

The Vale of Glamorgan Council

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

1. INTRODUCTION

The Freedom of Information Act (2000) received royal assent in November 2000 and comes fully into force in January 2005. It gives a general right of access to all types of recorded information held by public authorities including the Vale of Glamorgan Council. It sets out exemptions from that right and places a number of obligations on the Council. The Act deals with information other than personal information (which continues to be managed under the rules of the Data Protection Act).

The Act comes into force in two stages. As part of the Freedom of Information Act all Local Authorities must have an approved Publication Scheme in place by February 2003. A Publication Scheme sets out what information the Local Authority publishes or intends 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 our Publication Scheme is already available.

The purposes of the Scheme are 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 to encourage a culture of openness within local government.

From January 2005, any person who makes a request to a public authority for information must be informed whether the public authority holds that information and subject to exemptions supplied with that information.

2. INFORMATION ABOUT THE COUNCIL

The Vale of Glamorgan Council

The Vale of Glamorgan covers an area of 33,097ha and has a population of 121,400. It has a Non Domestic Rateable Value of almost £78million and a Council Tax Base of 48,100. In 2001/2002 the Council's capital expenditure was £18 million and gross revenue expenditure was £204 million (net £128m). The Council employs a total of approximately 5,500 full time and part time staff.

The Council provides the full range of services typical of a Unitary Authority. These include:

- Housing
- Community safety
- Community care and health
- Economic development
- Leisure and tourism
- Planning and transportation
- Building Control
- Waste management and cleansing
- Parks and grounds maintenance
- Environmental Health

Trading standards
Emergency planning
Lifelong learning and development
Libraries

The Council comprises 47 elected members. In 2002 the Council adopted a new Constitution based on the Cabinet with Leader model. There are currently 10 Cabinet portfolios.

3. THE COUNCIL'S APPROACH TO THE SCHEME

The Council sees the introduction of the Freedom of Information Act as a welcome opportunity both to improve the ways in which it informs the public it serves and to improve the ways in which it manages the enormous amount of information it holds. Information is one of, if not the most important assets the Council has, and Freedom of Information provides a catalyst to make it more widely available and manage it more efficiently.

The Council wishes to conduct its business in an open and honest fashion. Occasionally the Council has to make decisions, which are not popular, but it is important that the public is informed of how those decisions have been made and the reasons for making them. The provisions of the Freedom of Information Act will enable the public to understand further the Council and its work through improved access to information.

A publication scheme is in essence a guide to the information that the Council publishes or intends to publish. The Council is committed to a policy of open access to information under the Scheme.

In preparing for this scheme we have had regard to the public interest. We have taken notice of the sort of information that people normally ask us for and what they are interested in. We have also had regard overall to the public interest of disclosure of information in the interests of open and accountable local government as well as having regard to information which is already published and the rights that the Freedom of Information Act will in due course bring to everyone when the public access provisions come in under the legislation in 2005.

The scheme and this new legislation does not limit in any way other rights that people have to information nor does it limit in any way the very large amount of information that we otherwise publish outside the scheme.

The term "Publication" is not limited to information contained in a bound or printed form (i.e. a brochure or a book); it includes many different forms of producing information - web based information is just as much part of the Publication Scheme as a mass-produced leaflet).

A key requirement of the Scheme is that it identifies the "classes" of information that the Council will publish. In devising "classes" of information, the paramount consideration has been that members of the public can readily

understand it. The Scheme has assembled “classes” under each service to make it easier for the public to access the relevant information.

It is intended that over time more information will be added to the “classes”, to contain as much information as possible on a particular category.

A great deal of the information that we hold is personal and private to individuals. The Freedom of Information Act does not deal with this. The relevant legislation is the Data Protection Act. The Freedom of Information Act will not require to be made publicly available private and confidential information about peoples private Council Tax, Benefit, tenancy, etc. arrangements with the Council. The individual concerned however, does have access to that information under the Data Protection Act. Your private affairs and business with the Council as an individual are not therefore, the subject of this publication scheme.

4. USING THE PUBLICATION SCHEME

Access to the Publication Scheme

This version of the scheme is published as a printed document. Copies of the Publication Scheme can be obtained from the Council’s Libraries, and the Main Reception Desks of the Council’s buildings and at some point in the future, the internet.

Structure of the Published Information

The Council’s Publication Scheme is divided into Services, functions then general categories that are easy to understand and allow the user to quickly find requested information. In turn, these general categories are divided into sub categories. The sub categories have then been divided into classes of information. *Classes* describe in more detail what is available in the scheme. Further clarification and explanation can then be found in the definition and information sections. Information can be in the form of printed material such as reports and leaflets, or in a variety of other media, such as links to web sites.

For example:

Service Area: Chief Executive’s Department

Operational Area: Corporate Policy

Category: 08. Corporate Policy

Sub Category: 08.2 Advice and Information (Corporate Policy)

Class: Corporate Plan 2002-2007

Definition: 103 Outlines the Council’s vision, priorities and aims.

Information: The Corporate Plan

Format: PE - Paper or via e-mail

Charge Applicable: No.

Postal Address: Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU

Telephone: (01446) 700111

Internet Available: No

It is not necessary to have knowledge of the structure of the Council to navigate the scheme.

The Council creates enormous amounts of new information every working day. Notwithstanding the Council's desire to make more information available, many documents have to go through formal processes before they are approved and published. In other cases public feedback on draft documents may be sought before a final version is produced. It may also simply be impractical to make publicly available **all** information on a particular subject.

Therefore, in defining classes of information certain qualifying terms have been used in the definition and information sections in the Scheme to clarify exactly what information the public may reasonably expect to find within that class. Some material within the categories may be exempt information either under the Freedom of Information Act or other legislation and will not be available.

It is the Council's intention to make as much material as possible, referred to in the classes, available on the Council's web site.

Information available but not originating from Vale of Glamorgan

Some information provided by the Council and included within classes in the Publication Scheme may not have originated from within the Council, (e.g. information supplied by the Health and Safety Executive). Every attempt has been made to ensure that the current version of such information is available. If in doubt, please contact the originator of the document in question.

5. EXEMPT AND INACCESSIBLE INFORMATION

The Council will attempt to maximise the amount of information contained in the Publication Scheme by 2005. Where, however, some of the information comes within an "exempt" category in the Freedom of Information Act 2000 or other legislation, it will be published with the exempt material deleted.

It may also be that the document in question has now been deleted, or held in a special store for archival purposes.

6. CHANGES TO THE PUBLICATION SCHEME

The Council intends to review the contents of the scheme on a regular basis. Following each review it is expected that new material of interest to citizens will be added.

7. REQUESTING INFORMATION

The timetable for full implementation of the Freedom of Information Act 2000 is that all local authorities must publish an approved Publication Scheme by February 2003. **The provisions of the Act relating to requests for information will come into force in January 2005. Therefore, it is not possible for members of the public to make requests under the Freedom of**

Information Act at this time. However, some information can be obtained on the Council's web site or from offices of the Council.

Once the Freedom of Information Act is fully in force, if you have searched the Publication Scheme and cannot find what you are looking for, you can make a request for the information. 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 will be covered by the scheme because an exemption may apply.

The Vale of Glamorgan Council is planning to put straightforward procedures in place for FOI requests once the Act comes into force. Anyone will be able to make a request for information. The Act gives applicants two related rights:

- The right to be told whether the information exists;
- The Right to receive the information (and where possible, in the manner requested, i.e. as a copy or summary, or the applicant may ask to inspect a record) subject to certain exemptions which are laid out in the Act.

From January 2005 applicants will be able to exercise their right of access to the information the Council holds. The Act is fully retrospective. This means that you can ask for information from before 2005, subject to any exemptions that may apply.

- The Publication Scheme can be obtained in English and Welsh and the Council will endeavour to provide information in other languages upon request.
- Some historical information, for example minutes of meetings of a predecessor authority may be stored with the Glamorgan Archives Services. Further information and contact details for this Service are contained at the end of the Scheme.

8. CHARGES

It is a requirement of the Publication Scheme that it states whether information included in it is, or is intended to be, available free of charge or on payment. The Council wishes to make as much information as possible available free of charge, though there will be instances where this is not possible.

In broad terms the following conditions will apply:

Website: free of charge unless otherwise specified

Email: free of charge unless otherwise specified

Publications produced by the County Council for sale: As per cover price.

Photocopying: Although there is no intention to charge for material that has previously been made available free of charge the Council shall levy a charge for photo-copying of information. An example of this would be where an individual has requested copies of a specific item such as a minute of a previous committee meeting.

9. FEEDBACK

We welcome comments and suggestions on how we can improve the scheme, as it is important that the scheme meets your needs.

Your comments on the following questions would help us to develop the scheme and make us more open in how we work.

- Have you understood the aim of the publication scheme?
- Are there any other areas of our work that you would like us to include in the Scheme?
- Did the structure of the scheme allow you to find the information you needed easily?
- How could we improve the publication scheme?

Please send your reply to:

The Director of Legal and Regulatory Services
The Vale of Glamorgan Council
Civic Offices
Holton Road
BARRY
CF63 4RU

E-mail: PHEvans@valeofglamorgan.gov.uk

10. CLASSES OF INFORMATION

Key to Classes

This key will be used in each Class of information to identify whether there is a charge for a copy of the information, and to identify the format that the information within each class may be available in.

Charge = yes/no.

Formats Available:

AD	-	Audio
IS	-	by Inspection
IT	-	Internet
LF	-	Leaflet/Booklet
LP	-	Large Print
MG	-	Magazine
PE	-	Paper or via e-mail
PP	-	Paper
PPB	-	Paper English/Welsh
PPLF	-	Paper/Leaflet
PS	-	Poster or Postcard

- PT - Available by Post
- VD - Video

New material in each of the identified Classes of Information will be added to from time to time. Superseded material will be replaced.

Building Services

Driving Guidelines for Council Staff

Chief Executive Department

Media / Public Information / Press Releases

The Vale Logo

Improvement & Development Service Plans

Corporate Plan 2002 – 2007

Local Action Plans – European Office Funding Opportunities

Councils Complaints Policy

Draft Code of Practice on Written Consultations

Consultation Strategy & Consultation Guidelines

The Council's Procurement Strategy

Vale of Glamorgan Partnership Annual Report 2002

Castleland, Gibbonsdown, Court & Cadoc Wards – specific consultations

Community Planning / Strategy

Policy Agreement as agreed with National Assembly for Wales

Citizen's Panel Newsletter

Draft Environmental Policy with regard to council operations and procedures

Vale of Glamorgan Partnership - Community Strategy

Audit Reports on the Improvement Plan

Vale of Glamorgan Partnership – Terms of reference

Improvement Plan – summary

Council's Improvement Plan

Inspection Reports of the Audit Commission on Best Value

Best Value Improvement, Reviews, Plans

Corporate Standards

Community Services

Children and Families – general guidelines on the service

Children and Families – general information on service procedures & plans

Children and Families – general guidelines on the service

Policies, guidelines and advice on services for Older People and elderly, mentally infirm

General information about Community Care Standards and Community & Care Services

Services to people with Disability & Impairment - guidelines

Guidelines on Community Safety & Crime Reduction

Guidelines on Housing and Community Safety plans

Published plans and policies on proposed developments, published surveys & energy management

Strategies, plans and surveys on Homelessness & Registration

Health & Social Care, advice, complaints & guidelines

Health & Social Care, advice, complaints & procedures

Economic Development & Leisure

Public Rights of Way - leaflets

Biodiversity Publications

Heritage Coast Visitor Sites - leaflets

Country Parks & Commons publications
Published notices, plans and brochures on the development of Barry
Economic Development Strategy
Information about leisure activities at Council Leisure Centres
Local Street Maps
Town Guides for tourists
Promotional and tourist information on the Glamorgan Heritage Coast & Countryside
Events bulletin for the Vale of Glamorgan
Information on sporting activities at Council Leisure Centres

Finance, I.C.T. & Property

Council Tax advice leaflets
Guidelines for applications for grants for voluntary organisations
Council's Statement of Accounts for a particular financial year
Provision of information on how to contact the council on suspected fraud
Council Tax – guidance on claiming Apprentice relief
Guidelines on Council Tax
Council Tax – guidance on claiming Student relief
Council Tax – guidance on claiming Hospital relief
Council Tax – guidance on claiming Severely mentally impaired relief
Council Tax – guidance on claiming Residential Home relief
Council Tax – Bailiff Code of Practice
Council Tax – guidance on claiming Carer relief
Council Tax – guidance on claiming Child Benefit relief
Council Tax – guidance on claiming Further Education relief
Council Tax – methods & places to pay council tax bills
Council Tax – Direct Debit Mandate
Council Tax – guidance on claiming Prisoner relief
Council Tax – guidance on claiming Disabled relief
Council Tax – guidance on claiming Youth Trainee relief
Council Tax – guidance on claiming Annexe relief
Council Tax – valuation list
Housing Benefit Chart showing benefit rates
N.D.R. – guidance on claiming rate relief for Charitable & Other Organisations
N.D.R. – guidance on the Vacation Notice
Non domestic rates – guidance on N.D.R.
N.D.R. – guidance on claiming Hardship relief
N.D.R. – Bailiff Code of Practice
N.D.R. – guidance on claiming Rural Rate relief
N.D.R. – Direct Debit Mandate for council non domestic rate bills
N.D.R. – valuation list
N.D.R. – methods, places & options on how to pay NDR
N.D.R. – guidance on the Occupation Notice
Confirmation of land in the council's ownership
Land / premises, in council ownership, available for sale / lease

Learning and Development

Guidelines on Exclusion Procedures
Guidelines on Special Education Needs
Guidelines on Pupil Support (Welfare)

Equalities, policies, action plans and guidelines
Guidelines for completing Criminal Records Disclosure forms
Procedures on Disciplinary and Grievance, Pensions & Medical / Health with regard to Human Resources
Vale of Glamorgan training plans and policies
Statistical data on performance targets and outcomes on all spheres of Human Resources and Equalities
Human Resources - Service Performance plan
Guidelines on job applications, interviews and references
Equalities, policies, action plans and guidelines
Previous year's Public library user survey
Annual Adult Education Prospectus
Service guide on the Library Service
Guidance on free school meals
Approved School Organisational 5 year plan
Guidance on school transport
Guidance on school admissions
School Admissions Policy

Legal & Regulatory Services

Elections – breakdown of results of last election
Councillors – names of current representatives
Councillors – names and contact details of current members
Councillors – description of current Members Allowances Scheme
Council Constitution
Guidance on the Education Appeals Committee
Details of marriage venues
Approved Council Committee agendas & reports for the previous 6 years (excluding exempt information)
Approved Council Committee minutes for the previous 6 years (excluding exempt information)
Guidance on the Registration of births, deaths & marriages
Published reports on Air Quality Review and Assessment stages 1, 2 & 3
Registration of licensed butchers in the Vale
Regulatory Policy regarding the investigation of Notifiable Accidents
Bathing water sampling programme
Register of Legal notices served, during the previous 5 years by Regulatory Services, in the interest of public safety
Annual Food Sampling Programme
Results of customer satisfaction surveys within Regulatory Services
Annual Trading Standards Service Plan
Customer Charter for Regulatory Services
Register of businesses and individuals licensed within the Vale
Annual Food Service Plan
Guidance on Contaminated Land
Register of stray dogs collected & impounded by the Council
Register of food premises within the Vale
Regulatory Services Enforcement Policy
Guidance on Air Quality
Guidance on Pest Control

Guidance on Water Quality
Guidance on cooling towers and evaporative condensers

Planning & Transportation

Building Control – general guidance for applications
Building Control – guidance for Radon
Guidance on Building Control – full plans applications
Building Control – guidance for windows, loft conversions & external doors
Building Control – Building Notice applications
Building Control – Statutory and Council Procedures
Guidance on Building Control – current service charges
Guidance on Planning Appeals
Development Control – advice on what the service does
Planning applications – Full Plans Applications guidance
Guidance on Planning Enforcement
Guidance on Tree Preservation
General development control guidance
Miscellaneous planning forms
Planning applications – Householder applications
General planning advice and guidelines
Business directory – businesses in the Vale
Guidance on Road Safety
Local transport plans
Guidance on school crossing patrols
Guidance on child pedestrian co-ordination
1991 Census reports
Public travel leaflets and publications
Guidance on the Driver Improvement Scheme
Unitary Development Plan – currently in draft form
Guidance on Conservation
Advice and leaflets on Traditional windows / doors in listed buildings and conservation areas
Guidance on Listed Building consent
Planning & Transportation Policy – advice and guidelines on the service function

Visible Services

Guidance on the Enforcement of Highways Act 1980
Roads – quality manuals
Roads – guidance on the Winter Maintenance Manual and Snow Plan
Procedures on highway inspections and enforcement
Procedures regarding street-lighting, traffic signals and illuminated street furniture
Operational procedures regarding front line maintenance of the adopted highway
Leaflets and guidance on flooding
Advice about Parks and Grounds Maintenance
Environment – quality manuals
Guidance on the Control of Dogs legislation
Guidance on refuse collection Service on public holidays
Guidance on re-cycling
Procedures on Waste Management & Cleansing
Guidance on Civic Amenity Sites

Guidance on normal / special waste collections
Guidance on home composting
Procedures on street cleansing
Procedures on bulky household waste collection
Information on normal / special waste collections
Procedures on Ancillary Cleansing Services

Building Services

Operational Area	Fleet Management
Category	Transport & Streets
Sub Category	Maintenance
Class	Driving Guidelines for Council Staff
Definition	VOG training plans & policies
Information	Guidelines for Drivers of Council Vehicles (Draft)
Format	LF - Leaflet/Booklet
Charge	No
Applicable	
Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet	No
Available	

Chief Executive Department

Operational Area	Communications
Category	Media Relations
Sub Category	Council News
Class	Media / Public Information
Definition	News about your Council
Information	Press releases / web based information and other publicly available material
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Chief Executive Department

Operational Area	Communications
Category	Graphic Design
Sub Category	Advice & Information
Class	The Vale Logo
Definition Information	A guide to the use of the Vale of Glamorgan Logo Information, with regard to the Vale Logo and corporate image, supplied to Council supported organisations and relevant businesses.
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU
Telephone	(01446) 700111
Internet	No
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Improvement and Development
Sub Category	Plans Reviews, Reports & Summaries
Class	Service Plans
Definition	Plans for each service department, including performance information
Information	Service plans, completed on an annual basis, for all services across the Council outlining the priorities, performances and needs for the services
Format	PE - Paper or via E-mail
Charge	Yes
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Corporate Policy
Sub Category	Advice & Information (Corporate Policy)
Class	Corporate Plan 2002-2007
Definition	Outlines the Council's vision, priorities and aims
Information	The Corporate Plan
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	European Office
Sub Category	Objective 2 Transitional & Objective 3
Class	Local Action Plans
Definition	Information on funding opportunities via Transitional Objective 2 & 3 within the Vale
Information	Information guidance and advice on funding opportunities from Transitional Objective 2 & Objective 3 within the Vale
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Consultation
Sub Category	Complaints
Class	Council's Complaints Policy
Definition	How to make a complaint regarding the Vale of Glamorgan Council
Information	Information on how to make a complaint
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	Yes

Chief Executive Department

Operational Area	Corporate Policy
Category	Consultation
Sub Category	Advice & Information
Class	Draft Code of Practice on Written Consultations
Definition	Information on Policy Procedures and Protocol
Information	Written documentation with regard to the code
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Consultation
Sub Category	Advice & Information
Class	Consultation strategy and consultation guidelines
Definition	Information on Policy Procedures and Protocol
Information	Policy document on guidelines and strategy
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Procurement
Sub Category	Policy
Class	The Council's Procurement Strategy
Definition	Strategy Document
Information	Details of how the council operates its Procurement Strategy
Format	PE - Paper or via E-mail
Charge	Yes
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	European Office
Sub Category	Vale of Glamorgan Partnership
Class	Annual Report 2002
Definition	Partnership involving public, business, voluntary and community sectors within the Vale
Information	Information on partnership activities over the previous 12 months
Format	PE - Paper or via E-mail
Charge	Yes
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Consultation
Sub Category	Advice & Information
Class	Castleland, Gibbonsdown, Court and Cadoc ward - specific consultations
Definition	Co-ordination and advice on internal and external consultation activities
Information	Provision of relevant information in the form of newsletters, leaflets etc
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	Yes

Chief Executive Department

Operational Area	Corporate Policy
Category	Community Planning
Sub Category	
Class	Community Strategy
Definition	The Draft Community Plan
Information	The latest version of the Plan out to consultation
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Corporate Policy
Sub Category	
Class	Policy Agreement with the National Assembly for Wales
Definition	Agreement negotiated and agreed with the National Assembly for Wales to deliver mutually agreed objectives
Information	Details of the Agreement
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Consultation
Sub Category	Citizens Panel
Class	Citizen's Panel Newsletter
Definition	A panel of Vale residents, who have agreed to be contacted regularly to offer their views on Council Services
Information	Newsletter
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Sustainability
Sub Category	Corporate Policy on Environmental Strategy
Class	Draft Environmental Policy
Definition	Environmental Policy with regard to Council operations & procedures
Information	A statement of the Environmental Policy for all Council operations & procedures
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Sustainability
Sub Category	Vale of Glamorgan Partnership
Class	Community Strategy
Definition	Partnership involving public, business, voluntary and community sectors within the Vale
Information	Overarching strategy as developed by the Vale Partnership incorporating Sustainability as a cross cutting theme
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Improvement and Development
Sub Category	Plans Reviews, Reports & Summaries
Class	Audit reports on the Improvement Plan
Definition	Audit Reports Published
Information	Report commissioned by District Audit. Report is on an "ad hoc" or service needs basis to review the Council's services
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	European Office
Sub Category	Vale of Glamorgan Partnership
Class	Terms of Reference of the Vale of Glamorgan Partnership
Definition	Partnership involving public, business, voluntary and community sectors within the Vale
Information	Outline of the role of the partnership
Format	PE - Paper or via E-mail
Charge	Yes
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Improvement and Development
Sub Category	Plans Reviews, Reports & Summaries
Class	Improvement Plan Summary
Definition	A summary of the plan
Information	Summary as is produced annually for the residents within the Vale of Glamorgan
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Improvement and Development
Sub Category	Plans Reviews, Reports & Summaries
Class	Improvement Plan
Definition	Council's Improvement Plan
Information	An annual improvement plan outlining the performance of the Council and all Services
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Improvement and Development
Sub Category	Plans Reviews, Reports & Summaries
Class	Inspection Reports of the Audit Commission on Best Value
Definition	Reports on inspections carried out and published
Information	Audit Commission Reports as completed by the Best Value Inspectorate
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Improvement and Development
Sub Category	Plans Reviews, Reports & Summaries
Class	Best Value Improvement Reviews Reports
Definition	Reports on reviews completed
Information	Completed Improvement Reviews Reports
Format	PE - Paper or via E-mail
Charge	
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Chief Executive Department

Operational Area	Corporate Policy
Category	Corporate Policy
Sub Category	Advice & Information (Corporate Policy)
Class	Corporate Standards
Definition	The Corporate Policy document
Information	Information about the Council Corporate Standards
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Community Services

Operational Area	Children & Family Services
Category	Health & Social Care
Sub Category	Children & Families
Class	General guidelines on the service
Definition	Information on services procedures and plans
Information	Young People's Partnership Plan Cymorth Plan (Funding for disadvantaged children within the Framework) Early Years Development Plan Children's Services Plan & Executive Summary
Format	PPLF - Paper / Leaflet
Charge	No
Applicable	
Postal Address	Haydock House, Holton Road, Barry, Vale of Glamorgan, CF63 4AH.
Telephone	(01446) 725202
Internet	No
Available	

Community Services

Operational Area	Children & Family Services
Category	Health & Social Care
Sub Category	Children & Families
Class	General Information on service procedures and plans
Definition	Children and Families, information and services
Information	A range of leaflets about available services e.g Sure Start Leaflet; Services for Children & Families; Children Accommodated Away from Home. Children & Young People Framework Partnership Plan Children's Partnership Plan
Format	PPLF - Paper / Leaflet
Charge	No
Applicable	
Postal Address	Haydock House, Holton Road, Barry, Vale of Glamorgan, CF63 4AH.
Telephone	(01446) 725202
Internet Available	No

Community Services

Operational Area	Children & Family Services
Category	Health & Social Care
Sub Category	Children & Families
Class	General guidelines on the service
Definition	Information on services procedures and plans
Information	A range of leaflets about procedures e.g. Child Care Plans and Reviews; Child Protection & Reviewing Unit Case Conference; Child Protection Investigations Youth Justice Plan
Format	PPLF - Paper / Leaflet
Charge	No
Applicable	
Postal Address	Haydock House, Holton Road, Barry, Vale of Glamorgan, CF63 4AH.
Telephone	(01446) 725202
Internet	No
Available	

Community Services

Operational Area	Community Care & Health
Category	Health & Social Care
Sub Category	Older People
Class	Policies, guidelines and advice on services for Older People and elderly, mentally infirm
Definition Information	Accommodation, services and reviews for Older People Leaflets on available services, Reports on Reviews of Residential Homes & Domiciliary Care Provision, Directory of Care Homes, Social Care Plan and Executive Summary, South Wales Adult Protection Forum's Policy & Procedures
Format	PPLF - Paper / Leaflet
Charge	No
Applicable Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Community Services

Operational Area	Community Care & Health
Category	Health & Social Care
Sub Category	Community & Care Services & Standards
Class	General information about Community Care Standards & Community & Care Services
Definition	Policies and advice on Community Care Services, Care Services and standards for service provisions
Information	Community Care Health & Service Plan, Standards for monitoring Residential & Domiciliary Services, Carers Strategy, Support for Carers, Assessment & Case Management Information, Social Care Plan & Executive Summary
Format	PPLF - Paper / Leaflet
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Community Services

Operational Area	Community Care & Health
Category	Health & Social Care
Sub Category	Disabled & Impairment Services
Class	Guidelines on the service and plans
Definition	Services to people with Disability and Impairment
Information	Leaflets about available services eg home care, day services, equipment & adaptations Social Care Plan & Executive Summary Health Alliance Briefing & Leaflet Health Support Services Leaflet
Format	PPLF - Paper / Leaflet
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Community Services

Operational Area	Housing & Community Safety
Category	Health & Social Care
Sub Category	Housing, Homelessness & Community Safety
Class	Guidelines on Community Safety & Crime Reduction
Definition	Community Safety and Crime Reduction
Information	HMO Standards for Facilities, Amenities & Means of Escape from Fire CCTV Code of Practice Crime & Disorder Reduction Strategy & Audit Executive Summary
Format	PPLF - Paper / Leaflet
Charge	No
Applicable	
Postal Address	Housing Department, 2-8 Holton Road, Barry, Vale of Glamorgan, CF63 4HD
Telephone	(01446) 709500
Internet	No
Available	

Community Services

Operational Area	Housing & Community Safety
Category	Health & Social Care
Sub Category	Housing, Homelessness & Community Safety
Class	Guidelines on Housing & Community Safety Plans
Definition	Information on Housing Services
Information	Housing Strategy Allocations Policy Annual Report to Tenants and Introductory Tenants Leaflet
Format	PPLF - Paper / Leaflet
Charge	No
Applicable	
Postal Address	Housing Department, 2-8 Holton Road, Barry, Vale of Glamorgan, CF63 4HD
Telephone	(01446) 709500
Internet	No
Available	

Community Services

Operational Area	Housing & Community Safety
Category	Health & Social Care
Sub Category	Housing, Homelessness & Community Safety
Class	Published plans and policies on proposed developments, published surveys & energy management
Definition	Information with regard to proposed developments, surveys and energy management
Information	House condition survey 2003 Neighbourhood Renewal Assessments in Penart (2000) & Cadoxton (1995) Housing Renewal Strategy Energy Management - Home Energy Conservation Act Strategy
Format	PPLF - Paper / Leaflet
Charge	No
Applicable	
Postal Address	Housing Department, 2-8 Holton Road, Barry, Vale of Glamorgan, CF63 4HD
Telephone	(01446) 709500
Internet Available	No

Community Services

Operational Area	Housing & Community Safety
Category	Health & Social Care
Sub Category	Housing, Homelessness & Community Safety
Class	Strategies, plans and surveys on Homelessness and Registration
Definition Information	Information with regard to Homelessness & Registration Homelessness Strategy Homelessness Surveys 2000 Supporting People Operational Plan HMO Registration Scheme
Format	PPLF - Paper / Leaflet
Charge	No
Applicable Postal Address	Housing Department, 2-8 Holton Road, Barry, Vale of Glamorgan, CF63 4HD
Telephone	(01446) 709500
Internet Available	No

Community Services

Operational Area	Strategy, Performance Management & Commissioning
Category	Health & Social Care
Sub Category	General Advice (Health & Social Care)
Class	Community Services Health & Social Care advice, complaints & guidelines
Definition	General advice and guidelines, Social Services complaints procedure, locations and plans
Information	Complaints Procedures for Adults & Young People Range of leaflets describing procedures: How to Contact The Department; Prospective Foster Parents; Welfare Rights; Access to Personal Records; Protection of Vulnerable Adults.
Format	PPLF - Paper / Leaflet
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Community Services

Operational Area	Strategy, Performance Management & Commissioning
Category	Health & Social Care
Sub Category	General Advice (Health & Social Care)
Class	Community Services Health & Social Care advice, complaints & procedures
Definition	General advice and guidelines, Social Services complaints procedure, locations and plans
Information	The Charging Policy; Community Services Newsletter; The Performance Management Framework; The Annual Training Plan; The Commissioning Strategy for Community Services; The South Wales Adult Protection Forum's Policy & Procedures
Format	PPLF - Paper / Leaflet
Charge	No
Applicable Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Economic Development & Leisure

Operational Area	Countryside & Environmental Projects
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Public Rights of Way leaflets
Definition Information	Rights of Way, Land, Planning and Buildings Various countryside walks leaflets
Format	PP - Paper
Charge	No
Applicable Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	Yes

Economic Development & Leisure

Operational Area	Countryside & Environmental Projects
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Biodiversity Publications
Definition Information	Information concerning biodiversity issues
Format	Leaflet - The Vale Vote for Biodiversity
Charge	LF - Leaflet/Booklet
Applicable	No
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Economic Development & Leisure

Operational Area	Countryside & Environmental Projects
Category	Community, People & Living
Sub Category	Advice & Information
Class	Heritage Coast Visitor Sites leaflets
Definition	Information on Leisure activities
Information	leaflets for: Seawatch Centre and forthcoming events.
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	Yes
Available	

Economic Development & Leisure

Operational Area	Countryside & Environmental Projects
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Country Parks & Commons publications
Definition	Environmental & Conservational - public attractions
Information	Visitor information for individual country parks etc
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	Yes
Available	

Economic Development & Leisure

Operational Area	Economic Development
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Published policies, plans and brochures on the development of Barry
Definition	Current and future development of Barry including The Waterfront
Information	Barry Action briefing publications; Partnership for Success; current Newsletter; Barry Waterfront Development brochures; Barry Town Hall brochure.
Format	PPB - Paper English / Welsh
Charge	No
Applicable Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Economic Development & Leisure

Operational Area	Economic Development
Category	Business
Sub Category	Advice & Information
Class	Economic Development Strategy
Definition Information	Information on the Council's 4 year strategy 1999-2003 Report - Economic Development Strategy 1999-2003; booklet - The Facts; Listing of workshop units (details on webpage); Application form for database.
Format	PP - Paper
Charge	No
Applicable Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	Yes

Economic Development & Leisure

Operational Area	Leisure & Tourism
Category	Leisure
Sub Category	Community, Leisure & Activity Centres
Class	Information about leisure activities at Council Leisure Centres
Definition	Information on Leisure activities
Information	Brochures guidance etc relating to current leisure activities including; Lifestyle Fitness Suites, Passport to Leisure, Exercise referral scheme, membership administration.
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	Yes

Economic Development & Leisure

Operational Area	Leisure & Tourism
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Local streetmaps
Definition	Vale of Glamorgan maps
Information	Current Official Streetmaps booklet for the Vale of Glamorgan
Format	LF - Leaflet/Booklet
Charge	Yes
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	Yes
Available	

Economic Development & Leisure

Operational Area	Leisure & Tourism
Category	Leisure
Sub Category	Advice & Information (Leisure)
Class	Town Guides for Tourists
Definition	Promotional & Tourist Literature
Information	Town guides for Cowbridge, Llantwit Major, Barry Island, Penarth.
Format	PPB - Paper English / Welsh
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	Yes

Economic Development & Leisure

Operational Area	Leisure & Tourism
Category	Leisure
Sub Category	Advice & Information (Leisure)
Class	Promotional and tourist information on the Glamorgan Heritage Coast & Countryside
Definition	Promotional & Tourist Literature
Information	Glamorgan Heritage Coast & Countryside : Joint Annual Publication; Country Parks; Days Out; Legendary Villages.
Format	PPB - Paper English / Welsh
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	Yes
Available	

Economic Development & Leisure

Operational Area	Leisure & Tourism
Category	Leisure
Sub Category	Information & Whats On? Guide (Leisure)
Class	Events bulletin for the Vale of Glamorgan
Definition	Information on Community activities
Information	Monthly newsletter - Vale of Glamorgan Events
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	Yes
Available	

Economic Development & Leisure

Operational Area	Leisure & Tourism
Category	Leisure
Sub Category	Community, Leisure & Activity Centres
Class	Information on sporting activities at these centres
Definition	General information on sport
Information	National Sports Library
Format	IT - Internet
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	Yes
Available	

Finance, ICT & Property

Operational Area	Accountancy
Category	Accounts
Sub Category	Advice & Information
Class	Council Tax Leaflet
Definition Information	Leaflet issued annually providing details of Council Tax Bills
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Finance, ICT & Property

Operational Area	Accountancy
Category	Accounts
Sub Category	Advice & Information
Class	Guidlelines for applications for Grants to Voluntary Organisations
Definition Information	Guidelines for applications for grants to voluntary services Information on the availability of grants to voluntary organisations
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Finance, ICT & Property

Operational Area	Accountancy
Category	Accounts
Sub Category	Advice & Information
Class	Council's Statement of Accounts for a particular financial year
Definition	Final accounts and supporting information
Information	Council's statement of accounts for a particular financial year
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Audit
Category	Benefit Fraud
Sub Category	Advice & Information
Class	Provision of information on how to contact the council on suspected benefit fraud
Definition Information	Information on how to contact the authority to report suspected fraud
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Guidance on claiming Apprentice Relief
Definition	Claiming Relief
Information	How to apply for relief when an apprentice is resident at the property
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Guidelines on Council Tax
Definition Information	Brief outline of what Council Tax is, how it is calculated, reductions available
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	Yes

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Guidelines on claiming Student Relief
Definition	Claiming Relief
Information	How to apply for relief when a student is resident of the property
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Guidelines on claiming Hospital Relief
Definition	Claiming Relief
Information	How to apply for relief when a resident is admitted to hospital
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Guidelines on claiming Severely Mentally Impaired Relief
Definition	Claiming Relief
Information	How to apply for relief when a resident is classed as Severely Mentally Impaired
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Guidelines on claiming Residential Home Relief
Definition	Claiming Relief
Information	How to apply for relief where a resident has been admitted to a residential home
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Bailiff Code of Practice
Definition	Details of the code
Information	Information on how bailiffs should conduct themselves and the different procedures that may be used
Format	IT - Internet
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Guidelines on claiming Carer Relief
Definition	Claiming Relief
Information	How to apply for relief when a carer is resident at the property
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Guidelines on claiming Child Benefit Relief
Definition	Claiming Relief
Information	How to apply for relief where Child Benefit is in payment
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Guidelines on claiming Further Education Reduction
Definition	Claiming Relief
Information	How to apply for relief when a resident is in receipt of further education
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Methods & Places to pay Council Tax bills
Definition	Advice on payment options
Information	Information on where to pay bills and different payment options
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Direct Debit Mandate
Definition Information	Advice on payment options How to enable payment of a council tax bill to be made monthly from a bank / building society
Format	PP - Paper
Charge Applicable	No
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	Yes

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Guidelines on claiming Prisoner Relief
Definition	Claiming Relief
Information	How to apply for relief when a resident has been imprisoned
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Guidance on claiming Disabled Relief
Definition	Claiming Relief
Information	How to apply for relief if a disabled person is resident in the property
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Guidance on claiming Youth Trainee Relief
Definition	Claiming Relief
Information	How to apply for relief when a Youth Trainee is resident at the property
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Guidance on Annexe Relief
Definition	Claiming Relief
Information	How to apply for relief where an annexe is present at the property
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Council Tax
Category	Council Tax
Sub Category	Advice & Information
Class	Valuation List
Definition Information	The council tax band of all domestic properties within the Vale
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Housing Benefit
Category	Housing Benefit
Sub Category	Advice & Information
Class	Housing Benefit Chart
Definition	The official chart
Information	Charts showing benefit rates for means and non-means tested rates
Format	IT - Internet
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	Yes

Finance, ICT & Property

Operational Area	Non Domestic Rates
Category	Non Domestic Rates
Sub Category	Advice & Information
Class	Guidance on claiming Rate Relief for Charitable & Other Organisations
Definition Information	Guidance notes Provision of information on Charities and those type of organisations that are entitled to relief on the rates they pay
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	Yes

Finance, ICT & Property

Operational Area	Non Domestic Rates
Category	Non Domestic Rates
Sub Category	Advice & Information
Class	Guidance on the Vacation Notice
Definition Information	Details of the Statutory and Council Policy Information providing - How to advise the council of a vacation of a property
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	Yes

Finance, ICT & Property

Operational Area	Non Domestic Rates
Category	Non Domestic Rates
Sub Category	Advice & Information
Class	Guidelines on Non Domestic Rates
Definition Information	Details of the Statutory and Council Policy Detailing what non domestic rates are, how they are calculated, reliefs available
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	Yes

Finance, ICT & Property

Operational Area	Non Domestic Rates
Category	Non Domestic Rates
Sub Category	Advice & Information
Class	Guidance on claiming Hardship Relief
Definition	Claiming Relief
Information	How to claim remission from rates because of severe financial hardship
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Finance, ICT & Property

Operational Area	Non Domestic Rates
Category	Non Domestic Rates
Sub Category	Advice & Information
Class	Bailiff Code of Practice
Definition	21. Details of the code
Information	Information on how bailiffs should conduct themselves and the different procedures adopted
Format	IT - Internet
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Non Domestic Rates
Category	Non Domestic Rates
Sub Category	Advice & Information
Class	Guidance on claiming Rural Rate Relief
Definition	Claiming Relief
Information	How to claim remission from rates if your property is situated within a Rural Settlement Area
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	Yes

Finance, ICT & Property

Operational Area	Non Domestic Rates
Category	Non Domestic Rates
Sub Category	Advice & Information
Class	Direct Debit Mandate for Council Non Domestic Rate bills
Definition Information	Details of procedures How to make payments for a council bill from a bank / building society
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	Yes

Finance, ICT & Property

Operational Area	Non Domestic Rates
Category	Non Domestic Rates
Sub Category	Advice & Information
Class	Valuation List
Definition	The official list published by the District Valuer
Information	Shows the rateable value of all non domestic properties in the Vale
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Non Domestic Rates
Category	Non Domestic Rates
Sub Category	Advice & Information
Class	Methods, Places & Options on how to pay NDR
Definition	Advice on payment options
Information	Information on where to pay bills and the options available
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Finance, ICT & Property

Operational Area	Non Domestic Rates
Category	Non Domestic Rates
Sub Category	Advice & Information
Class	Guidance on the Occupation Notice
Definition Information	Details of procedures Information advising details of a occupier / owner of a property
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	Yes

Finance, ICT & Property

Operational Area	Property
Category	Estates
Sub Category	Advice & Information (Estates)
Class	Confirmation of land in the ownership of the Council
Definition	Confirmation of land being in council ownership
Information	Confirmation
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Finance, ICT & Property

Operational Area	Property
Category	Estates
Sub Category	Advice & Information (Estates)
Class	Land / premises, in council ownership, available for sale / lease
Definition	The availability of non-industrial council-owned land / premises for sale or lease
Information	Confirmation of availability and cost implications that may have to be introduced
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Learning & Development

Operational Area	Access and Inclusion
Category	Pupil Support Service
Sub Category	Administration of Exclusion Procedures (Pupil Support Service)
Class	Guidelines on Exclusion Procedures
Definition	Policies and procedures of the council
Information	Information for parents and schools
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Learning & Development

Operational Area	Access and Inclusion
Category	Pupil Support Service
Sub Category	Advice & Information (Pupil Support Service)
Class	Guidance on Special Educational Needs
Definition Information	Details of the Statutory and Council Policy Information with regard to special education provision within the Vale, Welsh Assembly Government information lists of independent special schools, Statutory Assessments of SEN and reviews. Independent parental support (SNAP Cymru).
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Learning & Development

Operational Area	Access and Inclusion
Category	Pupil Support Service
Sub Category	Education Welfare (Pupil Support Service)
Class	Guidance on Pupil Support (Welfare)
Definition Information	Details of the Statutory and Council Policy Information on the following - Importance of full school attendance. Education Supervision Orders. Licensing of pupil performance. Employment bye-laws. Education at home
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Learning & Development

Operational Area	Human Resources & Equalities
Category	Equalities
Sub Category	General Advice (Equalities)
Class	Equalities - policies, action plans and guidelines
Definition	Information on Equal opportunities and employment policies
Information Format	Equalities Consultative Forum, Minutes of Meeting PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Learning & Development

Operational Area	Human Resources & Equalities
Category	Human Resources, Management Information & Employee Relations
Sub Category	Recruitment & Selection
Class	Guidelines for completing Criminal Record Disclosure Forms
Definition	General information on the administration of Recruitment & Selection with Human Resources
Information	Criminal Record Bureau Disclosure forms and checking arrangements including CRB guidelines for form completion
Format	PP - Paper
Charge	Yes
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Learning & Development

Operational Area	Human Resources & Equalities
Category	Human Resources, Management Information & Employee Relations
Sub Category	Recruitment & Selection
Class	Procedures on Disciplinary and Grievance, Pensions & Medical / Health with regard to Human Resources
Definition	General information on the administration of Recruitment & Selection with Human Resources
Information	Disciplinary and Grievance Procedure, Pensions leaflets, Medical/Health Questionnaire and general supporting information
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Learning & Development

Operational Area	Human Resources & Equalities
Category	Training & Development
Sub Category	Advice & Information
Class	Vale of Glamorgan training plans and policies
Definition	Training and Development plans & policies
Information	List of training activities and record of corporate training activities
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Learning & Development

Operational Area	Human Resources & Equalities
Category	General Management & Comparative Data Statistics
Sub Category	Management Information & Comparative Data Exchange
Class	Statistical data on performance targets and outcomes relating to Human Resource / Equalities issues
Definition	General aspects of the Council's performance data on all spheres of Human Resources and Equalities
Information	Statistical data on Sickness Absence, H.R.E. performance targets and outcomes, Establishment of Human Resources, Recruitment and Selection, numbers of Disciplinary & Grievances. Available on a quarterly basis.
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Learning & Development

Operational Area	Human Resources & Equalities
Category	General Management & Comparative Data Statistics
Sub Category	Management Information & Comparative Data Exchange
Class	Human Resources Service Performance Plan
Definition	General aspects of the Council's performance data on all spheres of Human Resources and Equalities
Information	Service Performance Plan
Format	IT - Internet
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Learning & Development

Operational Area	Human Resources & Equalities
Category	Human Resources, Management Information & Employee Relations
Sub Category	Recruitment & Selection
Class Definition	Guidelines on job applications, interviews and references General information on the administration of Recruitment & Selection with Human Resources
Information	General letter of introduction. Applications forms including Equal Opportunities declaration. Interview Procedure / Assessment arrangements. Reference Requests.
Format	PPB - Paper English / Welsh
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	Yes

Learning & Development

Operational Area	Human Resources & Equalities
Category	Equalities
Sub Category	General Advice (Equalities)
Class	Equalities policies, action plans & guidelines
Definition	Information on Equal opportunities and employment policies
Information	Race Equality Scheme and Action Plan, Equality policies, practices and procedures, Welsh Language Scheme & Staff Guidelines
Format	PPB - Paper English / Welsh
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	Yes

Learning & Development

Operational Area	Lifelong Learning
Category	Library & Information Service
Sub Category	Libraries
Class	Previous year's Public Library User Survey
Definition	
Information	Results of survey for reference purposes available at all libraries within the Vale
Format	IS - By Inspection
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Learning & Development

Operational Area	Lifelong Learning
Category	Education
Sub Category	Advice & Information (Education)
Class	Annual Adult Education Prospectus
Definition Information	Adult education information Prospectus produced in August of each year providing details on types of Adult Education Courses available.
Format	MG - Magazine
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Learning & Development

Operational Area	Lifelong Learning
Category	Library & Information Service
Sub Category	Libraries
Class	Service Guide on the library service
Definition	Information on general library service
Information	Bilingual informaion detailing opening hours & details of service
Format	LF - Leaflet/Booklet
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Learning & Development

Operational Area	Strategic Planning & Performance
Category	Performance Review
Sub Category	School & Strategic Services
Class	Guidance on Free School Meals
Definition Information	Advice & Information (Learning & Development) Free school meals, assessment and administration of free school meals
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Learning & Development

Operational Area	Strategic Planning & Performance
Category	Performance Review
Sub Category	Planning & Provision of school places
Class	The Approved School Organisation Plan for the 5 year period
Definition	Advice & Information (Learning & Development)
Information	The approved school organisationl plan for the stated 5 year period
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Learning & Development

Operational Area	Strategic Planning & Performance
Category	Performance Review
Sub Category	School & Strategic Services
Class	Guidance on School Transport
Definition Information	Advice & Information (Learning & Development) Information on accepted school transport routes, qualification criteria
Format	PPLF - Paper / Leaflet
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Learning & Development

Operational Area	Strategic Planning & Performance
Category	Performance Review
Sub Category	School & Strategic Services
Class	Guidance on School Admissions
Definition Information	Advice & Information (Learning & Development) Catchment areas, information on school availability within the Vale and the provision of admission application forms
Format	PPB - Paper English / Welsh
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Learning & Development

Operational Area	Strategic Planning & Performance
Category	Performance Review
Sub Category	School & Strategic Services
Class	School Admissions Policy
Definition Information	Advice & Information (Learning & Development) Guidance on the Policy, Procedures & Arrangements for admission to schools within the Vale
Format	PPB - Paper English / Welsh
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Legal & Regulatory Services

Operational Area	Democratic Services
Category	Council & Democracy
Sub Category	Members of Parliament & Councillors
Class	Breakdown of results of last election
Definition	Information on councillors
Information	Election Results
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Democratic Services
Category	Council & Democracy
Sub Category	Members of Parliament & Councillors
Class	Names of current representatives
Definition	Information on councillors
Information	Membership of Committees
Format	PE - Paper or via E-mail
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Legal & Regulatory Services

Operational Area	Democratic Services
Category	Council & Democracy
Sub Category	Members of Parliament & Councillors
Class	Names & contact details of current members
Definition	Information on councillors
Information	List of councillors
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Legal & Regulatory Services

Operational Area	Democratic Services
Category	Council & Democracy
Sub Category	Members of Parliament & Councillors
Class	Description of current Members Allowances Scheme
Definition	Information on councillors
Information	Members Allowances
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Democratic Services
Category	Council & Democracy
Sub Category	About Your Council
Class	Council Constitution
Definition	The Constitution and about the Council. How it works, strategies, charter and the constitution
Information	Information on the Council's decision making processes, scrutiny arrangements, access to meetings and information on members and officers, codes of conduct, officer delegations, financial & Contracts procedures
Format	PE - Paper or via E-mail
Charge	Yes
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	Yes
Available	

Legal & Regulatory Services

Operational Area	Democratic Services
Category	Council & Democracy
Sub Category	Education Appeals Committees
Class	Guidance on the Education Appeals Committee
Definition Information	Educational Appeals Committee Guidance Notes The admission of pupils to alternative schools The exclusion / reinstatement of pupils
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Legal & Regulatory Services

Operational Area	Democratic Services
Category	Community, People & Living
Sub Category	Births, Deaths & Marriages
Class	Details of marriage venues
Definition Information	Information on getting married in the Vale of Glamorgan
Format	Approved premises list
Charge	PP - Paper
Applicable	No
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Legal & Regulatory Services

Operational Area	Democratic Services
Category	Council & Democracy
Sub Category	Agendas, Reports & Minutes
Class	Approved Council Committee Agendas, Reports for the previous 6 years (excluding exempt information)
Definition Information	Approved Council Committee Agendas & Reports Agendas & Reports for the previous 6 years Part II Exemptions will apply
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Legal & Regulatory Services

Operational Area	Democratic Services
Category	Council & Democracy
Sub Category	Agendas, Reports & Minutes
Class	Approved Council Committee Minutes for the previous 6 years (excluding exempt information)
Definition Information	Approved Council Committee Minutes Council Committee Minutes for the previous 6 years Part II exemption will apply
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Legal & Regulatory Services

Operational Area	Democratic Services
Category	Community, People & Living
Sub Category	Births, Deaths & Marriages
Class	Guidance on the Registration of Births, Death & Marriages
Definition	Information on registering Births, Deaths & Marriages
Information	Registering and provision of certificates
Format	PPB - Paper English / Welsh
Charge	Yes
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Published reports on Air Quality Review and Assessment Stages 1, 2 & 3
Definition	Reports on reviews completed
Information	Reports summarising local air pollutants and air quality in the Vale
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Business & Consumer Protection
Sub Category	Licensing
Class	Registration of Licensed Butchers in the Vale
Definition	Reports on inspections carried out and published
Information	List of butchers subject to inspection
Format	IS - By Inspection
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Business & Consumer Protection
Sub Category	Health and Safety
Class	Regulatory Policy regarding the investigation of Notifiable Accidents
Definition	Notifiable Accidents
Information	Document outlining policy
Format	IS - By Inspection
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Bathing water sampling programme
Definition	Bathing water sampling
Information	Written programme and results summary of which may be viewed at prominent places at beaches
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Business & Consumer Protection
Sub Category	Health and Safety
Class	Register of Legal notices served during the previous 5 years, by Regulatory Services in in the interests of public safety
Definition	The Council Register
Information	Public Register of legal notices served by the Council, in the interest of public safety, to improve or stop some activity.
Format	IS - By Inspection
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Business & Consumer Protection
Sub Category	Food Safety
Class	Annual Food Sampling Programme
Definition	Food Safety & Labelling requirements
Information	Annual Food Sampling Programme which details foods to be sampled to ensure compliance with Food Safety and Labelling requirements
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Business & Consumer Protection
Sub Category	Facts & Figures
Class	Results of Customer Satisfaction Surveys within Regulatory Services
Definition	Customer Satisfaction
Information	Results of surveys carried out
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Business & Consumer Protection
Sub Category	Trading Standards
Class	Annual Trading Standards Service Plan
Definition Information	Information on services procedures and plans Document detailing how the council plans to deliver its Trading Standards Function
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Business & Consumer Protection
Sub Category	
Class	Customer Charter for Regulatory Services
Definition	Details about the service
Information	Information with regard to Regulatory Services including brief description of functions, service standards, how to complain about services
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Business & Consumer Protection
Sub Category	Licensing
Class	Register of businesses and individuals licensed within the Vale
Definition Information	Details of registered businesses Register of businesses and individuals including conditions attached to the various types of licenses issued by the council
Format	IS - By Inspection
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Business & Consumer Protection
Sub Category	Food Safety
Class	Annual Food Service Plan
Definition	Guidance on how the Council plans to deliver its food safety function
Information	Document prepared in accordance with Foods Standards Agency Guidance
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Guidance on Contaminated Land
Definition Information	Reports on inspections carried out and published Contaminated Land Inspection Strategy (prepared under The Environmental Protection Act 1990 Pt 11A)
Format	PP - Paper
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Environment
Sub Category	Dog Control
Class Definition	Register of stray dogs collected impounded by the Vale The Council Register
Information	Records of stray dogs impounded by the Vale - includes description of dog and location
Format	IS - By Inspection
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Business & Consumer Protection
Sub Category	Food Premises
Class	Register of food premises in the Vale
Definition	Inspection and control in the interests of food hygiene and public safety
Information	Lists of addresses and types of food premises
Format	IS - By Inspection
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Enforcement
Sub Category	Advice & Information
Class	Regulatory Services Enforcement Policy
Definition	The Policy Document
Information	Details of the enforcement protocol used by the Council
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Guidance on Air Quality
Definition	Reports on inspections carried out and published
Information	Registration of certain types of industrial processes (IPC Part A Processes and LAPC Part B processes) which cause pollution
Format	IS - By Inspection
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Environment
Sub Category	Pest Control
Class	Guidance on Pest Control within the Vale
Definition	Advice and guidance on Pest Control
Information	Range of leaflets providing Pest Control advice
Format	LF - Leaflet/Booklet
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Guidance on Water Quality
Definition Information	Reports on inspections carried out and published Public register containing details of all private water supplies in the Vale including the results of all water samples taken
Format	IS - By Inspection
Charge	No
Applicable Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet Available	No

Legal & Regulatory Services

Operational Area	Regulatory Services
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Guidance on Cooling towers and evaporative condensers
Definition	Reports on inspections carried out and published
Information	Public register giving details including location of cooling towers and evaporative condensers in the Vale
Format	IS - By Inspection
Charge	No
Applicable	
Postal Address	Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU.
Telephone	(01446) 700111
Internet	No
Available	

Planning & Transportation

Operational Area	Building Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Building Control - General Guidance for applications
Definition	Information on Building Regulations
Information	General guidance folder, information sheet for domestic exempted structures, new regulation to replacement windows to existing dwellings, guidance on regulation 9 (bldg regs 1991), making an application.
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Planning & Transportation

Operational Area	Building Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Building Control - Guidance for Radon
Definition	Information on Building Regulations
Information	Guidance note on protective measures
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Planning & Transportation

Operational Area	Building Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Guidance on Building Control - Full Plans Applications
Definition	Information on Building Regulations
Information	Guidance notes, application form.
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Planning & Transportation

Operational Area	Building Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Building Control - Guidance for Windows, Loft Conversions and External Doors
Definition Information	Information on Building Regulations Information sheet for loft conversion, application form for replacement windows or external doors.
Format	PP - Paper
Charge	No
Applicable Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Planning & Transportation

Operational Area	Building Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Building Control - Building Notice applications
Definition	Information on Building Regulations
Information	Application form and guidance notes
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Planning & Transportation

Operational Area	Building Control
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Building Control - Statutory and council procedures on the service
Definition	Information on Building Regulations
Information	Activity details for the division
Format	IT - Internet
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	Yes
Available	

Planning & Transportation

Operational Area	Building Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Guidance on Building Control - Current service charges
Definition	Information on Building Regulations
Information	Guidance on charges, Current building control charges
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Planning & Transportation

Operational Area	Development Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Guidance on Planning appeals
Definition	Rights of Way, Land, Planning and Buildings
Information	Guidance notes issued following refusal of planning permission.
Format	PP - Paper
Charge	No
Applicable Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Planning & Transportation

Operational Area	Development Control
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Development Control - advice on what the service does
Definition	Rights of Way, Land, Planning and Buildings
Information	Activity details for the division
Format	IT - Internet
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	Yes
Available	

Planning & Transportation

Operational Area	Development Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Planning Applications - Full Plans Application
Definition	Rights of Way, Land, Planning and Buildings
Information	Planning Application forms including guidance notes and fees
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Planning & Transportation

Operational Area	Development Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Guidance on Planning Enforcement
Definition Information	Rights of Way, Land, Planning and Buildings Guidance leaflet on Planning Enforcement.
Format	PP - Paper
Charge	No
Applicable Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Planning & Transportation

Operational Area	Development Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Guidance on Tree preservation
Definition Information	Rights of Way, Land, Planning and Buildings Guide to Protected Trees
Format	PP - Paper
Charge	No
Applicable Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Planning & Transportation

Operational Area	Development Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	General Development Control guidance
Definition	Rights of Way, Land, Planning and Buildings
Information	Development Control service guidelines and contacts, Planning permission guidance.
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Planning & Transportation

Operational Area	Development Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Miscellaneous planning forms
Definition	Rights of Way, Land, Planning and Buildings
Information	Agricultural advance notification forms, Notice of service on owners, Conservation consent, Listed building consent, Advertisement consent, Certificate under Schedule 2
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Planning & Transportation

Operational Area	Development Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Planning Applications - Householders Application
Definition	Rights of Way, Land, Planning and Buildings
Information	Householders Application forms including guidance notes and fees
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Planning & Transportation

Operational Area	Development Control
Category	Environment
Sub Category	Land, Planning, Buildings
Class	General Planning advice & guidelines
Definition	Rights of Way, Land, Planning and Buildings
Information	Leaflet detailing Planning & Transportation services
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Planning & Transportation

Operational Area	Planning & Transportation Policy
Category	Business
Sub Category	Buildings, Premises & Planning
Class	Business Directory
Definition Information	Information on business in the Vale of Glamorgan Booklet detailing business contacts in the Vale of Glamorgan
Format	LF - Leaflet/Booklet
Charge	No
Applicable Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	Yes

Planning & Transportation

Operational Area	Planning & Transportation Policy
Category	Environment
Sub Category	Road Safety
Class	Guidance on Road Safety
Definition	Parking and Road Safety - Frequently asked questions and answers
Information	Road safety calendar, baby seat fitting guidance leaflet, roads safety near schools (leaflet) Current campaign leaflets as applicable.
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Planning & Transportation

Operational Area	Planning & Transportation Policy
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Local Transport Plans
Definition	Information on transport plans and strategies for the Vale of Glamorgan
Information	Current 5 year Local Transport Plan (LTP); Annual progress reports on 5 year LTP
Format	PP - Paper
Charge	Yes
Applicable Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Planning & Transportation

Operational Area	Planning & Transportation Policy
Category	Environment
Sub Category	School Crossing Patrols
Class	Guidance on school crossing patrols
Definition	Parking and Road Safety - Frequently asked questions and answers
Information	Advertisement (postcard size handout) for school crossing patrol recruitment.
Format	PP - Paper
Charge	No
Applicable Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Planning & Transportation

Operational Area	Planning & Transportation Policy
Category	Environment
Sub Category	Road Safety
Class	Guidance on Child pedestrian co-ordination
Definition	Parking and Road Safety - Frequently asked questions and answers
Information	leaflets for :Child Pedestrian Training Programme, Walk to School Week.
Format	PPB - Paper English / Welsh
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Planning & Transportation

Operational Area	Planning & Transportation Policy
Category	Council & Democracy
Sub Category	Facts & Figures
Class	1991 Census Report
Definition Information	1991 Census results - interpretation and usage
Format	Census Profiles by Ward
Charge	PP - Paper
Applicable Postal Address	No
Telephone	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Internet Available	(01446) 704600
	No

Planning & Transportation

Operational Area	Planning & Transportation Policy
Category	Transport & Streets
Sub Category	Public Transport
Class	PublicTravel leaflets and publications
Definition	Public Transport, Roads, Recycling - Frequently asked questions and answers
Information	Bus timetables.
Format	LF - Leaflet/Booklet
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Planning & Transportation

Operational Area	Planning & Transportation Policy
Category	Environment
Sub Category	Road Safety
Class	Guidance on Driver Improvement Scheme
Definition	Information on the Driver Improvement Scheme joint venture with the Police
Information	Documentation, forms and procedures.
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Planning & Transportation

Operational Area	Planning & Transportation Policy
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Unitary Development Plan - currently in draft form
Definition	Information on the Council's 15 year Unitary Development Plan
Information Format	UDP plan, leaflets, maps and associated documents
Charge	IS - By Inspection
Applicable	Yes
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Planning & Transportation

Operational Area	Planning & Transportation Policy
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Guidance on Conservation
Definition	Rights of Way, Land, Planning and Buildings
Information	Guidance notes for planning applications in Penarth Conservation Area including Planning Application Form.
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Planning & Transportation

Operational Area	Planning & Transportation Policy
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Advice and leaflets on traditional windows/doors in Listed Buildings or Conservation Areas
Definition	Rights of Way, Land, Planning and Buildings
Information	Information and advice leaflet
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	No

Planning & Transportation

Operational Area	Planning & Transportation Policy
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Guidance on Listed Building Consent
Definition	Rights of Way, Land, Planning and Buildings
Information	Guidance notes for Listed Building Consent
Format	PP - Paper
Charge	No
Applicable	
Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet	No
Available	

Planning & Transportation

Operational Area	Planning & Transportation Policy
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Planning & Transportation Policy - advice and guidelines on the service function
Definition Information	Rights of Way, Land, Planning and Buildings Activity details for the division
Format	IT - Internet
Charge	No
Applicable Postal Address	Docks Offices, Barry Docks, Barry, Vale of Glamorgan, CF63 4RT.
Telephone	(01446) 704600
Internet Available	Yes

Visible Services

Operational Area	Engineering Design
Category	Transport & Streets
Sub Category	Roads
Class	Guidance on the Enforcement of Highways Act 1980
Definition	Information on licensing, enforcement & inspection with regard to highways
Information	Notice to owner; Application for scaffolding/hoarding, builder's skip; "Opening-up" notice.
Format	PP - Paper
Charge	No
Applicable Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet Available	No

Visible Services

Operational Area	Engineering Design
Category	Transport & Streets
Sub Category	Roads
Class	Quality Manuals
Definition Information	Operational manuals & service specification manuals
Format	System management documents and procedures
Charge	IS - By Inspection
Applicable Postal Address	No
Telephone	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Internet	(029) 2067 3000
Available	No

Visible Services

Operational Area	Highway Maintenance
Category	Transport & Streets
Sub Category	Roads
Class	Winter Maintenance Manual and Snow Plan
Definition	The Councils proactive and reactive response to winter maintenance
Information	Information on winter maintenance and snow plan
Format	PP - Paper
Charge	No
Applicable	
Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet	No
Available	

Visible Services

Operational Area	Highway Maintenance
Category	Transport & Streets
Sub Category	Roads
Class	Procedures on Highway inspections & enforcement.
Definition	Information relating to systematic inspections with regard to the Highways Act 1980 & Codes of Practice
Information	Operational procedures; Frequency of inspection; Ongoing planned maintenance.
Format	IS - By Inspection
Charge	No
Applicable Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet Available	No

Visible Services

Operational Area	Highway Maintenance
Category	Transport & Streets
Sub Category	Roads
Class	Procedures regarding streetlighting, traffic signals & illuminated street furniture
Definition	Management & maintenace of street lighting and associated street furniture
Information	Operational procedures; maintenance records; programmes of work
Format	IS - By Inspection
Charge	No
Applicable	
Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet	No
Available	

Visible Services

Operational Area	Highway Maintenance
Category	Transport & Streets
Sub Category	Maintenance
Class	Operational procedures regarding front line maintenance of the adopted highway
Definition	Maintenance of highways with regard to the Highways Act 1980 and associated Codes of Practice
Information Format	Operational procedures; programmes of work. IS - By Inspection
Charge	No
Applicable Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet Available	No

Visible Services

Operational Area	Highway Maintenance
Category	Emergencies
Sub Category	Routine Highway Maintenance
Class	Leaflets and guidance on flooding
Definition	Councils obligations with regard to flooding emergencies
Information	Flooding leaflet; Procedure for Duty Engineer
Format	LF - Leaflet/Booklet
Charge	No
Applicable Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet	No
Available	

Visible Services

Operational Area	Parks & Grounds Maintenance
Category	Environment
Sub Category	Advice & Information (Environment)
Class	Advice about Parks & Grounds Maintenance
Definition Information	Information with regard to the management structure Activity details for the division
Format	IT - Internet
Charge	No
Applicable Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet Available	Yes

Visible Services

Operational Area	Parks & Grounds Maintenance
Category	Environment
Sub Category	Land, Planning, Buildings
Class	Quality Manuals
Definition	Operational manuals & service specification manuals
Information	System management documents and procedures
Format	IS - By Inspection
Charge	No
Applicable Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet	No
Available	

Visible Services

Operational Area	Parks & Grounds Maintenance
Category	Leisure
Sub Category	Parks, Gardens & Open Spaces
Class	Guidance on the Control of Dogs legislation
Definition	Information on the Control of Dogs legislation
Information	Leaflets - Bye laws for (1)Control of Dogs (2)In Parks & Open Spaces (3)On Highways (4)On Beaches (5)In Country Parks. Also Poop Scoop Legislation.
Format	LF - Leaflet/Booklet
Charge	No
Applicable Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet Available	No

Visible Services

Operational Area	Waste Management
Category	Environment
Sub Category	Waste Collection/Disposal & Cleansing
Class	Guidance on refuse collection on public holidays
Definition	Leaflets & guidance on normal and special collections of waste, recycling, home composting & cesspit emptying
Information	leaflet:- Refuse collection arrangements on public holidays
Format	LF - Leaflet/Booklet
Charge	No
Applicable	
Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet Available	Yes

Visible Services

Operational Area	Waste Management
Category	Environment
Sub Category	Waste Collection/Disposal & Cleansing
Class	Guidance on re-cycling
Definition	Leaflets & guidance on normal and special collections of waste, recycling, home composting & cesspit emptying
Information	Kerbside recycling calendar plus guidance; Buy recycled booklet (details on website); Recycling directory; Guide to recycling and waste management; Recycling your Christmas tree leaflet (details on website)
Format	LF - Leaflet/Booklet
Charge	No
Applicable Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet Available	Yes

Visible Services

Operational Area	Waste Management
Category	Environment
Sub Category	Waste Collection/Disposal & Cleansing
Class	Procedures on Waste Management & Cleansing
Definition	Procedures on waste collection services
Information	System management documents and procedures
Format	IS - By Inspection
Charge	No
Applicable Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet Available	No

Visible Services

Operational Area	Waste Management
Category	Environment
Sub Category	Waste Collection/Disposal & Cleansing
Class	Guidance on Civic Amenity Sites
Definition	Waste Disposal Service - Civic Amenity Sites
Information	System management documents and procedures
Format	IS - By Inspection
Charge	No
Applicable Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet Available	No

Visible Services

Operational Area	Waste Management
Category	Environment
Sub Category	Waste Collection/Disposal & Cleansing
Class	Guidance on normal / special waste collections
Definition	Information on normal and special collections of waste, recycling, home composting & cesspit emptying
Information Format	System management documents and procedures
Charge	IS - By Inspection
Applicable	No
Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet Available	No

Visible Services

Operational Area	Waste Management
Category	Environment
Sub Category	Waste Collection/Disposal & Cleansing
Class	Guidance on home composting
Definition	Leaflets & guidance on normal and special collections of waste, recycling, home composting & cesspit emptying
Information Format	Home composting leaflet and flyer LF - Leaflet/Booklet
Charge	No
Applicable Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet Available	No

Visible Services

Operational Area	Waste Management
Category	Environment
Sub Category	Waste Collection/Disposal & Cleansing
Class	Procedures on street cleansing procedures
Definition Information	Information on the street cleansing services provided Street Cleansing Service
Format	PP - Paper
Charge	No
Applicable Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet Available	No

Visible Services

Operational Area	Waste Management
Category	Environment
Sub Category	Waste Collection/Disposal & Cleansing
Class	Procedures on bulky household waste collection
Definition	Information on normal and special collections of waste, recycling, home composting & cesspit emptying
Information	Application form for bulky household waste (and associated conditions of service)
Format	LF - Leaflet/Booklet
Charge	No
Applicable Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet Available	No

Visible Services

Operational Area	Waste Management
Category	Environment
Sub Category	Waste Collection/Disposal & Cleansing
Class	Information on normal & special waste collections
Definition	Information on normal and special collections of waste, recycling, home composting & cesspit emptying
Information	Guidance on commercial waste collection service
Format	PP - Paper
Charge	No
Applicable	
Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet	No
Available	

Visible Services

Operational Area	Waste Management
Category	Environment
Sub Category	Waste Collection/Disposal & Cleansing
Class	Procedures on Ancillary Cleansing Services
Definition	Procedures on waste collection services
Information	System management documents and procedures
Format	IS - By Inspection
Charge	No
Applicable	
Postal Address	The Alps, Wenvoe, Vale of Glamorgan, CF5 6AA.
Telephone	(029) 2067 3000
Internet	No
Available	

Glamorgan Record Office

Title/Service Area	The Glamorgan Record Office provides an archive service for the City and County of Cardiff, County Borough Councils of Bridgend, Caerphilly (for the former Rhymney Valley District Council area), Merthyr Tydfil, Rhondda Cynon Taff and the Vale of Glamorgan acting through the Glamorgan Archives Joint Committee.
Documents Available for Inspection	The historic records include those relating to local authorities (including authorities in existence before the formation of the Vale of Glamorgan County Borough Council in 1996), schools, hospitals, families and landed estates, industry, parishes, police, courts, religious denominations, local societies and organisations, as well as maps, plans and photographs. Records can be consulted in the public search-rooms at the Glamorgan Record Office, Glamorgan Building, King Edward VII Avenue, Cathays Park, Cardiff, CF10 3NE (please ring before your visit and for opening times). Catalogues containing descriptions of the records can also be consulted in the searchrooms. Note that some of the records contain exempt information, but where this occurs it will be made clear in our catalogues. Details of other Record Office services and published information at www.glamro.gov.uk .
Cost	Access to records is free in the search-rooms, except for records held on microform for which there is a charge of 50p per half hour. Details of photocopying, photography and postal research charges available on request.
Presentation	Original records and catalogues are in paper format. Some records are held on microform.
Contact name and/or Number	Susan Edwards, Glamorgan Archivist, Glamorgan Record Office, Glamorgan Building, King Edward VII Avenue, Cathays Park, Cardiff, CF10 3NE. Telephone: 029 20780282, fax.: 029 20780284, email: glamro@cardiff.ac.uk , website: www.glamro.gov.uk