



## Local Government Category Guide

SECTORS	CATEGORIES	DESCRIPTION 1
Administration/Planning	Best Value	Responsible for the development of the Authority's approach to the implementation of the Government's "Best Value" requirements. This approach is the evaluation of 'services' based on all merits, not just cost.
Administration/Planning	Cleaning Buildings	Management of the internal day-to-day cleaning of the authority's own buildings.
Administration/Planning	Customer Services	
Administration/Planning	Electoral Registration	Managing the register of electors.
Administration/Planning	Freedom of Information	Responsible for Councils 'publication scheme' and facilitating public access to all types of information held by the council
Administration/Planning	Members Services	Managing and running Councillors' rooms, bars and restaurants.
Administration/Planning	Printing / Reprographics	Internal provision of printing services for the Council
Administration/Planning	Property Enqs/Local Land Charges	Dealing with enquiries about physical proposals (road improvements, new schools, etc.) which would affect a specific curtilage (area of land). This is part of all house sales processes.
Administration/Planning	Quality Assurance	Monitoring the services provided by the authority/department against predefined standards.
Building & Engineering	Architectural Services	Undertake in-house architectural work and manage work outsourced to private practices and consultants.
Building & Engineering	Direct Service Operations	The contractor side within Local Authorities, providing various maintenance and building functions, often based within council depots. Regularly referred to as 'Neighbourhood Services'
Building & Engineering	Technical Services	Provide engineering and building maintenance services in relation to local authority buildings, heating, ventilation, electrical and plumbing services.
Economic Development	Economic Planning	The development of economic policies and related action programmes which aim to create employment, attract businesses into the area and provide training.
Economic Development	Industrial Development	Overseeing and management of local authority industrial estates and property.
Education	Education - Adult / Lifelong Learning	Development of strategies for the provision of Adult Education via community schools/neighbourhood centres/community centres/Adult Education College and co-ordination with external providers for Education and Training Schemes, such as 'Learn Direct'
Education	Education - Grants	
Education	Education - Inspection	
Education	Education - Other	
Education	Education - Overall Responsibility	The Director/Equivalent of Education Services in LEA's - Education now often comes under 'Children's Services'
Education	Education - Pre-School / Early Years	
Education	Education - Psychology	
Education	Education - Pupil Assessment	
Education	Education - Special Needs	Development and management of education services for people with special needs.
Education	Education - Strategy	Development of policies for a Local Education Authority.
Education	Education - Welfare	Welfare aspects of LEA services.
Emergency Services	Emergency Planning	Planning for and co-ordination of emergency services and related services to deal with disasters and major problems.
Emergency Services	Emergency Services	
Emergency Services	Fire Service	A few County Councils operate the local fire service. In most areas a Fire Authority covering an area larger than

		a county operates the service.
Environmental	Contaminated Land	Responsible for the classification and management of contaminated land and associated issues
Environmental	Environmental Health	Undertaking all the environmental health functions laid down by statute.
Environmental	Environmental Health - Food Safety	Responsible for the inspection of businesses preparing, manufacturing, catering, or retailing of food. May also provide some licenses.
Environmental	Environmental Services - Overall Responsibility	The top contact for the Environment Department
Environmental	Green/Conservation/Sustainability	Development of environmental policies and programmes for in-house action and application to services provided by the authority and more widely.
Environmental	Licensing	Issue licences for the sale of alcohol / places of entertainment / takeaway restaurants / Hackney Carriage Taxis / Private Hire / Animal Boarding / Zoos / caravan/camping etc
Environmental	Refuse Collection	Domestic and industrial collection. Usually limited to managing contracts with private companies and dealing with customers.
Environmental	Refuse Disposal	Management and operation of incinerators, tipping sites and offshore disposal.
Environmental	Sewerage	Piped sewerage systems are mainly the responsibility of organisations outside local government, but there are a few people in local authorities still dealing with this.
Environmental	Street Cleaning	Legally this public health function is separate from the highways function, but the two may be integrated "on the ground".
Environmental	Street Scene	Responsible for developing and improving the 'pedestrian environment' - covers the fixtures and fittings that facilitate its use - bus shelters/signage/planting etc
Financial	Central Audit Services	Financial audit and fraud investigation of all services.
Financial	Central Financial Services - Accounting	Manages departmental and service accounts.
Financial	Central Financial Services - Payroll	
Financial	Central Financial Services - Pensions	
Financial	Central Financial Services - Revenues	Billing/Collection and recovery of local taxes and other income
Financial	Council Tax/Rating/Valuation	The management and operation of Council taxes.
Financial	Departmental Finance	Responsible for day-to-day operation of departmental accounts. Usually in accordance with budgets and processes laid down by central finance departments.
Financial	Housing - Benefits	Administration of housing benefit payments.
Food	Catering	Management and running In-house restaurants; cafes; bars; etc. and contractors with outside caterers.
Health	Cemeteries and Crematoria	Management of all local authority owned facilities.
Health	Cleansing	Cleaning of public facilities - toilets
Health	Community Safety	Responsibility for public safety; mainly in public places.
Heritage/Museums	Museums & Art Galleries	Overall and day-to-day management
Housing	Housing - Care and Support	
Housing	Housing - Development	The Development of New local authority housing.
Housing	Housing - Maintenance	Maintenance of existing local authority housing.
Housing	Housing - Management/Tenant Services	Letting, tenant management, etc.
Housing	Housing - Other	Other Housing Managers/Officers
Housing	Housing - Overall Responsibility	The Director of Housing/equivalent - the top contact for the Housing Department
Housing	Housing - Regeneration	Responsible for the Improvement of Social Housing Stock
IT/Computing	Central Computing - Internet	The authority's Internet site.
IT/Computing	Central IT Departmental Support	Provides IT support to departments. May include departmental purchasing.
IT/Computing	Departmental Computing	Responsible for the development of in-department computing; including management of LANs; buying hardware and software and staff support.
IT/Computing	Education - Schools IT/Computing	Advising on the use of IT in schools.
IT/Computing	eGovernment	Responsible for implementing new ways of providing public services utilising new/multi-media based technologies

IT/Computing	G.I.S.	'Geographic Information System' - used for Mapping / Planning
Land/Property/Estates	CCTV	
Land/Property/Estates	Education - Estates Management	Responsible for the Estates/Facilities management of LEA controlled Schools
Library/Information	Archives	Manage, file, store and retrieve archive material relating to the administrative area covered by the authority.
Library/Information	Library Services - Business/Reference	Management of Council run Business and Reference Sections/Libraries
Partnership/Co-ordination	Community Services / Development	Helping to enable local communities to develop socially and economically.
Partnership/Co-ordination	Economic/Community Regeneration	Usually found in run-down areas, inner city areas; etc.
Partnership/Co-ordination	European Liaison	Keeping in touch with EU and EC matters. Some authorities have an office in Brussels.
Partnership/Co-ordination	Local Strategic Partnership	
Partnership/Co-ordination	Service Co-ordination & Partnerships	There is a trend towards setting up partnerships with other public and private organisations and generally seeking "joined-up" approaches to the provision of public services.
Partnership/Co-ordination	Tourism Promotion	All aspects of promoting local tourism and associated services.
Partnership/Co-ordination	Town Centre Management	Some authorities undertake coordinating functions in town centres in co-operation with traders.
Partnership/Co-ordination	Voluntary Sector Liaison	Consultation with voluntary organisations, dealing with grant applications, etc.
Personnel/Human Resources	Departmental Personnel Services	Dealing with day-to-day departmental staff matters. The extent of this role depends on the amount of autonomy given to departments by an authority.
Purchasing/Procurement	Central Contract Management	Management of major contracts. May exclude highways contracts.
Purchasing/Procurement	Departmental Purchasing/Contracts	Management of some or all departmental purchasing.
Recreation/Sports	Arts	Manage all kinds of arts services and related grants for outside organisations.
Recreation/Sports	Public Parks/Grounds Maintenance	Responsible for the management and maintenance of parkland/woodland as well as over public open space/some highway verges/sports grounds and floral displays
Recreation/Sports	Recreation/Leisure - Leisure Centres	Managing and running leisure centres. This may be limited to managing contracts with companies to do this.
Recreation/Sports	Recreation/Leisure - Sports	Responsible for promotion and management of sports and related events.
Recreation/Sports	Recreation/Leisure - Unspecified	Responsible for other aspects of recreation services
Recreation/Sports	Recreation/Leisure Services	Overall responsibility for these services.
Regulation/Control	Building Control	Management of Building Regulations; relating to all kinds of new buildings and improvements.
Regulation/Control	Markets	Management and licensing of pitches and related matters.
Regulation/Control	T&C Planning - Development Control	Deals with the processing of planning applications, taking account of the council policies and environmental considerations
Regulation/Control	T&C Planning - Local Plans	The preparation of land use plans for specific areas.
Regulation/Control	T&C Ping - Structure/Unitary Plans	The preparation of strategic land use and transport plans, covering the whole administrative area of a local planning authority.
Regulation/Control	Town & Country Planning	Management and operation of the planning application and approval system.
Regulation/Control	Trading Standards	Operation of statutory services.
Social Security/Welfare	Benefits	Provision of benefits and welfare rights information services
Social Security/Welfare	Travel Concessions (OAPs etc)	Operation of systems of bus passes, concessionary fares, etc.
Social Services	SS Admin/Management/Support Services	
Social Services	SS Adult Services	
Social Services	SS Area/District Officer	
Social Services	SS Children's Services	Directors/Heads of Children's Services, plus Children's Services Managers/Officers
Social Services	SS Community Care	

Social Services	SS Computing	
Social Services	SS Criminal Justice	
Social Services	SS Deputy Chief Officer	
Social Services	SS Elderly Services	
Social Services	SS Equality Development	
Social Services	SS Families Services	
Social Services	SS Finance	
Social Services	SS Learning Disabilities	
Social Services	SS Management of Own Care Services	
Social Services	SS Mental Health Services	
Social Services	SS Occupational Therapy	
Social Services	SS Operations	
Social Services	SS Overall Responsibility	Directors of Social Services / Adult Services
Social Services	SS Personnel/Human Resources	
Social Services	SS Physical Disabilities	
Social Services	SS Planning and Development	
Social Services	SS Property	
Social Services	SS Purchasing/Commissioning Services	
Social Services	SS Quality Assurance	
Social Services	SS Research and Information	
Social Services	SS Special Needs	
Social Services	SS Training	
Training	Departmental Training	Management of some or all training within a department. Direct Service Operations Undertaking in-house contracts for a client department. Usually limited to a few functions, such as catering, highway and building maintenance and cleaning work.
Transport/Highways	Car Parks (Off-Street)	Management of car parks owned by the authority and of contracts with outside operators.
Transport/Highways	Highways - Client	Policy and programme development and specifying all aspects of highways maintenance and construction.
Transport/Highways	Highways - Contractor/Consultant	Undertaking highways work specified the client "side".
Transport/Highways	Highways - Design & Engineering	Design of highway schemes, road improvements and structures.
Transport/Highways	Highways - Maintenance	Routine and structural maintenance of roads and bridges.
Transport/Highways	Highways - Road Safety	Development and implementation of road safety policies and programmes.
Transport/Highways	Highways - Street Lighting	Design; implementation and maintenance of street lighting (may include traffic signs).
Transport/Highways	Highways - Traffic Control/ITS	Traffic signals, Traffic Control Systems, Intelligent Traffic Systems, etc.
Transport/Highways	Highways - Traffic Management	Design, consultation and related work to do with on-street parking controls, one-way streets, traffic signs, etc.
Transport/Highways	Highways - Unspecified	
Transport/Highways	Public Transport Subsidies	Deciding the bus and rail services which are required for social reasons - i.e. those not otherwise provided - and then arranging contracts with operators to provide them.
Transport/Highways	Transport Planning	Preparation of strategies and plans for highway and public transport provision, area-wide and more locally.