

English Nature Publication Scheme

Version

Approved: September 2002

Updated: Ed 2, May 2004

Updated: Ed 3, December 2004

Updated: Ed 4, September 2005

A. INTRODUCTION

English Nature

English Nature is the statutory body that champions the conservation of the wildlife and natural features of England. We work for wildlife in partnership with others by:

- **advising** - government, other agencies, local authorities, interest groups, business communities, individuals on nature conservation in England;
- **regulating** - activities affecting protected species and the special nature conservation sites in England;
- **enabling** - helping others to manage land for nature conservation, through grants, projects and information;
- **enthusing** - and advocating nature conservation for all and biodiversity as a key test of sustainable development.

We have statutory duties for nationally and internationally important nature conservation sites including Sites of Special Scientific Interest (SSSIs), the most important of which are managed as National Nature Reserves (NNRs), Special Areas of Conservation (SACs) and Special Protection Areas (SPAs).

Partner Organisations

English Nature is a Non-Departmental Public Body (NDPB) sponsored by the Department for Environment, Food and Rural Affairs (DEFRA) <http://www.defra.gov.uk/>. It has sister organisations in Scotland (Scottish Natural Heritage, <http://www.snh.gov.uk/>) and Wales (Countryside Council for Wales, <http://www.ccw.gov.uk/>). Through the Joint Nature Conservation Committee (<http://www.jncc.gov.uk/>), English Nature works with CCW, SNH and the Environment and Heritage Service for Northern Ireland (<http://www.nics.gov.uk/ehs>) to advise Government on UK and international nature conservation issues. Landscape, amenity and rural development issues in England are the responsibility of the Countryside Agency <http://www.countryside.gov.uk/>

Towards Natural England

Following publication of the draft Natural Environment and Rural Communities Bill in February, English Nature, the environment activities of the [Rural Development Service](#) and the [Countryside Agency's Landscape, Access and Recreation division](#) are working together to protect and enhance our landscapes and wildlife, promote countryside access and recreation. In 2006 the three organisations will be united in a single body with responsibility for enhancing biodiversity and our landscapes and wildlife in rural, urban, coastal and marine

areas; promoting access, recreation and public well-being, and contributing to the way natural resources are managed – so they can be enjoyed now and for future generations.

Margaret Beckett, the Secretary of State for Environment, Food and Rural Affairs has announced that the new agency will be called *Natural England*.

Natural England will have a role in rural, urban and marine environments. Its general purpose will be to ensure that the natural environment is conserved, enhanced and managed for the benefit of present and future generations, thereby contributing to sustainable development.

Natural England's functions will include:

- promoting nature conservation and protecting biodiversity,
- conserving and enhancing the English landscape,
- securing the provision and improvement of facilities for the study,
- understanding and enjoyment of nature,
- promoting access to the countryside and open spaces and encouraging open-air recreation, and
- contributing in other ways to social and economic well-being through management of the natural environment

It will have all the powers of the existing bodies including awarding grants, giving advice and information, designating Sites of Special Scientific Interest, National Parks and Areas of Outstanding Natural Beauty, managing National Nature Reserves, and enforcing the associated regulations.

Natural England will work in partnership with the Environment Agency, who will continue to lead on environmental protection and improvement of soil, air and water, and the Forestry Commission, who will continue to lead on sustainable forest management.

More information on Natural England can be obtained by contacting:

Modernising Rural Delivery Programme Helpdesk

English Nature

Northminster House

Peterborough

PE1 1UA

Telephone: 01733 455000

E-mail: enquiries@english-nature.org.uk

What is the scheme?

We have published the scheme in line with section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities (ie government and other public sector organisations).

The publication scheme is a guide to key information routinely published by or available from English Nature. It focuses on information relating to our key executive, advisory and promotional duties and also on the standards and guidance by which we make decisions. Much more information about English Nature is available by contacting our Enquiry Service, via our website, or our suite of publications.

The scheme is structured according to broad categories that reflect the range of our work. These are:

[Designated sites of nature conservation importance](#)
[People and policies](#)
[Communication](#)
[The Council of English Nature](#)
[Human resources](#)

[Biodiversity and nature conservation in the wider environment](#)
[Science](#)
[Corporate information](#)
[Finance and procurement](#)
[Information management](#)

Within these are defined the classes of information that form our publication scheme. In time the classes and the amount of information will be increased in line with current initiatives such as more on-line access, and in the light of public demand and comment.

How much do publications cost?

Each class gives information about charges. Most information is free.

How are they published?

We try to make as much of our published information available on our website

www.english-nature.org.uk

Information on the location, interest and condition of SSSIs, is available from English Nature's interactive map website

www.natureonthemap.org.uk

All publications are also available in paper copy and can be obtained unless otherwise indicated, from:

The Enquiry Service
English Nature
Northminster House
Peterborough
PE1 1UA
Telephone: 01733 455100/455101/455102
Facsimile: 01733 455103
E-mail: enquiries@english-nature.org.uk

TwoTen Limited
English Nature
PO Box 1995
Wetherby
West Yorkshire
LS23 7XX
Telephone: 0870 1214 177
Facsimile: 0870 1214 178
Email: english-nature@twoten.press.net

Feedback

It is important that the scheme meets users' needs. We welcome suggestions for additional classes of information that could be included. We also welcome suggestions as to how the information products and publications themselves might be improved. Any questions, comments or complaints about this scheme should be sent to the English Nature Enquiry Service

Freedom of Information, Open Government and Individual Rights

We are committed to being as open as possible in all that we do. Our policy is aimed at helping the public and our partners to understand and be involved in our work.

http://www.english-nature.org.uk/about/charter/information_openness.htm

Information not covered by the scheme may still be available on request. Rights of access to environmental information exist under the [Environmental Information Regulations 2004](#). Requests for other types of information are dealt with under the [Freedom of Information Act 2000](#).

If the information you want to see is not held within our Publication Scheme you can contact our Enquiry Service, requesting the information and, providing it is not covered by one of the exemptions in the Legislation, we will endeavour to provide you with that information in line with our [Service Standards](#). Alternatively, you can fill in our [on-line request form](#).

Under the Data Protection Act 1998, individuals may also request a copy of any personal data that English Nature holds about them. These requests should be sent to

Data Protection Officer
English Nature
Northminster House
Peterborough
PE1 1UA
Telephone: 01733 455000
E-mail: enquiries@english-nature.org.uk

Copyright

All our information, in whatever format or medium is subject to copyright protection under the Copyright Designs and Patents Act 1988. You may re-use this information (not including logos) free of charge in any format or medium, for the purposes of research for non-commercial purposes, private study, criticism, review and news reporting. You must re-use it accurately and not in a misleading context. The material must be acknowledged as English Nature copyright and you must give the title of the source information/publication. However, if you wish to re-use all or part of this information for commercial purposes, including publishing you will need to apply for a licence. Licensing contacts are listed with the relevant information on our website.

Where we have identified any third party copyright material you will need to obtain permission from the copyright holders concerned. For example all maps are reproduced under licence from the Ordnance Survey.

More information on copyright issues in English Nature is available from:

Corporate Data Manager
English Nature
Northminster House
Peterborough
PE1 1UA
Telephone: 01733 455000
E-mail: enquiries@english-nature.org.uk

B. CLASSES OF INFORMATION

Each class of information contains the following information:

Name

A brief **description** of the nature of the information

Availability and contact points (including any information within the class that may not be publicly available)

Any related information – information that does not fall within the class but can be accessed, perhaps from another organisation, to give background to the information in the class

Charge – only shown where applicable.

Designated sites of nature conservation importance

This category relates to English Nature's work relating to the statutory designation of sites of nature conservation importance in England under UK legislation such as the National Parks and Access to the Countryside Act 1949, the Wildlife and Countryside Act 1981, the Environmental Protection Act 1990

http://www.legislation.hmso.gov.uk/acts/acts1990/Ukpga_19900043_en_1.htm

and the Countryside and Rights of Way Act 2000

<http://www.legislation.hmso.gov.uk/acts/acts2000/20000037.htm>

English Nature also implements EU Directives and international conventions affecting the site conservation.

Class	List of Sites of Special Scientific Interest (SSSIs) in England
Description	Lists each site by county and district, including area, National Grid reference and date of notification
Availability	A list of Sites of Special Scientific Interest by County is available at: http://www.english-nature.org.uk/special/ssi/search.cfm Also available as paper copy from English Nature's Enquiry Service

Class	Information on Sites of Special Scientific Interest (SSSIs) in England
Description	Boundary maps, details of the special interest and the condition of over 4000 Sites of Special Scientific Interest notified by English Nature, together with descriptions (citations) that include a summary of the interest of the site and the reasons for notification.
Availability	Maps and citations are available via the English Nature website at: http://www.natureonthemap.org.uk SSSI maps and citations (site descriptions including reasons for notification) are available in paper copy from English Nature Area Team offices.
Related Information	New SSSI notifications – including details of newly designated sites are available via http://www.english-nature.org.uk/special/ssi/newnotification.asp Council papers relating to specific sites may also be available – see class relating to Council papers below. Guidelines for selection of Sites of Special Scientific Interest are available from the Joint Nature Conservation Committee via their website at http://www.jncc.gov.uk/page-1482 Or via Joint Nature Conservation Committee Monkstone House City Road Peterborough PE1 1JY Telephone: 01733 562626

Class	Sites of Special Scientific Interest (SSSI) in England by habitat type
Description	Lists the number and area of SSSI by each habitat type in England
Availability	Available from the Joint Nature Conservation Committee via their website www.jncc.gov.uk/page-1458 Or as a paper copy from English Nature's Enquiry Service

Class	Report on SSSI condition
Description	The Government has set a Public Service Agreement (PSA) target that 95% of SSSI land should be in favourable or recovering condition by 2010. These reports allow you to view and download data regarding the condition of SSSIs at a national, regional and county level. Some reports summarise the condition of SSSIs whilst others allow you to download details of the condition assessments.
Availability	Available via English Nature's website at http://www.english-nature.org.uk/special/sssi/reportIndex.cfm Paper copies are available from English Nature's Enquiry Service

Class	Sites of Special Scientific Interest Policy and Procedures Manual
Description	Guidance for English Nature staff on the legal background and the designation and administration of SSSIs, including procedures for administering management agreements.
Availability	As paper copy only from Team Manager Sites and Surveillance Team English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk

Class	Management Agreements (s15)
Description	Management Agreements, is a term used generically to cover several mechanisms for delivery, namely those created under Wildlife Enhancement Schemes and the traditional s15 Agreements. Management Agreements have traditionally contained provisions for both annual payments and for capital expenditure or a programme of specific works.
Availability	Detail of s15 Management Agreements can be found via English Nature's Access to Information Disclosure log at: www.english-nature.org.uk/about/access/disclosure_log.htm

Class	Enforcement Action on Sites of Special Scientific Interest in England
Description	Section 28 of the Wildlife and Countryside Act 1981 as replaced by Schedule 9 to the Countryside and Rights of Way Act 2000 ('the Wildlife and Countryside Act') gives English Nature the power to make sure SSSIs are protected and managed effectively now and in the future. As part of our work, we are responsible for enforcing this section of the law and can take

	appropriate enforcement action when the law is broken and when the habitat and features of SSSIs are damaged, disturbed or destroyed. We use a range of enforcement methods appropriately, effectively and quickly, to deal with these criminal offences. These methods range from information site notices and warning letters through to formal investigations and prosecutions.
Availability	<p>Our Enforcement Policy Statement is available via English Nature's website at http://www.english-nature.org.uk/special/sssi/images/EnforcementPolicyNotice.pdf</p> <p>Our Wildlife crime conservation priorities is available via English Nature's website at http://www.english-nature.org.uk/special/sssi/WildlifeCrimePriorities.pdf</p> <p>Prosecutions under section 28 of the Wildlife & Countryside Act 1981 as substituted by Schedule 9 of the Countryside & Rights of Way Act 2000 (CROW) since 30 January 2001 when CROW came into force. http://www.english-nature.org.uk/about/access/docs/CROWProsecutionsv1.xls</p> <p>Prosecutions under Regulation 23 of The Conservation (Natural Habitats, &c.) Regulations 1994 ('the Habitats Regulations'). http://www.english-nature.org.uk/about/access/docs/HabsRegsProsecutionsv1.xls</p> <p>Non-Prosecution Enforcement Actions under section 28 of the Wildlife & Countryside Act 1981 as substituted by Schedule 9 of the Countryside & Rights of Way Act 2000. http://www.english-nature.org.uk/about/access/docs/NonProsecutionsEnforcementActionsv1.pdf</p>

Class	Candidate Special Areas of Conservation (SACs)
Description	A list of sites proposed for designation under the EU Directive on the conservation of natural habitats and wild flora and fauna (92/43/EEC)
Availability	Available as paper copy only from English Nature's Enquiry Service

Class	Listing of National Nature Reserves
Description	English Nature has declared over 215 sites as National Nature Reserves. This gives information about name, location, area, habitat type and ownership status.
Availability	<p>National Nature Reserves: gateway to information on each site http://www.english-nature.org.uk/special/nnr/nnr_search.asp</p> <p>'Spotlight' Reserves http://www.english-nature.org.uk/special/nnr/nnr_spotlight.asp?spotlight_reserve=1&X=1</p> <p>Paper copies are available from English Nature's Enquiry Service.</p>

Class	NNR Promise
Description	Service standards relating to National Nature Reserves

Availability	Available via English Nature's website at http://www.english-nature.org.uk/special/nnr/nnr_promise.htm A paper copy is available from English Nature's Enquiry Service.
--------------	---

Class	Walks and events on National Nature Reserves
Description	Details of forthcoming walks and events on National Nature Reserves on a county-by-county basis
Availability	Available via English Nature's website at http://www.english-nature.org.uk/news/events.asp Details of disabled access to NNRs, including a list of sites suitable for the disabled, is available via http://www.english-nature.org.uk/special/nnr/disabled.asp Paper copies are available from English Nature's Enquiry Service.

Class	National Nature Reserve (NNR) Management Plan Format Guide
Description	Internal staff guidance for preparing, considering or approving Management Plans for National Nature Reserves managed by English Nature. Advises staff on the scope, structure and detail required.
Availability	Available via English Nature's website at http://www.english-nature.org.uk/about/access/docs/NNRGuidance.pdf Or as paper copy only from NNR Management Co-ordinator English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk

Class	Section 35 National Nature Reserve (NNR) Capital Grants Scheme
Description	Grants are available to Approved Bodies under Section 35(1)(c) of the Wildlife and Countryside Act 1981, where these Approved Bodies are not eligible for the Reserves Enhancement Scheme. These grants contribute to capital projects for the improvement of reserve management, access and interpretation
Availability	Available via English Nature's website at http://www.english-nature.org.uk/about/grant.htm Details about the objectives, criteria and list of recipients since 2002-03 is available via English Nature's website at http://www.english-nature.org.uk/about/access/docs/s35NNRSchRecips.pdf Or as paper copy only from NNR Management Co-ordinator English Nature

	Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk
--	--

Class	Local Nature Reserves (LNRs)
Description	Listing of the more than 1000 Local Nature Reserves managed by local authorities.
Availability	The gateway to information on each site is available via English Nature's website at http://www.english-nature.org.uk/special/lnr/lnr_search.asp A paper copy list of sites is available from English Nature's Enquiry Service

Biodiversity and nature conservation in the wider environment

English Nature is also responsible for promoting the conservation of nature outside legally designated sites in both marine and terrestrial habitats, and for the protection of species.

Class	Wildlife Information
Description	English Nature collects information on wildlife to help form rational and reasoned decision and advice on nature in England. The majority of wildlife information we hold relates to designated sites for which we are responsible. We also collect wildlife information for the wider environment beyond these sites across England. We also rely upon information made available to us by our partners and volunteers.
Availability	<p>English Nature's policy is available from the English Nature website at http://www.english-nature.org.uk/about/access/pdf/AccessToWildlifePolicyGuidance.pdf</p> <p>Available via English Nature's interactive map website "Nature on the Map" at www.natureonthemap.org.uk</p> <p>Or</p> <p>Available via the National Biodiversity Network website at www.searchnbn.net</p> <p>Or</p> <p>Available via those Local Record Centres with which English Nature has a service level agreement. If this is the case then your request will be passed to the relevant Local Record Centre.</p> <p>Assistance is available from English Nature's Enquiry Service or from those Local Record Centres with which English Nature has a service level agreement. A list of Local Record Centres is available from http://www.nbn-nfbr.org.uk</p>
Charge	<p>English Nature does not normally charge for making information available.</p> <p>However, if the information you request is held at a Local Record Centre under a service level agreement with English Nature then you may be charged by the Local Record Centre.</p> <p>For specific requests for English Nature data, held on our behalf by a Local Record Centre, which can be separated out, you will not be charged for access.</p> <p>In either case a charge covers administration costs in making the data available. This will only apply in situations where the supply of the information requires a general search, significant extraction, processing or interpretation.</p>

Class	Natural Areas
Description	Maps and descriptions of the 120 Natural Areas through which English Nature is delivering many of its objectives for nature conservation outside special sites
Availability	A map of Natural Areas is available from the English Nature website at http://www.english-nature.org.uk/science/natural/na_search.asp

	Or as paper copy from English Nature's Enquiry Service.
--	---

Class	Biodiversity Action Plans: Natural Area Targets
Description	Describe the local targets set within English Nature's 120 Natural Areas as part of the UK Biodiversity Action Plan.
Availability	<p>Available from the English Nature website at http://www.english-nature.org.uk/baps/targets/search.asp</p> <p>A CD giving detailed descriptions of each Natural Area and the nature conservation objectives of each is available by post from Two Ten Publications.</p> <p>It can also be ordered online via http://www.english-nature.org.uk/pubs/publication/pub_search.asp</p> <p>Descriptions of Natural Areas and their objectives are available as paper copy regional reports from English Nature's Enquiry Service.</p>
Related information	<p>English Nature's website contains links to other Biodiversity Action Plan information:</p> <p>Habitats – an introduction to Habitat Biodiversity Action Plans http://www.english-nature.org.uk/baps/habitats/search.asp</p> <p>Species – an introduction to species Biodiversity Action Plans http://www.english-nature.org.uk/baps/species/search.asp</p> <p>Priority species: http://www.english-nature.org.uk/baps/pdf/Priority.pdf</p>
Charge	The Natural Areas CD is priced at £15.00 post free.

Class	Management Handbooks
Description	<p>These management handbooks have been produced to assist those people who advise farmers and other land managers about the best management for wildlife and other natural features in a variety of habitats.</p> <p>They pool the expertise of many of the country's leading wildlife, farming and land management specialists to provide a blueprint for translating policies into the practical delivery of the land management that will benefit our wildlife.</p>
Availability	<ul style="list-style-type: none"> • Lowland Grassland Management Handbook • The Herbicide Handbook: Guidance on the use of herbicides on nature conservation sites • The Scrub Management Handbook: Guidance on the management of scrub on nature conservation sites • Upland Management Handbook • Veteran Trees Management Handbook <p>Paper Copies may be available. Please contact English Nature's Enquiry Service.</p>
Charge	Downloadable Internet versions are free of charge.

	<p>The paper copy versions if available are individually priced and include postage and packing.</p> <p>Lowland Grassland Management Handbook £22.00 Herbicide Handbook: Guidance on the use of herbicides on nature conservation sites £POA Scrub Management Handbook: Guidance on the management of scrub on nature conservation sites £30.00 Upland Management Handbook £25.00 Veteran Trees Management Handbook £15.00</p>
--	--

Class	Ancient Woodland Inventories
Description	Maps of all ancient woodland sites in England. Available electronically and on a county report basis.
Availability	<p>Ancient Woodland Inventory (Provisional) for England - Digital Boundaries data is available for download at http://www.english-nature.org.uk/pubs/gis/tech_aw.htm</p> <p>Also available as paper copy only from English Nature's Enquiry Service, including information on how the data was collected by county.</p> <p>Also available from The National Digital Archive of Datasets (NDAD) which is part of The National Archives. NDAD preserves and provides online access to archived digital data and documents from UK central government departments.</p>

Class	English Nature Earth Heritage Strategy
Description	Summarises English Nature's strategy for earth science, including geological, conservation.
Availability	<p>Available via English Nature's website at http://www.english-nature.org.uk/special/geological/default.htm</p> <p>A paper copy summary is available from the English Nature Enquiry Service.</p> <p>Further information on earth science conservation in English Nature, including the strategy in detail, is available from</p> <p>Head of Geological Conservation English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk</p>

Class	Other Financial Contributions supporting
Description	
Availability	Head of Financial Management English Nature

	Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk .
--	--

People and Policies

A key part of English Nature's work consists of influencing and advising on the policies of others. Our aim is to ensure that biodiversity becomes a key test of sustainable development at European, national, regional and local levels. In particular we are Government's statutory advisor on nature conservation policy in England

Class	English Nature Position Statements
Description	A position statement signifies that the issue covered is of prime concern to English Nature and nature conservation, where English Nature stands on the issue, and how achievement of nature conservation goals can be integrated within other policies, practices and programmes.
Availability	All statements are available via English Nature's website at http://www.english-nature.org.uk/news/position.asp Or as paper copy from English Nature's Enquiry Service.

Class	English Nature Sector Analyses
Description	Our analysis of key sectors – areas of business and industries that have a major influence on nature conservation - shows us where our priority actions should be to improve the contribution each makes to nationally important nature conservation targets. It also gives us the opportunity to influence policy changes essential to achieve wildlife gain on and beyond special sites. Priority sectors are agriculture, coastal management, construction, freshwater, sea fisheries, and transport.
Availability	Available via English Nature's website at http://www.english-nature.org.uk/about/sector/default.htm Or as paper copy from English Nature's Enquiry Service. These will be printouts from our website.

Class	Memoranda of Agreement and Joint Statements of Intent
Description	Agreements between English Nature and other major land user groups and bodies (for example Forest Enterprise or The Moorland Association) setting out a joint approach over subjects of mutual importance
Availability	Available from Advocacy Unit English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk

Class	Responses to consultations by other Government departments
Description	English Nature's responses to national consultations issued by other public sector organisations.
Availability	Available via English Nature's website at http://www.english-nature.org.uk/about/consultations/

	Or as paper copy from English Nature's Enquiry Service.
--	---

Class	English Nature's general grants schemes
Description	Background information, advice to applicants and application forms about grants given by English Nature.
Availability	Current National Grant Schemes available via English Nature's website at General information http://www.english-nature.org.uk/about/grant.htm Advice to applicants http://www.english-nature.org.uk/about/grant2.htm Or as paper copy from English Nature's Enquiry Service.

Class	Reserves Enhancement Scheme
Description	This grant scheme is for Voluntary Conservation Organisations who manage Sites of Special Scientific Interest as nature reserves. These five-year grants contribute to the day to day management of these sites. Reserves Enhancement Scheme is currently closed to applications as all our funding has been committed.
Availability	Available via English Nature's website at http://www.english-nature.org.uk/about/access/docs/ReservesEnhancementScheme.pdf For information about the grants given under the Reserves Enhancement is available via English Nature's website at http://www.english-nature.org.uk/about/access/docs/RESSummaryReport.pdf A review in 2003 of the Reserves Enhancement Scheme is available at http://www.english-nature.org.uk/about/access/docs/ReviewofRES.pdf For more information contact: Sites and Surveillance Team English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk

Class	Wildspace! (Grants scheme for statutory Local Nature Reserves)
Description	Details of English Nature's grants to local authorities to encourage the conservation, public use and enjoyment of Local Nature Reserves. Wildspace! is now closed to applications as all our funding has been committed, but projects will run until September 2006
Availability	Available via English Nature's website at http://www.english-nature.org.uk/about/grant5.htm

	<p>For information about the projects funded by Wildspace! in your area is available via English Nature's website at http://www.english-nature.org.uk/special/lnr/lnr_projects.asp</p> <p>Or as paper copy from</p> <p>External Funding Unit English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk</p>
--	--

Class	Aggregates Levy Sustainability Fund Grant Scheme
Description	Details of English Nature's grants scheme that helps to contribute to a more sustainable aggregate extraction industry. Grants are aimed at conserving biodiversity and conserving geological features. This scheme is an English Nature's electronic service.
Availability	<p>Details about the aims, objectives, benefits, examples, application requirements and forms are available via English Nature's website at http://www.english-nature.org.uk/about/alsf.htm</p> <p>Aggregates Levy Sustainability Fund Partnership: Land and Community-based Grant Scheme http://www.english-nature.org.uk/about/alsf6.htm</p> <p>Aggregates Levy Sustainability Fund Marine Grants http://www.english-nature.org.uk/about/alsf2.htm</p> <p>Examples of ALSF projects previously funded by ALSF Partnership organisations (English Nature, The Countryside Agency) can be found on the Department for the Environment Food and Rural Affairs (Defra) website at http://alsf.defra.gov.uk</p> <p>Further Information ALSF Grants Management Team Telephone: 01476 584821 E-mail: alsfgrants@english-nature.org.uk</p> <p>Or as paper copy from English Nature's Enquiry Service</p>

Class	Land Purchase Grant Scheme
Description	This grant scheme is available to Voluntary Conservation Organisations to assist with the purchase of land of nature conservation importance. This scheme is an English Nature's electronic service.
Availability	<p>Details about the aims, objectives, benefits, application requirements and online applications are available via English Nature's website at http://www.english-nature.org.uk/about/lpg.htm</p> <p>Further Information Sites and Surveillance Team</p>

English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk
--

Science

English Nature needs to collect and use information to help it understand the way natural processes work. This information underpins the decisions it makes and the advice it gives. This class of information includes some produced by English Nature's predecessor, the Nature Conservancy Council.

While most information is freely available, a small amount may be withheld where the disclosure of information on rare or sensitive sites or species could have a real likelihood of damage.

Class	English Nature Research Reports
Description	Research Reports are the result of English Nature's commissioned research since its inception in 1991
Availability	<p>Details of all Research Reports are available via English Nature's website</p> <p>The website contains the full text of more than 600 reports as pdf files which can be downloaded. For recent reports, a summary Research Information Note is also available.</p> <p>A list of reports, and most of the reports themselves, are available as paper copies from English Nature's Enquiry Service.</p> <p>NB please note that a very small number of reports are not available because they contain information about such as names, addresses, sensitive sites or species, the release of which could substantially increase the likelihood of damage or disturbance.</p>
Charge	None. However, we would ask that you are selective in the number asked for as they are costly to produce.

Class	English Nature Science series
Description	This series deals with broad science issues affecting the policies and activities of English Nature, including details of our commissioned research programmes
Availability	<p>Paper copy versions of the reports are available from Two Ten Publications.</p> <p>They can also be ordered online via http://www.english-nature.org.uk/pubs/publication/Pub_results.asp?C=4</p> <p>A list of titles in the series is available as paper copy only from English Nature's Enquiry Service. Details can also be found in English Nature's Publications Catalogue</p>
Charge	All titles are priced. Charges, including postage and packing, range from £2.00 to £25.00.

Communications

Promoting understanding and appreciation of wildlife and natural features is one of English Nature's statutory functions. English Nature has a very wide range of publications, journals and leaflets. More information is available from English Nature's Enquiry Service, with Area Teams also able to provide information of local interest.

Class	Press Notices
Description	Press notices issued by English Nature
Availability	Available via English Nature's website at http://www.english-nature.org.uk/news/news.asp?Mode=3 Or as paper copy from Press Office English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455190 out-of-hours 07970 098005 E-mail: press@english-nature.org.uk

Class	English Nature Publications and Catalogue
Description	The <i>Publications Catalogue</i> lists the publications produced by English Nature that are available to the general public. However, it is not intended to be all-inclusive, since many of our publications are produced for local or specialist readerships. Publications of purely local interest such as site leaflets, can be obtained from Area Teams.
Availability	Available via English Nature's website at http://www.english-nature.org.uk/pubs/publication/pub_search.asp If you cannot find the publication you want in this catalogue, please contact English Nature's Enquiry Service and they will try to track it down for you.
Charge	There is no charge for the <i>Publications Catalogue</i> . The majority of publications are free of charge and post free, for one copy of each free publication. If more copies are required, we offer trade discounts. For the publication we do charge for, the prices are set out in the <i>Publications Catalogue</i> .

Class	English Nature Online Image Library				
Description	The library contains screen and high resolution images. You can find images by category or by using the search field, and can browse descriptions and thumbnails of the images.				
Availability	Available via English Nature's website at http://www.english-nature.org.uk/imagelibrary/				
Charge	The screen resolution images are available free of charge.				
	The high resolution images are only available to registered users, but may be re-used free of charge for the purposes of research for non-commercial purposes.				
	We charge for the commercial re-use of our images, using the following schedule of charges				
	Circulation	¼ page	½ page	Full page	Cover page
	< 20,000	£60	£80	£115	£175
	20,000 – 50,000	£70	£90	£125	£185
	50,000 – 100,000	£85	£105	£140	£200
	100,000 – 200,000	£95	£115	£150	£220
	200,000 – 500,000	£110	£130	£165	£250
500,000 – 1,000,000	£120	£140	£175	£300	
> 1 million	negotiable	negotiable	negotiable	negotiable	

Corporate Information

This category covers key information about English Nature and its corporate activities including contacts, plans, reports, policies and standards.

Class	Key contact points, addresses and staff
Description	Gives contact names for English Nature's Teams and includes map of Area Teams and main offices
Availability	Available via English Nature's website at National Teams: http://www.english-nature.org.uk/contact/office.asp Area Teams: http://www.english-nature.org.uk/contact/local_office.asp Or as paper copy from English Nature's Enquiry Service.

Class	English Nature structure chart
Description	Shows English Nature's team and committee structure and senior management
Availability	Available via English Nature's website at www.english-nature.org.uk/about/pdf/ORGANIS1.pdf Or as a paper copy from English Nature's Enquiry Service

Class	English Nature's Corporate Plan
Description	Describes English Nature's aims, targets, programmes and funding over the next three years
Availability	Available via English Nature's website at http://www.english-nature.org.uk/pubs/publication/pub_results.asp?C=0&K=corporate+plan&K2=&I=&A=&Submit1=Search Or as paper copy from English Nature's Enquiry Service.

Class	English Nature Annual Reports
Description	Describe English Nature's achievements over each year
Availability	English Nature's latest Annual report is available at http://www.english-nature.org.uk/about/annual_report/ Previous Annual Reports are available at http://www.english-nature.org.uk/pubs/publication/pub_results.asp?C=0&K=annual Paper copies are available from English Nature's Enquiry Service, who can also advise on the availability of previous years' reports.

Class	English Nature's Corporate Governance Manual
Description	Sets out the systems and frameworks through which English Nature is

	managed including statutory responsibilities, systems of delegation, accountabilities for senior staff and management committees
Availability	<p>Available via English Nature's website at http://www.english-nature.org.uk/about/manual/</p> <p>The manual is available in paper copy from</p> <p>Corporate Governance Officer English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk</p>

Class	English Nature's Environmental Management Policy
Description	Sets out English Nature's policy to help achieve continuous improvement of our environmental performance, as part of our overall goal of implementing the principles of sustainable development in all areas of our work. Our aim is to ensure that environmental objectives are integrated into relevant business objectives in a cost-effective manner. We also publish an Annual Report on our environmental performance and progress against targets in managing our activities in an environmentally sustainable way
Availability	<p>Available via English Nature's website at http://www.english-nature.org.uk/about/policy/</p> <p>Further information is available from:</p> <p>Team Manager Property and Facilities Management Unit English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk</p>

Class	English Nature's Service Standards
Description	Describes our service standards in areas such as conduct, enquiries and office hours
Availability	<p>Available via English Nature's website at http://www.english-nature.org.uk/about/charter/oss.htm</p> <p>Or as paper copy from English Nature's Enquiry Service.</p>

Class	English Nature's performance against service standards
Description	Report on annual performance against service standards
Availability	<p>Available via English Nature's website at http://www.english-nature.org.uk/about/charter/performance.htm</p> <p>Or as paper copy from</p>

	<p>Corporate Business Team English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk</p>
--	--

Class	English Nature's comments and complaints procedures
Description	Gives procedures and standards for making complaints to English Nature.
Availability	Available via English Nature's website at http://www.english-nature.org.uk/about/charter/howto.htm Or as paper copy from English Nature's Enquiry Service.

Class	Staff Code of Conduct
Description	English Nature's standards for staff conduct derived from the Seven Principles of Public Life set out by the Nolan Committee, including procedures for staff to raise concerns about possible improper conduct.
Availability	Available via English Nature's website at http://www.english-nature.org.uk/about/access/docs/codecond.pdf Or as paper copy from English Nature's Enquiry Service.

Class	English Nature's Health and Safety manual
Description	English Nature's policies and procedures for health and safety
Availability	Available via English Nature's website at http://www.english-nature.org.uk/about/access/docs/EnglishNatureH&SManual.zip Or as a paper copy from Health and Safety Advisor English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk

The Council of English Nature

English Nature's Council is appointed by the Secretary of State for Environment, Food and Rural Affairs. It is a non-executive body comprising a Chair and up to 13 other Members. It is ultimately responsible to DEFRA for the strategy, policies, operations and effective operations of English Nature. It meets in public four times each year. Much of its business is delegated to the General Committee of Council comprising the Council Members, the Chief Executive and other executive Directors.

Class	Details of Council membership
Description	Membership
Availability	<p>A list of Council Members is available via English Nature's website at http://www.english-nature.org.uk/about/members.asp</p> <p>Or as paper copy, also including biographical details, from English Nature's Enquiry Service.</p> <p>NB English Nature may withhold some personal details of Council Members to protect their personal privacy in line with the Data Protection Act 1998.</p>

Class	Register of Council Members' Interests
Description	Council Members' disclosure of interests in line with the Nolan committee principles of good practice in public life
Availability	<p>Available in the latest <i>Annual Report</i> at http://www.english-nature.org.uk/about/annual_report/</p> <p>Also available as paper copy from:</p> <p>Committee Support Unit English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk</p>

Class	Council papers and minutes
Description	The papers, agendas and minutes of English Nature's Council and its General Committee
Availability	<p>Most recent papers and minutes are available via English Nature's website as follows</p> <p>Diary of Council meetings http://www.english-nature.org.uk/about/diary.asp</p> <p>Meeting papers and minutes http://www.english-nature.org.uk/about/mins.asp</p> <p>Paper copies of these papers are available from</p>

	<p>Committee Support Unit English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk</p> <p>NB Some papers, or parts of papers, may be withheld where they deal with issues affecting eg personal privacy or sensitive information on sites or species. We may also withhold papers containing confidential deliberations on policy formulation or as part of the decision-making process; here we will try to make such information available once policies or decisions are finalised.</p>
--	---

Class	Council's accountabilities and procedures
Description	Accountability Statements for Council and the Chair of Council Code of good practice for Council Members Standing orders for Council meetings Schedule of delegations Financial approval process for Council
Availability	Available via English Nature's website as part of its <i>Corporate Governance Manual</i> at http://www.english-nature.org.uk/about/manual/ The <i>Manual</i> is available in paper copy from Corporate Governance Officer English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk

Finance and Procurement

This category aims to give key information about English Nature's finances and financial procedures. More information about English Nature's resources and plans can be found in Annual Reports and the Corporate Plan.

Class	Annual Accounts
Description	English Nature's White Paper Accounts
Availability	<p>The latest is available via English Nature's website at http://www.english-nature.org.uk/about/annual_report/</p> <p>for past Accounts: http://www.english-nature.org.uk/pubs/publication/pub_results.asp?C=0&K=Accounts&K2=&I=&A=&Submit1=Search</p> <p>or as a paper copy from</p> <p>Head of Financial Management English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk.</p>

Class	Finance guidelines
Description	Sets out English Nature's policies and procedures for financial management.
Availability	<p>Available as a paper copy from</p> <p>Head of Financial Services English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 4550 E-mail: enquiries@english-nature.org.uk</p> <p>Please note that some contents of the manual dealing with payment procedures may be withheld to prevent the risk of fraud.</p>

Class	Procurement guidelines
Description	Sets out English Nature's policies and procedures for appraisal and procurement
Availability	<p>Available via English Nature's website at http://www.english-nature.org.uk/about/access/docs/ProcurementServicesManual.pdf</p> <p>Or as a paper copy from</p> <p>Head of Procurement Services English Nature</p>

	Northminster House Peterborough PE1 1UA Telephone: 01733 4550 E-mail: enquiries@english-nature.org.uk
--	--

Human Resources

This contains English Nature's staffing policies and standards and also gives information about job opportunities within English Nature and in nature conservation

Class	ENPower: English Nature's human resource policies and procedures
Description	English Nature's human resource policies including recruitment, personnel management, code of conduct, discipline, welfare and equal opportunities.
Availability	<p>Available via English Nature's website at http://www.english-nature.org.uk/about/access/docs/ENpower.zip</p> <p>Or as paper copy from</p> <p>Human Resources Policy Advisor English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk</p> <p>Please note that some sections are currently being revised but that every effort will be made to provide as complete and up-to date information on our policies.</p>

Class	Salary Information
Description	<p>We only publish details of the Chairman, Council Members, CEO and Directors Salary and Pension information is published in <i>English Nature Annual Report and Accounts</i></p> <p>The salary banding for other staff will be published.</p>
Availability	<p>Available in the latest Annual report at http://www.english-nature.org.uk/pubs/publication/pub_results.asp?C=0&K=accounts&K2=&I=&A=&Submit1=Search</p> <p>Other staff salary structure can found here http://www.english-nature.org.uk/about/access/docs/CopyofStaffPayStructure.pdf</p>

Class	Job Vacancies at English Nature
Description	Current job vacancies open to applicants outside English Nature
Availability	<p>Available via English Nature's website at http://www.english-nature.org.uk/news/jobs.asp</p> <p>Or as paper copy from English Nature's Enquiry Service.</p>

Class	Volunteering in nature conservation within English Nature
Description	Gives further information about volunteering in nature conservation within English Nature.
Availability	<p>Volunteering Information via English Nature's website http://www.english-nature.org.uk/about/volunteers/</p>

or contact

Anne-Marie Fraser
Volunteer Programme Manager
English Nature
Bullring House
Northgate
Wakefield
West Yorkshire
WF1 3BJ
Telephone No: 01924 334500
E-mail: anne-marie.fraser@english-nature.org.uk

Information management

This sets out some of English Nature's key information policies. An Information Strategy from English Nature is currently in preparation.

Class	English Nature's Information Services Strategy
Description	The purpose of the Information Strategy is to set out English Nature's vision, philosophy, broad direction and its current priorities for the management of English Nature's information across the whole organisation.
Availability	The latest version is here http://www.english-nature.org.uk/about/access/docs/InfoSystemsStrategyFinal.pdf

Class	English Nature's records management handbooks
Description	English Nature's policies and procedures for records management
Availability	Available as paper copy only from Head of Library Services English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk The Area Teams Records Management Standards and Guidelines is available via English Nature's website http://www.english-nature.org.uk/about/access/docs/AtRMStandardsfinal.pdf

Class	Access to Information Policies
Description	English Nature's policies, guidance and responsibilities under: Data Protection Act 1998 Environmental Information Regulations 2004 Freedom of Information Act 2000 Privacy and Electronic Communications Regulations 2003 The Re-use of Public Sector Information Regulations 2005
Availability	Available as part of our <i>Corporate Governance Manual</i> http://www.english-nature.org.uk/about/manual/ and the Information and Openness webpage http://www.english-nature.org.uk/about/charter/information_openness.htm and the Access to Information webpage http://www.english-nature.org.uk/about/access/ Recent releases can be found on the Disclosure log http://www.english-nature.org.uk/about/access/disclosure_log.htm Specific internal policy and guidance is available from English Nature's website

How to Deal with a Request
<http://www.english-nature.org.uk/about/access/docs/HowtoDealwithaRequest.pdf>

How to Deal with a Request – Flow Chart
<http://www.english-nature.org.uk/about/access/docs/HowtoDealwithaRequestChart.pdf>

English Nature’s Charging Policy
<http://www.english-nature.org.uk/about/access/docs/ENChargingPolicy.pdf>

Guidance on the EIR Exceptions
<http://www.english-nature.org.uk/about/access/docs/EIRExceptions.pdf>

EIR Regulation 12(5)(f) - Volunteered Data Exception
<http://www.english-nature.org.uk/about/access/docs/VolDataException.pdf>

EIR Regulation 12(5)(g) – Sensitive Environmental Information Exception
<http://www.english-nature.org.uk/about/access/docs/Sensitiveinformation.pdf>

Example Impact Assessments for EIR Regulation 12(5)(g) – Sensitive Environmental Information Exception
<http://www.english-nature.org.uk/about/access/docs/ExBadgersett.pdf>
<http://www.english-nature.org.uk/about/access/docs/ExBlackRedstart.pdf>
<http://www.english-nature.org.uk/about/access/docs/ExDeptfordPink.pdf>

Draft Trigger List guidance Regulation 12(5)(g) – Sensitive Environmental Information Exception
<http://www.english-nature.org.uk/about/access/docs/Triggerlistguidance.pdf>

Draft CCW Trigger List for EIR Regulation 12(5)(g) – Sensitive Environmental Information Exception
<http://www.english-nature.org.uk/about/access/docs/CCW-sensitive-feature-trigger-list-draft3.xls>

Charging for English Nature’s data at Local Biological Recording Centres
<http://www.english-nature.org.uk/about/access/docs/ChargingforENDataLRCs.pdf>

Guidance on the Common Law of Confidentiality
<http://www.english-nature.org.uk/about/access/docs/LawofConfidentiality.pdf>

Standard Template Letters
<http://www.english-nature.org.uk/about/access/docs/StandardLetters.pdf>

Information Bulletins for Awareness Raising
<http://www.english-nature.org.uk/about/access/docs/InformationBulletins.zip>

Key Messages
<http://www.english-nature.org.uk/about/access/docs/Keymessages.pdf>

FAQs - Basic
<http://www.english-nature.org.uk/about/access/docs/AccessstoInfoFAQsBasic.pdf>

Procurement Working Assumptions
<http://www.english-nature.org.uk/about/access/docs/ProcurementWorkingAssumptions.pdf>

Launch Statement for Access to Information
<http://www.english-nature.org.uk/about/access/docs/LaunchStatementforAccessstoInformation.pdf>

English Nature’s Data Protection Policy
<http://www.english-nature.org.uk/about/access/docs/PolicyOnDpa.pdf>

We follow the Public Service Guarantee on Data Handling, which informs you of your rights when you supply personal information to us.
<http://www.english-nature.org.uk/about/pdf/datahandling.pdf>

	<p>Use of Images and Data Protection http://www.english-nature.org.uk/about/access/docs/UseofImages.pdf Releasing information under Section 29 (Crime and Taxation) of the Data Protection Act http://www.english-nature.org.uk/about/access/docs/s29Disclosure.pdf Procedure for Responding to Subject Access Requests http://www.english-nature.org.uk/about/access/docs/ProcedureRespondSubjectAccess.pdf Subject Access Request Application Form http://www.english-nature.org.uk/about/access/docs/SarApplicationForm.pdf Subject Access Request Standard Template Letters http://www.english-nature.org.uk/about/access/docs/SARStdLtrs.zip</p> <p>Guidance on the Privacy and Electronic Communications Regulations 2003 http://www.english-nature.org.uk/about/access/docs/PECR2003.pdf</p> <p>Guidance of the Re-use of Public Sector Information Regulations 2005 http://www.english-nature.org.uk/about/access/docs/GuidancePSIReUseRegs.pdf</p> <p>or contact</p> <p>Corporate Data Manager English Nature Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk</p>
Related information	<p>English Nature's notification as a data controller under the Data Protection Act 1998 is available via the Information Commissioner's website at http://www.informationcommissioner.gov.uk/eventual.aspx?id=319</p>

Class	Information Asset Register (Corporate Data Inventory) and Key Corporate Systems
Description	Inventories of English Nature's electronic information systems and datasets. They are updated annually.
Availability	<p>From English Nature's website</p> <p>Corporate Data Inventory http://www.english-nature.org.uk/about/access/docs/data_inventory_all_master_2004.xls</p> <p>Key Corporate Systems http://www.english-nature.org.uk/about/access/docs/key_corporate_systems_2004.pdf</p> <p>or contact</p> <p>Corporate Data Manager English Nature</p>

	Northminster House Peterborough PE1 1UA Telephone: 01733 455000 E-mail: enquiries@english-nature.org.uk
Related information	For more information on Information Asset Registers http://www.opsi.gov.uk/iar/index.htm