



## The Publication Scheme

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities. It also sets out exemptions from that right of access and places a number of obligations on public authorities, including Amber Valley Borough Council.

Any person who makes a request to a public authority for information must, subject to certain exemptions, be informed whether the public authority holds that information and, subject to further exemptions, supplied with that information.

Individuals also have the right of access to information about themselves under the Data Protection Act 1998.

Section 19 of the Freedom of Information Act 2003 requires every public authority to adopt and maintain a Publication Scheme, which has been approved by the Information Commissioner and to publish information in accordance with that Scheme. The Information Commissioner has issued a Model Publication Scheme to be adopted by all public authorities.

Amber Valley Borough Council has based its Publication Scheme on the Model Publication issued by the Information Commission which provides seven classes of information:

### 1. Who we are and what we do

- [Council constitution](#)
- [Organisational chart](#)
- [Location and opening times of council properties](#)
- [Currently elected councillors' information and contact details](#)
- [Contact details for all customer-facing departments](#)
- [Most recent election results](#)
- [Relationships with other authorities / partnership arrangements / shared services](#)

## **2. What we spend and how we spend it**

- [Financial statements / budgets / budget monitoring reports](#)
- [Capital programme](#)
- [External audit reports](#)
- [The members' allowances scheme and the allowances paid under it to councillors each year](#)
- [Pay and grading structures](#)
- [Procurement procedures](#)
- [Details of contracts and tenders to businesses and to the voluntary community and social enterprises sector](#)
- [Details of grants to the voluntary community and social enterprises sector](#)

### 3. What our priorities are and how are we doing

- [Annual reports](#)
- [Corporate plan](#)
- Internal and external organisational performance reviews, including external audits
  - [Annual audit letter](#)
  - [Peer review](#)
  - [Annual governance report](#)
- [Strategies developed in partnership with other authorities](#)
- [Cabinet forward plan](#)

#### **4. How we make decisions**

- [Timetable of council meetings](#)
- [Agendas, officers' reports, background papers and minutes of council committee, sub-committee and standing forum meetings](#)
- [Key decisions / major policy proposals and decisions](#)
- [Public consultations](#)
- [Cabinet forward plan](#)

## 5. Our policies and procedures

- [Policies and procedures for conducting council business](#)
- [Policies and procedures for delivering services](#)
- [Pay policy statement](#)
- [Policies and procedures about the recruitment and employment of staff](#)
- [Customer service / complaints procedure](#)
- [Information management law overview and policies - data protection, freedom of information, environmental information regulations, re-use of public sector information regulations](#)
- [Charging regimes and policies](#)

## 6. Lists and registers

- Public registers and registers held as public records
  - [Contaminated land information requests](#)
  - [Land and property availability lists](#)
  - [Listed buildings](#)
  - [Asset register](#)
  - [Register of councillors, financial and other interests](#)
  - [Register of gifts and hospitality](#)

## 7. The services we offer

- [A-Z of information and services](#)
- [Planning process](#)
- [Licensing responsibilities](#)
- [Services for local businesses](#)
- [Services for other organisations](#)
- [Services for members of the public](#)
- [Services for which the council is entitled to recover a fee, together with those fees](#)
- [Information for visitors to the area / leisure information / events](#)
- [Leaflets, booklets and newsletters](#)
- [Media releases](#)
- [Election information](#)
- [Forthcoming elections](#)
- [How to become a councillor](#)
- [Voting preferences](#)

## **How much do publications cost?**

The council recognises that making information available proactively is in the public interest and imposing high levels of charges for routine information could be seen to undermine public access to official information. Most of the information made available under the model publication scheme is published on the council's website and will be made available no cost.

The model publication scheme allows for fees to be charged where it can be justified. The council will only charge a fee where a statutory charge applies, or the information is provided in hard copy form.

## **Fees**

You will not be charged for information that is readily available, unless a charge is listed in our publication scheme. However, the regulations allow us to pass on disbursement costs that are incurred when processing a request. In line with the regulations, if expenses such as photocopying are more than £10 or staff costs are more than £450, we will pass these on to you. We will tell you if we plan to charge, so that you can decide whether to carry on with the request. We have the right to withhold information if you do not pay the charge.

## **How are they published?**

Most of the information made available under the model publication scheme is published on the website. Where the document or information is not available on the website, the guide to information will specify who to contact to arrange an appointment to view or obtain copies.

## **What about information not published under the Publication Scheme?**

Information held by the council, which has not been published under this scheme, can be requested in writing under the Freedom of Information Act.

## **Feedback**

The publication of the scheme is a requirement of Section 19 of the Freedom of Information Act 2000. A scheme is a commitment to routinely and proactively provide information to the public. It is important therefore that the scheme meets your needs. We welcome suggestions for additional information that could be included or how the scheme might be improved. Any questions, comments or complaints about this scheme should be sent to:

Legal Services  
Town Hall, Market Place, Ripley Derbyshire DE5 3BT  
Or by email to [enquiry@ambervalley.gov.uk](mailto:enquiry@ambervalley.gov.uk)

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