



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:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our Policies and Procedures
- Lists and Registers
- The Services we offer

Wherever possible the information will be made available on the Council website, and you can search for it via www.derbyshiredales.gov.uk however providing information electronically is not always possible and where this is the case you should request the information in writing to: foi@derbyshiredales.gov.uk or 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 parties.

Simply because information is published on the Council's web site 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 write in to: foi@derbyshiredales.gov.uk or The FOI Officer, Derbyshire Dales District Council, Town Hall, Matlock. DE4 3NN

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, 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 contact: - foi@derbyshiredales.gov.uk or The FOI Officer, Derbyshire Dales District Council, Town Hall, Matlock. DE4 3NN

Who we are and what we do

Class of Information	Description	Currently available
	Organisational information, structures, locations and contacts.	http://www.derbyshiredales.gov.uk/your-council/data-and-information/open-data/organisation-structure
	List of Council Services	http://www.derbyshiredales.gov.uk/your-council/council-departments
	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 underlie the way the council operates.	http://www.derbyshiredales.gov.uk/your-council/council-constitution
	Council's Democratic Structure (Committees) Information not included in the constitution about the decision making bodies of the council and their role.	http://www.derbyshiredales.gov.uk/your-council/council-constitution
	Council Directorate Structure	On request
	Location and opening times of Council Offices	http://www.derbyshiredales.gov.uk/your-council/council-departments
	Currently elected Councillors' information and contact details Ward Councillors' names, positions on the council and how they can be contacted.	http://www.derbyshiredales.gov.uk/your-council/your-representatives/councillors
	Contact details for all customer facing departments	http://www.derbyshiredales.gov.uk/your-council/council-departments
	Most Recent Election Results	http://www.derbyshiredales.gov.uk/your-council/elections/election-results

What we spend and how we spend it

Class of Information	Description	Currently available
	Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Information is available for the current and previous two financial years, both for the council as a whole but also for departments.	http://www.derbyshiredales.gov.uk/your-council/data-and-information/open-data/contracts-register http://www.derbyshiredales.gov.uk/your-council/data-and-information/open-data/spending-of-250
	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.	http://www.derbyshiredales.gov.uk/your-council/data-and-information/open-data/spending-of-250
	Capital Programme	Link to follow
	Spending Reviews	On request
	Financial Audit Reports	Link to follow
	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.	http://www.derbyshiredales.gov.uk/your-council/data-and-information/open-data/allowances-a-expenses
	Staff allowances and expenses Details of the allowances and expenses that can be claimed.	http://www.derbyshiredales.gov.uk/your-council/policies-plans-a-strategies/pay-policy-statement
	Pay and grading structure This is provided as part of the organisational structure and indicates, for all posts, levels of pay rather than individual salaries. Senior salaries are identified to 3 rd tier level	http://www.derbyshiredales.gov.uk/your-council/data-and-information/open-data/senior-salaries

Class of Information	Description	Currently available
	Procurement Procedures Details of Council procedures for acquiring goods and services and contracts available for public tender.	http://www.derbyshiredales.gov.uk/services-business/doing-business-with-us
	Details of contracts currently being tendered This information will relate to contracts that are large enough to have gone through formal tendering	http://www.derbyshiredales.gov.uk/your-council/data-and-information/open-data/contracts-register
	List of contracts awarded and their value Details of recent contracts awarded by the Council that have gone through formal tendering.	http://www.derbyshiredales.gov.uk/your-council/data-and-information/open-data/contracts-register
	District Auditors Report This also relates to financial audit above	http://www.derbyshiredales.gov.uk/your-council/budget-a-spending/external-audit
	Financial statements for projects and events Financial reports for identifiable projects and publicised organised events that indicate actual expenditure against original project budgets.	http://www.derbyshiredales.gov.uk/your-council/budget-a-spending/statement-of-accounts
	Internal financial regulations	http://www.derbyshiredales.gov.uk/your-council/council-constitution

What are our policies and how are we doing

Class of Information	Description	Currently available
<p>What are our priorities and how are we doing</p>	<p>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> <p>The following list shows you the type of information we include here. It is not extensive and the information includes reports or recorded information showing the council's planned or actual performance:</p> <ul style="list-style-type: none"> • Annual reports • Strategies and business plans for services provided by the council • Best value local performance plan • Internal and external organisation performance reviews • Strategies developed in partnership with other authorities <p>This includes community partnership strategies; safety and crime reduction strategies; road safety strategy; joint housing strategies; joint strategies for health issues and children's services.</p> <ul style="list-style-type: none"> • Economic development action plan • Forward plan • Capital strategy • Best value performance indicators • District auditor's reports on the best value performance plan and performance indicators • Comprehensive performance assessment • Inspection reports 	<p>http://www.derbyshiredales.gov.uk/your-council/policies-plans-a-strategies</p> <p>http://www.derbyshiredales.gov.uk/your-council/council-performance</p>

Class of Information	Description	Currently available
	<p>Timetable of Council meetings Agendas, officers' reports, background papers and minutes of Council committees, sub committees and standing forum meetings. All this information is already publicly available under the local authority access to information rules.</p>	<p>http://www.derbyshiredales.gov.uk/your-council/council-a-committee-meetings/calendar http://www.derbyshiredales.gov.uk/your-council/council-a-committee-meetings/agendas-and-minutes</p>
	<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>	<p>http://www.derbyshiredales.gov.uk/your-council/consultations</p>
	<p>Internal communications guidance, criteria used for decisions-making, internal instructions, manuals and guidelines. 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>http://www.derbyshiredales.gov.uk/your-council/policies-plans-a-strategies/communications-strategy</p>

Our policies and procedures

Class of Information	Description	Currently available
	<p>This section covers the Council's 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>http://www.derbyshiredales.gov.uk/your-council/council-constitution</p>
	<p>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>http://www.derbyshiredales.gov.uk/your-council/council-constitution</p>
	<p>Policies and procedures about the recruitment and employment of staff Vacancies advertised as part of recruitment policies and details of current vacancies. Our policies relating to our staff covering both the provision of services and the employment of staff for example, equality and diversity, and health and safety.</p>	<p>https://jobs.derbyshire.gov.uk/derbyshiredales/</p>
	<p>Customer service Our standards for providing services to the council's customers, including the complaint procedure. Complaints procedures include those covering requests for information and operating the publication scheme.</p>	<p>http://www.derbyshiredales.gov.uk/your-council/customer-services-a-standards/customer-services-standards http://www.derbyshiredales.gov.uk/your-council/compliments-and-complaints/complaints-procedure</p>

Class of Information	Description	Currently available
	<p>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>Records management policy going to committee in January (to follow)</p>
	<p>Charging regimes and policies Details of any statutory charging regimes are provided here. Charging policies include charges made for information routinely published for example under Access to Information legislation, and detail what costs are recovered, the basis on which they are made, and how they are calculated.</p>	<p>Link to follow</p>

Lists and Registers

Class of Information	Description	Currently available
	Register of councillors' financial and other interests	http://www.derbyshiredales.gov.uk/your-council/data-and-information/open-data/register-of-members-interests
	Licensing (Taxi Drivers and Operators) (Personal and Premises)	http://www.derbyshiredales.gov.uk/services-business/licensing/taxis-and-minicabs
	Register of electors	http://www.derbyshiredales.gov.uk/your-council/elections/2015-elections/uk-parliament-election
	List of current planning applications	https://planning.derbyshiredales.gov.uk/online-applications/search.do?action=advanced
	Local Land Charges Register	Available to view at the Council's Offices by appointment only
	Register of Food Premises Register of Air Pollution Control in Industrial and Commercial Premises (Environmental Protection Act - Part 1) Register held under the Notification of Cooling Towers Regulations 1992	http://www.derbyshiredales.gov.uk/services-business/licensing/public-register
	Register held under the Pet Animals Act Register held under the Animal Boarding Establishments Act Register held under the Breeding of Dogs Act Register held under the Dangerous Wild Animals Act	http://www.derbyshiredales.gov.uk/services-business/licensing/animal/pet-shop http://www.derbyshiredales.gov.uk/services-business/licensing/animal/animal-boarding http://www.derbyshiredales.gov.uk/services-business/licensing/animal/dog-breeding http://www.derbyshiredales.gov.uk/services-business/licensing/animal/dangerous-animals

	Register held under the Riding Establishments Act Register of Licensed Butchers Shops Register of Stray Dogs	http://www.derbyshiredales.gov.uk/services-business/licensing/animal/riding-establishment http://www.derbyshiredales.gov.uk/services-business/licensing/butchers-shop http://www.derbyshiredales.gov.uk/services-business/licensing/public-register
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Services provided by the Council

Class of Information	Description	Currently available
	<p>This section current information about the services the council provides including leaflets, guidance and newsletters.</p> <p>This class is linked with the first class– Who are we and what do we do.</p> <p>While the first section provides information on the council and its departments’ roles and responsibilities, this section includes details of the services the council provides as a result of them.</p> <p>The following is a list of some of the services the council is responsible for and links to the relevant service pages on the website are provided</p> <p>Regulatory and licensing responsibilities</p> <p>Services for local businesses</p> <p>Refuse and Recycling</p> <p>Environmental Health</p> <p>Housing and Council tax benefits</p>	<p>http://www.derbyshiredales.gov.uk/services-business/licensing</p> <p>http://www.derbyshiredales.gov.uk/services-business/business-support-events-funding/derbyshire-dales-business-advice</p> <p>http://www.derbyshiredales.gov.uk/environment-and-waste/waste-a-recycling</p> <p>http://www.derbyshiredales.gov.uk/environment-and-waste</p> <p>http://www.derbyshiredales.gov.uk/housing-a-council-tax/benefits</p>

	<p>Council Tax collection</p> <p>Leisure Services</p> <p>Housing</p> <p>Planning (development control)</p> <p>Building control</p> <p>Community Safety</p> <p>If the service you are looking for is not in this list, please look on the Council's Internet site.</p>	<p>http://www.derbyshiredales.gov.uk/housing-a-council-tax/benefits/benefits-advice</p> <p>http://www.derbyshiredales.gov.uk/housing-a-council-tax/council-tax</p> <p>http://www.derbyshiredales.gov.uk/leisure-a-culture/leisure-centres</p> <p>http://www.derbyshiredales.gov.uk/housing-a-council-tax/find-a-place-to-live</p> <p>http://www.derbyshiredales.gov.uk/planning-a-building-control/submit-a-planning-application</p> <p>http://www.derbyshiredales.gov.uk/planning-a-building-control/building-control</p> <p>http://www.derbyshiredales.gov.uk/community-a-living/crime-prevention</p>
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Class of Information	Description	Currently available
	<p>Election information The offices of the Returning Officer and of the Electoral Registration Officer are separate to the functions of the Council.</p> <p>Information held by us 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, information on becoming a councillor, voting procedures</p>	<p>http://www.derbyshiredales.gov.uk/your-council/elections</p>
FAQs	Frequently asked questions	Link to follow