

The Crown Estate Publication Scheme

(Freedom of Information Act 2000)

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1: Annual report & accounts

Class: Printed current corporate report and accounts. Accounts published on web site.

Documents:

- Printed corporate report and accounts (most recent only)
- Corporate Accounts 1998 -

2: Art

Class: Inventory of works of art & antiques owned by Crown Estate

Documents:

- Inventory of works of art & antiques owned by Crown Estate

3: Committees and boards

Class: Current terms of reference of the committee and board structure. This document sets out the instruction from the Board on the corporate framework within which The Crown Estate will operate and the formal structure for decision making. It takes into account, where applicable, the best practice on corporate governance.

Documents:

- Terms of reference of boards & committees

4: Corporate memberships

Class: List of current corporate memberships to which The Crown Estate subscribes

Documents:

- List of corporate memberships

5: Corporate planning

Class: Current business planning and control cycles – sets out key dates, activities and functions involved in the corporate plan. Précis of current approved corporate plan – key features of corporate plan, including mission statement, key objectives, strategies, summary budgets.

Documents:

- Current business planning and control cycles.
- Précis of current corporate plan

6: The Crown Estate – rôle, history, constitution

Class: The Crown Estate Act 1961 and background notes describing legal status and history of The Crown Estate. Glossary of Crown Estate abbreviations, jargon and legal terms.

Documents:

- The Crown Estate – historical essay by R B Pugh
- The Crown Estate – short history
- The Crown Estate Act 1961 – link to HMSO website
- The Crown Estate Act 1961 – annotated version
- The Crown Estate Act 1961 – a brief summary
- The Crown Estate history: key dates
- Glossary of Crown Estate abbreviations, jargon and legal terms

7: Crown Estate ownership

Class: Title research index – a list of property addresses where title has been researched. Map of current Crown Estate ownership via Crown Estate website, showing locations, name of managing agents and brief details.

Documents:

- Title research index

8: Current policies and procedures

8a: Current policies and procedures: Communications policies and procedures.

Class: Approved policies and procedures relating to the operation of the Communications Department.

Documents:

- PR strategy
- Communications strategy (internal)
- Dealing with MPs' letters and parliamentary questions

8b: Current policies and procedures: Corporate policies and procedures (excludes security and related procedures)

Class: Approved policies and procedures relating to the operation of The Crown Estate at a corporate level.

Documents:

- Business Continuity Checklist (internal checklist of BCP issues)
- Crown Estate working partnership (list of employer/employee mutual obligations)
- Correspondence – The Crown Estate standards
- Data Protection Act CCTV
- Data Protection Act CCTV application form
- Data Protection Act CCTV notes for applicants
- Data Protection Act outline guide
- Data Protection Act policy statement
- Delegated financial authorities (capital & revenue)
- Use of Personal Computers (PCs) & IT Systems
- Fraud prevention and investigation
- File retention and disposal policy
- Insurance arrangements for The Crown Estate
- Investment & Appraisal Guidelines
- Managing Construction Projects - guidelines
- Mobile telecommunications guidelines
- The Crown Estate's environmental policy statement
- Use of telephones – The Crown Estate standards
- Wind Farms – Crown Estate policy

8c: Current policies and procedures: Environmental Policies and procedures

Class: Approved policies and procedures relating to environmental issues

Documents:

- Contaminated land environment issues
- Contaminated land interim guideline
- Marine environmental briefing notes to agents
- Marine environmental policy guidelines
- Marine offshore aggregate extraction policy
- Minerals & Forestry Behavioural and Environmental Policy
- The Crown Estate's environmental policy statement

8d: Current policies and procedures: Finance & IS Policies and procedures

(excludes security and related procedures)

Class: Approved policies and procedures relating to the operation of the Finance and Information Systems Department.

Documents:

- Capital expenditure authorisation system
- Payments authorisation procedure
- Insurance Arrangements for The Crown Estate
- Valuation Guidelines, documentation standards and procedures
- Urban Estates – Revenue Management Authorisation System
- Urban Estates – Revenue Financial Delegation Levels

8e: Current policies and procedures: Health & Safety Manual

Class: Sets out Policies and procedures. Contains H&S forms

Documents:

- Health & Safety Manual
 - Statement of Safety Policy
 - Organisation For Safety
 - Delegation of Safety Responsibility - Organisation Chart
 - Duties of All Employees
 - Duties of Line Manager
 - Duties of Estate Managers and Heads of Department
 - Duties of The Safety Adviser
 - Performance Standards
 - First Aid Provision
 - Accident Procedures
 - Accident/Incident Report Form
 - Reportable Accidents
 - HSE and other contacts
 - Fire Precautions
 - Fire Risk Assessment
 - Hot Work Permit
 - Work Equipment
 - Electricity
 - Hazardous Substances
 - Hazardous substances Assessment form
 - COSHH Substances Inventory
 - Workplace Transport
 - Risk Assessment
 - CE Risk Assessment Form
 - Safe Systems of Work
 - Training
 - Personal Protective Equipment
 - Contractors
 - Responsibilities: Project & Premises Mgt
 - Contractor Selection H&S Questionnaire
 - Performance Monitoring (Not yet available)
 - Manual Handling
 - Manual Handling Assessment
 - Noise and Vibration
 - Visual Display Units
 - VDU Workstation Standards
 - Asbestos
 - Asbestos Register
 - Asbestos Materials Used In Buildings

- Gas Installation
- Definitions (Gas)
- Regulations Relevant to Gas Work
- Consultation
- Functions of The Safety Rep
- Safety Rep Form
- Lone Working and Violence At Work
- Construction Design and Management
- H&S File Contents
- Topics For Pre-Tender H&S Plan
- Topics For Construction Phase H&S Plan
- Establishment of Planning Supervisor's Capabilities
- Assessment of Competence – Key Areas to Probe
- Arboriculture and Forestry
- Water Quality

8f: Current policies and procedures: Human Resources Policies and procedures

Class: Approved policies and procedures relating to the operation of the Human Resources Department, and also the management of staff.

Documents:

- Career development in The Crown Estate
- Charter for effective performance (of staff)
- Code of conduct
- Conflicts of interests, gifts and hospitality
- Drug misuse
- Equal opportunity policy
- Fraud policy statement
- Flexible working hours rules
- HR procedure notes
- Infectious diseases and the workplace
- Managing performance (of staff)
- Official Secrets Act summary
- Overseas travel guidance
- Performance planning (personal targets) key results
- Personal development review
- Poor performers – code of practice for dealing with
- Problem drinking and alcoholism
- Smoking policy
- Staff handbook
- Training policy
- Transport disruption – emergency arrangements
- Travel and subsistence – current rates
- Welfare and other personal services

8g: Current policies and procedures: Internal Audit Policies and procedures

(excluding procedures relating to prevention and detection of fraud or security breaches)

Class: Approved policies and procedures relating to the operation of the Internal Audit Department

Documents:

- IA Procedure notes

8h: Current policies and procedures: Legal Policies and procedures

Class: Approved policies and procedures relating to the operation of the Legal department, and provision of legal services to The Crown Estate

- Legal Procedure notes
- Adding New Cases (to case tracking system)
- Adding Retrospective Cases (ditto)
- Advisory/Conveyancing/Litigation/Management
- Civil Procedure Rules 1998 – Statement of Truth
- Closure of Title
- Completion Statements
- Couriers
- Crown Estate Conveyancing
- Dealing with Incoming Queries
- Deeds Received from External Solicitors for Execution
- Disclosure Statement and Witness Statements
- Engrossing & Execution of Documents
- Entering Library Books
- Land Registry Forms
- Land Certificates
- Legal Costs for Licences
- Letter Writing: Style & Technique
- Model Forms Index
- Noters Up
- Opening of Post
- Paying Invoices
- Proof-Reading
- Sealing and Signature of Deeds and Documents from External Firms
- Stamping Documents
- The Giving of Queen's Consent to Bills
- Time Billing Input
- Tubs (correspondence files)
- Using Legal Department case tracking system (Datix)

8i: Current policies and procedures: Marine Policies and procedures

Class: Approved policies and procedures relating to the management of the Marine Estate, both coastal and offshore.

Documents:

- Marine Procedure notes
 - Bridges and tunnels
 - RNLI stations
 - Planning applications
 - Arrears
 - Small works licences
 - Documentation
 - Guidance on seabed hazards

8 j: Current policies and procedures: Rural Policies and procedures

Class: Approved policies and procedures relating to the management of the Rural estate, including forestry, minerals and agriculture.

Documents:

- Agricultural Tenancies Act 1995 - Grant of Leases and Tenancies
- Agricultural Tenancies, addition of land to existing
- Agricultural Business - Budgets
- Ancient Monuments and Archaeological Areas
- Appointment of Agricultural Managing Agents
- Assured Shorthold Tenancies
- Boreholes
- Common Land
- Consents to Alterations/Works
- Consultants (employment of)
- Cottages - Procedure for Reletting
- Cottages - Sale and Retention
- Development Agric/Urban Transfers, credit for
- Diversification of Agricultural Holdings
- Environment and Conservation Policies and Briefing
 - Archaeology and Palaeontology
 - Architecture – non-residential buildings
 - Awards won by The Crown Estate
 - Barn and redundant building conversion
 - Conservation- funded directly by The Crown Estate
 - Crown Estate Conservation Award/The Farmer of the Year Award
 - Crown Estate Management agreement and other similar arrangements
 - Donations to churches etc.
 - Educational
 - Leases to conservation bodies
 - Low cost rural housing (affordable housing)
 - Mineral extraction
 - Pollution – control over slurry and silage effluent
 - Public access
 - Repair and general maintenance
- Entrepreneur Award, Rural
- Environmental Plan
- Evictions, Arrears of Rent and Other Breaches
- Fees, Allied, Managing Agents'
- Fee Payments, Agricultural Managing Agents
- Fencing of Disused Mine Shafts
- Filing
- Forestry
- Grants (acceptance of from government)
- Grazing Agreements
- Hunting over Crown Estate Land
- Improvement/Interest Rates (funding of improvements)
- Improvement Works - Undertaken by Tenant with Contribution from The Crown Estate
- Instruction of outside solicitors - control of legal costs
- Irrigation of Reservoirs on the Crown Agricultural Estates, provision of joint tenancies
- Land Compensation Act 1973
- Maps for Environmental Plans
- Maps for Estate Visit
- Milk Quota - Purchase
- Milk Quota - Tenant's Compensation
- Minerals, inland
- Mines Royal
- Nature Reserves and Sites of Special Scientific Interest
- Pipelines, Oil and Gas, laying of
- Prospective Purchases
- Records held by Managing Agents
- Reletting Policy - Farm
- Rental Policy, Rent Reviews and Arbitration - Agriculture
- Reservoirs Act 1975
- Residential Development of Agricultural Estates - Approval of Plan

- Restrictive Covenants - Reservations of Air Space and Sub Soil on Sale
- Reverters and Freehold Rights of Re-entry
- Riding Permits
- Rights of Way
- Sporting and Shooting Leases
- Succession Tenancies
- Surrenders (of agricultural leases etc)
- Telecommunication, Television and Radio Masts
- Treasure Hunting
- Vacant Property
- Visits (by landlord to tenants)
- Water Courses, sales affecting levels of such
- Wayleaves - National Grid
- Wayleaves - Regional Electricity Companies

8k: Current policies and procedures: Urban Policies and procedures

Class: Approved policies and procedures relating to the management of the commercial and residential Urban properties of The Crown Estate.

Documents:

- Bedford Square maintenance guide
- Guidelines to Architects and Standard Specification for The Regent's Park Estate
- Guidelines to Lessees: The Schedule of Minimum Requirements (SMR)
- Hanover Terrace Mews Guidelines to Lessees
- Regent's Park terraces – history – 50 years since the Gorrell report.
- Regent's Park Circular (newsletter)
- Regent's Park Estate Property Maintenance Guide
- Special projects group – design guidelines

8l: Current policies and procedures: Windsor Policies and procedures.

Class: Approved policies and procedures relating to the management of the Windsor Estate. (Includes Windsor Great Park, but not Windsor Castle, which is not part of The Crown Estate).

Documents:

- currently being updated

9: Declaration of interests

Class: Current annual declaration of interests by Board Members and senior managers.

Documents:

- Current annual declaration of interests by Board Members and senior managers.

10: Environmental

(For Crown Estate policies and procedures see Policies & Procedures)

Class: Crown Estate sponsored studies and papers

Documents:

- Regent Street Special Project Group – conservation study
- Residential estate – meetings with Conservation Adviser – notes from 2003 onwards.
- Windsor long term forest plan
- Windsor Nature reports
- Rural Estate – Telecommunications Pylons Information from 1980
- Marine Reports

11: Finance

(For financial performance, see Annual Report and Accounts)

Class: Current chart of accounts – shows subheadings of expenditure and income (revenue and capital)

Documents:

- Chart of accounts

12: Health & Safety

(For H&S policy & procedures, see under Policies and procedures)

Class: Corporate responses to Health & Safety Executive consultative documents from 1 Jan 2003. (As these are added they will be grouped by broad subject area)

- Corporate responses to HSE consultative documents from 1 January 2003

13: Housing

Class: Approved policies and procedures relating to the management of the Housing Estates - affordable homes in London and Windsor, primarily for essential workers.

Documents:

- Mail shots, newsletters & Handbooks for tenants.
- Housing newsletter
- Housing Procedure notes
- Leaseholders' Handbook
- Mail shots to tenants
- Policy setting out definition for inclusion on social housing waiting list
- Tenants' Handbook
- Housing Complaints procedure

14: Location maps and addresses

Class: Crown Estate Head office location map. Current list of Crown Estate contact addresses

Documents:

- Carlton House Terrace map
- List of Crown Estate contact addresses

15: Organisational Structure & Functions

Class: Departmental structure and functions. Provides overview of departmental structure and functions as shown on The Crown Estate website.

Documents:

- Structure and functions of each department

16: Public Relations

Class: Promotional material & Publications – includes booklets, leaflets and pamphlets

Documents:

- The Next Step in Your Career
- The Offices of The Crown Estate [Short Introduction]
- The Crown Estate Offices at CHT [Brief Guide - Open House leaflet]
- The Crown Estate in Art
- The Crown Estate at a Glance
- Regent Street [Past Present Future] A Public Exhibition pamphlet
- Regent Street [Past Present Future] Regent Street Today
- Regent Street: How Do We Appear/Building Brand Equity
- Regent Street: Retail Opportunities
- Regent Street: 220-247 Regent Street Proposals
- Regent Street: Design Guidelines
- Regent Street Environmental Enhancements: Proposed Side Road Closures
- Regent Street Traffic Management & Environmental Enhancements
- Holborn Viaduct
- The Rolls Estate
- Regent's Park Circular 2001
- Regent's Park Circular: Issues 1, 2 & 3
- Regent's Park Estate: Property Maintenance Guide
- Regent's Park Information Pack
- Regent's Park Guidelines to Lessees
- The Regent's Park Terraces [50th anniversary of Gorell report]
- The Panoramic
- Kensington Palace Gardens
- Park Village Mews, Regent's Park, London W11
- Hanover Lodge, Regent's Park
- The Ionic Villa
- No. 20, Kensington Palace Gardens
- Old Deer Park, Richmond
- Old Deer Park, Richmond: The Crown Estate Landscape Strategy
- Upper Lodge, Bushy Park
- Housing News
- Rural Newsletter
- Farmer of the Year 2000
- Farmer of the Year 1999
- Marine Aquaculture & the Landscape
- Broadscale Mapping Project
- Dredging & the Coastline
- Marine Aggregate Extraction & the Seabed, A Study
- Marine Aggregate Dredging - the Area Involved Report 2000
- Seabed Dredging - the Area Involved Report 2000
- Fish Farming
- Promoting Development in Scotland

- Glenlivet Estate
- Glenlivet Newsletter
- Scottish Coastal Community Scheme
- Crown Estate & the Community
- Savill Garden
- Maps of Windsor Great Park, The Savill Garden and Valley Gardens
- The Portland Estate
- The Dunster Estate
- Welcome to Prince's Coverts, Oxshott
- A Small Crafts Guide to Portsmouth Harbour and Its Approaches
- Annual Reports

17: Public Relations: Current public statements

Class: Approved public statements on Crown Estate issues

Documents:

- Press releases

18: Public Relations: Parliamentary questions

If you wish to search for PQs (either Commons or Lords) from previous sittings of Parliament, or read the text of debates from either the main chambers or Westminster Hall please visit the Hansard website: www.parliament.uk. Select which House you wish to have information on, and then click the Search option, enter 'Crown Estate' and subject.

19: Records management

Class: List of Crown Estate registered files recorded on the central registry system.

Documents:

- Print out from 'Oscar' (Crown Estate file tracking system)

20: Recruitment

Class: Current pay scales; details of current and recently-expired vacancies

Documents:

- Current pay scales
- Current vacancies
- Recently-expired vacancies

A copy of the full publication scheme is available on The Crown Estate's website www.thecrownestate.co.uk or from the FOI Officer, The Crown Estate, 16 Carlton House Terrace, London SW1Y 5AH.