

LGCS LGCL MAPPING

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1. Introduction

1.1 Purpose

The purpose of this scheme is to: -
"Facilitate and enhance the capacity of the organisation to share information and knowledge"(1).

Modern local government is becoming increasingly complex, with hardcopy and electronic records often arranged in mutually exclusive systems. This scheme seeks to achieve intellectual control over both, by ensuring that records, whatever their medium, are stored consistently. It aims to achieve this by ensuring that electronic records and their hardcopy equivalents can be logically stored together, if not physically, and, therefore, to "facilitate and enhance the capacity of the organisation to share information".

1.2 Definitions

Classification

“The process of devising and applying schemes based on activities which generate records, whereby they are categorised in systematic and consistent ways to facilitate their capture, retrieval, maintenance and disposal”(2).

Record

Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

Examples: -

- Any document in writing
- Any map, plan, graph or drawing
- Any photograph
- Any label or other markings used for description or identification
- Any information or electronic media
- Any film including microfilm or microfiche
- Any email
- Any material sample

1.3 Scope

This scheme has been issued to support local authorities in the areas of Data Protection, Freedom of Information and the Local Government Act. Its objective being to promote improved records management practices within local government.

The classification scheme has been derived from an analysis of generic business processes (functions and activities). It is a hierarchy of terms, moving from the broadest level function to the more specific activity. However, by making only the first two levels mandatory and allowing flexibility below these levels the scheme accords with the National Archives advice to create hybrid schemes, which are functional at a broad level but offer subject-based sub classes (3). The advantage of this approach is that it avoids using off-changed organisational structures at the highest levels, but offers a degree of compromise at lower levels, by allowing user-friendly terms to be employed and enabling case files to be accommodated.

In developing the classification scheme, a generic perspective has been taken, i.e. the structure is not developed from the viewpoint of any one organisation. The objective has been for the scheme to be: -

- Used as an integrated classification scheme for all information sources
- Flexible to allow for future changes and growth
- Simple to understand and use

1.4 Resource implications

This scheme provides a baseline only, it is for each authority to interpret and apply it in accordance with local practice. Nevertheless, this need only involve officer time (preferably an authority's records manager) and consultation with interested internal parties.

1.5 Benefits

The International Standard on Records Management suggests the following benefits accrue from the use of a classification scheme (5): -

- A scheme provides linkages between individual records that accumulate to provide a continuous record of activity
- A scheme ensures records are named in a consistent manner over time
- A scheme assists in the retrieval of all records relating to a particular function or activity
- A scheme can be used when determining security protection and access levels appropriate for sets of records
- A scheme can be used when determining appropriate retention periods and disposition actions for records

2. Structure

2.1 Structure and use of the classification scheme

The structure works from a general description at the first level reducing to the most specific description at lower levels.

First level headings identified reflect key groupings of functions undertaken by local authorities and aspects of administrative matters common to all organisations. Second level terms are major subject areas and activities. The first two levels are mandatory or fixed. The third level assists with further subdivisions of major subjects by offering examples, but are informative only. (This third level can also be used by each authority to add in organisation-specific terms). In regard to the third level, either the terms listed in the Classification Scheme can be used or a new term added where appropriate.

In some instances, for example, Social Care Case Files, a case file approach has been taken. One of the major failings of classification schemes generally is the difficulty they have incorporating case files. Nevertheless, as this approach reflects the reality of how local authorities work, this scheme has taken the pragmatic approach of making the second level a unique case identifier and moving the activities to the level below. The more theoretical approach would be to reverse these levels.

Examples of titles are: -
Level 1: Management
Level 2: Meetings
Level 3: Information Management Group
Level 4: Minutes 21st January 2002

Level 1: Social Care Case Files
Level 2: 1234567 Joe Bloggs
Level 3: Referral

Natural language has been used as much as possible.

Note: While some terms may sound like or match business unit titles they are not linked in any way to any organisational unit. Do not assume a file or document is incorrectly classified because the title appears to associate it with a unit irrelevant to it.

2.2 Structure and use of the class descriptions

This element of the scheme provides scope notes for each function's activities and sub-activities. In some instances further suggestive sub-activities are included.

Examples of titles are: -
Level 1: Transport and Highways
Level 2: Enforcement
Level 3: Advertising Hoarding

2.3 Maintenance

A classification system is a dynamic tool. It needs to reflect changes in authority functions and be kept up to date. A review of the scheme (aside from occasional updates to terminology), its levels and cross-references should be conducted annually to ensure it retains relevance.

2.4 Abbreviations

Abbreviations are to be avoided as they may prove to be obscure or change (e.g. the names of organisations or committees). To ensure this classification system will be relevant and meaningful for a long period of time, full names should be used.

Notes

- 1 National Archives of Australia: Overview of classification tools for records management, (NAA 2003).

- 2 AS4390-1996: Records management, (Standards Australia 1996).
- 3 The National Archives: Business classification scheme design, (TNA 2003).
- 4 An example of one approach is given in; Gibbons, P and Shenton, C: Implementing a records management strategy for the UK Parliament: the experience of using Keyword AAA, Journal of the Society of Archivists, 24 (2), p.141-157, 2003.
- 5 BS/ISO 15489-1: Information and documentation – records management – part 1: general, (BSI 2001).

Complete List

LGCS 1.00 Terms

Adult care services

. Adult files <Name and ID>

- . . Assessment
- . . Care plan
- . . Carer details
- . . Contact sheet
- . . Essential information
- . . Finance and commissioning
- . . Grants
- . . Health
- . . Legal
- . . Licensing
- . . Looked after in care
- . . Mental health
- . . Occupational therapy
- . . Referral
- . . Review

. Adult residential home <Name and ID>

- . . Activities
- . . Diary
- . . Menu
- . . Roster sheet
- . Agency provided services
- . Carer files <Name and ID>
- . . Assessment
- . . Essential information
- . . Financial support
- . . Legal
- . . Licensing
- . . Review
- . Communication support
- . Disabled parking permit
- . Substance misuse

. Support training

Children and families services

. Adoption

. Carer files <Name and ID>

- . . Adoptive parent
- . . Assessment
- . . Essential information
- . . Financial support
- . . Foster carer
- . . Legal
- . . Licensing
- . . Review

LGCL 1.04 Terms

596 - Health and social care

598 - Alcohol, drugs and substance use

862 - Adoption and fostering

. Child files <Name and ID>	862 - Adoption and fostering
. . Admission appeals	
. . Adoption process	
. . Advice	
. . Assessment	
. . Attendance and truancy	270 - Attendance
. . Care plan	
. . Carer details	
. . Child protection	
. . Contact sheet	
. . Educational achievement assessments	3326 - Health and safety investigations
. . Educational psychology	3347 - Schools and colleges
. . Educational welfare	
. . Essential information	862 - Adoption and fostering
. . Finance and commissioning	
. . Financial support	
. . . Clothing grant	
. . . School meals	3351 - Educational awards and benefits
. . . Student award	
. . . Student loan	
. . . Travel pass	
. . Fostering process	3406 - Doctors surgeries
. . Grants	
. . Health	
. . Hospital and home tuition	3345 - Home education
. . Legal	2877 - Consumer advice agencies
. . Licensing	
. . Looked after in care	
. . Referral	3084 - Throughcare
. . Review	
. . School exclusions	
. . Special educational needs	3361 - Special educational needs
. . Student details	
. . Student profile	3328 - Health and safety training
. . Work experience	
. Children residential homes <Name and ID>	
. . Activities	
. . Communication support	
. . Diary	
. . Menu	
. . Roster sheet	
. Register	
. . Child protection	
. . Schedule 1 offenders	
. Special education	
. Substance misuse	598 - Alcohol, drugs and substance use
. Support training	
. Youth justice	3366 - Youth support

. Youth services	280 - Youth service
Community safety and emergencies	1287 - Accidents, emergencies and safety
. Advice	
. . Contingency planning	
. . Fire safety planning	
. Community safety	1302 - Community safety
. . CCTV surveillance	
. Emergency agencies	1286 - Policing and public safety
. Emergency call-outs	1287 - Accidents, emergencies and safety
	1288 - Emergency phone numbers
. Emergency calls - 999	1295 - Emergency planning
. Emergency planning	
. Emergency warnings	
. Enforcement	3331 - Fire safety enforcement
. Fire certification	3305 - Fire safety licences
. Fire safety	1814 - Fire safety
. Incident monitoring	
. Inspections	3331 - Fire safety enforcement
. . Fire hydrants inspections	3326 - Health and safety investigations
. . Fire safety inspections	3326 - Health and safety investigations
. Investigations	
. Notifications	
. Special service provision	
. Training	3328 - Health and safety training
Consumer affairs	95 - Consumer advice and protection
. Advice	
. Campaigns	
. Case Identifiers	
. . Enforcement	
. . . Dangerous and wild animals	284 - Animal welfare
. . . Health and safety at work	66 - Health and safety
. . . Weights and measures	91 - Weights and measures
. . Inspections	3464 - Inspections (trading standards)
. . . Hygiene	3373 - Food hygiene and quality
. . Investigations	
. . . Nuisances	1316 - Nuisance
. . Monitoring	
. . . Animal health	3373 - Food hygiene and quality
. . . Food hygiene	793 - Infectious diseases
. . . Infectious diseases	1316 - Nuisance
. . . Nuisances	3391 - Pollution
. . . Pollution	1637 - Consumer safety
. . . Product safety	
. . . Responsive	
. . . Swimming pools	
. . . Weights and measures	91 - Weights and measures
. Licensing	3300 - Business and street trading

	licences
. . . Animal boarding licences	3301 - Animal licences
. . . Animal breeding licences	
. . . Auction premises licences	
. . . Building materials licences	
. . . Butchers licences	3306 - Food related licences
. . . Cemetery licences	3300 - Business and street trading licences
. . . Cooling towers	
. . . Crematoria licences	3300 - Business and street trading licences
. . . Dangerous wild animals licences	3301 - Animal licences
. . . Food business licences	
. . . Hackney licences	
. . . Hoarding licences	407 - Display advertisements and hoardings
. . . Late hours catering licences	
. . . Liquor licences	3306 - Food related licences
. . . Massage and special treatment licences	
. . . Non medicinal poisons licences	
. . . Nursing agencies licences	
. . . Other hazardous substances	324 - Hazardous and toxic substances
. . . Pet shop licences	3301 - Animal licences
. . . Petroleum	
. . . Private hire licences	
. . . Public entertainment licences	3304 - Entertainment licences
. . . Riding establishment licences	3301 - Animal licences
. . . Sale of explosives licences	
. . . Scrap metal licences	
. . . Sex establishments	
. . . Skip and scaffolding licences	3302 - Building and construction licences
. . . Street collections and lotteries licences	3307 - Gambling and lottery licences
. . . Street trading licences	
. . . Zoo licences	3301 - Animal licences
. . . Pest control	3379 - Pests and nuisance
. . . Registers	525 - Electoral boundaries
. . . Entertainment and drinks	3306 - Food related licences
. . . Food premises	347 - Food production and quality
. . . Licence premises	
. . . Sex establishments	3304 - Entertainment licences
Council property	496 - Council land and property
. . . Distribution	
. . . Energy management	
. . . Equipment disposal	1944 - Commercial waste
. . . Facilities management	
. . . Farm management	
. . . Feasibility	
. . . Fleet management	
. . . Instruction manuals	
. . . Inventory	
. . . Property name and ID	
. . . Accessibility	496 - Council land and property
. . . Acquisitions	496 - Council land and property

. .	Car parking	
. .	Certification	
. .	Deeds	
. .	Design and construction	
. .	Disposal	
. .	Energy management	
. .	Health and safety	
. .	Internal agreements	
. .	Land and property history	
. .	Leasing	
. .	Maps and directions	
. .	Planned maintenance	
. .	Property services	
. .	Refurbishment	
. .	Responsive maintenance	
. .	Security	
. .	Usage statistics	
. .	Valuations	
. .	Replacement programme	
. .	Surveys	
. .	Traveller sites	3378 - Traveller sites
. .	Warehousing/Storage	
	Crematoria and cemeteries	160 - Deaths
. .	Bookings	162 - Burial
		1545 - Cremation
. .	Interment service	
. .	Burial plot layout	
. .	Licensing	498 - Council procedures
. .	Memorial management	
. .	Planned maintenance	
. .	Redundant churchyards	3343 - Decision making (council)
. .	Registers	509 - Contacts, consultation & feedback
. .	Responsive maintenance	
	Democracy	3088 - Council, government and democracy
. .	Constitution	
. .	Council and committees meetings	3360 - School standards
. .	Delegations	
. .	Elections	524 - Elections
. .	Electoral register	527 - Electoral registration
. .	Emparishment	
. .	Forward plan	
. .	Honours submissions	
. .	Independent remuneration panel	
. .	Lord lieutenantcy	
. .	Meeting - cabinet	
. .	Member panels	
. .	Members details	532 - Running for office
. .	Register of interests	

. Representation	
. Scrutiny panel	108 - Asylum seekers
. Statutory appointments	
. Wards and boundaries	
Economic development	11 - Business promotion
. Business awards	
. Business development	49 - Business development
. Business directory	
. Economic data	59 - Economic development
. European development	
. Film and television development	
. International relations	566 - International affairs
. Regeneration	1665 - Economic regeneration
. Regional development	593 - Regional governments
. Rural development	1335 - Rural communities
. Sustainability	
. Tourism development	1248 - Tourism and travel
. Town centre management	3400 - Town centre management
. Voluntary sector development	
. Workforce support	3440 - Job training and development
Education and skills	204 - Education and learning
. Advice	
. Advisory services	
. Appeals	
. Basic skills development	
. Curriculum development	3360 - School standards
. Education welfare	
. Employment skills	3440 - Job training and development
. International projects	
. Life long learning	219 - Adult and community education
. Music services	3354 - Music tuition
. Out of schools projects	3352 - Extra-curricular activities
. Outdoor education	1459 - Educational visits
. School <Name and number>	
. . School name and number	
. . . Admissions	1774 - School admissions
. . . Emergency contacts	
. . . General information	
. . . Governor contacts	3468 - Information for school governors
. . . Governor minutes	
. . . Inspections	324 - Hazardous and toxic substances
. . . Performance	3360 - School standards
. . . Plans and policies	
. School directory	
. Teacher development	
. Young persons support	3439 - Careers advice
Environmental protection	
. Advice	
. Biodiversity	
. Campaigns	

. Coastal erosion	
. Environmental sensitive areas	
. Forestry and woodland management	392 - Conservation
. Impact assessment	
. Monitoring	
Finance	3012 - Council tax and finance
. Accounts and statements	
. Asset management	
. Audit	
. Authorisation	
. Benefits and subsidies	
. Borrowing	
. Budget	
. Credit union management	
. Debt management	
. Donations	
. Expenditure	
. Fraud	79 - Fraud
. Funding applications	
. Funding bids	
. Income	66 - Health and safety
. Internal recharging	
. Investments	
. Payroll	
. Pensions	
. Property valuation	
. Reconciliation	
. Refunds	
. Strategy and planning	
. Taxation	
. . Local taxation	
. . National taxation	
Health and safety	66 - Health and safety
. Accidents and incidents	1287 - Accidents, emergencies and safety
. Campaigns	1289 - Accident prevention
. Inspections	3414 - Council tenancies
. . Asbestos exposure	988 - Evictions
. . Substances hazardous to health	
. Registers	
. Risk assessments	
. Strategy and planning	
. Training	3415 - Garages (council)
Housing	946 - Housing
. Allocations	3417 - Housing allocations
. Assessment - housing needs	960 - Council housing
. Enforcement	
. Estate management	3430 - Housing improvement and repairs
. Garage application	

. Homelessness	991 - Homelessness
. Hostel providers	
. Housing applications	
. Mutual exchange list	3413 - Council home exchange
. Neighbour disputes	
. Property file <Name and UPRN>	
. . Building maintenance	3410 - Circumstances (benefits)
. . Deeds	
. . Grants	3435 - Housing grants
. . Independent living maintenance	969 - Temporary accommodation
. . Planned maintenance	
. . Property adaptations	3431 - Adapting homes
. . Responsive maintenance	
. Registers	
. . Asbestos register	324 - Hazardous and toxic substances
. Rent setting	
. Tenant file <Name and ID>	3414 - Council tenancies
. . Agreements	
. . Assessment - housing needs	
. . Breaches	3417 - Housing allocations
. . Garage rental	
. . Right to buy	3420 - Right to buy council house
. . Tenant details	
. . Welfare services	859 - Welfare rights
Human resources	62 - Employing people
. Absence reporting	
. Corporate training plan	
. Disciplinary matters reporting	583 - Trade unions
. Disclosure of interest	
. Employee relations	62 - Employing people
. Equalities and diversity	
. Evaluation	
. Induction	
. Job descriptions and person specifications	
. Occupational health	
. Personnel files <Name and ID>	
. . Employee name/ID	
. . . Counselling	
. . . Discipline	
. . . Employee details	
. . . Employment conditions	
. . . Grievances	65 - Recruitment
. . . Individual training records	
. . . Leave	
. . . Medical assessments	
. . . Performance appraisal	3452 - Communal facilities
. . . Personal risk assessments	
. . . Recruitment	
. . . Secondment	

. . . Sickness monitoring	75 - Description of goods
. . . Termination	201 - Volunteering
. . . Volunteers	
. Recruitment process	
. Reporting	
. Staff directory	
. Staff statistic	
. Terms and conditions of employment	63 - Employment regulations
. . Staff benefits	
. . Staff facilities	
. . Staff recognition	13 - Information management
. Trade union liaison	1333 - Privacy and data protection
. Training	
. . Training course <Name of course>	
. . . Training arrangements	
. . . Training notes	3382 - Environmental planning policies
. . Training statistics	3344 - Data protection and freedom of information
. Workforce planning	
Information and communication technology	13 - Information management
. Change control	
. Configuration management	
. Fault reporting	99 - Faulty goods
. Hardware maintenance	
. Help desk support	
. Network maintenance	
. Network monitoring	
. Security	3139 - Business security (crime)
. Systems <Name>	
. . Change control	
. . Data management	13 - Information management
. . Design and construction	3109 - Design (buildings)
. . Development	
. . Disposal	
. . Help desk support	
. . Implementation	
. . Integration and interfaces	
. . Licensing	3300 - Business and street trading licences
. . Maintenance	
. . Manuals	
. . Security	3139 - Business security (crime)
. Web development	
Information management	
. Access to information	
. . Data protection	
. . Environmental information regulations	
. . Freedom of information	
. Audio visual library	
. Catalogues	1333 - Privacy and data protection

. . Records catalogue	
. Circulation	
. Customer profiles	
. Data protection notification	
. Demographic data	1332 - Population and migration
. Forms and templates	
. Forms development	
. Information and data standards	3344 - Data protection and freedom of information
. Interpreting and translation	
. Knowledge management	
. Mail processing	
. Process mapping	
. Publication scheme	
. Publications	152 - Marriage
. Records management	3340 - Council performance
. . Information audit	
. . Retention	1944 - Commercial waste
. Registers	
. Spatial data	
. Staff communications	
. Tracking	
. User profile	
Legal services	1021 - Legal services
. Advice	1026 - Legal advice
. Agreements	
. . Archive depositors	
. Conveyance	
. Easements	
. Intellectual property rights	
. Land charges	3374 - Land and premises
. Litigation	
. Precedent cases	1029 - Courts
. Tenancy agreements	3414 - Council tenancies
. Trust	
Leisure and culture	1039 - Leisure and culture
. Accreditation	1249 - Accommodation
. Allotments	
. Archive	
. . Archive development	
. . Catalogue	1100 - Archives
. . Depositor	
. . Loans	
. . Membership	
. Arts development	3479 - Arts development
. Clubs and societies	184 - Voluntary organisations
. Library	
. . Book ordering	
. . Bookings	
. . . Internet	

. . . Catalogue	1105 - Reference libraries
. . . Fines	
. . . Library development	
. . . Loans	
. . . Membership	
. . . Maps and directions	
. . . Museum	
. . . . Depositor	
. . . . Loans	
. . . . Museum catalogue	
. . . . Museum development	1482 - Museums and galleries
. . . . Play scheme	
. . . . Programmes and events	
. . . . Registers	
. Tourist accommodation	3440 - Job training and development
. . . . Research service	
. . . . Sport facilities	
. Bookings	
. Classes	
. Facilities	
. Membership	
. Golf club	
. Leisure centre	
. Sports development	230 - Sports development
. Tourist information	2741 - Tourist information centres
. . . Management	
. . . . Audit	
. . . . Business cases	
. . . . Civic and royal functions	
. . . . Complaints	3465 - Compliments and complaints (council)
. Complaint ID	1631 - Consumer complaints
. Ombudsman	
. Stage 1	
. Stage 2	
. Compliments	3465 - Compliments and complaints (council)
. Corporate gifts	
. Corporate initiative	
. Corporate publicity	
. Campaigns	
. Corporate branding	
. Graphic design	
. Marketing	
. Media cuttings	
. Media liaison	
. Media releases	563 - News conferences
. Public relations	
. Corporate response	

. Inspections	
. Meetings	
. Memorial services	
. Officer representation	
. Organisational structure	3349 - Consultations on education
. Partnership and agency working	
. Policies and procedures	3341 - Council policies and plans
. Public consultation	509 - Contacts, consultation & feedback
. Quality and performance	
. Service level agreements	
. Strategy and planning	3325 - Business planning
Planning and building control	3302 - Building and construction licences
. Heritage listing	371 - Listed buildings
. Housing development	358 - Buildings
. Planning policy	
. . Area plan	
. . City plan	
. . Mineral and waste plan	
. . National plan	
. . Regional plan	
. . Sub regional	
. Planning register	358 - Buildings
. Property <Name and ID>	
. . Enforcement	
. . Environmental assessment	
. . Heritage listed	371 - Listed buildings
. . Planning appeals	3384 - Land use planning
. . Planning applications	3384 - Land use planning
. . . Building	
. . . Buildings at risk	
. . . Change of use	358 - Buildings
. . . Discharge of conditions	
. . . Lawful use development	
. . . Listed building	371 - Listed buildings
. . . Listed tree	
. . . Mineral development	3385 - Local plan - minerals
. . . Telecommunications	
. . . Waste development	3386 - Local plan - waste
. . Planning consultation	3384 - Land use planning
. . Planning decision	
. . Planning obligations	
. . Pre application discussion	
. . Preservation orders	392 - Conservation
. . Sites and monuments	392 - Conservation
. Sites and monuments register	392 - Conservation
Procurement	498 - Council procedures
. Advice	3323 - Business support and advice
. Contract file <Name and ID>	

. . Contract awards	
. . Contract management	
. . Contract monitoring	
. . Evaluation	
. . Negotiation	
. . Signed contract	
. . Specification development	
. . Tendering	
. Product evaluation	
. Product information	
. Purchase orders	
. Registers	3333 - Registration of births
	3335 - Registration of deaths
	3336 - Registration of marriages
. Sale of goods and services	
. Tendering policies	148 - Births
Registration and coroners	1527 - Life events
. Coroners inquests	
. Marriage notices	3336 - Registration of marriages
. Marriage services	152 - Marriage
. Registers	3048 - Public transport infrastructure
. . Births	1388 - Public transport
. . Citizenship	429 - Rubbish and waste
. . Deaths	1944 - Commercial waste
. . Marriages	1944 - Commercial waste
. Treasure trove	
Risk management and insurance	
. Business continuity	49 - Business development
. Campaigns	
. Claims	
. Insurance policies	
. Register	
. Valuations	
Transport and infrastructure	1353 - Motor vehicles, roads and parking
. Acquisition	1366 - Roads and highways
. Approvals	
. Boat moorings	
. Concessions	3037 - Fares, passes and permits
. Design and construction	1366 - Roads and highways
. Development control	1424 - Transport planning
. Disposal	
. Driver training	
. Enforcement	3048 - Public transport infrastructure
. . Advertising hoarding	407 - Display advertisements and hoardings
. . Road reinstatement	
. . Scaffolding	3318 - Building and construction
. ETA notification	
. Hazard removal	3393 - Street care and cleaning

. Import notification	
. Infringements	444 - Household waste
. . Parking fines	
. . Speeding fines	
. Inspections	
. Launch service	
. Maintenance	1944 - Commercial waste
. . Emergency maintenance	
. . Scheduled maintenance	
. Modification	
. Notification	1385 - Traffic management
. Parking sites	
. Permits	1356 - Parking
. Pilotage	
. Port facilities	
. Public transport planning	3396 - Flytipping
. Registration	
. . Watercraft	
. Rights of way	1352 - Public rights of way
. Road classification	
. Road safety awareness	
. School crossing patrols	
. School transport	
. Service providers	424 - Land fill
. Speed cameras	
. Street furniture	1413 - Street furniture
. Street naming and numbering	3389 - Street numbering and naming
. Surveys	1383 - Traffic counts
. Timetable	
. Traffic management	1385 - Traffic management
. Traffic orders	
. Transport planning	
. Weather data	
Waste management	429 - Rubbish and waste
. Abandoned vehicles	357 - Abandoned vehicles
. Collections	860 - Social services
. . Bulk	
. . Controlled	
. . Domestic	1802 - Social benefits
. . Trade	
. Composting	
. Fly tipping	
. Recycling	420 - Rubbish, waste and recycling
. Street cleaning	3393 - Street care and cleaning
. Waste sites	1029 - Courts
. Waste sites development	3386 - Local plan - waste