paper format at Council reception areas at Newham Town Hall, Barking Road, East Ham, London, E6 2RP, and at each Local Service Centre and at public libraries as follows:

Local Service Centres

- Docklands LSC, 4 Pier Parade. North Woolwich, E16 2LJ
- Green Street LSC, 403-405 Green Street, E13 9AU
- Beckton LSC, 1 Kingsford Way, Beckton, E6 5JQ
- Canning Town LSC, 3 Beckton Road, Canning Town, E16 4DT
- East Ham LSC, Town Hall Annexe, 330-354 Barking Road, East Ham E6 2RT
- Forest Gate LSC, 4 – 20 Woodgrange Road, Forest Gate, E7 0QH
- Manor Park LSC, 685-689 Romford Road, Manor Park,, E12 5AD
- Stratford LSC, 112-118 The Grove, Stratford, E15 1NS

Contact Centre

Telephone: 020 8430 2000
Type Talk: 0800 731 1888

Libraries

- Becton Globe: 1 Kingsford Way, London E6 5JQ
- Canning Town: Barking Road, Canning Town, London, E16
- Custom House: Prince Regent Lane, Custom House, E16 3JJ
- East Ham: High Street South, East Ham, London, E6 4EL
- Forest Gate: 4 – 20 Woodgrange Road, Forest Gate, London E7 0QH
- Green Street: 339-341 Green Street, E13 9AR
- Manor Park: Romford Road, London, E12 5JY
- Plaistow: North Street Plaistow, E13 9HL
- Stratford: 3 The Grove, Stratford, E15 1EL
- North Woolwich: 5 Pier Parade, North Woolwich, London E16 2LJ

Many of the documents are available to download from the list available on our Website. Other documents are available on request. Many of the leaflets are available in the reception areas and libraries listed above and at the Council's Local Service Centres and Contact Centre.

What about the information not covered by this Scheme?

This Scheme only covers information created by Newham Council. Over time, the aim is to make more information available in the future in an increasing variety of methods. This Publication Scheme will subsequently be amended to include this additional information.

The information you require may be historical, and may therefore be available from Stratford Library (Archives and Local Studies) 3 The Grove, Stratford, E15 1EL) under their appointment arrangements. Appointments can be booked on telephone number 0208 430 6881.

Unless otherwise stated, all information within this scheme relates to the currently available or published version.

Legislative papers such as acts, bills, white and green papers are accessible from the Stationery Office, from HMSO, etc. Eventually the Council intends its Website to give you available links to other linked sites to make your access to information even easier.

Other places to look for general information about local government?

Your query on a local matter may subsequently involve a search for national, regional, or other consultative material produced by government, other public bodies, or voluntary sector organisations.

You may receive advice on where to look by contacting the Council's Local Service Centres or Contact Centre, your local library, Citizen's Advice Bureau, or through using a web search engine.

Do I have to pay?

It is a requirement of the Council's Publication Scheme that it states whether information is available (or will be available) free of charge or whether payment is required. Newham Council makes as much information as possible available free of charge. A charge is only made where it is not possible to provide the document without payment. There will be no new charges levied as a result of this scheme. So charges will only be made where there is currently a requirement for payment.

The scheme sets out where charges will be levied – where no charge is shown a charge may be made to cover the cost should you wish to download the document or take a photocopy.

- Broadly the position on charges is as follows:
- Website: information available free of charge.
- E-mail: information available free of charge unless otherwise specified.
- Material printed from Website at Town Hall or other public access terminals - a charge may be made to cover the cost.
- Publications produced for sale - cost as per cover price.

How can I access the Internet?

The Council offers free Internet access at local libraries.

Appointments to use the Internet access maybe booked in advance and more information are available from each of the libraries listed.

Who do I contact to find out more?

You may find out more about this Publication Scheme and how to access information by contacting the Council's Information Governance Team, Information.Governance@newham.gov.uk, or 020 8430 3737. You may also find out more about how to access information in the Scheme from your Library or Local Service Centre or Contact Centre.

6. Other Rights You Have Under The Freedom Of Information Act?

What right do I have to access information not in the Publication Scheme?

Information may be provided in a variety of formats, e.g. Braille, audio, a language other than English, upon request.

If you have searched the Publication Scheme and cannot find what you are looking for, you can make a request for information the Council holds. It is helpful if you can provide as much detail as possible to enable us to identify accurately the information you require.

It should be noted that even when complete not all information would be covered by the Scheme because an exemption may apply.

The Data Protection Act 1998 gives individuals the right to access most personal data held about them by the Council.

7. Notes About The Publication Scheme

The Council produce a huge amount of information in the course of its day to day business. Many documents need to go through required approval processes before they can be made available to the public. In the context of this Publication Scheme 'approved' means that the information or document has been approved by elected Members under the formal decision making process of the Council, or by officers under delegated powers.

Some information within certain classes may be exempt (i.e. information that falls within the definition of the Freedom of Information Act 2000 or other relevant legislation as being exempt information). Where some information within a class is exempt, information within that class will still be made available, only the exempt information will not be available.

8. The Aim Of The Scheme

The aim of this Publication Scheme is to set out:

- What information Newham publishes or intends to publish as a matter of course.
- How this information will be published.
- What charges, if any, will be made for the information? Charges will be highlighted where applicable.

9. Review

This Scheme will be reviewed every six months. Following each review it is expected that new material will be added.

Information Classes may not be removed without the approval of the Information Commissioner.

All information provided is the latest approved edition and therefore the actual information available will be constantly reviewed and updated.

10. Responsibility

Responsibility for review of this Scheme is with, the **Information Governance Team, Newham Dockside, 1000 Dockside Road, London, E16 2QU**

Day to day management of the Scheme rests with this team. However, responsibility for maintaining the information available rests with the relevant Departments and the Council's Website Editor - webeditor@newham.gov.uk

12. Date

This Publication Scheme is effective from **1st January 2010**

Publication Scheme Details

- The Council has determined its classes by reference to the Information Commissioner's New Model Publication Scheme framework and linked to Council web pages to make online access to information easier.
- New material in each of the classes will be added from time to time and superseded material will be replaced.
- The information is grouped as follows:

Seven Classes

This describes the general of information linking together similar functions of the Council.

Categories & Published Information

These describe in more detail what is available in the scheme. Information may be in the form of printed material such as, reports and leaflets or in a variety of other media, such as links to Websites. In each case the media is identified in the scheme.

Search for Documents & Information in our online Database

This information can be searched for on the council's website.

<http://mgov.newham.gov.uk/ieDocSearch.asp?bcr=1>

Index of Classes

There are seven classes of information.

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

Class 1: Who we are and what we do

Category	Description of Category	Notes	Published Information	Access and Availability	Charge
Cabinet/ Executive	Information on Members of the Executive, including Cabinet and their portfolios, the work and decisions by the Council's executive	Information available under Local Government Act 2000. Background papers reports and agendas shall be available for 6 years from the date of the meeting.	<ul style="list-style-type: none"> List of elected members appointed by the Mayor to the Cabinet List of executive appointments by the Mayor Mayors Scheme of delegation Agenda, reports, decisions, minutes and background papers to the meetings of the executive (Cabinet and Mayoral Proceedings) Forward Plan of the list of key decisions to be considered by the executive over the next 4 months and any general exception and special urgency notices 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcouncil/hownewhamisgoverned/hownewhamisgoverned.htm</p> <p>http://mgov.newham.gov.uk/mgMemberIndex.aspx?bcr=1</p> <p>http://www.newham.gov.uk/YourCouncil/HowNewhamIsGoverned/ExecutiveAdvisers.htm</p> <p>http://mgov.newham.gov.uk/ieDocSearch.aspx?bcr=1</p> <p>http://mgov.newham.gov.uk/mgListCommittees.aspx?bcr=1</p>	None

Campaigns	Details of Council campaigns	Information is available on the Council's website.	<ul style="list-style-type: none"> Several documents are available on the website providing information on campaigns that the council has supported. 	This information is available on the council's website. http://www.newham.gov.uk/applications/search/search.aspx? SearchTerm=campaign	None
Census	Information on the 2001 Census	Historical information is provided online.	<ul style="list-style-type: none"> Borough Level Census results Key statistics Family History and Census Data Statistical information and links 	This information is available on the council's website. http://www.newham.gov.uk/yourcouncil/keystatisticsandcensusinformation.htm	None
Committees	Details of Membership of the Council's Committees and sub-committees. Agenda, reports, decisions, minutes and background papers to Committee meetings and sub-Committees	Information available under the Local government act 1972. Background papers reports and agendas shall be available for 6 years from the date of the	<ul style="list-style-type: none"> List of Members appointed to each committee Committee Membership List List of appointments to outside bodies Development Control agenda and supporting papers Agenda, reports and 	This information is available on the council's website. http://www.newham.gov.uk/yourcouncil/hownewhamisgoverned/standardscommittee.htm http://mgov.newham.gov.uk/ieDocHome.asp?bcr=1	None

		meeting. No material shall be made available which at the date of the request is "exempt" under the 1972 or 2000 Acts.	<p>minutes of all decision making bodies of the Council</p> <ul style="list-style-type: none"> • Chief Officer Appointments Committee agenda and supporting papers 	<p>http://mgov.newham.gov.uk/ieDocSearch.asp?bcr=1</p> <p>http://mgov.newham.gov.uk/mgListCommittees.asp?bcr=1</p> <p>http://mgov.newham.gov.uk/mgCalendarMonthView.asp?GL=1&bcr=1</p> <p>http://mgov.newham.gov.uk/mgListOutsideBodies.asp?bcr=1</p>	
Community Forums	Information about meetings of Community Forums and literature about the forums	Information is available on the Council's website.	<ul style="list-style-type: none"> • Agenda, minutes, reports and appendices for meetings of the Community Forums • Community Forum Calendar • Guidance Manual • Membership of Community Forums • Newsletters, and publicity for Community Forum meetings, Fun Days and activities • Newham Magazine 	<p>This information is available on the council's website.</p> <p>Web link for this section will be updated soon.</p>	None

Consultation and Feedback	Details of consultation results through surveys	Information is available on the Council's website.	<ul style="list-style-type: none"> • Consultation and surveys • Facts and Figures about Newham 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/YourCouncil/ComplaintsAndFeedback.htm</p>	None
Contact details of all customer facing Departments	Information on the opening times and locations of council buildings and other contact method available.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Online • By phone or fax • By post • In person • Contact the Mayor • Complaint and comments 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/ContactUs/</p>	None
Council	<p>Details of electoral wards, procedures and work of the Council including Agenda, reports, decisions, minutes and background papers to the meetings of the Council.</p> <p>Details of local and national elections</p> <p>Details of the Executive branch of Newham</p>	<p>Information available under the Representation of the People's Act. And local Government Act 1972.</p> <p>Background papers reports and agendas shall be available</p>	<ul style="list-style-type: none"> • Details of ward names, numbers and boundaries. • List of appointments to outside bodies made by the Mayor • Agenda, reports, decisions, minutes and background papers to the meetings of the Council. • Policy and Budgetary Framework documents 	<p>This information is available on the Council's website at:</p> <p>http://mgov.newham.gov.uk/mgWardMap.aspx?z=1&VW=LIST&PIC=0</p> <p>http://www.newham.gov.uk/yourcouncil/hownewhamisgoverned/</p> <p>http://www.newham.gov.uk</p>	None

		for 6 years from the date of the meeting. No material shall be made available which at the date of the request is "exempt" under the 1972 or 2000 Acts and Local Government Act 2000.	<ul style="list-style-type: none"> • Forward Plan of the list of key decisions to be considered by the Executive over the next 4 months and general exception and special urgency notices • Council Constitution • Council Meetings • Voting and elections details • The electoral register 	k/YourCouncil/HowNewhamIsGoverned/TheMayorandExecutive.htm http://www.newham.gov.uk/YourCouncil/YourRepresentatives/Councillors.htm http://www.newham.gov.uk/YourCouncil/VotingandElections.htm http://www.newham.gov.uk/yourcouncil/votingandelections.htm	
Electronic Government	Information on technology and government	Information is available on the Council's website.	<ul style="list-style-type: none"> • ICT in the Community Forum • Implementing E Government 	<p>This information can be found on a central government website.</p> <p>http://archive.cabinetoffice.gov.uk/e-government/</p>	None

Final accounts and supporting documents	The Council's statement of accounts published for the financial year ending the previous 31 March and the preceding five years, together with all books, deeds, contracts, bills, vouchers and receipts relating to them.	The statement of accounts shall only be available when published which occurs on or before the 31 August in the year following the financial year in question. Before that date only the previous year's accounts shall be available. No information relating to an existing or former employee of the council that would be exempt under the Freedom of Information Act at the date of the request shall be available.	<ul style="list-style-type: none"> • Statement of Accounts for each year Annual Budget Report. • Financial information on your Council Tax • Members allowances scheme • Asset management plan • Statement of investment principles 	This information is available on the council's website. http://www.newham.gov.uk/YourCouncil/CouncilFinances.htm http://www.newham.gov.uk/yourcouncil/financialmanagementaccountancyandpensions/statementofaccounts.htm http://www.newham.gov.uk/YourCouncil/YourRepresentatives/TheMayorandCouncillorsallowances.htm http://www.newham.gov.uk/yourcouncil/financialmanagementaccountancyandpensions/statementofinvestmentprinciples.htm	None
Information Governance	Information concerning Freedom of Information, Environment Information	Information is available on Records	<ul style="list-style-type: none"> • Reports • Requests & Disclosures • Policies 	This information is available on the council's website.	

	Regulation, Data Protection, Caldicott and Records Management	Management; Freedom of Information; Data Protection; Environmental Information Regulations and Re-Use of Public Sector Information and Information Security	<ul style="list-style-type: none"> • Process 	http://www.newham.gov.uk/freedomofinformation/	
Location and opening times of council properties	Information on the opening times and locations of council buildings and other contact method available.	Most public contact is via our Local Services Centres (One Stop Shops) and Contact Centre (telephone and email)	<ul style="list-style-type: none"> • Online • By phone or fax • By post • In person • Contact the Mayor • Complaint and comments 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/ContactUs.htm</p> <p>http://www.newham.gov.uk/BenefitsandPayments/LocalServiceCentres/ListOfLocalServiceCentres.htm</p> <p>http://www.newham.gov.uk/benefitsandpayments/adviceorganisationsinnewham.htm</p>	None

News	Local news and information including the Newham magazine On line	Information is available on the Council's website.	<ul style="list-style-type: none"> • Recent news • Local and other News • Newham Magazine • Link to other News agencies 	This information is available on the council's website. http://www.newham.gov.uk/news/news.htm	None
Officer Key Decisions	Information on key decisions taken by officers	<p>Available under the Local Government Act 2000</p> <p>Background papers reports and agendas shall be available for 6 years from the date of the meeting. No material shall be made available which at the date of the request is "exempt" under the 1972 or 2000 Acts.</p>	<ul style="list-style-type: none"> • Reports, decisions and background papers to executive key decisions taken by officers • Forward plan of the list of key decisions to be considered by the officers over the next 4 months together with general exception and special urgency notices • Officers Scheme of Delegation 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcouncil/hownewhamisgoverned/schemesofdelegation.htm</p> <p>http://www.newham.gov.uk/yourcouncil/hownewhamisgoverned/themayorandexecutive.htm</p> <p>http://www.newham.gov.uk/yourcouncil/hownewhamisgoverned/forwardplan.htm</p>	None
Partnerships	Information about meetings of the Newham Local Strategic Partnership	Only those papers relevant to public/open	<ul style="list-style-type: none"> • Agenda, minutes and reports for public/open meetings of the Newham 	This information is available on the council's website.	None

		meetings shall be available	Local strategic Partnership	http://www.newham.gov.uk/yourcouncil/corporateplans/newhampartnership.htm http://mgov.newham.gov.uk/mgListOutsideBodies.aspx?bcr=1	
Relationships with other authorities	The council works with three types of high-profile Partnerships: Local Strategic Partnerships and a host of public appointments to outside bodies (external organisations).	We make a host of public appointments to outside bodies (external organisations), so that the interests of the people of Newham are represented.	<ul style="list-style-type: none"> • Local Strategic Partnerships • Local Area Agreement • Outside Bodies • Shared Outcomes 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/YourCouncil/PartnershipsAndOutsideBodiesInNewham/TheLocalAreaAgreement.htm</p> <p>http://mgov.newham.gov.uk/mgListOutsideBodies.aspx?bcr=1</p>	None

Class 2 – What we spend and how we spend it

Category	Description of Category	Notes	Published Information	Access and Availability	Charge
Capital programme	The overall aim of capital investment is to support the achievement of the Vision for Newham and the delivery of Community Strategy and Corporate Plan outcomes. Inevitably the need for investment is greater than the resources available. In Newham, capital investment resources are allocated to priorities through the Council's Budget Framework process. The Mayor presents proposals for approval by Council.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Budget Book • Capital Programme Reports to Cabinet • Investment Area • Capital Programme Management • Capital Projects • Council Vision 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/YourCouncil/FinancialManagementAccountancyAndPensions/AnnualFinancialReports.htm</p>	None
Details of contracts tendered	Provide the business community, including suppliers of goods, works or services, with an explanation of how and why we procure what we need	Commercially sensitive information or trade secrets are withheld.	<ul style="list-style-type: none"> • List of contracts • Tenders • Contractors • Tendering Process • E-procurement • How we buy • Current Value 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/InformationforBusinesses/StrategicProcurement/Introduction.htm</p>	None

	<p>Enable the business community to gain greater access to us for the purpose of selling goods, works and services</p> <p>Information on contracts awarded and their value</p>		<p>Thresholds</p> <ul style="list-style-type: none"> • Approved Word Categories • Contracts • Value of Contracts 	<p>http://www.newham.gov.uk/InformationforBusinesses/StrategicProcurement/TenderProcess.htm</p> <p>Information about Contracts can be obtained from Information Governance at:-</p> <p>Information.governance@newham.gov.uk</p>	
District auditor's report	<p>The council's external auditor reports annually on the performance of the council and on the adequacy of its financial control systems.</p>	<p>Information is available on the Council's website.</p>	<ul style="list-style-type: none"> • Audit reports • Audit Letters 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcouncil/financialmanagementaccountancyandpensions/auditreports.htm</p> <p>http://www.newham.gov.uk/yourcouncil/financialmanagementaccountancyandpensions-faqs.htm</p>	None

Election expenses	Information on election expenses and declarations.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Election Expenses • Returns and Declarations • Local and General Election results in Newham 	This information is available from the Information Governance Team. Please email us at:- information.governance@newham.gov.uk	None
Financial Audit Reports	<p>The council's external auditor reports annually on the performance of the council and on the adequacy of its financial control systems.</p> <p>Information on council finances is available here. Included are current Budget Books, Statement of Accounts, Pension Fund Accounts, Newham Audit and Inspection letter, Funding Strategy Statement and more.</p>	Information is available on the Council's website.	<ul style="list-style-type: none"> • Audit Reports • CPA reports • Financial Management • Accountancy & Pensions • Internal Audit • Current Contract Opportunities • Strategic Procurement • Value for Money • Business Rates] • Council Tax 	This information is available on the council's website. http://www.newham.gov.uk/yourcouncil/financialmanagementaccountancyandpensions/	None
Financial statements for projects and events	Final information on projects and events.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Projects • Events held in Newham 	This information is available from the Information Governance Team. Please email us at:- information.governance@newham.gov.uk	None

Funding for partnership arrangements	Information on partnership funding.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Financial Information • Budget Book 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcouncil/financialmanagementaccountancyandpensions/financialmanagementaccountancyandpensions-faqs.htm</p>	None
General Management Delegations	<p>The Mayor has decided to retain all executive powers except those delegated to officers. He will take decisions in one of two ways:</p> <ol style="list-style-type: none"> 1. Alone at Mayoral Proceedings sometimes in consultation with an individual cabinet member or mayoral adviser. 2. At a cabinet meeting so that he can consult all the cabinet members and mayoral 	The Mayor announces his/her scheme of delegation at the Annual Meeting.	<ul style="list-style-type: none"> • Cabinet Executive Advisors • Mayors Scheme of Delegation 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcouncil/hownewhamisgoverned/themayorandexecutive.htm</p>	None

Internal Financial Regulations	Financial Regulations set out the framework for managing Newham's financial affairs and are deemed to be part of Council's constitution.		<ul style="list-style-type: none"> LBN Financial regulations 	This information is available on the council's website. http://www.newham.gov.uk/yourcouncil/financialmanagementaccountancyandpensions/financialmanagementaccountancyandpensions-faqs.htm	None
Spending Reviews	Information on Newham's value for money framework.		<ul style="list-style-type: none"> Mayor's framework for cost effectiveness. 	This information is available on the council's website. http://www.newham.gov.uk/YourCouncil/ValueForMoneyVfM/TheMayorsFrameworkForCostEffectiveness.htm	None
Staff pay and allowances	Information on pay and grading structure including details on staff allowances	Information is available on request.	<ul style="list-style-type: none"> Expenses Pay structure Performance Related Pay 	This information is available from the Information Governance Team. Please email us at:- information.governance@newham.gov.uk	None

Class 3 – What our priorities are and how we are doing

Category	Description of Category	Notes	Published Information	Access and Availability	Charge
Annual reports	Published annual reports.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Annual Financial Report • CPA use of resources • Pension fund • Scrutiny Annual Report • Annual Monitoring Report • Unitary Development Plan • District Auditor's Reports 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcouncil/financialmanagementaccountancyandpensions/annualfinancialreports.htm</p> <p>http://www.newham.gov.uk/yourcouncil/scrutiny/overviewandscrutinyannualreports.htm</p> <p>http://www.newham.gov.uk/planning/localdevelopmentframework/annualmonitoringreport.htm</p>	None
Best value performance plans	Provides information on how the Council has performed on these indicators during the year	Information is available on the Council's website.	<ul style="list-style-type: none"> • Best Value Performance Indicators 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/jobs/policy/aboutthepoli</p>	None

				cyandperformanceservice.htm http://www.newham.gov.uk/yourcouncil/corporateplans/corporateplans.htm	
Children services	Information on Children Services.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Accessing Social Care Records • Community Advice • Children Looked After by the Council • Organising Your Own Care • Teenage Pregnancy • Family Intensive Support Project • Children Board • Adoption • Children Rights • Fostering • Protecting Children • Support for Careers • Short Breaks for Children with Learning Difficulties 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/educationandlearning/councilstrategy/childrenandyoungpeoplesplan/</p>	None
Corporate Plans	Information about our corporate plans	Information is available on the Council's website.	<ul style="list-style-type: none"> • Corporate Plans • Performance Plan 	This information is available on the council's website.	None

				http://www.newham.gov.uk/yourcouncil/corporateplans/corporateplans.htm	
Economic development action plan	Regeneration projects in Newham will create more than 75,000 jobs in the local area over the next 15 years. We are working to ensure that Newham residents will benefit from these opportunities.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Regeneration Projects • Canning Town & Custom House Regeneration • Economic Development Strategy 	This information is available on the council's website. http://www.newham.gov.uk/regen/Regeneration.htm	None
Forward plan	Plans published by the Mayor.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Forward Plan • Forward Plan Timetable • List & Published Plans 	This information is available on the council's website. http://www.newham.gov.uk/yourcouncil/hownewhamisgoverned/forwardplan.htm	None
Health Issues	Information on health issues in Newham.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Social Care Strategies & Performance • Partnerships with outside bodies • Children & Young People Plan • Health Advice 	This information is available on the council's website. http://www.newham.gov.uk/healthandsocialcare/	None

Inspection reports	Inspection reports.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Inspection reports 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/YourCouncil/Scrutiny/WhatisScrutiny.htm</p>	None
Internal and external organisation performance reviews	Information on performance reviews.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Service Performance • Review of Service Plans • CYPP Review • Corporate Plan 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcouncil/corporateplans/corporateplans.htm</p>	None
Performance information	The Comprehensive Performance Assessment (CPA) is a key element of the Government's performance framework for local government. The CPA aims to help drive continuous improvement, provide a means for giving increased freedoms and flexibilities to councils as a reward for good performance, ensure that councils identify improvement priorities and take action to deliver them.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Information on the former CPA/CAA inspection regime is available on the Council's website, however, CAA has now been scrapped by the new Coalition Government 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcouncil/valueformoney/vfm/whatisvalueformoney.htm</p> <p>http://www.newham.gov.uk/jobs/policy/aboutthepolicyandperformanceservice.htm</p>	None

Public service agreements	Information about Public Agreements	Information is available on the Council's website.	<ul style="list-style-type: none"> Public Agreements relating to LAA 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcouncil/partnershipsandoutsidebodiesinnewham/thelocalareaagreement.htm</p>	None
Safety and crime reduction strategies	Information on crime reduction strategies.	Information is available on the Council's website.	<ul style="list-style-type: none"> Crime & Disorder Reduction Plan and Newham Crime and Disorder Partnership (meeting information on the Council's website) 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourenvironment/crimeanddisorderreductionpartnership/newhampartnershipforcrimeanddisorderreduction.htm</p> <p>http://mgov.newham.gov.uk/mgCommitteeDetails.aspx?ID=893&J=13</p>	None
Statistical information produced in accordance with the	Council statistical information.	Information is available on the Council's website.	<ul style="list-style-type: none"> Statistical information 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.u</p>	None

council's and departmental requirements				k/yourcouncil/censusinformation/statisticslinks.htm http://www.newham.gov.uk/annualreport0809.htm	
Strategies and business plans for services provided by the council	The strategies set out in detail what we will be doing over the next few years.	Information is available on the Council's website.	<p>Examples of strategies on the council's website are:</p> <ul style="list-style-type: none"> • Housing Strategy • The Core Strategy • Black & Minority Ethnic Strategy • Homeless Strategy • Supporting People Strategy • Newham Sustainability Strategy • Delivering Equality in Housing Strategy • Corporate Plans 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/planning/localdevelopmentframework/corestrategy.htm</p> <p>http://www.newham.gov.uk/yourcouncil/corporateplans/newhamsustainablecommunitystrategy.htm</p>	None
Strategies developed in partnership with other authorities	Local Strategic Partnerships (LSPs) bring together a range of organisations from the public, private, voluntary and community sectors.	Information is available on the Council's website.	<ul style="list-style-type: none"> • Community Strategy • List of Appointments to Outside Bodies • Local Area Agreement Partnerships • Newham Sustainability Community Strategy • Local Strategic 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcouncil/corporateplans/newhampartnership.htm</p>	None

			Partnership	http://www.newham.gov.uk/yourcouncil/corporateplans/newhamsustainablecommunitystrategy.htm http://www.newham.gov.uk/yourcouncil/partnershipsandoutsidebodiesinnewham/thelocalareaagreement.htm http://mgov.newham.gov.uk/mgListOutsideBodies.aspx?bcr=1 http://www.newham.gov.uk/yourcouncil/corporateplans/newhampartnership.htm	
--	--	--	-------------	--	--

Class 4 – How we make decisions

Category	Description of Category	Notes	Published Information	Access and Availability	Charge
Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings	Newham Council is the local authority responsible for providing public services and political leadership within the London Borough of Newham. Internal communication guidance, criteria used for decision making, internal instructions, manuals and guidelines	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Mayoral Proceedings • Overview and Scrutiny • Access to Meeting Information • Cabinet Meetings • Political Make up of the Council • The Forward Plan • Schemes of Delegation 	This information is available on the council's website. http://www.newham.gov.uk/YourCouncil/HowNewhamIsGoverned/	None
Facts and analyses of facts considered when framing major policies	This section contains key facts and data for Newham; much of it collected and interpreted using Newham's Neighbourhood Information Management System (NIMS), an on-line data repository. NIMS	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Key Facts & Figures 	This information is available on the council's website. http://www.newham.gov.uk/yourcouncil/censusinformation/keyfactsandfigures.htm	None

	enable local strategic partners to share a variety of statistical information about the borough.				
Major policy proposals and decisions	Information about major policy proposals and decisions.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Council • Cabinet • Mayoral Proceedings • Officer Key Decisions • Forward Plan • Scrutiny • Archived Meetings • Search for Documents 	This information is available on the council's website. http://mgov.newham.gov.uk/mgListCommittees.aspx?bcr=1	None
Public consultations	Public consultations carried out by the council.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Search Documents Database for Public Consultations 	This information is available on the council's website. http://mgov.newham.gov.uk/ieDocSearch.aspx?bcr=1	None
Timetable of council meetings	The Council is responsible for many decisions which affect you as a resident of Newham. These decisions are made by various groups, bodies	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Archived Meetings • Current Meetings • Calendar • Search for Documents • Subscribe to Meeting Updates 	This information is available on the council's website. http://mgov.newham.gov.uk/mgListCommittees.aspx?bcr=1	None

	and boards. You can keep track of these meetings and decisions and also find out how you can influence them through the links in this section.				
--	--	--	--	--	--

Newham Council

Class 5 – Our policies and procedures

Formatted: Not Highlight

Category	Description of Category	Notes	Published Information	Access and Availability	Charge
Policies and procedures for conducting council business	Information on policies and procedures for conducting council business.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Policies • Procedures 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/Search.htm? SearchTerm=Policies+and+procedures+for+conducting+council+business</p>	None
Policies and procedures for delivering our services	Information on policies and procedures for conducting council business.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Policies • Procedures 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/YourCouncil/CorporatePlanningandPartnerships.htm</p>	None
Policies and procedures about the recruitment and employment of staff	Information about our policies on procedures about recruitment and employment of staff.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Policies • Procedures 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/Jobs/</p>	None

Records management and personal data	Information on Records Management and the processing of personal data.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Data Protection • Records Management 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/YourCouncil/InformationManagement.htm</p>	None
Charging regimes and policies	Information on charging regimes and policies.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Charging policies 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/Search.htm?SearchTerm=Charging+regimes+and+policies</p>	None

Class 6 – Lists and registers

Category	Description of Category	Notes	Published Information	Access and Availability	Charge
Asset registers and information asset register	List of information assets.	This Publication Scheme is used as the Information Asset Register.	<ul style="list-style-type: none"> • Re-use of Public Sector • Information Asset Register 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcouncil/informationmanagement/re-useofpublicsectorinformation.htm</p> <p>http://www.newham.gov.uk/yourcouncil/informationmanagement/informationmanagement-faqs.htm</p>	Yes
Disclosure logs	List of requests and responses under the Freedom of Information Act and Environmental Information Regulations.	This Publication Scheme is used as the Information Asset Register.	<ul style="list-style-type: none"> • Freedom of Information • Environmental Information Regulations 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/freedomofinformation/</p>	None
Highways, licensing, planning, commons and footpaths	Information about Highways, Licensing, Planning, Commons and Footpaths.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Pavements • Rubbish • Street Care & Cleaning • Regeneration 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk</p>	None

			<ul style="list-style-type: none"> • Planning • Parking & Traffic Enforcement • Abandoned Vehicles • Regeneration 	k/ParkingAndTransport/TransportAndTravel.htm http://www.newham.gov.uk/YourEnvironment/WasteAndRecycling.htm http://www.newham.gov.uk/Planning/ http://www.newham.gov.uk/ParkingAndTransport/StreetsAndPavements/Streetwatch.htm	
Public registers and registers held as public records	Public registers and public records.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Births • Marriages • Death 	This information is available on the council's website. http://www.newham.gov.uk/BirthsDeathsAndMarriages/BirthsDeathsandMarriages.htm	None
Register of councillors' financial and other interests	Information on Councillors declarations.	This Publication Scheme is used as the Information Asset Register.	<ul style="list-style-type: none"> • Register of interest 	This information is available on the council's website. http://mgov.newham.gov.uk/mgMemberIndex.aspx?bcr=1	None

Register of gifts and hospitality	Information on Councillors' gifts and hospitalities.	This Publication Scheme is used as the Information Asset Register.	<ul style="list-style-type: none">• Gifts & Hospitalities	This information is available on the council's website. http://mgov.newham.gov.uk/mgMemberIndex.aspx?FN=ALPHA&VW=LIST&PIC=0&J=4	None
--	--	--	---	--	------

Class 7 – Services provided by the council

Category	Description of Category	Notes	Published Information	Access and Availability	Charge
Abandoned Vehicles	Information on reporting abandoned vehicles	This information can be searched for on the council's website.	<ul style="list-style-type: none"> Reporting an abandoned vehicle on-line form 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/parkingandtransport/vehiclerequestsforvehiclerequests.htm</p>	None
Adoption and Fostering	Where to find out about adoption and fostering or joining the adoption and fostering panel	This information can be searched for on the council's website.	<ul style="list-style-type: none"> Where to find out more about adoption Foster children, suitability as a foster-parent, where to apply. Support for foster-carers 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/healthandsocialcare/anintroductiontoadoption.htm</p> <p>http://www.newham.gov.uk/HealthAndSocialCare/Fostering/StepGuideToBecomingaNewhamFosterCarer.htm</p>	None
Advice Centres	Details of the location, contacts and opening hours of Centres where	This information can be searched for on the council's	<ul style="list-style-type: none"> Guide to contacting advice centres by location 	<p>This information is available on the council's website.</p>	None

	the public can access information and advice about Services and voluntary sector services in the area.	website.		http://www.newham.gov.uk/benefitsandpayments/adviceorganisationsinnewham.htm	
Affordable Home Ownership	Information on how to access affordable home ownership and how the various affordable home ownership products work	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Guide to types of shared ownership • Guide to how to apply for shared ownership • East sub region Key worker review & action Plan 2004 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/housing/housingoptionsandadvice/buyingorrentinginnewham/affordablehousinghomeownershipscheme.htm</p>	None
Building control	Information about Building Control.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Building Control Service Teams • Demolition Notice Form • Dangerous Structures Form • Do I Need Building Control Approval • Choosing your Builder • Building Regulations • Building Regulations Forms & Charges • Building control 	<p>This information is available on the council's website</p> <p>http://www.newham.gov.uk/planning/planningapplications/viewplanningandbuildingcontrolapplicationonline.htm</p>	Yes

			<p>handbook</p> <ul style="list-style-type: none"> • Advice for homeowners and occupiers • Contacting the team 		
Careers Advice	Details of where and how to access careers advice and job centres in Newham	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • List of career advice organisations and contact details by location • Workplace • List of job centres in Newham and contact details by location 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/Jobs/</p> <p>http://www.newhamworkplace.co.uk/</p> <p>http://www.jobcentreplus.gov.uk/JCP/index.html</p>	
Carers	Services Provided for Carers	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Careers Assessment • Information & Advice for Carers 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/healthandsocialcare/carers/</p>	None
Charities	Information on grant funded bodies and capacity building initiatives, for anyone thinking of starting a voluntary	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Voluntary Sector newsletters four times a year and starter pack 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcommunity/counc</p>	None

	organization/charity			ifunding/fundingopportunities.htm http://www.newham.gov.uk/yourenvironment/recycling/otherrecyclingprojects.htm	
Childcare	Information on provision of and access to services, including child protection, provided to children & families	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • A guide to children's services • Information for looked after children including care leavers 	This information is available on the council's website. http://www.newham.gov.uk/educationandlearning/familyservices/helpwithfindingchildcare/choosingchildcare.htm	None
Children services	Information on the Council's Children Services	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Children & Young People Plan • Children & Young People Scrutiny Commission • Child Employment • Newham Local Safeguarding Children Board • Protecting Children • Child Benefit • Inclusion for Children 	This information is available on the council's website http://www.newham.gov.uk/healthandsocialcare/childrenandyoungpeople.htm	None

			with Special Needs		
Children's Activities	Information on children's activities. General information on play-care and learning for children/young people aged 5-14 years	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Homework clubs • Games Clubs • Toy Libraries • Teen Xtra • Reading Groups • Babies & Toddlers • Information for Teenagers 	This information is available on the council's website. http://www.newham.gov.uk/entertainmentandleisure/sportsclubsandactivities/sportsactivitiesyoungpeople.htm	None
Community Centres	Information on Community Centres in Newham which offer a wide range of activities including, sports clubs, playgroups, youth clubs and advice and information services.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • List of Centres, addresses and services provided 	This information is available on the council's website. http://www.newham.gov.uk/yourcommunity/communitycentres.htm	None
Community Care	Information on provision of and access to services provided to adults, including information on charges for residential care, adult protection and the national standards charter.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Community Alarms Service • A guide to the Better Care higher standards – a charter for all adults and their carers who need long term care or support • A guide to adults social care services 	This information is available on the council's website. http://www.newham.gov.uk/healthandsocialcare/ http://www.newham.gov.uk/HealthAndSocialCare/DirectPayments/Whats	None

			<ul style="list-style-type: none"> • Day opportunities services • Details of financial assessments for residential are Community Information Directory. 	rofsupportisavailable.htm	
Community Safety	<p>Information on the Council's campaign to improve community safety, tackle anti-social behaviour and details of access points – see also the campaigns class</p> <p>Safety guidance</p>	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Various publications and advice • Community Safety Plans • Information Sharing protocol • Crime and Disorder Audit 2004 • Crime and Disorder Strategy 2005 to 2008 • Newham Youth Justice Plan 03 to 05. • Facts about Newham – information database called NIMS. 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcommunity/reportingcrimeandanti-socialbehaviour.htm</p> <p>http://www.newham.gov.uk/YourEnvironment/CrimeAndDisorderReductionPartnership/UsefulInformation.htm</p>	None
Complaints	Details on how to make a complaint about Council Services	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • How to complain • Complaints Procedure • Complaints Form • Complaints Reports 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourcouncil/complaint</p>	None

				sandfeedback.htm	
Council Housing	<p>Information on registering for Council housing, how to apply for Council housing, transfers, exchanges and out-borough initiatives and terms and conditions and rents. Also asset management, empty properties, repairs and maintenance, gas repairs and safety, smoke alarms, anti-social behaviour and enforcement.</p> <p>Housing Capital Programme</p> <p>Housing Maintenance and Improvement Strategy</p>	<p>Information is also now provided by Newham Homes, which is an Arms Length Organisations (ALMO).</p> <p>Information is available on their website at http://www.newhamhomes.com</p> <p>Details of planned future programmes of capital investment in housing</p> <p>Strategic document</p>	<ul style="list-style-type: none"> • Choice based lettings website • Fortnightly magazine on choice based lettings • Leaflets: • Community Housing • Anti-social behaviour • Housing Capital Programme • Housing Maintenance and Improvement Strategy • Workbook showing planned future investment funding for different types of projects and programmes • Description of scope of different types of projects and programmes 	<p>This information is available on the council's website. http://www.newham.gov.uk/Housing/HousingAdvice.htm</p> <p>http://www.newham.gov.uk/housing/</p>	None
Council Services, Areas and Addresses	Information on council services.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Chief Executive • Benefits and Council Tax • Children and Young People Services 	<p>This information is available on the council's website. http://www.newham.gov.uk</p>	None

			<ul style="list-style-type: none"> • Housing and Public Protection • Newham Homes • Culture & Tourism • Community & Culture Service • Public Realm • Crime & Anti Social Behaviour • Services for the public 	uk/contactus.htm http://www.newham.gov.uk/NR/exeres/F302163A-2C34-45B9-8DBC-2009F7E825D4.htm	
Customer Services	Information on the Local Service Centres, Contact Centres and Newham Language Shop	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Divisional Service Plans • Performance Management Data • Financial records regarding divisional procurement 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/benefitsandpayments/customerservices/howwecanhelp.htm</p>	
Debts	Information pack on how to handle debts and where to seek advice	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Debt information pack • Debt Advice • Debt Pocket Guide • Do you need a Credit Licence • Store Cards 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/benefitsandpayments/debts-howtosortthemout.htm</p>	None

Disability	Information, guidance and support for disabled person	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Disability definition • Correct terminology. • Guidance for disabled access. • Support for the deaf and hard of hearing • Support for the blind and partially sighted • Support for disabled job seekers • Blue Badge parking scheme • Access guidance notes • Services for people with Learning disabilities • Library Services • Sports clubs for people with disabilities • Transport and Travel around the borough 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/healthandsocialcare/disabledpeople.htm</p> <p>http://www.newham.gov.uk/educationandlearning/schools/inclusiveeducation/learningsupportservice.htm</p> <p>http://www.newham.gov.uk/healthandsocialcare/adultabuse.htm</p> <p>http://www.newham.gov.uk/entertainmentandleisure/libraries/libraryservices/libraryservicesforpeoplewithdisabilities.htm</p> <p>http://www.newham.gov.uk/entertainmentandleisure/sportsclubsandactivities/sportsforpeoplewithdisabilities.htm</p> <p>http://www.newham.gov.uk/entertainmentandleisure/sportsclubsandactivities/sportsforpeoplewithdisabilities.htm</p>	None
-------------------	---	--	---	--	------

				uk/healthandsocialcare/servicesforvisuallyimpairedadults/transportandtravel.htm	
Education	Information on the Council's Education Service	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Adult courses • Lifelong Learning • Education Awards & Benefits • School Governors • School Term Dates • Finding a School, Place in Newham • Starting Nursery School • Schools Directory 	<p>This information is available on the council's website</p> <p>http://www.newham.gov.uk/EducationAndLearning/</p> <p>http://www.newham.gov.uk/EducationAndLearning/LifelongLearning/</p>	None
Environmental health	Information on the Council's Environmental Health Service	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Food Safety • Animal Welfare • Pollution • Noise • Pest Control • Industrial Pollution 	<p>This information is available on the council's website</p> <p>http://www.newham.gov.uk/yourenvironment/environmentalhealth.htm</p>	None
Events	Information about what's on in the Borough and how to access the Council's events services	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Arts and Events details • The Newham Calendar • Events in Newham libraries • Events in Newham parks 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/entertainmentandleisure/artsandevents.htm</p>	None

Family Support	About domestic violence	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Council definitions and policy 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/educationandlearning/familyservices/</p> <p>http://www.newham.gov.uk/healthandsocialcare/tefamilyjusticecentre.htm</p>	None
Halls for Hire	General information on venues, exhibition centres and unusual locations in the borough	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Venue guides • The Old Town Hall Stratford 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/applications/search/search.aspx?SearchTerm=halls%20for%20hire</p>	None
Health and Safety	Health and Safety Information including public registers	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Food premises Register • Health and Safety Notices Register • Register of Premises Storing Explosives 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/informationforbusiness/healthandsafety.htm</p>	None

				http://www.newham.gov.uk/YourEnvironment/EnvironmentalHealth.htm	
Health – Drugs Action	Information on the work and arrangements for the multi-agency Drugs Action Team	This information can be searched for on the council's website.	<ul style="list-style-type: none"> Information on the Drugs Action Team 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/healthandsocialcare/helpwithsubstancemisuse/aquidetonehamalcoholanddrugservices.htm</p> <p>http://www.newham.gov.uk/healthandsocialcare/helpwithsubstancemisuse/thesubstancemisusepartnershipboard.htm</p>	None
Heritage	Information on Newham Heritage Service including Newham's local history	This information can be searched for on the council's website.	<ul style="list-style-type: none"> Services The Old Dispensary North Woolwich Old Station Museum Local history and heritage links Local history bulletin board Newham story Local History and 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/aboutnewham/historyofnewham.htm</p> <p>http://www.newham.gov.uk/EntertainmentandLeisure/Libraries/LibraryRef</p>	None

			Heritage links	renceServices/ArchivesAndLocalHistory/Serviceatthearchivesandlocalstudieslibrary.htm	
Home Ownership	Information for secure tenants intending to purchase their home under the Right to Buy	Information available from the Arms Length Management Organisation (ALMO) – Newham Homes from 2005.	<ul style="list-style-type: none"> • Booklet explaining the range of costs involved with leasehold ownership, including a glossary. • Information / link to Rents to Mortgage Scheme. • Information warning about Right to Buy service companies • Information on Right to Buy and links 	<p>This information is available on the council's website.</p> <p>http://www.newhamhomes.com</p> <p>http://www.newham.gov.uk/housing/</p>	None
Homelessness	Information in entitlements for the homeless, accessing Council services and hostels and night shelters in the borough	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Single Homeless Survival Pack: • Landlord & Tenant Obligation • Housing Benefit & Council Tax • Housing Associations & Co-op • Council Housing Allocation Scheme • Finding & Keeping 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/housing/housingoptionsandadvice/moreadviceandhelp/homelessness.htm</p>	None

			<ul style="list-style-type: none"> • Accommodation • Harassment & Illegal Eviction • Emergency Accommodation • Finding Further Advice • Guide to hostels and night shelters • Homelessness Strategy 		
Housing and council tax benefits	Information on entitlement to and how to apply for, and management of housing and council tax benefit; how it is calculated, what it is used for, how to pay and available reductions and benefits	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Monthly Performance Reports • Caseload Report • Housing Benefit & Council Tax Benefit Claim Form • How & when to appeal (leaflet & form) • Changes in your circumstances (leaflet & form) • Going Away (leaflet & form) • Information for landlords (leaflet & form) • Pre-tenancy determinations (leaflet & form) • Making a claim (leaflet 	This information is available on the council's website http://www.newham.gov.uk/applications/search/search.aspx?SearchTerm=council+and+housing http://www.newham.gov.uk/benefitsandpayments/ http://www.newham.gov.uk/benefitsandpayments/counciltax/	None

			<ul style="list-style-type: none"> • & form) • How to appeal • Discretionary Housing Payment (leaflet & form) • Housing Benefit & Council Tax Benefit Review Form • Changing address (leaflet & form) • Going to Hospital? (leaflet & form) • New rules for people aged 60 or over (leaflet & form) • Guide to how to pay less tax • Guide to Council taxes in Newham • Guide to Council Tax benefit • Guide to the national non-domestic rate (business rates) links to council tax class 		
Housing Associations Registered Social Landlords and	Information on what Registered Social Landlords, Housing Associations and Co-ops are and how to access	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Guide to housing associations • Guide to applying for housing association and o-ops 	This information is available on the council's website. http://www.newham.gov	None

Co-ops	accommodation provided by them.		<ul style="list-style-type: none"> • Guide to Homebuy • Guide to Newham Equity Loan Scheme • Tenants Associations 	uk/housing/	
Housing Strategies, Policies and Performance	Information on planning monitoring and reviewing service provision	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Housing Strategy • Housing Needs Survey • Older People Housing Strategy • Black & Minority Ethnic (BME) Strategy • Housing Investment Programme • Housing Allocation Scrutiny Commission • Sheltered Housing • Renewal and Improvement Schemes 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/housing/housingstrategiesandperformance/housingstrategy/housingstrategy.htm</p> <p>http://www.newham.gov.uk/housing/</p> <p>http://www.newham.gov.uk/yourcouncil/scrutiny/previousscrutinycommissionreports.htm</p>	None
Industrial / Commercial Property	Information on acquiring a commercial property from Newham and other services offered to businesses.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • List of sites • Contact telephone number • Street trading licence • Commercial Property • Business Directory • Newham Business 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/InformationforBusinesses/BusinessSupportAndInformation/Commercial</p>	

			<p>Network</p> <ul style="list-style-type: none"> • Support for Social Enterprise 	<p>PropertySearchForm.htm</p> <p>http://www.newham.gov.uk/informationforbusiness/</p>	
Leasehold Services	Information for Council Leaseholders	Information is available on the Newham Homes website	<ul style="list-style-type: none"> • Information is available on the Newham Homes website 	<p>This information is available on the council's website.</p> <p>http://www.newhamhomes.com</p> <p>http://www.newham.gov.uk/housing/housingoptionsandadvice/counciltenantsorleaseholders/servicesandadviceforleaseholdersandcounciltenants.htm</p>	None
Libraries	Information on libraries and their services in the borough	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Annual Library Plan • Library strategy • The Learning zone 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/entertainmentandleisure/libraries/</p>	None

Local Businesses	<p>Advice and support available to local businesses (particularly small to medium sized enterprises) to develop health and social services and their capacity to tender.</p> <p>Information on non-domestic (business) rates</p> <p>Weights and measures</p>	<p>This information can be searched for on the council's website.</p>	<ul style="list-style-type: none"> • Information leaflets and starter pack for anyone thinking of starting a business • Guide to national non-domestic rates (business rate) links to Council tax class • DTI Weights and measures Report 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/informationforbusiness/businessrates/businessrates.htm</p> <p>http://www.newham.gov.uk/yourenvironment/tradingstandards/guidancetesonaaveragequantity.htm</p>	None
Media releases	<p>The News Centre team provide news and information about council services, events and issues.</p>		<ul style="list-style-type: none"> • Latest Press Releases • The Newham Magazine • Key Facts & Figures 	<p>This information is available on the council's website</p> <p>http://www.newham.gov.uk/news/</p>	None
Mental Health	<p>Contact point for assistance and description of services</p>	<p>This information can be searched for on the council's website.</p>	<ul style="list-style-type: none"> • Contacting mental health services 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/healthandsocialcare/mentalhealthservicesinnewham/mentalhealthpartnershipboard.htm</p>	None

Mortuaries and Cemeteries	Information on mortuary services in the Borough	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Guide to East Ham mortuary Service • Guide to West Ham Cemetery 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/BirthsDeathsAndMarriages/CemeteryInformation.htm</p>	None
Older People	Contact Points for assistance and information on in-house residential provision	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Contacting occupational therapy services • Contacting health visitor services • Information on Greengate Lodge and Rawlpindi care centres 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/healthandsocialcare/olderpeople.htm</p> <p>http://www.newham.gov.uk/entertainmentandleisure/sportsclubsandactivities/sportsactivitiesolderpeople.htm</p> <p>http://www.newham.gov.uk/healthandsocialcare/residentialcareforolderpeople/residentialhomes.htm</p> <p>http://www.newham.gov.uk/healthandsocialcare/a</p>	None

				dviceforolderpeople/daycentres.htm	
Olympics & Paralympics 2012	Information about the Olympics and Paralympics	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • 2012 Unit • Olympics & Paralympics information 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/2012Games/</p>	None
Parents	Advice and information on accessing services, how to find a place in a Newham school and assisting with making the most of the learning opportunities available for children.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Details of Early Years Provision in Newham • Starting School Booklet • Guide to Finding a place at a Newham School • Guide to Newham's Schools • Educational Psychology Service • Guide to Secondary Schools • Schools outside Newham • List of School Term and Holiday Dates • Guide to After School Learning in Newham • Guide to Special needs • Inclusive Education 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/applications/search/search.aspx?SearchTerm=parents</p> <p>http://www.newham.gov.uk/educationandlearning/schools/findingaschoolplaceinnewham/</p> <p>http://www.newham.gov.uk/educationandlearning/schools/findingaschoolplaceinnewham/startingnurseryschool.htm</p>	None

			<ul style="list-style-type: none"> • Charter • Guide to availability and entitlement to meals, milk, clothing and transport • Guide to Newham Education Action Zone • 		
Parks	Information on Parks, Conservation Services and open spaces in the borough	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • A to Z of Parks • Allotment gardening • Activities and Events • Green Spaces • City Farm • Sports Facilities 	This information is available on the council's website. http://www.newham.gov.uk/EntertainmentandLeisure/Parks.htm	None
Parking	Information on where to park in Newham and service contacts.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Guide to where to park and controlled parking in the borough • Guide to Blue Badge holders and parking bays • Information on parking agencies and contacts 	This information is available on the council's website. http://www.newham.gov.uk/parkingandtransport/Parking.htm	None
Payments	Information on how to make payments on-line and check balances	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Guide to making payments and frequently asked questions and answers 	This information is available on the council's website.	None

				http://www.newham.gov.uk/benefitsandpayments/payments/	
Planning	Information about Planning.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Do I need Planning Permission • Making a Planning Application • Local Land Charges & personal Searches • Planning Enforcement • Unitary Development Plan • Tree Preservation Orders • Listed Buildings • Local Development Framework 	<p>This information is available on the council's website</p> <p>http://www.newham.gov.uk/planning/</p> <p>http://www.newham.gov.uk/planning/planningapplications/viewplanningandbuildingcontrolapplicationonline.htm</p>	Yes
Pollution	Included information on effects of pollution and how to access the council's pollution unit. Description and location of smoke control areas across the borough	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Guide to Newham's pollution unit • Guide to what Newham is doing about pollution • Guide to effects of air pollution • Daily air pollution details • Smoke Control Areas – test and maps • Draft Air Quality Action 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/yourenvironment/airpollution/</p>	None

			Plan <ul style="list-style-type: none"> • Contaminated Land Strategy • Contaminated Land Register 		
Private Sector Housing including housing advice	Information on how to access private sector housing, grants and area renewal, home improvement standards in private rented sector Bringing empty properties back into full and effective use.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Accredited Landlord List • How to be an accredited Landlord/Agent • Housing Survival Packs • Newham Landlord Accreditation Pack • Landlord Accreditation Scheme (leaflet & form) • Housing Options Leaflet • How to report empty properties • Options available to owners of empty properties • Performance Report • Empty Property Strategy 	This information is available on the council's website. http://www.newham.gov.uk/housing/privatesectorhousing.htm http://www.newham.gov.uk/housing/housingoptionsandadvice/buyingorrentinginnewham/privaterentedaccommodation.htm	

Regeneration	Activity that address improvements to the built environment in both the public and private sectors (e.g. renewal area programmes in Forest Gate and Canning Town.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Information on the Public Finance Initiatives (PFI) • Consultation • Resident Groups • Newham's Private Sector Renewal Policy, November 2003 • Newham Stock Condition Survey 2004 • Manor Park Neighbourhood Condition Survey 2003 • Original Bids • Delivery Plan • Quarterly returns to Government Office for London • Regeneration Projects 	This information is available on the council's website http://www.newham.gov.uk/regen/regeneration.htm	None
Regulatory and licensing responsibilities	Information on regulatory and licensing responsibilities.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Alcohol • Entertainment • Gambling • Animals • Food & Safety • Skips • Sports Grounds • Marriage 	This information is available on the council's website. http://www.newham.gov.uk/yourenvironment/alcoholentertainmentandgamblinglicences.htm	None

				http://www.newham.gov.uk/yourenvironment/environmentalhealth.htm http://www.newham.gov.uk/birthsdeathsandmarriages/birthsdeathsandmarriages.htm	
Registration of Births, Deaths, Marriages, Civil Partnerships and Citizenship	Advice and guidance on where to register a birth, death or marriage in Newham	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Guide to location and contact details for Newham Register Office 	This information is available on the council's website. http://www.newham.gov.uk/birthsdeathsandmarriages/birthsdeathsandmarriages.htm	None
Roads	Information on traffic management and road safety. Also, information on traffic control, calming, restrictions and speed limits	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Road Safety in Newham web page Traffic Management Orders • Council's winter maintenance programme for dealing with severe weather i.e. snow and ice • Information on use of speed and red light cameras, speed 	This information is available on the council's website. http://www.newham.gov.uk/ParkingAndTransport/RoadSafety/SaferRoutesToSchool.htm http://www.newham.gov.uk/ParkingAndTransport/TrafficControls/SpeedHu	None

			humps, waiting and loading restrictions and 20 mph zones.	mpsandSpeedCushions.htm	
Road Safety	Advice on road safety and how to access the Councils road safety team.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Guide to the work of the Road Safety Unit. Guide to Practical advice on road safety. Contact details • Road Safety Plan • Newham Road Safety Guide • Cycle Training Guidelines 	This information is available on the council's website. http://www.newham.gov.uk/parkingandtransport/roadsafety.htm	None
Schools	Includes details of all Newham schools along with term and holiday dates	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Newham Schools Directory • List of school term and holiday dates • Guide to becoming a school governor • Information, Contacts and Advice • Training programme for school governors 	This information is available on the council's website. http://www.newham.gov.uk/educationandlearning/schools/	None
Social Care Plans and Performance	Information on Social Care priorities, plans and performance. Including information on	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Annual Performance Plan • Leaflet – your records and you 	This information is available on the council's website.	None

	how to access records and records protection		<ul style="list-style-type: none"> • Leaflet – safeguarding your personal information 	http://www.newham.gov.uk/healthandsocialcare/livingwithhivoraidsinnewham/socialcareservices.htm	
Sports	<p>Information on types and availability of sports in Newham</p> <p>General information on sport venues and organisations in the borough</p>	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Sport education courses • Water sports • Dry sports • Physical activity and Sport strategy 	http://www.newham.gov.uk/entertainmentandleisure/sports.htm http://www.newham.gov.uk/yourcommunity/healthadvice/healthyliving.htm	None
Statistics, plans and reports	Information on key education documents and useful education statistics.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Adult Learning Plan • Behaviour Support and Action Plans • Early Years Development and Childcare Plan • Education Development Plan • Guide to Excellence in cities • Inclusive Education strategy and action plans • Guide to proposed fair funding scheme 	<p>Information is available on the council's website.</p> <p>http://www.newham.gov.uk/educationandlearning/lifelonglearning/collegesanduniversities/sixthformcolleges.htm</p> <p>http://www.newham.gov.uk/EducationAndLearning/LifelongLearning/CollegesAndUniversities/HigherEducation.htm</p> <p>http://www.newham.gov.uk</p>	None

			<ul style="list-style-type: none">• School organisation plan• Sure start delivery plans• Exam and Test results in Newham• School Rolls in Newham• OFSTED inspection report on Newham Local Education Authority• OFSTED inspection report on Newham Education Action Zone• Section 52 Budget statement• Section 52 outturn statement• Education compendium• 14-19 Strategy• Asset Management Plan• Education Welfare Strategy Youth Service Plan• Behaviour Improvement Plan• Key Stage 2 Strategy• Key Stage 3 Strategy	uk/educationandlearning/schools/schoolperformance.htm	
--	--	--	---	--	--

			<ul style="list-style-type: none"> • Under Performing Schools Plan • ICT Development Plan • Accessible Schools Strategy 		
Students	Information for students in Newham on courses, colleges and grants	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Guide to Newham Youth Parliament • Guide to going to college and university in Newham • Guide to Education Maintenance Allowance • Guide to Grants for learning 	This information is available on the council's website. http://www.newham.gov.uk/educationandlearning/lifelonglearning/	None
Tourism	Information available for visitors to Newham, leisure information, events, museums and archives.	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Museums • What's On • Shopping & Eating • Cultural Events • History • Leisure information • 2012 Olympics and Paralympics Games • How to Get to Newham • Where to stay • What to see and do 	This information is available on the council's website http://www.newham.gov.uk/EntertainmentandLeisure/ArtsandEvents.htm http://www.newham.gov.uk/WhatsOn/	None

			<ul style="list-style-type: none"> • History of Newham • Tourism strategy: Past and Present • Visitor information 	http://www.newham.gov.uk/yourcommunity/tourisinformation/shoppinganddeating.htm http://www.newham.gov.uk/AboutNewham/HistoryofNewham.htm	
Trading standards	Information about Trading Standards	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Product Recalls • Consumer Advice • Business Advice • Age Restricted Sales • Scams • Illegal Money Lending • Mobile Phone Cash-backs 	<p>This information is available on the council's website</p> <p>http://www.newham.gov.uk/yourenvironment/tradingstandards.htm</p>	None
Transport	Information about transport in Newham and also local transport plans and strategies	This information can be searched for on the council's website.	<ul style="list-style-type: none"> • Public Transport Scrutiny Commission • Regeneration Projects • Map of Transport Projects in Newham • Local transport interim plan • Transport Planning 	<p>This information is available on the council's website.</p> <p>http://www.newham.gov.uk/ParkingAndTransport/TransportAndTravel.htm</p> <p>http://www.tfl.gov.uk/</p>	None
Vacancies	Information on vacancies available in	This information can be searched	<ul style="list-style-type: none"> • Working for Newham Council case studies 	<p>This information is available on the</p>	None

	the Council and guide to job profiles from staff working in Newham	for on the council's website.	<ul style="list-style-type: none"> List of Job vacancies currently available in Newham Council 	council's website. http://www.newham.gov.uk/Jobs/	
Waste disposal	Information on the Council's Trade Refuse Service	This information can be searched for on the council's website.	<ul style="list-style-type: none"> Guide to dealing with trade waste Waste management Charter Waste Solutions – newsletter for four boroughs of Newham, Havering, Redbridge and Barking and Dagenham 	This information is available on the council's website http://www.newham.gov.uk/YourEnvironment/WasteAndRecycling.htm	None
Work Experience	List and contact details or organisation that assist with obtaining work experience	This information can be searched for on the council's website.	<ul style="list-style-type: none"> Getting work experience – list and contact details 	This information is available on the council's website. http://www.newham.gov.uk/jobs/workexperiencefaq.htm	None