



MODEL PUBLICATION SCHEME

Policy Author & Job Title:

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Executive Officer & Responsible Finance Officer**

Reviewed Finance Policy & Resources Committee: 12th October 2017

Ratified by Town Council meeting on 31st October 2017

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits and authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- 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 which is held by the authority and 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 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 proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use, and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

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.

List and registers

Information held in register 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, transaction 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 authority 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 a public authority, information will be provided in a website. Where it is impractical to make the information available on a website or when an individual does not wish to access the information by the website, a public authority 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 an authority 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 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 authority 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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 a public authority that is 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.

Information available from Billingham Town Council under the publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy Contact Victoria Lloyd	Free Mono copies only 5p per sheet. Colour if needed 10p per sheet.
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy Contact Victoria Lloyd	Free Mono copies only 5p per sheet. Colour if needed 10p per sheet.
Location of main Council office and accessibility details	Website Hard copy Contact Victoria Lloyd	Free Mono copies only 5p per sheet. Colour if needed 10p per sheet

Staffing structure	Website Hard copy Contact Dianne Rickaby	Free Mono copies only 5p per sheet. Colour if needed 10p per sheet.
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	(hard copy and/or website)	
Annual return form and report by auditor (when audited)	Website Hard copy Contact Dianne Rickaby	Free Mono copies only 5p per sheet. Colour if needed 10p per sheet.
Finalised budget	Hard copy Website Contact Dianne Rickaby	Mono copies only 5p per sheet. Colour if needed 10p per sheet.
Precept	Hard copy Website Contact Dianne Rickaby	Mono copies only 5p per sheet. Colour if needed 10p per sheet.

Financial Standing Orders and Regulations	Website Hard copy contact Dianne Rickaby	Free Mono copies only 5p per sheet. Colour if needed 10p per sheet.
Grants given and received Schedule of Accounts except for information covered by the Data Protection Act 1998 minute FR683/13	Hard copy/website Website Contact Dianne Rickaby None at this time	Mono copies only 5p per sheet. Colour if needed 10p per sheet.
List of current contracts awarded and value of contract	Contact Dianne Rickaby None at this time	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) New projects are displayed on website	(hard copy or website) Contact Dianne Rickaby	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy/website Contact Dianne Rickaby	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum (Town Council Minutes)</p>	<p>(hard copy or website)</p> <p>Website Hard copy Contact Dianne Rickaby</p> <p>Members of the public are allowed to take photographs, film and audio record the proceedings of Town Council and Committee meetings.</p>	<p>Free Mono copies only 5p per sheet.</p> <p>Colour if needed 10p per sheet.</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Website Hard copy Contact Victoria Lloyd</p>	<p>Free Mono copies only 5p per sheet. Colour if needed 10p per sheet.</p>

Agendas of meetings (as above)	Website Hard copy Contact Victoria Lloyd	Free Mono copies only 5p per sheet. Colour if needed 10p per sheet.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy Contact Victoria Lloyd	Free Mono copies only 5p per sheet. Colour if needed 10p per sheet.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. Some reports which contain personal or sensitive data will be excluded	Contact Dianne Rickaby	
Responses to consultation papers	Hard copy Contact Dianne Rickaby	Mono copies only 5p per sheet. Colour if needed 10p per sheet.
Responses to planning applications	Hard copy Website - Minutes of Services & Amenities and Planning Committee Contact Dianne Rickaby	Mono copies only 5p per sheet. Colour if needed 10p per sheet.

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> Annual Financial Risk Assessment Banking & Cash Handling Procedures Freedom of Information Policy Financial Regulations General Donations Policy Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements Media Policy Policy for public filming, recording or otherwise reporting at council meetings Procedure for accessibility to information held by Billingham Town Council Procedure for the carrying out of Internal & External Audits Risk Management Strategy Risk Management Policy Statement 	<p>Website Hard copy Contact Dianne Rickaby</p>	<p>Free Mono copies only 5p per sheet. Colour if needed 10p per sheet.</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p>	<p>Website Hard copy Contact Dianne Rickaby</p>	<p>Free Mono copies only 5p per sheet. Colour</p>

Internal policies relating to the delivery of services Disciplinary Procedure Equality and diversity policy Grievance Procedure Health and safety policy & Lone Workers Mobile Phone Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Sickness Absence Policy & Procedure Statement of Pension Policy Volunteers Policy	As and when applicable	if needed 10p per sheet.
Data protection policies	Website Hard copy Contact Dianne Rickaby	Free Mono copies only 5p per sheet. Colour if needed 10p per sheet.
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	Available by inspection only Contact Dianne Rickaby	

Register of members' pecuniary interests	Hard copy Website Contact Dianne Rickaby	Mono copies only 5p per sheet. Colour if needed 10p per sheet.
Register of gifts and hospitality (where applicable)	Hard copy Website Contact Dianne Rickaby	Mono copies only 5p per sheet. Colour if needed 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) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotment (work in progress no information held at this time)		
Service Level Agreements	Hard Copy Contact Dianne Rickaby	Mono copies only 5p per sheet. Colour if needed 10p per sheet.
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Town Council Newsletters	Hard copy Website Contact Victoria Lloyd	

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Contact details:

**Billingham Town Council
Billingham Library & Customer Service Centre
Billingham
Cleveland
TS23 2LN
Tel/Fax: 01642 551171
Email: info@billinghamtowncouncil.co.uk
www.billinghamtowncouncil.co.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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority