

Todmorden Town Council



PUBLICATION SCHEME

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Next Review Date: March 2022

Adopted at the Town Council Meeting 17 March 2021

Contents

1. Introduction

2. Publication Scheme

3. Contact Details

4. Schedule of Charges

5. Review

Todmorden Town Council's Publication Scheme

1. Introduction

This publication scheme commits Todmorden 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 authority.

The Freedom of Information Act 2000 requires public authorities 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.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- 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 publication scheme is organised into seven classes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers

- The services we offer

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 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.

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.

2. Publication Scheme

Information to be published	How the information can be obtained	Cost*
Class 1 – Who we are and what we do. <i>(Organisational information, locations and contacts, constitutional and legal governance)</i>		
Who's who on the Council and its Committees	Website, email or hard copy	Free*
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, email or hard copy	Free*
Location of main Council office and accessibility details	Website, email or hard copy	Free*
Staffing structure	Website, email or hard copy	Free*
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.)	Website, email or hard copy	Free*
Annual return form and report by auditor	Website, email or hard copy	Free*

Finalised budget	Website, email or hard copy	Free*
Precept	Website, email or hard copy	Free*
Borrowing Approval letter	Email or hard copy	
Financial Standing Orders and Regulations	Website, email or hard copy	Free*
Grants given and received	Website, email or hard copy	Free*
List of current contracts awarded and value of contract	Email or hard copy	Free*
Members' allowances and expenses	Email or hard copy	Free*
Class 3 – What our priorities are and how we are doing	Email or hard copy	
(Strategy and performance information, plans, assessments, inspections and reviews)		
Town Plan (if prepared)	Website, email or hard copy	Free*
Annual Report to Parish or Community Meeting (current and previous year as a minimum) - if prepared	Website, email or hard copy	Free*
Quality status – if applicable	Website, email or hard copy	Free*
Local charters drawn up in accordance with DCLG guidelines	Email or hard copy	Free*
Class 4 – How we make decisions	Email	Free*
(Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.)		
Timetable of meetings (Council, Committee and parish meetings)	Website, email or hard copy	Free*
Agendas of meetings (as above)	Website, email, hard copy and noticeboard (current)	Free*
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, email or hard copy	Free*
Reports presented to council meetings n.b. this will exclude information that is properly regarded as private to the meeting.	Website, email or hard copy	Free*
Responses to consultation papers	Email or hard copy	Free*
Responses to planning applications	Website, email or hard copy	Free*
Bye-laws (if any)	Email or hard copy	Free*
Class 5 – Our policies and procedures	Website, email or hard copy	Free*

(Current written protocols for delivering our functions and responsibilities)		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect Of officers • Code of Conduct • Policy statements 	Website, email or hard copy	Free*
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety 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) 	Website, email or hard copy	Free*
Information security policy	Website / hard copy	Free*
Records management policies (records retention, destruction and archive)	Website, email or hard copy	Free*
Data protection policies	Website, email or hard copy	Free*
Schedule of charges (for the publication of information)	Website, email or hard copy	
Class 6 – Lists and Registers (Information held in registers required by law and other lists and registers relating to the functions of the authority.) Currently maintained lists and registers only	Website, email or hard copy	Free*
Any publicly available register or list	Website, email or hard copy	Free*

Assets Register	Website, email or hard copy	Free*
Disclosure log	By appointment at the Town Council Offices	Free*
Register of gifts and hospitality	By appointment at the Town Council Offices	Free*
Register of members' interests	Website, email or hard copy	Free*
Class 7 – The Services we Offer (Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.)	Website, email or hard copy	Free*
Additional Information	Please note that additional content, including documents described by this scheme are being incrementally added to the website. In the event of a document not being available online please contact the Town Clerk's office directly. Wherever possible, documents will be provided in digital form.	
As determined by the Council	Website, email or hard copy	Free*

3. Contact details:

Town Clerk's Office
 Todmorden Town Council
 Todmorden Community College
 Burnley Rd
 Todmorden
 OL14 7BX

01706 548135
admin@todmorden-tc.gov.uk
www.todmorden-tc.gov.uk

4. Schedule of Charges

Description of Charge	Basis of Charge
Black and White photocopying @ 5p a sheet Colour photocopying @ 10p a sheet	Actual cost
Postage	Actual cost of Royal Mail Standard 2 nd class

Notes

*Most of the information is available free of charge on our website. Where the document is not available online, copies can either be either emailed or posted.

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.

5. Review

This policy will be reviewed every year (or earlier if required by changes to legislation or additional documentation) and amended as necessary based on good practice or evidence taken forward.