

THORNBURY TOWN COUNCIL



FREEDOM OF INFORMATION **PUBLICATION SCHEME**

The scheme commits Thornbury Town Council (hereafter referred to as '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 falls within the classifications below.
- To specify the information which is held by the council 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 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 council 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

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 council.

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 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 a public authority, information will be provided on a website. Where it is impracticable to make 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 the 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 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 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.

October 2008

Information available from Thornbury Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>		
Who's who on the Council and its Committees	Website Hard Copy – contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard Copy	Free 10p/sheet
Staffing structure	Website Hard Copy	Free 10p/sheet
<p>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</p>		
Annual return form and report by auditor	Hard copy – contact Clerk	10p/sheet

Finalised budget	Website Hard copy	Free 10p/sheet
Precept	Website Hard copy	Free 10p/sheet
Borrowing Approval letter	Hard copy	10p/sheet
Financial Standing Orders and Regulations	Hard copy	10p/sheet
Grants given and received	Website Hard copy	Free 10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p/sheet
Quality status	Hard copy	10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy	10p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Town Notice Boards Thornbury Magazine Hard Copy	Free Free Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p/sheet

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/sheet
Responses to consultation papers	Hard copy Website	10p/sheet Free
Responses to planning applications	Website Hard copy	Free 10p/sheet
Class 5 – Our policies and procedures (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/sheet
Committee and sub-committee terms of reference	Hard copy	10p/sheet
Delegated authority in respect of officers	Hard copy	10p/sheet
Code of Conduct	Hard copy	10p/sheet
Policy statements	Hard copy	10p/sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy	10p/sheet
Equality and diversity policy	Hard copy	10p/sheet
Health and safety policy	Hard copy	10p/sheet
Recruitment policies (including current vacancies)	Hard copy	10p/sheet
Policies and procedures for handling requests for information	Hard copy	10p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy	10p/sheet

Data protection policies	Hard copy	10p/sheet
Schedule of charges (for the publication of information)	Hard copy	10p/sheet
Class 6 – Lists and Registers		
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)	Hard copy	10p/sheet
Assets Register	Hard copy	10p/sheet
Register of members' interests	Hard copy	10p/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		
Burial grounds and closed churchyards	Hard copy	10p/sheet
Community centres and village halls	Website	Free
	Hard copy	10p/sheet
Parks, playing fields and recreational facilities	Hard copy	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p/sheet
Bus shelters	Hard copy	10p/sheet
Public conveniences	Hard copy	10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p/sheet

Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Newsletter	Published in local press	
Hanging Basket Scheme	Hard Copy	
Tourist Information Service	Website & Hard Copy	

Contact details: Town Clerk Mrs Judith M Payne
 Thornbury Town Council
 Town Hall
 High Street
 Thornbury
 BS35 2AR

Website: www.thornburytowncouncil.gov.uk

Email: info@thornburytowncouncil.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 @ 10p per sheet (black & white)	Copy charge, paper and Administration.
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	Cemetery Record Search Fee	£6.00 (Administration time)

* the actual cost incurred by the public authority