

Publication scheme

The Freedom of Information Act (FOI) requires the council to provide a publication scheme. This is to let people know the information we make available.

Our publication scheme identifies:

- information published by Gravesham Borough Council
- how that information can be obtained
- any charge made for the information.

The information covered by the act also includes information published on this and other websites.

The ICO is responsible for promoting good practice and ensuring compliance with Freedom of Information (FOI) and data protection laws.

The information we make available to you is organised under specific areas or 'classes' of information approved by the Information Commissioner's Office (ICO).

These classes are:

Who we are and what we do - organisational information, locations and contacts, constitutional and legal governance

What we spend and how we spend it - financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

What our priorities are and how we are doing - strategy and performance information, plans, assessments, inspections and reviews

How we make decisions - policy proposals and decisions, decision making processes, internal criteria and procedures, consultations

Our policies and procedures - current policies and procedures for delivering our functions and responsibilities

Lists and registers - information held in registers required by law and other lists and registers relating to the functions of the authority

Services we offer - advice and guidance, transactions and news releases, a description of the services offered

Datasets - our requirements and charges

Who we are and what we do

Find out about organisational information, locations and contacts, constitutional and legal governance below.

[Council constitution](#)

[Council democratic structure](#)

[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](#)

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

[Financial statements, budgets and variance reports](#)

[Capital programme](#)

[Public Partnership](#)

[Spending reviews](#)

[Financial audit reports](#)

[The members' allowances scheme and The allowances paid under it to councillors each year](#)

[Staff allowances and expenses](#)

[Pay and grading structure](#)

[Pay and grading Policy](#)

[Election expenses \(returns or declarations and accompanying documents relating to election expenses sent to the council\)](#)

[Procurement procedures](#)

[Tenders](#)

[Procurement Strategy](#)

[Details of contracts and tenders to businesses and to the voluntary community and social enterprise sector](#)

[District auditor's report](#)

[Financial statements for projects and events](#)

[Internal financial regulations](#)

[Funding for partnership arrangements](#)

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections, and reviews.

[Annual reports](#)

[Strategies and business plans for services provided by the council](#)

Internal and external organisation performance reviews, including external audits

Internal Performance Reviews

[Annual Performance Report](#)

Alongside the quarterly performance monitoring reports, published via Cabinet Committee agendas and summarised in Your Borough publications, the council also produces an Annual Report to complete the annual performance reporting process.

[Corporate Plan](#)

The Corporate Plan sets out our ambition for the borough and the actions we are going to take to achieve this.

External Performance Reviews

[LGA Peer Challenge](#)

The council has recently had a follow-up review undertaken by the LGA which is due to be reported to Cabinet in September and this web page will be updated to reflect this in due course.

[Local Government & Social Care Ombudsman – annual review letter publication](#)

The Digital Team have updated the existing web page to add a link to the LGO website in order for the annual review letter and other statistics to be accessed directly

External Audits

[Statement of Accounts](#)

The audited Statement of Accounts are published on the council's website each year once the external audit has been completed.

[Annual Audit and Inspection Letter](#)

This page provides access to the annual audit and inspection letters carried out by external auditors for the past seven years. As of 2018-19 Annual Audit Inspection letters are referred to as Audit Findings Reports.

[Audit Findings Report](#)

This page provides access to the annual audit findings reports carried out by external auditors

Strategies developed in partnership with other authorities

[Community Safety Partnership- Community Safety Strategy](#)

Associated documents:

[Anti-social Behaviour Strategy](#)

[Modern Slavery Strategy](#)

[Economic development action plan](#)

[Forward plan](#)

[Capital strategy](#)

[Inspection reports](#)

[Local Area Agreements](#)

[Statistical information produced in accordance with the council's and departmental requirements](#)

How we make decisions

Our decision-making processes, internal criteria and procedures, consultations.

["Timetable of council meetings](#)

["Agendas, officers' reports, background papers and](#)

[minutes of council committee, sub committee and standing forum meetings"](#)

[Major policy proposals and decisions](#)

[Public consultations](#)

Internal communications guidance, criteria used for decision-making, internal instructions, manuals and guidelines: "The shared Legal Service advises client departments across the council on the lawfulness of proposed decisions and the appropriate governance route to follow, including who can lawfully make the decision in accordance with the Council's Constitution. The shared legal service does not

therefore produce their own policies, etc, nor make decisions on matters so the only relevant document to publish in relation to the shared legal services team is the Council's Constitution. "

Our policies and procedures

Our written protocols for delivering our functions and responsibilities.

[Policies and procedures for conducting council business](#): "The shared Legal Service advises client departments across the council on the lawfulness of proposed decisions and the appropriate governance route to follow, including who can lawfully make the decision in accordance with the Council's Constitution. The shared legal service does not therefore produce their own policies, etc, nor make decisions on matters so the only relevant document to publish in relation to the shared legal services team is the Council's Constitution. "

[Policies and procedures for delivering our services](#)

[Pay policy statement](#)

[Policies and procedures about the recruitment and employment of staff](#)

[Customer service](#)

[Records management and personal data policies](#)

[Charging regimes](#)

[Charging Strategies](#)

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the council.

[Public registers and registers held as public records](#)

[Asset registers information asset register](#)

[CCTV](#)

["Register of councillors' financial and other interests](#)

[Senior officers' declaration of interests"](#)

[Register of gifts and hospitality](#)

Register of electors: Information will be provided on request

The services we offer

Information about the services we offer including advice and guidance, booklets and leaflets, transactions and newsletters:

[Regulatory and licensing responsibilities](#)

[Services for local businesses](#)

[Services for other organisations](#)

[Services for members of the public](#)

[Deaf services](#)

Services for which the council is entitled to recover a fee, together with those fees

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

[Leaflets, booklets and newsletters](#)

Delivered by Royal Mail to all Gravesham addresses quarterly, available at Civic Centre reception, TIC, Borough Market, libraries and online

<https://www.flipsnack.com/Graveshamboroughcouncil/your-borough-summer-2021.html>

Your Home Magazine:

Distributed to all GBC tenants with rent statements. Not published online

Other leaflets distributed as needed, e.g. council tax explainer leaflets with council tax bills but not sent corporately.

[Advice and guidance](#)

[Media releases](#)

[Election information](#)

Excluded information

Some information is excluded from publication and where this is the case, we clearly state the reason.

General correspondence sent or received by the council is excluded throughout the scheme, as is all information relating to private individuals because it is personal data protected under the [Data Protection Act 1998](#).

In certain cases, a limit has been placed on the age of some documents that will be made available under the scheme.

Request information

Not all information we publish is in the publication scheme. You can make an [FOI request](#) to view any information that is not routinely published, with some exemptions.

Request personal data

Under the Data Protection Act individuals may [request copies of their personal data](#) held by the council.

Request information in an accessible format

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille complete our online form:

[Request information in an accessible format](#)

Or email accessibility@gravesham.gov.uk.

We'll consider your request and get back to you within 20 working days.

Charges and fees

There is no charge for accessing publication scheme information available on our website.

We may charge a fee if a large amount of printed material is needed. We will tell you about any photocopying fees at the time of your request.

Contact and feedback

Any feedback you provide will be used in our reviews to make improvements to the publication scheme.

Send your feedback to: freedomgravesham@medway.gov.uk.

Or write to:

Information Governance Team
Medway Council & Gravesham Borough Council Shared Service

Gun Wharf
Dock Road
Chatham
Kent, ME4 4TR

Find out how to make a comment, compliment, or complaint on our [contact page](#).

Information Commissioner's Office (ICO)

Get more information about the publication scheme and the Freedom of Information Act from the Information Commissioner's Office (ICO):

Phone: 01625 545 745

Write to: ICO (Information Commissioner's Office), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: ico.org.uk