



ADUR & WORTHING
COUNCILS

Adur District Council and Worthing Borough Council Publication Scheme

As a Local Authority, we are required by law to make certain information publicly available. This is known as the Publication Scheme. We are also committed to enhancing transparency and public trust.

Below is a description of each section of the scheme and links to where the information can be found. We are using the [Information Commissioner's Model Publication Scheme](#).

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Please note the following:

(i) the numbers shown in the column marked "media" relate to the media types in the document list below;

(ii) if there is no item shown in the column 'Price', the item is available free of charge.

Media Code No.	Media Format
1	Website
2	Leaflet/magazine/pamphlet
3	Electronic copy
4	Database
5	Wristband
6	Poster Advertisement
7	Available to inspect by appointment

This page is under construction and is being continually added to.



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CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
1. Who we are and what we do	Adur & Worthing Councils website		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
The Councils	About the councils		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Cemeteries and crematorium	Bereavement Services		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Planning	Planning and Building control			Planning (Development Management) Enforcement Team 01903 221065 Building Control 01903 221068 or 01903 221385 or 01903 221418
Local Byelaws	List of all Adur and Worthing Byelaws		2	Democratic Services 01903 239999
	Emergency (Out of Hours) Contact Number		1	Only for out of hours emergencies: 07713 889 128
Council Constitution	The Constitution		1, 2	Democratic Services 01903 239999
Council Democratic Structure	Councillors and MPs Your Councillors		2	Democratic Services 01903 239999
Most recent election results	Election Results		1, 2	Electoral Services 01903 221069
Mayoral Services	The Adur Council Chairman's Diary The Worthing Council Mayor's Diary		2	Civic Office for Adur 01903 221018 Worthing Mayor's Assistant 01903 221018
	The Adur Council Chairman's Charity The Worthing Council Mayor's Charity		1	Civic Office for Adur 01903 221018 Worthing Mayor's Assistant 01903 221018
	Adur District and Worthing Borough Twinning Association		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Feedback and complaints procedure	Feedback & complaints about Council services		1, 2	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	complaints about a Councillor (Standards Board)		1	Democratic Services 01903 239999
Information Requests	Freedom of Information (FOI) & Environmental Information Regulations (EIR)		1,2	Information Governance Team 01903 239999



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	Data Protection & UK GDPR			
	Foreign Translation of the Website		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Adur & Worthing Communities and demographic: CenSus Data Data & Info about local communities, Local Insight Maps Inc LSOAs	Facts and Figures about Adur and Worthing		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Relationships with other authorities: Social Care & Health births, ceremonies and deaths land, waste and housing	West Sussex County Council (WSCC) -		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
<u>2. What we spend and how we spend it</u>				
Financial Information: Statement of Accounts Budget and variance reports Internal Financial Regulation and audit Partnership arrangement funding	Finance and accounting		2, 7	Finance 01903 221239 or 221276
Capital programme	Various		7	
The Members' Allowance Scheme	The Members' Allowance		7	Democratic Services 01903 239999
Pay and Grading Structure	Pay and Grading Structure		2	Open data / Data transparency 01903 221009
District Auditor's Report	Annual Audit and Inspection letter		2	Finance 01903 221239 or 221276
<u>3. What our priorities are and how we are doing</u>				



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Corporate strategies and policies: Our Plan Platforms for our Places: Going Further: 2020-2022 Armed Forces Community Covenant Capital Strategy Cultural Strategy Equalities and Diversity Hate crime (hate incidents) Strategic Performance and Risk Management Framework Sustainability: Adur and Worthing climate and environment	Corporate strategies and policies		2	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Strategies and business plans for services provided by the Council	Local Development Scheme (Adur) Local Development Scheme (Worthing)		2	Planning Policy 01273 263000
	Enabling Investment in Council Housing		2	Adur Homes 01273 263030
	Housing Revenue Account Business Plan		2	Adur Homes 01273 263030
Housing Policies and Strategies: Housing Strategy Homelessness Strategy Empty, vacant & disused properties SHLAA & SHMA Choice based lettings Tenancy Strategy Private Sector Housing Assistance Policy Adur Homes info for tenants & Leaseholders	Housing Policies and Strategies		1, 2	Housing Strategy 01273 263017 (Adur) 01903 221063 (Worthing)
Household waste and recycling	Household Waste and Recycling Collection Policy		1	Recycling, Refuse and Waste 01903 851729
Procurement	Procurement, tendering and contracts		2	Procurement & Contracts 01903 221499 or 01903 221162



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CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
Capital strategy (historic)	Capital Strategy		1, 7	Corporate Strategy 07909 688 132
4. How we make decisions				
Council meetings: Timetable, Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings	Copies of Council Agendas & Reports		1,2	Democratic Services 01903 239999
Current Public consultations	Current Consultations Licensing Consultations		1	Consultations 01903 221003 Licensing 01273 263331
	All Planning Policy Public Consultation Results		2	Planning Policy 01273 263000
5. Our policies and procedures				
Policies and procedures for conducting council business	Constitution		1	Legal Services 01903 239999
Policies and procedures for delivering Council services	Corporate strategies and policies		1, 2	Policy Officer for Scrutiny, Strategic Performance and Risk Management 01903 221009
Service Standards for Environmental Health: Public Health & Regulation (Environmental Health) Enforcement Policy Food Safety, Health & Safety, Environmental Protection	Public Health & Regulation (Environmental Health)		2	Public Health & Regulation 01903 221064
Regeneration	Regeneration projects, local Schemes and Strategies		1, 2	Place & Economy Team 01273 263179
Housing	Housing Policies, strategies & publications		1, 2	Housing 01273 263017(Adur) 01903 221063 (Worthing) Private Sector Housing 01273 263259



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Working at Adur and Worthing Councils	Senior Management structure		1	Corporate Strategy 07909 688 132
	Salary Grades & Pay Scales		1, 2	Human Resources 01273 263116
	Job Vacancies and career opportunities		1, 2	
	Employment policies		2	
	Equalities Policy		2	
	Whistleblowing policy		2	Legal Services 01903 239999
Safeguarding	Safeguarding Adults and Children's Policy		1	
Records Management and personal data policies	Data Protection Policy		2	Information Governance Team 01903 239999
Charging regimes and policies	Charging Regimes		1	Finance 01903 221239 or 221276
6. Lists and Registers				
Public registers and registers held as public records	Publication Scheme		1	
	Recycling and waste collection calendars		1	Recycling, Refuse and Waste 01903 851729
	Register of Burials		1, 7	Cemetery Service 01273 263159
	Cremations		1	Crematorium 01903 872678
	Registrar of Births, Deaths and Marriages		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Register of Councillors' financial and other interests		1	Legal 01903 221119
	Register of gifts and hospitality		2	Legal 01903 221119
	Contaminated Land Strategy		1, 2	Public Health & Regulation 01903 221064
	Air Pollution Control		1, 7	
	Houses in Multiple Occupation		1, 7	Private Sector Housing 01273 263259



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	Land Charges Enquiries & Register	Standard Charge	3	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Planning & Building control Applications & Enforcement		1, 7	Planning (Development Management) Enforcement Team 01903 221065
	Public Register of Taxis (Hackney Carriage & Private Hire vehicles)		7	Taxi Licensing, Public Health & Regulation 01273 263144
	Public Register of Licences		1	Public Health & Regulation 01903 221064
	Radon		1	
	Radiation Monitoring		2	
	Housing conditions and Empty properties		1, 7	Private Sector Housing 01273 263259
7. The services we offer				
Services for local businesses:	Advice for businesses		1	
	Private Sector Housing - Landlord advice		1, 2	Private Sector Housing 01273 263259
	Business Conference Facilities		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Non- Domestic Rates (Business Rates)		1	Adur Business Rates 01273 263111 Worthing Business Rates 01903 221061
	Commercial waste services		1	Commercial Waste Services 01273 263050
Services for the public: Car Parking	Car Parking		1	0345 680 0189 (Adur) 01903 239999 (Worthing)
	Blue Badge Parking Scheme – WSCC – Contact Details		1	0345 680 0189
Services for the public: Housing / Adur Homes	Housing Advice & Guidance		1	Adur Homes 01273 263030 Worthing Homes 01903 703100



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Services for the public: Environmental services	Waste and Recycling		1	Recycling, Refuse and Waste 01903 851729
	Bulky waste collection			
	Graffiti and Fly posting		1	
	Bus Shelter Cleaning		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Noise Control and Neighbour Complaints		1, 2	Public Health & Regulation 01903 221064
	Street / Road Closures		1, 2	Road closures 01903 221486
	Bonfires, smoke and fireworks		1, 2	Public Health & Regulation 01903 221064
	The Council's Dog Warden Service		1, 2	Dogs Section 01903 221064
	Pest Control Service		1	
	Coastline Defence and Flood Policy		1, 2	Planning Policy 01273 263000
	Conservation		1	Environmental Services 01903 221067
Services for the public: Customer Services	Customer Feedback		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Services for the public: Legal & Democratic Services	Chairman and Mayor		1	Democratic Services 01903 239999
Information on becoming a councillor	Mayoral Petition Information		1, 2	Electoral Services 01903 221069
Adur & Worthing Youth Council	Youth Mayor and Council		1	
Services for the public: Leisure & Cultural Services	Leisure facilities		1	
	Public Conveniences		1	Recycling, Refuse and Waste 01903 851729
	History of Adur and Worthing		1	Worthing Museum 01903 221448
	Beach Huts		1	Beach Office 01903 238977
	Parks and Open spaces		1	



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	Allotments		1	Adur Allotments 01273 263060 Worthing Allotment Management 07936 557874
	Memorial Benches		1	Environmental Services Administration Team 01273 263060
	Beach Patrols		1	Beach Office 01903 238977
	Museums and libraries			Worthing Theatres & Museums West Sussex County Council Libraries
	Theatre and Cinema		1	
	Sports and Leisure		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Sports Clubs and Activities		1	Southdowns Leisure
	South Downs National Park		1	
Services for the public: Cemeteries and Crematoriums	Worthing Crematorium List of Cemeteries and Crematoriums		1, 2	Worthing Crematorium 01903 872678 Cemetery Service 01273 263159
Services for the public: Planning & Regeneration	Planning & Building Control	Building Control Charges	1, 2	Planning (Development Management) Enforcement Team 01903 221065 Building Control 01903 221068 or 01903 221385 or 01903 221418
	Development Control Standards - Space around dwellings and flats		1	Planning Policy 01273 263000
	design Bulletins Shop fronts & Developments involving horses		1, 2	
	Hedgerow Removal Notice		1, 2	
	Listed Buildings (Adur) Listed Buildings (Worthing)		1, 2	
	Tree Preservation Orders		1	
	The Party Wall Act		1, 2	Building Control 01903 221068 or 01903 221385 or 01903 221418



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Services for the public: Planning, Wellbeing & Regeneration	Communities and Wellbeing services		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Community Alarm Scheme		1	Community Alarm Scheme 01273 263390
Services for the public: Licensing	licensing and permits		1	Licensing Unit, Public Health & Regulation 01273 263331
	Lottery Licensing		1	
Services for the public: Council Tax & Benefits	Council tax Support and Housing Benefits		1, 2	Adur Benefits 01273 263444 Worthing Benefits 01903 221062
	Breakdown of Council Tax bands		1, 2	Adur Council Tax 01273 263111 Worthing Council Tax 01903 221061
Information for visitors to the area:	Tourist Information		1	Tourist Information 01903221066
	Beaches in Adur and Worthing		1	
	Watersports		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Parks, Playgrounds and Open Spaces		1	
	Junior Activities		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Accommodation		1,2	Tourist Information 01903221066
Media releases	Social Media		1	Communications Team 01903 239999
8 Election Information				
Forthcoming elections Information	Elections & Voting Information & Results		1, 2	Electoral Services 01903 221069
	The Electoral Register		2	