CLASS 1: ABOUT THE CITY OF EDINBURGH COUNCIL

Class description:
Information about City of Edinburgh Council who we are, where to find us, how to contact us, how we are managed and our external relations.

The information we publish under this class includes:

General information about the Council
Address and contact details
Business opening hours
Chief Officers
How to complain or make a comment
Our customer care charter
How to make a freedom of information request
How to make a request for environmental information
How to make a request for personal information

How the Council is run
Council’s Elected Members
Council Management Team
Code of Conduct for Elected Members
Councillors’ Register of Interests and Expenses

How the Council is governed
How the Council operates
Standing orders and procedural documents
External audits and functions
The Council’s pledges and plans

Council Vision for Edinburgh
The Capital Coalition Pledges
Council policies, strategies and plans
Departmental service plans

External relations and working with others

Working with the Media Team
Community Councils and Assemblies
Social Media profiles
Consultations
Partnership working
Getting involved with the Council

See the A-Z listing on our website for more information we publish under this class.
CLASS 2 : HOW WE DELIVER OUR FUNCTIONS AND SERVICES

Class description:
Information about our work, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class includes:

Business and trade
Information on the services we provide which are relevant to new or existing businesses in the area.

- Business rates
- Commercial land and property
- Commercial waste and recycling
- Conference, meeting and event venues
- Countryside and farming
- Economic development
- Emergency planning
- Health and safety
- Planning and building standards
- Pollution
- Regeneration
- Shopping and markets
- Support for business
- Tenders and contracts
- Town Centre Management
- Trading standards
- Venue hire and hall booking

Community life and leisure
Information and advice on community life and leisure.

- Consulates in Edinburgh
- Public internet access at Council offices
Community life and leisure cont.

Tackling Hate Crime
Your Edinburgh: Your Information
Adult and community education
Archives
Arts and entertainment
Community advice
Community centres
Countryside and wildlife
Crime prevention and community safety
Gaelic language and cultural support
Leisure clubs, groups and societies
Libraries
Local history and heritage
Museums and galleries
Neighbourhood services
Older people
Parks, gardens and open spaces
Sport, sports clubs and leisure centres
Voluntary organisations and support groups
Young people

Education and learning
Information on education services for children, young people and adults, as well as our library, museum and archive services.

Learning publications
Activities and support for young people
Adult and community education
Extra-curricular activities
Leisure clubs, groups and societies
Education and learning cont.

Libraries
Local history and heritage
Nurseries and playgroups
Parental support
Schools
Training and personal development

Housing
Information on housing services in the authority, including council housing, information on benefits and housing repair services.

Affordable Housing Policy
Developing co-operative approaches to housing
Housing research and information
Housing strategies
Housing support
Adapting homes
Council housing
Council tax
Homes and energy
Housing advice
Housing benefits and grants
Housing finance
Improvements and repairs
Land and property
Multiple occupancy homes
Planning and building standards
Private housing
Supported and sheltered housing
**Jobs and employment**
Information on career opportunities and job vacancies in the Council.

*Edinburgh Guarantee*
*Jobs at the Council*
*Employment advice*
*Employment and training initiatives*
*Equality and diversity in employment*
*Get On Gateway*
*Training and personal development*
*Working for the council*

**Law and licensing**
Information on our registration service, as well as advice for consumers and businesses on trading standards and licensing.

*Dangerous Wild Animals*
*Dog Breeding*
*Object to a Licence*
*Register of Licence Applications*
*RIPSA - Regulation of Investigatory Powers (Scotland) Act 2000*
*Access to information*
*Animal Licences*
*Birth, marriage/civil partnerships and death*
*Environment and pollution regulations*
*Environmental Health Food Safety*
*Health and safety*
*Licences, permits and permissions*
*Licensing Board*
*Police, courts and criminal justice*
*Trading standards*
Planning and the environment
Information on Council services that are working to look after our living environment.

Animal welfare and pest control
Conservation
Countryside, farming and wildlife
Emergencies
Environmental education
Land and property
Marine and Waterway Services
Parks, gardens and open spaces
Planning and building standards
Pollution
Private housing
Regeneration and town centre management
Roads and pavements
Street care and cleaning
Sustainable Development

Rubbish and recycling
Information on domestic and commercial waste collection, recycling and education initiatives.

Waste Services - service changes
Recycling
Reducing and reusing
Rubbish - commercial waste
Rubbish - household waste
Waste education
Waste strategy and performance
Social care and health
Details of the social care services we provide, as well as information on health matters.

Contact social care
Health and Social Care integration
Scottish Older People's Assembly 2013
Adults and children at risk of harm
Asking for support
Care and support at home
Care homes
Carers
Childcare and family care
Criminal justice
Disabilities
Domestic abuse
Drug and alcohol problems
Equip and adapt your home
Fostering, adopting and looked after children
Health and medical information
Health and safety
Local care and support organisations
Mental health
Older people
Parental support
Paying for care
Refugees and asylum seekers
Young People
### Tourism and visitor attractions
Information which the Council holds on where to stay and what to do in the area.

- Travelling to and around Edinburgh
- Attractions
- Countryside and wildlife
- Events and festivals
- Harbours and moorings
- Local history and heritage
- Museums and galleries
- Parks, gardens and open spaces
- Sports and Outdoor Pursuits

### Transport and streets
Information on getting around and about in the authority area.

- EdinTravel journey planner
- Street naming and numbering
- Traffic Orders
- Vehicle Testing
- Environment friendly transport
- Journey planning and timetables
- Marine and Waterway Services
- Parking and car parks
- Public and accessible transport
- Road safety
- Roads and pavements
- Street care and cleaning
- Taxis and minicabs
- Town centre management
- Transport options
- Transport policy
Transport and streets cont.

Walking and cycling

See the A-Z listing on our website for more information we publish under this class.
### CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

**Class description:**
Information about the decisions we take, how we make decisions and how we involve others.

The information we publish in this class includes:

- Council committee agendas, reports and minutes
- Council consultations
- Getting involved with the Council
- Neighbourhood partnerships

See the A-Z listing on our website for more information we publish under this class.
CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

Class description:
Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).

The information we publish in this class includes details on:

- Council's budget
- Council's income and spending
- Management of the Council’s finances
- Remuneration of Chief Officers
- Council’s financial performance information

See the A-Z listing on our website for more information we publish under this class.
### CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

**Class description:**
Information about how we manage the human, physical and information resources of the authority.

The information we publish in this class includes:

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<thead>
<tr>
<th>Human resources</th>
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<tr>
<td><em>Working for the Council</em></td>
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<td><em>Recruitment and selection</em></td>
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<tr>
<th>Physical resources</th>
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<tr>
<td><em>Building standards register</em></td>
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<td><em>Planning applications register</em></td>
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<tr>
<th>Information resources</th>
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</thead>
<tbody>
<tr>
<td><em>Records Management Policy</em></td>
</tr>
<tr>
<td><em>Key facts and figures about the Council</em></td>
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Note: the Council’s *Records Retention Schedules* are not currently published on our website, but copies are available on request.

See the [A-Z listing](#) on our website for more information we publish under this class.
CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:
Information about how we procure goods and services, and our contracts with external providers.

The information we publish in this class includes:

- Procurement policies and procedures
- Supplying goods and services to the Council
- Council contracts

See the A-Z listing on our website for more information we publish under this class.
CLASS 7: HOW WE ARE PERFORMING

Class description:
Information about how we perform as an organisation, and how well we deliver our functions and services.

The information we publish in this class includes:

- Council's performance statutory indicators
- Audits and inspections
- What people tell us about our performance
- Council's annual performance

See the A-Z listing on our website for more information we publish under this class
### CLASS 8: OUR COMMERCIAL PUBLICATIONS

**Class description:**
Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish in this class includes:

- **Capital Collections** is the image library for the collections of Edinburgh Libraries and Museums and Galleries. Images are available for sale.

- **Edinburgh Museums and Galleries** produces a limited number of guides and resource packs for sale. A list of items is available upon request.