

DARTFORD BOROUGH COUNCIL FREEDOM OF INFORMATION PUBLICATION SCHEME AND INFORMATION ASSET LIST



INTRODUCTION

This FOI Publication Scheme and Information Asset List (the Publication Scheme) has been prepared in accordance with the requirements of the Freedom of Information Act 2000 (the FOI Act) and specifies:

(a) the classes of information (including environmental information under the Environmental Information Regulations Act 2004 (the EIR)) which the Council publishes or intends to publish,

(b) the manner in which information of each class is, or is intended to be,

The 7 classes of information are listed in Part 2

published; and

(c) whether the published information is, or is intended to be, available to the public free of charge or on payment.

Information will normally be published on the Council's website www.dartford.gov.uk However, the Council will make information available in a variety of formats wherever possible. Details of who to contact for those wishing material in hard copy, or in some other format to meet the accessibility requirements of the Equality Act 2010 are contained in the Scheme. In some cases, material will only be available by inspection at the Council Offices (e.g. because the material is too costly or difficult to produce in hard copy or electronic format, or is subject to conservation requirements).

MORE HELP

Please let us know if you have difficulty using our service, for example if you have a disability or if English is not your first language. If you need an interpreter, we can

What are the seven classes of information?

- Who we are and what we do
- How we make decisions
- What we spend and how we spend it
- What our priorities are and how we are doing
- Our policies and procedures
- List and registers
- Services we provide

arrange this. We can also produce letters and reports in large print, in Braille or on tape.

We welcome calls via [Relay UK](#)

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|-------------------|----------------|------------------|----------------|------------------|--------------------|
| ਪੰਜਾਬੀ Punjabi | தமிழ் Tamil | Polski Polish | česky Czech | 简体中文 Mandarin | Français French |
| 01322 343610 | 01322 343611 | 01322 343612 | 01322 343613 | 01322 343614 | 01322 343615 |

PART 1

1. Introduction

The Information Commissioner's best practice guidelines on publication schemes recommend that some general information is provided at the beginning of a publication scheme. The material here is based on the Commissioner's guidelines.

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|----|---|---|
| 1. | Introduction | The Dartford Borough Council has regard to the public interest in the information it holds. In preparing to meet its obligations under the Freedom of Information Act 2000 (the FOI Act), including the drawing up of this Publication Scheme, it has been mindful of the value of openness and transparency. |
| 2. | About your public authority | The Borough of Dartford comprises the town of Dartford and eight surrounding parishes: Stone, Bean, Darenth, Longfield & New Barn, Southfleet, Sutton-at-Hone & Hawley, Swanscombe & Greenhithe and Wilmington. Located on the border of Kent, London and Essex, Dartford is one of the most exciting and dynamic regions in the country. Dartford is at the heart of one of the Government's key growth zones within the Thames Gateway and will see around 20,000 new homes and up to 50,000 new jobs created in the borough over the next 25 years – a substantial addition to the existing residents in the Borough. |
| 3. | Formulating this Publication Scheme and Information Asset List | This Publication Scheme is based on the Information Commissioner's Model Publication Scheme 2015 (for local authorities). This Publication Scheme is also the Council's Information Asset List under the Re-Use of Public Sector Information Regulations 2005. |
| 4. | Responsibility for this Publication Scheme and Information Asset List | The day-to-day maintenance of this Publication Scheme is undertaken by the Head of Legal Services and Freedom of Information Officer. |
| 5. | Exemptions | Information may be withheld from any of the classes of information listed in Part 2 under the Freedom of Information Act 2000 and /or the Environmental Information Regulations 2004 e.g. where the Council considers that disclosure may seriously prejudice law enforcement, legal proceedings or its regulatory or enforcement activity or where the disclosure is otherwise prohibited by law. The Council may also withhold information that may seriously prejudice the commercial interests or confidentiality of any person or organisation, including statistical information in cases where small numbers may allow the identification of individuals. The Council may also withhold information which is personal information protected under the Data Protection Act 2018. Information may also be held from any of the classes of information in Part 2 of the FOI Act where releasing the information may damage internal policy development and relations with other public authorities. Where the Council believes that some information meeting the class definition will be subject to one of the exemptions in the FOI Act, it has noted this in this Publication Scheme in the exemptions column for the particular class of information. |
| 6. | Records Management Information Asset Registers | The Council's Data Retention and Disposal Policy & Schedule refers www.dartford.gov.uk |
| 7. | Copyright | The copyright in the material listed in this Publication Scheme is owned by The Dartford Borough Council unless otherwise stated. The Council will seek permission from copyright holders before supplying copy documents under the FOI Act. The supply of documents under the FOI Act does not give the person or organisation who receives them, an automatic right to re-use the documents in a way that would infringe copyright, for example by making multiple copies, publishing or issuing copies to the public. Authorisation to re-use copyright material not owned by The Dartford Borough Council in this way should be sought from the copyright holders concerned. Please also refer to the Council's requirements on the re-use of public sector information at section 13 below. |
| 8. | Accessing information under this Publication Scheme and Information Asset List | You may access information under this Publication Scheme in a number of ways: Online: Most information listed in this Publication Scheme is available from the Council's website – www.dartford.gov.uk By email: If the information you request is not available on the Council's website, but is listed in this Publication Scheme, we will send it to you by email where possible. By telephone: Information can be requested over the telephone. Please provide full contact details, including a telephone number, so that we can telephone to clarify any details if necessary. By post: Most information is also available in a paper copy form. Please address your request to Customer Services, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR. You may be charged. |

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| | | <p>Personal visits: For some classes of information, you will need to make an appointment to view the information. Please contact Customer Services, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR.</p> <p>If you have difficulty determining the information you wish to see, please contact Customer Services who will be happy to help.</p> <p>Tel: 01322 343434 Email: www.dartford.gov.uk/contactus Website: www.dartford.gov.uk</p> |
| 9. | Equality and Diversity | Dartford Borough Council aims to eliminate discrimination in respect of age, disability, gender assignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation and will ensure that its service process is free from bias or discrimination and that all those involved in the process are treated fairly and with respect. The service process will be conducted in a manner appropriate to the individual, whatever their background. |
| 10. | Access – Equality Act 2010 | Requests for information under the FOI Act must be submitted in writing. This includes email. However, in line with the requirements of the Equality Act 2010, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing. We can also help, if English is not your first language. If you need any support in completing a FOI application form, please let us know as soon as possible. For more information, call our Customer Services on 01322 343434 or contact us using the online contact form www.dartford.gov.uk/contactus |
| 11. | Charging Policy – Schedule of Charges | <p>Information provided via the Council's website is available to the public without charge. The Council reserves the right to make charges where information has to be photocopied.</p> <p>The Council will also charge for hard copies of material published on its website, but such charges will not exceed the reprographics and postage and packaging costs.</p> <p>Charges for material produced in other formats to meet the accessibility requirements under the Disability Discrimination Act will not exceed the charge, which the Council will levy for photocopies (or standard reprographics charges for other media).</p> |
| 12. | Complaints about this Publication Scheme | <p>The Council's policy is to be as open as possible and to supply the information requested under this Publication Scheme but the Council may have to withhold information if it considers that the harm likely to arise from disclosure outweighs the public interest in making the information available. If information within a document made available under this Publication Scheme is withheld, the document will be clearly marked to show where information has been removed and the exemption applied.</p> <p>If the Council refuses to supply all or part of the information requested under this Publication Scheme, the Council will give reasons for its refusal. The reasons will be based on the exempted categories referred to in the FOI Act. Any complaints regarding the Council's failure to provide information requested under this Publication Scheme, should be made to the Council in the first instance and sent to the following address:</p> <p>The Corporate Complaints Officer Dartford Borough Council Civic Centre Home Gardens Dartford Kent DA1 1DR Tel: 01322 343434 E-mail: complaints.officer@dartford.gov.uk</p> <p>The complaint will be dealt with in accordance with the Council's Corporate Complaints Procedure. Requests for a review of the decision of the Council on matters related to access rights under this Publication Scheme should be made in writing directly to:</p> <p>The Information Commissioner Wycliffe House Waterlane Wilmslow Cheshire SK9 5AF Tel: 01625 545700 Fax: 01625 545510 DX: 20819 Wilmslow</p> |

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| | | <p>Website: www.ico.org.uk</p> <p>If you make your complaint directly to the Information Commissioner, you should be aware that in such instances, the Information Commissioner may decide to refer the complaint back to the Council for it to action, in accordance with its Corporate Complaints Procedure.</p> |
| 13. | Published Datasets | <p>Datasets are published under the Non-Commercial Government Licence Where possible and relevant, we have made this data available in both a 'human-readable' format (such as PDF) and an open, 'machine-readable' format (such as CSV or XML) that is not dependent on any specific software. In the case of map reference points, we have made these available as a visual map and a CSV file.</p> |
| 13. | The Re-use of Public Sector Information | <p>The supply of documents to you by The Dartford Borough Council under this Publication Scheme and Datasets does not give you a right to re-use them in a way that would infringe the Council's and/or any third party copyright i.e. by making copies, publishing and issuing copies to the public or to any other person. The Council may choose to allow re-use under licence, imposing conditions on the re-use of the information to ensure it is not used in a manner inconsistent with its copyright and the Council may also decide to charge a re-use fee. The first step towards re-using public sector information is to know what significant information is available for re-use. All documents registered within this Publication Scheme (with the exception of those documents where charges apply) are available for re-use on the terms of the Non-Commercial Government Licence. No re-use fee is charged under this licence.</p> <p>Private Study etc. and Non-Commercial Re-Use of Information</p> <p>The Non-Commercial Government Licence applies. Refer to the Council's Policy on Reuse of Public Sector Information.</p> <p>Re-use of Information for Commercial Gain</p> <p>If you intend to re-use the material for commercial gain then you must write to the relevant Department or author of the material concerned, giving full details of your proposed use of the material, including whether you intend to publish and sell the material as part of your product. You will be advised of any charge due to be paid in these circumstances and the terms of a licence will be agreed. Please note that any fees already paid (if any) under the Freedom of Information legislation will be deducted from the charge for its re-use. Refer to the Council's Policy on Reuse of Public Sector Information for details of the different types of licences and charges.</p> <p>Third Party Intellectual Property Rights (including but not limited to copyright)</p> <p>Where any third party intellectual property right material is identified you will need to obtain permission from the intellectual property right holder(s) concerned.</p> |
| 14. | Feedback | <p>Please tell us if you found the information easy to locate and whether there is any additional information, which you would like us to make available through this Publication Scheme and Datasets.</p> |

If having made reference to this Publication Scheme and Datasets, you are unable to find a particular item, you have a right under the Freedom of Information Act 2000 to make a formal request for the information under procedures developed by the Council. For further assistance, please contact:

The Freedom of Information Officer
Dartford Borough Council
Civic Centre
Home Gardens
Dartford
Kent DA1 1DR
Tel: 01322-343434
DX: 142726 DARTFORD 7
Website: www.dartford.gov.uk

Occasionally, users accessing Dartford Borough Council's web site from their own PC, may not be able to access an on-line document because its format requires 'plug-in' or other special software. Where no instructions are given on the web page or homepage, please contact webdev@dartford.gov.uk

PART 2

1. WHO WE ARE AND WHAT WE DO (organisational information, structures, locations and contacts)

1.1 General Information

This section covers general information about how to make contact with the Council. It includes information about how to complain about the Council, and how to serve formal documents on it. It is aimed at providing very general current information for the public. More detailed information will be provided in other sections. This section covers current information only.

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|--------------------------------------|--|---|--|--|--|
| Name and address | The name of the organisation and the address of its principal office | Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR Tel: 01322 343434 DX: 142726 DARTFORD 7 Email: Website: www.dartford.gov.uk In an emergency when the Civic Centre is closed, dial 0845 6341212 | Website: email: phone | | |
| Leadership Team | Names of the Council's principal officers | Sarah Martin – Chief Officer & Director of Corporate Services Peter Dosad – Director of Housing and Public Protection Caroline Hicks – Director of Growth & Community | | | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000 and the data Protection Act 2018 e.g. names of staff other than principal officers and managers whose names are already included on the Council's strategic and operational plans and other published documents |
| Statutory Officers | Names of statutory officers | Sarah Martin - Head of Paid Service Tim Sams - Section 151 Officer Interim Monitoring Officer – from 1 April 2023 | | | |
| Data Protection Officer (DPO) | Name of DPO | Interim Head of Legal Services - from 1 April 2023 | | | |
| Customer Services | Standards for providing services to the Council's customers <i>Refer to Part 2 for specific customer facing departments</i> | Customer Charter Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p&p for copy and other formats | |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|---|---|--|--|---|---|
| Contact Information | Information on how to contact the Council and its customer facing departments | Customer Services, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Website: email: phone | | |
| Location of Council owned premises | Information on the Council's principal and other main locations | Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR Tel: 01322 343434 Civic Centre - between 8.45 - 5.15 Mon to Thurs and 8.45 - 4.45 on Friday. Please note the Cash Kiosk closes at 5pm Mon to Thurs and 4.30 on Friday Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Website: email; phone | | |
| | | Dartford Borough Museum, Market Street, Dartford, Kent DA1 1EU Tel: 01322 224739 Email: museum@dartford.gov.uk Website: www.dartford.gov.uk | Website: email: phone | | |
| Holidays | Dates of closure of the Council's principal office | 1 January 25 December 26 December Other Bank Holidays Plus one statutory day around the Christmas period Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Website: email: phone | | |
| Document Serving | Arrangements for serving official documents on the Council | All official documents to be served on the Council should be addressed to: Head of Legal Services, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1R Tel: 01322 343434 DX: 142726 DARTFORD 7 | | | |
| <u>Environmental Information & Contact</u> <u>Freedom of Information & Contact</u> | Central contact point for freedom of information inquiries, including policies and procedures | Policies and procedures for handling information requests under the EIR and FOIA Freedom of Information Officer, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR Tel: 01322 343434 Website: www.dartford.gov.uk | Website for FOI request form and request procedure: hard copy and other formats on request | £ including p&p for copy and other formats of policies and procedures | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000 and the Data Protection Act 2018 |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|---|---|--|--|--|---|
| Complaints and contact | Procedures relating to the Council's complaints systems, including relevant addresses | <p>Complaints regarding Council services, requests for information and operating this Publication Scheme are dealt with in accordance with the Council's Corporate Complaints Procedure</p> <p>Address complaints form to: Corporate Complaints Officer Dartford Borough Council, Civic Centre, Home Gardens, Dartford Kent DA1 1DR Tel: 01322 343434 Email: corporate.complaints@dartford.gov.uk</p> <p>Complaints about Council services (other than the Council's housing landlord functions) can be made to the Local Government Ombudsman Website: http://www.lgo.org.uk/</p> <p>Complaints about the Council's housing landlord functions can be made to the Housing Ombudsman www.housing-ombudsman.org.uk</p> | <p>Website: email: leaflet/forms: hard copy and other formats on request</p> <p>Website on-line facility for submitting service related complaints</p> | £ including p&p for copy and other formats of procedures | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000 and the Data Protection Act 2018 |
| Member Code of Conduct complaints | Procedures on how to complain about Member conduct, including relevant address | <p>Complaints regarding Member conduct (Borough Councillors and Parish/Town Councillors and Co-opted Members) are dealt with in accordance with the 'Arrangements' for dealing with complaints alleging code of conduct breaches</p> <p>Address the complaints form to: The Monitoring Officer, Dartford Borough Council, Civic Centre, Home Gardens, Dartford Kent DA1 1DR</p> <p>Tel: 01322 343434 Email: www.dartford.gov.uk/contactus Website: www.dartford.gov.uk</p> | <p>Website: email: leaflet/forms: hard copy and other formats on request</p> | £ including p&p for copy and other formats of procedures | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000 and the Data Protection Act 2018 |

1.2 Access to Information

This section tells you how to request information from the Council, both under the Freedom of Information Act 2000 and the Data Protection Act 2018. It also covers the Council's procedures under these Acts. This section covers current information only.

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|---|--|---|---|--|---|
| Freedom of Information (FOI) requests | Details of how to request information from the Council | Freedom of Information Officer, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR Tel: 01322 343434 DX: 142726 DARTFORD 7 Website: www.dartford.gov.uk | Website: email: leaflet/form: hard copy leaflet/form on request | Where the search, retrieval and collation etc of information is estimated to exceed £450, a minimum charge of £25 per hour plus disbursements will be applied for the time taken to locate, retrieve and collate information for release £ including p&p for copy and other formats of procedures etc | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000 and the Data Protection Act 2018 |
| Personal information requests (subject access requests) | Details of how to make a subject access request under the Data Protection Act 2018 | Data Protection Officer, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR Tel: 01322 343434 DX: 142726 DARTFORD 7 Email: dataprotection@dartford.gov.uk Website: www.dartford.gov.uk | Website: email: hard copy and other formats form on request | £ if when considered manifestly unfounded or excessive, particularly if it is repetitive £ including p&p for copy and other formats of procedures etc | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000 and the Data Protection Act 2018 |
| Freedom of Information policies, practices and procedures | The Council's freedom of information policies, practices and procedures | The Council's policies, practices and procedures by which requests for information will be dealt with Internal guidance Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p&p for copy and other formats of procedures etc | |
| Re-use of Public Sector Information (PSI) | The Council's PSI policies, practices and procedures | The Council's policies, practices and procedures by which applications for a licence to re-sue public sector information will be dealt with Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p&p for copy and other formats of procedures etc | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000 and the Data Protection Act 2018 |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|--|--|--|--|--|--|
| Data Protection policies, practices and procedures | The Council's data protection policies, practices and procedures | <p>The Council's policies, practices and procedures by which subject access requests will be dealt with</p> <ul style="list-style-type: none"> • www.dartford.gov.uk <p>List of organisations with which the Council shares or exchanges personal information:</p> <ul style="list-style-type: none"> • See Privacy Notices – www.dartford.gov.uk • See Kent & Medway Information Sharing Agreement • See Data Protection Policy – www.dartford.gov.uk <p>Email: dataprotection@dartford.gov.uk Website: www.dartford.gov.uk</p> | Website: email: hard copy and other formats of policies, practices and procedures on request | £ including p&p for copy and other formats of policies, practices and procedures | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000, and the Data Protection Act 2018 |
| Community Right to Bid | Enables suitably constituted community interest groups to nominate local land and/or buildings to be included in Dartford Borough Council's list of assets of community value and provides a moratorium period for community interest groups with a legal identity, to submit their intention bid for the asset, in the event that the asset comes up for sale | <p>Email: communityrighttobid@dartford.gov.uk Website: www.dartford.gov.uk</p> <ul style="list-style-type: none"> • Community Right to Bid Procedure | Website: email: hard copy and other formats of policies, practices and procedures on request | | |
| Community Right to Challenge | Enables eligible groups to express an interest in running a local authority service | <p>Email: communityrighttochallenge@dartford.gov.uk Website: www.dartford.gov.uk</p> | Website: email: hard copy and other formats of policies, practices and procedures on request | | |
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1.3. Governance

This section covers information relating to the way the Council is governed and how decisions are made. It includes information on the legal status of the Council, which individual member of staff or group within the organisation is responsible for specific functions and where they fit in the overall structure. This section covers current information only.

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|---|--|---|--|--|-----------|
| The Constitution | The 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. The other parts of the constitution include details of the Council and the committees to which the Council has delegated various powers and the functions that are the responsibility of the executive; the terms of reference of the various committees and other bodies; the standing orders that regulate the proceedings at meetings; financial regulations; the code of practice for the procurement of works, supplies and services; code of conduct for members and employees; the schedule for the payment of member's allowances; a description of the management structure of the Council's workforce and the role of statutory officers Tel: 01322 343434 Email: www.dartford.gov.uk/contactus Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | Inspection at Council Offices by appointment £ including p&p for copy and other formats | |
| Elected Councillors | Currently elected Councillors' and Co-opted Members' information and contact details | The names of currently elected Councillors and Co-opted Members, positions on the Council and how they can be contacted Tel: 01322 343434 Email: www.dartford.gov.uk/contactus Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p&p for copy and other formats | |
| Codes of Conduct | The Member Code of Conduct | The Council has adopted a member Code of Conduct) Tel: 01322 343434; Email: www.dartford.gov.uk/contactus Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Employee Code of Conduct | The Employee Code of Conduct | The Council has adopted an Employee Code of Conduct Tel: 01322- 343434 Email: human.resources@dartford.gov.uk | Email: phone: hard copy and other formats on request | £ including p& p for copy and other formats | |
| | Parish/Town Council Codes of Conduct | The Parish/Town Councils in the Borough of Dartford have adopted a Code of Conduct Website: www.dartford.gov.uk | Contact relevant Parish/Town Council | | |
| Registers of Borough Councillors and Co-opted Members and Parish/Town Councils' Disclosable Pecuniary Interests | The Registers of Disclosable Pecuniary Interests | Councillors (Borough and Parish/Town) and Co-opted Members are legally required to register their disclosable pecuniary interests and the Monitoring Officer is legally required to maintain the registers and make the information available to the public Tel: 01322 343402 Email: monitoring.officer@dartford.gov.uk | Inspection at Council Offices by appointment | | |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|---|--|---|--|--|--|
| Main public services | A description of the Council's main public services | <p>Main public services: Benefits Building Control Business Rates Community & Life Events Community Safety (CSU) Council Tax Collection Elections Environmental Health Housing Leisure & Culture Licensing Parking services Pay-on-line Planning Services Refuse & Recycling Report an Issue Town Centre Transport & Streets</p> <p>Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk</p> | Website for A – Z guide of services : email: hard copy and other formats on request | £ including p&p for copy and other formats | |
| | Information for visitors to the Borough, leisure information, events, museum, library, leaflets, booklets and newsletters, advice and guidance and media releases | <p>General information of interest A –Z guide of services</p> <p>Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Email: communications@dartford.gov.uk Website: www.dartford.gov.uk</p> | Website for A – Z guide of services : email: hard copy and other formats on request | £ including p&p for copy and other formats | |
| Committees of the Council | The activities of Council committees with devolved decision making powers, including details of membership and terms of reference, agenda, reports and minutes Constitution, Standing Orders, Codes of Conduct and other documents comprising the Constitution | <p>1. Main decision making bodies General Assembly of the Council Cabinet (Executive)</p> <p>Tel: 01322 343434 Email: memberservices@dartford.gov.uk Website: www.dartford.gov.uk</p> | Website: email: hard copy and other formats on request | £ including p&p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000, and the Data Protection Act 2018 |
| | | <p>2. Statutory Committees Crime & Disorder (Overview & Scrutiny) Committee Development Control Board Licensing Committee Licensing Sub-committee Scrutiny Committee Policy Overview Committee (overview function)</p> <p>Tel: 01322 343434 Email: memberservices@dartford.gov.uk Website: www.dartford.gov.uk</p> | Website: email: hard copy and other formats on request | £ including p&p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000, and the Data Protection Act 2018 |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|------------------------------------|---|---|--|---|--|
| Committees of the Council (cont'd) | | <p>3. Other Standing Committees</p> <ul style="list-style-type: none"> • Audit Board • Appeals Panel • Independent Remuneration Panel • Electoral Provisions Sub-committee • Cabinet Advisory Panels • Joint Transportation Board • Grants Approval Panel • Hearing Panel • Statutory Officer Advisory Panel <p>Tel: 01322 343434 Email: memberservices@dartford.gov.uk Website: www.dartford.gov.uk</p> | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000, and the Data Protection Act 2018 |
| | | <p>4. Charitable land holdings (Kidd Legacy at CentralPark, Hesketh Park & Savoy Road Children's Playing Fields and Recreation Ground)</p> <ul style="list-style-type: none"> • Deed, Trust and Obligations Committee <p>Tel: 01322 343434 Email: memberservices@dartford.gov.uk Website: www.dartford.gov.uk</p> | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000, and the Data Protection Act 2018 |
| Role of Monitoring Officer | Outline of the Monitoring Officer role vis a vis Parish/Town Councils in the Borough of Dartford, including practices, procedures and reports | <p>Role of the Monitoring Officer</p> <p>The Monitoring Officer discharge her responsibilities under the Local Government Act 2000 and related legislation as regards Parish/Town Councils in the Borough of Dartford and in particular, liaise with the Parish/Town Clerks on ethical governance issues and interest registers of Parish/Town Councillors which are open to inspection by members of the public at the Parish/Town Council offices</p> <p>Tel: 01322 343434 Email: monitoring.officer@dartford.gov.uk Website: www.dartford.gov.uk</p> | Website for Parish/Town Councils' contact details Website: email: hard copy and other formats on request for procedures and reports | £ including p& p for copy and other formats | |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|----------------------------------|--|--|--|---|-----------|
| Role of Returning Officer | <p>Outline of the Returning Officer role including policies, practices and procedures</p> <p>The offices of the Returning Officer and of the Electoral Registration are separate to the functions of the Council. Information held by the Council on behalf of these two officers is not currently covered by the FOIA</p> <p>However, much of the information about elections is held by the Council itself and as set out in this Publication Scheme</p> | <p>Role of Returning Officer</p> <p>Under section 8 of the Representation of the People Act 1983, and section 41 of the Local Government Act 1972, the Council is required to appoint one of its officers to act as Electoral Registration Officer and also to appoint one of its officers as Returning Officer for the Borough Council. The roles of Electoral Registration Officer and Returning Officer for the Borough Council are extended by various Acts of Parliament or Statutory Orders to cover such duties as</p> <ul style="list-style-type: none"> • Returning Officer for parish and town councils in the Borough of Dartford for elections and for the conduct of parish polls; • Acting Returning Officer for Parliamentary Elections where designated by the appropriate Government Minister; • Deputy Returning Officer for County Council elections in relation to divisions within the Borough of Dartford; and • Local Counting Officer in relation to national and regional referendums <p>Tel: 01322 343434 Email: electoral.registration@dartford.gov.uk Website: www.dartford.gov.uk</p> | <p>Website: email: hard copy and other formats on request</p> | <p>£ including p& p for copy and other formats</p> | |
| | | <p>List of organisations with which the Electoral Registration Officer shares, exchanges or to which it sells personal information including selected 'third parties' (see EC Circular EC06/2006 for a table of those entitled to the full register on publication and those only on request)</p> | | <p>£ for purchase of full and edited versions of the Electoral Register</p> | |
| Partnerships | <p>Names of partnerships, broad functions and purposes</p> | <p>Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk</p> | <p>Website: email: hard copy and other formats on request</p> | <p>£ including p& p for copy and other formats</p> | |
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2. HOW WE MAKE DECISIONS

2.1 Decision making

This section provides information on the decision making structure of the Council. Unless otherwise stated, this section covers information for the current and previous three years.

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|---|--|---|---|---|--|
| Information that is required to be publicly available under local authority access to information rules | | Timetable of Council meetings Agendas, Officer reports, background papers and minutes of Council meetings Tel: 01322 343434 Email: memberservices@dartford.gov.uk Website: www.dartford.gov.uk | Email: website: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Major policy proposals and decisions See Services | Information which can be made available to the public without damaging internal policy development and relations with other public authorities | Agendas, Officer reports, background papers and minutes of Council meetings, Management Team minutes Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Email: website: hard copy and other formats on request | £ including p& p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the data Protection Act 2018 e.g. information which might damage internal policy development and relations with other public authorities and information which might damage the Council's operations, personal information etc. |
| Facts and analyses of facts considered when framing major policy decisions See Services | Information which can be made available to the public without damaging internal policy development and relations with other public authorities | Agendas, Officer reports, background papers and minutes of Council meetings Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Email: website: hard copy and other formats on request | £ including p& p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 2018 e.g. information which might damage internal policy development and relations with other public authorities and information which might damage the Council's operations, personal information etc. |
| Public consultations | | Consultation papers Regulation 9 Notice (key forthcoming Cabinet decisions – forward plan) Results and outcomes of public consultations Surveys Tel: 01322 343434 Email: publicconsultations@dartford.gov.uk Website: www.dartford.gov.uk | Email: website: hard copy and other formats on request | £ including p& p for copy and other formats | |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|---|--|--|---|---|-----------|
| <p>Internal communications guidance, criteria used for decision-making, internal instructions, manuals and guidelines on decision making</p> <p>See Services</p> | | <p>Internal communications guidance Enforcement Policy (Environmental Health) Criteria used for decision making Manuals and guidelines (current information only) Scheme of Delegations to Officers Money Laundering Procedures Data Protection procedures FOI procedures CCTV Policy RIPA procedures</p> <p>Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk</p> | Email: website: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Petitions/ePetition | Procedure for petitioning to the Council | <p>Tel: 01322 343434 Email: memberservices@dartford.gov.uk Website: www.dartford.gov.uk</p> | Email: website: hard copy and other formats on request | £ including p& p for copy and other formats | |
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3. WHAT WE SPEND AND HOW WE SPEND IT

3.1. Financial Resources

This section covers information on the Council's strategy and management of financial resources. The Finance function provides accounting, procurement and contracting services, helping to make best use of resources and fulfilling statutory responsibilities. Information that may substantially prejudice the commercial interests of any person or organisation, personal information, or information, which would disrupt the effective conduct of public affairs, will be excluded from publication. Unless otherwise stated, the information in this section is available for the current and previous two financial years.

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|---------------------------------------|---|--|---|---|-----------|
| Statement of Accounts | The Council's Annual Statement of Accounts and Annual Governance Statement(1 April to 31 March) | <p>The Council's accounts are an important element in demonstrating the stewardship of public money. It is the responsibility of the Section 151 Officer to ensure the preparation of the Statement of Accounts in accordance with statutory and accounting requirements. The Statement of Accounts and Annual Governance Statement are approved by the Audit Board in July.</p> <p>Interested members of the public have a statutory right to inspect the accounts. The accounts are available for inspection on dates advertised in the local newspaper.</p> <p>A copy of the Statement of Accounts is published on the Council's website following the external auditor's audit and statement of opinion.</p> <p>Tel:01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk</p> | <p>Inspection at the Council Offices by appointment</p> <p>Website: email: hard copy and other formats on request</p> | £ including p& p for copy and other formats | |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|--|---|---|---|---|---|
| Budgets overview | Budgetary allocations to budgetary units and revenue budgets and budgets for capital expenditure and variance reports, including yearly, half yearly or quarterly financial reports | Summary of budgetary allocations to budgetary units and revenue budgets and budgets for capital expenditure and variance reports Tel:01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Financial Regulations | The Council's financial regulations and guidance manual | The Council's financial regulations and related policies and procedures Tel: 01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Capital programme | The Council's capital programme including capital resources | Major plans for expenditure including both General Fund and Housing Revenue Account and showing how the expenditure is to be financed. The Council also produces an annual Capital Strategy showing how capital expenditure, capital financing and treasury management activity contribute to the provision of the Council's services Tel:01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972 and Part II of the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 |
| Annual Audit and Inspection Letter and audit reports | Audit of the Council's financial affairs in accordance with the previous year's agreed audit plan | Report on the annual audit by the external auditor Tel: 01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Councillor allowances | Members' Allowances Scheme (by category) | Allowances paid to Members, including travel, subsistence and accommodation Tel: 01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Staff allowances and expenses | Categories of staff allowances and expenses and policies, practices and procedures e.g. travel, subsistence, accommodation | Allowances that can be claimed including total of the allowances and expenses paid to individual senior staff members Tel:01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk | Email: hard copy and other formats on request | £ including p& p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000 and the Data Protection Act 2018 |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|---|---|--|--|---|--|
| Pay and grading structure | Organisational pay and grading structure Pay Policy | Posts, levels of pay but not individual salaries Pay Policy Statement Tel: 0845 070 9889 Email: HR.Administration@dartford.gov.uk | Email: hard copy and other formats on request | £ including p& p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000 and the Data Protection Act 2018 |
| Expenditure over £500 | Details of expenditure over £500, including costs, supplier and transaction information | Financial statements Tel: 01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk | | | |
| Procurement procedures | Procedures for acquiring goods and services and contracts available for public tender | The Council's procurement procedures Tel: 01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk Email: etendering@dartford.gov.uk | Website: email: hard copy on request | £ including p& p for copy and other formats | |
| Grants | Information relating to the Council's voluntary sector grants scheme and criteria for award | Grants Approval Panel Terms of Reference and grants awarded Tel: 01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972 and Part II of the Freedom of Information Act 2000 e.g. commercially sensitive information and/or trade secrets |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|-------------------------------------|---|--|--|---|-----------|
| Insurance | Information of insurance requirements for organisers of events held on Council owned premises | Summary of insurance requirements for events held on Council owned premises Tel: 01322 343434 Email: insurance@dartford.gov.uk Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Investment Strategy | The Council's investment strategy | The Council's investment strategy Tel: 01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk | Email: hard copy and other formats on request | £ including p& p for copy and other formats | |
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4. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

4.1 Corporate Planning

This section provides information on the Council's strategic plans. This section also includes information on Directorate/Departmental strategic plans and mission/charter statements where these are available. Information that may substantially prejudice the commercial interests of any person or organisation, personal information, or information that would disrupt the effective conduct of public affairs will be excluded from publication. Unless otherwise stated, the information in this section is available for the current and previous three years.

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|--|---|--|---|---|-----------|
| Corporate Plan | The Council's Corporate Plan | The Corporate Plan sets out the overall vision for the Borough of Dartford based on a number of themes Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Strategies (Directorate/ Departmental) (current information only) See Services | Strategies, business plans and internal codes, policies, practices etc for services provided by the Council | Mission/Charter Statements Service Plans Other plans and strategies, which the Directorates/Departments may decide, should be adopted as a matter of local choice Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Performance Indicators | Indicators used by the Council to measure overall organisational performance | Statistical information produced in accordance with the Council's and Directorate/Departmental requirements Service Plans Risk Matrices Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|---|---|---|---|---|-----------|
| Strategies (organisational) See Constitution See Services | Major organisational strategy documents | Code of Corporate Governance Corporate Plan Equality and Diversity Framework Home Energy Strategy Development Plan Sustainable Home Energy Strategy/Action Plan Other plans and strategies, which the Council may decide, should be adopted by it as a matter of local choice Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Strategies (partnerships and joint arrangements) | Partnerships and joint arrangements including strategies developed in partnership with other authorities, organisations etc | See Partnerships Register Key Decisions (Regulation 9 Notice) Impact Assessments Public Service Agreements Service Level Agreements MoUs Joint Waste Management Agreement Other plans and strategies, which the Council may decide, should be adopted by it as a matter of local choice Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|--|---|--|---|---|-----------|
| Internal and external organisational performance reviews | Information about the Council's performance reviews | Performance Indicators Monthly performance report showing progress against the Corporate Plan themes and against key performance indicators Te: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
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4.2. Procurement

This section provides information about the Council's procurement policies, procedures and arrangements. In some instances, information will be exempt from disclosure where it contains personal information, or information, which, if released, may substantially prejudice the commercial interests of any person or organisation, substantially prejudice the effective conduct of public affairs, or constitute an actionable breach of confidence. Unless otherwise stated, the information in this section is available for the current and previous three years.

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|---|---|--|---|---|-----------|
| The Council's procurement process | The Council's Procurement Strategy and Action Plan | <p>This Procurement Strategy sets the framework to ensure that purchasing across the Council fulfils the requirements of Best Value and directly contributes to the achievement of the Council's corporate aims and objectives. It is an ambitious Strategy, which sets high standards The Council will select its suppliers and contractors using the following criteria:</p> <ul style="list-style-type: none"> • securing value for money through competition; • ensuring probity and the proper spending of public monies; • ensuring fair competition; • ensuring lowest price for best value or most economically advantageous tender where practical, • taking into account the effect on local economy. <p>The procurement process used will depend on the estimated value of the contract and the type of product or service that is required</p> <p>Tel: 01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk</p> | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Procurement policies and procedures | The Council's procurement policies, procedures and guides | <p>Contract Standing Orders Financial Regulations Procurement Guide (based on Kent Secretaries Model Purchasing Guide) Standard Terms and Conditions of Contract Other established internal procedures relating to tenders and contracts</p> <p>Tel: 01322 343434 Email: legal.services@dartford.gov.uk Website: www.dartford.gov.uk</p> | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|---|--|--|---|---|--|
| E - tendering | Dedicated email address for the submission of most quotations | The Council is committed to streamlining the procurement process through the electronic submission of quotation to payment of invoices. This reduces time and cost for both prospective suppliers and the Council. Tel: 01322 343434 Email: etendering@dartford.gov.uk Website: www.dartford.gov.uk | Website: email | | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972 and Part II of the Freedom of Information Act 2000 e.g. tenders and contract terms regarded as commercially sensitive information |
| Equality and diversity in procurement | The Council's Procurement Equality Standard | The Procurement Equality Standard covers equality and diversity issues in the procurement process and to give guidance about providing evidence to show how equality and diversity requirements are being met. This Standard provides information and advice about how the Council will promote equality when procuring goods, services and works from external contractors, suppliers and consultants Tel: 01322 343434 Email: equalityanddiversity@dartford.gov.uk Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Public Interest Disclosure - whistleblowing | Policy and procedure under the Public Interest Disclosure Act 1998 | The Council is committed to providing means by which contractors, consultants etc may raise serious concerns relating to malpractice or corruption in the workplace. To this end, the Council has adopted a Whistleblowing Policy Tel: 01322 343434 Email: legal.services@dartford.gov.uk Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972 and Part II of the Freedom of Information Act 2000 e.g. personal details of whistleblowers |
| Planned procurements | Summary information about the Council's planned procurements | Information available via the South East Business Portal (SEB) Tel: 01322 343434 Email: procurement@dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|------------------------------------|--------------------------------------|---|---|--|--|
| Contracts Register | Summary information of contracts let | List of contracts awarded and their value and details of contracts currently being tendered. Information available via the South East Business Portal (SEB) Tel: 01322 343434 Email: procurement@dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p&p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972 and Part II of the Freedom of Information Act 2000 e.g. tenders and contract terms regarded as commercially sensitive information |
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5. OUR POLICIES AND PROCEDURES

5.1 Policies and procedures for delivery of services

This section covers information on the Council's policies and procedures for delivering services and responsibilities, including the recruitment and employment of staff. The information available covers most of the information about policies and procedures are already covered by the Council's Constitution and as referred to elsewhere in this Publication Scheme. Information in this section is current information only.

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|--|--|---|---|---|-----------|
| Policies and procedures for conducting Council business (current information only) | Constitution, codes of practice, memoranda of understanding, procedural and contract standing orders, internal guidance about the division of responsibilities between committees and delegated authority, policies on communications between councillors and members of staff | Codes of Conduct Constitution Financial Regulations Member/Officer Relations' Protocol Scheme of Delegations to Officers Standing Orders (General) Contract Standing Orders Terms of Reference of Committees Various other codes, protocols etc adopted by the Council from time to time Tel: 01322 343434 Email: memberservices@dartford.gov.uk Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Policies and procedures for delivery of services and responsibilities (current information only) | Protocols, policies and procedures for delivering services and responsibilities | As publicised on the Council's website Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Policies and procedures for recruitment and employment of staff (current information only) | Policies, statements, procedures and guidelines relating to recruitment | Recruitment and Selection Policy Tel: 0845 070 9889 Email: HR.Administration@dartford.gov.uk Website: www.dartford.gov.uk | Email: hard copy and other formats on request Website for advertised vacancies | £ including p& p for copy and other formats | |
| Pay Policy Statement | Decisions taken by the Council in relation to pay and reward reflected in current Policy | Pay and reward Tel: 0845 070 9889 Email: HR.Administration@dartford.gov.uk Website: www.dartford.gov.uk | | | |
| Customer Services | Standards for providing services to the Council's customers | Customer Charter Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|---|--|---|--|---|--|
| Complaints | Procedures on how to complain about Council services, including relevant addresses | <p>Complaints regarding Council services, requests for information and operating this Publication Scheme are dealt with in accordance with the Council's Corporate Complaints Procedure</p> <p>Address complaints form to: Corporate Complaints Officer Dartford Borough Council, Civic Centre, Home Gardens, Dartford Kent DA1 1DR</p> <p>Tel: 01322 343434 Email: corporate.complaints@dartford.gov.uk</p> <p>Complaints about Council services (other than the Council's landlord functions) can be made to the Local Government Ombudsman and to the Housing Ombudsman for Council landlord functions</p> <p>Website: http://www.lgo.org.uk/ Website: www.housing-ombudsman.org.uk</p> | <p>Website: email: leaflet/forms: hard copy and other formats of procedures on request</p> <p>Website on-line facility for submitting service related complaints</p> | £ including p& p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972 and Part II of the Freedom of Information Act 2000 e.g. personal information of complainants |
| Records Management | The Council's information security policies, records retention, destruction and archive policies | <p>The Council's policies, practices and procedures on records management</p> <p>Email: dataprotection@dartford.gov.uk Website: www.dartford.gov.uk</p> | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Charging regimes and policies | Statutory charging regimes and charging policies | <p>The Council's Fees and Charges detailing the statutory charging regimes and discretionary charging policies</p> <p>The Council's policies, practices and procedures on records management Tel 01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk</p> | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Recruitment and employment of staff | | <p>Mid Kent Services (for payroll services) Tel:01322-343328 Email: HR.Administration@dartford.gov.uk</p> | | | <p>Save for information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000 and the Data Protection Act 2018</p> <p>All documentation relating to individuals under both privacy and data protection laws</p> |
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6. LISTS AND REGISTERS

6.1. Lists and Registers

This section covers information on the Council's public registers. In some instances, information will be exempt from disclosure where it contains personal information. The information in this section is current information only.

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|--|---|---|---|---|---|
| Public registers | The public registers held by the Council | <p>Councillors and Co-opted Members Disclosable Pecuniary Interests Register Electoral Register (full) Electoral Register (edited) Licensing Act 2003 (premises licences, personal licences, club premises certificates, temporary events notices) Gambling Act 2005 (premises licences, permits) Register of Society Lotteries Recycling Credits Register Register of responses to public consultations Register of Hackney Carriage Licence Holders Register of Private Hire Licence Holders Register of Disabled Facilities Grants - Housing Grants, Construction and Regeneration Act 1996 Register of Caravan Sites Licences - Caravan Sites and Control of Development Act 1960 Register of Licensed Houses in Multiple Occupation - Housing Act 2004 Register of Accredited Properties Register of Discretionary Housing Renewal Grants i.e. Renovation Grants Register of Empty Properties Register of Planning Applications</p> <p>Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Website: www.dartford.gov.uk</p> | <p>Inspection of Registers at Council Offices by appointment</p> <p>Website for premises licences, club premises certificates</p> | | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972 and Part II of the Freedom of Information Act 2000 e.g. any personal information |
| Asset Register | The Council's property portfolio (excluding the Housing Revenue Account – Council housing) | <p>Schedule of the Council's capital assets</p> <p>Tel: 01322 343434 Email: mailto:valuation@dartford.gov.uk</p> | <p>Inspection at Council Offices by appointment</p> <p>Email: hard copy and other formats on request</p> | £ including p& p for copy and other formats | |
| Information Asset Register | The Information Asset Register for the Re-use of Public Sector Information Regulations 2005 | <p>A list of the type of information for which the Council has granted permission for re-use of information</p> <p>Tel: 01322 343434</p> | <p>Email: hard copy and other formats on request</p> | £ including p& p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000 and the Data Protection Act 2018 |

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|--|--|---|---|---|---|
| Disclosure Logs | Requests made to the Council for information in accordance with statutes | Tel: 01322 343434 | Email: hard copy and other formats on request | £ including p& p for copy and other formats | Information which may constitute exempted information within Schedule 12A of the Local Government Act 1972, Part II of the Freedom of Information Act 2000 and Data Protection Act 2018 |
| Community Right to Challenge | Expression of interest to take over services provided by or on behalf of Dartford Borough Council | Expressions of Interest Tel: 01322 343312 Email: communityrighttochallenge@dartford.gov.uk Website: www.dartford.gov.uk | Email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Community Right to Bid | Enables qualifying community interest groups to nominate local land or buildings to be included in the local authority's list of assets of community value. When a listed asset is to be sold, community interest groups with a legal identity will have the opportunity to make a bid to buy the asset on the open market | List of Assets of Community Value List of Unsuccessful Land Nominations Tel: 01322 343470 Email: communityrighttobid@dartford.gov.uk Website: www.dartford.gov.uk | | | |

7. SERVICES PROVIDED BY THE COUNCIL

7.1. Services provided by the Council

This section covers information provided by the Council, including leaflets, guidance and newsletters. The information in this section is current information only.

| Class Name | Class Definition | Examples/Comments | Manner of access to the information | Fee | Exemption |
|--|--|--|---|--|-----------|
| Main public services | A description of the Council's main public services, including leaflets, booklets and newsletters, advice and guidance, media releases etc | <p>Main public services: Benefits Building Control Business Rates Community & Life Events Community Safety (CSU) Council Tax Collection Elections Environmental Health Housing Leisure & Culture Licensing Parking services Pay-on-line Planning Services Refuse & Recycling Report an Issue Town Centre Transport & Streets</p> <p>Website for A – Z guide of services Leaflets (where available) Guidance (where available) Newsletters (where available) Social media</p> <p>Tel: 01322 343434 Email: www.dartford.gov.uk/contact-us Email: Comms@dartford.gov.uk Website: www.dartford.gov.uk</p> <p>Media releases Tel: 01322 343434 Email: communications@dartford.gov.uk Website: www.dartford.gov.uk</p> | Website: email: hard copy and other formats on request | £ including p& p for copy and other formats | |
| Discretionary services to the public and local businesses See - Services | A description of the Council's discretionary services, including information for visitors to the Borough, leisure information, events, museum, library, leaflets, booklets and newsletters, advice and guidance and media releases | Home Improvement Agency (HIA) provided by <i>in touch</i> , part of The Hyde Group Renovation Grants/Regional Housing Board Bid Grants - Immigration inspections under Housing Acts 1985 & 2004 Accreditation of rented properties Pre-purchase inspections of proposed Houses in Multiple Occupation Empty Property Service Planning Advice Planning Performance Agreements Environmental Health Advice | Website: email: hard copy and other formats on request | £ immigration inspections and planning advice There is no direct charge by the Council for HIA but the scheme does charge clients for selected services - some recoverable through grant applications £ including p& p for copy and other formats of A – Z | |

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|--|--|---|--|-----------------------------------|--|
| | | <p>Website for A – Z guide of services Website for planning advice charges Leaflets (where available) Guidance (where available) Newsletters (where available) Dartford Life</p> <p>Tel: 01322 343434 Email: www.dartford.gov.uk/contactus Website: www.dartford.gov.uk</p> <p>Media releases Tel: 01322 343434 Email: communications@dartford.gov.uk Website: www.dartford.gov.uk</p> | | £ for advice on contaminated land | |
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8. ELECTIONS

The offices of the Returning Officer and of the Electoral Registration are separate to the functions of the Council. Information held by the Council on behalf of these two officers is not currently covered by the FOIA. However, much of the information about elections is held by the Council itself and as set out in this Publication Scheme

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| Role of Returning Officer | Outline of the Returning Officer role including policies, practices and procedures | <p>Role of Returning Officer</p> <p>Under section 8 of the Representation of the People Act 1983, and section 41 of the Local Government Act 1972, the Council is required to appoint one of its officers to act as Electoral Registration Officer and also to appoint one of its officers as Returning Officer for the Borough Council. The roles of Electoral Registration Officer and Returning Officer for the Borough Council are extended by various Acts of Parliament or Statutory Orders to cover such duties as</p> <ul style="list-style-type: none"> • Returning Officer for parish and town councils in the Borough of Dartford for elections and for the conduct of parish polls; • Acting Returning Officer for Parliamentary Elections where designated by the appropriate Government Minister; • Deputy Returning Officer for County Council elections in relation to divisions within the Borough of Dartford; and • Local Counting Officer in relation to national and regional referendums; • Police Area Returning Officer for the Kent Police and Crime Commissioner Election. <p>Tel: 01322 343434 Email: electoral.registration@dartford.gov.uk Website: www.dartford.gov.uk</p> | | | |
| <u>Forthcoming elections</u> | Borough and Parish/Town Council elections are scheduled to be held | <p>Tel: 01322 343434 Email: electoral.registration@dartford.gov.uk Website: www.dartford.gov.uk</p> | | | |
| <u>Election results</u> | Most recent Borough and | Tel: 01322 343434 | | £ including p& p | |

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|--|---|---|--|---|--|
| | Parish/Town Council election results | Email: electoral.registration@dartford.gov.uk Website: www.dartford.gov.uk | | for copy and other formats | |
| Review of Polling Stations | Information in relation to the Review of Polling Districts, Polling Places and Polling Stations | Tel: 01322 343434 Email: electoral.registration@dartford.gov.uk Website: www.dartford.gov.uk | | £ including p& p for copy and other formats | |