



TODMORDEN TOWN COUNCIL

Item 16 – Town Council 17th March
2021

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REPORT TO TOWN COUNCIL

REPORT AUTHOR	Colin Hill – Town Clerk and Responsible Financial Officer
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Date	17th March 2021
SUBJECT	Publication Scheme

PURPOSE OF REPORT

1. To advise Members that under the Freedom of Information Act 2000 Paragraph 19(1) it shall be the duty of every public authority:
 - a) to adopt and maintain a scheme which relates to the publication of information by the authority and is approved by the Commissioner (in this Act referred to as a “publication scheme”),
 - b) to publish information in accordance with its publication scheme, and
 - c) from time to time to review its publication scheme.
2. To advise Members that an abridged version is currently in place on the Councils Web site.
3. To recommend to Members that Full Council adopts the fuller version as detailed in Appendix 1 and that the Clerk advises the Information Commissioner’s Office of such adoption.
4. To inform Members that arising out of this review there is a further need to review related aspects of :-
 - a) Documents Retention Policy
 - b) GDPR and Data Protection - review and audit
 - c) Web Site Accessibility Regulations - review and audit

with such documents to be considered by Resources Committee prior to requests for formal adoption being brought to Full Council.

FINANCIAL CONSIDERATIONS

5. None arising directly from this report.

RECOMMENDATION

8. That Full Council adopt this Publication Scheme

REASONS FOR RECOMMENDATION

9. Full Council approval is required.

POLICY IMPLICATIONS:

10. None arising from this report.

DETAILS OF CONSULTATION:

11. None arising from this report.

CLIMATE CHANGE:

12. None arising from this report.

IMPACT EQUALITY ASSESSMENT

13. None arising from this report.

SUPPORTING PAPERS:

14. Appendix 1 - Publication Scheme

FURTHER INFORMATION, PLEASE CONTACT: Colin Hill