

FROME TOWN COUNCIL

Chapter 15

Publication Scheme

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A copy of this document is also available in different formats such as large print, Braille, audio or in a different language, please contact the office if this is required.

Introduction

This publication scheme commits an 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 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

1 Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2 What we spend and how we spend it

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

3 What our priorities are and how we are doing

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

4 How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

6 Lists and registers

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

7 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 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 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 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 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 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.

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 Frome Town Council under the Publication Scheme

All information on the website is free, all hard copy will be charged at 10p per A4 sheet (b&w)

Information to be published	How the information can be obtained
Who is who on the Council and its Committees	Website / Hard copy
Contact details for the Town Clerk and Councillors (named contacts where possible with telephone number and email address)	Website / Hard copy
Location of main Council office and accessibility details	Website / Hard copy
Staffing structure	Hard copy
Annual return form and report by auditor	Website / Hard copy
Finalised budget	Website / Hard copy
Precept	Website / Hard copy
Borrowing approval letter	Hard copy
Financial Standing Orders and Regulations	Website / Hard copy
Grants given and received	Website / Hard copy
List of current contracts awarded and value of contract	Hard copy
Cllrs allowances and expenses	Hard copy
Current Strategic Plan	Website / Hard copy
Annual Report to Parish or Community Meeting (current and previous years)	Website / Hard copy
Quality status	Hard copy
General Power of Competence	Hard copy
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website / Hard copy
Agendas of meetings (as above)	Website / Hard copy
Minutes of meetings (as above) – excluding information that is properly regarded as private to the meeting.	Website / Hard copy
Reports presented to council meetings - excluding information that is properly regarded as private to the meeting.	Website / Hard copy
Responses to consultation papers	Website / Hard copy
Responses to planning applications	Website / Hard copy
Bye-laws	Hard copy
Class 5 – Our policies and procedures	
Procedural standing orders	Website / Hard copy
Committee and sub-committee terms of reference	Website / Hard copy

Delegated authority in respect of officers	Hard copy
Councillors Code of Conduct	Website / Hard copy
Policy statements	Hard copy
Policies and procedures for the provision of services and about the employment of staff	Hard copy
Internal policies relating to the delivery of services	Website / Hard copy
Equality and diversity policy	Website / Hard copy
Health and safety policy	Website / Hard copy
Recruitment policies (including current vacancies)	Website / Hard copy
Policies and procedures for handling requests for information	Website / Hard copy
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website / Hard copy
Information security policy	Website / Hard copy
Records management policies (records retention, destruction and archive)	Website / Hard copy
Data protection policies	Website / Hard copy
Schedule of charges (for the publication of information)	Website / Hard copy
Class 6 – Lists and Registers	
Assets Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice)	Hard copy
Register of Cllrs interests	Website / Hard
Register of gifts and hospitality	Hard copy
Allotments	Website / Hard copy
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Website / Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	N/A
Public conveniences	Hard copy
Agency agreements	Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees, cremations, scattering of ashes, hiring of football and cricket pitches)	Website / Hard copy