

FREEDOM OF INFORMATION ACT 2000
LIST OF PUBLICATIONS – TOWER HAMLETS COUNCIL

APPENDIX A TO THE PUBLICATION SCHEME

CLASS 1: NEWS AND EVENTS

| Title of Publication | Description of content (if not self explanatory) | How to obtain a copy from a Council officer or department* | Charge (if applicable) per copy | Date/intended date of publication | Availability in other formats (including Council Website**) |
|--|--|--|---------------------------------|--|---|
| (* if only an extension number is given for example X5555, please telephone 020 7364 followed by the number only. The telephone numbers for Council public access points such as libraries, Idea stores, one stop shops, local area housing offices and reception areas at other Council offices are available from the Council's main switchboard on 020 7364 5000) **www.towerhamlets.gov.uk | | | | | |
| CLASS 1: NEWS AND EVENTS | | | | | |
| Media Review | Cuttings of articles and features about Tower Hamlets from local and national press and specialist publications | Communications Service X 4389 | Nil | Weekly | Including Bengali cuttings |
| East End Life | Articles, features and information about council services, meetings, Members etc. and general Tower Hamlets news. Carries advertisements for council and external jobs, council's choice lettings and public notices | East End Life Editor X 3179 | Nil | Every Monday excluding Christmas/New Year (50 editions annually) | Extracts on Council Website and part in Bengali |
| Pulling Together | LBTH staff magazine | East End Life Editor X 3179 | Nil | Monthly (10 x a year) | |

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|---|---|--|-----|--|-------------------------------------|
| East End Living | Property supplement inside East End Life advertising property for sale and private and social landlord lettings | East End Life Editor X 3179 | Nil | Fortnightly | |
| Press Releases | Containing details of all news worthy items generated by the council. | Communications Service X 4389 | Nil | Daily (Monday – Friday) | Yes Website and Bengali |
| Summer Programme Leaflets and Posters | Description of holiday scheme details | Council public access points X 5000 | Nil | July 2002 | |
| Holiday Activity Leaflets & Flyers | Summer & Easter Holiday Schemes | Leisure Centres, Schools and Local Youth Clubs X 5000 | Nil | March and June 2003 | |
| Christmas & Bank Holiday Refuse Collections & Recycling Service Collections | | All local papers | Nil | Each Holiday | Yes website |
| Programme of screenings for East End Film Festival | | Brady Centre X 7900 | Nil | Annually, 3 weeks before the Festival | |
| Sportstop | Sports News and Events | Sports Development X 3062 | Nil | Spring/Summer/Autumn | |
| Programme of courses available at Brady Centre and other sites run by the Arts and Events Service | | Brady Centre X 7900 | Nil | 3 Weeks before start date of each term | Available on request in large print |

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LIST OF PUBLICATIONS – TOWER HAMLETS COUNCIL

APPENDIX A TO THE PUBLICATION SCHEME

CLASS 2: JOBS

- a. Council Vacancies
- b. Training for Work
- c. Skillsmatch

| Title of Publication | Description of content (if not self explanatory) | How to obtain a copy from a Council officer or department* | Charge (if applicable) per copy | Date/intended date of publication | Availability in other formats (including Council Website**) |
|--|---|--|---------------------------------|---|---|
| (* if only an extension number is given for example X5555, please telephone 020 7364 followed by the number only. The telephone numbers for Council public access points such as libraries, Idea stores, one stop shops, local area housing offices and reception areas at other council offices are available from the Council's main switchboard on 020 7364 5000) **www.towerhamlets.gov.uk | | | | | |
| CLASS 2: JOBS <i>a. Council Vacancies</i> | | | | | |
| Recruitment Pack | Information sent to applicants for LBTH jobs. | Corporate Recruitment X 4338 | Nil | Current, but subject to amendment from time to time | Certain jobs are available on website |
| Council Internal Vacancy List | | Corporate Recruitment X 4338 | Nil | Weekly | |
| <i>b. Training for Work</i> | | | | | |
| Training Materials | Training Strategy, Post-Entry Training guidelines | Corporate Training & Development X 4374 | Nil | Current | |
| HR Strategy | | Head of Human Resources X 4362 | Nil | Current | |

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| <i>c. Skillsmatch</i> | | | | | |
| Community Employment Agency | Information about the community employment agency established by the council | Website as listed and Community Employment X 4936 | N/A | Current | Council Website |

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LIST OF PUBLICATIONS – TOWER HAMLETS COUNCIL

APPENDIX A TO THE PUBLICATION SCHEME

CLASS 3: YOUR COUNCIL

- a. Election Results
- b. Electoral Wards
- c. How the Council Works (comprising the following areas, Corporate, Information Technology, Personnel Procedures, Equalities, Community Safety and Health & Safety)
- d. Meet your Councillor
- e. Committee Reports/Decision
- f. Council Constitution
- g. External Bodies
- h. Strategy Documents
- i. Council Tax
- j. Electoral Register
- k. How to Complain
- l. Best Value
- m. Forward Plan

| Title of Publication | Description of content (if not self explanatory) | How to obtain a copy from a Council officer or department* | Charge (if applicable) per copy | Date/intended date of publication | Availability in other formats (including Council Website**) |
|---|---|--|---------------------------------|-----------------------------------|---|
| (* if only an extension number is given for example x 5555, please telephone 020 7364 followed by the extension number only. The telephone numbers for Council public access points such as libraries, Idea stores, one stop shops, local area housing offices and reception areas at other council offices are available from the Council's main switchboard on 020 7364 5000) **www.towerhamlets.gov.uk | | | | | |
| CLASS 3: YOUR COUNCIL <i>a. Election Results</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council website |
| <i>b. Electoral Wards</i> | | | | | |
| Election Folder | Media pack with information about candidates, ward maps, previous election results, introduction to Tower Hamlets | Returning Officer X 3158 | Nil | When elections are held | |
| <i>c. How the Council Works</i> | | | | | |
| <u>Corporate</u> | | | | | |
| Mayor's Leaflet | Information on the Mayor, Deputy Mayor and the Mayors Regalia | Members' Services X 4781 | Nil | Annually | |
| Insurance Guidance Notes for Claimants & Staff | | Insurance Manager X 4068 | Nil | Current | |
| Financial Regulations | | Corporate Finance Manager X 4733 | Nil | Current | |

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|--|--|----------------------------------|-----|-----------------|--|
| VAT Manual & Financial Instructions | | Corporate Finance Manager X 4733 | Nil | Current | |
| Statistical & Government Returns (Financial) | | Corporate Finance Manager X 4733 | Nil | Current | |
| Taxation Aspects of Budget | | Corporate Finance Manager X 4733 | Nil | Current | |
| Lending Lists | List of financial institutions complying with LBTH lending criteria | Corporate Finance Manager X 4733 | Nil | Current | |
| Statement of Investment Principles | | Corporate Finance Manager X 4733 | Nil | Current | |
| Statement of Accounts for the Year Ended 31 st March 2002 | | Financial Systems Manager X 4645 | Nil | Current | |
| Government Returns | Various returns detailing expenditure on services | Financial Systems Manager X 4645 | Nil | Current | |
| Final Accounts Practitioners Guide 2002/2003 | Detailed instructions on the procedures for closing the Accounts | Financial Systems Manager X 4645 | Nil | June 2003 | |
| Statement of Accounts for year ended 31 st March 2003 | | Financial Systems Manager X 4645 | Nil | September, 2003 | |
| JD Edwards One World Training Guides | Various training guides for staff on how to use the Council's accounting systems | Financial Systems Manager X 4645 | Nil | June 2003 | |
| Budget Book | Annual Budget for each Council Service | Financial Planning X 4849 | Nil | Current | |

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|---|---|---|--------------|------------------------|--|
| Grants Register | Register of specific grants that have to be audited before the Council can claim money from the Government | Financial Planning X 4849 | Nil | Current | |
| Budget Practitioner's Guide | Annual guidelines issues to Finance staff for preparing budgets | Financial Planning X 4849 | Nil | Current | |
| Register of financial and personal interests of Directors | | Head of Democratic Renewal & Engagement X 4204 | Nil | Permanently maintained | |
| Local Government Ombudsman Reports | Reports of maladministration by the Council | Chief Legal Officer X 4801 | 30p per page | Six monthly | |
| Year Book and Diary | Diary with contact information for members and senior officers plus general information about the borough and other agencies e.g. police, hospitals | Communications Service X 4389 | Nil | Annually | |
| <u>Information Technology (IT)</u> | | | | | |
| Data Security Requirements | Rules for use of computer systems incorporated into the disciplinary code | IT Security & Contracts Manager X 4951 | Nil | Current | |
| Corporate IT Security Policy | Self Explanatory | IT Security & Contracts Manager X 4951 | Nil | Current | |
| All you wanted to know about the Data Protection Act 1998 | Reference manual for managers and staff | IT Security & Contracts Manager X 4951 | Nil | Current | |

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| Personal Digital Assistant Policy | Policy document in relation to the use of (electronic) Personal Digital Assistants | IT Security & Contracts Manager X 4951 | Nil | Current | |
| Acceptable Use Policy/Enrolment Form | Documentation for authorised access to the Council's computer systems including high level conditions of use | IT Security & Contracts Manager X 4951 | Nil | Current | |
| <u>Human Resources Procedures</u> | | | | | |
| Acting Allowances and Honoraria Payments | | Human Resources Strategy X 4518 | Nil | Current | |
| Adoption Leave (Employees Guide) | | Human Resources Strategy X 4518 | Nil | Current | |
| Alcohol Policy/Sensible Drinking | | Human Resources Strategy X 4518 | Nil | Current | |
| Annual Leave Calculation | | Human Resources Strategy X 4518 | Nil | Current | |
| Annual and Special Leave: Staff Guidance Note | | Human Resources Strategy X 4518 | Nil | Current | |
| Anti-Discrimination and Harassment | | Human Resources Strategy X 4518 | Nil | Current | |
| Archiving (retention of Human Resources and other related records) | | Human Resources Strategy X 4518 | Nil | Current | |

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|--|--|---------------------------------|-----|---------|--|
| Capability Procedure | | Human Resources Strategy X 4518 | Nil | Current | |
| Car Purchase Scheme (Assisted) | | Human Resources Strategy X 4518 | Nil | Current | |
| Career Break Scheme | | Human Resources Strategy X 4518 | Nil | Current | |
| Code of Conduct | | Human Resources Strategy X 4518 | Nil | Current | |
| Delegation of Authority to officers for Personnel Issues | | Human Resources Strategy X 4518 | Nil | Current | |
| Disability Employment Strategy | | Human Resources Strategy X 4518 | Nil | Current | |
| Disciplinary Code | | Human Resources Strategy X 4518 | Nil | Current | |
| Disciplinary Code – Management Guidelines | | Human Resources Strategy X 4518 | Nil | Current | |
| Disciplinary Investigating Officers (Guidance Notes) | | Human Resources Strategy X 4518 | Nil | Current | |
| Exit Interviews Procedure | | Human Resources Strategy X 4518 | Nil | Current | |
| Extended Leave Scheme | | Human Resource Strategy X 4518 | Nil | Current | |

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|-------------------------------------|--|---------------------------------|-----|---------|--|
| Fit for Work | | Human Resources Strategy X 4518 | Nil | Current | |
| Flexible Working Hours (Flexi-time) | | Human Resources Strategy X 4518 | Nil | Current | |
| Grievance Procedure | | Human Resources Strategy X 4518 | Nil | Current | |
| Long Service Awards | | Human Resources Strategy X 4518 | Nil | Current | |
| Maternity Benefits (Employee Guide) | | Human Resources Strategy X 4518 | Nil | Current | |
| New Technology Agreement | | Human Resources Strategy X 4518 | Nil | Current | |
| Parental Leave | | Human Resources Strategy X 4518 | Nil | Current | |
| Part-time Working and Job Share | | Human Resources Strategy X 4518 | Nil | Current | |
| Performance and Development Review | | Human Resources Strategy X 4518 | Nil | Current | |
| Preventing Overpayments | | Human Resources Strategy X 4518 | Nil | Current | |
| Probationary Guidelines | | Human Resource Strategy X 4518 | Nil | Current | |

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|---|--|---------------------------------|-----|---------|--|
| Recruitment and Selection Procedure | | Human Resources Strategy X 4518 | Nil | Current | |
| Redundancy and Redeployment Procedure | | Human Resources Strategy X 4518 | Nil | Current | |
| Redundancy: Payments | | Human Resources Strategy X 4518 | Nil | Current | |
| Re-Employment of Former Employee (Guidelines) | | Human Resources Strategy X 4518 | Nil | Current | |
| Reference Policy | | Human Resources Strategy X 4518 | Nil | Current | |
| Religious Holidays Policy | | Human Resources Strategy X 4518 | Nil | Current | |
| Secondment Guidelines | | Human Resources Strategy X 4518 | Nil | Current | |
| Sickness Management Procedure | | Human Resources Strategy X 4518 | Nil | Current | |
| Sickness Procedure – Guidance Notes for Appeal Panels | | Human Resources Strategy X 4518 | Nil | Current | |
| Smoking Policy | | Human Resources Strategy X 4518 | Nil | Current | |
| Strike Action (Management Guidelines) | | Human Resources Strategy X 4518 | Nil | Current | |

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|--|--|---------------------------------|-----|------------|--|
| Trade Union Facility Time | | Human Resources Strategy X 4518 | Nil | Current | |
| Training (Code of Practice) | | Human Resources Strategy X 4518 | | Current | |
| Violence at Work Procedure | | Human Resources Strategy X 4518 | Nil | Current | |
| Job Evaluation Scheme | Method whereby job descriptions can be consistently assessed to ascertain the grade for the post | Human Resources Strategy X 4518 | Nil | Current | |
| Occupational Health & You Leaflet | | Human Resources Strategy X 4518 | Nil | Current | |
| Increasing your Pension Benefits | Guide to making additional pension payments | Pensions Manager X 4248 | Nil | June 2002 | |
| Statement of Policy | Council's policy on the discretionary parts of the LGPS Regulations | Pensions Manager X 4248 | Nil | April 1998 | |
| Whistle Blowing Procedure | | Internal Audit X4773 | Nil | Current | |
| <u>Equalities</u> | | | | | |
| Dealing with racist incidents in schools – Guidelines for schools in Tower Hamlets | Guidelines prepared by the Education Directorate in consultation with schools and our partner agencies | Equalities Team X 4762 | Nil | 2001/2002 | |
| Equal Opportunities Policy | Statement that the Council is committed opposing all forms of discrimination and promoting and celebrating diversity | Equalities Team x 4762 | Nil | 2000 | |

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|---|---|---------------------------|-----|-----------------|-----------------|
| The Lawrence Action Plan | Council's response to recommendations made in the MacPherson report, in particular those applicable to Local Government | Equalities Team X 4762 | Nil | January 2000 | |
| Tower Hamlets Action for equality 2001 | An essential element of mainstream policies and work plans/yearly news update | Equalities Team X 4762 | Nil | 2001 | |
| Race Equality Scheme | Aims to highlight any hidden barriers that cause discrimination and, through consultation, introduce new ways of doing things | Equalities Team X 4762 | Nil | 2002 | Council Website |
| Tower Hamlets Access Strategy, 2001-2004 | Considers the standard of Access that the Council should achieve in services over the next three years. It does so recognising that people from many groups face barriers in accessing Council services | Equalities Team X 4762 | Nil | 2001 | |
| Equalities Monitoring Form and Guidelines | Self-explanatory | Equalities Team X 4762 | Nil | September, 2003 | |
| Disability Discrimination Act 1995, Our responsibilities Tower Hamlets Handbook | Compiled to provide guidance for the Council with a view to improving our services and developing good practice in respect of providing services to disabled people | Equalities Team X 4762 | Nil | 2001 | |
| A Multi Agency Charter Against Racial Harassment & Attack, Tower Hamlets 1998 | Information for those who live and work in Tower Hamlets about how local agencies are working together to support victims and to prevent racial harassment by dealing with perpetrators | Equalities Team X 4762 | Nil | May 1998 | |

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|--|--|---|---|------------------------|
| National Equality Standard | Reinforces the Council's commitment to mainstreaming equalities and taking an integrated approach to meeting the needs of the diverse communities in Tower Hamlets | Equalities Team X 4762 | Nil | March 2003 and ongoing |
| Equality and Diversity Policy Statement | Statement that the Council is promoting and celebrating diversity | Equalities Team X 4762 | Nil | December 2002 |
| Race Equality Scheme Impact Assessment Guidelines | Self-explanatory | Equalities Team X 4762 | Nil | September, 2003 |
| Equalities Action Plan – 6 monthly Monitoring Report | Sets out and monitors progress points from the Strategic and Community Plans in more detail | Equalities Team X 4762 | Nil | Plan annually May |
| Interpretation and Translation Minimum Standards & User Guidelines | Minimum standards and guidelines for Council staff requiring interpreting and translation services | Equalities Team X 4762 | 30p per page | February 2003 |
| Community Safety | | | | |
| Domestic Violence Handbook | A handbook for frontline workers in Tower Hamlets | Tower Hamlets Domestic Violence Forum c/o Domestic Violence Team X 4380 | Free for organisations inside Tower Hamlets. £5 for organisations outside Tower Hamlets | 2000 |
| Crime and Disorder Reduction Strategy 2002-2005 | Crime and Disorder Reduction Strategy | Community Safety Unit X 4564 | Nil | 2002 |
| Crime and Disorder Audit 2002 | Crime and Disorder Audit | Community Safety Unit X 4564 | Nil | 2002 |

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|--|---|---------------------------------|-----|----------------|
| Community Safety Directory 2003 | Directory of Community Safety Services in the Borough | Community Safety Unit X 4564 | Nil | November, 2003 |
| Tower Hamlets Community Safety Booklet 2002 | Crime prevention handbook, which provides valuable advice and guidance on security and safety precautions for the individual, home and business | Community Safety Unit X 4564 | Nil | 2002 |
| Joint Protocol for Exchange of Information | The Protocol , which is in its third year, forms part of a partnership process that can alleviate crime problems by providing guidance on the exchange of personal and depersonalised information | Community Safety Unit X 4564 | Nil | 2003 |
| Media Strategy | | Community Safety Unit X 4564 | Nil | October, 2003 |
| Truancy Protocol | | Community Safety Unit X 4564 | Nil | 1999 |
| Designing Out Crime | | Planning Department | Nil | |
| Annual Crime and Disorder Reduction Working Groups' Action Plans | Annual action plans of the six crime and disorder reduction working groups | Community Safety Unit X 4564 | Nil | Yearly |
| CSU Newsletter | Community Safety Newsletter | Community Safety Unit X 4564 | Nil | Monthly |

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|--|---|----------------------------------|-----|--|
| Keeping an Eye on Crime | Crime Data | Community Safety Unit X 4564 | Nil | Monthly |
| <u>Health & Safety</u> | | | | |
| Emergency civil protection/emergency plan | Revision required following introduction of new legislation: Civil Contingencies Bill Autumn 2004 | Corporate Health & Safety X 4192 | Nil | |
| Corporate health & safety policy | | Corporate Health & Safety X 4192 | Nil | Current, to be revised March 2004. Reviewed biannually |
| Corporate asbestos policy and procedures | | Corporate Health & Safety X 4192 | Nil | Current, to be reviewed April 2004 revised May 2004. Reviewed biannually |
| Corporate gas safety policy | | Corporate Health & Safety X 4192 | Nil | Current, reviewed May 2004 and thereafter biannually as necessary |
| Corporate Local Code of Practice – Building Works in Occupied Premises | Residential flats/schools etc | Corporate Health & Safety X 4192 | Nil | Current, reviewed Sept 2003 and thereafter annually |
| Guidance on electricity at Work | | Corporate Health & Safety X 4192 | Nil | Current, reviewed October 2003, thereafter biannually |
| Guidance on the Control of Substances Hazardous to Health | | Corporate Health & Safety X 4192 | Nil | Current reviewed and revised March 2004. Thereafter reviewed biannually |

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| Guidance on handling “Sharps” | | Corporate Health & Safety X 4192 | Nil | Current, reviewed December 2004 . |
| Corporate information note – protocol for communicating safety information | | Corporate Health & Safety X 4192 | Nil | Current, revised as necessary |
| Corporate risk assessment guidance | | Corporate Health & Safety X 4192 | Nil | Current, to be reviewed summer 2004 and thereafter biannually |
| Corporate risk assessment recording form | | Corporate Health & Safety X 4192 | Nil | Current, to be reviewed summer 2004 and thereafter biannually |
| Corporate pregnancy risk assessment recording form | | Corporate Health & Safety X 4192 | Nil | Current, reviewed summer 2004 and thereafter biannually |
| Guidance on electricity at Work | | Corporate Health & Safety X 4192 | Nil | Current, revised as necessary |
| Guidance on the Control of Substances Hazardous to Health | | Corporate Health & Safety X 4192 | Nil | Current, revised as necessary |
| Corporate guidance on lone working | | Corporate Health & Safety X 4192 | Nil | Current, reviewed Sept 2003 and thereafter as necessary |
| Corporate guidance on building works in schools | Information for head teachers and premises managers | Corporate Health & Safety X 4192 | Nil | Current, to be reviewed autumn 2004 and thereafter as necessary |

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| Fire risk assessment recording format for low risk offices/premises | | Corporate Health & Safety X 4192 | Nil | Current, new format agreed with LFB summer 2003 and thereafter to be reviewed as necessary |
| Safety audit checklist | | Corporate Health & Safety X 4192 | Nil | Current, revised as necessary |
| Reporting accidents/incidents at work | | Corporate Health & Safety X 4192 | Nil | January 2004 – will be revised as necessary |
| Protocols for communicating safety information within the Council | | Corporate Health & Safety X 4192 | Nil | March 2004 – reviewed and amended annually |
| Violence at Work Policy - Draft | | Corporate Health & Safety x 4192/ Corporate Human Resources | Nil | 2004 |
| Alcohol and Drugs Policy - Draft | | Corporate Health & Safety X 4192/ Corporate Human Resources | Nil | 2004 |
| <i>d. Meet Your Councillor</i> | | | | |
| Know your Councillor | Contact and surgery details of all Councillors | Head of Democratic Renewal & Engagement X 4204 | Nil | Annually |

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|---|--|---|-----|--|
| Schedule of Councillor's addresses and wards represented | | Head of Democratic Renewal & Engagement X 4204 | Nil | May 2002 |
| Register of Councillor's notices of registerable interests | | Head of Democratic Renewal & Engagement X 4204 | Nil | Current |
| Register of Councillor's declarations of interests | | Head of Democratic Renewal & Engagement X 4204 | Nil | Current |
| Register of Councillor's Allowances | | Head of Democratic Renewal & Engagement x 4204 | Nil | Current Summary published each year in June |
| Summary of public rights to attend meetings and inspect documents | | Head of Democratic Renewal & Engagement X 4204 | Nil | Current |

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|---------------------------------------|---|---|--------------|--------------------------------------|-----------------|
| Councillor's monthly timesheets | | Head of Democratic Renewal & Engagement X 4204 | Nil | Current | Council Website |
| Councillors' Surgeries | List of venues, dates and times of Councillor surgeries | Members' Services X 4781 | 30p per page | July 2002 | Council Website |
| Councillors' Diary Sheets | Details of duties undertaken by Councillors | Members' Services X 4781 | 30p per page | Monthly | Council Website |
| Councillor's hospitality register | | Head of Democratic Renewal & Engagement X 4204 | Nil | Current | |
| <i>e. Committee Reports/Decisions</i> | | | | | |
| Standards Committee | Agenda, minutes, reports and notices | Head of Democratic Renewal & Engagement X 4204 | Nil | In accordance with cycle of meetings | Council Website |
| Overview Scrutiny Committee | Agenda, minutes, reports and notices | Head of Democratic Renewal & Engagement X 4204 | Nil | In accordance with cycle of meetings | Council Website |

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|---|--|---|-----|--------------------------------------|-----------------|
| Living Safely Scrutiny Panel | Agenda, minutes, reports and notices | Head of Democratic Renewal & Engagement X 4204 | Nil | In accordance with cycle of meetings | Council Website |
| Living Well Scrutiny Panel | Agenda, minutes, reports and notices | Head of Democratic Renewal & Engagement X 4204 | Nil | In accordance with cycle of meetings | Council Website |
| Creating & Sharing Prosperity Scrutiny Panel | Agenda, minutes, reports and notices | Head of Democratic Renewal & Engagement X 4204 | Nil | In accordance with cycle of meetings | Council Website |
| Learning Achievement & Leisure Scrutiny Panel | Agenda, minutes, reports and notices | Head of Democratic Renewal & Engagement X 4204 | Nil | In accordance with cycle of meetings | Council Website |
| Excellent Public Services Scrutiny Panel | Agenda, minutes, reports and notices | Head of Democratic Renewal & Engagement X 4204 | Nil | In accordance with cycle of meetings | Council Website |
| Scrutiny Panel Work Programmes | The investigations to be undertaken by Panel in the course of the municipal year | Head of Research & Scrutiny X 3195 | Nil | Current | |

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| Scrutiny Annual Report | Work undertaken by Panels in previous year | Head of Research & Scrutiny X 3195 | Nil | Annually in June | Council Website |
| Poster about Call-in mechanism | Publicity poster advising on how to influence the decision making process | Head of Democratic Renewal & Engagement X 4204 | Nil | In accordance with cycle of meetings for Overview & Scrutiny committee | |
| Schedule of membership of Committee and Sub-Committees | | Head of Democratic Renewal & Engagement X 4204 | Nil | May 2002 | Council Website |
| Cabinet Agenda | Executive decision-making | Head of Democratic Renewal & Engagement X 4204 | Nil | Monthly | Council Website |
| Cabinet Reports | Executive decision-making | Head of Democratic Renewal & Engagement X 4204 | Nil | Monthly | Council Website |

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| Cabinet minutes/record of decisions | | Head of Democratic Renewal & Engagement X 4204 | Nil | Monthly | Council Website |
| Tower Hamlets External Bodies | List of representatives appointed by Council on outside organisations | Head of Democratic Renewal & Engagement X 4204 | Nil | June 2002 | Council Website |
| Licensing & General Services Committee | Licensing and miscellaneous matters | Head of Democratic Renewal & Engagement X 4204 | Nil | Monthly | Council Website |
| Development Committee | Planning Applications | Head of Democratic Renewal & Engagement X 4204 | Nil | Monthly | Council Website |
| School Organisation Committee | Opening, closures, mergers and changes to schools | Head of Democratic Renewal & Engagement X 4204 | Nil | Quarterly | Council Website |

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| Personnel Committee | To consider human resourcing and staff appointments | Head of Democratic Renewal & Engagement X 4204 | Nil | Quarterly | |
| Unitary Development Plan Working Party | To consider the proposals for UDP issues | Head of Democratic Renewal & Engagement X 4204 | 30p per page | Quarterly | |
| Public Transport Forum | To consider transport issues | Head of Democratic Renewal & Engagement X 4204 | 30p per page | Monthly | Council Website |
| Accessible Transport Forum | To consider disability issues on transport | Head of Democratic Renewal & Engagement X 4204 | 30p per page | Monthly | Council Website |
| Refugee Forum | To consider issues relating to asylum | Head of Democratic Renewal & Engagement X 4204 | 30p per page | Monthly | |

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|--|---|---|--------------|--------------------------------|--|
| Appeals Committee | To hear and determine appeals | Head of Democratic Renewal & Engagement X 4204 | 30p per page | Quarterly | |
| Police Community Consultative Group (PCCG) | Forum for consultation between police and public | Head of Democratic Renewal & Engagement X 4204 | 30p per page | Monthly | |
| Independent Custody Visitors Panel | Independent inspection of police custody arrangements | Head of Democratic Renewal & Engagement X 4204 | 30p per page | Monthly | |
| Joint Consultative Committee | Consultation with staff representatives on personnel issues | Head of Democratic Renewal & Engagement X 4204 | 30p per page | Ad-hoc when meetings necessary | |
| Grants Panel | Gives grants to outside bodies | Head of Democratic Renewal & Engagement X 4204 | 30p per page | Ad hoc meetings when necessary | |

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| King George's Field Charity Board | To administer the charity's objects | Head of Democratic Renewal & Engagement X 4204 | Nil | Yearly | |
| Council | | Head of Democratic Renewal & Engagement X 4204 | 30p per page | Two monthly | Council Website |
| <i>f. Council Constitution</i> | | | | | |
| Consultation Framework | Guidance for consultation by all service providers locally designed to improve delivery of services | Head of Democratic Renewal & Engagement X 4204 | On request | April 2003 | Council Website |
| Schedule of Statutory Registers, Information | Schedule of statutory registers. Statutory information and other information that public can inspect | Head of Democratic Renewal & Engagement X 4204 | Nil | Current | |
| Council Constitution and Code of Corporate Governance | | Head of Democratic Renewal & Engagement X 4204 | Nil | May 2002 | Council Website |
| Comprehensive Performance Assessment Self-Assessment for London Borough of Tower Hamlets | Critical analysis of performance of the local service delivery measured by those delivering services, produced prior to independent inspection of service delivery | Adviser to the Chief Executive X 4771 | On request | July 2003 | Council Website |

| <i>g. External Bodies</i> | | | | | |
|--|---|--|-----|------------------|-----------------|
| Other Tower Hamlets Partnership Documents | | Head of Tower Hamlets Partnership Support Team X 4834 | Nil | November 2001/02 | |
| Tower Hamlets Partnership Management Group | Meeting Notes | Head of Tower Hamlets Partnership Support Team X 4834 | Nil | Quarterly | |
| Local Area Partnership Steering Group | Meeting Notes | Head of Tower Hamlets Partnership Support Team X 4834 | Nil | Varied | Council Website |
| Local Area Partnership Event Notes | Notes summarising the outcomes of meetings | Head of Tower Hamlets Partnership Support Team X 4834 | Nil | Varied | Council Website |
| Partnership Newsletter | Communications document between LAPs, CPAGs and PMG | Head of Tower Hamlets Partnership Support Team X 4834 | Nil | Quarterly | Council Website |

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| EEL Partnership Newsletter | Partnership News through East End Life | Head of Tower Hamlets Partnership Support Team X 4834 | Nil | Quarterly | Council Website |
| Tower Hamlets Partnership Action Plan | Document support for government accreditation of LSP | Head of Tower Hamlets Partnership Support Team X 4834 | Nil | Annually in March | Council Website |
| Cultural Industries Development Agency (CIDA) | General information on CIDA's services, achievements and objectives | Regeneration X 4832 | Nil | October 2002 | |
| Bromley By Bow Centre Annual Report 2001/2002 | | Regeneration X 4639 | Nil | January 2003 | |
| Bromley By Bow Centre SRB Delivery Plan | Project listing and Finance tables for SRB Programme | Regeneration X 4639 | Nil | March 2003 | |
| <i>h. Strategy Documents</i> | | | | | |
| Tower Hamlets "The Community Plan to 2010" | The borough's Community Strategy for promoting the economic, social and environmental well being of the area. | Partnership and Policy Adviser X 4981 | Nil | Current | Council Website |

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| Six monthly monitoring of Strategic and Community Plan | Monitoring document measuring performance of local service deliveries | Partnership and Policy Adviser X 4981 | 30p per page | Six monthly from November 2002 | Council Website |
| Strategic Plan and Best Value Performance Plan | Council's strategy for improving the quality of life for everyone living and working in Tower Hamlets 2002 – 2006 and report of progress against Best Value Performance Indicators. | Partnership and Policy Adviser X 4981 | 30p per page | Annually in June | Council Website |
| Strategic Plan Summary | Summary version of the Strategic Plan | Partnership and Policy Adviser X 4981 | Nil | Annually in July | Council Website |
| Local Public Service Agreement 2002-2005 | The council's agreement with central government to achieve demanding performance targets in exchange for reward grants. | Partnership and Policy Adviser X 4981 | Nil | August 2002 | Council Website |
| Neighbourhood Renewal Strategy | The Tower Hamlets Partnership's strategy for improving inequality of lives in the borough's most deprived neighbourhoods. | Partnership and Policy Adviser X 4981 | Nil | November 2002 | Council Website |
| Third Sector Strategy and Action Plan | Report setting out the aims, objectives of the council's Third Sector Strategy and the plan for implementation. | Head of Equalities & Inclusion X 4016 | Nil | November 2001 | Council Website |

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|---|--|---|-----|-----------------------------------|---|
| Third Sector Commissioning Framework and Code of Practice | Sets out an accessible and equitable process through which third sector organisations can compete for contracts to provide high quality, value for money services to the citizens of Tower Hamlets. | Head of Equalities & Social Inclusion X 4016 | Nil | January, 2003 | Council Website |
| Municipal Waste Management Strategy | Sets out comprehensive strategy for predicting and managing Tower Hamlets' waste output. Covers the period 2003-2018 | Head of Street Environment X 6902 | Nil | August 2003 | Council Website |
| Quality Protects | | Social Services Quality & Audit X 2134 | Nil | April 1999 | |
| Annual Library Plan | Description of Tower Hamlets characteristics, corporate and library service objectives, service delivery policies and resources, performance appraisal and assessment against the Public Library Standards, Review of previous plans and progress to date, rolling 3 year medium term strategy, rolling action plans | Head of Libraries, Bancroft Library X 1285 | Nil | Annually each September 1998-2002 | Council Website www.libplans.ws |
| Public Library Position Statement | | Head of Libraries, Bancroft Library X 1285 | Nil | September 2003 | www.libplans.ws |
| Sports Strategy | | Head of Leisure X 4982 | Nil | 1999 | |

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|--|---|---|--------------|-------------------------------------|--|
| Implementing Electronic Government (2) Statement | Description of LBTH's plans for implementing The National Electronic Government Strategy | Service Development Manager for e-Government, X 4366 | 30p per page | October 2002 | Council Website |
| Tower Hamlets Arts Strategy | | Head of Leisure X 4982 | Nil | March 2003 | |
| Library & Lifelong Learning Strategic Development Plan | Idea Store 5 year strategy detailing market research and development of the plan to integrate libraries and lifelong learning | Head of Lifelong Learning and Idea Store Programme Director X 4179 | Nil | 1999 | www.ideastore.co.uk |
| Housing Annual Report | Gives information about the performance of key housing services | Performance Review Group X 7051 | Nil | Annually each September/ October | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request. Council website |
| Housing Performance Report | 1/4ly report showing information on key aspects of the housing service | Performance Review Group X 7051 | Nil | Quarterly | Council website |
| Homelessness Strategy | A document that reviews the level of homelessness in the borough, considers future homelessness trends and sets out strategic objectives through to 2008 to tackle homelessness | Council website Housing Strategy X 7043 | Nil | Current | Council website |
| Homelessness Strategy Summary | Summary of homelessness strategy | Council website Housing Strategy X 7043 | Nil | Current | Council website |

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|---|--|---|-----|------------|-----------------|
| Shadow Supporting People Strategy (Housing) | Details information relating to provision of SP services and sets priorities for future years | Social Housing Group X 7014 | Nil | 2002 | |
| Housing Strategy Statement | Statement submitted to Central Government setting out what is planned and accompanying action plan | Housing Strategy X 7043 | Nil | 2002 | Council Website |
| Housing Revenue Account Business Plan | Submitted to Central Government setting out investment needs for council housing and resources available | Housing Strategy X 7043 | Nil | 2002 | Council website |
| Education Service Annual Strategic Plan | | Information and Support Service X 4954 | Nil | 2002 | |
| Education Development Plan | | Education Information and Support Service X 4954 | Nil | 2002 | |
| Joint Investment (Social Services) | | Social Services Policy & Planning X 2282 | Nil | March 2003 | |
| Direct Payment Policy Document | | Social Services Policy & Planning X 2282 | Nil | May 2003 | |
| Joint Investment Plan for Adults with Learning Disabilities | | Social Services Policy & Planning X 2282 | Nil | April 2001 | |

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|---|--|--|---|------------|--|
| Children's Preventative Strategy | | Social Services Policy & Planning X 2282 | Nil | March 2003 | |
| Children's Strategic Plan | | Social Services Policy & Planning X 2282 | Nil | March 2003 | |
| Social Services Business Plan | | Social Services Policy & Planning X 2282 | Nil | March 2003 | |
| Social Services Business Plan Summary | | Social Services Strategic Services X 2055 | Nil | July 2001 | |
| Quality Protects Management Action Plan (Social Services) | | Social Services Quality & Audit X 2117 | Nil | April 1999 | |
| <i>i. Council Tax</i> | | | | | |
| Council Tax Banding List | Section 22(6) of the Local Government Finance Act 1992 requires local authorities to publish lists of addresses by Council Tax Band | Revenues Manager X 4745 | Nil | Current | Valuation Office Website voa.gov.uk |
| Local Rating/Valuation List | This has to be available for public inspection under section 41 of the Local Government Finance Act 1988. The information includes the assessment number, a description of the property, it's address and the rateable value | Revenues Manager X 4745 | Nil (officer assistance with enquiries is charged at £50 per hour) | Current | Valuation Office Website voa.gov.uk |

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| The Council Tax & Non-Domestic Rate Financial Information | This booklet tells you how your council spends the money it receives from Government Grants, Council Tax and other income from fees and charges. It also contains information about the Greater London Authority, Environment Agency, Lee Valley Regional Park & London Pension Fund Authorities | Revenues Manager X 4745 | Nil | Annually | |
| Council Tax Bill | Your Council Tax Bill tells you how much you are due to pay each year. It also shows any Exemptions, Discounts, Reductions, Council Tax Benefit, payments and adjustments. | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| About your Council Tax Bill | This information sheet is sent to every household with their first Council Tax Bill. It tells you about Council Tax Valuation Bands, Exemptions, Discounts, Reductions, Council Tax Benefit, Appeals and Non-payment & Data Protection | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| Council Tax Reminder Notice | This notice tells you what to do if you have fallen behind with your Council tax payments. | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| Council Tax Summons for Non-payment | A summons to appear in court for council tax arrears | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |

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|---|---|----------------------------|-----|---------|--|
| Council Tax Notification of Liability Order | This form tells you how to make a payment arrangement for arrears of Council Tax. It also asks you to supply details of your income. The law that covers this is The Council Tax (Administration & Enforcement) 1992 Regulations | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| Council Tax Notification of New Liability | This form asks you for the information we need to work out your bill when you move house | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| Council Tax Application for Single Person Discount | This form enables you to claim a discount if you are the only adult (18 years old or over) living in your home | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| Council Tax Student Disregard Application | This form enables you to claim an exemption if all the people living in your home are students and a discount if all but one person living in your home is a student | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| Council Tax Prisoner Disregard/Exemption Claim | This form enables us to confirm, with the Prison Service, whether a person is (or was) detained in prison. It helps us work out any reduction due on the household's bill. | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| Council Tax Application for Disregard/Exemption due to Severe Mental Impairment | This form enables us to confirm, with a person's Doctor, whether they are suffering from Severe Mental Impairment for the purpose of the Local Government Finance act 1992. It helps us work out any reduction due on the household's bill. | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |

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| Council Tax Application for Disability Reduction | This form enables you to claim a reduction if you, or someone who lives with you, need a room, an extra bathroom or kitchen or extra space in your home to meet special needs arising from a disability. | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| What Do You Think? Revenue Services Satisfaction Survey | The Revenues Service staff collect Council Tax, Non-Domestic Rate (Business Rates) and Sundry Debts on behalf of the council. To improve our service to you we need you to tell us how we are doing | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| Council Tax Appeals Leaflet | The grounds for appeal about the council tax band that has been allocated to your home are restricted. They are detailed in this section. | Revenues Manager X 4745 | Nil | Current | Council Website |
| Council Tax Bands Leaflet | Most homes In Tower Hamlets are subject to Council Tax. Each home has been allocated to one of eight bands according to it's market value at 1 April 1991 | Revenues Manager X 4745 | Nil | Current | Council Website |
| Council Tax Benefit Leaflet | Council tax benefit is help towards your council tax if you're on a low income. There are two kinds: Main council tax benefit Second adult rebate | Revenues Manager X 4745 | Nil | Current | Council Website |

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| Council Tax Contacts Leaflet | The Revenue Services Team administers council tax, business rates and income. General inquiries about them can be answered at one of four One-Stop Shops located in the borough. | Revenues Manager X 4745 | Nil | Current | Council Website |
| Council Tax People with disabilities Leaflet | If you, or someone who lives with you, needs a room, or an extra bathroom or kitchen, or extra space in your property to meet special needs arising from a disability, you may be entitled to a reduced council tax bill. These reductions ensure that disabled people do not pay more tax on account of space needed because of a disability. | Revenues Manager X 4745 | Nil | Current | Council Website |
| Council Tax Discounts Leaflet | The full council tax bill assumes that there are two adults living in your home. If only one adult lives in a dwelling (as their main home), the council tax bill will be reduced by a quarter (25%). If a dwelling is no one's main home, the bill will be reduced by a half (50%). This can apply to empty homes and second homes. | Revenues Manager X 4745 | Nil | Current | Council Website |
| Council Tax Exempt Homes Leaflet | Some occupied dwellings are exempt from paying council tax. They include properties in which only students or people under 18-years-old live, properties occupied only by diplomats, and properties occupied by some mentally impaired people. | Revenues Manager X 4745 | Nil | Current | Council Website |

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|----------------------------------|---|----------------------------|-----|---------|-----------------|
| Council Tax – How to Pay Leaflet | Details how and where you can pay your council tax | Revenues Manager X 4745 | Nil | Current | Council Website |
| Council Tax Non Payment Leaflet | <p>When a new council tax bill is issued, it indicates the amounts to be paid and dates when instalments must be made.</p> <p>Should an instalment not be paid by the due date, this section details the legal action the council can take.</p> | Revenues Manager X 4745 | Nil | Current | Council Website |

| <i>j. Electoral Register</i> | | | | | |
|---------------------------------------|--|---|---|--|--|
| Register of Electors (Full Version) | Register of electors of everyone in LBTH who is legally entitled and obliged to be on the Register of electors and whose details are restricted | Head of Democratic Renewal & Engagement X 4204 | Print-out - £10.00 plus £5.00 per 1,000 names or part thereof. Data copy - £20.00 plus £1.50 per thousand names or part thereof. Labels £25.00 per thousand names or part thereof. | One annual audit followed by monthly updates | |
| Register of Electors (Edited Version) | Register of Electors of everyone in LBTH who is legally entitled and obliged to be on the Register of electors and who has indicated that they are willing for their details to be made available to anyone who wants to have them | Head of Democratic Renewal & Engagement X 4204 | Print-out - £10.00 plus £5.00 per 1,000 names or part thereof. Data copy - £20.00 plus £1.50 per thousand names or part thereof. Labels £25.00 per thousand names or part thereof. | One annual audit followed by monthly updates | |
| Register of Jurors | Persons who are eligible for jury service | Head of Democratic Renewal & Engagement | Nil | One annual audit followed by monthly updates | |

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| | | X 4204 | | | |
| Overseas Electors Lists | Citizens of the UK working and living abroad who intend to return to the UK in near future | Head of Democratic Renewal & Engagement X 4204 Limited by statute to prospective election candidates | 30p per page | One annual audit followed by monthly updates | |
| Crown & Civil Servants | People living abroad and working for Her Majesty or Her Majesty's Government | Head of Democratic Renewal & Engagement X 4204 Limited by statute to prospective election candidates | 30p per page | One annual audit followed by monthly updates | |
| Special Voters Lists | Homeless, Voluntary Mental Patients, Prisoners on Remand | Head of Democratic Renewal & Engagement X 4204 Limited by statute to prospective election candidates | Nil | One annual audit followed by monthly updates | |

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| Armed Forces Personnel | | Head of Democratic Renewal & Engagement X 4204 Limited by statute to prospective election candidates | Nil | One annual audit followed by monthly updates | |
| Monthly Additions, Deletions and name changes as per Rolling Registration | Changes to the Edited Register of Electors | Head of Democratic Renewal & Engagement X 4204 | Print out £10 plus £5.00 per 1,000 names or part thereof. Data copy - £20 plus £1.50 per thousand names or part thereof. Labels £25 per thousand names or part thereof. | One annual audit followed by monthly updates | |
| Marked Copy of the Register of Electors | List detailing persons who voted on election day | Returning Officer X 3158 | 30p per page | After any Council election | |
| Presiding Officers Reports | | Returning Officer X 3158 | Nil | After any Council election | |

| <i>k. How to Complain</i> | | | | | |
|---|---|--|-----|---------|-----------------|
| Corporate Complaints Leaflets | Guidance on complaints procedure | Corporate Complaints Manager X 4162 | Nil | Current | |
| Corporate Complaints Annual Report | Performance of Corporate Complaints Unit (CCU) | Corporate Complaints Manager X 4162 | Nil | Current | |
| Dealing with Persistent Complainants Policy | Policy and guidelines on persistent complainants | Corporate Complaints Manager X 4162 | Nil | Current | |
| Compensation & Redress Policy | Policy and guidelines on compensation | Corporate Complaints Manager X 4162 | Nil | Current | |
| Complaints Procedure | Policy and guidelines on the complaints procedure | Corporate Complaints Manager X 4162 | Nil | Current | Council Website |

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| <i>1. Best Value</i> | | | | | |
| Best Value Performance Plan | | Head of Research and Scrutiny X 3195 | Nil | Annually (March) | Council Website |
| Improving Services | Performance indicators | Head of Research and Scrutiny X 3195 | Nil | Annually (October) | |
| Improving Services (Best Value Performance Plan) 2002/2003 | Sets out the services and details the Councils performance during the last financial year | Head of Research and Scrutiny X 3195 | Nil | June 2003 | Council Website |
| Improving Services (Best Value Performance Plan) 2001/2002 | Sets out the services and details the Councils performance during the last financial year | Head of Research and Scrutiny X 3195 | Nil | June 2002 | Council Website |
| Improving Service (Best Value Performance) 2000/2001 | Sets out the services and details the Councils performance during the last financial year | Head of Research and Scrutiny X 3195 | Nil | March 2001 | Council Website |
| Improving Service (Best Value Performance) 1999/2000 | Sets out the services and details the Councils performance during the last financial year | Head of Research and Scrutiny X 3195 | Nil | March 2000 | Council Website |
| Shaping Up 2002/2003 | A brief summary of the Council's performance in delivering essential services during the last year | Head of Research and Scrutiny X 3195 | Nil | March 2002 | |
| Improving Services 2001/2002 (audited performance figures) | The Councils performance in delivering essential services during the last year | Head of Research and Scrutiny X 3195 | Nil | October 2001 | |

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|--|---|---|--------------|--|-----------------|
| Improving Services 2000/2001 (audited performance figures) | The Councils performance in delivering essential services during the last year | Head of Research and Scrutiny X 3195 | Nil | October 2002 | |
| Citizen's Charter | The Councils performance in delivering essential services during the last year | Head of Equalities and Social Inclusion X 4691 | Nil | Every year 1994, 1995, 1996, 1997 and 1998 | Council Website |
| Improving Services in Tower Hamlets, Best Value Performance Plan 2001/2002 | Sets out the service that the Council provides and details of performance during the last financial year. It allows comparison with previous years and other Councils Performance | Head of Research and Scrutiny X 3195 | Nil | 2001/2002 | |
| Residents Survey | Survey of local views undertaken by the ALG and LBTH measuring service user satisfaction | Head of Democratic Renewal & Engagement X 4204 | 30p per page | Annually June | Council Website |
| Tower Hamlets Index | Measurement of Council's overall performance and rate of improvement in service delivery | Head of Research and Scrutiny X 3195 | 30p per page | Current | Council Website |
| General Best Value Performance Indicators User Satisfaction Survey | A survey of the Council's performance on service delivery as perceived by local service users | Head of Research and Scrutiny X 3195 | 30p per page | February 2002 | Council Website |
| Consultation Calendar | Calendar of all consultation undertaken by the London Borough of Tower Hamlets between 06/02 and May 2003 | Head of Democratic Renewal & Engagement X 4204 | Nil | November 2002 | Council Website |

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| Citizens Panel | Details of survey results | Head of Democratic Renewal & Engagement X 4204 | 30p per page | On-going survey | Council Website |
| <i>m. Forward Plan</i> | | | | | |
| | Information about key decisions that will be taken by the Council's Cabinet on a rolling programme | Libraries and One Stop Shops X 5000 | Nil | Monthly | Council Website |

CLASS 4: HOUSING

- a. Housing Benefit
- b. Private Housing Improvement Team
- c. Rent
- d. Repairs and Maintenance
- e. Moving Home and Council Housing Allocations
- f. Buying your Home and Home Ownership
- g. Good Neighbours (including anti social behaviour issues)
- h. Housing Choice
- i. Consultation
- j. Housing Regeneration Initiatives
- k. Local Housing Offices /Tenancy Matters

| Title of Publication | Description of content (if not self explanatory) | How to obtain a copy from a Council officer or department* | Charge (if applicable) per copy | Date/intended date of publication | Availability in other formats (including Council Website**) |
|---|--|--|---------------------------------|-----------------------------------|--|
| (* if only an extension number is given for example X5555, please telephone 020 7364 followed by the number only. The telephone numbers for One Stop Shops Local Housing Offices such as libraries, Ideas stores, one stop shops, local area housing offices and reception areas at other Council offices are available from the Council's main switchboard on 020 7364 5000) **www.towerhamlets.gov.uk | | | | | |
| CLASS 4: HOUSING <i>a. Housing Benefit</i> | | | | | |
| Housing Benefit Application | | Local Housing Offices & One Stop Shops X 5000 | Nil | Current Revised 04/04 | Council website |
| HB discretionary payment application | | One Stop Shops & HB Teams X 5000 | Nil | Current | Council website |
| HB clothing grant application | | One Stop Shops & HB Teams X 5000 | Nil | Current | Council website |
| HB poster | Poster advertising service | Local Housing Offices & One Stop Shops X 5000 | Nil | May 2001 | Also available in Bengali |
| Going Away? (TG9) | Advice for tenants on what to do if leaving home for extended period | Local Housing Offices & One Stop Shops X 5000 | Nil | May 2002 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on |

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| | | | | | request |
| <i>b. Private Housing Improvement Team</i> | | | | | |
| Tower Hamlets Private Sector Housing Renewal Strategy | | Private Housing Improvement Team X 5996 | Nil | July 2003 | Council website |
| Home Repairs Grant Application | | Private Housing Improvement Team X 5637 | Nil | July 2003 | |
| Disabled Facilities Grant Application | | Private Housing Improvement Team X 5637 | Nil | December 2000 | |
| Landlords Disabled Facilities Grant Application | | Private Housing Improvement Team X 5637 | Nil | December 2000 | |
| Landlord Improvement Grant (House in Multiple Occupation) Application | | Private Housing Improvement Team X 5637 | Nil | July 2003 | |
| Landlord Improvement Grant (Rent Act Tenants) | | Private Housing Improvement Team X 5637 | Nil | July 2003 | |
| Help with moving home | | Private Housing | Nil | July 2003 | |

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|--|---|--|-----|---------------------|--|
| Application | | Improvement Team X 5637 | | | |
| Empty Property Grant Application | | Private Housing Improvement Team X 5637 | Nil | July 2003 | |
| Disabled Facilities Grant Leaflet | | One Stop Shops, X 5000 Private Housing Improvement Team X 5637 | Nil | December 2000 | |
| Home Improvement Agency Leaflet | | One Stop Shops X 5000 Private Housing Improvement Team X 5637 | Nil | December 2000 | |
| Home Improvement Agency Commissioning Form | Agreement client and agency to act on their behalf to carry out grant works | Private Housing Improvement Team X 5637 | Nil | 1991, reviewed 2000 | |
| London Landlord Guide | Guide for private sector landlords. | Private Housing Improvement Team X 5637 | Nil | July 2003 | |

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| c. Rent | | | | | |
|--|---|--|---------------|---------------|--|
| Rent Arrears Procedure | Procedure used by staff in managing rent arrears | Housing Strategy X 7043 | 30p per sheet | March 1997 | |
| Rents: Introduction Pack for New Tenants | | Central Rents X 3851 | Nil | October 1999 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |
| Refund/Compensation Forms | Forms used by residents to claim for loss of amenities (heating etc) | One Stop Shops Local Housing Offices X 5000 | Nil | | |
| Tenants Contents Insurance | Information on the benefits, proposal form and cost. | Central Rents X 3851 | Nil | | Also available in Bengali |
| Your Rent Accounts Team | General information Leaflet on what the team does, how rent is calculated, how to pay rent and how to get help if you have arrears. | Local Housing Officer One Stop Shops X 5000 | Nil | January 2004 | Plan to be available on Council Website on receipt of pdf version.. |
| Rents Policy (TG5) | Information on Council's view on rent arrears, payment methods, advice and assistance. | Local Housing Offices X 5000 Central Rents X 2823 | Nil | December 2000 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |

| <i>d. Repairs & Maintenance</i> | | | | | |
|--|---|--|-----|-----------------|---|
| Improving your home (TG 17) | A guide on seeking permission to improve a council property | One Stop Shops Local Housing Offices X 7198 | Nil | July 1999 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request Council website |
| Decorating for older and disabled residents (TG8a) | | One Stop Shops Local Housing Offices X 7198 | Nil | March 2002 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request Council website |
| Repairs (SL8) all about our repairs service | Advice leaflet about our repairs service | One Stop Shops Local Housing Offices X 7198 | Nil | March 04 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request Council website |

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|---|--|---|---------------|--------------|---|
| Repairs (SL9) all about our major works service | Advice leaflet about major works service | One Stop Shops Local Housing Offices X 7198 | Nil | March 04 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request Council website |
| Repairs Policy | | Central Repairs Strategy X 7057 | Nil | January 1995 | |
| Repairs Priorities A5 & A3 posters | Poster listing different priorities with example repairs | One Stop Shops Local Housing Offices X 5000 | Nil | March 2001 | Also available in Bengali Council website |
| Repairs Poster | Poster advertising phone number | One Stop Shops Local Housing Offices X 5000 | Nil | March 2001 | Also available in Bengali |
| Repairs Cards | Card with phone number | One Stop Shops Local Housing Offices X 5000 | Nil | March 2001 | Also available in Bengali |
| Blank MTC contract descriptions | Housing repair contract descriptions | Central Repairs Strategy X 7057 | 30p per sheet | October 1999 | |

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|--|---|------------------------------------|---------------|----------------|--|
| Repair MTC Preliminaries | Housing repair contract conditions relationship between contractor and council, processes between contractor and client | Central Repairs Strategy X 7057 | 30p per sheet | October 1999 | |
| Repair MTC Preambles | Housing repair contract details of definitions, specification of works and materials, quality of work and materials | Central Repairs Strategy X 7057 | 30p per sheet | October 1999 | |
| Housing Investment Programme | Programme of repair and improvement works to Council homes | Housing Strategy X 7043 | 30p per sheet | Annual | |
| Scheme related Consultation Documents | Information prepared to consult on individual major works schemes | Technical Services X 5952 | 30p per sheet | Scheme related | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |
| Scheme Contracts | | Surveyors X 5952 | 30p per sheet | Scheme Related | |
| <i>e. Moving Home and Council Housing Allocations</i> | | | | | |
| Renting a home in the Private Sector (HP11) | | One Stop Shops X 5000 | Nil | April 1998 | Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |

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| All about Tower Hamlets (TG2) | | One Stop Shops Local Housing Offices X 5000 | Nil | July 1999 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |
| Setting Up your Home (TG3) | Advice for new Tenants | One Stop Shops Local Housing Offices X 5000 | Nil | July 1999 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |
| Lettings Policy | | One Stop Shops Local Housing Offices X 5000 | Nil | 29 July 2002 Revised 01/10/03 | Council Website Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request Council website |
| Single Housing Register Application | | One Stop Shops Local Housing Offices X 5000 | Nil | April 2001 Revised 12/03 | Council website |

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| Homeless Application | Application for tenants for Homeless grant where the Council have required a tenant to move | One Stop Shops Local Housing Offices X 5000 | Nil | April 2001 | |
| Take Shelter | Guide to Sheltered accommodation in the Borough | One Stop Shops Local Housing Offices X 5000 | Nil | April 2002 | |
| Area preference form | Application to specify which areas of the Borough an applicant wishes to move to. | One Stop Shops Local Housing Offices X 5000 | Nil | April 2001 | |
| Health Assessment Application Form | Application to request additional housing priority on health grounds | One Stop Shops Local Housing Offices X 5000 | Nil | April 2001 | |
| Mutual exchange application form | Application to swap tenancies | One Stop Shops Local Housing Offices X 5000 | Nil | April 2001 | |
| Adverts for vacant accommodation in East End Life | Adverts requesting applicants register interest in any which they wish to be considered for. | One Stop Shops Local Housing Offices X 5000 | Nil | Weekly since July 2002 | Produced in community languages |
| Cash Incentive Scheme | Tenant Advice leaflet about how the scheme works and how to apply | One Stop Shops Local Housing Offices X 5000 | Nil | 1977 ongoing | Bengali translation available on request |

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| Housing Advice Service Poster | Advertising how to access service | One Stop Shops Local Housing Offices X 5000 | Nil | June 2001 | Bengali translation available on request |
| RSL Performance Monitoring Summary report | Summarises the performance of certain activities of all RSL's in the borough | Social Housing Group X 7014 | Nil | Undertaken annually, most recently published January 2003 | |
| RSL contact lists | Names and addresses of RSL's | Social Housing Group X 7014 | Nil | Current and updated regularly | |
| RSL Lettings Policies | Collection of all RSL Lettings policies | One Stop Shops X 5000 | 30p per sheet | Current and updated annually | |
| <i>f. Buying your Home and Home Ownership</i> | | | | | |
| Right to Buy Application form | | Home Ownership One Stop Shops Local Housing Offices X 5000 | Nil | 1980 | |
| Internal Complaints Procedure (Alternative Dispute Resolution) | Advice for residents who are disputing their service charges | One Stop Shops Local Housing Offices X 5000 | Nil | May 2002 | Also available in Bengali |
| Service Charge Actual Newsletter | Information on calculation of actuals, payment methods, re-sales | Right to Buy X 7086 | Nil | April 2000 | Bengali, Somali, and Vietnamese translations |

| <i>g. Good Neighbours (including anti-social behaviour issues)</i> | | | | | |
|--|---|--|-----|---------------|--|
| Good Neighbours (TG4) | | One Stop Shops Local Housing Offices X 5000 | Nil | March 1999 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |
| Dealing with Harassment (TG7) | Advice for victims of harassment | One Stop Shops Local Housing Offices X 5000 | Nil | March 1998 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |
| Domestic Violence Poster | Poster advertising services available to victims of domestic violence | One Stop Shops Local Housing Offices X 5000 | Nil | December 2000 | Bengali, Somali and Chinese translations |
| Mediation Services | Advice for residents wishing to resolve a neighbour dispute | One Stop Shops Local Housing Offices X 5000 | Nil | December 1998 | Also available in Bengali |

| <i>h. Housing Choice</i> | | | | | |
|---------------------------------|---|--|-----|--------------------------|--|
| Open House | Newsletter to all tenants and leaseholders setting out news and issues relating to the Housing Choice Programme | Consultation and Participation Team 020 7531 0220 | Nil | Regular every 2/3 months | Council Website Also available in Bengali |
| Frequently asked Questions | Answers to the most commonly asked questions on Housing Choice | Consultation and Participation Team 020 7531 0220 | Nil | October 2002 | Council Website |

| <i>i Consultation</i> | | | | | |
|---|---|--|-----|--|--|
| Getting Involved (TG6) | Advice leaflet about tenant involvement | One Stop Shops Local Housing Offices X 5000 | Nil | March 1998 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |
| All About Tenants and Resident Associations | A guide for residents wishing to set up a residents association | One Stop Shops Local Housing Offices X 5000 | Nil | July 1999 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |
| All About Tenancy Management Organisations | A guide for residents wishing to set up a TMO | One Stop Shops Local Housing Offices X 5000 | Nil | July 1999 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |
| Tenant Participation Policy Poster | Poster advertising resident involvement | Consultation and Participation Team 020 7531 0220 | Nil | Current and updated periodically | Also available in Bengali |
| Tenant Participation Compact | Local agreement between Council residents and the Housing Directorate on rights and arrangements for consultation and participation | Consultation and Participation Team 020 7531 0220 | Nil | Current and updated periodically | |

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| Tenant Participation Compact summary | Short summary of the Tenant Participation Compact | Consultation and Participation Team 020 7531 0220 | Nil | Current and updated periodically | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |
| Borough-wide Compact Group minutes | Minutes of the BCG meetings | Available for inspection only. Consultation and Participation Team 020 7531 0220 | Nil | Published when minutes agreed by BCG | |
| Area Resident Panels minutes | Minutes of the four Area Resident Panels | Available for inspection only. Consultation and Participation Team 020 7531 0220 | Nil | Published when minutes agreed by the ARP | |

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| <i>j. Housing Regeneration Initiatives</i> | | | | | |
| Ocean NDC | Update on New Deal Programme | Local Housing Offices X 5000 | Nil | Current | Also available in Bengali |
| <i>k. Local Housing Offices/Tenancy Matters</i> | | | | | |
| Flat Sitter Application (F1) | | Local Housing Offices/One Stop Shops X 5000 | Nil | October 2001 | |
| Ending a private sector tenancy (HP13) | | One Stop Shops X 5000 Housing Advice Group X 7331 | Nil | April 1998 | Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |
| Private sector tenant's rights and responsibilities (HP12) | | One Stop Shops X 5000 Housing Advice Group X 7331 | Nil | April 1998 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |
| Garage/ parking space/store shed Application (G1) | | Local Housing Offices/One Stop Shops X 5000 | Nil | June 2002 | |
| Joint Tenancy Request (J1) | | Local Housing Offices/One Stop Shops | Nil | October 2001 | |

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|---|---|--|--------------------------------------|---------------------------|--|
| | | X 5000 | | | |
| Compensation Application | | Local Housing Offices/One Stop Shops X 5000 | Nil | October 2000 | |
| Succession of Tenancy Request (S1) | | Local Housing Offices/One Stop Shops X 5000 | Nil | December 2002 | |
| Succession Statutory Declaration (S2) | | Local Housing Offices/One Stop Shops X 5000 | Nil | March 2000 | |
| Domestic Violence Handbook | Advice for victims of domestic violence | Local Housing Offices/One Stop Shops X 5000 | Nil for LBTH residents, others £5.00 | 2000 | |
| Tenancy Conditions (TG1) | The Councils Conditions of Tenancy | Local Housing Offices/One Stop Shops X 5000 | Nil | Effective August 1999 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request Council website |
| All About Probationary Tenancies (TG1a) | Booklet explaining what a probationary tenancy is | Local Housing Offices/One Stop Shops X 5000 | Nil | May 1998 Revised 10/03 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request Council website |

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| | | | | | website |
| Keeping the Estate Clean | Advice for residents about rubbish removal | Local Housing Offices/One Stop Shops X 5000 | Nil | March 2003 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request |
| Tenants Rights and Responsibilities (TG13) | | Local Housing Offices/One Stop Shops X 5000 | Nil | March 1998 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request Council website |

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| Joint Tenancies (TG14) | A guide on joint tenancies | Local Housing Offices/One Stop Shops X 5000 | Nil | March 1998 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request Council website |
| Inheriting a Tenancy (TG15) | A guide for tenants on who can succeed a tenancy | Local Housing Offices/One Stop Shops X 5000 | Nil | March 2001 | Also available in Bengali, Somali, Vietnamese, Cantonese, large print and audio tape available on request Council website |
| Lodgers and Sub-tenants (TG16) | A guide for tenants who want lodgers | Local Housing Offices/One Stop Shops X 5000 | Nil | May 2000 Revised 10/03 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request Council website |
| Compensation (TG18) | A guide to claiming compensation from the Council | Local Housing Offices/One Stop Shops X 5000 | Nil | March 2001 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request Council website |

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|----------------------------|--|--|-----|------------|---|
| Ending Your Tenancy (TG19) | A guide for tenants who are moving out of council property | Local Housing Offices/One Stop Shops X 5000 | Nil | March 2001 | Also available in Bengali, Somali, Vietnamese, Cantonese translations, large print and audio tape available on request Council website |
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FREEDOM OF INFORMATION ACT 2000
LIST OF PUBLICATIONS – TOWER HAMLETS COUNCIL

APPENDIX A TO THE PUBLICATION SCHEME

CLASS 5: LEARNING FOR ALL

- a. Early Years
- b. Schools
- c. Information for Parents
- d. Children with Special Needs
- e. Teachers and Teaching (including teaching resources)
- f. School Governors
- g. Children's Services
- h. Services for Young People
- i. Student Support
- j. Adult, Community and Lifelong Learning
- k. Education Research and Statistics
- l. Administration and Performance

| Title of Publication | Description of content (if not self explanatory) | How to obtain a copy from a Council officer or department* | Charge (if applicable) per copy | Date/intended date of publication | Availability in other formats (including Council Website**) |
|---|---|--|---------------------------------|-----------------------------------|---|
| <p>(* if only an extension number is given for example X5555, please telephone 020 7364 followed by the number only. The telephone numbers for Council public access points such as libraries, Idea stores, one stop shops, local area housing offices and reception areas at other Council offices are available from the Council's main switchboard on 020 7364 5000) **www.towerhamlets.gov.uk</p> | | | | | |
| <p>Please note references to LEA in this list of publications are to the Council as Local Education Authority, SLS is the Support for Learning Service and HEC is the Humanities Education Centre</p> | | | | | |
| <p>CLASS 5: LEARNING FOR ALL <i>a. Early Years</i></p> | | | | | |
| Early Years Development and Childcare Implementation Plan (full plan and summary) | Sets out detailed planning to develop early years education and childcare | Libraries, Early Years Service - X 4142 | Nil | Annually in June | |
| EYDCP Newsletter | Information about EYDCP and developments in childcare | Early Years Service - X 4142 | Nil | Quarterly | |
| Information about Nursery Education Grant (Poster, leaflets, booklet) | Information for parents about free education places for 3 year olds | Providers of early years education, Tower Hamlets Playgrounds and Under Fives Associations, Early Years Service - X 4142 | Nil | Annually | Bengali, Somali |

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|--|---|--|-----|---------------|--|
| Early Years Action | Information to parents about special education and the code of practice | Parents' Advice Centre X 6489 | Nil | November 2002 | Council Website - Schools/web. Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |
| Early Years Action Plus | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | Nil | November 2002 | Council Website - Schools/web. Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |
| <i>b. Schools</i> | | | | | |
| Tower Hamlets Framework for School Improvement | | LEA - X 4826 | Nil | May 2002 | |
| Beacon Schools Publication | | LEA - X 4826 | Nil | Spring 2003 | |
| Handbook to Support School Development | | LEA - X 4826 | Nil | Summer 2003 | |
| Guidance on Appointing a Head Teacher | | LEA - X 4826 | Nil | July 2002 | |
| Schools Library Service Newsletter | | Schools Library Service - X 6350 | Nil | Termly | |
| Schools Library Service Selection Policy | | From Head of Schools Library Service - X 6350 | Nil | March 2000 | |

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|---|---|---|-----|----------------------------|--|
| Resource List | Book lists produced on wide range of subjects according to need | Schools Library Service - X 6350 | Nil | September 2002 | |
| Guides to the Library | | Schools Library Service - X 6350 | Nil | September 2002 | |
| Humanities Education Centre (HEC) Flyer | Aims and publications of HEC | Tower Hamlets HEC - X 6350 | Nil | September 2002 | |
| Code of Conduct for Contractors on School Sites | | Issued to contractors; issued to schools from Building and Technical Services Team - X 6599 | Nil | September 1998 and updated | |
| Guidance and Procedure Information to Schools in Grouped schools PFI Service Level Agreement for Catering & Cleaning Services in Schools Contract | | LEA, Education Building Development - X 4328 | Nil | September 2002 | |
| School employers Code of Conduct | | Education Human Resources, Tower Hamlets LEA - X 4615 | £10 | March 2003 | |
| Personnel Handbook - Schools | | Education Human Resources, Tower Hamlets LEA - X 4615 | £30 | September 1999 | |
| Schools Disciplinary Code | | Education Human Resources, Tower Hamlets LEA - X 4615 | £10 | March 2003 | |

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|--|---|---|-----|--------------------------------------|--|
| Capability Procedure for teachers | | Education Human Resources, Tower Hamlets LEA – X 4615 | | | |
| Schools Directory | Details of all Tower Hamlets Schools, eg. name, tel, Head Teachers name, etc. | Information & Support Service - X 4954 | Nil | At the beginning of each school term | |
| Schools Dialling List | Names and telephone numbers | Information & Support Service - X 4954 | Nil | At the beginning of each school term | |
| Pupil Learning Credits (SF 406) LBTH Review of Year 1 | Audit of programmes. Review of processes and outcomes. Best Practice guide | OoSHL (Study Support) Office - X 6350 | Nil | December 2002 | |
| Guidance to schools on admissions to Under Fives, Primary School, Secondary Transfer, Transfer of School Records, Exclusions | Guidance on policy and procedure | Pupil Services Manager - X 4302 | Nil | September 2000 | |
| Guidance to schools on EMAs | Information for heads of 6th form on eligibility and application procedures | Student Support Section - X 4888 | Nil | August 2001 | |
| Guidance for schools on Attendance Policies | Information and LEA policy to support raising pupil attendance | Principal Education Social Worker - X 3437 | Nil | September 2002 | |
| Guidance for schools on Under Fives Attendance | Information and LEA policy to support raising pupil attendance | Principal Education Social Worker - X 3437 | Nil | September 2002 | |
| Guidance for schools on Register Keeping | Information and LEA policy to support raising pupil attendance | Principal Education Social Worker - X 3437 | Nil | July 2000 | |
| Guidance for schools on Phoenix Attendance Reports | Information and LEA policy to support raising pupil attendance | Principal Education Social Worker - X 3437 | Nil | December 2000 | |

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|--|---|--|---------------------------|----------------|--|
| SEN Procedures Handbook | Information for schools relating to SEN procedures | S.E.N. Section, Tower Hamlets LEA – X 4430 | Nil | October 2002 | |
| Criteria for Statutory Assessment | Information booklet for schools professionals and parents on processes related to statements of special educational needs | Educational Psychology Service – X 4323 | Nil | December 2003 | Council Website – copies sent to all TH schools voluntary organisations & Professional teams |
| Educational Psychology Guide to Services | Information booklet for schools | Educational Psychology Service – X 4323 | £3 | Spring 2004 | Council Website |
| Passport to Learning a) facilitator guidelines b) guidelines for schools | Guidelines for introducing the Passport and encouraging parental involvement | LEA - X 4153 | Free within Tower Hamlets | October 2002 | |
| Guidance on the Regulations for children taking part in entertainment | Information for parents, employers and schools on the Regulations and application process | Pupil Services - X 4302 | Nil | July 2002 | |
| Attendance leaflets for parents, pupils, schools and other agencies and on holidays in term time | Information on the role of the Education Social Work Service and promoting attendance | Education Social Work Service - X 3437 | Nil | September 2002 | |
| School Action | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | Nil | November 2002 | Council Website - Schools/web |
| School Action Plus | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | Nil | November 2002 | Council Website – Schools/web Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |
| Information and advice leaflets about children with additional needs in early years settings | Information for early years practitioners about meeting children's additional needs | LEA, Early Years Service - X 4142 | Nil | November 2002 | |

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|--|---|--|-----|--|---------------------------|
| Children's Experience of separation and loss | Information booklet for school staff | Educational Psychology Service - X 4323 | £5 | March 2001 | |
| Children in Public Care Education Support Pack | Education/Social Services info for Social Workers, Foster Carers and Designated Teachers | Children and Young People in Public Care Team X 6459 | Nil | July 2002 Individual parts updated annually | |
| The LEA Scheme for Financing Schools | Sets out the conditions and effective arrangements for the proper use of public funds and the relationship between the Council and maintained schools | Schools and the LEA - X 4960 | Nil | Annually in April | |
| School Organisation Plan | Annual review of provision of school places | LEA X 4238 | Nil | Annually in September/ October | Council Website |
| Asset Management Plan | Local policy statement - sets policy for determining capital investment priorities | LEA X 4238 | Nil | Annual revision | |
| Education Directorate Directory | Directory of all Education Directorate Staff | Information & Support Service - X 4954 | Nil | At the beginning of each school term | |
| <i>c. Information for Parents</i> | | | | | |
| School Lunch Termly Menu to Parents and Carers | | Education Contract Services X 5174 | Nil | Termly | |
| Moving to a secondary school in Tower Hamlets 2003 | Information and guide for parents and children on applying to a secondary school | Schools, the LEA and libraries - X 4302 | Nil | Annually in September | Bengali (part translated) |
| Starting School in Tower Hamlets | Information and guide for parents on applying for admission to nursery and primary school | Schools, the LEA and libraries - X 4302 | Nil | Annually in February | Bengali and Somali |
| Guidance on how to appeal against a decision to refuse a place at a school | Information for parents on their legal rights and the procedures for appealing | Pupil Services - X 4302 | Nil | September 2002 | Bengali |

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| Admissions notices in East End Life on applying to primary and secondary schools | Information for parent on the timetable, procedures and public meetings | East End Life Editor X 3179 | Nil | Annually in the spring and autumn terms | Bengali |
| Guidance for applying for a home school travel pass | Information for parents on the policy and procedure for applying | Pupil Services - X 4302 | Nil | July 2002 | |
| Parents Advice Centre | Information about TH Parent Partnership Service | Parents' Advice Centre - X 6489 | Nil | November 2002 | Council Website – Schools/web Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |
| Individual Education Plans (IEP) | Guide to IEPs for Parents | Parents' Advice Centre - X 6489 | Nil | January 2003 | Council Website – Schools/web Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |
| Annual Reviews | Guide to Annual Reviews for parents | Parents' Advice Centre - X 6489 | Nil | January 2003 | Council Website – Schools/web Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |
| How to manage your child's anger | Information leaflet a guide for parents | Schools and Globetown action zone | Nil | Summer 2003 | Council Website – Photocopy version available from schools |
| How can an Educational Psychologist (EP) help my child? | Information leaflet a guide for parents | Schools and Parents' Advice Centre - X 4323 | Nil | October 2002 | Bengali & Somali. Photocopy version available from schools |
| Parental Involvement in Children's Learning | A practical framework for the review and development of home-school work | LEA - X 6461 | Free to Tower Hamlets schools £25 to others | January 2002 | CD ROM |

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|---------------------------|---|---------------------------------|---------------------------|---------------|---|
| Passport to Learning | A record of achievement for parents and other adults learners | LEA - X 4153 | Free within Tower Hamlets | October 2002 | Dual language English/Bengali |
| Special Educational Needs | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | Nil | November 2002 | Council Website – Schools/web Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |
| Statutory Assessment | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | Nil | November 2002 | Council Website – Schools/web Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |
| Early Years Action | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | Nil | November 2002 | Council Website – Schools/web Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |
| Early Years Action Plus | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | NIL | November 2002 | Council Website – Schools/web Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |
| Local Contacts SEN | Range of organisations for parents on SEN | Parents' Advice Centre - X 6489 | Nil | January 2003 | Council Website – Schools/web Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |

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|--|--|---|-----|--------------------------------------|---|
| TH Lifelong Learning Course leaflets | Individual leaflets providing information and guide to specific courses/centre for people aged 16 and over | Lifelong Learning Service, Lifelong Learning centres, libraries and One Stop Shops - X 8416 | Nil | Annually in March, July and December | |
| Guidance on the Regulations for children taking part in entertainment | Information for parents, employers and schools on the Regulations and application process | Pupil Services - X 4302 | Nil | July 2002 | |
| Attendance leaflets for parents, pupils, schools and other agencies and on holidays in term time | Information on the role of the Education Social Work Service and promoting attendance | Education Social Work Service - X 3437 | Nil | September 2002 | Bengali and Somali |
| School Action | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | Nil | November 2002 | Council Website – Schools/web Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |
| School Action Plus | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | Nil | November 2002 | Council Website – Schools/web Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |
| <i>d. Children with Special Needs</i> | | | | | |
| Home to school SEN transport policy | | Schools, libraries, LEA – X 4869 | NIL | September 1999 | Council Website Bengali and Somali |
| Glossary for SEN | | Parents' Advice Centre – X 6489 | Nil | January 2003 | Council Website – Schools/web Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |

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|--|--|--|-----|------------------------------------|-----------------|
| A-Z of Disability | | Physical Impairment Team X 6440 | Nil | 1998 | |
| Language and Communication Team Leaflet | | SLS - X 6440 | Nil | October 2002 and updated each Term | |
| Working with Children with Communication Difficulties | A4 sheet guidance on good practice and strategies for inclusion | SLS copies available to schools/settings X 6440 | Nil | June 2002 | |
| Delay v Disorder (A4 sheet) | Definitions of Language Delay and Language Disorder | SLS X 6440 | Nil | September 2002 | |
| Information for Schools and EY Settings | Characteristics of various types of language disorders | SLS (copies for schools on request) X 6440 | Nil | April 2002 | |
| Pupil Profile for Primary Schools | Profile of language disorders and strategies for intervention | From SLS (copies on request or via training) X 6440 | Nil | January 2001 | |
| Summary of Services Offered | Pamphlet - describing work of the Specific Learning Difficulties Team and how to access it | Summary available on LBTH website SLS - X 6440 | Nil | Updated when necessary | Council Website |
| 10 things a class-teacher can do to include pupils with SpLD | Pamphlet | Available on request from Support for Learning Service (SLS) X 6440 | Nil | September 2001 | |
| 10 ways of helping an SpLD pupil with their spelling | Pamphlet | Available on request from SLS X 6440 | Nil | September 2001 | |
| 10 ways ICT can help pupils with SpLD | Pamphlet | Available on request from SLS X 6440 | Nil | April 2003 | Council Website |
| Specific Learning Difficulties Audit | Pamphlet | Available on request from SLS X 6440 | Nil | April 2003 | Council Website |

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|--|---|--|-----|----------------|--|
| Vision, Reading and Dyslexia | Pamphlet | Available on request from SLS X 6440 | Nil | April 2003 | Council Website |
| Social Inclusion in Tower Hamlets | Examples of good practice in secondary schools | Behaviour Support Team X 4323 | Nil | November 2002 | |
| Early Years Action | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | Nil | November 2002 | Council Website-Schools/web. Bengali, Somali, English. Planned for tape, CD, braille (on request 2003) |
| Early Years Action Plus | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | Nil | November 2002 | As above |
| School Action | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | Nil | November 2002 | As above |
| School Action Plus | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | Nil | November 2002 | As above |
| Information and advice leaflets about children with additional needs in early years settings | Information for early years practitioners about meeting children's additional needs | LEA, Early Years Service - X 4142 | Nil | November 2002 | As above |
| Statutory Assessment | Information to parents about special education and the code of practice | Parents' Advice Centre - X 6489 | Nil | November 2002 | As above |
| Local Contacts SEN | Range of organisations for parents on SEN | Parents' Advice Centre - X 6489 | Nil | January 2003 | As above |
| <i>e. Teachers and Teaching (including teaching resources)</i> | | | | | |
| Attainment Profiles | Pro forma for schools to record yearly attainment in reading and writing | Tower Hamlets LEA Literacy Team - X 6350 | Nil | September 2002 | |

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| Monitoring the Literacy hour - guidance | | Tower Hamlets LEA Literacy Team - X 6350 | Nil | September 2002 | |
| Literacy/Numeracy Classroom Checklist | | Tower Hamlets LEA Literacy Team - X 6350 | Nil | September 2002 | |
| Numeracy attainment profiles | Proforma to help track the academic progress of pupils | Professional Development Centre X 6419 | Nil | September 2001 | Web-site |
| Numeracy lesson observation check sheet | Document to help assess the quality of teaching and learning | Professional Development Centre X 6419 | Nil | September 2002 | Web-site |
| Numeracy work survey guidance | Document to help assess the standards achieved by pupils | Professional Development Centre X 6419 | Nil | September 2002 | Web-site |
| LBTH exemplar numeracy medium team plans | Documents to assist teachers in planning sequences of letters | Professional Development Centre X 6419 | Nil | September 2002 | Web-site |
| 10 key features of effective numeracy teaching checklist | Document to support primary school teachers and senior managers | Professional Development Centre X 6419 | Nil | September 2002 | Web-site |
| Numeracy resource checklist | Document to support primary school maths co-ordinators and senior managers | Professional Development Centre x 6419 | Nil | September 2002 | Web-site |
| Numeracy newsletter | Termly newsletter to communicate latest developments in the teaching of mathematics to maths co-ordinators and heads of department in primary and secondary schools | Professional Development Centre X 6419 | Nil | September 2002 | Web-site |
| A guide for teaching calculation | Document to assist schools in teaching pupils how to calculate | Professional Development Centre X 6419 | Nil | September 2002 | Web-site |

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| Class Library Organisation KS1/KS2 checklist | | Tower Hamlets LEA Literacy Team - X 6350 | Nil | September 2002 | |
| Work survey guidance | | Tower Hamlets LEA Literacy Team - X 6350 | Nil | September 2002 | |
| Tower Hamlets medium term exemplar plans | | Tower Hamlets LEA Literacy Team - X 6350 | Nil | September 2002 | |
| Early Learning goals mapped onto NLS objectives for Reception | | Tower Hamlets LEA Literacy Team - X 6350 | Nil | September 2002 | |
| Tower Hamlets Early Literacy Support Programme | | Tower Hamlets LEA Literacy Team - X 6350 | Nil | September 2002 | |
| Tower Hamlets Phonics Programme | | Tower Hamlets LEA Literacy Team – X 6350 | Nil | September 2002 | |
| Target Statements for reading and writing | | Tower Hamlets LEA Literacy Team – X 6350 | Nil | September 2002 | |
| HEC publications: Bangladeshi children in our schools | Provides information for teachers on pupils with Bangladeshi backgrounds | Tower Hamlets HEC – X 6350 | £4.99 | September 1999 | |
| HEC publications: Storyworlds | | Tower Hamlets HEC – X 6350 | £4.99 | March 1996 | |
| HEC publications: We live in the East End | | Tower Hamlets HEC – X 6350 | £12.50 | September 2000 | |
| HEC publications: Play on the line | Big book for the literacy hour on the importance of play | Tower Hamlets HEC – X 6350 | £17.50 | July 2001 | |
| HEC publications: Locococo | Board game raising issues of fair trade, debt etc | Tower Hamlets HEC – X 6350 | £15 | January 2000 | |
| www.citizenship-pieces.org.uk | Promoting active citizenship in schools | Website as listed | Nil | On line | |
| www.eastendtalking.org.uk | Living and working in the East End | Website as listed | Nil | On line | |
| www.locococo.org | Introduction to Locococo game | Website as listed | Nil | January 2000 | |

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| www.banglabangla.org Banglatown to Bangladesh: a short step | Information on issues relating to communities in UK and Bangladesh | Website as listed | Nil | On line | |
| 100 years of Tower Hamlets | Photographs and notes on Tower Hamlets history | Tower Hamlets HEC – 020 7364 6350 | Nil | March 2000 | CD-ROM |
| Assessing Bilingual Children in their First Language | Background to first Language Assessment Guidelines for carrying out the assessment in most minority Languages including assessment pack and materials at KS1 and KS2 for trained bilingual staff | EAL Team - X 6340 | Nil | March 2002 | Can be interpreted in most minority languages. Assessment format on a floppy disk from SEN/EAL team |
| Assessment Framework for Mother Tongue Teaching for pupils aged 5-11 | Assessment guidelines and suggested framework for teachers to carry out formal and informal assessment in mother tongue classes | Mother Tongue Team – X 6371 | Nil | September 2002 | Bengali |
| Mother Tongue Tutors' Handbook | Information and guidelines for tutors | Mother Tongue Team – X 6371 | Nil | January 2002 | |
| Standard Scheme of Work for Mother Tongue Teaching | A common scheme of work - guidelines for teaching and learning in mother tongue classes at Key Stage 1 and 2 | LEA - Mother Tongue Team, X 6371 | Nil | July 2003 | Bengali |
| Curriculum Framework for Mother Tongue Teaching | Suggested programme of study for teachers to carry out teaching and learning at key Stage 1 and 2 | Mother Tongue Team – X 6371 | Nil | 1999 | Bengali |
| Holiday Learning in LBTH February Half Term 2002 | Audit of programmes. Review of processes and outcomes. Best Practice guide | OoSHL (Study Support) office - X 6350 | Nil | November 2002 | |
| Holiday Learning in LBTH Spring Term Holiday (Easter) 2002 | Audit of programmes. Review of processes and outcomes. Best Practice guide | OoSHL (Study Support) office - X 6350 | Nil | December 2002 | |
| Advice to schools re: DfES publications | As needed | OoSHL (Study Support) office - X 6350 | Nil | September 2002 | |

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| Starting Points | Guidance on assessment in the Foundation Stage | Learning Design, Early Years Service - X 4142 | Initial copy free. Charge for extra copies (details from Learning Design) | July 2000 | |
| Are you interested in teaching as a career? | 2 leaflets - one for graduates and one for undergraduates - outlining routes into teaching and LBTH financial support | Teacher Recruitment X 6461 | Nil | July 2002 | |
| IEP Planning Sheet and Record Sheet | A4 sheet that can be used for delivery of language programme | SLS - X 6440 | Nil | September 2000 | On disc and on SLS network |
| <i>f. School Governors</i> | | | | | |
| Director's Report to Governors | Information and guide for all governors in Tower Hamlets | LEA Governors Service X 4408 | Nil | At the start of every term | |
| Governor's Training & Events Programme | Information on training courses for governors, or events directly related to governance | LEA Governors Service X 4408 | Nil | At the start of every term | |
| Governors' News | Articles relating of governor responsibilities, changes in legislation | LEA Governors Service X 4408 | Nil | At the start of every term | |
| Governor' Induction Pack | Information on individual Governing Bodies ie Governing Body list, Instrument of Government and DfES publications | LEA Governors Service X 4408 | Nil | Every time a new governor is appointed | |
| Guidance to Governing Bodies on Holidays in term time and extended leave | LEA policy on leave in term time | Head of Pupil Services - X 4302 | Nil | December 2002 | |
| <i>g .Children's Services</i> | | | | | |

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|---|---|--|-----|---|-------------------------|
| Childminding in Tower Hamlets (Leaflet and short guide) | Information about childminding as a career | LEA Children's Information Service X 6495 | Nil | June 2002 | Bengali, Somali |
| Routes into childcare | Information about careers in childcare | LEA Children's Information Service X 6495 | Nil | To be revised as a recruitment pack in early 2003 | Bengali |
| Training Directory | Information about training in Tower Hamlets for early years practitioners and childcare workers | LEA Children's Information Service X 6495 | Nil | Termly | Termly |
| Childcare Tax Leaflet | Information about the childcare tax credit | LEA (from Children's Information Service) - X 6495 | Nil | November 2002 | |
| Employers Information Pack | Information for employers about childcare | LEA (from Children's Information Service) - X 6495 | Nil | July 2002 | |
| Planning for Progress | Advice on educational planning for early years settings | Early Years Service - X 4142 | Nil | January 2000 | |
| Recruitment Pack: You Can Make a Difference | Information on careers in childcare | Children's Information Service - X 6495 | Nil | December 2002 | Council Website Bengali |
| Recruitment Video - available to borrow | Jobs in Childcare | Children's Information Service - X 6495 | Nil | June 2002 | |

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|--|--|--|-----|--|---|
| Children in Public Care Education Support Pack | Education/Social Services info for Social Workers, Foster Carers and Designated Teachers | Children and Young People in Public Care Team – X 6495 | Nil | July 2002. Individual parts updated annually | |
| <i>h. Services for Young People</i> | | | | | |
| Summer Holiday brochure | Information and guide to activities during the summer holidays courses for people aged 11-20 | Youth Service X 7778 | Nil | Annually in June/July | Council Website |
| Summer Holiday newspaper | Information and guide to activities during the summer holidays courses for people aged 11-20 | Youth Service X 7778 | Nil | Annually in June/July | Council Website |
| <i>i. Student Support</i> | | | | | |
| Education Maintenance Allowance leaflets | Leaflets for students explaining how to qualify and how to apply | Student Support Manager - X 4888 | Nil | Annually in the summer term | Arabic, Bengali, Chinese, French Gujerati, Hindi, Kosovan, Somali, Spanish, Turkish, Urdu/Punjabi |
| Advertisements in East End Life | Notification and reminder to students of the various schemes of financial support for further and higher education | East End Life Editor X 3179 | | May and September | Council Website |
| <i>j Adult, Community and Lifelong Learning</i> | | | | | |
| TH Lifelong Learning Service Prospectus 2002/2003 | Information and guide to courses for people aged 16 and over | Lifelong Learning Service 020 7790 8416 | Nil | Annually in July | Council Website and www.hotcourses.com Telephone Help line with translation available in Bengali, Cantonese, Somali |

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|---|--|---|-----|-----------------------------|-----------------|
| | | | | | and Vietnamese |
| Programme Leaflets | Information on courses within Programme areas | Lifelong Learning Service 020 7790 8416 | Nil | September, January, April | |
| Art Foundation and Dance Foundation Course Leaflets | Individual leaflets providing specific course information | Lifelong Learning Service - 020 7790 8416 | Nil | Annually in May/June | |
| Course Outlines | Information on content of courses for tutors, administrators and inspectors. | Lifelong Learning Service - 020 7790 8416 | Nil | Updated termly/annually | |
| Self-Assessment Report | Information on Lifelong Learning Service for Learning & Skills Council | Lifelong Learning Service X 4483 | Nil | Updated annually in January | |
| Bow Idea Store Courses & Events Listings | | Lifelong Learning Service X 4432 | Nil | Bi-monthly | |
| TH Lifelong Learning Student Handbook | Information and guide for students on lifelong learning service | Lifelong Learning Service and centres - 020 7790 8416 | Nil | Annually in September | |
| <i>k. Education Research and statistics</i> | | | | | |
| Primary school performance tables | Information on primary school test results | Schools, LEA, libraries - X 4942 | Nil | Annually in December | Council Website |
| POSI - Profile of School Information | Summary of performance and contextual data for schools | Individual schools and governors, LEA - X 4942 | Nil | Annually in December | |

| <i>I. Administration and Performance</i> | | | | | |
|--|---|--|-----|-----------------------|-----------------|
| LEA OFSTED Summary | | Information & Support Service - X 4954 | Nil | June 2000 | |
| TH Lifelong Learning Staff Handbook (including administration procedures handbook) | Information and guide for staff on service standards and responsibilities | Lifelong Learning Service - X 4483 | Nil | Annually in September | |
| TH Lifelong Learning Adult Learning Plan | Strategic Priorities for the Lifelong Service | Lifelong Learning Service - X 4483 | Nil | Annually in December | |
| TH Lifelong Learning Development Plan | Service Delivery Priorities for the Lifelong Service | Lifelong Learning Service - X 4483 | Nil | Annually in January | |
| Common Planning Framework for Youth Work | Information on quality assurance in delivering youth work | Youth Support Service X 7778 | Nil | Annually in April | Council Website |
| Connexions Service Local Delivery Plan | Local Management Group (LMG) plan for activity of Connexions Services | LEA – X 7778 | Nil | June 2002 | |
| Youth Service Annual Report | Information on achievements of the Youth Service | Youth Support Service X 7778 | Nil | Annually in April | Council Website |

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|--|---|---|-----|----------------------------|--|
| Youth Support Service Delivery Plan 2003/04 | Information on Youth Support Service with: Mission Statement; Current Services and Key Development Areas | Youth Support Service - X 7778 | Nil | Annually in April/May | |
| Handbook for SDAs | | LEA - X 4826 | Nil | April 2002 | |
| School Support Overview | Details of school staff and inset/support given from literacy team | Tower Hamlets LEA Literacy Team - X 6350 | Nil | September 2002 | |
| Section 52 Budget Statement | The LEAs planned spending for the current financial year. It includes how the funding formula works to produce budget share for each school in the LEA. How much the LEA is allocating for school services provided centrally by the LEA. | Schools, the LEA and libraries - X 4960 | Nil | Annually in April | |
| Section 52 Out Turn Statement | The LEAs actual expenditure for the previous financial year spending. It includes LEA level information covering both spending on and by schools and spending on other educational provision for school services provided centrally by the LEA and the total LEA resources available to the school. | Schools and the LEA X 4960 | Nil | Annually in October | |
| Technical services team - professional/technical procedures notes and guidance | Staff guidance | Building and Technical Services Team - X 6599 | Nil | September 1999 and updated | |

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|---|--|--|--------------|--|--|
| Procedure Manual Catering & Cleaning | Full manual describing each procedure used within ECS in catering & cleaning. A working document that is adjusted as and when required | Education Contract Services - X 5174 | Nil | 2000, updated as and when required and in light of any legislative changes | |
| Application to Community Fund for Community groups OoSHL (Study Support) activity | Audit or programmes. Detailed application with processes, participation and finance. | OoSHL (Study Support) office - X 6350 | Nil | January 2003 | |
| Pupil Services Manual | Guidance on policy and procedures for the Pupil Services Team | Pupil Services Manager - X 4302 | 30p per page | December 2002 | |
| Education Maintenance Allowance Procedures Manual | Guidance for EMA Student Support Staff on the administration of the scheme | Student Support Manager - X 4888 | 30p per page | August 2002 | |
| Education Social Work Service Procedures Manual | Policy and procedures for the Education Social Work Service | Principal Education Social Worker - X 3437 | 30p per page | July 2002 | |
| Introduction to Support for Learning Service | A Guide to the Range of Services Available | Support for Learning Service (SLS) X 6440 | Nil | 2000 | |

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|--------------------------------------|---|-----------------------------------|-----|-------------------------------|-----------------|
| The LEA Scheme for Financing Schools | Sets out the conditions and effective arrangements for the proper use of public funds and the relationship between the Council and maintained schools | From schools and the LEA - X 4960 | Nil | Annually in April | |
| School Organisation Plan | Annual review of provision of school places | LEA X 4328 | Nil | Annually in September/October | Council Website |
| Asset Management Plan | Local policy statement - sets policy for determining capital investment priorities | LEA X 4328 | Nil | Annual | |

FREEDOM OF INFORMATION ACT 2000
LIST OF PUBLICATIONS – TOWER HAMLETS COUNCIL

APPENDIX A TO THE PUBLICATION SCHEME

CLASS 6: TRANSPORT AND PARKING

- a. Travel News
- b. Congestion Charging
- c. Cycling
- d. Buses, Tubes and Trains
- e. Community Transport
- f. Blue Badges
- g. Disabled Persons Freedom Passes
- h. Taxicards
- i. City Airport
- j. Parking Permits
- k. Parking for Disabled People
- l. Paying a Parking Fine
- m. Travel Links

| Title of Publication | Description of content (if not self explanatory) | How to obtain a copy from a Council officer or department* | Charge (if applicable) per copy | Date/intended date of publication | Availability in other formats (including Council Website**) |
|---|--|--|---------------------------------|-----------------------------------|---|
| (* if only an extension number is given for example x5555, please telephone 020 7364 followed by the extension number. The telephone numbers for Council public access points such as libraries, Idea stores, one stop shops, local area housing offices and reception areas at other Council offices are available from the Council's main switchboard on 020 7364 5000) ** www.towerhamlets.gov.uk | | | | | |
| CLASS 6: TRANSPORT AND PARKING <i>a. Travel News</i> | | | | | |
| On The Move | Newsletter on Traffic and transport issues | Council public access points X 5000 | Nil | Monthly | Council Website |
| Borough Spending Plan | Transport capital work programme and bid to Mayor for London for funding | Traffic and Transportation X 6851 | £40 | Annually in August | |
| Street Design Guide | Design advice on materials for highway works | Traffic and Transportation X 6851 | £40 | June 2002 | |
| <i>b. Congestion Charging</i> | | | | | |
| www.towerhamlets.gov.uk | | Traffic and Transportation X 6851 | N/A | Current | Council Website |

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|--|--|---|-----|-----------------------------|-----------------|
| <i>c. Cycling</i> | | | | | |
| Tower Hamlets Cycling Map | Cycle routes, shops and parking spaces shown | Council public access points X 5000 Traffic and Transportation X 6851 | Nil | Approximately every 2 years | |
| <i>d. Buses, Tubes and Trains</i> | | | | | |
| Tower Hamlets Public Transport Map | | Council public access points X 5000 DLR information points, direct mail to households | Nil | Approximately every 2 years | Large print |
| <i>e. Community Transport</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |
| <i>f. Blue Badges</i> | | | | | |
| Blue Badge information leaflets | | Traffic and Transportation X 6851 | Nil | Current | |

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|--|--|--|-----|---------------|-----------------|
| <i>g. Disabled Persons Freedom Passes</i> | | | | | |
| Freedom Passes (Travel Permits) | | Mobility Unit, Parking Services X 5973 | Nil | Current | |
| <i>h. Taxicards</i> | | | | | |
| London Taxicard Scheme Application Form | | Mobility Unit, Parking Services X 5973 | Nil | Current | |
| <i>i. City Airport</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |
| <i>j. Parking Permits</i> | | | | | |
| Advert publicising changes to parking charges | | Parking Services X 6666 | Nil | Annually | |
| Vehicle clamping information | | Parking Services X 6666 | Nil | Current | |
| Permit letter | Explains conditions under which Parking Permits can be used | Parking Services X 6666 | Nil | Date of issue | |
| Permit Renewal Invitation | | Parking Services X 6666 | Nil | Date of issue | |
| Permit application forms | | Parking Services X 6666 | Nil | Current | |

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|--|--|-------------------------|-----|---------|-----------------|
| <i>k. Parking for Disabled People</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |
| <i>l. Paying a Parking Fine</i> | | | | | |
| Penalty Charge Notices | Road Traffic Act information contained on specific contravention | Parking Services X 6666 | Nil | Current | |
| Notice to Owners | | Parking Services X 6666 | Nil | Current | |
| Charge Certificates | | Parking Services X 6666 | Nil | Current | |
| <i>m. Travel Links</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |

FREEDOM OF INFORMATION ACT 2000
LIST OF PUBLICATIONS – TOWER HAMLETS COUNCIL

APPENDIX A TO THE PUBLICATION SCHEME

CLASS 7: BUSINESS MATTERS

- a. Borough Overview
- b. Associations and Networking
- c. Tower Hamlets Business Forum
- d. Support agencies
- e. Regeneration
- f. Canary Wharf and Docklands
- g. Business Rates
- h. Trading Standards
- i. The Film Office
- j. Doing Business with the Council

| Title of Publication | Description of content (if not self explanatory) | How to obtain a copy from a Council officer or department* | Charge (if applicable) per copy | Date/intended date of publication | Availability in other formats (including Council Website**) |
|---|--|--|---------------------------------|-----------------------------------|---|
| (* if only an extension number is given for example x5555, please telephone 020 7364 followed by the extension number. The telephone numbers for Council public access points such as libraries, Idea stores, one stop shops, local area housing offices and reception areas at other Council offices are available from the Council's main switchboard on 020 7364 5000) ** www.towerhamlets.gov.uk | | | | | |
| CLASS 7: BUSINESS MATTERS <i>a. Borough Overview</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |
| <i>b. Associations and Networking</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |
| <i>c. Tower Hamlets Business Forum</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |
| <i>d. Support Agencies</i> | | | | | |
| Directory of business support agencies in Tower hamlets | | Head of Regeneration X 4918 | Nil | Current | |

| <i>e. Regeneration</i> | | | | | |
|---|--|--------------------------------|-----|------------------------------|--|
| Regeneration Programmes | | Head of Regeneration X 4918 | Nil | May 2002 | |
| Leaside SRB4 Delivery Plan | Project listing and Finance tables for SRB Programme | Regeneration X 4639 | Nil | March 2003 | |
| Leaside SRB6 | Project listing and Finance tables for SRB Programme | Regeneration X 4639 | Nil | March 2003 | |
| Leaside Regeneration Pamphlet – Put yourself on the map | Information on strategic Development sites | Regeneration X 4639 | Nil | September 2000 | |
| Leaside Regeneration Framework | Regeneration Strategy | Regeneration X 4639 | Nil | September 2000 | |
| Lansbury Development Framework | Area regeneration framework | Regeneration X 4639 | Nil | 2000 | |
| East India Development Framework | Area regeneration framework | Regeneration X 4639 | Nil | 2000 | |
| SRB4 Leaside Annual Delivery Plans | | Regeneration X 4639 | Nil | April of each Programme year | |
| SRB6 Communities in Business Delivery Plans | | Regeneration X 4639 | Nil | April of each Programme year | |

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|--|--|------------------------|-----|---------------|-----------------|
| Leaside Framework & Vision Document | | Regeneration X 4639 | £25 | 2001 | |
| Lansbury Festival Report | | Regeneration X 4639 | Nil | 2001 | |
| Old Poplar Library Brochure | Information brochure about the former library converted into a seedbed business centre | Regeneration X 4639 | Nil | 2002 | |
| SRB3 Final report 2002 | Final Report of the SRB3 programme over 5 years | Regeneration X 4639 | Nil | February 2002 | |
| Leaside Regeneration | Guide to the organisation, present and future | Regeneration X 4639 | Nil | Current | Leaside Website |
| Leaside Creative Industries Initiative Report of Networking Events | | Regeneration X 4639 | Nil | Current | |
| Leaside Creative Industries Initiative Draft Mapping Report | | Regeneration X 4639 | Nil | Current | |
| Leaside Creative Industries Initiative Strategy Methodology | | Regeneration X 4639 | Nil | Current | |
| <i>f. Canary Wharf and Docklands</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |

| <i>g. Business Rates</i> | | | | | |
|---|--|----------------------------|-----|---------|--|
| National Non Domestic Rates (NNDR) Bill | Your NNDR Bill tells you how much you are due to pay each year. It also shows any Exemptions, Reliefs, payments and adjustments. | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| NNDR First Reminder Notice | This notice tells you what to do if you have fallen behind with your NNDR payments | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| NNDR Second Reminder Notice | This notice tells you what to do if you have fallen behind with your NNDR payments for a second time in a financial year | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| NNDR Final Notice | This notice tells you what to do if you have fallen behind with your NNDR payments for a third time in a financial year and/or you are no longer entitled to instalments | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| NNDR Summons for Non-Payment | A summons to appear in court for NNDR arrears | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |
| NNDR Notification of Liability Order | This form tells you how to make a payment arrangement for arrears of NNDR | Revenues Manager X 4745 | Nil | Current | Braille Large Print Translations |

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|---|--|--|--|---------|---|
| NNDR Supplementary Information | This information sheet explains the law relating to rates payable by charities and similar organisations. It also explains the law relating to cases of hardship | Revenues Manager X 4745 | Nil | Current | Print Braille Large Print Translations |
| Non Domestic Rates Occupation/New Liability Form | This form asks businesses for the information we need to work out a new occupier's bill | Revenues Manager X 4745 | Nil | Current | |
| <i>h. Trading Standards</i> | | | | | |
| Food Safety Pack | Information about how to carry out a hazard analysis | Head of Trading Standards X 6800 | £32 | Current | |
| New food business Information Pack | | Head of Trading Standards X 6800 | Nil | Current | |
| Food Law Enforcement Service Plan | Service plan specified in Food Standards Agency Framework Agreement | Head of Trading Standards X 6800 | 30p per page | Annual | |
| Food Premises Public Register | Name, address and nature of business as required by regulations | Head of Trading Standards X 6800 | Full Register £620.31, per category £248.53, per entry £5.14 | Current | |

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|--------------------------|--|--------------------------------|-----|--------------------------------|---|
| Consumer Advice Leaflet | | Consumer Advice Team X 6767 | Nil | Current, updated December 2002 | Bengali, Chinese, Somali, Vietnamese translations |
| <i>i The Film Office</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |

| <i>j. Doing Business With The Council</i> | | | | | |
|---|--|--|-----|---------|--|
| Procurement Approved List Application Form | For construction industry companies who wish to be included on the council's Approved List of suppliers | Principal Purchasing Officer X 4013 | Nil | Current | |
| Procurement Approved List Biennial Review Form | For companies wishing to remain on the Approved List of suppliers | Principal Purchasing Officer X 4013 | Nil | Current | |
| Procurement Construction Health & Safety Assessment Questionnaire (CHAS) | All companies wishing to join or remain on the Approved List need to complete this questionnaire | Principal Purchasing Officer X 4013 | Nil | Current | |
| Procurement Pre Tender Enquiry | Questionnaire issued in response to Public Advert to assist in evaluation for short listing invitees | Principal Purchasing Officer X 4013 | Nil | Current | |
| Procurement Pre Tender Enquiry | Market testing to companies, in rotation, from the Approved List to determine interest in tendering for specific contracts | Principal Purchasing Officer X 4013 | Nil | Current | |
| Procurement Contract Deeds Form | All contracts over £250,000 in value require a formal Contract Deed (this is a legal requirement) | Principal Purchasing Officer X 4013 | Nil | Current | |
| Procurement Parent Company Guarantee | Some companies can only undertake certain works, to certain values, if guaranteed by the parent company | Principal Purchasing Officer X 4013 | Nil | Current | |

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|---|---|--|-----|---------|--|
| Procurement Due Performance Guarantee Bond | Contracts over £25,000 in value require a Due Performance Guarantee Bond before work can commence on site | Principal Purchasing Officer X 4013 | Nil | Current | |
| Procurement Contract Insurance Form | Use to obtain updated insurance details | Principal Purchasing Officer X 4013 | Nil | Current | |
| Procurement Collateral Warranty Form | When more than one major party will be involved in a contract (i.e. nominated sub-contractors/suppliers) this form is required to ensure they are all bound by the same terms and conditions as the main contractor | Principal Purchasing Officer X 4013 | Nil | Current | |

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|--|--|--|-----|---------|--|
| Procurement Contract Agreement Form | Some contracts, such as Term Contracts require a Contract of Agreement Form (this is a legal requirement) | Principal Purchasing Officer X 4013 | Nil | Current | |
| Procurement Major Works Contracts | Major Works Contracts that require a specific sub contract element need the sub contractor nominated on these forms to bind them under the Terms of Contract | Principal Purchasing Officer X 4013 | Nil | Current | |

FREEDOM OF INFORMATION ACT 2000
LIST OF PUBLICATIONS – TOWER HAMLETS COUNCIL

APPENDIX A TO THE PUBLICATION SCHEME

CLASS 8: PLANNING AND BUILDING CONTROL

- a. About our Services
- b. General Advice
- c. Application Advice
- d. Fees and Charges
- e. Building Regulations
- f. Unitary Development Plan
- g. Planning Initiatives

| Title of Publication | Description of content (if not self explanatory) | How to obtain a copy from a Council officer or department* | Charge (if applicable) per copy | Date/intended date of publication | Availability in other formats (including Council Website**) |
|--|--|--|---------------------------------|-----------------------------------|---|
| (* if only an extension number is given, for example X5555, please telephone 020 7364 followed by the extension number. The telephone numbers for Council public access points such as libraries, Idea stores, one stop shops, local area housing offices and reception areas at other Council offices are available from the Council's main switchboard on 020 7364 5000) **www.towerhamlets.gov.uk | | | | | |
| <u>CLASS 8:</u> <u>PLANNING AND BUILDING CONTROL</u> <i>a. About our Services</i> | | | | | |
| Planning – An introduction | Planning Services Handout | Head of Planning Services X 5338 | Nil | October 1999 | |
| DC Manual | Manual for DC Officers to process planning applications. | Development Control X 5338 | Nil | October 2002 | |
| Planning Code of Conduct | Code of Conduct for Planning Officers regarding the planning functions of the Council. | Planning Services X 5338 | Nil | March 2003 | |
| Validation Training Manual | Guidance for DC Officers to validate planning applications | Development Control X 5338 | Nil | November 2002 | |
| Tower Hamlets Planning handbook | Guide to Planning Services and Planning functions | Planning Services X 5338 | Nil | October 1999 | |
| How to contact Building Control | Names, telephone, fax & E-mail | Building Control X 5254 | Nil | October 1999 | Council Website |

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|--|--|---|-----|--|--|
| Having your say in local planning decisions. | Planning Services Handout | Planning Services X 5338 | Nil | October 1999 | |
| <i>b.General Advice</i> | | | | | |
| Delivering Good Design | Guidance note on preparing design statements: a guide for applicants and agents. | Planning Policy X 5388 | Nil | February 2002 | |
| Protecting Local Trees | Planning Services Handout | Planning Services X 5388 | Nil | October 1999 | |
| Local Planning decisions – How to complain | Planning Services Handout | Planning Services X 5388 | Nil | October 1999 | |
| Having your say in local planning decisions. | Planning Services Handout | Planning Services X 5388 | Nil | October 1999 | |
| The Planning Services 3 year plan. | Planning Services Handout | Planning Services X 5388 | Nil | October 1999 | |
| Initial Notice Statutory Register (Section 56 of the Building Act 1984) | Details of Notices, Certificates etc received in respect of projects where local authority is not the Building Control Body. (i.e. Approved Inspector appointed) | Public Access Register kept on Building Control IT management system Can be inspected on request at 'all reasonable hours' Building control X 5241 | Nil | Live document updated on receipt of each Notice etc. | |
| Building Control Structure | | Building Control X 5241 | Nil | | |
| Building Control Internal Policies & Procedures e.g. 'H&S Instructions to Staff' | | Building Control X 5241 | Nil | May 1999 and regularly updated | |

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|--------------------------------------|--------------------------------------|-----------------------------|--------------------------|--------------|-----------------|
| Advertisement consent | Planning Services Handout | Planning Services X 5388 | Nil | October 1999 | |
| Planning Permission | Planning Services Handout | Planning Services X 5388 | Nil | October 1999 | |
| Sound Insulation | Supplementary Planning Guide (SPG). | Planning Policy X 5388 | Full set of SPG's £30 | 1998 | Council Website |
| Archaeology and Development | Supplementary Planning Guide. | Planning Policy X 5388 | Full set of SPG's £30 | 1998 | Council Website |
| Residential Space | Supplementary Planning Guide. | Planning Policy X 5388 | Full set of SPG's £30 | 1998 | Council Website |
| Riverside Walkways | Supplementary Planning Guide. | Planning Policy X 5388 | Full set of SPG's £30 | 1998 | Council Website |
| Landscape Requirements | Supplementary Planning Guide. | Planning Policy X 5388 | Full set of SPG's £30 | 1998 | Council Website |
| Canalside Development | Supplementary Planning Guide. | Planning Policy X 5388 | Full set of SPG's £30 | 1998 | Council Website |
| Flexible Design in Business Use (B1) | Supplementary Planning Guide. | Planning Policy X 5388 | Full set of SPG's £30 | 1998 | Council Website |
| Designing out Crime | Supplementary Planning Guide | Planning Policy X 5388 | Full set of SPG's £30 | 2002 | Council Website |
| Advertisements | Supplementary Planning Guide | Planning Policy X 5254 | Full set of SPG's £30 | 2001 | Council Website |
| Advice on Building Control Services | Details of various services provided | Building Control X 5241 | Nil | October 1999 | Council Website |

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|---|----------------------------|-----------------------------|-----|--------------|-----------------|
| Advice on Building Regulations | Building work standards | Building Control X 5241 | Nil | October 1999 | Council Website |
| <i>c. Application Advice</i> | | | | | |
| Application form for general planning permission | Planning Application Form | Planning Services X 5388 | Nil | 2002 | Council Website |
| Form 1 - Guidance Notes to help you make a general planning application | Planning Application Notes | Planning Services X 5388 | Nil | 2002 | Council Website |
| Application form for planning permission to alter or extend your home | Planning Application Form | Planning Services X 5388 | Nil | 2002 | Council Website |
| Form 2 - Guidance Notes to help you make a planning application to alter or extend your home | Planning Application Notes | Planning Services X 5388 | Nil | 2002 | Council Website |
| Additional Application Form for planning permission for industrial, office, warehouse, storage or large retail developments | Planning Application Form | Planning Services X 5388 | Nil | 2002 | Council Website |
| Form 3 Guidance Notes to help you apply for planning permission for industrial, office, warehouse, storage or large retail developments | Planning Application Notes | Planning Services X 5388 | Nil | 2002 | Council Website |
| Application Form for Listed Building Consent or Conversation Area Consent | Planning Application Form | Planning Services X 5388 | Nil | 2002 | Council Website |
| Application Form | Building Control | Building Control X 5241 | Nil | January 2002 | Council Website |

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|---|---------------------------|-----------------------------|-----|------|-----------------|
| Form 4 - Guidance Notes to help you apply for Listed Building Consent or Conservation Area Consent | Planning Guidance Notes | Planning Services X 5388 | Nil | 2002 | Council Website |
| Application Form for consent to display an advertisement | Planning Application Form | Planning Services X 5388 | Nil | 2002 | Council Website |
| Form 5 - Guidance notes to help you apply for consent to display an advertisement | Planning Guidance Note | Planning Services X 5388 | Nil | 2002 | Council Website |
| Application form for consent to remove or prune trees covered by a Tree Preservation Order or trees in a Conversation Area | Planning Application Form | Planning Services X 5388 | Nil | 2002 | Council Website |
| Form 6 - Guidance note to apply for planning permission to remove or prune trees covered by a Tree Preservation Order or trees in a Conversation Area | Planning Application Form | Planning Services X 5388 | Nil | 2002 | Council Website |
| Application Form for Certificate of Lawfulness for an existing use or operation | Planning Application Form | Planning Services X 5388 | Nil | 2002 | Council Website |
| Form 7 - Guidance notes to help apply for a Certificate of Lawfulness for an existing use or operation | Planning Guidance Notes | Planning Services X 5388 | Nil | 2002 | Council Website |

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|--|--|-----------------------------|-----|--------------|-----------------|
| Application Form for a Certificate of Lawfulness for new proposed use or development | Planning Application Form | Planning Services X 5388 | Nil | 2002 | Council Website |
| Form 8 - Guidance notes to help apply for a Certificate of Lawfulness for an existing use or operation | Planing Guidance Notes | Planning Services X 5388 | Nil | 2002 | Council Website |
| Form 9 - Extra Details for all Applicants | Equality Form | Planning Services X 5388 | Nil | 2002 | Council Website |
| Form 10 - Ownership | A form to provide information on who owns the property that the planning application is being made for | Planning Services X 5388 | Nil | 2002 | Council Website |
| Form 11 - Ownership Information Certificates C and D and Notices 1 and 2 | A form to provide information regarding ownership of property | Planning Services X 5388 | Nil | 2002 | Council Website |
| Your Application Form - How was it for you? | As Suggested | Planning Services X 5388 | Nil | 2002 | Council Website |
| <i>d. Fees and Charges</i> | | | | | |
| Schedule of Planning Application fees | Planning Application fees | Planning Services X 5388 | Nil | 2002 | |
| Building Control Fees & Charges | Charges payable to check & approve plans & to inspect work | Building Control X 5241 | Nil | January 2002 | Council Website |
| Building Control Non Statutory Fees & Charges | Fees payable to research records, provide copies, out of hours inspections | Building Control X 5241 | Nil | April 1999 | Council Website |

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|--|---|-----------------------------|--|----------------|-----------------|
| <i>e. Building Regulations</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | Nil | Current | Council Website |
| <i>f. Unitary Development Plan</i> | | | | | |
| Unitary Development Plan and Map | Development Plan for the Borough. | Planning Policy X 5388 | Residents £10, students £10, & all others £50. | 1998 | Large Print |
| Unitary Development Map | Map of land uses in the Borough. | Planning Policy X 5388 | Residents £10, students £7, & all others £25 | 1998 | |
| <i>g. Planning Initiatives</i> | | | | | |
| Isle of Dogs Planning and Regeneration framework | Public consultation draft | Planning Policy X 5388 | Nil | August 1999 | |
| Millennium Quarter Masterplan | Millennium Quarter Plan of future development | Planning Services X 5388 | Residents £5, Students £5 & all others £20 | September 2000 | |

FREEDOM OF INFORMATION ACT 2000
LIST OF PUBLICATIONS – TOWER HAMLETS COUNCIL

APPENDIX A TO THE PUBLICATION SCHEME

CLASS 9: COMMUNITY

- a. Hamlet (Community Information)
- b. Libraries
- c. Leisure
- d. Resources
- e. Tackling Crime
- f. Junior Citizen Scheme

| Title of Publication | Description of content (if not self explanatory) | How to obtain a copy from a Council officer or department* | Charge (if applicable) per copy | Date/intended date of publication | Availability in other formats (including Council Website **) |
|--|---|--|---------------------------------|--|--|
| (* if only an extension number is given for example X5555, please telephone 020 7364 followed by the extension number. The telephone numbers for Council public access points such as libraries, Ideas stores, one stop shops, local area housing offices and reception areas at other Council offices are available from the Council's main switchboard on 020 7364 5000) ** www.towerhamlets.gov.uk | | | | | |
| <u>CLASS 9: COMMUNITY</u> <i>a. Hamlet (Community Information)</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | | Current | Council Website |
| <i>b. Libraries</i> | | | | | |
| Library Catalogue | Catalogue of all stock in Tower Hamlets libraries detailing locations | Libraries X 1287 | Nil | Current | All library "Viewpoint" terminals Council website |
| What's in London's Libraries | Database of stock holdings across 33 London Boroughs | Libraries X 1287 | Nil | Current | www.londonlibraries.org.uk/will |
| Community Libraries Information | Name, address, contact person and opening hours of each library | Libraries X 1287 | Nil | Current, revisions as libraries migrate to Idea Stores | Tower Hamlets web page under "Community" section, sub menu "Libraries" |

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|-----------------------------|---|------------------|-----|------------------------------|--|
| Outreach Services | General information on Mobile Libraries, Home delivery service, inter library transport system, services available and promotional activities | Libraries X 1281 | Nil | Current revised as necessary | Tower Hamlets web page under “Community “ section, sub menu “Libraries”, sub menu “Outreach” |
| Mobile Libraries | Site schedule, giving location of mobile library stops, day of the week and times | Libraries X 1281 | Nil | Current revised as necessary | Tower Hamlets web page under “Community “ section, sub menu “Libraries” sub menu “Mobile Libraries” |
| Children’s library Services | General information on children’s services including homework clubs and activities | Libraries X 9510 | Nil | Current revised as necessary | Tower Hamlets web page under “Community “ section, sub menu “Libraries” sub menu “Children’s services” |
| Local History/Archives | General information on holdings | Libraries X 1290 | Nil | Current revised as necessary | Tower Hamlets web page under “Community “ section, sub menu “Libraries” sub menu “Local History/Archives |
| Reference Library Services | General information on service and holdings | Libraries X 6274 | Nil | Current revised as necessary | Tower Hamlets web page under “Community “ section, sub menu “Libraries” sub menu “Reference Services |

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|---|--|---|-----|------------------------------|--|
| Tower Hamlets Union List of Periodicals | List of holdings of newspapers and magazines giving location and file length | Bethnal Green Reference Library X 6274 | Nil | Current revised as necessary | |
| CD-ROMS | Information on borrowing CD-Roms | Libraries X 1287 | Nil | July 2001 | Tower Hamlets web page under "Community " section, sub menu "Libraries" sub menu "CD-ROMS |
| Library Contacts | Name, address, telephone numbers of contacts for each library service/Idea Store | Libraries X 1287 | Nil | Current revised as necessary | Tower Hamlets web page under "Community " section, sub menu "Libraries" sub menu "Library contacts |
| Welcome to Tower Hamlets Libraries | Who can join, how much does it cost, what we have, finding what you want, late returns, renewing items borrowed, lost membership cards, comments. Application for membership | Libraries X 1287 | Nil | 2000 | |
| Idea Magazine | News and information about Idea Stores: Library Learning Information | All libraries, lifelong learning centres, council public access points X 4332 | Nil | Bi-monthly | www.ideastore.co.uk |
| Courses and events listings | Courses and events at Idea Store Bow | All libraries, lifelong learning centres, council public access points X 4332 | Nil | Bi-monthly | www.ideastore.co.uk |

| <i>c. Leisure</i> | | | | | |
|----------------------------|---|--|-----|------------------------------------|--|
| | | | | | |
| GP Referral Manual | For doctors and nurses | GP's enrolled on scheme, Practice Nurses | Nil | Current reviewed annually in April | |
| Healthy Walking Scheme | Details of launch of Scheme and 4 Healthy Walks | Healthy Lifestyles X 3196 | Nil | April 2003 and September 2003 | |
| GP Referral leaflet | Description of scheme | Council public access points X 3115 | Nil | Reviewed annually | |
| Summer Sports Leaflet | Summer sports activities | Sports Development X 3136 | Nil | Annually in July | |
| Sports Directory | Lists all clubs and activities | Web 2003 | Nil | September 2003 | |
| Coaching Courses Leaflet | Lists courses for Coach Education | Council public access points X 3115 | Nil | Annually in July | |
| Centre Brochures | Programme of Activities | Leisure Centres X 3115 | Nil | Annually in April | |
| Crash Course Swim leaflets | Describes swimming courses | Leisure Centres X 3115 | Nil | Current | |
| Early Payment Scheme (EPS) | Leisure Centre Direct Debit Membership Scheme | Leisure Centres X 3115 | Nil | Current | |
| Langdon Park Leaflet | Programme of Activities | Leisure Centres X 3115 | Nil | Current | |
| Leisure Card | Concessionary Access Scheme for Parks & Leisure Centres | Council public access points X 3115 | Nil | January 2003 | |

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|--|--|---|-----|------------------------------|-----------------|
| Leisure Centres and Activities | Centre details: John Orwell Sports Centre, Mile End Stadium, St George's Pool, Tiller Leisure Centre, Whitechapel Sports Centre. York Hall, Activities, Athletics, Leisure discounts, Facilities hire, Fitness & gyms, Football & cricket, Kid's activities, Saunas & baths, Swimming & Women's activities | Head of Leisure X 3115 | Nil | Current revised as necessary | Council Website |
| Anti-Racism in Sport Charter | | Head of Leisure X 3115 | Nil | October 2001 | |
| <i>d. Resources</i> | | | | | |
| Connecting Communities in Bethnal Green, Shadwell and Whitechapel – quarterly newsletter | Information on projects delivered through the three areas within Connecting Communities | Head of Regeneration X 4918 | Nil | 2002 | |
| Mainstream Grant Aid application form | | Head of Regeneration X 4918 | Nil | Current and updated annually | Council Website |
| Mainstream Grant Aid – guidance notes for the application form | | Regeneration & Community Partnerships X 4454 | Nil | Current and updated annually | Council Website |

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|---|--|--|-----|-----------------------------------|-----------------|
| Looking for a Grant | | Regeneration & Community Partnerships X 4454 | Nil | New publication 2003 | Council Website |
| Policy on hall hire at Brady Centre and Kobi Nazrul Centre | | Admin Officer, Arts and Events, Brady Centre X 7900 | Nil | Available now | |
| List of equipment resources available for hire from Arts and Events Service | | Admin Officer Brady Centre X 7900 | Nil | December 2002 on Council website? | Council Website |
| <i>e. Tackling Crime</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | | Current | Council Website |
| <i>f. Junior Citizen Scheme</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | | Current | Council Website |

FREEDOM OF INFORMATION ACT 2000
LIST OF PUBLICATIONS – TOWER HAMLETS COUNCIL

APPENDIX A TO THE PUBLICATION SCHEME

CLASS 10: ENVIRONMENT

- a. Animal Warden
- b. Pest Control
- c. Noise Nuisance
- d. Smell Nuisance
- e. Rubbish Collection
- f. Recycling
- g. Going Green
- h. Nuisance Rubbish
- i. Skip Hire
- j. Energy Efficiency
- k. Air Quality
- l. Water Quality
- m. Contaminated Land
- n. Drainage
- o. Abandoned Vehicles

| Title of Publication | Description of content (if not self explanatory) | How to obtain a copy from a Council officer or department* | Charge (if applicable) per copy | Date/intended date of publication | Availability in other formats (including Council Website**) |
|--|--|--|---------------------------------|-----------------------------------|---|
| (* if only an extension number is given for example X5555, please telephone 020 7364 followed by the number only. The telephone numbers for Council public access points such as libraries, Idea stores, one stop shops, local area housing offices and reception areas at other Council offices are available from the Council's main switchboard on 020 7364 5000) **www.towerhamlets.gov.uk | | | | | |
| CLASS 10: ENVIRONMENT <i>a. Animal Warden</i> | | | | | |
| What smells, looks disgusting, causes diseases and can cost up to £1000 | Anti-dog fouling leaflet | Head of Environmental Health X 6800 | Nil | 2000 | Bengali translation |
| <i>b. Pest Control</i> | | | | | |
| Animal Warden service | Information about animal control in the borough | Head of Environmental Health X 6800 | Nil | Current updated as necessary | Council Website |
| Pest Control Service | What the pest control service will do, what residents/tenants can do , what the pest control service cannot do | Head of Environmental Health X 6800 | Nil | Current updated as necessary | Council Website |

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|---|--|--|-----|------------------------------|-----------------|
| <i>c. Noise Nuisance</i> | | | | | |
| Noise complaints | Information on dealing with noise | Head of Environmental Health X 6800 | Nil | Current updated as necessary | Council Website |
| <i>d. Smell Nuisance</i> | | | | | |
| Smell nuisance | Information on reporting odour nuisance | Head of Environmental Health X 6800 | Nil | Current updated as necessary | Council Website |
| <i>e. Rubbish Collection</i> | | | | | |
| ENCAMS Survey | External cleanliness ratings of parks | Horticulture X 5001 | Nil | 4 times a year | |
| Street Cleansing standards surveys (using ENCAMS methodology) | Systematic monitoring and assessment of public highway cleanliness standards, in accordance with the Environmental Protection Act 1990 | Street Environment X 6902 | Nil | 12 times a year | |
| Waste Solutions for your Business | General information about Tower Hamlets' Waste Collection service, applicable to all businesses | Street Environment X 6902 | Nil | Updated as applicable | |
| Waste – Duty of Care | General information for businesses explaining their responsibilities and duty of care under the EPA 1990 | Street Environment X 6902 | Nil | Updated as applicable | |
| Your Business, Your Rubbish and the Law | General information for businesses explaining their waste control responsibilities and duty of care under the EPA 1990 | Street Environment X 6902 | Nil | Updated as applicable | |

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|--|---|---|-----|-----------------------|---------------------------------|
| The Placing of Tables and Chairs on the Public Highway | General information setting out the policy and criteria for the authorisation of highway obstructions | Street Environment X 6902 | Nil | Updated as applicable | |
| Christmas & Bank Holiday Refuse Collections | | Street Environment X 3364/ Local Papers | Nil | Each holiday | |
| Rubbish collection | Service information | Street Environment X 3364 | Nil | Updated as applicable | Council Website |
| f. Recycling | | | | | |
| Its Easy to Recycle | | Street Environment X 6666 | Nil | When required | Community language translations |
| Recycling leaflets | Recycling centres, Reduce, Reuse and Repair, Nappy Change, Composter | Street Environment X 6666 | Nil | When required | |
| Guide to Recycling | General information | Street Environment X 6666 | Nil | Updated as applicable | Council Website |
| g. Going Green | | | | | |
| Going green | Tower Hamlets commitment and initiatives e.g. Biodiversity action plan | Street Environment X 3364 | Nil | Updated as applicable | Council Website |
| Local Agenda 21 | Planning services handout | Head of Planning X 5314 | Nil | October 1999 | |
| h. Nuisance Rubbish | | | | | |
| Nuisance rubbish | Who to contact in respect of rubbish on private land, public places, public open spaces | Head of Trading Standards X 6800 | Nil | Updated as applicable | Council Website |
| i. Skip Hire | | | | | |
| Skip Hire | Information on obtaining licenses for skips | Street Environment X 6666 | Nil | Updated as applicable | Council Website |

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|---|--|--|-----|----------------------------|-----------------|
| <i>j. Energy Efficiency</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |
| <i>k. Air Quality</i> | | | | | |
| Tower Hamlets Draft Air Quality Action Plan and Summary | Information on proposals drawn up by the Council to improve air quality in the Borough | Head of Environmental Health x 6800 | Nil | 28 th July 2003 | Council website |
| Air quality | General information on air quality in the borough and monitoring stations | Head of Environmental Health X 6800 | Nil | Updated as applicable | Council Website |
| <i>l. Water Quality</i> | | | | | |
| Water quality | Information on water quality and routine testing and monitoring | Head of Environmental Health X 6800 | Nil | Updated as applicable | Council Website |
| <i>m. Contaminated Land</i> | | | | | |
| Contaminated land | Strategy for identifying areas of contaminated land | Head of Environmental Health X 6800 | Nil | Updated as applicable | Council Website |
| <i>n. Drainage</i> | | | | | |
| Drainage | Information on responsibility for drainage and sewerage in the borough | Head of Environmental Health X 6800 | Nil | Updated as applicable | Council Website |
| <i>o. Abandoned Vehicles</i> | | | | | |
| Notice placed on abandoned vehicle | Information on council's intentions | Parking X 6651 | Nil | Current | |

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|----------------------------------|--|---------------------------|-----|---------|--------------------|
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| Abandoned vehicle report form | | Head of Parking X 6651 | Nil | Current | Council Website |
| Abandoned vehicle surrender form | | Head of Parking X 6651 | Nil | Current | Council Website |

FREEDOM OF INFORMATION ACT 2000
LIST OF PUBLICATIONS – TOWER HAMLETS COUNCIL

APPENDIX A TO THE PUBLICATION SCHEME

CLASS 11: CARING FOR YOU

- a. Social Services
- b. Fostering and Adoption
- c. Complaints
- d. Adults
- e. Chemist Rota
- f. Children and Families
- g. Older People
- h. Registering a Birth or a Death
- i. Getting Married

| Title of Publication | Description of content (if not self explanatory) | How to obtain a copy from a Council officer or department* | Charge (if applicable) per copy | Date/intended date of publication | Availability in other formats (including Council Website**) |
|---|--|--|---------------------------------|-----------------------------------|---|
| (* if only an extension number is given, for example x 5555. Please telephone 020 7364 followed by the extension number. The telephone numbers for Council public access points such as libraries, Idea stores, one stop shops, local area housing offices and reception areas at other Council offices are available from the Council's main switchboard on 020 7364 5000) **www.towerhamlets.gov.uk | | | | | |
| CLASS 11: CARING FOR YOU <i>a. Social Services</i> | | | | | |
| Applying for the Charter Mark Leaflet | | Quality & Performance X 2177 | Nil | December 2002 | |
| Applying for UK Quality Awards Leaflet | | Quality & Performance X 2177 | Nil | December 2002 | |
| Quality Self Assessment Pack | | Quality & Performance X 2177 | Nil | December 2002 | |
| Investors in People Leaflet | Staff information leaflet | Quality & Performance X 2177 | Nil | December 2002 | |
| Quality Strategy | | Quality & Performance X 2177 | Nil | June 2002 | |
| Internal Communications Strategy | | Communications X 2224 | Nil | February 2002 | |

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|--|----------------|----------------------------------|-----|----------------|--|
| Human Rights Handbook | Staff handbook | Policy & Planning X 2282 | Nil | September 2000 | |
| Guidance for Social Workers Progression Assessment | | Learning & Development X 2167 | Nil | August 2000 | |
| Supervision Guide | Staff guide | Learning & Development X 2167 | Nil | May 2000 | |
| <i>b. Fostering and Adoption</i> | | | | | |
| Fostering and Adoption Campaign 2002, 3 Flyers | | Family Placement Team X 2257 | Nil | September 2002 | Bengali |
| Fostering and Adoption Campaign 2002, A Guide, Booklet | | Family Placement Team X 2257 | Nil | September 2002 | |
| Fostering and Adoption Case Studies Booklet | | Family Placement Team X 2257 | Nil | October 2001 | |
| <i>c. Complaints</i> | | | | | |
| Complaints Leaflet for Children | | Complaints Officer X 2143 | Nil | February 2001 | |
| Complaints Leaflet | | Complaints Officer X 2143 | Nil | June 2000 | Bengali, Somali, Vietnamese & Chinese Translations |

| <i>d. Adults</i> | | | | | |
|--|----------------------------|--|-----|---------------|-----------------|
| Better Care, Higher Standards Charter | Community Care Charter | Policy & Planning X 2282 | Nil | June 2003 | |
| Better Care, Higher Standards Annual Report | Annual Progress Evaluation | Policy & Planing X 2282 | Nil | June 2003 | |
| Occupational Therapy Information Pack | | Occupational Therapy X 5741 | Nil | January 2003 | Bengali, Somali |
| Occupational Therapy Home Equipment Store Catalogue | | Occupational Therapy X 5741 | Nil | January 2003 | |
| Community Mental Health Teams in Tower Hamlets Leaflet | | Community Mental Health Team X 6016 | Nil | January 2003 | Bengali, Somali |
| Complaints Leaflet for People with Learning Difficulties | | Complaints Officer X 2143 | Nil | December 2002 | |
| Better Care, Higher Standards Charter 2002 | Community Care Charter | Policy & Planning X 2282 | Nil | August 2002 | |
| Disability Resource Centre for Adults Leaflet | | Resource Centre X 2282 | Nil | July 2002 | Bengali, Somali |
| Welcome to the Tower Hamlets Short Break Scheme Leaflet | | Resource Centre X 2282 | Nil | July 2002 | Bengali, Somali |

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|--|---------------------------------------|--|-----|-------------|-----------------|
| Direct Payments Booklet | | Policy & Planning X 2282 | Nil | May 2002 | Bengali, Somali |
| Deancross Day Centre Redevelopment Information Leaflet | | Communications X 2224 | Nil | March 2002 | Bengali |
| Map Quad Postcard Information Booklet | For People with Learning Difficulties | Map Squad 020 8980 5261 | Nil | March 2002 | |
| Better Care Higher Standards Charter | Community Care Charter | Policy & Planning X 2282 | Nil | August 2001 | |
| HIV Service User Consultation Report | | Policy & Planning X 2282 | Nil | July 2001 | |
| Mayfield House Day Centre Poster | | Mayfield House Day Centre 020 8980 5795 | Nil | May 2001 | Somali |
| Mayfield House Day Centre Leaflet | | Mayfield House Day Centre 020 8980 5795 | Nil | May 2001 | Somali |
| Community Mental Health Team for Older People Leaflet | | CMHT for Older People X 7736 | Nil | March 2001 | Bengali, Somali |
| Community Mental Health Team for Older People Poster | | CMHT for Older People X 7736 | Nil | March 2001 | Bengali, Somali |

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|---|--|--------------------------------------|-----|---------------|-----------------|
| HIV Services Information Leaflet | | HIV/Drugs/ Alcohol Team X 7856 | Nil | August 2000 | |
| Better Care Higher Standards Charter | Community Care Charter | Policy & Planning X 2282 | Nil | August 2000 | |
| New Eligibility Criteria Guidance | Staff guidance | Adult Services X 2248 | Nil | October 2002 | |
| Mental Health Pro forma | For Practitioners | Mental Health Services X 2175 | Nil | December 2002 | |
| Direct Payments Procedure | Staff procedure | Policy & Planning X 2282 | Nil | May 2002 | |
| Supporting People Charging Policy | Details of charging policy for supporting people services | Social Housing Group | Nil | February 2003 | |
| Parenting and Mental Illness Booklet | For Practitioners | Mental Health Services X 2175 | Nil | March 2002 | |
| <i>e. Chemist Rota</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |
| <i>f. Children and Families</i> | | | | | |
| Review of Services for Children Under 5 | | Quality & Audit X 2134 | Nil | January 2003 | |

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|---|-----------|---|---|----------------|--------------------------------------|
| Services for Children and Families Information Pack | | Quality & Audit X 2134 | Nil | December 2002 | Bengali, Somali |
| Children's Services Plan Update | | Policy & Planning X 2282 | Nil | March 2002 | |
| Eva Armsby Family Centre Flyer | | Eva Armsby Family Centre 020 7780 9604 | Nil | June 2001 | |
| Services for Children Under 8 Review | | Children's Services X 2129 | Nil | May 2001 | |
| Looked After Children over 12 (LAC FAX) | | NSPCC Tower Hamlets 020 8983 3555 | Nil | January 2001 | |
| Information Pack for Looked After Children Under 12 | | Looked After Children X 5507 | Nil | November 2000 | |
| Services for Children and Families Information Pack | | Policy & Planning X 2282 | Nil | January 2000 | Bengali, Somali, Vietnamese, Chinese |
| Children in Need Procedure Manual | For Staff | Policy & Planning X 2282 | No charge to members of the public. £20 for hard copies to other organisations or can be provided free of charge electronically | September 2000 | |

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|--|------------------------|---|-----|--|---|
| <i>g. Older People</i> | | | | | |
| Older Persons Guide to arts and leisure in Tower Hamlets | | Brady Centre X 7900 | Nil | March 2003 | Bengali Somali |
| Help from Social Services for People Aged 65 years and Over for their Carers Leaflet | | Access Team X 2143 | Nil | April 2000 | Bengali, Somali |
| Help from Social Services for People Aged 65 years and Over for their Carers Poster | | Access Team X 2143 | Nil | April 2000 | Bengali, Somali |
| <i>h. Registering a Birth or Death</i> | | | | | |
| Registration of Babies Birth | Advice on registration | Head of Democratic Renewal & Engagement X 4204 | Nil | Current Updated and re- issued accordingly | Bengali, Chinese, Vietnamese and Somali |
| What to do after a Death in England & Wales (D49) | General information | Head of Democratic Renewal & Engagement X 4204 | Nil | Current Updated and re- issued accordingly | |
| Help with Costs of Funeral (SF200) | | Head of Democratic Renewal & Engagement X 4204 | Nil | Current Updated and re- issued accordingly | |

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|----------------------------------|---|---|-----|--|--|
| Widowed (GLA) | Basic guide on tax and benefits following death of spouse | Head of Democratic Renewal & Engagement X 4204 | Nil | Current Updated and re-issued accordingly | |
| Bereavement | Advice leaflet issues by “Help the Aged” | Head of Democratic Renewal & Engagement X 4204 | Nil | Current Updated and re-issued accordingly | |
| Bereavement Register | Removal of deceased name from mailing lists and data bases | Head of Democratic Renewal & Engagement X 4204 | Nil | Current Updated and re-issued accordingly | |
| <i>i. Getting Married</i> | | | | | |
| Approved Premises for Marriages | Information relating to outside venues within Tower Hamlets approved for ceremonies | Head of Democratic Renewal & Engagement X 4204 | Nil | Current Updated and re-issued accordingly | |
| Wedding Guide | Wedding Planner | Head of Democratic Renewal & Engagement X 4204 | Nil | Current Updated and re-issued accordingly | |

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|----------------------------------|---|---|-----|--|--|
| Getting Married | A guide to weddings in England & Wales | Head of Democratic Renewal & Engagement X 4204 | Nil | Current Updated and re-issued accordingly | |
| Anniversary Wedding Certificates | Special anniversary certificates in presentation format | Head of Democratic Renewal & Engagement X 4204 | Nil | Current Updated and re-issued accordingly | |

FREEDOM OF INFORMATION ACT 2000
LIST OF PUBLICATIONS – TOWER HAMLETS COUNCIL

APPENDIX A TO THE PUBLICATION SCHEME

CLASS 12: DISCOVER TOWER HAMLETS

- a. About the Borough
- b. Museums and Galleries
- c. Churches and Places of Worship
- d. Sightseeing
- e. Markets and Shopping
- f. Parks
- g. Walks
- h. Film and TV Locations
- i. History
- j. Accommodation and Venues
- k. Eating and Drinking

| Title of Publication | Description of content (if not self explanatory) | How to obtain a copy from a council officer or department* | Charge (if applicable) per copy | Date/intended date of publication | Availability in other formats (including council Website**) |
|--|--|--|---------------------------------|-----------------------------------|---|
| (* if only an extension number is given for example X5555, please telephone 020 7364 followed by the extension number. The telephone numbers for council public access points such as libraries, Ideas stores, one stop shops, local area housing offices and reception areas at other council offices are available from the council's main switchboard on 020 7364 5000) **www.towerhamlets.gov.uk | | | | | |
| CLASS 12: DISCOVER TOWER HAMLETS <i>a. About the Borough</i> | | | | | |
| People & Profile | Fact file and profile of the borough and its residents | Head of Policy & Partnerships X 4981 | Nil | Current | |
| <i>b. Museums and Galleries</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |
| <i>c. Churches and Places of Worship</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |

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|---|---|---|-----|----------------|-----------------|
| <i>d. Sightseeing</i> | | | | | |
| Secrets of Spitalfields | Destination information to promote the area of Spitalfields | Regeneration & Community Partnerships X 4368 | Nil | 2001 | |
| Great days Out In London's Eastside | Map and tourism brochure | Regeneration & Community Partnerships X 4368 | Nil | Current | |
| Secrets of Canary Wharf | | Regeneration & Community Partnerships X 4368 | Nil | Current | |
| <i>e. Markets & Shopping</i> | | | | | |
| Bargains and Banter | East London Street Markets | Regeneration & Community Partnerships X 4368 | Nil | 1999 | |
| Quirky Shopping Guide | | Regeneration & Community Partnerships X 4368 | Nil | September 2002 | Council Website |

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|---------------------------------------|--|---|-----|----------------------------------|-----------------|
| <i>f. Parks</i> | | | | | |
| Parks | Mudchute Park and Farm, Victoria Park, Mile End Park, Island Gardens | Horticulture X 5001 | Nil | Current, revised as necessary | Council website |
| Parks Leaflets | | Parks Offices and Horticulture X 5001 | Nil | June 2001 | |
| Park User Group | Minutes | Parks Offices and Horticulture X 5001 | Nil | Current | |
| Tower Hamlets in Bloom Competition | | Parks Offices and Horticulture X 5001 | Nil | Annual | |
| Sponsor a Tree | | Parks Offices and Horticulture X 5001 | Nil | Current | |
| <i>g. Walks</i> | | | | | |
| Healthy walking scheme | Details of launch of scheme and 4 healthy walks | Healthy Lifestyles X 3196 | Nil | April 2003 and September 2003 | Website |
| Walks in the Isle of Dogs | | Regeneration & Community Partnerships X 4368 | Nil | September 2002 | Council Website |
| Walks in Wapping and Limehouse | | Regeneration & Community Partnerships X 4368 | Nil | September 2002 | Council Website |

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|---|------------------------------|---|-----|---------------|-----------------|
| <i>h. Film and TV Locations</i> | | | | | |
| www.towerhamlets.gov.uk | | Website as listed | N/A | Current | Council Website |
| <i>i. History</i> | | | | | |
| East End Women of Courage | | Regeneration & Community Partnerships X 4368 | Nil | Current | |
| East End the American Connection | | Regeneration & Community Partnerships X 4368 | Nil | Current | |
| <i>j. Accommodation & Venues</i> | | | | | |
| Venue Guide | | Regeneration & Community Partnerships X 4368 | Nil | February 2002 | Council Website |
| <i>k. Eating & Drinking</i> | | | | | |
| Waterside restaurants, bars and pubs guide | | Regeneration & Community Partnerships X 4368 | Nil | May 2002 | Council Website |
| Bangla Bites | Bangladeshi Restaurant Guide | Regeneration & Community Partnerships X 4368 | Nil | Current | |

