

Lyminster and Pennington Town Council Publication Scheme

Background

The Freedom of Information Act 2000 received Royal Assent on 30th November 2000. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. Under the Act, every public authority is required to adopt and maintain a Publication Scheme.

What is a Publication Scheme?

This Publication Scheme provides the public with a structured list of information held by the Town Council, the manner in which this information is published and whether a charge will be made for the information.

Model Scheme

Attached is Lyminster and Pennington Town Council's Publication Scheme that defines information that the Council holds which is accessible to members of the public. The Publication Scheme indicates the format of each publication and whether there is a charge for its supply.

What charges are there?

Where a member of the public is seeking to obtain a copy of information included in the Publication Scheme, the Council may set reasonable charges for this. Costs are available on application to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

Confidentiality Notice

Lyminster and Pennington Town Council wishes to be as open as possible and supply the information requested. However, the Town Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public information. Any exclusion as prescribed by law is contained in the Publication Scheme.

Requests for Information

Anyone can request information in writing or by e-mail. The request must include details of the applicant and the information sought. The applicant has two rights, to be told whether a local council holds the information and to receive the information as a copy or summary, if considered to be in the public interest. The Town Council will have to respond within 20 days of the request. If a fee is required, this period can be extended up to 3 months until the fee is paid.

This publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by the Town Council and will be valid until further notice.

This publication scheme commits the Town Council to make information available to the public as part of its normal business activities. The information

covered is included in the classes of information mentioned below, where this information is held by the Town Council.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner. The scheme commits the Town Council

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information held by the Town Council and which falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this 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 the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

See Appendix 1

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 written protocols 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.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. 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 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 access for similar reasons.

The method by which information published under this scheme will be made available

The Town Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of the Town Council, information will be provided on a website.

Where it is impracticable to make information available on the Council website or when an individual does not wish to access the information by the website, the Town Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Town Council is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Town Council for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying

- postage and packaging

- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by the Town Council not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

This publication scheme was adopted by Lymington and Pennington Town Council at a meeting of the Council on

Appendix 1

DRAFT - Information available from Lymington and Pennington Town Council under the model publication scheme with effect from 1 December 2010

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
(Organisational information, structures, locations and contacts) This will be current information only		
<u>Who's who on the Council and its Committees</u>	Hard copy and Website	10p per sheet Free from website Notice Boards
<u>Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))</u>	Hard copy and Website	10p per sheet Free from website
<u>Location of main Council office and accessibility details</u>	Hard copy and Website	10p per sheet Free from website
<u>Staffing structure</u>	Website	
<u>Top of Page</u>		
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) Current and previous financial year as a minimum		
<u>Annual return form and report by auditor</u>	Hard copy	10p per sheet. Free from website
<u>Finalised budget</u>	Hard copy	10p per sheet. Free from website
<u>Precept</u>	Hard copy	10p per sheet. Free from website

Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy	10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Hard copy	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Town Appraisal	In process	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
Quality status	Not adopted	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
<u>Timetable of meetings</u> (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and Website	10p per sheet Free from website
<u>Agendas of meetings</u> (as above)	Hard copy and Website	10p per sheet Free from website
<u>Minutes of meetings</u> (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website	10p per sheet Free from website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet Free from website
Responses to consultation papers	N/A	
Responses to planning applications	Hard copy	10p per sheet

		Free from website
Bye-laws	N/A	
Class 5 – Our policies and procedures	(hard copy or website)	
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy	10p per sheet Free from website
Committee and sub-committee terms of reference	Hard copy	10p per sheet Free from website
Delegated authority in respect of officers	Available in due course	
Code of Conduct	Hard copy	10p per sheet Free from website
Policy statements	Hard copy from Town Clerk	10p per sheet
Policies and procedures for the provision of services and about the employment of staff:		10p per sheet
Internal policies relating to the delivery of services		
Equality and diversity policy		10p per sheet
Health and safety policy		
Recruitment policies (including current vacancies)	Available in due course	
Policies and procedures for handling requests for information		10p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)		10p per sheet
Information security policy	Available in due course	10p per sheet

Records management policies (records retention, destruction and archive)	Available in due course	10p per sheet
Data protection policies	Available in due course	10p per sheet
<u>Schedule of charges</u> (for the publication of information)	Hard copy from Town Clerk	10p per sheet
<u>Top of Page</u>		
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Hard copy	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Available from Monitoring Officer NFDC	
Register of gifts and hospitality	Hard copy	10p per sheet
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Hard copy	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet
Bus shelters	Hard copy	10p per sheet

Markets	Hard copy	10p per sheet
Public conveniences	Hard copy	10p per sheet
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) - Burials, Cremations (Scattering of Ashes), Hiring of Football & Cricket Pitches	Hard copy from Town Clerk	10p per sheet
Additional Information		
	N/A	
Contact details:		
Town Clerk Lymington & Pennington Town Council Town Council Offices Avenue Road Lymington Hants, SO41 9ZG		
Tel/Fax: 01590 676009/02380 285897		
E-mail: info@lymandpentc.org.uk		
Website: www.lymingtonandpennington-tc.gov.uk		
Schedule of Charges		
This describes how the charges have been arrived at and should be published as part of the guide.		
Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying (black & white)	Appropriate cost
	Photocopying (colour)	Appropriate cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		N/A
Other		

