

IRTHLINGBOROUGH TOWN COUNCIL

PUBLICATION SCHEME

The Freedom of Information Act 2000 (FOIA) received Royal Assent on 30th November 2000. Under this act every Public Authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information and whether a charge will be made for the information, and how members of the public can access this information.

Introduction

It is the duty of the Town Council to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area.

What is the Publication Scheme?

The aim of the Scheme is to provide guidance to the public on what information is available and how to obtain it. The information is broken down into 'Classes' to reflect the types of activities in which the Town Council is involved. The information will be formally published as printed material, electronic format or available through the website.

It is expected over time that the amount of information available will increase and additional classes will be added. At the present time the Classes have been grouped into the following categories:-

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make our decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer
8. Additional information

Exemptions

It is Irthlingborough Town Council's policy to be as open as possible. However, not all information can be made available to the public. Information will be made available where the law allows, except where it is considered that the release of that information will cause significant harm or prejudice. Information (including that listed in this document) will be withheld from publication in whole or in part where it is considered by the Town Council that disclosure may harm or prejudice law enforcement, legal proceedings or the administration of justice; or may infringe the privacy, personal, commercial, contractual or other confidences of any person or otherwise infringe their rights; or because disclosure is otherwise prohibited by law. In such cases the Town Council will withhold the information and indicate the relevant exemption under the appropriate legislation. If you wish to complain about the information having been withheld you are referred to the section on 'Complaints Procedures'.

Archiving Policy

It is impossible for the Town Council to keep all information forever. Therefore in line with the Town Council's Records Management Policy it will be either destroyed or archived. The Publication Scheme

will indicate for how long the information is kept and whether it is archived or destroyed after this time. If it is archived then the County Record Office will need to be contacted directly.

Access to Information

Information can be access in three ways:

1. Town Council website – www.irthlingborough-tc.gov.uk

The website holds the information as required under the Transparency Act 2015 along with information relating to the business of the council including minutes and agendas. The information you want may already be included in the publication scheme so you are therefore requested to please check the documents on the website first.

2. Inspect Documents held by the Clerk

If the documents you wish to inspect are not available on the website but listed as available in hard copy you are requested to contact the Clerk, in writing to the Council offices, by telephone, email or via the website. Some documents will require some time to locate, so you may be asked to make an appointment.

3. Individual Written Request

If the information is not included in the publication scheme or on the website, you may send a written request to the Town Clerk. Your request must include your name, address for correspondence, and a description of the information you require.

Within 20 working days of receipt of your written request the Council will:

- confirm to you if it holds the information or not;
- advise you if a fee will be charged before providing the information; and
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

All information not covered by an exemption will ordinarily be released to the applicant within 20 working days of receipt of the request, unless it is necessary to issue a fees notice (see below for details).

Charging policy

The majority of cases will not attract charges other than those set out in the scheme for photocopying, postage etc. However, if the request for information is likely to exceed the Appropriate Limit (which is deemed to be 18 hours of staff time) a charge will be made of £25.00 per hour plus expenses for any additional time above 18 hours.

The applicant will be issued with a Fees Notice and must pay the costs specified therein within a period of three months. The Town Council is under no obligation to supply the information requested until the applicant has paid the requisite amount. If the costs are not paid within three months then the request lapses.

The Town Clerk will, in the first instance, consider all requests for the release of information and issue a Fees Notice if appropriate.

Complaints

Any complaints concerning the publication scheme should be forwarded in the first instance to:

**FREEDOM OF INFORMATION ACT 2000
PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website, hard copy, email	Free/10p per page
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website, hard copy, email	Free/10p per page
Location of main Council office and accessibility details	Website, hard copy, email Email for details of accessibility	Free/10p per page
Staffing structure	Website, hard copy, email	Free/10p per page
<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	Website, hard copy, email	Free/10p per page
Finalised budget	Website, hard copy, email	Free/10p per page
Precept	Website, hard copy, email	Free/10p per page
Borrowing Approval letter	Website, hard copy, email	Free/10p per page
Financial Standing Orders and Regulations	Website, hard copy, email	Free/10p per page
Grants given and received	Website, hard copy, email	Free/10p per page
List of current contracts awarded and value of contract	Website, hard copy, email	Free/10p per page
Members' allowances and expenses	Website, hard copy, email	Free/10p per page
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Neighbourhood Plan (current and previous year as a minimum)	Not applicable at the current time	
Annual Report to Annual Assembly (current and previous year as a minimum)	Website, hard copy, email	Free/10p per page

Local Council Award Scheme		Not applicable at the current time	
Local charters drawn up in accordance with DCLG guidelines		Not applicable at the current time	
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, hard copy, email	Free/10p per page
Agendas of meetings (as above)		Website, hard copy, email	Free/10p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.		Website, hard copy, email	Free/10p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		Website, hard copy, email	Free/10p per page
Responses to consultation papers		Website, hard copy, email	Free/10p per page
Responses to planning applications		Website, hard copy, email	Free/10p per page
Bye-laws		Not applicable	
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:		Website, hard copy, email	Free/10p per page
Procedural standing orders			
Committee and sub-committee terms of reference			
Delegated authority in respect of officers			
Code of Conduct			
Policy statements			
Policies and procedures for the provision of services and about the employment of staff:		Website, hard copy, email	Free/10p per page
Internal 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)			

Records management policies (records retention, destruction and archive)	Website, hard copy, email	Free/10p per page
Schedule of charges (for the publication of information)	Website, hard copy, email	Free/10p per page
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
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 per page
Assets Register	Website, hard copy, email	Free/10p per page
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Website, hard copy, email	Free/10p per page
Register of members' interests	Website, hard copy, email	Free/10p per page
Register of gifts and hospitality	Original documents maintained by ENC. Hard copy of documents available from Town Council	10p per page
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	(Some information may only be available by inspection)	
Allotments	Website, hard copy, email	Free/10p per page
Burial grounds and closed churchyards	Website, hard copy, email	Free/10p per page
Community centres and village halls	Website, hard copy, email	Free/10p per page
Parks, playing fields and recreational facilities	Website, hard copy, email	Free/10p per page
Seating, litter bins, clocks, memorials and lighting	Website, hard copy, email	Free/10p per page
Bus shelters	Website, hard copy, email	Free/10p per page
Markets	Not applicable	
Public conveniences	Website, hard copy, email	Free/10p per page
Agency agreements	Website, hard copy, email	Free/10p per page
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Website, hard copy, email	Free/10p per page

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

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)	Estimate of actual cost
	Photocopying per sheet (colour)	Not Available
	CD/DVD	£1 per disc
	Postage	Actual cost of Royal Mail standard 2 nd class

Contact details:
Angie Daly
Town Clerk
Irthlingborough Town Council
Council Office
Station Road
Irthlingborough
NN9 5SN
Tel: 01933 650866 Email: clerk@irthlingborough-tc.gov.uk **website:** www.irthlingborough-tc.gov.uk