

Freedom of Information & Data Protection

Dover District Council's Publication Scheme and guide to information that is available

The Freedom of Information Act 2000 became law on 30 November 2000. It establishes a right of access to all types of 'recorded' information held by public authorities, subject to statutory and other exemptions. All public authorities are required to adopt and maintain a Publication Scheme. The purpose of the Scheme is to advise the public of what information will be automatically or routinely published by the council. It does not list all of the documents that the Council produces nor is it a definitive list of all of the information the Council holds. The Act requires that the Publication Scheme specifies sections of information, consisting of seven classes, which are:

- **Class 1:** Who we are and what we do – this includes organisational information, such as the Constitution of the Council, structures, locations and contacts, plus information on Elections and Elected Members of the Council
- **Class 2:** What we spend and how we spend it - this includes financial statements, budgets and variance reports
- **Class 3:** What our priorities are and how we are doing – this includes plans and strategies which make up the Policy Framework of the Council, performance monitoring
- **Class 4:** How we make decisions – this includes details of decision making processes and records of decisions.
- **Class 5:** Our policies and procedures - this includes policies and procedures for delivering our services.
- **Class 6:** Lists and registers - this includes public registers and registers held as public records
- **Class 7:** Services provided by the Council – this includes information relating to the services we provide

CLASS		DEFINITION	DETAILS OF INFORMATION
1	Who we are and what we do	Organisational information	<ul style="list-style-type: none"> • Dover District Council Constitution • Elected Members • Directorate Structure • Contact us • A-Z of Services • Elections
2	What we spend and how we spend it	Financial information including statements, budgets and variance report	<ul style="list-style-type: none"> • Annual statement of accounts for 2001/02 and subsequent financial years • Council Tax estimates • Capital programme • Members Allowances • Staff allowances and expenses available in hard copy or other formats • Current Tender Opportunities • Details of grants to the voluntary community and social enterprise sector • Contract Register • Transparency
3	What our priorities are and how we are doing	Strategy and performance information	<ul style="list-style-type: none"> • Performance Monitoring Report • Corporate Plan • Corporate Governance • State of the District Report • Census • Deprivation • Sport and Leisure Strategies

4	How we make decisions	Policy proposals and decisions. Decision making processes, procedures and consultations	<ul style="list-style-type: none"> • Timetable of Council meetings • Agenda, reports and minutes of committee meetings • Current Consultations and Surveys
5	Our policies and procedures	Policies and procedures for conducting council business	<ul style="list-style-type: none"> • Corporate Governance Local Code • Local Plan • Public Access to Information and Petitions • Policies and Procedures about the recruitment and employment of staff • Housing Allocation Policy • Equality Report • Comments, compliments and complaints • Records management strategy • Fees and Charges
6	Lists and registers	Information held in public registers and registers held as public records	<ul style="list-style-type: none"> • Register of Interests (notification by DDC Councillors or financial and other interests) • Electoral Register (full) • Electoral Register (edited) • Licensing Act 2003 and Register of Licenses • Gambling Act 2005 (premises licences, permits) • Register of Hackney Carriage Licence Holders • Register of Private Hire Licence Holders • Register of Caravan Site Licences • Register of Planning Applications • Register of Initial Notices under the Building Regulations • Register of Empty properties • Register of Licensed Houses in Multiple Occupation • Contaminated Land Register • Mutual Exchange Register • Food Business Register • Asset Register • Register of stray dogs

			<ul style="list-style-type: none"> • Environmental permit register • Corporate Property List • Assets of Community Value in the Dover District
7	Services provided by the Council	Advice and guidance regarding the services offered.	<ul style="list-style-type: none"> • Council Tax • Benefits, Housing Benefit, Council Tax support, fraud, forms • Business Rates and Information for Businesses • Planning and Building Control, applications, enforcement, listed buildings, Conservation Areas • Waste collection and Recycling, garden waste, abandoned vehicles, bulky items, missed bin collections, assisted collections • Environmental Health, including pests, noise, food safety, health & safety and Air Quality • Environmental crime, including flytipping, litter, dog fouling, Public Spaces Protection Order • Licensing and Regulation, including Licence Register, Licensing Act 2003, Gambling, Taxis • Housing, including Apply for housing, Housing Needs, Sheltered Accommodation, Homelessness, Private Sector Housing • Community Safety, including Anti-Social Behaviour, CCTV, Wardens & PSCOs • Parking, including pay or appeal PCNs, permits, where to park and disabled parking. • Leisure and Tourism, including facilities, events, heritage and museums, Kent Sports Directory, Countryside, pitch bookings • Regeneration • News – Residents newsletter, press releases made by the Council

How is the information published?

Most of the information which is published by the Council is available on the Council's website (www.dover.gov.uk) and may be downloaded. Alternatively hard copies of the information may be obtained by contacting the Council Offices.

It is also possible for published information to be inspected free of charge at the Council's main offices and some information may be inspected free of charge at the Council's Area Offices. It may be necessary to make an appointment before inspecting documents at the Council offices. In exceptional circumstances some information is available only for inspection and not for taking copies and where this is the case it will say so in the relevant class.

Obligations under disability and discrimination legislation and any other legislation to provide information in other formats will be adhered to when providing information in accordance with this Scheme.

Charging

Wherever possible the information identified in the Scheme will be made available by the Council without any charge being made for it and unless otherwise indicated the Publications are available free. Where the information is available on the Council's website then it can be inspected free of charge. Inspection of the documents at the Council offices will also be free of charge.

If hard copies of documents are required then a charge may be made where it is necessary to photocopy them. These charges will be determined in accordance with the rates set by the Council from time to time. These will be set out in the Council's current Schedule of [Fees and Charges](#) at the time of the request. If a fee is required, the 20 working days will be extended up to three months until the fee is paid. There is no obligation for a public authority to provide information if the estimated cost of doing so would exceed 18 hours, or £450.

Information is available on the website if a link is shown, otherwise information can be obtained by contacting the Council direct using the following email address: freedomofinformation@dover.gov.uk or by writing to:

The Freedom of Information Officer
Dover District Council
Council Offices
White Cliffs Business Park
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