



# LOCAL GOVERNMENT DIRECT

May 2004 Edition

## CONTENTS

- 1. THE SERVICE**
- 2. OPENING THE SERVICE**
- 3. UNIQUE FEATURES**
  - 3.1 NAVIGATION BAR
  - 3.2 BOOKS ON SCREEN [BOS]
  - 3.3 NAVIGATING BOS
  - 3.4 PRINT MANAGER
  - 3.5 LINKS
  - 3.6 SITEMAP
- 4. SEARCH EXAMPLES**
- 5. OTHER INFORMATION**
  - 5.1 EDITORIAL
  - 5.2 TECHNICAL HELP
  - 5.3 CUSTOMER SERVICES
  - 5.4 TRAINING

## 1. THE SERVICE

Butterworths Local Government Direct provides local government lawyers and local authority departments with a one stop legal resource on local government. Combining Butterworths' indepth analysis of legislation, case law and policy with Local Government Chronicle's online updating on legal and management issues, this new service provides timely updating and a comprehensive database of information on a range of disciplines.

Butterworths Local Government Direct has been designed for the local government lawyer, recognising that you not only develop policy on local government law for your council but also answer queries on a range of topics from burials to trading standards. Each of the modules is designed to be a self-contained information database for the specific functions carried out by planning officers, environmental health officers, rating officers and valuers, education specialists, trading standards officers and advisers on best value and corporate enterprises.

The following sections are accessible from the Local Government Direct front page:

- About – Contains information relating to the subject areas of Local Government Direct.
- Bulletins.
- Viewpoint – Gives you online commentary from leading local government practitioners on topical legal issues and developments, explaining how they will affect your work.
- Catalogue – Links to the Butterworths Catalogue or the LGC Bookshop.
- News Archive
- Links – Links useful to the Local Government Direct practitioner.
- Free Forms – Access to forms relevant to local government, which can be downloaded free of charge.
- Feedback – Fill in the user form to keep us up to date with your thoughts on Local Government Direct.
- Sitemap – Navigate Local Government Direct by using the Sitemap.
- User Guides.

The following list details the range of information available through Butterworths Local Government Direct on an annual subscription basis. All modules are available on a mix and match basis to suit your individual and department needs

### Legal Department

Legal information specifically for advisers in local authority legal departments.

- **Local Government Law** – Butterworths' narrative work on local authority powers and duties, organisation, general principles and introductory sections on key issues of sector specific areas such as education, housing and social services. Edited and compiled by a team of contributors from 11 King's Bench Walk. A practical approach to the subject matter for guidance on key issues.

- **Local Government Law Bulletins.**
- **Precedents** – a selection of precedents available to print out or copy and paste into a word processing document.
- **Cases** – relevant cases including unreported cases taken from Local Government Reports and All England Direct.
- **Legislation** – relevant statutes selected on a broad basis from Butterworths Legislation Direct containing consolidated text of amending statutory materials to ensure you have the most up-to-date information.
- **Progress of Legislation** – again taken from Butterworths Legislation Direct this service tracks the progress of all public Bills before Parliament and is updated daily when Parliament is sitting. Bills are listed in alphabetical order by name. Bills are identified by the type of Bill, sponsor and information is provided on the various stages through Parliament and whether the Bill has lapsed, been withdrawn or dropped.
- **Is it in Force?** – taken from Butterworths Legislation Direct this service provides you with comprehensive information about the date on which Acts of Parliament came into force. Ranged alphabetically in date order further information is provided such as the date of Royal Assent, commencement provisions and clear indications of provisions which are not in force.
- **Email alerter** – you choose the topic areas you are interested in for daily updates delivered overnight to your personal email address to ensure you keep abreast of forthcoming changes.
- **News** - Daily news updates on legal and management matters delivered through both Law direct and LGCnet, available free of charge.

### **Planning**

A comprehensive and accessible compendium of planning law and practice.

- **Planning Law Service** – electronic access to Butterworths' narrative work on planning, written by a team of solicitors at Norton Rose with the assistance of specialist advisers at English Heritage, the Chief Planning Inspector, barristers and surveyors.
- **Compulsory Purchase Service**
- **Planning Law Guidance** – sets out the full text of Government Guidance and relevant circulars on planning.
- **Bulletins** – a monthly bulletin provides a round up of consultation documents, new guidance documents, new and forthcoming legislation
- **Estates Gazette Planning Law Reports** – dating back to 1988 this compendium of respected case reports written by Brian Denyer-Green and Navjit Ubhi at Falcon Chambers.
- **Planning and Environment Cases** – a selection of planning cases taken from All England Direct.
- **Further Legislation**
- **Noticeboard**

- **Email Alerter**
- **News** – Daily news updates on planning, regeneration and compulsory purchase matters delivered through both Law Direct and LGCnet, available free of charge.

### Rating

An authoritative service for rating professionals

- **Ryde on Rating** – our established work covering non-domestic rates and the council tax specifically with guidance from recovery of rates to exemptions and relief. Written by a team of barristers headed by general editor, Guy Roots QC.
- **Legislation** – relevant statutory materials from Ryde updated when changes occur.
- **Noticeboard**
- **News**
- **Email Alerter**

### Education

A one-stop legal resource for education specialists

- **News** - Daily news updates on education policy, cases and procedural matters delivered through both Law Direct and LGCnet, available free of charge.
- **Email Alerter**
- **Bulletins** – a round up of new and forthcoming statutory materials, circulars, consultation papers, cases including judicial review, Ombudsman Reports and round up of useful articles
- **Law of Education** – the leading authoritative work on education covering statutes, statutory instruments, cases, circulars and memoranda all cross referenced in hypertext links with explanatory text from leading practitioners headed by general editor Peter M Liell.
- **Education Law Manual** – launched in December 2000 ,this narrative work is unique in education market covering the key issues of admissions, exclusions, special education needs, funding, staffing and litigation in all areas of education from school to higher education. Edited by Nicolas Hancox, Solicitor, Mills & Reeve, Solicitor, Partner, Beachcroft Wansbroughs.
- **Noticeboard**

### Trading Standards

The complete resource for trading standards officers

- **News** - Updates on trading standards practice and procedures delivered through both Law Direct and LGCnet, available free of charge.
- **Email Alerter**

- **Consumer Law Bulletin** – rounded updates under subject headings of fair trading, trade descriptions, food, medicines, prices and credit, safety and covering new and proposed legislation, EC Council and Commission Resolutions, organisations news, HSE consultation and further information sources.
- **O’Keefe Weights and Measures** – the authoritative reference source for trading standards officers dealing with weights and measures law and practice containing annotated statutes, regulations, EU legislation, official documents and case summaries. Specimen forms such as letters and notices are included which can be printed off or cut and paste into a word processing document. Edited by Chris Howell, FITSA, MIQA, Legal Metrology Consultant.
- **Law of Food and Drugs** – this most comprehensive industry standard on food and drugs law and practice provides the full text of all relevant legislation, fully annotated. Coverage and analysis of key cases and reports of public authorities, recommendations of advisory committees and codes of practice. Edited by Roland Rowell, JP, BA, LL.M, LL.D, DCA, MTSI, FCIM and a team of expert contributors.
- **Trading and Consumer Law** – the most comprehensive work on consumer law covering every aspect of trade descriptions, fair trading, prices, consumer credit, advertising and offers sector specific guidance for certain manufacturers, estate agents, broadcasting, marketing and newsagents.
- **Product Liability and Safety Encyclopaedia** – a complete guide to the legislation affecting manufacturers, retailers and importers with a narrative explanation, annotated statutes, regulations and circulars in each of the areas covered. Includes a consumer protection directory of contacts.
- **Consumer protection cases** – a round up of cases from All England Direct , JOP and LGR, covering the key issues in consumer protection law.
- **Noticeboard**

### Environmental Health

Authoritative reference on the wide scope of environmental law

- **News** - Updates on environmental practice and procedures delivered through both Law Direct and LGCnet, available free of charge.
- **Email Alerter**
- **Bulletins** – covering topical issues such as the Human Rights Act 1998 and highlighting forthcoming legislation, EC Directives, cases and prosecutions.
- **Garner’s Environmental Law** – a comprehensive collection of annotated UK and EC source materials arranged by subject including legislation, EC Directives and government circulars accompanied by authoritative narrative explanation including reference to cases. By the late J F Garner, Solicitor, Emeritus Professor of Public Law, University of Nottingham. Edited by D J Harris, PhD, LL.M, Professor of Public International Law, University of Nottingham.
- **Planning and Environment Cases** - a round up of cases from All England Direct , JOP and LGR, covering the key issues in environmental law
- **Further Legislation**
- **Noticeboard**

## **Partnerships**

An up-to-date reference source on the legal perimeters of local authority partnerships

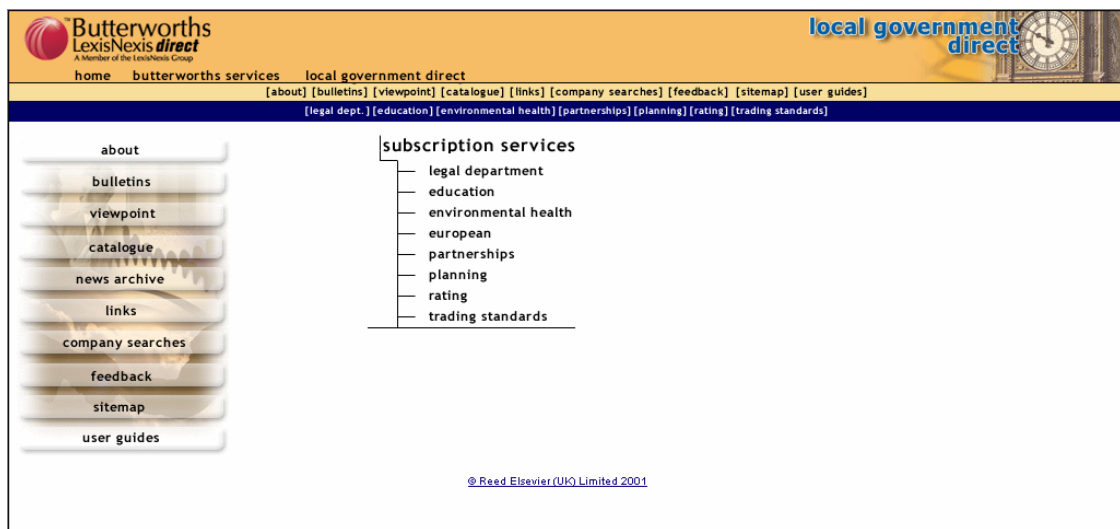
- **News** - Updates on PFI deals and procedures delivered through both Law Direct and LGCnet, available free of charge.
- **Email Alerter**
- **Local Authority Companies and Partnerships** – an overview of the legal and accounting framework of setting up local authority partnerships and companies including the sources of funding, company set up, ultra vires doctrine and implication on transfer of undertakings and employment law. Written by Rob Hann, 4Ps.
- **PFI Manual** – a comprehensive guide to the principles, legal framework and sector specific issues in setting up and running a PFI deal from procurement to taxation.
- **Legislation** – a collection of consolidated text legislation of relevance in this area.
- **Best Value Manual**
- **Best Value Bulletins**
- **Noticeboard**

## 2. OPENING THE SERVICE

To access the Local Government Direct service, select 'butterworths services' from the Butterworths Lexis Direct home page (single click) and then left click Local Government Direct, pictured below.



The subsequent screen will be the Local Government Direct Homepage, shown below.



Within the subscription services section you are required to logon to access the information within them. You will be prompted for your user name and password as shown below:

**Please provide your user name and password in the boxes below:**

**User name:**

**Password:**

If you would like more information on prices, technical requirements and network licence agreements or the free trial, please contact the Butterworths Online Support Team on 0845 608 1188 (UK only) or +44 (0)1483 257726 (if you are outside the UK).

### 3. UNIQUE FEATURES

#### 3.1 NAVIGATION BAR

To aid navigation between the sections of the service, a common navigation bar, integrated at the top of each section can be used, pictured below.



To access any service, at any time, left click the appropriate heading once.

#### 3.2 BOOKS ON SCREEN [BOS]



'bos' is Butterworth's own reference software system which gives you the advantage of immediate electronic access to all the information within your chosen browser.

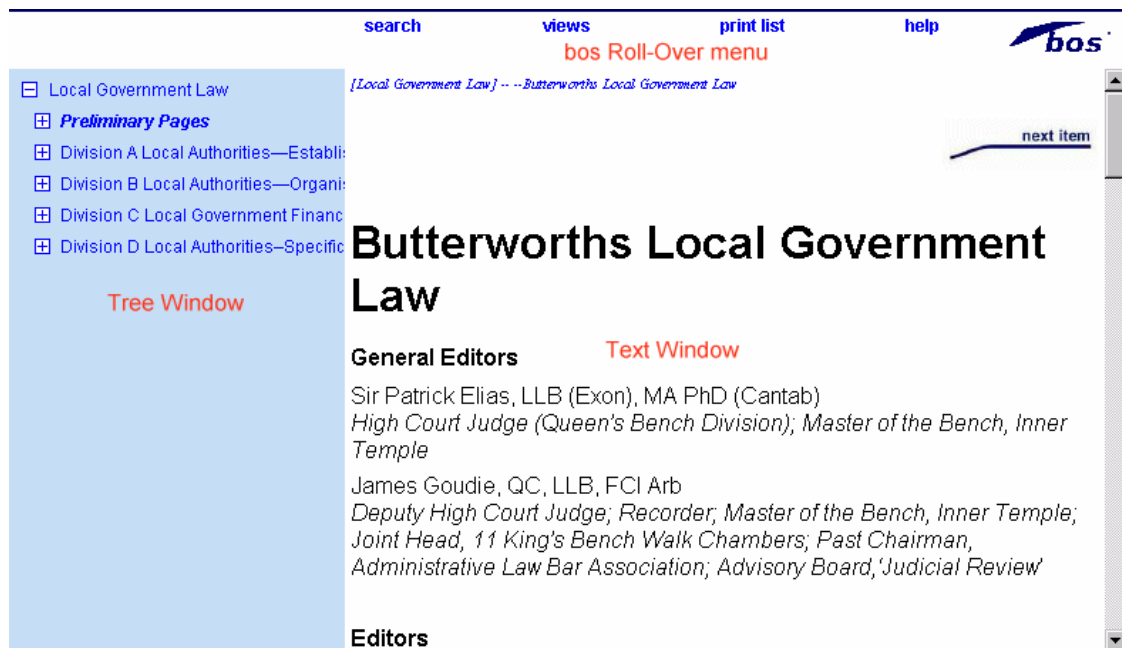
For an example of the application of bos within the Local Government Direct service, navigate to Local Government Law within the Legal Department subscription service.

For details on how to browse records within bos please see 'Navigating bos'

### 3.3 NAVIGATING BOS

The bos areas of Local Government Direct are divided into three sections...

- The bos Roll-Over Menu
- Text Window
- Tree Window



The bos Roll-Over Menu contains four options, and is shown enlarged below.



The four options are...

- **Search** - Left click this once to access the search utility
- **Views** - Roll over this to bring up bos layout options
- **Print list** - Left click this to view your print list
- **Help** - Left click this to launch bos help.

In order to make a selection from the bos menu, move the cursor over one of the four options listed above. At this point, if further options are available they will appear below the relevant option. In the example pictured above, the cursor is positioned over the second option, views. Three further options have appeared...

The further options under Views are...

- **Normal** -The default layout for bos, with both the tree window and text window visible, as pictured above.
- **Text** - Select this option to view only the text window.
- **Tree** - Select this option to view only the tree window.

Within the text window, two navigation buttons are available, pictured below...



Left click the button pictured above to proceed to the following page of text.



Left click the button pictured above to return to the previous page of text.

Additionally, on certain text frames a print manager button may be available. Left click this once to access the bos Print Manager utility, pictured below. For details on using the Print Manager, please see 'Print Manager'.

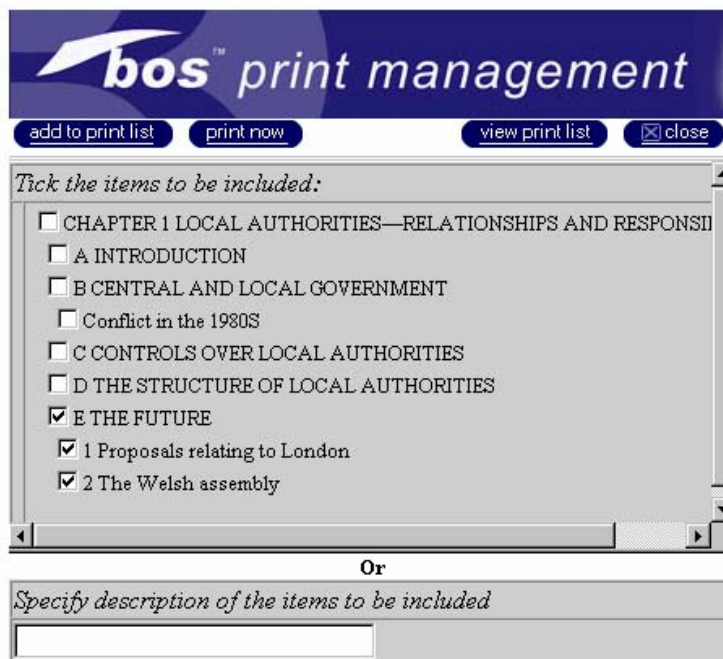


### 3.4 PRINT MANAGER

Whole archives, or specific sections of bos, can be selected and collated for immediate or later printing.

**print management**

The print manager button appears at the top and bottom of some text frames. Left click this button once to load the print manager.



The Print Management window will list all the relevant printable sections and schedules from your current location.

Selecting material to print:

- To select all archives available for printing, check the box furthest to the left.
- To select individual archives for printing, check the appropriate box to the left of that heading.

To print later, left click the 'add to print list' button. To print immediately, left click the 'print now' button.

### **3.5 LINKS**

The links section of Local Government Direct provides the user with a series of links which will prove of use to the local government practitioner. Navigate to the links section by clicking on the Links button on the Navigation Bar or on the button on the home page of Local Government Direct.

While in the Links section simply left click on the link which you are interested in to jump instantly to that reference.

### **3.6 SITEMAP**

Users may also navigate Local Government Direct by using the sitemap. The sitemap can be accessed by left clicking once the sitemap button on the navigation bar or clicking on the sitemap button on the Local Government Direct home page.

The Local Government Direct sitemap is shown below. Areas can be accessed by left clicking on the required section.

#### 4. SEARCHING

Local Government Direct uses the bos search engine. While browsing the Local Government Legislation section of the Legal Department subscription, you require information relating to "bingo".

- First, access the search engine by rolling the mouse over 'search', from the bos sub-menu, and left clicking on 'normal', which should appear as shown below.

[search](#)                      [views](#)                      [print list](#)                      [help](#)  
[normal](#)

- The following screen will be the search utility main page. In the word or phrase input field, enter keywords as shown below.

**Please provide the word or phrase to find**

[Clear](#)

- In the 'search where' section, leave the radio button selected on Current Database as you want to search through the whole Legislation section.

Search where	
<input checked="" type="radio"/> Current Database	<input type="text" value="Local Government Legislation"/>
<input type="radio"/> Selected parts of current database	<input type="text" value="Statutes&lt;br/&gt;Statutory Instruments"/>
<input type="radio"/> Databases selected in the list	<input type="text" value="Local Government Law&lt;br/&gt;Local Government Law Bulletins&lt;br/&gt;Precedents&lt;br/&gt;Local Government Cases&lt;br/&gt;Local Government Legislation&lt;br/&gt;Stop Press"/>
<input type="radio"/> All databases in this group	

- Leave the 'search how' section as it is, as you want to find the words next to each other in order. Pictured below.

Search How	
<input checked="" type="radio"/>	Words next to each other in order
<input type="radio"/>	Words in any order in the same

paragraph  
 provision  
 enactment

- Next left click the 'go' button, to launch the search.



At this point, the service will search through the Legislation book. After a short wait, the results page will appear as below...

**search results (43 total hits)**

<b>search text</b>	<i>bingo</i>	<b>search type</b>	<i>Words are adjacent</i>
<b>search location</b>	<i>Local Government Legislation</i>	<b>searching through</b>	<i>All Text</i>

**Local Government Legislation ( 43 hits in this database )**

Butterworths Local Government Direct, Legislation

Statutes

[Bingo Act 1992 \(1992 c 10\) \[2 hits\]](#)

[1 Bingo advertising \[2 hits\]](#)  
[2 Short title, commencement and extent \[1 hit\]](#)

Insolvency Act 1986 (1986 c 45)

[SCHEDULE 6 THE CATEGORIES OF PREFERENTIAL DEBTS \[1 hit\]](#)

Statutory Instruments

[SI 1998/2153 Gaming \(Bingo\) Act \(Variation of Monetary Limit\) Order 1998 \[2 hits\]](#)

[1 This Order may be cited as the Gaming \(Bingo\) Act \(Variation of Monetary Limit\) Order 1998 and shall](#)  
[2 The sum of £500,000 is hereby specified as the maximum amount to be paid as a prize in respect of a](#)  
[3 The Gaming \(Bingo\) Act \(Variation of Monetary Limit\) Order 1995 is hereby revoked. \[2 hits\]](#)

[SI 1998/2151 Gaming Clubs \(Multiple Bingo\)\(Amendment\) Regulations 1998 \[2 hits\]](#)

In this case, forty-three search results have been returned. The results are highlighted in blue, indicating it is a hyperlink. Left click the highlighted result to view the information.

## **5. OTHER INFORMATION**

### **5.1 EDITORIAL**

If you have a query about the content of the Local Government Direct service, you can contact us by telephone or E-mail. Simply call the Butterworths Direct help line on 0845 608 1188 and they will connect you to the appropriate person to deal with your query. Alternatively, you can E-mail us with any editorial queries or comments by using the '[contact us](#)' links that appear on the home page. We welcome feedback from our customers about Local Government Direct so please feel free to contact us.

### **5.2 TECHNICAL SUPPORT**

Telephone support is available during normal working hours (07 00 – 00 00 GMT Mon-Fri and 08 00 – 00 00 Sat-Sun).

**Tel: (44) 0845 305 0500 Fax: (44)01483 257917**

**email: [electronic.helpdesk@lexisnexis.co.uk](mailto:electronic.helpdesk@lexisnexis.co.uk)**

To assist the help line in resolving your problems as quickly as possible please have the following information to hand before calling

- What Internet browser are you using?
- What product do you subscribe to?
- Do you have a network or standalone PC?
- If you are on a network what type is it? (i.e. Novell, NT etc.)
- Which version of DOS are you using?
- Which version of Windows are you using?
- What was the sequence of events leading up to your problem?

### **5.3 CUSTOMER SERVICES**

Butterworths Direct Help line is available from Monday to Friday 09 00 – 17 00

**Tel: 0845 608 1188**

**For calls from outside the UK: +44 0207 400 2822**

### **5.4 TRAINING**

To find out more about our comprehensive training courses, and to reserve a place.

**Tel: (44) 0207 400 4639 Fax 020 7400 2661**

E-mail: [training@lexisnexis.co.uk](mailto:training@lexisnexis.co.uk)