

# **STRATFORD-ON-AVON DISTRICT COUNCIL**

## **Freedom of Information Act 2000**

### **Publication Scheme**



**Elizabeth House,**

**Church Street,**

**Stratford-upon-Avon**

**CV37 6HX**

# Stratford on Avon District Council

## Publication Scheme

Stratford-on-Avon District Council adopted a Publication Scheme under the Freedom of Information Act 2000 setting out the information we make readily available and where it is available from.

The information included in the scheme is generally on the council's website, but where this is not feasible it is available to view at the council's headquarters in Stratford-upon-Avon, and in some cases at local libraries, or will be supplied on receipt of a request. Where this applies, details of how to make a request are included on the website against the description of the information.

### Introduction

The Freedom of Information Act 2000 requires all public authorities to adopt and maintain a Publication Scheme. The Information Commissioner has produced a model scheme that all authorities were obliged to adopt from the 1<sup>st</sup> January 2009.

The changes that have been made in this version are basically in presentation, where the details of the actual Publication classes have been put into a table, rather than just text.

The model scheme which the Council has adopted commits the Council to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and which falls within the classifications below
- To specify the information which is held by the authority and falls within classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within the scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information that is available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this scheme available to the public.

The Act requires that a scheme contains a list of *classes of information*. The way that we have arranged this in our scheme is to set out seven classes or categories as follows:-

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act or the Environmental Information Regulations, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to assess for similar reasons.

The rest of this document deals with those classes. In each case, the scheme gives the title of the class, a definition, a brief explanation and finally, a description of how the information can be viewed.

Our intention is to show what information we have, what is included within each category, what it concerns and where it is held. The description of each class also needs to contain any permitted exemptions that might apply; put another way, information that might fall within the broad definition but will **not** be routinely published.

In preparing this scheme, our paramount regard was for the public interest. We have taken notice of the sort of information that people normally request of us and of the matters that appear to interest and concern people. We want to contribute to a culture of readily making information available to further the interests of open and accountable local government.

Information held by the Council but not published under the scheme can be requested in writing, and the request will be considered in accordance with the Freedom of Information Act.

**It is very important to state, however, that a great deal of the information that we hold is personal and private to individuals.**

The relevant legislation here is the GDPR legislation introduced in May 2018 and the rights given by it will not be compromised by the Freedom of Information Act. The Freedom of Information Act does **not** permit private and confidential information about private arrangements between an individual and the Council (such as council tax and benefits) to be made public, although the individual concerned will retain the right of personal access to that information under the GDPR. All of this means that a person's private affairs with the Council as an individual are **not** the subject of this publication scheme.

The Council has appointed the Monitoring Officer, as the officer responsible for this scheme on behalf of the Council. He is based at :  
Elizabeth House,  
Church Street,  
Stratford-upon-Avon  
CV37 6HX  
(telephone 01789 260400,  
e-mail: [monitoring.officer@stratford-dc.gov.uk](mailto:monitoring.officer@stratford-dc.gov.uk)).

The opportunity to complain to the Council does not prevent any individual from referring a complaint to the Information Commissioner (either about freedom of information or data protection) at the following address:-

Information Commissioner  
Wycliffe House, Water Lane  
Wilmslow, Cheshire, SK9 5AF  
DX: 20819 Wilmslow  
Telephone: 01625 545700  
Fax: 01625 524510  
e-mail: [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)  
website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

The publication scheme will be made available on our website and will be deposited at all of our offices within the district. A copy will also be made available to the County Library Service within the district. In deciding to distribute the scheme this way, we have thought about and tried to accommodate the geographical nature of the district, issues of access and the public interest. It and the information to which it refers are available in the first language of the district, English, but if anyone has any difficulty with this and requires a transcript in another language, they are invited to contact Dave Webb (telephone 01789 260900, e.mail: [dave.webb@stratford-dc.gov.uk](mailto:dave.webb@stratford-dc.gov.uk)). This also applies if anyone would like a large print version or otherwise requires specific assistance in a particular way.

Where it is reasonably practicable, information will be provided on the Council's website. No charge will be made for access to such information. Additionally, no charge will be made for examining the information personally within this publication scheme on receipt of a request, although a charge may be made for any photocopies that are requested, at rates to be determined by the Council from time to time. The rate is currently 8 pence per sheet of paper. If information is requested by post, the Council may also charge the applicable rate for second class post as determined by the post office.

The scheme does not refer to any other executive agencies. This means that the information that it defines and classifies relates **only** to Stratford-on-Avon District Council.

Our aim has been to map out the Council's responsibilities under this Act clearly and unambiguously. If you have any suggestions about this scheme (and particularly comments to improve it), please contact the Monitoring Officer (telephone 01789 260400, e-mail: [monitoring.officer@stratford-dc.gov.uk](mailto:monitoring.officer@stratford-dc.gov.uk)).

Information available from Stratford on Avon District Council under the Model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COSTS
<b>Class 1- Who are we and what do we do</b>		
Organisational information, Structures, Locations and Contacts	Website / Hard copy from the Council	8p per sheet
Who's who on the Council and it's committees	Website / Hard copy from the Council	8p per sheet
Contact details for the Council members(named contacts where possible with telephone number and email address (if used)	Website / Hard copy from the Council	8p per sheet
Details of Council Services	Website / Hard copy from the Council	8p per sheet
Details of Partnership working	Website / Hard copy from the Council	8p per sheet
The role of the Monitoring Officer	Website / Hard copy from the Council	8p per sheet
Location of main Council Office and accessibility details	Website / Hard copy from the Council	8p per sheet
<b>Class 2 - What we spend and how we spend it</b>		
Financial information about projected and actual income, Procurement and expenditure	Website / Hard copy from the Council	8p per sheet
Contracts and Financial audit for the last three years	Website / Hard copy from the Council	8p per sheet
Council Tax Estimates and the Annual Capital Programme	Website / Hard copy from the Council	8p per sheet
Annual Statement of Accounts	Website / Hard copy from the Council	8p per sheet
Quarterly Capital and Revenue Budget monitoring Reports	Website / Hard copy from the Council	8p per sheet

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COSTS
The Pay and Grading structure for staff	Website / Hard copy from the Council	8p per sheet
Travel subsistence and accommodation allowances for staff	Website / Hard copy from the Council	8p per sheet
The Members allowances scheme for Councillors	Website / Hard copy from the Council	8p per sheet
<b>Class 3 - What our priorities are and how we are doing</b>		
The policy framework and performance assessments of the Council	Website / Hard copy from the Council	8p per sheet
<p>All Council strategies and policies approved by the Council, either statutory or otherwise.  By Way of example only, this will include:-  Local Area Agreement,  Corporate Strategy,  Crime and disorder Strategy,  Asset Management Plan,  The Development Plan,  The Improvement Plan,  Housing Strategy,  Homelessness Strategy,  Service Plans</p>	Website / Hard copy from the Council	8p per sheet
<p>Performance Assessment Information.  The Council's Annual Governance Statement,  Annual Audit and Inspection letters,  Use of Resources Assessment.  Statement of Internal Control,  Comprehensive Performance Assessment,  Quarterly Budget and performance monitoring Reports</p>	Website / Hard copy from the Council	8p per sheet
<b>Class 4 - How we make decisions</b>		
Decision making processes and records of decisions		

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COSTS
Agendas , reports and background papers and minutes for all Executive, committee and Council meetings EXCEPT for items falling within Schedule 12A of Part 1 of the Local Government Act 1972 or regulation 8 of the Standards Committee Regulations (England) 2008 as amended from time to time	Website / Hard copy from the Council	8p per sheet
The Timetable of Council and Committee meetings	Website / Hard copy from the Council	8p per sheet
The results of consultation exercises run by the Council	Website / Hard copy from the Council	8p per sheet
Criteria adopted for local determination of complaints under the Code of Conduct for Councillors of the *district and Parish councils within the district.	Website / Hard copy from the Council	8p per sheet
<b>Class 5 - Our Policies and Procedures - Current information only</b>		
Policies and Procedures for the conduct of Council business; Procedural standing orders, Committee and sub Committee terms of reference. Delegated authority in respect of officer's Code of Conduct Policy statements	Website / Hard copy from the Council	8p per sheet
Policies and Procedures for the provision of services and about the employment of staff; Code of Conduct Register of Interest	Website / Hard copy from the Council	8p per sheet
<b>Class 6 - Lists and Registers</b>		
Public registers	Website / Hard copy from the Council	8p per sheet
Register of Councillors financial and other interests	Website / Hard copy from the Council	8p per sheet
Asset Register	Website / Hard copy from the Council	8p per sheet
<b>Class 7 - The Services and Facilities we offer</b>		

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COSTS
Regulatory and licensing functions	Website / Hard copy from the Council	8p per sheet
Services to the public. Services for which the Council is entitled to charge a fee, including details of those fees.	Website / Hard copy from the Council	8p per sheet
Services for local businesses	Website / Hard copy from the Council	8p per sheet
Information for visitors to the area	Website / Hard copy from the Council	8p per sheet
Leaflets booklets and newsletters	Website / Hard copy from the Council	8p per sheet
Media Releases	Website / Hard copy from the Council	8p per sheet
<b>Contact Details</b>	Website / Hard copy from the Council	8p per sheet
<b>Stratford on Avon District Council, Elizabeth House, Church Street, Stratford upon Avon, CV37 6HX, 01789 267575</b>		
<b>Schedule of Charges. This describes how the charges have been arrived at and should be published as part of the guide</b>		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 8p per sheet (black and white)	Actual cost
	Photocopying @ 8p per sheet (colour)	Actual cost



INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COSTS
	Postage	Actual cost of Royal Mail standard 2nd class in accordance with the relevant legislation
Statutory Fee		