

DOVER TOWN COUNCIL PUBLICATION SCHEME

The Purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

In accordance with the provisions of the Freedom of Information Act 2000 the scheme specifies the classes of information which local councils publish or intend to publish. Bearing in mind local councils are so diverse in size and functions it was decided the most practical approach was that the model scheme should firstly be comprised of a number of core classes of information which are mandatory.

The information contained in each class will be available in a variety of formats namely in hard copy on request from the clerk of the council, by inspection at the council office or other suitable premises by prior appointment or, where a council has a website some of the information may be available thereon.

Information available from Dover Town Council under the Freedom of Information publication scheme

| INFORMATION AVAILABLE | HOW THE INFORMATION CAN BE OBTAINED |
|---|--|
| CLASS 1 - Who we are and what we do (Organisational information, structures, locations and Contacts) | |
| <p>Dover Town Council Maison Dieu House Biggin Street Dover Kent CT16 1DW Email: council@dovertowncouncil.gov.uk Website: www.dovertowncouncil.gov.uk Tel: (01304) 242625</p> <p>Offices open from 9am – 5pm Monday to Friday (excluding Bank Holidays)</p> | |
| Who's who on the Council and its Committees | Website |
| Contact details for Town Clerk & Councillors | Website |

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| Location of Council Offices and accessibility details | Website |
| Staffing Structure | Website |
| CLASS 2 – What we spend and how we spend It (Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | |
| Annual return form and report by auditor | Website (PDF only) |
| Precept | Website (PDF only) |
| Council Budget | Website (PDF only) |
| Financial Standing Orders and Regulations | Website |
| Grants Register | Hard Copy |
| List of current contracts awarded and value of contract | Website |
| Members allowances and expenses | Website |
| Council & Policies – Financial | Website |
| CLASS 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | |
| Ambition Plan 2019 – 2023 | Website |
| Annual Reports | Website |

CLASS 4 – How we make decisions
(Decision making processes and records of decisions)

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| Timetable of meetings (Council, any Committee and sub-committee meetings) | Website (See Diary on website) |
| Agendas of meetings (Reports presented to council meetings – note this will exclude information that is properly regarded as private to the meeting. | Website |
| Minutes of meetings | Website |

CLASS 5 – Our policies and procedures
(Current written protocols, policies and procedures for delivering our services and responsibilities)

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| Standing Orders | Website |
| Committee Delegations | Website |
| Code of Conduct | Website |
| Health & Safety Policy | Website |
| Equality and Diversity Policy | Website |
| Volunteering Policy | Website |
| Whistle blowing Policy | Website |
| Policies and procedures for handling requests for information. | |

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| Freedom of Information Policy | Website |
| Complaints procedures | Website |
| Data Protection Policy | Website |
| Schedule of charges (for publication of information) – See bottom of page | Website |
| <p align="center">CLASS 6 – Lists and Registers (Currently maintained lists and registers only)</p> | |
| Assets Register | Hard Copy |
| Register of members' declaration of interest | Hard Copy |
| Register of gifts and hospitality | Hard Copy |
| <p align="center">CLASS 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> | |
| Current Information only | Please See Website Pages |
| <p>A summary of services for which the council is entitled to recover a fee, together with those fees e.g. burial fees – Not Applicable</p> | |

| SCHEDULE OF CHARGES | | |
|--------------------------|---|--|
| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
| Disbursement cost | Photocopying @ 10p per A4 sheet (black & white) and 15p per A4 sheet (colour), 15p per A3 sheet (black & white) and 25p per A3 sheet (colour) | Actual Cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | N/A | N/A |
| | | |
| Other | N/A | N/A |

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