



# Freedom of Information Publication Scheme

## **What is a Publication Scheme?**

The purpose of the publication scheme is to provide a guide to the information the Council publishes or intends to publish in the future.

Derbyshire Dales District Council is required under the Freedom of Information Act 2000 to maintain a publication scheme and this scheme has been produced following the updated guidance provided by the Information Commissioner, and follows the approved standard.

In order to help you find the information you require the scheme is separated in to 7 broad headings these being:

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing
4. How we make decisions
5. Our Policies and Procedures
6. Lists and Registers
7. Services Provided by the Council

Wherever possible the information will be made available on the Council's website, and you can search for it via [www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk) however, providing information electronically is not always possible and where this is the case you should request the information by either emailing [foi@derbyshiredales.gov.uk](mailto:foi@derbyshiredales.gov.uk) or writing to The FOI Officer, Derbyshire Dales District Council, Town Hall, Matlock. DE4 3NN

### **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.

## **What information am I entitled to?**

Anyone anywhere can request any information held by the Council whether it is listed in the publication scheme or not. However, some information held by the Council may be exempt as defined by the Freedom of Information Act 2000 or subject to an exception as defined by the Environmental Information Regulations 2004.

Exemptions under the Freedom of Information Act 2000 can be absolute or qualified:-

- ◇ An absolute exemption means that the exempt information will not normally be made available to you at all.
- ◇ A qualified exemption means that the information will be made available to you, unless the public interest in not disclosing it outweighs the public interest in disclosure. This means that the Council will have to consider and decide where the public interest is greater.

### **Some of the absolute exemptions include information, which:-**

- ◇ is accessible by other means;
- ◇ relates to national security;
- ◇ is or relates to court records;
- ◇ is personal data protected under the Data Protection Act;
- ◇ is subject to legal professional privilege.

Qualified exemptions include information, which:-

- ◇ relates to investigations and proceedings;
- ◇ relates to law enforcement;
- ◇ is commercially confidential.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. When an authority is legally required to translate any information, it will do so.

### **Can I use the information supplied to me for any purpose?**

The simple answer to this is **No**. Information which is supplied to you under the legislation is for your personal use only and it may be subject to copyright, either the Council's or a third party's.

Simply because information is published on the Council's website or available under the legislation does not mean the Council or the third party has waived its copyright.

If you do wish to re-use any information you must either email [foi@derbyshiredales.gov.uk](mailto:foi@derbyshiredales.gov.uk) or write to The FOI Officer, Derbyshire Dales District Council, Town Hall, Matlock. DE43NN.

### **How much does it cost?**

Where information is available online it is free for you to download and information that is already provided free of charge, such as leaflets and forms, will be emailed or posted at no cost.

The Council may make charges if the information requested is covered by a statutory fee or is listed in the Council's Schedule of Fees and Charges.

The Council may make charges for photocopying or posting information and you will be written to with the charges explained to you and any fee requested will need to be paid prior to the information being sent.

Should you have any queries about the scheme or wish to make a request please either email [foi@derbyshiredales.gov.uk](mailto:foi@derbyshiredales.gov.uk) or write to The FOI Officer, Derbyshire Dales District Council, Town Hall, Matlock, Derbyshire, DE4 3NN.

## 1. **CLASS OF INFORMATION** : WHO WE ARE AND WHAT WE DO

| Description                                                                                                                                                                                                                                                                                                             | Link to Website |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Corporate Leadership Team Structure                                                                                                                                                                                                                                                                                     | Here            |
| Town Hall opening hours, contact email addresses, contact telephone numbers for customer facing Departments.                                                                                                                                                                                                            | Here            |
| Council Constitution : The Council's constitution consists of a number of documents that, under the Local Government Act 2000, are required to be brought together and made available for public inspection. The articles of the constitution set out the basic principles that underline the way the Council operates. | Here            |
| Council's Democratic Structure (Committees).                                                                                                                                                                                                                                                                            | Here            |
| Elected Councillors : political make-up, photographs, names, contact information, Wards and Committee membership.                                                                                                                                                                                                       | Here            |
| Elections                                                                                                                                                                                                                                                                                                               | Here            |
| Details of contracts currently being tendered and contracts awarded. This information will relate to contracts that are large enough to have gone through formal tendering.                                                                                                                                             | Here            |
| Financial statements, budgets and variance reports Financial information for both revenue budgets and budgets for capital expenditure to enable you to see where money is being spent.                                                                                                                                  | Here<br>Here    |
| Capital Programme                                                                                                                                                                                                                                                                                                       | Here            |

## 2. **CLASS OF INFORMATION** : WHAT WE SPEND AND HOW WE SPEND IT

| Description                                                                                                                                                                                                                                                                                                            | Link to Website                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Spending Reviews                                                                                                                                                                                                                                                                                                       | On request ( <a href="mailto:foi@derbyshiredales.gov.uk">foi@derbyshiredales.gov.uk</a> ) |
| External Auditor's Reports                                                                                                                                                                                                                                                                                             | Here                                                                                      |
| The Members' allowance scheme and the allowances paid under it to Councillors each year. The total of the allowances and expenses paid to Councillors by reference to categories, for example. travel, subsistence and accommodation. Council guidelines on the level and claiming of expenses can also be found here. | Here                                                                                      |
| Staff allowances and expenses. Details of the allowances and expenses that can be claimed.                                                                                                                                                                                                                             | Here                                                                                      |
| Pay and Grading Structure : This indicates levels of pay for all posts rather than individual salaries. Senior salaries are identified to 3 <sup>rd</sup> tier level.                                                                                                                                                  | Here                                                                                      |
| Procurement Procedures : Details of Council procedures for acquiring goods and services and contracts available for public tender.                                                                                                                                                                                     | Here                                                                                      |
| Statement of Accounts                                                                                                                                                                                                                                                                                                  | Here                                                                                      |
| Internal Financial Regulations (Constitution Part 9)                                                                                                                                                                                                                                                                   | Here                                                                                      |

**3. CLASS OF INFORMATION : WHAT OUR PRIORITIES ARE AND HOW ARE WE DOING?**

| Description                                                                                                                                                                                                                                               | Link to Website                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| This section will include strategies and plans, performance indicators, audits, inspections and reviews. Information is available for the current and previous three years, not only for the council as a whole but also for departments where available. | <p style="text-align: center;">Here</p> <p style="text-align: center;">Here</p> |

**4. CLASS OF INFORMATION : HOW WE MAKE DECISIONS**

| Description                                                                                                                                                                                                                                                                                                                                                                                                   | Link to Website                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Timetable of Council Meetings (publicly available under the local authority access to information rules).                                                                                                                                                                                                                                                                                                     | <p style="text-align: center;">Here</p> |
| Agendas, officers' reports, background papers and minutes of Council committees, sub committees and standing forum meetings (publicly available under the local authority access to information rules).                                                                                                                                                                                                       | <p style="text-align: center;">Here</p> |
| Public Consultations : Details of concluded consultation exercises including access to the consultation papers or information about where the papers can be obtained. This area includes the results and outcomes of consultation exercises                                                                                                                                                                   | <p style="text-align: center;">Here</p> |
| <p>Communications and Marketing Strategy - criteria used for decision-making, internal instructions, manuals and guidelines.</p> <p>Where access to internal instructions, manuals and guidelines for dealing with the business of the council would help you understand how our decisions are made, these are included here except for the information we believe might damage the council's operations.</p> | <p style="text-align: center;">Here</p> |

## 5. **CLASS OF INFORMATION** : POLICIES, PROCEDURES, FEES & CHARGES

| Description                                                                                                                                                                                                                                                                                                                                                | Link to Website         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <p>The District Councils current written protocols, policies and procedures for delivering its services and responsibilities. Some of the information about policies and procedures may be covered by the council's constitution, so if you cannot find what you are looking for here please look there.</p>                                               | <p>Here</p>             |
| <p>Constitution : Policies and procedures for conducting council business Codes of practice, memoranda of understanding, procedural standing orders, internal guidance about the division of responsibilities between committees and delegated authority, policies on communications between Councillors and Members of staff and similar information.</p> | <p>Here</p>             |
| <p>Recruitment and Employment of Staff : Vacancies are advertised on the recruitment portal which can be accessed via the link.</p>                                                                                                                                                                                                                        | <p>Here</p>             |
| <p>Customer Service :</p> <ul style="list-style-type: none"> <li>◇ Our standards for providing services to the council's customers, including the complaint procedure.</li> <li>◇ Complaints procedures include those covering requests for information and operating the publication scheme.</li> </ul>                                                   | <p>Here</p> <p>Here</p> |
| <p>Data Protection : Records management and personal data policies This includes information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.</p>                                                                                                                            | <p>Here</p>             |



**5. CLASS OF INFORMATION : POLICIES, PROCEDURES, FEES & CHARGES (continued)**

| Description                                                                                        | Link to Website |
|----------------------------------------------------------------------------------------------------|-----------------|
|                                                                                                    |                 |
| <b>Fees and Charges</b>                                                                            |                 |
| ◇ Acupuncture                                                                                      | Here            |
| ◇ Animal Activity Licence                                                                          | Here            |
| ◇ Births, Deaths & Marriages                                                                       | Here            |
| ◇ Burial Services                                                                                  | Here            |
| ◇ Dangerous Animals                                                                                | Here            |
| ◇ Electrolysis                                                                                     | Here            |
| ◇ Events Strategy                                                                                  | Here            |
| ◇ Hackney Carriage and Private Hire Licensing                                                      | Here            |
| ◇ Local Land Charges Search                                                                        | Here            |
| ◇ Permits ( <i>regulation of factory premises / petrol filling stations / dry cleaners, etc.</i> ) | Here            |
| ◇ Pest Control Services                                                                            | Here            |
| ◇ Piercing                                                                                         | Here            |

**5. CLASS OF INFORMATION : POLICIES, PROCEDURES, FEES & CHARGES (continued)**

| Description                                   | Link to Website |
|-----------------------------------------------|-----------------|
| <b>Fees and Charges (continued)</b>           |                 |
| ◇ (Request a) Planning Document or Search     | Here            |
| ◇ Planning Fees ( <i>Planning Portal</i> )    | Here            |
| ◇ Pre-application Advice ( <i>Planning</i> )  | Here            |
| ◇ Private Water Supplies                      | Here            |
| ◇ Scrap Metal Dealer                          | Here            |
| ◇ Self & Custom Build Register                | Here            |
| ◇ Sex Establishment / Sex Entertainment Venue | Here            |
| ◇ Sports Pitches and Courts                   | Here            |
| ◇ Stray Dogs                                  | Here            |
| ◇ Street Naming and Numbering                 | Here            |
| ◇ Tattooing                                   | Here            |
| ◇ Temporary Road Closures                     | Here            |

**5. CLASS OF INFORMATION : POLICIES, PROCEDURES, FEES & CHARGES (continued)**

| Description                                                                                                                                                                                                                                                                                                                                                                                                                     | Link to Website                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fees and Charges (continued)</b>                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>◇ Waste &amp; Recycling               <ul style="list-style-type: none"> <li>➤ Bulky Waste &amp; Electrical Items (<i>removal of</i>)</li> <li>➤ Clinical Waste</li> <li>➤ Composting</li> <li>➤ Garden Sacks</li> <li>➤ Trade Waste (<i>Business Waste including Green Trade Sacks / Wheeled Bins</i>)</li> <li>➤ Wheeled Bins (<i>replacement of household</i>)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>◇               <ul style="list-style-type: none"> <li>Here</li> <li>Here</li> <li>Here</li> <li>Here</li> <li>Here</li> <li>Here</li> </ul> </li> </ul> |
| ◇ Zoo Licences                                                                                                                                                                                                                                                                                                                                                                                                                  | Here                                                                                                                                                                                            |

**6. CLASS OF INFORMATION : LISTS AND REGISTERS**

| Description                                                    | Link to Website |
|----------------------------------------------------------------|-----------------|
| Register of Members' financial and other interests             | Here            |
| Licensing (Taxi Drivers and Operators) (Personal and Premises) | Here            |
| Electoral Register                                             | Here            |

**6. CLASS OF INFORMATION : LISTS AND REGISTERS (continued)**

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Link to Website                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| List of current planning applications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Here                                                                                                                                                         |
| Local Land Charges Register : Available to view at the Council's Offices by appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <a href="mailto:landcharges@derbyshiredales.gov.uk">landcharges@derbyshiredales.gov.uk</a>                                                                   |
| <p>Public Registers:-</p> <ul style="list-style-type: none"> <li>➤ Food Businesses Register</li> <li>➤ Industrial Processes Register Parts 1; A2 and B</li> <li>➤ Caravan Site Register</li> <li>➤ Houses in Multiple Occupation Register</li> <li>➤ Stray Dogs Register</li> <li>➤ Alcohol, Entertainment and Late Night Refreshment</li> <li>➤ Personal Licences from 2005</li> <li>➤ Temporary Events Notices from 01/01/19 to 31/07/19</li> <li>➤ Premises Licence and Club Premises Certificate Register Up to 2014</li> <li>➤ Temporary Event Notices Given during Period 2017 – 2019</li> <li>➤ Scrap Metal Dealer Register</li> <li>➤ Taxi Driver, Vehicle and Operator Public Register Information</li> </ul> | <p>Here</p> <p>Paper copies of the Registers can be viewed by arrangement by telephoning the Business Support Team (Environmental Health) ☎ 01629 761212</p> |
| <p>Links to the Guidance Notes in respect of each activity shown below can be found by clicking on the link shown opposite and scrolling down the page:-</p> <ul style="list-style-type: none"> <li>➤ Procedural Guidance for Licensing Authorities</li> <li>➤ Guidance for Dog Breeding</li> <li>➤ Guidance for Hiring out Horses</li> <li>➤ Guidance for Selling Animals as Pets</li> <li>➤ Guidance for Licensing Boarding of Cats</li> <li>➤ Guidance for Home Boarding of Dogs</li> <li>➤ Guidance for Dog Day Care</li> <li>➤ Guidance for Dog Boarding (Kennels)</li> <li>➤ Guidance for Keeping Animals for Exhibition</li> <li>➤ Guidance for Dog Boarding Franchises October 2018</li> </ul>                 | Here                                                                                                                                                         |

**6. CLASS OF INFORMATION : LISTS AND REGISTERS (continued)**

| Description                                                                                                                                                                                                                                                                                                                | Link to Website |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Public Registers : Animal Welfare:- <ul style="list-style-type: none"> <li>➤ Register of Premises Licenced for the Breeding of Dogs</li> <li>➤ Register of Premises Licenced to Sell Pets</li> <li>➤ Register of Premises Licenced to Board Animals</li> <li>➤ Register of Premises Licenced to Hire out Horses</li> </ul> | Here            |
| Register held under the Dangerous Wild Animals Act                                                                                                                                                                                                                                                                         | Here            |

**7. CLASS OF INFORMATION : SERVICES PROVIDED BY THE COUNCIL**

The following is a list of some of services that the Council is responsible for, together with links to the relevant service pages on the website. If the service you are looking for is not listed then please search the District Council's website [www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk)

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Link to Website |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Building Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Here            |
| Business Advice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Here            |
| Community Safety (Crime Prevention)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Here            |
| Council Tax                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Here            |
| Elections : The offices of the Returning Officer and of the Electoral Registration Officer are separate to the functions of the Council. Information held by the District Council on behalf of these two offices is not currently covered by the Freedom of Information Act. However, much of the information about elections is also held by the Council and, where we are allowed to by law, we will make this information available through the publication scheme, for example, forthcoming elections; election results; review of polling stations; voting procedures and information on becoming a Councillor. | Here            |

## 7. **CLASS OF INFORMATION** : SERVICES PROVIDED BY THE COUNCIL

| Description                       | Link to Website      |
|-----------------------------------|----------------------|
| Food Safety                       | <a href="#">Here</a> |
| Housing                           | <a href="#">Here</a> |
| Housing and Council Tax Benefits  | <a href="#">Here</a> |
| Leisure Services                  | <a href="#">Here</a> |
| Licensing                         | <a href="#">Here</a> |
| Planning (Development Management) | <a href="#">Here</a> |
| Refuse and Recycling              | <a href="#">Here</a> |

### AMENDMENTS TO THE DOCUMENT

|                    |                                                                      |                |
|--------------------|----------------------------------------------------------------------|----------------|
| Version 1          | First Published on the District Council's website                    | December 2015  |
| Version 2a (Draft) | Amended document circulated for comment / amendment                  | September 2019 |
| Version 2b (Final) | Final approved document uploaded onto the District Council's website | January 2020   |
| Version 3          | Amended document – Fees & Charges Updated                            | May 2020       |