

Adur District Council and Worthing Borough Council Publication Scheme

As a Local Authority, we are required by law to make certain information publicly available. This is known as the Publication Scheme. We are also committed to enhancing transparency and public trust.

Below is a description of each section of the scheme and links to where the information can be found. We are using the <u>Information Commissioner's Model Publication Scheme</u>.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

This page is under construction and is being continually added to.

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
1.Who we are and what we do				Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Council Constitution	The Constitution		1, 2	Democratic Services 01903 239999
Council Democratic Structure	Information on Wards		2	Democratic Services 01903 239999
	Wards in Adur and Worthing		1	Democratic Services 01903 239999



	What Ward do I live in?	1	Democratic Services 01903 239999
	Parishes in Adur and Worthing – Contact Details	1	Democratic Services 01903 239999
	Members of Parliament	1	Democratic Services 01903 239999
	Members of the European Parliament	1	Democratic Services 01903 239999
	County Councillors for Adur and Worthing	1	Democratic Services 01903 239999
Council Senior Management structure	Senior Management Structure Chart	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Location and opening times of council properties open to the public	Council buildings	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Currently elected Councillors' information and contact details	Name and address contacts for Adur Councillors Name and address contacts for Worthing Councillors	2	Democratic Services 01903 239999
	Your Councillors	1	Democratic Services 01903 239999



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1	Worthing Switchboard 01903 239999
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and	Worthing Switchboard 01903 239999
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	Adur District and Worthing Borough Twinning Association	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Information on the Council's complaints procedure	1, 2	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	How do I complain about a Councillor (Standards Board)	1	Democratic Services 01903 239999
	The Adur Council Chairman's Diary The Worthing Council Mayor's Diary	2	Civic Office for Adur 01903 221018 Worthing Mayor's Assistant 01903 221018
	The Adur Council Chairman's Charity The Worthing Council Mayor's Charity	1	Civic Office for Adur 01903 221018 Worthing Mayor's Assistant 01903 221018
Most recent election results	Election Results	1, 2	Electoral Services 01903 221069
Relationships with other authorities	WSCC Social Services – Contact Details	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Carers Association – Contact Details	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Carers Home Support Scheme – Contact Details	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903



			239999
	CVS – Contact Details	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Bereavement Services – Contact Details	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Plans and Strategies	Freedom of Information Publication Scheme	1,2	Access to Information Team on 01903 239999
Local Byelaws	List of all Adur and Worthing Byelaws	2	Democratic Services 01903 239999

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
2. What we spend and how we spend it				
Financial statement	Statement of Accounts		2	Finance 01903 221239 or 221276
Budgets and variance reports	The Budget Book		2	Finance 01903 221239 or 221276
Capital programme	Various		7	Finance 01903 221239 or 221276
Spending Reviews	Fees and Charges Leaflet		2	Finance 01903 221239 or 221276
Financial Audit Reports	Annual report from the Audit Commission		7	Finance 01903 221239 or 221276
The Members' Allowance Scheme	The Members' Allowance Scheme		7	Democratic Services 01903 239999



The Allowances paid to councillors each year	The Allowances paid to councillors each year	7	Democratic Services 01903 239999
Pay and Grading Structure	Pay and Grading Structure	2	Open data / Data transparency 01903 221009
District Auditor's Report	Annual Audit and Inspection letter	2	Finance 01903 221239 or 221276
Financial Statements for Projects and Events	<u>Various</u>	2	Finance 01903 221239 or 221276
Internal Financial Regulations	Various	2	Finance 01903 221239 or 221276
Funding for Partnership Arrangements	<u>Various</u>	2	Finance 01903 221239 or 221276

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
3. What our priorities are and how we are doing				
Corporate strategies and policies	Corporate strategies and policies		2	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Strategies and business plans for services provided by the Council	Local Development Scheme (Adur) Local Development Scheme (Worthing)		2	Planning Policy 01273 263000
	High level business plans for each service		2	Executive Heads of Service - Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999



	Enabling Investment in Council Housing	2	Adur Homes 01273 263030
	Housing Revenue Account Business Plan	2	Adur Homes 01273 263030
	Housing Policies and Strategies	1, 2	Housing Strategy 01273 263017 (Adur)
			01903 221063 (Worthing)
	Household Waste and Recycling Collection Policy	1	Recycling, Refuse and Waste 01903 851729
Procurement Forward plan	Forward Plan	2	Procurement & Contracts 01903 221499 or 01903 221162
Capital strategy	Capital Strategy	1, 7	Corporate Strategy 07909 688 132
	Audit Commission Annual Reports	1	Local audit framework website
Local Area Agreement	Various	7	01273 263401
Statistical information	Population Statistics	1	Community Planning Manager 01273 263180

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
4. How we make decisions				
Timetable of Council meetings	Calendar of Committee Meetings		1	Democratic Services 01903 239999
Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings	Copies of Council Agendas & Reports		1,2	Democratic Services 01903 239999
	Committee Information		1	Democratic Services 01903 239999



	Published Minutes	1, 2	Democratic Services 01903 239999
Current Public consultations	Current Consultations Licensing Consultations	1	Consultations 01903 221003 Licensing 01273 263331
	All Planning Policy Public Consultation Results	2	Planning Policy 01273 263000

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
5. Our policies and procedures				
Policies and procedures for conducting council business	Constitution		1	Legal Services 01903 239999
Policies and procedures for delivering Council services	Strategic Performance and Risk Management Framework		1, 2	Policy Officer for Scrutiny, Strategic Performance and Risk Management 01903 221009
	Infectious Disease Control		2	Public Health & Regulation 01903 221064
	Food Safety Environmental Enforcement Plan		1, 2	Public Health & Regulation 01903 221064
	Health and Safety Enforcement Plan		1, 2	Public Health & Regulation 01903 221064
	Service Standards for Environmental Health		2	Public Health & Regulation 01903 221064
	Equalities Policy and statements		1	Adur Switchboard 01273 263000
				Worthing Switchboard 01903 239999
	Infectious Disease Control		1	Public Health & Regulation 01903 221064
	Shoreham Renaissance Strategy		1, 2	Place & Economy Team



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	Housing Strategy	1, 2	Housing Strategy 01273 263017(Adur)
			01903 221063 (Worthing)
	Empty Property Strategy	1, 2	Private Sector Housing 01273 263259
Current vacancies	<u>Current vacancies</u>	1	Human Resources 01273 263116
Working at Adur District Council: Policies for staff	Senior Management structure	1	Corporate Strategy 07909 688 132
	Corporate Training Policy	2	Human Resources 01273 263116
	Corporate Training Programme	2	Human Resources 01273 263116
	Allowances and Other Benefits	2	Human Resources 01273 263116
	Terms and Conditions of Employment Booklet	2	Human Resources 01273 263116
	Salary Grades & Pay Scales	1, 2	Human Resources 01273 263116
	Induction Pack	1, 2	Human Resources 01273 263116
	Information re: Adur Staff Social Club	2	Human Resources 01273 263116
Working at Adur District Council Policies for staff	<u>Vacancy List</u>	1, 2	Human Resources 01273 263116
	<u>Careers Advice –</u> <u>Contact Details</u>	1	Human Resources 01273 263116
	Employability network	1	Communities Team 01273 263311
Working at Adur District Council Policies for staff	Application Form	1, 2	Human Resources 01273 263116
	Specific Information relating to jobs advertised: Job Description	1, 2	Human Resources 01273 263116
	Information for Candidates Prior to Interview Booklet	1, 2	Human Resources 01273 263116
	Adur District Council Equal Opportunities Policies	1, 2	Human Resources 01273 263116
	Additional Duties and Honorarium Payments Policy	2	Human Resources 01273 263116



			Human Resources
	Capability Policy	2	01273 263116
	Dignity at Work Policy	2	Human Resources 01273 263116
	Disciplinary Policy	2	Human Resources 01273 263116
	Equalities Policy	2	Human Resources 01273 263116
	Grievance Policy	2	Human Resources 01273 263116
	Relocation Expenses Scheme	2	Human Resources 01273 263116
	Sickness Absence Policy	2	Human Resources 01273 263116
	Smoking Policy	2	Human Resources 01273 263116
	Staff Code of Conduct	2	Human Resources 01273 263116
	Staff Transport Strategy	2	Human Resources 01273 263116
	Statement of Safety Policy (Health and Safety)	2	Human Resources 01273 263116
	Workforce Development Policy	2	Human Resources 01273 263116
Working at Adur District Council Policies for staff	Worklife Balance Policy	2	Human Resources 01273 263116
	Employee Assistance Programme (EAP)	2	Human Resources 01273 263116
	Employment Stability Policy	2	Human Resources 01273 263116
	Flexible Retirement Policy	2	Human Resources 01273 263116
	Human Resource Strategy	2	Human Resources 01273 263116
	Market Related Additional Payments Policy	2	Human Resources 01273 263116
	Recruitment and Selection Policy	2	Human Resources 01273 263116
	Recruitment of Ex-offenders	2	Human Resources 01273 263116
	Redundancy Policy and Procedure	2	Human Resources 01273 263116
	The Local Government Pension Scheme and Early Termination of Employment Discretions Policy	2	Human Resources 01273 263116
	APT&C staff (including Appeal Procedure)	2	Human Resources 01273 263116
	Retention of Disabled	2	Human Resources



E	Employees Policy		01273 263116
F	Retirement Policy	2	Human Resources 01273 263116
	Secondment Policy	2	Human Resources 01273 263116
	Secure storage of CRB records	2	Human Resources 01273 263116

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
5. Our policies and procedures				
	Safeguarding Adults and Children's Policy		1	
Working at Adur District Council and Worthing Borough Council Policies for staff	Whistleblowing policy		1	Legal Services 01903 239999
	Workbase Relocation Scheme		2	Human Resources 01273 263116
	Work Experience Policy		2	Human Resources 01273 263116
	Health & Safety policy and guidance documents		2	Human Resources 01273 263116
	The Adur and Worthing Manager: Coreskills for Managers		2	Human Resources 01273 263116
	Self-Certification Sickness Certificate and return to work form		2	Human Resources 01273 263116
Records Management and personal data policies	Data Protection Policy		2	Access to Information Team on 01903 239999
Charging regimes and policies	Charging Regimes		1	Finance 01903 221239 or 221276

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
6. Lists and Registers				
Public registers and registers held as public records	Publication Scheme		1	



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	Recycling and waste		1	Recycling, Refuse and
	collection calendars			Waste
				01903 851729
	Register of Burials		1, 7	Cemetery Service
	register of burials		1, 1	01273 263159
				01273 263 159
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	Cremations		1	Crematorium
				01903 872678
	Registrar of Births,		1	Adur Switchboard
	Deaths and Marriages			01273 263000
				Worthing Switchboard
				01903 239999
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	Register of Councillors'		1	Legal
	financial and other			01903 221119
	interests			
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	Register of gifts and		2	Legal
	hospitality			01903 221119
	Contaminated Land		1, 2	Public Health &
	Strategy		., _	Regulation
	Strategy			01903 221064
	Air Pollution Control		1, 7	Public Health &
				Regulation
				01903 221064
	Houses in Multiple		1, 7	Private Sector
	Occupation			Housing
				01273 263259
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Public Registers and Registers	Land Charges Enquiries	Stand	3	Adur Switchboard
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		<u>Charge</u>		Worthing Switchboard
		_		01903 239999
	Legal Services Land	Stand	3	Adur Switchboard
	Charges Register	ard	l	01273 263000
	Charges Register			
		<u>Char</u>		Worthing Switchboard
		<u>ge</u>		01903 239999
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Planning Applications Register	1, 7	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Planning Enforcement Register	1, 7	Planning (Development Management) Enforcement Team 01903 221065
Public Register of Hackney Carriage Owners/Drivers	7	Taxi Licensing, Public Health & Regulation 01273 263144
Public Register of Private Hire Drivers	7	Taxi Licensing, Public Health & Regulation 01273 263144
Radon	1	Public Health & Regulation 01903 221064
Radiation Monitoring	2	Public Health & Regulation 01903 221064
<u>Asbestos</u>	1, 7	Private Sector Housing 01273 263259

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. The services we offer				
Services for local businesses:	When an Inspector Calls		1, 2	Private Sector Housing 01273 263259
	Business Conference Facilities		1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Services for the public: Car Parking	Car Parking		1	Car Parking 0345 680 0189 (Adur) 01903 239999 (Worthing)
	Blue Badge Parking Scheme - WSCC -		1	0345 680 0189



	Contact Details		
Services for the public	Housing Advice	1	Adur Homes 01273 263030 Worthing Homes 01903 703100
	Tenancy Agreement	2	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Repairs and Maintenance	1, 2	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Tenants' Participation Strategy	1	Adur Homes 01273 263030
	Adur Homes service standard leaflet	1	Adur Homes 01273 263030
	Facts and Figures for Housing	1	Adur Homes 01273 263030
	Managing your finances	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Pay Your Rent	1	Payments 0300 123 6002
	Your Rights	1, 2	Adur Homes 01273 263030
	Right to Buy	1, 2	Right to Buy 01273 263285
	Housing Register and Allocation Scheme	1, 2	Housing 01903 221063
	Application Form/Guidance Notes	1, 2	Housing 01903 221063
	Transfer Incentive Scheme	1, 2	Tenancy Services 01273 263030



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	<u>Leaseholders'</u> <u>Handbook</u>	1	Leasehold Properties Administrator 01273 263284
	Housing Publications	1	Adur Homes 01273 263030
	Service Charges	1, 2	Leasehold Properties Administrator 01273 263284
	Sheltered Housing	1	Accommodation Team 01903 221063
Services for the public: Adur Homes	Housing Voice	1	Adur Homes 01273 263030
	Housing Services Annual Report	2	Adur Homes 01273 263030
	Homelessness Strategy	1	Housing Strategy 01273 263017(Adur) 01903 221063 (Worthing)
	Flood Risk	1, 2	Planning Policy 01273 263000
	Coastline Defence and Flood Policy	1, 2	Planning Policy 01273 263000
	Waste and Recycling	1	Recycling, Refuse and Waste 01903 851729
	Bulky waste collection	1	Recycling, Refuse and Waste 01903 851729
Services for the public: Customer Services	Complaints Guide	1	Customer Services Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
Services for the public: Legal & Democratic Services	The Adur and Worthing Youth Council	1	Democratic Services 01903 239999



Services for the public: Conservation 1, 2 Road closures, Business Support 01903 221486
Services for the public: Leisure & Cultural Services South Downs National Park — Consultation Memorial Benches Description 1 Environmental Services 01903 221486 1 Environmental Services Administration Team 01273 263060
Services for the public: Leisure & Cultural Services South Downs National Park — Consultation 1 Environmental Services 01903 221067 1 Environmental Services Administration Team 01273 263060
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01903 236977
Beach Huts 1 Beach Office
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01903 230977
Sports and Leisure 1 Adur Switchboard
Development 01273 263000
Development 01273 203000
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01903 239999
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History of Adur and 1 Worthing Museum
Worthing 01903 221448
Arts Directory 1 Worthing Museum 8
Art Gallery
01903 221448
Services for the public: Calendar of 1 Tourist Information
Leisure & Cultural Events in Adur 01903 221066
Services and Worthing
Allotments 1 Adur Allotments
01273 263151
Graffiti and Fly posting 1
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Tourism in Adur and 1 Tourist Information
Worthing 01903 221066
Violating 01903 22 1000
Compterios 1 2 Cemetery Service
<u>Cemeteries</u> 1, 2 01273 263159
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Sports Clubs 1
and Activities



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	Information on the	1, 2	Dogs Section
	Council's Dog		01903 221064
	Warden Service		
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	Public Conveniences	1	Recycling, Refuse and
		'	Waste
			01903 851729
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Services for the public:	<u>List of Cemeteries and</u>	1	
Cemeteries and Crematoriums	Crematoriums		
Services for the public:	Planning Application	1, 2	
Planning, Wellbeing &	<u>Form</u>		
Regeneration			
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	Planning Applications	1	
	<u>Listings</u>		
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	Planning & Building	1	Building Control
	Control		01903 221068 or
			01903 221385 or
			01903 221418
	Development Control	1	Planning Policy
	Standards - Space		01273 263000
	around dwellings and		
	flats		
	Chanfranta	4.0	Diagning Policy
	<u>Shopfronts</u>	1, 2	Planning Policy
			01273 263000
	Development involving	1, 2	Planning Policy
	<u>horses</u>		01273 263000
	Hedgerow	1, 2	Planning Policy
	Removal Notice	', -	01273 263000
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	Listed Buildings (Adur)	1, 2	Planning Policy
			01273 263000
	<u>Listed Buildings</u>		
	(Worthing)		
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	Tree Preservation Orders	1	Planning Policy 01273 263000
	Building Control Charges	1, 2	Building Control 01903 221068 or 01903 221385 or 01903 221418
	Building Regulations Submission Form	1, 2	Building Control 01903 221068 or 01903 221385 or 01903 221418
	Building Regulation Procedures	1, 2	Building Control 01903 221068 or 01903 221385 or 01903 221418
Services for the public: Planning, Wellbeing & Regeneration	The Party Wall Act	1, 2	Building Control 01903 221068 or 01903 221385 or 01903 221418
	Bus Shelter Cleaning	1	Adur Switchboard 01273 263000 Worthing Switchboard 01903 239999
	Disabled Facilities Grant	1	Private Sector Housing 01273 263259
	Noise Guide	1, 2	Public Health & Regulation 01903 221064
	Noise Control and Neighbour Complaints	1, 2	Public Health & Regulation 01903 221064
	Bonfires, smoke and fireworks	1, 2	Public Health & Regulation 01903 221064
	Pest Control Service	1	
	Community Alarm Scheme	1	Community Alarm Scheme 01273 263390



Services for the public:	Lottery Licensing	T 1	Licensing Unit, Public
Licensing	Lottery Licensing	'	Health & Regulation
Licensing			Ticaliti & regulation
			01273 263331
Services for the public: Housing	Application form pack –	1, 2	Adur Switchboard
& Council Tax	Housing and Council		01273 263000
	Tax Benefit		
			Worthing Switchboard
			01903 239999
	Breakdown of Council	1, 2	Adur Council Tax
	Tax bands		01273 263111
			Worthing Council Tax
		,	01903 221061
	Council Tax and Non-	1	Adur Council Tax
	<u>Domestic Rates</u>		01273 263111
			Worthing Council Toy
			Worthing Council Tax 01903 221061
	Tourist Information	1	Tourist Information
Information for visitors to the	Tourist information	Į.	01903221066
area:			01903221000
	Beaches in Adur and	1	Tourist Information
	Worthing		01903221066
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	<u>Watersports</u>	1	Adur Switchboard 01273 263000
			01273 203000
			Worthing Switchboard
			01903 239999
	Parks, Playgrounds and	1	
	Open Spaces		
	Junior Activities	1	Adur Switchboard
			01273 263000
			Worthing Switchboard
			01903 239999
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	<u>Accommodation</u>	1,2	Tourist Information
		.,_	01903221066
Media releases	Social Media	1	Communications Team
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CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
8 Election Information				
Forthcoming elections Information	Election Information		1, 2	Electoral Services 01903 221069
Election results	Election results		1, 2	Electoral Services 01903 221069
Review of polling stations	Voting & Polling Stations		1	Electoral Services 01903 221069
Information on becoming a councillor	Mayoral Petition Information		1, 2	Electoral Services 01903 221069
Voting procedures	Postal & Proxy Voting		1	Electoral Services 01903 221069
	The Electoral Register		2	Electoral Services 01903 221069
	Electoral Registration and Voting		1	Electoral Services 01903 221069



Please note the following:

- (i) the numbers shown in the column marked "media" relate to the media types in the document list below;
- (ii) if there is no item shown in the column 'Price', the item is available free of charge.

Media Code No.	Media Format
1	Website
2	Leaflet/magazine/pamphlet
3	Electronic copy
4	Database
5	Wristband
6	Poster Advertisement
7	Available to inspect by appointment