



Freedom of Information Act Publication Scheme

The Freedom of Information Act encourages public authorities to proactively publish as much information as possible. Under the Act, we are required to adopt a publication scheme which contains information we routinely make available and ensure that information is published in accordance with the scheme.

Introduction

All public authorities are required to produce a Publication Scheme. The Publication Scheme, which must be adopted and maintained by the Council must do three things:

1. Set out the classes or types of information which the Council publishes or intends to publish;
2. Explain the manner in which that information is or is intended to be published; and
3. Specify whether the information is available free of charge or on payment of a fee.

The Dover District Council Publication Scheme is a guide to the information which the Council routinely makes available to the public. It does not list all of the documents that the Council produces nor is it a definitive list of all of the information that the Council holds.

Classes

- Class 1: Who we are and what we do
- Class 2: What we spend and how we spend it
- Class 3: What our priorities are and how we are doing
- Class 4: How we make decisions
- Class 5: Our policies and procedures
- Class 6: Lists and registers
- Class 7: Services provided by the Council

Class 1: Who we are and what we do

Information about our structure, councillors, and workforce.

- [Elected Councillors](#)
- [Management Team](#)
- [Senior Management Structure](#)
- [Council Offices location, including maps and opening times](#)
- [The Members' Code of Conduct](#)
- [Members' Allowances](#)

Class 2: What we spend and how we spend it

Information on predicted and actual income and expenditure, contracts, and financial agreements.

- [Business Rates](#)
- [Corporate Plan](#)
- [Council Tax Bands](#)
- [Funding for Community Organisations](#)
- [How we buy services](#)
- [Parking income](#)
- [Pay multiple figures](#) (the ratio between the highest paid taxable earnings for the given year and the median earning figure for all staff)
- [Register of Contracts over £75,000](#)
- [Spending information](#) (including transactions over £500, purchases over £5,000 and credit card spending)
- [Staff salaries over £50k](#)
- [Statement of accounts](#) (including the medium-term financial plan and budget, annual governance statement and the independent audit report)
- [Trade Union facility time](#)
- [Gender pay gap report](#)

Class 3: What our priorities are and how we are doing

Information on our strategies and policies and performance indicators.

- [Biodiversity](#)
- [Benefit and support policies](#)
- [Equality Policy](#)
- [Housing policies](#)
- [Licensing Policy](#)
- [Local Plan](#)
- [Performance Management](#)

Class 4: How we make decisions

You can see how we make decisions, those which have been published, council meeting minutes and details of upcoming meetings.

- [Agendas and minutes of council meetings](#)
- [Building control applications](#)
- [Constitution](#)
- [Consultations](#)
- [Cabinet and Committees](#)
- [Elections](#)
- [Published decisions](#)
- [Planning applications](#)
- [Upcoming council meetings](#)

Class 5: Our policies and procedures

See the policies we have in place to make sure we deliver our services effectively and lawfully

- [Complaints policies and procedures](#)
- [Privacy notices](#)
- [Retention schedules](#)

Class 6: Lists and registers

See registers we hold on things like licensed premises, sports pitches, and HMOs.

- [Assets of community value](#)
- [Brownfield land register](#)
- [Car parking spaces](#)
- [Cemeteries](#)
- [Gambling register](#)
- [Houses in multiple occupation](#)
- [Licensing register](#)
- [Mobile home sites](#)
- [Town and Parish council details](#)
- [Sports pitches and courts](#)

Class 7: Services provided by the council

Links to services we provide, like bin collections, planning, and elections.

- [Benefits and support](#)
- [Bins and waste](#)
- [Business](#)
- [Council tax](#)
- [Community](#)
- [Elections](#)
- [Environment](#)
- [Event planning](#)
- [Heritage and museums](#)
- [Housing](#)
- [Leisure, culture and tourism](#)
- [Licensing](#)
- [News](#)
- [Parking](#)
- [Planning](#)

How is the information published?

Most of the information which is published by the Council is available on the Council's website 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. 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.