



Freedom of Information Act 2000

## **Publication Scheme**

For further information on this publication scheme contact:

e-mail: [foi@dacorum.gov.uk](mailto:foi@dacorum.gov.uk)

## **Table of Contents**

Introduction .....	3
What does this publication scheme cover? .....	3
How do I obtain information through this publication scheme? .....	3
What about the information not covered by this scheme?.....	3
How do I find out about the information you hold about me personally? .....	4
Who We Are and What We Do .....	5
Council directorate structure.....	6
Location and opening times of council properties .....	6
Contact details for all customer-facing departments .....	6
What we spend and how we spend it.....	7
Spending reviews .....	8
What our priorities are and how we are doing .....	9
Strategies and business plans for services provided by the Council.....	10
How we make decisions .....	11
Our policies and procedures .....	12
Lists and registers.....	13
Development Management & Planning Information .....	14
Other Services provided by the Council .....	15
Freedom of Information.....	17
Freedom of Information Requests and Information Disclosure logs .....	17
Common Freedom of Information Act Requests.....	17
Environmental Information Regulations (EIR 2004) .....	17
Contaminated land and environmental information enquiries .....	17
Publications, Press Releases and Social Media.....	18
Social Media .....	18

## Introduction

### What does this publication scheme cover?

The publication scheme covers information routinely published by **Dacorum Borough Council (DBC)**. It is not a list of publications, as these will change over time. It is a list of 'classes', groups, or types of information, within which information is available, and if there is a charge for the information.

Under Section 45 (Code of Practice) of the Freedom of Information Act 2000 (FoIA) the Council has a duty to specify what information it publishes (in terms of information 'classes'), how the information is made available, and whether it is available free of charge or upon payment.

### How do I obtain information through this publication scheme?

A full list of the publications available under each 'class' contained in this publication scheme is available on the Council's website ([www.dacorum.gov.uk](http://www.dacorum.gov.uk)) or on request from [foi@dacorum.gov.uk](mailto:foi@dacorum.gov.uk).

### What about the information not covered by this scheme?

This scheme only covers information created by DBC. Over a period of time, the aim is to make more information available by publishing it on our website.

The information you require may be historical or of local archive interest, and may therefore be available from the Hertfordshire Archives and Library Service under their normal access arrangements: website [Hertfordshire Archives and Library Service](#).

Unless otherwise stated, all information within this scheme relates to the currently available or published version.

Legislative papers such as acts, bills, white and green papers are accessible from the website; [www.legislation.gov.uk](http://www.legislation.gov.uk)

Your query on a local matter may subsequently involve a search for national, regional, or other consultative material produced by government, other public bodies, or voluntary sector organisations.

## **How do I find out about the information you hold about me personally?**

Information about individuals is available on request (known as a subject access request) under the UK General Data Protection Regulation (UK GDPR) / Data Protection Act 2018. (DPA 2018)

To submit a request under the DPA 2018 / UK GDPR, please see <http://www.dacorum.gov.uk/home/open-data/personal-information> or email the Council's Legal Governance Department via [foi@dacorum.gov.uk](mailto:foi@dacorum.gov.uk).

If you want information on the UK GDPR, UK Data Protection Act 2018, Freedom of Information Act 2000.

The Information Commissioners website is very helpful.

**Web-Site:** <https://ico.org.uk/>

## Who We Are and What We Do

Please see below for activities relating to the election of council representatives, the boundaries of the council districts and wards and the terms and conditions for councillors. This section includes the election processes and results of council elections.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Ward names, numbers and boundaries.	Ward names, numbers and boundaries	Information in this area will be made available under the Representation of the Peoples Act.	<a href="#">Council's Web-Site</a> & <a href="#">Council Web Site (Parishes)</a>	Free
Forward Plan	The list of items to be considered by the cabinet over the next 4 months		<a href="#">Council's Web-Site</a>	Free
Representation	Listing of members and other people representing the council on external bodies		<a href="#">Council's Web-Site</a>	Free
Statutory appointments	List of statutory appointments of the Council		<a href="#">Councils Constitution</a>	Free
Register of Interests	Member's disclosure of any involvement in organisations and income received from other bodies, which may affect their actions as council members.		<a href="#">Members and Register of Interests</a>	Free
Members - Details	Public contact details of Your local representative of the Council		<a href="#">Council's Web-Site</a>	Free

Constitution	The constitution of the council		<a href="#">Council's Web-Site</a>	Free
Election results	The Council's most recent election results	List of results by ward, councillor etc.	<a href="#">Election results</a>	
Electoral register	The list of people eligible to vote	Information in this area is made available under the Representation of the Peoples Act	Full version can be viewed by appointment.  Other Links on our <a href="#">website</a>	£532 to buy electoral roll for all wards.  <a href="mailto:er@dacorum.gov.uk">er@dacorum.gov.uk</a>  Individual wards available for purchase at £10 - £35

#### **Council directorate structure**

Please access the following link [directorate structure](#) to find more information on this subject.

#### **Location and opening times of council properties**

Please access the following link [Council buildings and opening times](#) to find more information on this subject.

#### **Contact details for all customer-facing departments**

Please access the following link [customer-facing departments](#) to find more information on this subject.

## What we spend and how we spend it

This section identifies the function of managing the organisation's financial resources. It includes establishing, operating and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Class	Description of Class	Examples of Documents /Notes	Format	Chargeable
Audit - Financial	The external activities (usually carried out by District Audit) associated with officially checking financial and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period.	Annual Management Letter from External Auditors; External Audit reports in the public domain and finalised on the period in question	Website <a href="#">Link</a>	Free
Budget	The overall planned spending of the council	Can be inspected at the Council's Offices	Website - <a href="#">Link</a>	Free
Fees and charges	Councils fees and charges strategy	Fees Policies	Website <a href="#">Link</a>	Free
Financial Reporting	Statement of Accounts	Available after audit	Website <a href="#">Link</a>	Free
Treasury Management	Strategy	Statement	Website <a href="#">Link</a>	Free

**Spending reviews**

Please access the following link [Corporate Reviews](#) to find any available information on this subject.

**Financial audit reports**

Please access the following link [audit reports](#) to find more information on this subject.

**The members' allowances scheme and the allowances paid under it to councillors each year**

Please access the following link [Members' allowances scheme](#) to find more information on this subject.

**Staff allowances and expenses**

Please access the following link [Staff allowances](#) to find more information on this subject.

**Pay and grading structure**

Please access the following link to find more information on this subject [Staff Pay and Grading](#)

**Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)**

Please contact [member.support@dacorum.gov.uk](mailto:member.support@dacorum.gov.uk) to obtain more information on this subject.

**Procurement procedures**

Please access the following link [Procurement procedures](#) to find more information on this subject.

**Details of contracts currently being tendered**

Please access the following link [Current contracts being tendered](#) to find more information on this subject.

**List of contracts awarded and their value**

Please access the following link [Contract register](#) to find more information on this subject.

**District auditor's report**

Please access the following link [External audit reports](#) to find more information on this subject.

**Financial statements for projects and events**

Please access the following link [Budget information](#) to find more information on this subject.

**Internal financial regulations**

Please access the following link [Financial Regulations](#) to find more information on this subject.

**Funding for partnership arrangements**

Please access the following link [Partnerships](#) to find more information on this subject.



## What our priorities are and how we are doing

This section encompasses the application of broad systematic planning to define the corporate mission and determine methods of council operation. It includes the evaluation of strategies for service delivery and development of directions for future operations. It also includes the amendment of legislation that provides the legislative basis for the council.

<b>Class</b>	<b>Description of Class</b>	<b>Examples of documents / notes</b>	<b>Format</b>	<b>Chargeable</b>
Policy & Strategy	Publicly available policies of the Council including (but not limited) to the examples shown	Arts and Entertainments Strategy Asset Management Plan Procurement Strategy Capital Strategy Community Safety Strategy Communication Strategy Consultation Strategy Contaminated Land Strategy Economic Development Policy GDPR Policy Equal Opportunities Policy Housing Strategy Local Plan Treasury Management Strategy Community Plan Cultural Strategy Human Resources Strategy Private Sector Housing Strategy	Website	Free
Council Corporate Plan / Visions / Priorities	Corporate Plan, Vision Statements	Corporate Plan	Website - <a href="#">Link</a>	

## **Strategies and business plans for services provided by the Council**

### **Internal and external organisation performance reviews**

Please access the following link [Performance reviews](#) to find more information on this subject.

### **Strategies developed in partnership with other authorities**

Please access the following link [Development with other authorities](#) to find more information on this subject.

### **Economic development action plan**

Please access the following link [Economic development](#) to find more information on this subject.

### **Comprehensive performance assessment**

Please access the following link [Audit Committee](#) for more information on this subject.

### **Inspection reports**

Please access the following link [Audit Committee](#) for more information on this subject.

### **Local Area Agreements**

Please access the following document [Local Area Agreements](#) for more information on this subject.

### **Statistical information produced in accordance with the council's and departmental requirements**

Please access the following link [Overview and Scrutiny committees](#) to find more information on this subject.

### **Impact assessments**

Please access the following link [Equality Impact Assessments](#) for more information on this subject.

### **Service standards**

Please access the following link [Overview and Scrutiny committees](#) to find more information on this subject.

### **Public service agreements**

Please access the following link [Cabinet meetings](#) for more information on this subject.

## How we make decisions

### Timetable of council meetings

Please access the following links to find more information on this subject.

[Full Council meetings](#)

### Agendas, officers' reports, background papers and minutes of council committee, subcommittee and standing forum meetings

Please access the following links to find more information on this subject. [Meeting agendas](#)

### Dates, Agenda Packs, Part 1 Minutes<sup>1</sup>, Declarations of other Council Committees, Panels, Boards, Groups. (See also note below)

Please access the following links to find more information on this subject; [Link to Page](#)

### Public consultations

Please access the following links to find more information on this subject.

[Public Consultations](#)

### Internal communications guidance, criteria used for decision making, internal instructions, manuals and guidelines

Please access the following link [Council democracy](#) to find more information on this subject.

### Byelaws

For information about Dacorum byelaws contact; [legalpost@dacorum.gov.uk](mailto:legalpost@dacorum.gov.uk) or [licensing@dacorum.gov.uk](mailto:licensing@dacorum.gov.uk)

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Byelaws	List & details of local byelaws		Scanned electronic	Free

**Note:** Audio or Video Recordings will be transcribed into written minutes. The council considers it cost prohibitive and resource prohibitive (Server Space) to publish media recordings. Media recordings are destroyed as soon as the approved minutes are ratified.

---

<sup>1</sup> Part 2 Minutes will be considered under FOI

## Our policies and procedures

### Policies and procedures for conducting council business and delivering our services

Please access the following link [Council policies and procedures](#) to find more information on this subject.

### Policies and procedures about the recruitment and employment of Staff

This section includes matters relating to conditions of employment and administration of personnel at the Council.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Terms and conditions of employment	The general terms and conditions of employment with the council	Advertisements of vacancies	<a href="#">Jobs at the council</a>	Free
Job descriptions and person specifications	The job description and person specifications for currently advertised posts	Details supplied with packs for recruitment	Electronic or via <a href="#">website</a>	Free

### Customer service

Please access the following link [Customer service](#) to find more information on this subject.

## Lists and registers

### Public registers and registers held as public records

Please access the following link [Commercial Property register](#) to find more information on this subject.

An Economic Development publication giving details of businesses in the Dacorum area which have requested inclusion in the directory.

Please see website link [Business Directory](#) for details.

Class	Description of Class	Examples of Documents / Notes	Format	Chargeable
Business directory	List of businesses in the borough*	*Requested inclusion in the directory	<a href="#">Website - Link</a>	Free
Register	Houses of Multiple Occupation (HMO)	Required (under section 232 of the Housing Act 2004)	<a href="#">Website - Link</a>	Free

### Register of gifts and hospitality

Please see [Staff Handbook](#) and [Members Code of Conduct](#)

### Highways, licensing, planning, commons, footpaths etc.

Class	Description of Class	Examples of Documents / notes	Format	Chargeable
Traffic Orders	The statutory notice given to warn the public on the change of status of a public highway	Parking Schemes	Website - <a href="#">Link</a>	Free
Taxi licence holders	List of Hackney Carriage Vehicles licensed by the Council	Public Register – available from Council's licensing department <a href="mailto:licensing@dacorum.gov.uk">licensing@dacorum.gov.uk</a>	Paper or pdf	£15 for hard copy.
Rights of way definitive map	Publication of established rights of way	Map showing rights of way	Website - <a href="#">Link</a>	Free

## Development Management & Planning Information

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Planning Applications	The documentation associated with applications for permission, consents or approval	Information is made available under the Town and Country Planning Act 1990	<a href="#">Website - Link</a>	Free
Planning Register	The consolidated listing of planning decisions, enforcement and applications received by the council 1 April 1974.		<a href="#">Website - Link</a>	Free
Environmental assessments	Environmental impact & assessment statements.	Part of planning applications.	<a href="#">Website - Link</a>	Free
Listed Buildings	The consolidated listing of listed buildings and sites		<a href="#">Website - Link</a> (external site)	Free
Preservation orders	Urban and rural preservation orders, including conservation areas, tree preservation orders, and hedge row preservation orders		<a href="#">Website - Link</a>	Free
Sites and Monuments	The protected ancient and historical sites within the local area	Schedule of Ancient Monuments.	<a href="#">Website - Link</a>	Free
Local Plan	Borough -wide Planning Policy and Land Use document		<a href="#">Website - Link</a>	Free
Local Development Framework	Includes; local development scheme, statement of community involvement, development plan documents, supplementary planning documents and annual monitoring report.		<a href="#">Website - Link</a>	Free

Please also access the following links to find more information on Rights of Way and Countryside information;

[Rights of Way](#)  
[Countryside](#)

## Other Services provided by the Council

### Regulatory and licensing responsibilities

Please access the following link [Licensing](#) to find more information on this subject.

Class	Description of Class	Examples of Documents / notes /Legislation	Format
License	Alcohol, entertainment and late night refreshment licences: <ul style="list-style-type: none"> <li>• Premises Licences</li> <li>• Club Premises Certificates</li> <li>• Personal Licences</li> <li>• Temporary Event Notices (future and recent events)</li> </ul>	Licensing Act 2003, section 8	Website - <a href="#">Link</a>
License	Applications for Premises Licences & Club Premises Certificates which are currently subject to public consultation	Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005, Regulations 26B & 38	<a href="#">Link</a>
License	Animal Activity License	n/a (recommended by para 105, The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 - Procedural guidance notes for local authorities (October 2018, DEFRA))	Website - <a href="#">Link</a>
License	Gambling Premises License	Gambling Act 2005, section 156	<a href="#">Link</a>
License	Pavement License	Business & Planning Act 2020, section 2(3)	<a href="#">Link</a>
Equalities Regulations	Designated wheelchair-accessible taxis and private hire vehicles	Equality Act 2010, section 167	<a href="#">Link</a>

### Services for local businesses

Please access the following link [Local business services](#) to find more information on this subject.

### Services for other organisations and resident activity

Please access the following link [Dacorum website homepage](#) to find more information on this subject.

### Council Services for members of the public

Please access the following link [Online services for the public](#) to find more information on this subject.

### Information for visitors to the area, leisure information, events, museums, libraries and archive collections

Services provided by the council, or contracted by council, to assist local residents and the community. Services include library and information services. Including information kept on behalf of public from social or sporting clubs and associations.

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
Clubs and Societies	Listing of clubs and societies available in the local area, as provide to the council by the club or society		<a href="#">Website-Link</a>	Free
Tourism / Visitor / Accommodation	Consolidated list of inspected tourist / visitor information and accommodation available locally		<a href="#">Website-Link</a> <a href="#">Area maps</a>	Free



## Freedom of Information

Please access the following links to find more information on this subject.

[Freedom of Information Act 2000](#)

## Freedom of Information Requests and Information Disclosure logs

Not currently available as part of the Publication Scheme – a link to some of the Councils frequently asked FOI requests can be found here;

[https://www.whatdotheyknow.com/body/dacorum\\_borough\\_council](https://www.whatdotheyknow.com/body/dacorum_borough_council)

## Common Freedom of Information Act Requests

- Business Rates Data (NNDR)

<http://www.dacorum.gov.uk/home/open-data/freedom-of-information/common-freedom-of-information-requests>

- Public Health Funerals

<http://www.dacorum.gov.uk/home/open-data/freedom-of-information>

## Environmental Information Regulations (EIR 2004)

Note: Some requests submitted under FOI may be treated as an EIR (for example; some Planning Information, Contaminated Land Enquiries)

## Contaminated land and environmental information enquiries

We can provide environmental information on sites in the borough, including its land-use history and details of site investigations and remedial works, location of former landfill sites, details of authorised industrial processes, pollution incident records and details of private water supplies, to anyone with a specific interest in the sites, such as house buyers, vendors or solicitors.

We currently charge £102 (VAT exempt) to provide written responses to environmental information requests and you will need to provide the:

- Address of the property, or land, with a postcode and if possible a plan confirming its location
- The nature of your interest in the land
- Whether or not there are specific issues that have prompted the enquiry or another indication of the type of information that is required.

To request and pay for such an enquiry, please call the ECP team on 01442 228455.

These enquiries are different from the standard enquiries that can be made by undertaking a [Local Land Charges search](#), which are restricted to three very specific questions relating to the Contaminated Land Register.

## Publications, Press Releases and Social Media

Published materials created by DBC and published free of charge.

Please contact: [feedback@dacorum.gov.uk](mailto:feedback@dacorum.gov.uk) for more information on our publications.

Class	Description of Class	Examples of documents / Notes	Format	Chargeable
Publications	Books, and other council publications	<a href="#">Dacorum Digest</a>	Electronic / Some Paper	Free
Press Releases	Information released to the media	Press Releases	<a href="#">Website</a>	Free

## Social Media

Facebook <https://en-gb.facebook.com/dacorum>

Twitter <https://twitter.com/DacorumBC>