

Class 1: About Scottish Borders Council	Information about the authority, who we are, where to find us, how to contact us, how we are managed and our external relations
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Information that we publish under class 1 includes:

<p>General information about the Council Contact centres and business hours How to make a complaint How to make a Freedom of Information and Environmental request How to make a request for personal information</p>
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<p>Services undertaken by the Council Benefits and grants Bins, rubbish and recycling Birth, marriage and death Business Council Tax Emergencies and safety Environment Events and venues Housing and homeless Libraries Planning and building Roads, travel and parking Schools and learning Social care and health Sport, leisure and outdoors Your Council</p>
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Please visit our [website](#) for more information we publish under this class.

Class 2: How we deliver our functions and services	Information about our work, our strategy and policies for delivering functions and services and information for our service users
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The information we publish under this class includes:

<p>Structure of the Councils services including business plans Chief Executive People Place Public Health Management and department structure</p>

<p>Service Functions Benefits and grant <ul style="list-style-type: none"> • Housing benefits • Help applying for benefits Bin, rubbish and recycling <ul style="list-style-type: none"> • Commercial rubbish and recycling Birth, marriage and death</p>
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- [Burials and cemeteries](#)

Business

- [Business advice and support](#)
- [Business Rates](#)
- [Licensing](#)
- [Selling to the Council](#)

Council Tax

- [Payments](#)
- [Money off Council Tax](#)

Emergencies and safety

- [Flooding](#)
- [Winter weather](#)

Environment

- [Environmental problems](#)

Events and venues

Have your say

Housing and homeless

- [Private renting](#)
- [Homeless](#)

Libraries

- [Computers and internet](#)
- [Using the library](#)
- [eLibrary](#)

Planning and building

- [Building warrants](#)
- [Planning applications](#)
- [Plans and guidance](#)

Roads, travel and parking

- [Parking](#)
- [Public and community transport](#)
- [Roads and pavements](#)

Schools and learning

- [Schools and nursery places](#)
- [Classes and curriculum](#)
- [Clothing, meals and transport](#)
- [Support for pupils](#)
- [Adult and community learning](#)
- [Youth participation](#)
- [Attendance and behaviour](#)

Social care and health

- [Children and families](#)

<ul style="list-style-type: none"> • Adults and older people • Disabilities <p>Sport, leisure and outdoors</p> <ul style="list-style-type: none"> • Parks and outdoors • Sports • Arts <p>Your Council</p> <ul style="list-style-type: none"> • Elections and voting • Councillors and committees • Budgets and finance • Access to information • Council departments • Strategies, plans and policies • Performance • Community grants and funding
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<p>External relations and working with others</p> <p>Licensing Board</p> <p>Live Borders</p> <p>SB Cares</p> <p>Scottish Assessors Association</p> <p>Integration Joint Board</p>
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Please visit our [website](#) for more information we publish under this class.

<p>Class 3: How we take decisions and what we have decided</p>	<p>Information about the decisions we take, how we make decisions and how we involve others</p>
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The information we publish under this class includes:

<p>Councillors and committees</p> <p>Find your Councillor</p> <p>Community councils</p> <p>Committee agendas, minutes and reports</p> <p>Attend committee meetings</p> <p>Our political make up</p> <p>Scrutiny</p> <p>Our decision making process</p> <p>Environmental Impact Assessment Reports</p> <p>Public consultation and engagement strategies</p>

Please visit our [website](#) for more information we publish under this class.

<p>Class 4: What we spend and how we spend it</p>	<p>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)</p>
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The information we publish under this class includes:

Budgets and finance

[Budgets](#)
[Annual Accounts](#)
[Corporate credit cards](#)
[Pension fund](#)
[Other financial information](#)

Class 5: How we manage our human, physical and information resources

Information about how we manage the human, physical and information resources of the authority

The information we publish under this class includes:

Human resources

[Jobs](#)
[Recruitment and selection](#)
[Equality and diversity](#)

Physical resources

[Planning applications and guidance](#)
[Building warrants and guidance](#)
[Environmental problems](#)
[Roads maintenance](#)
[Roadworks and closures](#)

Information resources

[Information governance policy](#)
[Data protection code of practice](#)
[Records management policy](#)
[Records retention schedules](#)

Class 6: How we procure goods and services from external providers

Information about how we procure works, goods and services and our contracts with external providers

The information we publish under this class includes:

Procurement

[Council contracts](#)
[Procurement and payment services strategy and policy](#)
[Procurement information and Selling to the Council](#)
[Invitation to Tender](#)

Class 7: How we are performing

Information about how we perform as an organisation and how well we deliver our functions and services

The information we publish under this class includes:

Performance

[Our performance as a Council](#)
[Equality and diversity](#)
[Equality Mainstreaming Reports](#)
[Local government benchmarking](#)

[Live Borders](#)

Class 8: Our commercial publications

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 under this class includes:

Trusts

[Live Borders](#)

- Libraries and Information Services
- Museums and Galleries
- Archives
- Community Centres and Venues
- Natural Heritage
- Arts and Cultural Services

Class 9: Our open data

Open data made available by the authority as described by the Scottish Government's [Open Data Resource Pack](#) and available under an open licence.

The information we publish under this class includes:

Re-use information

- [Re-using Information](#)
- [Information Asset Register](#)
- [Information Governance Policy](#)