



EAST AYRSHIRE COUNCIL
PUBLICATION SCHEME

FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

1. Introduction

East Ayrshire Council welcomes the introduction of the Freedom of Information (Scotland) Act as a vehicle for greater accountability and democracy in Scotland. In preparing this publication scheme, which has been drawn up under Section 23 of the Act, the Council has been mindful of the value of openness and transparency.

2. About East Ayrshire Council

Set in beautiful Ayrshire countryside, East Ayrshire has something to offer everyone. With an estimated population of over 120,000, traditional Scottish country villages mix with the bustle of the towns. With a growing local economy, a host of business opportunities, excellent housing, a wide choice of education and unrivalled leisure facilities, the area offers an enviable quality of life.

With 32 elected members and approximately 6000 employees, East Ayrshire Council has earned a reputation for providing services effectively and at a consistently high level. Every department aims to deliver a quality service and all activities are carried out with the Council's core values of quality, equality, access and partnership in mind.

The Council is divided into 4 departments. A summary of the responsibilities of each department is provided below.

Neighbourhood Services - The Department of Neighbourhood Services delivers a wide range of high quality public services throughout East Ayrshire. These services include: housing services (central services, contract compliance, operations, policy); building and works (maintenance operations, capital operations, commercial services); leisure services (leisure development, community recreation, outdoor services, libraries, registration and information services, Dean Castle Country Park, museums, arts and theatres); protective services (emergency planning, trading standards, environmental health, licensing & community safety, cleansing services).

Corporate Support - The Department of Corporate Support provides a range of services to Council through Administrative and Legal Services (including procurement), Information Technology Services, Personnel Services, Corporate Development and Communication and Finance Services.

Development & Property Services - The Development & Property Services Department, through its three divisions, is responsible for regulating and providing advice and assistance for: Economic Development, Property & Technical Services; Planning and Building Control; Roads and Transportation.

Educational & Social Services - The Department is responsible for: 9 secondary schools; 46 primary schools; 4 special schools; 12 nursery schools; 3 Day Nursery/Family Centres; 18 nursery classes within schools; 4 residential homes for the elderly; 2 children's homes; 3 Adult Learning Centres; 2 adult residential units; 32 Community Education Centres; 8 Community Wings (many of which have integral community learning centres).

3. What Is A Publication Scheme?

Under Section 23 of the Freedom of Information (Scotland) Act, 2002, public authorities have a duty to adopt and maintain a scheme relating to the publication of information. The publication scheme, to be approved by the Scottish Information Commissioner, must specify:-

- the classes of information that the authority intends to publish;
- the manner in which information in each class is, or is intended to be, published; and
- whether the published information is free or whether a charge will be made for it.

The term “publish” simply means, “to make publicly available” in whatever format the information exists (for example as an electronic document, printed book, video or leaflet). The Council aims to ensure that the content and structure of its scheme reflects the types of information in which there is a clear public interest and will review and update its publication scheme on a regular basis.

The East Ayrshire Council publication scheme has been prepared with the aid of a Council-wide information-gathering audit. Public consultation has been carried out by inviting comments on the Council website as to the content of the scheme. As part of the consultation process, Local Committees were also asked to make comment on the scheme prior to it being submitted to the Council’s Policy and Resources Committee for final approval.

The body of the scheme is structured into categories and classes, and is based upon the local authority categories developed as part of the Accessible and Personalised Local Authority Website (APLAWS) project – a de facto standard in e-government. All classes of information are to be found under one of the following 12 main category headings: Advice, Benefits and Emergencies; Business; Community and Living; Education and Learning; Environment and Waste; Housing; Jobs and Careers; Leisure and Culture; Planning and Building Control; Social Care and Health; Transport and Streets; Your Council.

4. Responsibility For The Publication Scheme

Responsibility for the overall running of the scheme will rest with David Mitchell, Head of Administrative & Legal Services, East Ayrshire Council, Council Headquarters, London Road, Kilmarnock, KA3 7BU. E-mail: david.mitchell@east-ayrshire.gov.uk Responsibility for the day-to-day running of the scheme will lie with Julie Armstrong, Assistant Administration Manager, Council Headquarters, London Road, Kilmarnock, KA3 7BU. E-mail: julie.armstrong@east-ayrshire.gov.uk

5. Exemptions

East Ayrshire Council’s aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where we consider that disclosure may seriously prejudice law enforcement, legal proceedings or our

regulatory or enforcement activity or where the disclosure is otherwise prohibited by law. We may also withhold information which may seriously prejudice the commercial interests or confidentiality of any person or organisation. We may also withhold information which is personal information under the Data Protection Act 1998.

In these cases, we will withhold the information and indicate why the information is being withheld. If you wish to complain about information which is being withheld from you, please read the “complaints” section below.

6. Archiving Policy

The Council recognises the importance of good records management. A Council-wide records management service is currently being developed in order to manage records created or otherwise held by the Council, from the time they were created until ultimate disposition. An integral part of the service is the records centre, a central repository for the storage of the Council’s non-current records. Those records identified for permanent preservation, as per agreed retention schedules, will be held in archive quality accommodation. For further information please refer to the East Ayrshire Council Records Management Policy (available from John MacKenzie, Records Management Officer, Council Headquarters, London Road, Kilmarnock, KA3 7BU. E-mail: john.mackenzie2@east-ayrshire.gov.uk)

7. Copyright

Information obtained from this publication scheme can be copied or reproduced without formal permission provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged.

In circumstances where the copyright holder of requested information is not East Ayrshire Council but a third party, it is recommended that prior consent is obtained from the copyright holder before the information is copied or reproduced.

8. Accessing Information Under The Publication Scheme

Online: Most information listed in our publication scheme is available from the East Ayrshire Council website. www.east-ayrshire.gov.uk

By e-mail: If the information you request is not available via the website, but is listed in our publication scheme, we will send it to you by e-mail, wherever practicable.

By phone: Information can be requested over the telephone. Please provide full contact details, including a telephone number, so that we can telephone to clarify any details, if necessary.

By post: Most information is also available in a paper copy form. Please address your request to the relevant department named in the “classes of information” section, below. When requesting information, please include the following details: your name

and address, the information or documents you want to see and any fee applicable to this information (see “classes of information” section, below).

Personal visits: For some classes of information, you will need to make an appointment to view the information. Please contact the relevant department named in the “classes of information” section, below.

If you have difficulty determining the information you want to see, please contact Julie Armstrong, Assistant Administration Manager, Council Headquarters, London Road, Kilmarnock, KA3 7BU E-mail: julie.armstrong@east-ayrshire.gov.uk
Telephone: 01563 576147

9. Charging Policy

Details of charges applicable for certain classes of information can be found in the “classes of information” section, below. An additional charge will apply if a large volume of printed material is required. You will be told about any photocopying charges at the time of your request.

The cover price will be charged for any publications produced by the Council for sale. Charges will be kept under review and there is no intention to charge for material that has previously been available free.

10. Complaints

If you have any general complaints regarding the publication scheme then please contact Julie Armstrong, Assistant Administration Manager (contact details above). If you believe that information is wrongly being withheld from you, the officer that you have been dealing with will explain why it is not available. If you believe that your complaint has not been handled fairly, impartially or promptly then you should contact the Council’s Freedom of Information Officer, David Mitchell, Head of Administrative and Legal Services (contact details above). If you are still dissatisfied with the response to a request for information, you have the right to appeal to the Scottish Information Commissioner (SIC). The SIC can be contacted at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews, KY16 9DS
Telephone: 01334 464610
E-mail: enquiries@itspublicknowledge.info

11. Feedback

The Council welcomes comments on its publication scheme. For example, did you find information in the scheme easy to locate? Is there any additional information you would like to be made available via the scheme? This will assist us in carrying out future reviews of our scheme. Please send any comments you have to Julie Armstrong, Assistant Administration Manager (contact details above)

12. Publication Scheme – Classes of Information

Advice, Benefits and Emergencies

Sub-category	Class	Class Description	Format	Contact Details	Charges (if applicable)
Advice Centres	(1)- Advice centres in East Ayrshire		(1)- Electronic copy	(1)- Available via Council website	
Benefits	(1)- Information on benefits (2)- Benefit fraud (3)- Benefits advice (welfare rights)	(1)- Includes details of housing and council tax benefits	(1)- Electronic and hard copy (2)- Electronic and hard copy (3)- Electronic and hard copy	(1)- Available via Council website and from Benefits Office, Finance Section (Corporate Support Department), 2 The Cross, Kilmarnock (2)- Available via Council website and from Benefit Fraud Office, Finance Section (3)- Available via Council website and from local social work office and from Social Work Section (Educational and Social Services Department), Civic Centre, Kilmarnock	
Complaints	(1)- Departmental		(1)- Hard copy	(1)- Available from	

	complaints procedures			relevant department	
Consumer Advice	(1)- Consumer advice		(1)- Electronic and hard copy	(1)- Available via Council website and from Trading Standards Section (Neighbourhood Services Department), 14 London Road, Kilmarnock	
Emergencies	(1)- Emergency planning information		(1)- Hard copy	(1)- Available from Emergency Planning Service (Neighbourhood Services Department), Council Headquarters	
Income Support	(1)- Income support information		(1)- Electronic and hard copy	(1)- Available via Council website and from Benefits Office, Finance Section, 2 The Cross, Kilmarnock	
Local Offices	(1)- Local office guide to services	(1)- Includes information on a range of services provided by the Council and Community Partner organisations. Also	(1)- Electronic and hard copy	(1)- Some information available via Council website. Leaflets and guides available from local office network	

		various leaflets and guides available.			
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Business

Sub-category	Class	Class Description	Format	Contact Details	Charges (if applicable)
Business Grants	(1)- Business grants information	(1)- Includes application forms	(1)- Electronic and hard copy	(1)- Application forms available via Council website and from Administration Section (Corporate Support Department), Council Headquarters. Other information available from Development and Property Services Department	
Council Approved Suppliers	(1)- Council-approved suppliers list		(1)- Hard copy	(1)- Available from Technical Services (Development and Property Services Department), Lugar Office	
Industrial Property	(1)- Industrial property within Council ownership	(1)- Includes details of property availability and on-line request form	(1)- Electronic and hard copy	(1)- Available via Council website and from Economic Development Section	

				(Development & Property Services Department), Council Headquarters	
Local Businesses	(1)- List of local businesses	(1)- Directory of local companies in East Ayrshire	(1)- Hard copy	(1)- Available at Neighbourhood Services Department, Council Headquarters	

Community and Living

Sub-category	Class	Class Description	Format	Contact Details	Charges (if applicable)
Accessibility	(1)- Access for disabled (2)- Access to information	(1)- Includes details of wheelchair access to buildings (2)- Details of the public's right to attend Council meetings and access committee reports	(1)- Electronic and hard copy (2)- Electronic and hard copy	(1)- Available via Council website and from Planning & Building Control (Development & Property Services Department), Croft Street, Kilmarnock (2)- Available via Council website and from Administration Services (Corporate Support Department), Council Headquarters	
Births, Deaths and Marriages	(1)- Births (2)- Deaths	(1)- Includes information on	(1)- Electronic and hard copy	(1)- Available via Council website and	(1)- Charges apply for copy certificates

	(3)- Marriages	registering a birth and how to obtain a copy certificate (2)- Includes information on registering a death and how to obtain a copy certificate (3)- Includes information on registering a marriage, how to obtain a copy certificate and marriage guides	(2)- Electronic and hard copy (3)- Electronic and hard copy	from Council registration offices (2)- Available via Council website and from registration offices (3) Available via Council website and from registration offices	(2)- Charges apply for copy certificates (3)- Charges apply for copy certificates
Cemeteries and Burials	(1)- General information on cemeteries in East Ayrshire (2)- Cemetery management rules (3)- Memorial masons scheme	(3)- Includes information on registration scheme	(1)- Hard copy (2)- Hard copy (3)- Hard copy	(1)- Available from Outdoor Services (Neighbourhood Services Department), Western Road, Kilmarnock (2)- As above (3)- As above	(2)- Charges apply (3)- As above (£10 per document)
Charities	(1)- Charities and bequests (2)- List of local charities and voluntary organisations	(1)- Details of the finances of trusts administered by the Council	(1)- Electronic and hard copy (2)- Electronic and hard copy	(1)- Available via Council website and from Treasury & Insurance, Finance Section, Greenholm Street, Kilmarnock	

				(2)- Available via Council website and from Administration Services (Corporate Support Department), Council Headquarters	
Community Safety	(1)- Fireworks registration information (2)- Promoting Community Safety Action Plan		(1)- Hard copy (2)- Electronic and hard copy	(1)- Available from Neighbourhood Services Department, 14 London Road, Kilmarnock (2)- Available via Council website. Also available in hard copy, CD or audio cassette format from Corporate Development & Communication, Council Headquarters	
Events	(1)- Local events	(1)- Includes details of fireworks displays, Christmas lights switch-on and various sports competitions	(1)- Electronic and hard copy	(1)- Available via Council website and from Neighbourhood Services Department, Council Headquarters	
Information about MPs, MSPs, MEPs	(1)- Members of Scottish, UK and European Parliaments		(1)- Electronic and hard copy	(1)- Available via Council website and from Administration Services (Corporate	

				Support Department), Council Headquarters	
Licensing	(1)- Taxi licensing (2)- General information on licensing (3)- Miscellaneous licences	(1)- Includes approved vehicle list (3)- Includes applications for civic government and miscellaneous licences	(1)- Hard copy (2)- Electronic and hard copy (3)- Electronic and hard copy	(1)- Available from Neighbourhood Services Department, 14 London Road, Kilmarnock and Crookedholm Depot (2)- Available via Council website and from Legal Services (Corporate Support Department), Council Headquarters (3)- Available via Council website and from Licensing & Community Safety (Neighbourhood Services Department), 14 London Road, Kilmarnock	(2)- Licensing register charge £30 (Legal Services)
Neighbourhood	(1)- Residents' information (2)- Community Plan (3)- Better Neighbourhood Services Fund (4)- Community	(1)- Includes 'East Ayrshire by numbers' leaflet	(1)- Electronic and hard copy (2)- Electronic and hard copy (3)- Electronic and hard copy (4)- Hard copy	(1)- Available via Council website. Also available in hard copy, CD or audio cassette format from Corporate Development &	

	Councils			Communication, Council Headquarters (2)- As above (3)- As above (4)- Available from Administration Section (Corporate Support Department), Council Headquarters	
Twinning	(1)- Twin towns		(1)- Electronic and hard copy	(1)- Available via Council website and from Administration Section (Corporate Support Department), Council Headquarters	
Voluntary Organisations	(1)- List of local charities and voluntary organisations		(1)- Electronic and hard copy	(1)- Available via Council website and from Administration Services (Corporate Support Department), Council Headquarters	

Education and Learning

Sub-category	Class	Class Description	Format	Contact Details	Charges (if applicable)
Adult Education	(1)- Adult education courses in East Ayrshire	(1)- Includes details of ECDL courses etc. and adult basic	(1)- Electronic and hard copy	(1)- Available via Council website and from all libraries in	

		education		East Ayrshire and from Neighbourhood Services Department, Council Headquarters	
Education Committee	(1)- Education Committee Reports		(1)- Electronic copy	(1)- Available via Council website	
Kilmarnock College	(1)- Courses at Kilmarnock College		(1)- Electronic and hard copy	(1)- Available via Council website and from all libraries in East Ayrshire and from Neighbourhood Services Department, Council Headquarters	
Lifelong Learning	(1)- Lifelong learning courses in East Ayrshire		(1)- Electronic and hard copy	(1)- Available via Council website and from all libraries in East Ayrshire and from Neighbourhood Services Department, Council Headquarters	
Schools	(1)- Secondary schools (2)- Primary schools (3)- Free school meals (4)- Holidays (5)- School handbooks (6)- School standards		(1)- Electronic and hard copy (2)- Electronic and hard copy (3)- Electronic and hard copy (4)- Electronic and hard copy (5)- Hard copy	(1)- Available via Council website and from Educational & Social Services Department, Council Headquarters (2)- As above (3)- As above (4)- As above	

	and quality report		(6)- Hard copy	(5)- Available from Heads of establishment (6)- Available from Heads of establishment	
Strategies and Plans	(1)- Community learning Action Plan (2)- School improvement plans (3)- Service improvement plan (4)- General education policies	(4)- Includes anti-bullying policy, exclusions policy, child protection policy	(1)- Electronic and hard copy (2)- Hard copy (3)- Hard copy (4)- Hard copy	(1)- Available via Council website and from all libraries in East Ayrshire and from Neighbourhood Services Department, Council Headquarters (2)- Available from Heads of establishment (3)- Available from Educational & Social Services Department, Council Headquarters (4)- Available from Educational & Social Services Department, Council Headquarters	
Teachers	(1)- Professional development for teachers		(1)- Hard copy	(1)- Available from Educational & Social Services Department, Council Headquarters	
Training	(1)- Training courses		(1)- Electronic and	(1)- Available via	

	in East Ayrshire		hard copy	Council website and from all libraries in East Ayrshire and from Neighbourhood Services Department, Council Headquarters	
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Environment and Waste

Sub-category	Class	Class Description	Format	Contact Details	Charges (if applicable)
Abandoned Vehicles	(1)- Information on abandoned vehicles		(1)- Electronic and hard copy	(1)- Available via Council website and from Environmental Health & Waste Management Section (Neighbourhood Services Department), Western Road, Kilmarnock	
Buildings	(1)- Dangerous buildings and unauthorised works		(1)- Electronic	(1)- Available from Planning & Building Control Section (Development & Property Services Department), Croft Street, Kilmarnock	(1)- Corporate administration charge for searching register
Conservation	(1)- Conservation issues in East	(1)- Includes maps of conservation areas	(1)- Hard copy	(1)- Available from Planning & Building	(1)- Charge for maps of

	Ayrshire			Control Section (Development & Property Services Department), Croft Street, Kilmarnock	conservation areas £5 – resident £10 – non-resident
Environmental Health	(1)- Customer consultations (2)- Information on Environmental Protection Act (3)- Stray animals		(1)- Hard copy (2)- Electronic (3)- Electronic and hard copy	(1)- Available from Central Services (Neighbourhood Services Department), Council Headquarters (2)- Available via Council website (3)- Available via Council website and from Environmental Health & Waste Management Section (Neighbourhood Services Department), Western Road, Kilmarnock	
Environmental Protection	(1)- Land (2)- Water	(1)- Includes contaminated land registers and inspection strategy (2)- Includes pollution control information, flooding information	(1)- Electronic and hard copy (2)- Electronic and hard copy	(1)- Available via Council website. Inspection strategy available at local libraries. Register available from Environmental Health & Waste	

				<p>Management Section, Western Road, Kilmarnock (2)- Available via Council website and from Environmental Health & Waste Management Section, Western Road, Kilmarnock. Flooding reports available from Roads & Transportation Section (Development & Property Services Department), Greenholm Street, Kilmarnock</p>	
Food Production and Quality	(1)- Food hygiene and safety		(1)- Electronic and hard copy	(1)- Available via Council website and from Environmental Health & Waste Management Section (Neighbourhood Services Department), Western Road, Kilmarnock	
Litter	(1)- Litter in East	(1)- Includes	(1)- Electronic and	(1)- Available via	

	Ayrshire	information leaflets	hard copy	Council website and from Cleansing Services (Neighbourhood Services Department), Western Road, Kilmarnock	
Pest Control	(1)- Pest control service		(1)- Electronic and hard copy	(1)- Available via Council website and from Environmental Health & Waste Management Section (Neighbourhood Services Department), Western Road, Kilmarnock	
Pollution	(1)- Pollution in East Ayrshire	(1)- Includes information leaflets	(1)- Hard copy	(1)- Available from Environmental Health & Waste Management Section, Western Road, Kilmarnock	
Preservation	(1)- Tree preservation		(1)- Hard copy	(1)- Available from Planning & Building Control Section (Development & Property Services Department), Croft Street, Kilmarnock	

Recycling	(1)- Recycling in East Ayrshire	(1)- Includes information leaflets	(1)- Hard copy	(1)- Available from Cleansing Services, Western Road, Kilmarnock	
Refuse Collection	(1)- Domestic refuse collection service (three bin system)		(1)- Electronic and hard copy	(1)- Available via Council website and from Cleansing Services, Western Road, Kilmarnock	
Strategies and Plans	(1)- Environmental strategies and action plans (2)- Contaminated Land Strategy (3)- Strategic Waste Plan (4)- Biodiversity Plan (5)- Food Safety Plan (6)- Food Enforcement Plan (7)- Health and Safety Enforcement Policy		(1)- Hard copy (2)- Electronic and hard copy (3)- Electronic and hard copy (4)- Hard copy (5)- Hard copy (6)- Hard copy (7)-Hard copy	(1)- Available from Environmental Health Section, Western Road, Kilmarnock (2)- Available via Council website and as above (3)- Available via Council website and from Cleansing Services, Western Road, Kilmarnock (4)- Available from Environmental Health Management Section, Western Road, Kilmarnock (5), (6), (7)- As (4) above	
Trading Standards	(1)- General		(1)- Electronic and	(1)- Available via	

	information on trading standards		hard copy	Council website and from Trading Standards Section (Neighbourhood Services Department), 14 London Road, Kilmarnock	
Waste	(1)- Waste Management consultations (2)- Strategic Waste Plan (3)- General information about waste in East Ayrshire	(3)- Includes details of landfill sites and the three bin system	(1)- Hard copy (2)- Electronic and hard copy (3)- Hard copy	(1)- Available from Central Services (Neighbourhood Services Department), Council Headquarters (2)- Available via Council website. Also available from Cleansing Services, Western Road, Kilmarnock (3)- Available from Cleansing Services, Western Road, Kilmarnock	

Housing

Sub-category	Class	Class Description	Format	Contact Details	Charges (if applicable)
Allocations	(1)- Allocations policy		(1)- Hard copy	(1)- Available from Homes Section	

				(Neighbourhood Services Department), Civic Centre, Kilmarnock	
Associations	(1)- Details of housing associations within East Ayrshire	(1)- Housing associations provide various kinds of accommodation	(1)- Electronic and hard copy	(1)- Available via Council website and from Homes Section (Neighbourhood Services Department), John Dickie Street (North), Kilmarnock	
Home Ownership	(1)- Guidance for those wishing to purchase their council house		(1)- Electronic and hard copy	(1)- Available via Council website and from Legal Services (Corporate Support Department), Council Headquarters. Information also available from other locations including local libraries	
Homelessness	(1)- General information on homelessness in East Ayrshire	(1)- Includes details for obtaining advice and assistance	(1)- Electronic and hard copy	(1)- Available via Council website and from Housing Section, John Dickie Street (North), Kilmarnock	
Housing Benefits	(1)- Housing benefit information		(1)- Electronic and hard copy	(1)- Available via Council website and	

				from Benefits – Processing, Finance Section (Corporate Support Department), 2 The Cross, Kilmarnock	
Private Sector Housing	(1)- Information and advice concerning private housing		(1)- Hard copy	(1)- Available from area housing offices. Details of area housing offices can be obtained via Council website and from Housing Section, John Dickie Street (North), Kilmarnock	
Properties for Sale and Rent	(1)- List of property for sale and to let	(1)- Includes schedules	(1)- Electronic and hard copy	(1)- Available via Council website and from Development & Property Services Department, Council Headquarters	
Property Enquiries	(1)- Property enquiry certificates		(1)- Hard copy	(1)- Available from Administration Section (Corporate Support Department), Council Headquarters	(1)- £50 charge for certificates
Repairs	(1)- Housing repairs service		(1)- Electronic and hard copy	(1)- Available via Council website and	

				from Housing Section, John Dickie Street (North), Kilmarnock	
Right to Buy	(1)- Right to Buy documentation		(1)- Hard copy	(1)- Available from Legal Services (Corporate Support Department), Council Headquarters	
Strategies and Plans	(1)- Housing strategies and plans		(1)- Hard copy	(1)- Available from Housing Section (Neighbourhood Services Department), Civic Centre, Kilmarnock	
Tenants and Residents	(1)- Information for new tenants (2)- Scottish Secure Tenancy Agreement (3)- Information on neighbour disputes	(1)- Includes new tenancy information pack	(1)- Electronic and hard copy (2)- Electronic and hard copy (3)- Electronic and hard copy	(1)- Available via Council website and from Housing Section, Civic Centre, Kilmarnock (2)- As above (3)- As above	

Jobs and Careers

Sub-category	Class	Class Description	Format	Contact Details	Charges (if applicable)
Careers Advice	(1)- General careers advice		(1)- Hard copy	(1)- Available from Educational and	

				Social Services Department, 2 The Cross, Kilmarnock	
Job Centres	(1)- Job centres in East Ayrshire			(1)- Links via Council website to Job Centre Plus website. Also, information available from Educational and Social Services Department, 2 The Cross, Kilmarnock	
Training	(1)- Training opportunities for long-term unemployed		(1)- Hard copy	(1)- Available from Personnel Services (Corporate Support Department), Council Headquarters	
Unemployment	(1)- Unemployment initiatives in East Ayrshire (2)- Unemployment statistics		(1)- Electronic and hard copy (2)- Electronic and hard copy	(1)- Available via Council website and from Economic Development Section (Development & Property Services Department), Council Headquarters (2)- Available via Council website and from Planning & Building Control Section,	

				(Development & Property Services Department), Croft Street, Kilmarnock	
Vacancies	(1)- Council vacancies		(1)- Electronic and hard copy	(1)- Available via Council website and from Personnel Services (Corporate Support Department), Council Headquarters	

Leisure and Culture

Sub-category	Class	Class Description	Format	Contact Details	Charges (if applicable)
Archives	(1)- Information on family history research (2)- Historical archive collections		(1)- Electronic and hard copy (2)- Electronic and hard copy	(1)- Available via Council website and from all libraries in East Ayrshire (2)- Available at Ayrshire Archives, Ayr, and at Dick Institute, Kilmarnock	(2)- Consultation of the archives is free. Charges will apply for extensive research undertaken by Ayrshire Archives. (01292 287584)
Arts	(1)- Arts & crafts courses and training		(1)- Electronic and hard copy	(1)- Available via Council website and from Museums, Arts and Theatres Section (Neighbourhood Services Department),	

				Dean Castle, Kilmarnock	
Children's Activities	(1)- Children's activities in East Ayrshire	(1)- Includes booking forms for activities and details of kids' activity clubs	(1)- Electronic and hard copy	(1)- Available via Council website and at games halls throughout East Ayrshire. Also at Leisure Development Section (Neighbourhood Services Department), John Finnie Street, Kilmarnock	
Entertainment	(1)- Customer consultations (2)- Entertainment licences	(1)- Includes consultations on Palace Theatre	(1)- Hard copy (2)- Electronic and hard copy	(1)- Available from Central Services (Neighbourhood Services Department), Council Headquarters (2)- Available via Council website and from Licensing & Community Safety Section (Neighbourhood Services Department), 14 London Road, Kilmarnock	
Events	(1)- Details of forthcoming events in		(1)- Electronic and hard copy	(1)- Available via Council website and	

	East Ayrshire			from Leisure Development Services and Community Recreation Section (Neighbourhood Services Department)	
Heritage	(1)- Strategies and plans (2)- Visitor centres in East Ayrshire	(2)- Includes information on Cathcartston Visitor Centre, Dalmellington	(1)- Hard copy (2)- Hard copy	(1)- Available from libraries and other venues throughout East Ayrshire (2)- Available from Museums, Arts & Theatres Section (Neighbourhood Services Department). Some information from libraries throughout East Ayrshire	
Leisure Centres	(1)- Leisure centres in East Ayrshire		(1)- Electronic and hard copy	(1)- Available via Council website and at leisure centres. Some information also available at Leisure Development Section, John Finnie Street, Kilmarnock	
Libraries	(1)- Libraries in East	(2)- Includes guide to	(1)- Electronic and	(1)- Available via	

	Ayrshire (2)- Library guides	e-mailing, I.T. training, guide to libraries, BBC chat guide, BBC webwise, computers in libraries, etc.	hard copy (2)- Hard copy	Council website and from libraries throughout East Ayrshire (2)- Available from libraries throughout East Ayrshire	
Local History	(1)- Local history research in East Ayrshire		(1)- Electronic and hard copy	(1)- Available via Council website and from all libraries in East Ayrshire	
Parks	(1)- Public parks (2)- Dean Castle Country Park		(1)- Hard copy (2)- Hard copy	(1)- Available from Outdoor Amenities Section (Neighbourhood Services Department), Western Road Kilmarnock (2)- Available at various locations throughout Ayrshire and Glasgow, including local libraries	
Sports	(1)- Sports halls in East Ayrshire (2)- Customer consultations on sports and leisure		(1)- Electronic and hard copy (2)- Hard copy (3)- Hard copy	(1)- Available via Council website and from Community Recreation (Neighbourhood	

	(3)- Sports council directory			Services Department), Western Road, Kilmarnock (2)- Available from Central Services (Neighbourhood Services Department), Council Headquarters (3)- Available from Leisure Development Section, John Finnie Street, Kilmarnock	
Tourism	(1)- Tourism services in East Ayrshire	(1)- Includes visitor guides and information on specific activities such as Burns Festival	(1)- Electronic and hard copy	(1)- Available via Council website and from Economic Development Section (Development & Property Services Department), Council Headquarters. Information also available at local libraries	

Planning and Building Control

Sub-category	Class	Class Description	Format	Contact Details	Charges (if applicable)
Building Control	(1)- Building control	(1)- Includes:	(1)- Electronic and	(1)- Available via	(1)- £56 charge for

	information and regulations	building warrant information, building warrant application forms, building warrant registers	hard copy	Council website and from Planning & Building Control Section (Development & Property Services Department), Croft Street, Kilmarnock	searching building warrant register
Listed Buildings	(1)- Register of listed buildings		(1)- Hard copy	(1)- Available from Planning & Building Control Section (Development & Property Services Department), Croft Street, Kilmarnock	
Local Plans	(1)- East Ayrshire Local Plan (2)- Opencast Coal Subject Plan		(1)- Electronic and hard copy (2)- Electronic and hard copy	(1)- Available via Council website and from Planning & Building Control Section (Development & Property Services Department), Croft Street, Kilmarnock (2)- As above	
Planning Applications	(1)- Planning applications	(1)- Includes weekly lists of applications received, planning application register,	(1)- Electronic and hard copy	(1)- Some information available via Council website. All information	(1)- Applications free to view, copies of consents £56

		application forms, etc		available from Planning & Building Control Section Development & Property Services Department), Croft Street, Kilmarnock	
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Social Care and Health

Sub-category	Class	Class Description	Format	Contact Details	Charges (if applicable)
Drug and Alcohol Action	(1)- Drug and alcohol problems	(1)- Includes contacts and useful numbers	(1)- Electronic and hard copy	(1)- Available via Council website and from local social work office and from Social Work Section (Educational & Social Services Department), Civic Centre, Kilmarnock	
Abuse	(1)- Abuse	(1)- Includes contacts and useful numbers	(1)- Electronic and hard copy	(1)- Available via Council website and from local social work office and from Social Work Section, Civic Centre, Kilmarnock	
Health Promotion	(1)- Information	(1)- Community	(1)- Electronic and	(1)- Available via	

	about the C.H.I.P. Project (2)- Healthy eating advice	Health Improvement Partnership	hard copy (2)- Electronic and hard copy	Council website and from Leisure Development Section (Neighbourhood Services Department), John Finnie Street, Kilmarnock (2)- As above	
Health Strategies and Plans	(1)- Food health and safety plans		(1)- Hard copy	(1)- Available from Environmental Health Section (Neighbourhood Services Department), Western Road, Kilmarnock	
Adoption and Fostering	(1)- Adoption information (2)- Information for foster parents	(2)- Includes details on recruitment and support	(1)- Electronic and hard copy (2)- Electronic and hard copy	(1)- Available via Council website and from Social Work Section (Educational & Social Services Department), Civic Centre, Kilmarnock (2)- As above	
Childcare	(1)- Childcare availability in East Ayrshire		(1)- Electronic and hard copy	(1)- Available via Council website and from Early Years Section (Educational and Social Services Department), Council	

				Headquarters	
Child Protection	(1)- Child protection information	(1)- Includes information on the child protection register	(1)- Electronic and hard copy	(1)- Available via Council website and from local social work office and from Social Work Section, Civic Centre, Kilmarnock	
Community Care	(1)- Community Care services		(1)- Electronic and hard copy	(1)- Available via Council website and from Social Work Section (Educational & Social Services Department), Civic Centre, Kilmarnock	
Disability	(1)- Access for disabled		(1)- Electronic and hard copy	(1)- Available via Council website and from Planning & Building Control Section (Development & Property Services Department), Croft Street, Kilmarnock	
Elderly People	(1)- Services for elderly people		(1)- Electronic and hard copy	(1)- Available via Council website and from Social Work Section (Educational & Social Services	

				Department), Civic Centre, Kilmarnock	
Family Support	(1)- Details of the Council's Family Support Team		(1)- Electronic and hard copy	(1)- Available via Council website and from Social Work Section (Educational & Social Services Department), Civic Centre, Kilmarnock	
Mental Health	(1)- Assistance available for adults with learning difficulties, physical difficulties and mental health difficulties		(1)- Electronic and hard copy	(1)- Available via Council website and from Social Work Section (Educational & Social Services Department), Civic Centre, Kilmarnock	

Transport and Streets

Sub-category	Class	Class Description	Format	Contact Details	Charges (if applicable)
Cycle Routes	(1)- Kilmarnock cycle routes		(1)- Hard copy	(1)- Available from libraries throughout East Ayrshire and from offices of Development & Property Services Department	
Footpaths	(1)- Information and		(1)- Hard copy	Available from Roads	

	advice concerning maintenance of footpaths			& Transportation Section (Development & Property Services Department), Greenholm Street, Kilmarnock	
Parking	(1)- Public consultation information (2)- Disabled parking bays (3)- Car park fines, locations and charges	(2)- Includes application forms	(1)- Hard copy (2)- Hard copy (3)- Electronic and hard copy	(1)- Available from offices of Development & Property Services Department (2)- As above (3)- Available from Roads & Transportation (Development & Property Services Department), Greenholm Street, Kilmarnock	
Public Rights of Way	(1)- Information on rights of way throughout East Ayrshire		(1)- Hard copy	(1)- Available from Country Park Section (Neighbourhood Services Department)	
Public Transport	(1)- Issues and advice regarding public transport in East Ayrshire		(1)- Hard copy	(1)- Available from Roads & Transportation Section	

				(Development & Property Services Department), Greenholm Street, Kilmarnock	
Roads	(1)- Roads operations (2)- Road safety (3)- Roads maintenance	(1)- Includes list of public roads, road opening permits, construction consent forms, etc. (2)- Includes road safety plan and leaflets (3)- Includes RALF defect report forms, information on gritting and winter maintenance	(1)- Hard copy and some electronic (2)- Hard copy (3)- Hard copy	(1)- Available from Roads Operations offices with some forms/reports available via Council website (2)- Available from Roads & Transportation Section (Development & Property Services Department), Greenholm Street, Kilmarnock. Leaflets available from libraries. (3)- Available from Roads & Transportation Section (Development & Property Services Department), Greenholm Street,	

				Kilmarnock	
Skip Hire	(1)- Skip hire information	(1)- Includes skip permit applications	(1)- Hard copy	Available from Roads & Transportation Section (Development & Property Services Department), Greenholm Street, Kilmarnock	
Street Lighting	(1)- Approved materials list (2)- Street lighting test certificates (3)- Lighting design	(2)- Form CC10 (3)- Includes design specification for street lighting for developers	(1)- Electronic and hard copy (2)- Electronic and hard copy (3)- Electronic and hard copy	(1)- Available via Council website and from Roads & Transportation Section, Greenholm Street, Kilmarnock (2)- As above (3)- As above	
Taxi Licensing	(1)- Approved vehicle list (2)- Street knowledge test		(1)- Hard copy (2)- Hard copy	(1)- Available from Licensing & Community Safety Section (Neighbourhood Services Department), 14 London Road, Kilmarnock. Also available from Crookedholm Depot (2)- Available from Licensing &	

				Community Safety Section (Neighbourhood Services Department), 14 London Road, Kilmarnock	
Traffic Calming	(1)- Traffic calming information		(1)- Hard copy	(1)- Available from Roads & Transportation Section (Development & Property Services Department), Greenholm Street, Kilmarnock	
Transport Planning	(1)- Local Transport Strategy (2)- Tourist information signs		(1)- Hard copy (2)- Hard copy	(1)- Available from Roads & Transportation Section (Development & Property Services Department), Greenholm Street, Kilmarnock (2)- As above	

Your Council

Sub-category	Class	Class Description	Format	Contact Details	Charges (if
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					applicable)
Annual Reports	Annual reports		(1)- Hard copy	(1)- Available from Corporate Development & Communication Section (Corporate Support Department), Council Headquarters	
Best Value	(1)- Best Value in East Ayrshire Council		(1)- Electronic and hard copy	(1)- Available via Council website and from Corporate Development & Communication Section (Corporate Support Department), Council Headquarters	
Budget and Finance	(1)- Budget consultation (2)- Annual accounts (3)- Sundry debt (4)- Non-domestic rates	(1)- Details on how to air your views on the Council's rent and council tax levels (2)- Council's latest statement of accounts	(1)- Electronic and hard copy (2)- Electronic and hard copy (3)- Hard copy (4)- Hard copy	(1)- Available via Council website and from Accounting Services – Corporate, Finance Section (Corporate Support Department), Greenholm Street, Kilmarnock (2)- Available via Council website and from Directorate Service, Finance	

				Section (Corporate Support Department), Greenholm Street, Kilmarnock (3)- Available from Finance Section (Corporate Support Department), Lugar (4)- Available from Finance Section (Corporate Support Department), Lugar	
Committees	(1)- Committee minutes and agendas (2)- Committee reports and background papers (3)- Information about local committees (4)- Minutes of forums and social inclusion partnerships (5)- Scheme of delegation	(2)- Excluding exempt reports (5)- Composition, terms of reference and delegated powers of committees	(1)- Electronic and hard copy (2)- Electronic and hard copy (3)- Electronic and hard copy (4)- Electronic and hard copy (5)- Electronic and hard copy	(1)- Available via Council website and from Administration Section (Corporate Support Department), Council Headquarters (2)- As above (3)- As above (4)- As above (5)- As above	
Consultation and Feedback	(1)- Consultation documents		(1)- Hard copy	(1)- Available from Central Services (Neighbourhood Services Department),	

				Council Headquarters	
Council	(1)- Information on Council departments	(1)- Includes: Information on Council website about departments	(1)- Electronic and hard copy	(1)- General information available via Council website. Specific departmental information available from relevant department	
Council Tax	(1)- Information on council tax	(1)- Includes on-line payments	(1)- Electronic and hard copy	(1)- Available via Council website and from Revenues, Finance Section (Corporate Support Department), Lugar	
Councillors	(1)- East Ayrshire councillors (2)- Registers of members' interests (3)- Appointments to outside organisations	(1)- Includes names, ward details, surgeries	(1)- Electronic and hard copy (2)- Electronic and hard copy (3)- Hard copy	(1)- Available via Council website and from Administration Section (Corporate Support Department), Council Headquarters (2)- As above (3)- Available from Administration Section, Council Headquarters	
Democratic Rights	(1)- Data Protection (2)- Freedom of Information		(1)- Electronic and hard copy (2)- Electronic and hard copy	(1)- Available via Council website and from I.T. Section (Corporate Support	

				Department), 2 The Cross, Kilmarnock (2)- Available via Council website and from Administrative & Legal Services (Corporate Support Department), Council Headquarters	
E-Government	(1)- E-Government within East Ayrshire Council		(1)- Electronic and hard copy	(1)- Available via Council website and from I.T. Section (Corporate Support Department), 2 The Cross, Kilmarnock	
Elections	(1)- Local government elections (2)- Scottish Parliament elections (3)- Westminster elections (4)- Electoral register (5)- European Parliament elections (6)- Electoral boundaries	(1)- Includes results, candidates, polling station info, etc (4)- Includes details of gaining access to register	(1)- Electronic and hard copy (2)- Hard copy (3)- Hard copy (4)- Hard copy (5)- Hard copy (6)- Hard copy	(1)- Available via Council website and from Administration Section (Corporate Support Department), Council Headquarters (2)- Available from Administration Section (3)- Available from Administration Section (4)- Available from Library, Registration	

				and Information Services (Neighbourhood Services Department) (5)- Available from Administration Section (Corporate Support Department) (6)- Available from Administration Section	
Grants	(1)- General information about grants (2)- Applications for grants		(1)- Electronic and hard copy (2)- Electronic and hard copy	(1)- Available via Council website and from Administration Section (Corporate Support Department), Council Headquarters (2)- As above	
Health and Safety	(1)- Health and safety information	(1)- Includes local authority legislation	(1)- Electronic and hard copy	(1)- Available via Council website and from Personnel Section (Corporate Support Department), Council Headquarters	
Justices of the Peace	(1)- Justices of the Peace		(1)- Electronic and hard copy	(1)- Available via Council website and from Legal Section (Corporate Support Department), Council	

				Headquarters	
News	(1)- Newsletters and magazines	(1)- Includes 'Eastwords'	(1)- Electronic and hard copy	(1)- Available via Council website and from most Council locations	
Policies and Plans	(1)- Corporate policies and plans	(1)- Includes Community Plan	(1) – Electronic and hard copy	(1)- Available from Administration Section (Corporate Support Department), Council Headquarters	

Index of Classes

<u>Class</u>	<u>Page</u>
A	
Abandoned vehicles (Information on)	16
Abuse	32
Access for disabled	9
Access to information	9
Adoption information	33
Adult education courses	13
Advice centres in East Ayrshire	6
Allocations policy	22
Annual accounts	40
Annual reports	40
Arts & crafts courses and training	26
B	
Benefits (Information on)	6
Benefits advice	6
Benefit fraud	6
Best Value	40
Biodiversity Plan	20
Births	9
Better Neighbourhood Services Fund (BNSF)	12
Budget consultation	40
Building Control information and regulations	31
Business grants information	8
C	
Car park fines, locations and charges	36
Careers advice	24
Cemeteries (General information)	10
Cemetery management rules	10
Charities and bequests	10
Charities and voluntary organisations (local list)	10
Child protection information	34
Childcare availability	33
Children's activities	27
Committee minutes and agendas	41
Committee reports and background papers	41
Community care services	34
Community Councils	13

Community Health Improvement Partnership (C.H.I.P)	33
Community Learning Action Plan	15
Community Plan	12
Complaints (Departmental)	7
Conservation issues	16
Consultation documents	42
Consumer advice	7
Contaminated Land Strategy	20
Corporate policies and plans	45
Council-approved suppliers list	8
Council departments (Information on)	42
Council house purchasing (Guidance)	22
Council tax (Information on)	42
Councillors	42
Cycle routes (Kilmarnock)	35

D

Dangerous buildings and unauthorised works	16
Data Protection	43
Dean Castle Country Park	29
Deaths	10
Disabled access	34
Disabled parking bays	36
Drug and alcohol problems	32

E

Education Committee Reports	14
Education policies	15
Education Service Improvement Plan	15
E-Government	43
Elderly people (Services for)	34
Elections	43
Electoral boundaries	44
Electoral register	43
Emergency planning information	7
Entertainment customer consultations	27
Entertainment licences	27
Environmental health customer consultations	17
Environmental protection (land)	17
Environmental protection (water)	17
Environmental Protection Act (Information on)	17
Environmental strategies and action plans	20
Events in East Ayrshire (Details of forthcoming events)	27

F

Family history research (Information on)	26
--	----

Family Support Team (Details of)	35
Fireworks registration information	11
Food Enforcement Plan	20
Food health and safety plans	33
Food hygiene and safety	18
Footpath maintenance (Information and advice)	36
Forums and social inclusion partnerships (Minutes)	41
Foster parents (Information for)	33
Freedom of Information	43

G

Grants (General information)	44
Grant applications	44

H

Health and Safety Enforcement Policy	20
Health and safety information	44
Healthy eating advice	33
Heritage strategies and plans	28
Historical archive collections	26
Homelessness (General information)	22
Housing (Private sector – information and advice)	23
Housing associations (Details of)	22
Housing benefit	22
Housing repairs	23
Housing strategies and plans	24

I

Income support information	7
Industrial property within Council ownership	8

J

Job centres	25
Justices of the Peace	45

K

Kilmarnock College (Details of courses)	14
---	----

L

Leisure centres in East Ayrshire	28
Libraries in East Ayrshire	29
Library guides	29
Licences (Miscellaneous)	12
Licensing (General information)	12

Lifelong learning courses	14
Listed buildings (Register of)	31
Litter	19
Local businesses (List of)	9
Local committees (Information about)	41
Local events	11
Local history research	29
Local office guide to services	7
Local Plan (East Ayrshire)	31

M

Marriages	10
Members of Scottish, UK and European Parliaments	11
Memorial masons scheme	10
Mental health difficulties (Assistance available)	35

N

Neighbour disputes (Information on)	24
Newsletters and magazines	45

O

Opencast Coal Subject Plan	31
----------------------------	----

P

Parking (Disabled bays)	36
Parking (Car park fines, locations and charges)	36
Parking (Public consultation information)	36
Pest control service	19
Planning applications	31
Pollution	19
Promoting Community Safety Action Plan	11
Property enquiry certificates	23
Property for sale and to let (List of)	23
Public parks	29
Public transport (Issues and advice)	37

Q**R**

Rates (Non-domestic)	40
Recycling	20
Refuse (Domestic refuse collection service)	20
Residents' information	12
Right to Buy documentation	24

Rights of way (Information on)	36
Road safety	37
Roads maintenance	37
Roads operations	37

S

Scheme of delegation	42
School handbooks	14
School holidays	14
School improvement plans	15
School meals (Free)	14
School standards and quality report	15
Schools (Primary)	14
Schools (Secondary)	14
Scottish Secure Tenancy Agreement	24
Skip hire information	38
Sport and leisure customer consultations	29
Sports council directory	30
Sports halls	29
Strategic Waste Plan	20
Stray animals	17
Street lighting (Approved materials list)	38
Street lighting design	38
Street lighting test certificates	38
Sundry debt	40

T

Taxi licensing	12
Taxi licensing (Approved vehicle list)	38
Taxi licensing (Street knowledge test)	38
Teachers (Professional development)	15
Tenants (Information for new tenants)	24
Tourism services	30
Tourist information signs	39
Trading standards (Information on)	21
Traffic calming information	39
Training courses in East Ayrshire	16
Training for long-term unemployed	25
Transport Strategy (Local)	39
Tree preservation	19
Twin towns	13

U

Unemployment initiatives	25
Unemployment statistics	25

V

Vacancies (Council)	26
Visitor centres in East Ayrshire	28
Voluntary organisations (Local list)	13

W

Waste (General information)	21
Waste Management consultations	21

Appendix 1 - Contact Details**Corporate Support Department**

Main Departmental Number	01563 576103
Benefits Office, Finance Section, 2 The Cross	01563 576985
Benefit Fraud Office, Finance Section	01563 554917
Administration, HQ Annexe	01563 576147
Treasury, Finance Section, Greenholm Street	01563 576331
Insurance, Finance Section, Greenholm Street	01563 576423
Corporate Development & Communication, HQ	01563 576165
Legal Services, HQ	01563 576061
Personnel Services, HQ	01563 576092

Educational and Social Services Department

Main Departmental Number	01563 576738
Social Work Section, Civic Centre	01563 576738
Early Years Section, HQ	01563 576185

Neighbourhood Services Department

Main Departmental Number	01563 576226
Trading Standards Section, 14 London Road	01563 521502
Emergency Planning Service, HQ	01563 576157
Outdoor Services, Western Road	01563 554061
Community Safety, 14 London Road	01563 554395
Licensing, 14 London Road	01563 554395
Environmental Health & Waste Management, Western Rd	01563 554022
Central Services, HQ	01563 576226
Cleansing Services, HQ	01563 554033

Homes Section, Civic Centre	01563 554873
Homes Section, John Dickie Street (North)	01563 554873
Museums, Arts & Theatres Section, Dean Castle	01563 554345
Leisure Development Section, John Finnie Street	01563 576711
Community Recreation Section, Western Road	01563 554027
Country Park Section	01563 522702
Library, Registration & Information Services	01563 554323

Development and Property Services Department

Main Departmental Number	01563 576012 devservices@east-ayrshire.gov.uk
Technical Services, Lugar	01563 555220 devservices@east-ayrshire.gov.uk
Economic Development, HQ	01563 576012 devservices@east-ayrshire.gov.uk
Planning & Building Control, Croft Street	01563 576790 planning@east-ayrshire.gov.uk
Roads & Transportation, Greenholm Street	01563 576310 roads@east-ayrshire.gov.uk

Other

Kilmarnock Registration Office	01563 576695
Ayrshire Archives	01292 287584
Dick Institute	01563 554300

EAST AYRSHIRE LICENSING BOARD

PUBLICATION SCHEME

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1. INTRODUCTION

The Licensing Board for East Ayrshire has regard to the public interest in the information it holds. Whilst mindful of the value of openness and transparency, the Board also has to have appropriate regard to:-

- the quasi-judicial nature of its function, and
- the necessity of distancing the licensing function from the political forum.

2. ABOUT THE LICENSING BOARD

The Licensing Board is elected by East Ayrshire Council from its Elected Members. The Clerk to the Licensing Board is the Council's Head of Administrative & Legal Services. Nevertheless, the Board is a completely separate legal entity.

The Licensing Board administers licensing of pubs, hotels, restaurants, etc. under the Licensing (Scotland) Act, 1976, as well as bookmakers and betting offices. The Licensing Board determines licensing applications at Quarterly Meetings, which are held in Kilmarnock. All administration takes place at:-

Council Headquarters
London Road
Kilmarnock
KA3 7BU
Tel: 01563 576005
Fax: 01563 576179

Certain routine or non-contentious decisions are delegated to the Clerk under the Licensing Board's regulations.

3. RESPONSIBILITY FOR THE PUBLICATION SCHEME

The person responsible for the overall operation of this publication scheme is the Clerk to the Licensing Board whose details are given above.

4. EXEMPTIONS

The Board's aim is to be as open as possible. However, information may be withheld from any of the classes of information listed below where it considers that disclosure may seriously prejudice law enforcement, legal proceedings or the Board's regulatory, administrative or quasi-judicial function or where the disclosure is otherwise prohibited by law. The Board may also withhold information:-

- which may seriously prejudice the commercial interests or confidentiality of any person or organisation; or
- which is personal information under the Data Protection Act 1998.

For the avoidance of doubt, contact details for Board Members will not be disclosed under this scheme. This is because it is a criminal offence under section 19 of the Licensing (Scotland) Act 1976 to attempt to influence a member of a licensing board to support an application. Additionally, such an approach would put a member at risk of contravening the Code of Conduct for Councillors under the Ethical Standards in Public Life (Scotland) Act 2000.

If you wish to complain about information that is being withheld from you, please read the "complaints" section below.

5. ARCHIVING POLICY

The Board's archiving policy is that documents are retained for a period of 5 years before they are either archived or destroyed.

Lists of current licence holders are updated quarterly, following each Board meeting.

6. COPYRIGHT

Unless otherwise stated, the Board reserves copyright in all information available under this publication scheme, whether that information is in electronic or hard-copy format, text or graphics, and regardless of whether the copyright (©) symbol appears.

7. ACCESSING INFORMATION UNDER THE PUBLICATION SCHEME

Online. As far possible, all information available under this publication scheme will be downloadable online at www.east-ayrshire.gov.uk

Otherwise, please communicate your request to the contact address at the top of this scheme. The Senior Licensing Board Administrator or the Clerk will be pleased to help, although you must understand that they are unable to provide you with legal advice to third parties. For this you must see your own solicitor.

8. CHARGING POLICY

Fees for licensing applications are set by the government. Any other charges that the Board makes are set out under Classes of Information at par. 11 below.

9. COMPLAINTS AND FEEDBACK

Any comments, suggestions or complaints regarding this publication scheme should be directed to the Clerk to the Licensing Board in accordance with the Council's established procedures, which are further explained in a leaflet entitled "It's Better to Listen". Copies of this leaflet can be obtained from the Council Headquarters, London Road, Kilmarnock, or any local office. Alternatively details of the procedure can be found on the Council's website at www.east-ayrshire.gov.uk

10. CLASSES OF INFORMATION

Class : Licensing Board decisions

<i>Description</i>	<i>Manner in which the information is published</i>	<i>Charges</i>
Reports to the Board EXCEPT any reports to the current quarterly meeting or reports on complaints or objections	<ul style="list-style-type: none"> Available for inspection at Council HQ., London Road, Kilmarnock. Excepted items are confidential and/or personal information protected by the Data Protection Act 	No charge for inspection; nominal charge if photocopies made.
Minutes of Board Meetings	<ul style="list-style-type: none"> Available for inspection through Clerk to the Licensing Board – Contact details at 1 above. Downloadable from:- www.east-ayrshire.gov.uk 	No charge for inspection; nominal charge if photocopies made.
Appeal Decisions within the past two years	<ul style="list-style-type: none"> Available for inspection through Clerk to the Licensing Board – Contact details at 1 above. 	No charge for inspection; nominal charge if photocopies made.

Class: Application Processes

<i>Description</i>	<i>Manner in which the information is published</i>	<i>Charges</i>
Application Forms	<ul style="list-style-type: none"> Available from Council HQ., London Road, Kilmarnock Downloadable from:- www.east-ayrshire.gov.uk 	No charge for the application form; statutory fees for licensing applications apply.
Policy Statements	<ul style="list-style-type: none"> Available from Council HQ., London Road, Kilmarnock Downloadable from:- www.east-ayrshire.gov.uk 	No charge
Application Criteria and Guidelines	<ul style="list-style-type: none"> Normally included with application forms Otherwise available from Council HQ., London Road, Kilmarnock Downloadable from:- www.east-ayrshire.gov.uk 	No charge
The Board’s Regulations	<ul style="list-style-type: none"> Available from Council HQ., London Road, Kilmarnock Downloadable from:- www.east-ayrshire.gov.uk 	No charge

Class: Public Registers

<i>Description</i>	<i>Manner in which the information is published</i>	<i>Charges</i>
Statutory Registers	<ul style="list-style-type: none">• Available on request from Council HQ., London Road, Kilmarnock	No charge for inspection; nominal charge if photocopies made.
Lists of current licence holders	<ul style="list-style-type: none">• Available from Council HQ., London Road, Kilmarnock• Downloadable from:- www.east-ayrshire.gov.uk	£30 for a paper copy