

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 Disability Discrimination Act 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). The access arrangements for such

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

2008

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

language. If you need an interpreter, we can arrange this. We can also produce letters and reports in large print, in Braille or on tape.

ਇਸ ਦਸਤਾਵੇਜ਼ ਦੇ ਅਨੁਵਾਦ ਲਈ ਜਾਂ ਹੋਰ ਜਾਣਕਾਰੀ ਲਈ ਟੈਲੀਫੋਨ ਨੰਬਰ 01322 343610 ਤੇ ਫੋਨ ਕਰੋ
ਪੰਜਾਬੀ

இந்த ஆவணத்தின் மொழிபெயர்ப்பிற்கு அல்லது மேலதிக தகவல்களுக்கு 01322 343611
க்கு அழைப்புகள்
தமிழ்

W celu uzyskania tłumaczenia tego dokumentu lub dalszych informacji, prosimy o kontakt
pod numerem 01322 343612
Polski

Pokud si prežete obdržet překlad tohoto dokumentu nebo další informace, volejte číslo
01322 343613
česky

如欲索取这份文件的中文翻译或有意查询, 请致电 01322 343614 联系。
简体中文

Pour une traduction de ce document ou pour plus d'information appeler 01322 343615
Français

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.

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. The population of the Borough is 85,900 residents and approximately 37,400 households. 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 80,000 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 2008 (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 1998. Information may also be held from any of the classes of information in Part 2 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.	Archiving Policy	The Council's Data Retention Schedule refers.
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.

		<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: customer.services@dartford.gov.uk Website: www.dartford.gov.uk</p>
9.	Equality and Diversity	Dartford Borough Council aims to eliminate discrimination in respect of sex, colour, race, nationality, ethnic group, regional or national origin, age, marital status, disability, political or religious belief, sexuality or class 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 – Disability Discrimination Act 2000	Requests for information under the FOI Act must be submitted in writing. This includes fax and email. However, in line with the requirements of the Disability Discrimination Act 2000, 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 email customer.services@dartford.gov.uk
11.	Charging Policy	<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 Website: www.ico.gov.uk</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.
13.	The Re-use of Public Sector Information	<p>The supply of documents to you by The Dartford Borough Council under this Publication Scheme does not give you a right to re-use them in a way that would infringe the Council's 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 Implied Licence. No re-use fee is charged under this licence.</p> <p>Private Study and Non-Commercial Re-Use of Information</p> <p>The Council's standard Implied Licence applies. Refer 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 the Council's Policy on Reuse of Public Sector Information for details of the different types of licences</p> <p>Third Party Copyright</p> <p>Where any third party copyright material is identified you will need to obtain permission from the copyright holders concerned</p>
14.	Feedback	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.

If having made reference to this Publication Scheme, 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: 01322-343634
DX: 142726 DARTFORD 7
Email: foi@dartford.gov.uk
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 Fax: 01322 DX: 142726 DARTFORD 7 Email: customer.services@dartford.gov.uk Website: www.dartford.gov.uk In an emergency when the Civic Centre is closed, dial 0845 6341212	Website: email: phone		
Management Team	Names of the Council's principal officers (MT = Management Team)	Mr. G Harris Managing Director (MT) Mr. C Oliver Executive Director (MT) Mr. R Scott Regeneration Director (MT) Mrs. S Green Strategic Director (MT)			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. 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	Mr. G Harris Section 151 Officer Mr. C Oliver Monitoring Officer			
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: customer.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	

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: customer.services@dartford.gov.uk Website: www.dartford.gov.uk	Website: email: phone		
<u>Location of Council owned premises</u>	Information on the Council's principal and other main locations, including location maps	Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR Tel: 01322 343434 Email: customer.services@dartford.gov.uk Website: www.dartford.gov.uk	Website: email: phone		
		The Orchard Theatre, Home Gardens, Dartford, Kent DA1 1ED Tel: 01322 220000 Email: Orchard.boxoffice@dartford.gov.uk Website: http://www.dartford.gov.uk/thingstodo/ORCHARD/orchard_main.htm	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		
		Acacia Hall, High Street, Dartford, Kent DA1 1DJ Tel: 01322 343475 Website: http://www.acaciahall.co.uk/	Website: phone		
		Fairfield Pool, Lowfield Street, Dartford, Kent DA1 1JB (leased to Parkwood Leisure Ltd) Lowfield Street, Dartford DA1 1JB: Tel: 01322 224400 http://www.leisurecentre.com/	Website: phone		
		Civic Centre - between 8.45 - 5.15 Mon to Thurs and 8.45 - 4.45 on Friday. Please note the cashiers close at 5pm Mon to Thurs and 4.30 on Friday Tel: 01322 343434 Email: customer.services@dartford.gov.uk Website: www.dartford.gov.uk	Website: email: phone		

Class Name	Class Definition	Examples/Comments	Manner of access to the information	Fee	Exemption
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: customer.services@dartford.gov.uk 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 1DR Tel: 01322 343634 DX: 142726 DARTFORD 7 Email: legal.services@dartford.gov.uk			
Freedom of Information Contact	Central contact point for freedom of information inquiries, including policies and procedures	Freedom of Information Officer, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR Tel: 01322 343634 Email: foi@dartford.gov.uk 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 and Part II of the Freedom of Information Act 2000 e.g. personal information of FOI applicants
Complaints and contact	Procedures relating to the Council's complaints systems, including relevant addresses	Complaints regarding Council services, requests for information and operating this Publication Scheme are dealt with in accordance with the Council's Corporate Complaints Procedure Address complaints form to: Corporate Complaints Officer Dartford Borough Council, Civic Centre, Home Gardens, Dartford Kent DA1 1DR Tel: 01322 343634 Email: corporate.complaints@dartford.gov.uk Complaints about Council services can also be made to the Local Government Ombudsman Tel: 0845 602 1983 Website: http://www.lgo.org.uk/	Website: email: leaflet/forms: hard copy and other formats on request Website on-line facility for submitting service related complaints	£ 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 and Part II of the Freedom of Information Act 2000 e.g. personal information of complainants

Class Name	Class Definition	Examples/Comments	Manner of access to the information	Fee	Exemption
Complaints and contact (cont'd)	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 Council's Local Assessment of Councillor Complaints Procedure</p> <p>Address complaints form to: Assessment Sub-committee, c/o Member Services Section, Dartford Borough Council, Civic Centre, Home Gardens, Dartford Kent DA1 1DR</p> <p>Tel: 01322 343434 Email: customer.services@dartford.gov.uk Website: www.dartford.gov.uk</p>	Website: email: leaflet/forms: hard copy and other formats on request	£ 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 and Part II of the Freedom of Information Act 2000 e.g. personal information of complainants

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 1998. 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 343634 DX: 142726 DARTFORD 7 Email: foi@dartford.gov.uk 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 and Part II of the Freedom of Information Act 2000 e.g. personal information
Personal information requests (subject access requests)	Details of how to make a subject access request under the Data Protection Act 1998	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	£10 statutory fee for processing application £ 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 and Part II of the Freedom of Information Act 2000 e.g. personal information
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 Email: foi@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 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 license to re-sue public sector information will be dealt with Email: foi@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 of procedures etc	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

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 Internal guidance</p> <p>List of organisations with which the Council shares or exchanges personal information – undertaken respectively, in accordance with information sharing protocols, Data Protection Act 1998, Serious Crime Act 2007: Privacy Policy and terms of contract:</p> <ul style="list-style-type: none"> • Bailiffs, Kent Police, CDRP/PSU Partners, Dartford Town Against Crime (DTAC), Council Departments and NorthgateArinso • Courts • Government Departments (DWP:HMRC: Immigration: Passport Office: DSS: VOSA: DVLA Trading Standards): Social Services • Kent County Council Adult Services and Children with Disability Team • Home Improvement Agency • Other Billing Authorities • Audit Commission (NFI) • Council Contractors • Commercial Lettings Agents (Council owned commercial premises) <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 and Part II of the Freedom of Information Act 2000 e.g. personal information
		<p>List of organisations with which the Electoral Registration Officer shares, exchanges or to which it sells personal information including selected 'third parties'</p> <ul style="list-style-type: none"> • Audit Commission (NFI) • Credit reference companies (see EC Circular EC06/2006 for a table of those entitled to the full register on publication and those only on request) 		£ for purchase of full and edited versions of the Electoral Register	

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: customer.services@dartford.gov.uk 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: customer.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	
Codes of Conduct	The Member Code of Conduct The Employee Code of Conduct	The Council has adopted The Local Authorities (Model Code of Conduct) Order 2007 (for Members) Tel: 01322 343434; Email: customer.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	
		The Council has adopted an Employee Code of Conduct Tel: 0845 070 9889 Email: HR.Administration@dartford.gov.uk	Email: phone: hard copy and other formats on request	£ including p& p for copy and other formats	
	Parish/Town Council Code of Conduct	The Parish/Town Councils in the Borough of Dartford have adopted The Local Authorities (Model Code of Conduct) Order 2007 Website: www.dartford.gov.uk	Contact relevant Parish/Town Council		
Register of Councillor and Co-opted Member Personal Interests	The register of Member personal interests including gifts and hospitality	Councillors and Co-opted Members are legally required to register their personal interests and the Monitoring Officer is legally required to maintain the register 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
Comprehensive Performance Assessment (CPA)	Information on the Council's CPA rating	The Council demonstrated GOOD overall performance in 2004	Audit Commission website cpa.audit-commission.gov.uk		
Main public services	A description of the Council's main public services	<p>Main public services:</p> <p>Benefits Building Control Business Rates Council Tax Collection Development Control Housing Licensing Waste Collection Waste Disposal</p> <p>Tel: 01322 343434 Email: customer.services@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	
	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: customer.services@dartford.gov.uk 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 and Part II of the Freedom of Information Act 2000
		<p>2. Statutory Committees Development Control Board Licensing Committee and Licensing Sub-committee Scrutiny Committee Quality Services Committee (overview function) Standards Committee (and its Assessment Sub-committee and Review Sub-committee)</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 Inspection at Council Offices by appointment of Assessment and Review Sub-committees' summaries and Decision Notices	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

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> <p>Audit Board Appeals Panel Appointments Panel Discretionary Housing Payments Panel Remuneration and Performance Management panel Independent Remuneration Panel Electoral Provisions sub-committee Cabinet Advisory Planes Joint Transportation Board The Orchard Board</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 and Part II of the Freedom of Information Act 2000
		<p>4. Charitable Land (Kidd Legacy at Central Park and Hesketh Park)</p> <p>Deed, Trust and Obligations Committee</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 and Part II of the Freedom of Information Act 2000
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 (and Deputy) discharge their 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 343402 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	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; • Local Returning Officer for elections to the European Parliament; 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>	Website: email: hard copy and other formats on request	£ including p& p for copy and other formats	
Partnerships	Names of partnerships, broad functions and purposes	<p>Tel: 01322 343434 Email: customer.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	

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		<p>Timetable of Council meetings Agendas, Officer reports, background papers and minutes of Council meetings</p> <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	
Major policy proposals and decisions	Information which can be made available to the public without damaging internal policy development and relations with other public authorities	<p>Agendas, Officer reports, background papers and minutes of Council meetings, Management Team minutes</p> <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	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 e.g. information which might damage internal policy development and relations with other public authorities and information which might damage the Council's operations
Facts and analyses of facts considered when framing major policy decisions	Information which can be made available to the public without damaging internal policy development and relations with other public authorities	<p>Agendas, Officer reports, background papers and minutes of Council meetings</p> <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	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 e.g. information which might damage internal policy development and relations with other public authorities and information which might damage the Council's operations
Public consultations		<p>Consultation papers Forward Plan (key forthcoming Cabinet decisions) Results and outcomes of public consultations Surveys</p> <p>Tel: 01322 343434 Email: publicconsultations@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	

Class Name	Class Definition	Examples/Comments	Manner of access to the information	Fee	Exemption
Internal communications guidance, criteria used for decision-making, internal instructions, manuals and guidelines on decision making		Internal communications guidance Criteria used for decision making Manuals and guidelines (current information only) Scheme of Delegations to Officers Money Laundering Procedures 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	

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 (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 is approved by the Audit Board in June.</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 Audit Commission'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	
Financial statements	The detailed financial statements that make up the Statement of Accounts	<p>Prepared in accordance with the Accounts and Audit Regulations 2003 and in accordance with proper accounting practices and all relevant statutory requirements and comprising:</p> <ul style="list-style-type: none"> Report of the Auditors Responsibilities of the Statement of Accounts Approval of the Statement of Accounts Statement of Internal control Statement of Accounting Policies Core Statements (Balance Sheet, Cash Flow Statement etc) Housing Revenue Account Income and expenditure Account Statement of movement on the HRA Balance Collection Fund Revenue Account Audit Commission's audit and statement of opinion <p>Tel:01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk</p>	<p>Website: email: hard copy and other formats on request</p>	£ including p& p for copy and other formats	
Budgetary processes	Policies and procedures for making budgetary allocations	<p>Cabinet sets the overall policy and budget for the Council – setting priorities and resources to meet the needs of the community</p> <p>Tel:01322 343434 Email: finance@dartford.gov.uk Website: www.dartford.gov.uk</p>	<p>Email: website: 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 any private finance initiative and public – private partnership contracts, including spending reviews, financial audit reports and 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 Audit Commission's Code of Practice and the previous year's agreed audit plan	Report on the annual audit by the Audit Commission and the Council's 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 and Part II of the Freedom of Information Act 2000 e.g. personal data protected by the Data Protection Act 1998

Class Name	Class Definition	Examples/Comments	Manner of access to the information	Fee	Exemption
Pay and grading structure	Organisational pay and grading structure	Posts, levels of pay but not individual salaries 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 and Part II of the Freedom of Information Act 2000 e.g. personal data protected by the Data Protection Act 1998
Elections expenses	Details of claims submitted by the Returning Officer to the Election Claims Unit	Returns, declarations and accompanying documents relating to election expenses 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	
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: Website: https://www.businessportal.sece.gov.uk	Website: email: hard copy on request	£ including p& p for copy and other formats	
Funding for partnership arrangements	Funding for partnership arrangements	Where the Council takes the lead role in funding a partnership arrangement and where the Council contributes funding to a partnership arrangement managed by another authority 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 and Part II of the Freedom of Information Act 2000 e.g. commercially sensitive information and/or trade secrets
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
Lottery Bids	Information relating to successful bids made by the Council for community based projects/initiatives	Schedule of successful Council bids for lottery funding 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	
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	

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 focused elements of the Dartford and Gravesham Sustainable Community Strategy and an overall vision for the Borough of Dartford based on a number of themes Tel: 01322 343434 Email: customer.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	
Annual Performance Plan	The Council's vision and priority themes incorporating the Corporate Plan	Forms the basis for taking forward the Dartford and Gravesham Sustainable Community Strategy Tel: 01322 343434 Email: customer.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	
Strategies (Directorate/ Departmental) (current information only)	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: customer.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	
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: customer.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	

Class Name	Class Definition	Examples/Comments	Manner of access to the information	Fee	Exemption
Strategies (organisational)	Major organisational strategy documents	<p>Annual Performance Plan Asset Management Plan Children and Young People's Plan Code of Corporate Governance Comprehensive Equality Policy Dartford and Gravesham Sustainable Community Strategy Home Energy Strategy Race Equality Scheme Corporate Plan Development Plan Housing Business Plan Housing Investment Programme Housing Strategy Sustainable Home Energy Strategy/Action Plan;</p> <p>Other plans and strategies, which the Council may decide, should be adopted by it as a matter of local choice</p> <p>Tel: 01322 343434 Email: customer.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	
Strategies (partnerships and joint arrangements)	Partnerships and joint arrangements including strategies developed in partnership with other authorities, organisations etc	<p>Dartford and Gravesham Crime and Disorder Reduction Partnership Eltham Crematorium (Section 101(5)) Agreement) National Parking Adjudication Service (Section 101(5)) Agreement) Kent Waste Partnership Joint Waste Management Agreement</p> <p>Comprehensive Performance Assessment Comprehensive Area Assessment Forward Plan Impact Assessments Local Area Agreements Public Service Agreements Service Level Agreements Other plans and strategies, which the Council may decide, should be adopted by it as a matter of local choice</p> <p>Tel: 01322 343434 Email: customer.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
Internal and external organisational performance reviews	Information about the Council's performance reviews	BVPIs NIs LIs District Auditor's reports on the Annual Performance Plan and performance indicators Te: 01322 343434 Email: customer.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	

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	<p>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.</p> <p>Tel: 01322 343434 Email: etendering@dartford.gov.uk Website: www.dartford.gov.uk</p>	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	<p>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.</p> <p>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</p> <p>Tel: 01322 343434 Email: equalityanddiversity@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	
Public Interest Disclosure	Policy and procedure under the Public Interest Disclosure Act 1998	<p>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</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	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	<p>Information available via the South East Business Portal (SEB)</p> <p>Tel: 01322 343434 Email: finance@dartford.gov.uk Website: https://www.businessportal.sece.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
Contracts Register	Summary information of contracts let	<p>List of contracts awarded and their value and details of contracts currently being tendered. Information available via the South East Business Portal (SEB)</p> <p>Tel: 01322 343434 Email: finance@dartford.gov.uk Website: https://www.businessportal.sece.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>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</p>

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 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 Protocol Scheme of Delegations to Officers Standing Orders 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	Comprehensive Equality Policy Race Equality Scheme Local Agreement memoranda Policies and procedures for handling information requests including access to information via Regulation of Investigatory Powers Act 2000 Directorate/Departmental procedures Tel: 01322 343434 Email: customer.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	
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	
Customer Services	Standards for providing services to the Council's customers	Customer Charter Tel: 01322 343434 Email: customer.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	

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 343634 Email: corporate.complaints@dartford.gov.uk</p> <p>Complaints about Council services can also be made to the Local Government Ombudsman</p> <p>Tel: 0845 602 1983 Website: http://www.lgo.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>NorthgateArinso (for Human Resources related information) Tel:01322-343328 Fax:01322-343905 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 and Part II of the Freedom of Information Act 2000</p> <p>All documentation relating to individuals under both privacy and data protection laws</p>

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 and registers held as public records	The public registers held by the Council	<p>Councillor and Co-opted Members Personal Interests Register</p> <p>Electoral Register (full)</p> <p>Electoral Register (edited)</p> <p>Licensing Act 2003 (premises licences, personal licences, club premises certificates, temporary events notices)</p> <p>Gambling Act 2005 (premises licences, permits)</p> <p>Register of Society Lotteries</p> <p>Recycling Credits Register</p> <p>Register of responses to public consultations</p> <p>Register of Hackney Carriage Licence Holders</p> <p>Register of Private Hire Licence Holders</p> <p>Register of Disabled Facilities Grants - Housing Grants, Construction and Regeneration Act 1996</p> <p>Register of Caravan Sites Licences - Caravan Sites and Control of Development Act 1960</p> <p>Register of Licensed Houses in Multiple Occupation - Housing Act 2004</p> <p>Register of Accredited Properties</p> <p>Register of Discretionary Housing Renewal Grants i.e. Renovation Grants</p> <p>Register of Empty Properties</p> <p>Register of Planning Applications</p> <p>Tel: 01322 343434 Email: customer.services@dartford.gov.uk 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: property.services@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 Email: foi@dartford.gov.uk</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 and Part II of the Freedom of Information Act 2000 e.g. any personal information

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	Schedule relating to FOI and EIR requests Schedule relating to subject access requests Schedule relating to use of RIPA powers Tel: 01322 343434 Email: foi@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 and Part II of the Freedom of Information Act 2000 e.g. any personal information

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 Council Tax Collection Development Control Environmental Health Housing Licensing Waste Collection Waste Recycling</p> <p>Website for A – Z guide of services Leaflets (where available) Guidance (where available) Newsletters (where available) Dartford Life</p> <p>Tel: 01322 343434 Email: customer.services@dartford.gov.uk Email: communications@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	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	<p>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 Environmental Health Advice</p> <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: customer.services@dartford.gov.uk</p>	Website: email: hard copy and other formats on request	<p>£ immigration inspections and planning advice</p> <p>There is no direct charge by the Council for HIA but the scheme does charge clients for selected services - some recoverable through grant applications</p> <p>£ including p& p for copy and other formats of A – Z</p> <p>£ for advice on contaminated land</p>	

		Website: www.dartford.gov.uk Media releases Tel: 01322 343434 Email: communications@dartford.gov.uk Website: www.dartford.gov.uk			