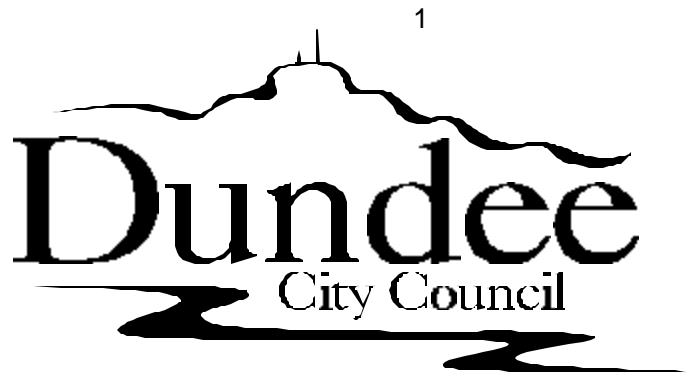




**PUBLICATION SCHEME UNDER THE
FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

MAY 2004

Should you require a copy of this document in large print, Braille, audiotape or in any other language, please contact Iain Flett, City Chambers, 21 City Square, Dundee, DD1 3BY (Tel: (01382) 434494) (email: ian.flett@dundeecity.gov.uk).



**PUBLICATION SCHEME UNDER THE
FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

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1. AN INTRODUCTION TO YOUR RIGHT TO INFORMATION

The Freedom of Information (Scotland) Act 2002 (FOISA) introduces a new right to obtain information from the City Council and other public bodies.

The FOISA imposes certain other obligations on the City Council, which include adopting a Publication Scheme.

The FOISA comes fully into force in January 2005, when a person's right to request information from the City Council (apart from information contained in this Publication Scheme) takes effect.

This Publication Scheme will be implemented on 1 June 2004 when a person's right to request information contained in it takes effect.

2. WHAT IS A PUBLICATION SCHEME?

The City Council is under a legal obligation to produce and implement a Publication Scheme. In its basic form, it is a guide to the information that the City Council routinely publishes or intends to publish and allows a significant amount of information to be made available without a person having to make a specific request for information.

This legal requirement has been introduced by the Scottish Executive so as to publicise the work done by public authorities and encourage a spirit of openness and accountability throughout the public sector in Scotland. In terms of the outcomes to be achieved, citizens will not only be more aware of the business of local authorities and other public bodies, but citizens will also have greater access to information that is relevant to them. Such developments are intended to enhance local democracy and participation in local decision-making processes.

A Publication Scheme must set out the following:

- what information is available;
- the manner in which that information is published;
- if there is a charge for that information.

When a local authority draws up its Publication Scheme, it must pay particular attention to the public interest in allowing public access to information held by it, particularly information which relates to the provision of services by it, the cost of providing those services and the standards attained by those services, and information on the basis of which decisions of public importance have been made, and in publishing the reasons for its decisions. This Publication Scheme therefore aims to be as 'citizen-focussed' as is possible.

Before producing this Publication Scheme the Council carried out an audit of all the information it holds and the results will be subject to an ongoing review.

Under the FOISA, the City Council has an on-going legal duty to review its Publication Scheme. The City Council will therefore carry out its own review of the scheme during its first 12 months in operation and annually thereafter.

In order to ensure this Publication Scheme remains relevant and useful for citizens over the coming years, the City Council will continually add more categories of information to it and update its website and paper copies to reflect any changes. As a guiding principle, as much information as possible will be made available, on a continuous basis in accordance with this Publication Scheme, and outdated material will be replaced, as necessary.

There are separate Publication Schemes for the Tay Road Bridge Joint Board, Dundee City Licensing Board and the Justices of the Peace Advisory Committee. They can be found at the end of this Scheme.

3. RESPONSIBILITY FOR THE SCHEME

Patricia McIlquham, the Depute Chief Executive (Support Services), has responsibility for the Scheme on behalf of the Council. She can be contacted at 21 City Square, Dundee, DD1 3BY or telephone (01382) 434202 or email patricia.mcilquham@dundeecity.gov.uk.

Iain Flett, the City Archivist, has responsibility for maintaining the Scheme insofar as it relates to Dundee City Council on a day to day basis. He can be contacted at 21 City Square, Dundee, DD1 3BY or telephone (01382) 434494 or email iain.flett@dundeecity.gov.uk.

Iain Waddell, the Managing Director of Tayside Contracts, has responsibility for maintaining the Scheme insofar as it relates to Tayside Contracts on a day to day basis. He can be contacted at 1 Soutar Street, Dundee, DD3 8SS or telephone (01382) 834001 or email iain.waddell@tayside-contracts.co.uk.

4. INFORMATION ABOUT DUNDEE CITY COUNCIL

The City of Dundee is one of the four largest cities in Scotland according to population and in respect of commercial importance, serving a population of over 140,000 and employing approximately 8,000 people.

At present, the City Council is made up of 29 Councillors from 29 wards.

The City Council meets both as a Council and as Committees. There are 13 Committees. They are

- Communities
- Development Quality
- Dundee Contract Services
- Economic Development
- Education
- Environmental Services and Sustainability
- Finance
- Housing

- Leisure and Arts Services
- Personnel
- Policy and Resources
- Planning and Transportation
- Social Work

The City Council and Tayside Contracts Joint Committee routinely make information available to the public through publications, leaflets and responses to enquiries. Much information is already available on the Council and Tayside Contracts websites and this Publication Scheme has built on this approach.

Information is also available under various statutory provisions, such as planning, housing, education and the environment. The existing information flow will continue under the FOISA, which does not limit the citizen's right to information outside this Publication Scheme. The FOISA will provide greater access to information that is not currently available.

Dundee City Council also manages the City Archives. Members of the public may consult records in the Archives for the purposes of historical research. Amongst other things the Archives hold official records, Church, Customs and Sheriff Court records and family, estate, business, Trade Union and other private records. The Archives are open by appointment at 1 Shore Terrace, Dundee from 9.15 am to 1.00 pm and 2.00 pm to 4.45 pm, Monday to Friday. Certain information is also available on the Internet at www.dundee.gov.uk/archives. The City Archivist is Iain Flett. You can write to him at 1 Shore Terrace, Dundee, telephone him on (01382) 434494 or email him at iain.flett@dundee.gov.uk.

5. INFORMATION ABOUT THE TAYSIDE CONTRACTS JOINT COMMITTEE AND TAYSIDE CONTRACTS

Tayside Contracts is a commercial trading organisation of Angus, Dundee City and Perth and Kinross Councils. It is a multi-disciplined contracting organisation providing a range of services throughout Tayside and other areas of Scotland.

With an annual turnover in excess of £40 million and with approximately 2500 employees, Tayside Contracts is run on an entirely commercial basis and represents a strong and competitive market force.

Catering

The catering division provides in excess of 20,000 school and welfare meals per day at over 220 locations throughout Tayside. They work in partnership with their customers in the delivery of essential quality services to children, adults and senior citizens within the local community.

Cleaning

Tayside Contracts provide cleaning services throughout Tayside in premises ranging from the smallest rural school or community centre to large office complexes and secondary schools.

Their professional cleaning services are provided by dedicated teams of trained employees working together to ensure that high standards are maintained.

Construction

They are the largest civil engineering contractor in Tayside specialising in a full range of roadway construction and maintenance services.

From major highway reconstruction through to street furniture and lighting, gritting and snow clearing, Tayside Contracts have the expertise and dedicated equipment to handle all sizes of contract.

As operators of Collace Quarry in Perthshire, supplying all types of coated and dry roadstone, they maintain control of costs and availability.

Vehicle Maintenance

Their vehicle maintenance workshops throughout Tayside not only provide the essential back-up for its own contracting vehicles, plant and equipment but also offers this specialist service for customer owned equipment. Vehicles are regularly inspected and maintained to Department of Transport and manufacturers' standards.

6. HOW TO USE THIS PUBLICATION SCHEME

This Publication Scheme has been designed with the citizen in mind. Its structure is based on the main categories of information in which the Council believes its citizens will be interested. The Publication Scheme is placed on our website and the Tayside Contracts website and in Council offices and libraries for citizens to comment on and offer continuous feedback.

This Publication Scheme refers to classes of information that the City Council wishes to make readily available, together with a description of the classes of information. This is intended to help the user to find the information wanted as easily as possible.

Our intention is to publish as much information as possible on subjects in which there is known to be a public interest.

If you are unable to find a particular piece of information about Dundee City Council and need further assistance, please contact Iain Flett, City Chambers, 21 City Square, Dundee, DD1 3BY (Tel: (01382) 434494) (email: iain.flett@dundeecity.gov.uk).

If you are unable to find a particular piece of information about Tayside Contracts and need further assistance, please contact Iain Waddell, Managing Director, Tayside Contracts, 1 Soutar Street, Dundee, DD3 8SS (Tel: (01382) 834001) (email: iain.waddell@tayside-contracts.co.uk).

7. HOW TO ACCESS INFORMATION NOT CONTAINED IN THIS SCHEME

The general right of access to information under the FOISA will come into force in **January 2005**, when anybody requesting information that is not already contained in the Publication Scheme will be entitled subject to any exemptions or restrictions that may apply to be given that information in the manner requested so far as is reasonably practicable.

The FOISA is retrospective, so that any information pre-dating January 2005 will be accessible. To enable us to locate the information you want, please let us have as much detail as you can about the information required.

If you wish to make a request for information please contact Iain Flett, City Chambers, 21 City Square, Dundee, DD1 3BY (Tel: (01382) 434494) (email: iain.flett@dundeecity.gov.uk).

8. EXEMPT INFORMATION

The City Council aims to add as much information as possible to that contained in this Publication Scheme by 2005. If some of the information falls within an exempt category in the FOISA, or some other rule of law restricts its publication, the information will be published without the exempt sections. In some cases, the document in question may have been archived or deleted in accordance with the City Council's policy on Records Management and Preservation of Archival Records or in compliance with applicable legislation

Members of the public will not be entitled to access information, which is exempt from release under the FOISA or some other rule of law which restricts its publication.

There are currently 17 classes of exempt information under the FOISA. Of these, some may be treated as exempt, subject to the application of the public interest test and the others are absolute exemptions. Absolute exemption means that the Council will not provide the information.

Examples of types of information covered by an absolute exemption include information which is accessible elsewhere, information where release is prohibited by another piece of legislation and information where release would constitute an actionable breach of confidence.

- Under the **public interest test**, which applies to the other categories of exempt information, the information may be released if the City Council decides that the public interest in disclosing the information outweighs the public interest in not disclosing it.

Types of information where release is subject to a public interest test include information relating to national security and defence, information which would endanger health or safety, information which might harm international relations or information which would substantially prejudice law enforcement or commercial interests.

Full details relating to exempt information appear in Part 2 of the FOISA starting at Section 25.

9. COPYRIGHT

All material contained in the Scheme is the copyright of Dundee City Council or Tayside Contracts unless stated otherwise. If you wish to copy any information within the Scheme, you may do so in any format for any non-commercial purpose provided that:

- it is reproduced accurately;
- it is not used in a misleading context;
- the source and copyright status of the material are acknowledged; and
- the material you produce is published or distributed without charge

Applications for permission to reproduce material which is the copyright of Dundee City Council for any commercial purpose may be made to Iain Flett, City Chambers, 21 City Square, Dundee, DD1 3BY (Tel: (01382) 434494) (email: iain.flett@dundeecity.gov.uk).

Applications for permission to reproduce material which is the copyright of the Tayside Contracts Joint Committee for any commercial purpose may be made to Iain Waddell, Managing Director, Tayside Contracts, 1 Soutar Street, Dundee, DD3 8SS (Tel: (01382) 834001) (email: iain.waddell@tayside-contracts.co.uk).

If you receive information through this Publication Scheme which is subject to the copyright of another person or body, then it is recommended that you contact the copyright holder to seek consent before the information is reproduced.

10. ACCESSIBILITY AND DIVERSITY ISSUES

Some of the information contained in this Publication Scheme may be available on the City Council's website at www.dundeecity.gov.uk and the Tayside Contracts website at www.tayside-contracts.co.uk and information may be viewed or downloaded from the site free of charge. Free internet access is available at the following Dundee Libraries, Community Centres and Communities Department buildings:

Libraries

Central Library, The Wellgate, Dundee, DD1 1DB
 Ardler Centre and Library, Turnberry Avenue, Dundee, DD2 3TP
 Arthurstone Library, Arthurstone Terrace, Dundee, DD4 6RT
 Blackness Library, 225 Perth Road, Dundee, DD2 1EJ
 Broughty Ferry Library, Queen Street, Broughty Ferry, Dundee, DD5 2HN
 Charleston Library and Centre, 60 Craigowan Road, Dundee, DD2 4NL
 Coldside Library, 150 Strathmartine Road, Dundee, DD3 7SE
 Douglas Library, Balmoral Avenue, Dundee, DD4 8SD
 Fintry Library, Findcastle Street, Dundee, DD4 9EW
 Hub Library and Learning Centre, Pitkerro Road, Dundee, DD4 8ES
 Kirkton Library and Learning Centre, Derwent Avenue, Dundee, DD3 0BW
 Lochee Library, High Street, Lochee, Dundee, DD2 3AU
 Menzieshill Library, Orleans Place, Dundee, DD2 4BH
 Whitfield Library and Learning Centre, Whitfield Drive, Dundee, DD4 0DX

Community Centres and Other Communities Department Buildings

The Shore, 15 Shore Terrace, Dundee, DD1 3DN

Young Persons' Health and Information Project, The Corner, 13 Shore Terrace,
Dundee, DD1 3NP

Twa Semis Youth Project, 60-62 Craigowan Road, Dundee, DD2 4NL

Highwayman Youth and Community Centre, 115 Hilltown, Dundee, DD3 7AE

Mitchell Street Centre, Mitchell Street, Dundee, DD2 2LJ.

Please contact Iain Flett, City Chambers, 21 City Square, Dundee, DD1 3BY (Tel: (01382) 434494) (email: iain.flett@dundeecity.gov.uk) if you would like a copy of this document in large print, Braille, audiotape or in any other language.

The information referred to in this Publication Scheme will be available in a variety of formats, including printouts, books, reports, electronic documents, leaflets and inspection upon appointment. If the information is not sent to you, the City Council will let you know how, when and where you can view it.

Paper copies of the Publication Scheme will be made available at council offices, including Area Housing Offices and at all libraries and community centres. If you cannot find an item of information or need assistance, we will do our best to help.

11. CHARGES FOR INFORMATION

There will be no charge for examining any Publication Scheme information contained on the website.

There will be a charge if copies of printed material are required. You will be told about any photocopying charges at the time of your request. Generally the charge will be 10p per sheet.

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

12. YOUR COMMENTS, SUGGESTIONS & VIEWS MATTER TO US

If you have any comments, suggestions or views in connection with this Publication Scheme insofar as it relates to Dundee City Council please forward them to Iain Flett, City Chambers, 21 City Square, Dundee, DD1 3BY (Tel: (01382) 434494) (email: iain.flett@dundeecity.gov.uk).

If you have any comments, suggestions or views in connection with this Publication Scheme insofar as it relates to Tayside Contracts please forward them to Iain Waddell, Managing Director, Tayside Contracts, 1 Soutar Street, Dundee, DD3 8SS (Tel: (01382) 834001) (email: iain.waddell@tayside-contracts.co.uk).

For instance: -

- What did you like and dislike about this Publication Scheme?
- How can this Publication Scheme be made more citizen-focused?
- What else would you like to see in this Publication Scheme?
- Did you find the information you wanted easily and were the members of staff helpful?
- Do you have any suggestions on how to make the City Council more open and transparent in the provision of information?

13. HOW TO COMPLAIN

Unfortunately, sometimes things do go wrong. Any complaints regarding the Publication Scheme should be directed to Iain Flett, City Chambers, 21 City Square, Dundee, DD1 3BY (Tel: (01382) 434494) (email: ian.flett@dundeecity.gov.uk).

Complaints regarding information relating to Tayside Contracts Joint Committee should be directed to Iain Waddell, Managing Director, Tayside Contracts, 1 Soutar Street, Dundee, DD3 8SS (Tel: (01382) 834001) (email: ian.waddell@tayside-contracts.co.uk).

If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner who oversees the Act and whose contact details are below. From 1 January 2005, when FOISA with its general right of access comes into force, there will be a formal appeals procedure when information is withheld. Further details on this will be available on the Commissioner's website at www.itspublicknowledge.info before this date.

Scottish Information Commissioner
 Kinburn Castle
 Doubledykes Road
 St Andrews
 Fife
 KY16 9DS

Telephone: 01334 464610
 Fax: 01334 464611

e-mail: enquiries@itspublicknowledge.info

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15. THE PUBLICATION SCHEME IN DETAIL

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
A CONSTITUTIONAL INFORMATION	1. Standing Orders of the Council and Schemes of Administration	<ul style="list-style-type: none"> • Standing Orders, Financial Regulations, Tender Procedures and Delegation of Powers to Officers 	N Graeme Hunter 21 City Square DUNDEE (01382) 434206 graeme.hunter@dund eeciity.gov.uk
	2. City Council structure and composition	<ul style="list-style-type: none"> • Description of the political composition of the Council • Names of members of the Council and Committees and contact details • Names of the Conveners and contact details • Names of Departmental Heads and contact details 	N Graeme Hunter 21 City Square DUNDEE(01382) 434206 graeme.hunter@dund eeciity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	3. City Council and Committee meetings	<ul style="list-style-type: none"> Minutes 	N Graeme Hunter 21 City Square DUNDEE(01382) 434206 graeme.hunter@dund eeci.gov.uk
	4. City Council and Committee meetings schedules	<ul style="list-style-type: none"> Dates, times and locations of meetings 	N Graeme Hunter 21 City Square DUNDEE(01382) 434206 graeme.hunter@dund eeci.gov.uk
B GENERAL INFORMATION	1. Best Value Performance Plan for the current and succeeding years (details of Council's performance in selected service areas) please note exemptions may apply where future service area decisions have yet to be made and contractual information is included	<ul style="list-style-type: none"> Approved Annual Best Value Plans and Reviews 	N Paul Carroll 21 City Square DUNDEE(01382) 434452 paul.carroll@dundee city.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	2. Performance Report	<ul style="list-style-type: none"> Information on Council Performance 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk
	3. Complaints procedures	<ul style="list-style-type: none"> How to make a complaint about the Council, including to the Ombudsman, the Standards Commission, Audit Scotland and the Care Commission 	N Graeme Hunter 21 City Square DUNDEE(01382) 434206 graeme.hunter@dund eeciity.gov.uk
	4. Equality issues	<ul style="list-style-type: none"> Equality policies in service delivery and employment generally including race, gender and disability 	N Graeme Hunter 21 City Square DUNDEE(01382) 434206 graeme.hunter@dund eeciity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
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	5. Job vacancies for work with the authority	<ul style="list-style-type: none"> Details of job vacancies 	Y Personnel Department 8 City Square DUNDEE (01382) 434003
	6. DCC news	<ul style="list-style-type: none"> City Council's Press releases 	Y Les Roy 21 City Square DUNDEE(01382) 434501 les.roy@dundecity.gov.uk
	7. Policy on Records Management and Preservation of Archival Records	<ul style="list-style-type: none"> City Council Policy on Records Management and Preservation of Archival Records 	N Iain Flett 1 Shore Terrace DUNDEE (01382) 434494 iain.flett@dundecity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
C COUNCILLORS	1. List of Councillors	<ul style="list-style-type: none"> Names, contact details of current members and wards they represent 	N Graeme Hunter 21 City Square DUNDEE(01382) 434206 graeme.hunter@dund eecity.gov.uk
	2. Members' Allowance Scheme	<ul style="list-style-type: none"> Description of current members allowance scheme 	N David Dorward Floor 4 Tayside Houses DUNDEE (01382) 433359 david.dorward@dund eecity.gov.uk
	3. Members' Allowances (annual payments)	<ul style="list-style-type: none"> Basic and Special Responsibility Allowances and expenses paid for previous financial year by Councillor 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eecity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	4. Members' Declarations of Interest, Gifts and Hospitality	<ul style="list-style-type: none"> Registered Declarations of Interest Forms Register of Gifts and Hospitality 	N Graeme Hunter 21 City Square DUNDEE(01382) 434206 graeme.hunter@dund ecity.gov.uk
D COMMITTEES	City Council Communities Committee Development Quality Committee Dundee Contract Services Committee Economic Development Committee Education Committee Environmental Services and Sustainability Committee Finance Committee Housing Committee Leisure and Arts Services Committee Licensing Committee Personnel Committee Planning and Transportation Committee Policy and Resources Committee Social Work Committee	<ul style="list-style-type: none"> Agendas, Reports and Decisions of each Committee 	N Graeme Hunter 21 City Square DUNDEE(01382) 434206 graeme.hunter@dund ecity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	Fleming Trust Committee Superannuation Sub-Committee Best Value Sub-Committee Audit and Risk Management Sub-Committee		
E FINANCE	1. Accounts	<ul style="list-style-type: none"> Council's audited and unaudited statement of accounts 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk
	2. Anti-Fraud and Corruption	<ul style="list-style-type: none"> Anti-Fraud and Corruption Policy 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	3. Audit	<ul style="list-style-type: none"> Auditor's reports to the Council 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eecity.gov.uk
	4. Budgets	<ul style="list-style-type: none"> Revenue Budget volumes Capital plans 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eecity.gov.uk
	6. European Division	<ul style="list-style-type: none"> Policy regarding accessing European funding 	N Ham Sayeed 3 City Square DUNDEE (01382) 434658 ham.sayeed@dundec ity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
F. INFORMATION ON NON-DOMESTIC RATES	1. Information about Non-Domestic Rates	<ul style="list-style-type: none"> Information Leaflets and Application Forms Revenues Division Customer Charter 	Y Andrea Calder Floor 10 Tayside House DUNDEE (01382) 431250 andrea.calder@dundecity.gov.uk
G. INFORMATION ON COUNCIL TAX	1. Information about Council Tax	<ul style="list-style-type: none"> Information Leaflets and Application Forms Revenues Division Customer Charter Council Tax, Council Tax and Housing Benefits - Frequently Asked Questions 	N Andrea Calder Floor 10 Tayside House DUNDEE (01382) 431250 andrea.calder@dundecity.gov.uk
H. INFORMATION ON COUNCIL HOUSE RENTS	Council House Rents	<ul style="list-style-type: none"> Direct Debit Leaflet and Payment Arrangements 	Y Rent Accounts (01832) 434306
I. CHIEF EXECUTIVE'S DEPARTMENT	1. Service Plan	<ul style="list-style-type: none"> Chief Executive's Department Service Plan 	N Paul Carroll 21 City Square DUNDEE(01382) 434452 paul.carroll@dundecity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	2. Performance Indicators	<ul style="list-style-type: none"> Chief Executive's Department Performance Indicators 	N Paul Carroll 21 City Square DUNDEE(01382) 434452 paul.carroll@dundecity.gov.uk
J. COMMUNITIES DEPARTMENT	1. Service Plan	<ul style="list-style-type: none"> Communities Department Service Plan 	N Stewart Murdoch Podium Block Tayside House DUNDEE (01382) 433283 stewart.murdoch@dundecity.gov.uk
	2. Performance Indicators	<ul style="list-style-type: none"> Communities Department Performance Indicators 	N Stewart Murdoch Podium Block Tayside House DUNDEE (01382) 433283 stewart.murdoch@dundecity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	3. Local Community Plan	<ul style="list-style-type: none"> Local Community Plan including Community Learning and Development Plans 	N Stewart Murdoch Podium Block Tayside House DUNDEE (01382) 433283 stewart.murdoch@du ndeecity.gov.uk
	4. Grant Application Forms	<ul style="list-style-type: none"> Application Forms for Grants 	N Stewart Murdoch Podium Block Tayside House DUNDEE (01382) 433283 stewart.murdoch@du ndeecity.gov.uk
	5. Newsletters	<ul style="list-style-type: none"> Communities Department Newsletters 	N Stewart Murdoch Podium Block Tayside House DUNDEE (01382) 433283 stewart.murdoch@du ndeecity.gov.uk

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K. CORPORATE PLANNING DEPARTMENT	1. Service Plan	<ul style="list-style-type: none"> Corporate Planning Department Service Plan 	N Paul Carroll 21 City Square DUNDEE(01382) 434452 paul.carroll@dundeeci ty.gov.uk
	2. Performance Indicators	<ul style="list-style-type: none"> Corporate Planning Department Performance Indicators 	N Paul Carroll 21 City Square DUNDEE(01382) 434452 paul.carroll@dundeeci ty.gov.uk
	3. Council Plan	<ul style="list-style-type: none"> Council Plan 2003-2007 	N Paul Carroll 21 City Square DUNDEE(01382) 434452 paul.carroll@dundeeci ty.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	4. Community Plan	<ul style="list-style-type: none"> Community Plan 	N Peter Allan 21 City Square DUNDEE(01382) 434465 peter.allan@dundeecit y.gov.uk
	5. Joint Health Improvement Plan	<ul style="list-style-type: none"> Joint Health Improvement Plan 	N Peter Allan 21 City Square DUNDEE(01382) 434465 peter.allan@dundeecit y.gov.uk
L. DUNDEE CONTRACT SERVICES	1. Service Plan	<ul style="list-style-type: none"> Dundee Contract Services' Service Plan 	N John Martin 353 Clepington Road DUNDEE (01382) 434730 john.martin@dundec ity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	2. Performance Indicators	<ul style="list-style-type: none"> Dundee Contract Services' Performance Indicators 	N John Martin 353 Clepington Road DUNDEE (01382) 434730 john.martin@dundee city.gov.uk
M. ECONOMIC DEVELOPMENT DEPARTMENT	1. Dundee Company Information	<ul style="list-style-type: none"> Names and addresses of Dundee Companies 	Y Dorothy Christie Information Assistant 3 City Square DUNDEE (01382) 434651 dorothy.christie@dundee city.gov.uk
	2. Economic Review	<ul style="list-style-type: none"> Tayside Annual Economic Review 	N Rory Young Information Officer 3 City Square DUNDEE (01382) 434697 rory.young@dundee city.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	3. Economic Development Plan	<ul style="list-style-type: none"> Dundee Economic Development Plan 2001-2004 	Y Rory Young Information Officer 3 City Square DUNDEE (01382) 434697 rory.young@dundeeci ty.gov.uk
	4. Service Plan	<ul style="list-style-type: none"> Economic Development Department Service Plan 	N Rory Young Information Officer 3 City Square (01382) 434697 rory.young@dundeeci ty.gov.uk
	5. Performance Indicators	<ul style="list-style-type: none"> Economic Development Department Performance Indicators 	N Rory Young Information Officer 3 City Square (01382) 434697 rory.young@dundeeci ty.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
N. ENVIRONMENTAL HEALTH AND TRADING STANDARDS DEPARTMENT	1. Service Plan	<ul style="list-style-type: none"> Environmental Health and Trading Standards Department Service Plan 	N Albert Oswald 8 City Square DUNDEE (01382) 434222 albert.oswald@dunde ecity.gov.uk
	2. Performance Indicators	<ul style="list-style-type: none"> Environmental Health and Trading Standards Department Performance Indicators 	N Albert Oswald 8 City square DUNDEE (01382) 434222 albert.oswald@dunde ecity.gov.uk
	3. Contaminated Land Register	<ul style="list-style-type: none"> Register of Contaminated Land 	N Albert Oswald 8 City Square DUNDEE (01382) 434222 albert.oswald@dunde ecity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	4. Contaminated Land Strategy	<ul style="list-style-type: none"> Strategy for Contaminated Land 	N Albert Oswald 8 City Square DUNDEE (01382) 434222 albert.oswald@dunde ecity.gov.uk
	5. Premises where Radioactive Material is Stored or Used	<ul style="list-style-type: none"> Register of Premises where Radioactive Material is Stored or Used 	N Albert Oswald 8 City Square DUNDEE (01382) 434222 albert.oswald@dunde ecity.gov.uk
	6. Health and Safety Enforcement Policy	<ul style="list-style-type: none"> Enforcement Policy for Health and Safety 	N Albert Oswald 8 City Square DUNDEE (01382) 434222 albert.oswald@dunde ecity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	7. Health and Safety Notices Affecting the Public	<ul style="list-style-type: none"> Register of Health and Safety Notices Affecting the Public 	N Albert Oswald 8 City Square DUNDEE (01382) 434222 albert.oswald@dunde ecity.gov.uk
	8. Food Safety and Standards Enforcement Policy	<ul style="list-style-type: none"> Policy on Food Safety and Standards Enforcement 	N Albert Oswald 8 City Square DUNDEE (01382) 434222 albert.oswald@dunde ecity.gov.uk
	9. Petroleum Licensing	<ul style="list-style-type: none"> Petroleum Licensing Records 	N Albert Oswald 8 City Square DUNDEE (01382) 434222 albert.oswald@dunde ecity.gov.uk

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	10. Sellers of Poisons	<ul style="list-style-type: none"> Register of Sellers of Poisons 	N Albert Oswald 8 City Square DUNDEE (01382) 434222 albert.oswald@dunde ecity.gov.uk
	11. Storage of Explosives	<ul style="list-style-type: none"> Register of Persons Storing Explosives 	N Albert Oswald 8 City Square DUNDEE (01382) 434222 albert.oswald@dunde ecity.gov.uk
O. EDUCATION DEPARTMENT	1. Development Plan	<ul style="list-style-type: none"> Education Department Development Plan 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundecity. gov.uk

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	2. Service Plan	<ul style="list-style-type: none"> Education Department Service Plan 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundecity. gov.uk
	3. Improvement Objectives	<ul style="list-style-type: none"> Education Department Improvement Objectives 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundecity. gov.uk
	4. Publications	<ul style="list-style-type: none"> Education Department Publications 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundecity. gov.uk

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	5. Policies	<ul style="list-style-type: none"> Education Department Policies 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundecity. gov.uk
	6. Best Value Review Information	<ul style="list-style-type: none"> Education Department Best Value Review Information 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundecity. gov.uk
	7. Procedure Manuals	<ul style="list-style-type: none"> Education Department Procedure Manuals 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundecity. gov.uk

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	8. Consultation Documents for the PPP Project for Schools	<ul style="list-style-type: none"> Consultation Documents issued by the Education Department 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundecity.gov.uk
	9. Reports by Her Majesty's Inspectorate for Education	<ul style="list-style-type: none"> HMI Reports on the Education Department, Educational Development Service, Educational Psychology, Schools, Early Years Centres and Children's Centres 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundecity.gov.uk
	10. School Board Minutes	<ul style="list-style-type: none"> Minutes for certain School Boards 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundecity.gov.uk

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	11. School Handbooks	<ul style="list-style-type: none"> Handbooks for Dundee Schools and Alternative Education Provision 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundeecity.gov.uk
	12. School Policies	<ul style="list-style-type: none"> Policies for Schools, Early Years Centres, Children's Centres and Multi-Sensory Service and Bilingual Pupils Support Service 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundeecity.gov.uk
	13. Multi-sensory Service and Bilingual Pupils Support Service Handbook	<ul style="list-style-type: none"> Service Handbook 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundeecity.gov.uk

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	14. Standards and Quality Reports	<ul style="list-style-type: none"> Standards and Quality Reports for the Education Department, Educational Development Service, Connect Five, Multi-Sensory Service and Bilingual Pupils Support Service, Alternative Education Provision, Early Years Centres, Children's Centres and Schools 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundeecity.gov.uk
	15. School Census Information	<ul style="list-style-type: none"> Census Information about Schools 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundeecity.gov.uk
	16. Performance Indicators	<ul style="list-style-type: none"> Education Department Performance Indicators 	N Niall Joss Floor 8 Tayside House DUNDEE (01382) 433018 niall.joss@dundeecity.gov.uk

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P. FINANCE DEPARTMENT	1. Pension Patter	<ul style="list-style-type: none"> Information leaflets about the Local Government Superannuation Scheme 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk
	2. Performance Indicators	<ul style="list-style-type: none"> Finance Department Performance Indicators 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk
	3. Strategic Audit Plan	<ul style="list-style-type: none"> Strategic Audit Plan 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	4. Annual Audit Plan	<ul style="list-style-type: none"> Annual Audit Plan 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk
	5. Chief Internal Auditors Assurance on Internal Control	<ul style="list-style-type: none"> Internal Control Statement 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk
	6. Final Accounts	<ul style="list-style-type: none"> Final Accounts - Year End Procedures 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk

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	7. Service Plan	<ul style="list-style-type: none"> Finance Department Service Plan 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk
	8. Policy on Corporate Governance	<ul style="list-style-type: none"> Corporate Governance Policy 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk
	9. Local Government Pension Scheme Booklets and Leaflets	<ul style="list-style-type: none"> Information Booklets and Leaflets about the Pension Scheme 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
Q. HOUSING DEPARTMENT	1. Best Value Reviews	<ul style="list-style-type: none"> Housing Department Best Value Review Documents 	N Housing Quality Unit (01382) 434309
	2. Customer Satisfaction Surveys	<ul style="list-style-type: none"> Housing Department Customer Satisfaction Surveys 	N Housing Quality Unit (01382) 434309
	3. Repairs Performance	<ul style="list-style-type: none"> Dundee Contract Services Repairs Performance 	N Housing Quality Unit (01382) 434309
	4. Housing Department Publications	<ul style="list-style-type: none"> Information Leaflets 	N Housing Quality Unit (01382) 434309
	5. Home Energy Conservation Act Data and Policy	<ul style="list-style-type: none"> Housing Department Policy on HECA and Data Collected 	N Improvements & Maintenance Unit (01382) 434527
	6. Licensed Houses in Multiple Occupation	<ul style="list-style-type: none"> List of Licensed HMOs 	N Private Sector Services Unit (01382) 435400
	7. Guidance and Application Forms for Housing Grants	<ul style="list-style-type: none"> Guidance, Application Forms, Consents and Declarations relating to Applications for Housing Grants 	N Private Sector Services Unit (01382) 435400

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	8. Guidance and Application Forms for Houses in Multiple Occupation Licence	<ul style="list-style-type: none"> Guidance and Application Forms relating to Applications for HMO's 	Y Private Sector Services Unit (01382) 435400
	9. Guide to the Care and Repair Service	<ul style="list-style-type: none"> Information Booklet on the Care and Repair Service 	Y Private Sector Services Unit (01382) 435400
	10. Approved Contractors for Care and Repair	<ul style="list-style-type: none"> List of Approved Contractors for Care and Repair 	N Private Sector Services Unit (01382) 435400
	11. Customer Care Standards	<ul style="list-style-type: none"> List of Customer Care Standards 	N Housing Quality Unit (01382) 434309
	12. Housing Application Forms	<ul style="list-style-type: none"> Homeless, Mainstream and Very Sheltered Housing Application Forms 	N Tenancy Services Unit (01382) 434483

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
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	13. Tenancy Agreement	<ul style="list-style-type: none"> Housing Department Tenancy Agreement 	N Central Area Housing Office (01382) 434229 Lochee Area Housing Office (01382) 432601 Happyhillock/ Whitfield Area Housing Office (01382) 432401
	14. Service Plan	<ul style="list-style-type: none"> Housing Department Service Plan 	Y Policy & Plans Unit (01382) 434453
	15. Performance Indicators	<ul style="list-style-type: none"> Housing Department Performance Indicators 	N Housing Quality Unit (01382) 434309
	16. Policy on Access to Housing	<ul style="list-style-type: none"> Access to Housing Policy 	N Tenancy Services Unit (01382) 434483
	17. Tenant Participation Policy	<ul style="list-style-type: none"> Information on Tenant Participation 	N Policy & Plans Unit (01382) 434453

AREAS OF INTEREST	HELPING CITIZENS TO FIND THE INFORMATION THEY NEED		FORMAT
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R. INFORMATION TECHNOLOGY DEPARTMENT	1. Service Plan	<ul style="list-style-type: none"> Information Technology Department Service Plan 	N Dave White Technical Block Gardyne Road DUNDEE (01382) 438123 david.white@dundeeci ty.gov.uk
	2. Performance Indicators	<ul style="list-style-type: none"> Information Technology Department Performance Indicators 	N Dave White Technical Block Gardyne Road DUNDEE (01382) 438123 david.white@dundeeci ty.gov.uk
S. LEISURE AND ARTS SERVICES DEPARTMENT	1. Accent	<ul style="list-style-type: none"> Information about What's On 	N Steve Grimmond Floor 13 Tayside House DUNDEE (01382) 433265 steve.grimmond@dun deecity.gov.uk

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	2. Service Plan	<ul style="list-style-type: none"> Leisure and Arts Service Plan 	N Steve Grimmond Floor 13 Tayside House DUNDEE (01382) 433265 steve.grimmond@dun deecity.gov.uk
	3. Dundee Arts Strategy	<ul style="list-style-type: none"> Dundee Arts Strategy Document 	N Steve Grimmond Floor 13 Tayside House DUNDEE (01382) 433265 steve.grimmond@dun deecity.gov.uk
	4. Dundee Cultural Strategy	<ul style="list-style-type: none"> Dundee Cultural Strategy Document 	N Steve Grimmond Floor 13 Tayside House DUNDEE (01382) 433265 steve.grimmond@dun deecity.gov.uk

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	5. Performance Indicators	<ul style="list-style-type: none"> Leisure and Arts Services Department Performance Indicators 	N Steve Grimmond Floor 13 Tayside House DUNDEE (01382) 433265 steve.grimmond@dun deecity.gov.uk
	6. Open Space Strategy	<ul style="list-style-type: none"> Leisure and Arts Services Open Space Strategy 	N Steve Grimmond Floor 13 Tayside House DUNDEE (01382) 433265 steve.grimmond@dun deecity.gov.uk
	7. Physical Sports and Recreation Strategy	<ul style="list-style-type: none"> Leisure and Arts Services Physical Sports and Recreation Strategy 	N Steve Grimmond Floor 13 Tayside House DUNDEE (01382) 433265 steve.grimmond@dun deecity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
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	8. Parks Development	<ul style="list-style-type: none"> Leisure and Arts Services Parks Development Plans 	N Steve Grimmond Floor 13 Tayside House DUNDEE (01382) 433265 steve.grimmond@dun deecity.gov.uk
	9. McManus Galleries Redevelopment	<ul style="list-style-type: none"> McManus Galleries Redevelopment Business Plan 	N Steve Grimmond Floor 13 Tayside House DUNDEE (01382) 433265 steve.grimmond@dun deecity.gov.uk
T. PERSONNEL DEPARTMENT	1. Service Plan	<ul style="list-style-type: none"> Personnel Department Service Plan 	N Reception, 8 City Square (01382) 434003
	2. Performance Indicators	<ul style="list-style-type: none"> Personnel Department Performance Indicators 	N Reception, 8 City Square (01382) 434003

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	3. Guaranteed Job Interview Scheme	<ul style="list-style-type: none"> Details of the Guaranteed Job Interview Scheme 	Y Reception, 8 City Square (01382) 434003
U. PLANNING AND TRANSPORTATION	1. Service Plan	<ul style="list-style-type: none"> Planning and Transportation Department Service Plan 	N Mike Galloway Floor 15 Tayside House DUNDEE (01382) 433610 mike.galloway@dunde ecity.gov.uk
DEPARTMENT	2. Performance Indicators	<ul style="list-style-type: none"> Planning and Transportation Department Performance Indicators 	N Mike Galloway Floor 15 Tayside House DUNDEE (01382) 433610 mike.galloway@dunde ecity.gov.uk

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	4. Planning Applications	<ul style="list-style-type: none"> Planning Applications 	N Mike Galloway Floor 15 Tayside House DUNDEE (01382) 433610 mike.galloway@dunde ecity.gov.uk
	5. Public Roads	<ul style="list-style-type: none"> List of Public Roads 	N Mike Galloway Floor 15 Tayside House DUNDEE (01382) 433610 mike.galloway@dunde ecity.gov.uk
	6. Traffic Regulation Orders	<ul style="list-style-type: none"> Traffic Regulation Orders 	N Mike Galloway Floor 15 Tayside House DUNDEE (01382) 433610 mike.galloway@dunde ecity.gov.uk

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V. PUBLIC RELATIONS DEPARTMENT	1. Service Plan	<ul style="list-style-type: none"> Public Relations Department Service Plan 	N Les Roy 21 City Square DUNDEE (01382) 434501 les.roy@dundecity.gov.uk
	2. Performance Indicators	<ul style="list-style-type: none"> Public Relations Department Performance Indicators 	N Les Roy 21 City Square DUNDEE (01382) 434501 les.roy@dundecity.gov.uk
W. SOCIAL WORK DEPARTMENT	1. Service Plan	<ul style="list-style-type: none"> Social Work Department Service Plan 	Y George Ireland. Public Information Officer (01382) 433172
	2. Dundee City Council and NHS Tayside Joint Community Care Plan	<ul style="list-style-type: none"> Dundee City Council and NHS Tayside Joint Community Care Plan 	N George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundecity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	3. Tayside Criminal Justice Social Work Partnership Plan	<ul style="list-style-type: none"> Tayside Criminal Justice Social Work Partnership Plan 	Y George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundecity.gov.uk
	4. Children's Services Plan	<ul style="list-style-type: none"> Dundee City Council Children's Services Plan 	Y George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundecity.gov.uk
	5. "Your Right to be Heard"	<ul style="list-style-type: none"> Social Work Department Complaints Procedure 	Y George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundecity.gov.uk

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	6. Who We Are and What We Do	<ul style="list-style-type: none"> Multilingual booklet about Social Work Department Services 	Y George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundecity.gov.uk
	7. Drug Action Plan	<ul style="list-style-type: none"> Dundee Drug and Alcohol Action Team (DDAAT) Drug Action Plan 	N George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundecity.gov.uk
	8. Alcohol Action Plan	<ul style="list-style-type: none"> Dundee Drug and Alcohol Action Team (DDAAT) Alcohol Action Plan 	N George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundecity.gov.uk

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	9. Children's Services Resource Directory	<ul style="list-style-type: none"> Dundee City Council Children's Services Resource Directory 	Y George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundee.gov.uk
	10. Best Value Review Information	<ul style="list-style-type: none"> Social Work Department Best Value Review Information 	N George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundee.gov.uk
	11. Publications and Public Information	<ul style="list-style-type: none"> Public Information on Social Work Services 	N George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundee.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	12. Policies	<ul style="list-style-type: none"> Social Work Department Policies 	N George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundecity.gov.uk
	13. Strategies	<ul style="list-style-type: none"> Social Work Department Strategies 	N George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundecity.gov.uk
	14. Procedure Manuals	<ul style="list-style-type: none"> Social Work Department Procedure Manuals 	N George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundecity.gov.uk

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	15. Access to Personal Files and Disclosure of Information	<ul style="list-style-type: none"> Information on rights to access personal files 	Y George Ireland. Public Information Officer Argyll House DUNDEE (01382) 433172 george.ireland@dundecity.gov.uk
	16. Performance Indicators	<ul style="list-style-type: none"> Social Work Department Performance Indicators 	N Richard Kennedy, Senior Public Information Officer Floor 7 Tayside House DUNDEE (01382) 433978 richard.kennedy@dundecity.gov.uk
X SUPPORT SERVICES DEPARTMENT	1. Service Plan	<ul style="list-style-type: none"> Support Services Department Service Plan 	N Graeme Hunter 21 City Square, DUNDEE (01382) 434206 graeme.hunter@dundecity.gov.uk

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	2. Performance Indicators	<ul style="list-style-type: none"> Support Services Department Performance Indicators 	N Graeme Hunter 21 City Square DUNDEE (01382) 434206 graeme.hunter@dund eecity.gov.uk
	3. Electoral Register	<ul style="list-style-type: none"> Electoral Register and Associated Electoral Material including Monthly Updates 	N Stuart Galloway 20 City Square DUNDEE (01382) 434403 stuart.galloway@dund eecity.gov.uk
	4. Nomination Papers and Candidates Election Expenses	<ul style="list-style-type: none"> Nomination Papers and Returns of Expenses 	N Stuart Galloway 20 City Square DUNDEE (01382) 434403 stuart.galloway@dund eecity.gov.uk

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	5. Election Results from 1974 to date	<ul style="list-style-type: none"> Election Results 	N Stuart Galloway 20 City Square DUNDEE (01382) 434403 stuart.galloway@dund eeciity.gov.uk
	6. Elected Members of Council from 1866 to date	<ul style="list-style-type: none"> List of Members of the Council 	N Stuart Galloway 20 City Square DUNDEE (01382) 434403 stuart.galloway@dund eeciity.gov.uk
	7. Register of all Licences issued (excluding Liquor Licences)	<ul style="list-style-type: none"> Register of Licences Issued (excluding Liquor Licences) 	N Stuart Galloway 20 City Square DUNDEE (01382) 434403 stuart.galloway@dund eeciity.gov.uk

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	8. Licensing Application Forms	<ul style="list-style-type: none"> Licensing Application Forms 	N Stuart Galloway 20 City Square DUNDEE (01382) 434403 stuart.galloway@dund eeciity.gov.uk
	9. Diary of Events/Public Collections in City Centre	<ul style="list-style-type: none"> Diary of Events/Public Collections in City Centre 	N Stuart Galloway 20 City Square DUNDEE (01382) 434403 stuart.galloway@dund eeciity.gov.uk
	10. Plans of Houses in Multiple Occupation	<ul style="list-style-type: none"> Plans of HMOs 	N Stuart Galloway 20 City Square DUNDEE (01382) 434403 stuart.galloway@dund eeciity.gov.uk

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	11. Ward Maps	<ul style="list-style-type: none"> Maps of Electoral Wards 	N Stuart Galloway 20 City Square DUNDEE (01382) 434403 stuart.galloway@dund eeciity.gov.uk
	12. Register of Byelaws and Management Rules	<ul style="list-style-type: none"> Byelaws and Management Rules in force in Dundee 	N Roger Mennie 21 City Square DUNDEE (01382) 434577 roger.mennie@dundee city.gov.uk
Y. WASTE MANAGEMENT DEPARTMENT	1. Service Plan	<ul style="list-style-type: none"> Waste Management Department Service Plan 	N Jim Laing 34 Harefield Road DUNDEE (01382) 432700 jim.laing@dundeeeciity. gov.uk

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	2. Performance Indicators	<ul style="list-style-type: none"> Waste Management Department Performance Indicators 	N Jim Laing 34 Harefield Road DUNDEE (01382) 432700 jim.laing@dundecity.gov.uk
	3. Refuse Collection	<ul style="list-style-type: none"> Information regarding Refuse Collection 	N Jim Laing 34 Harefield Road DUNDEE (01382) 432700 jim.laing@dundecity.gov.uk
	4. Waste Disposal	<ul style="list-style-type: none"> Information regarding Waste Disposal 	N Jim Laing 34 Harefield Road DUNDEE (01382) 432700 jim.laing@dundecity.gov.uk

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	5. Public Conveniences	<ul style="list-style-type: none"> Information regarding Public Conveniences 	N Jim Laing 34 Harefield Road DUNDEE (01382) 432700 jim.laing@dundecity.gov.uk
	6. Waste Policy	<ul style="list-style-type: none"> Dundee City Council Waste Policy 	N Jim Laing 34 Harefield Road DUNDEE (01382) 432700 jim.laing@dundecity.gov.uk
Z. TAYSIDE CONTRACTS AND TAYSIDE CONTRACTS JOINT COMMITTEE	1. Standing Orders of the Joint Committee and Schemes of Administration	<ul style="list-style-type: none"> Standing Orders, Financial Regulations and Tender Procedures 	N Michael Beattie 21 City Square DUNDEE (01382) 434211 michael.beattie@dundecity.gov.uk

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	2. Joint Committee composition	<ul style="list-style-type: none"> Names of members of the Joint Committee and contact details Names of Lead Officers and contact details 	N Michael Beattie 21 City Square DUNDEE (01382) 434211 michael.beattie@dund eeciity.gov.uk
	3. Joint Committee meetings schedules	<ul style="list-style-type: none"> Dates, times and locations of meetings 	N Michael Beattie 21 City Square DUNDEE (01382) 434211 michael.beattie@dund eeciity.gov.uk
	4. Complaints procedures	<ul style="list-style-type: none"> How to make a complaint about the Joint Committee 	N Michael Beattie 21 City Square DUNDEE (01382) 434211 michael.beattie@dund eeciity.gov.uk

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	5. Equality issues	<ul style="list-style-type: none"> Equality policies in service delivery and employment generally including race, gender and disability 	N Iain Waddell 1 Soutar Street DUNDEE (01382) 834001 iain.waddell@tayside - contracts.co.uk
	6. Job Vacancies for Work with Tayside Contracts	<ul style="list-style-type: none"> Details of job vacancies 	Y Iain Waddell 1 Soutar Street DUNDEE (01382) 834001 iain.waddell@tayside - contracts.co.uk
	7. Members Declarations of Interest	<ul style="list-style-type: none"> Registered Declarations of Interest Forms 	N Michael Beattie 21 City square DUNDEE (01382) 434211 michael.beattie@dund ecity.gov.uk

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	8. Joint Committee Decisions	<ul style="list-style-type: none"> Agendas, Reports and Decisions of each meeting 	N Michael Beattie 21 City Square DUNDEE (01382) 434211 michael.beattie@dund eeciity.gov.uk
	9. Accounts	<ul style="list-style-type: none"> Joint Committee's audited and unaudited statement of accounts 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk
	10. Audit	<ul style="list-style-type: none"> Auditor's Reports to the Joint Committee 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eeciity.gov.uk

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	11. Budgets	<ul style="list-style-type: none"> • Revenue Budget • Investment Plans 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dund eecity.gov.uk