



Freedom of Information Model Publication Scheme

Introduction

The Model Publication Scheme details information available from Towcester Town Council under the Freedom of Information Act.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Date adopted:

Next review date:

1. Class 1 – Who we are and what we do

Organisational information, structures, locations and contacts. This will be current information only. NB: Councils should already be publishing as much information as possible about how they can be contacted.

Information to be published	How the information can be obtained	Fee to obtain a hard copy
Who's who on the council and its committees including details of any representation on local public bodies	Website Email Hard copy	Free Free 10p per sheet
Contact Details for the Parish Clerk and Council Members (named contacts, if possible, with telephone number and email address)	Website Email Hard copy	Free Free 10p per sheet
Main Council Office and accessibility details	Website Email Hard copy	Free Free 10p per sheet
Staffing Structure	Email Hard copy	Free 10p per sheet

2. 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.

Information to be published	How the information can be obtained	Fee to obtain a hard copy
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Email Hard copy	Free Free 10p per sheet
Finalised budget	Email Hard copy	Free 10p per sheet
Precept	Email Hard copy	Free 10p per sheet
Borrowing Approval letter	Not held	
All items of expenditure above £500	Email Hard copy	Free 10p per sheet
Financial Standing Orders and Regulations	Website Email Hard copy	Free Free 10p per sheet
Grants given and received	Email Hard copy	Free 10p per sheet

List of current contracts awarded and value of contract	Email Hard copy	Free 10p per sheet
Members' allowances and expenses	Email Hard copy	Free 10p per sheet

3. Class 3 - What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

Information to be published	How the information can be obtained	Fee to obtain a hard copy
Annual governance statement in format included in the Annual Return form	Website Email Hard copy	Free Free 10p per sheet
Community Plan	Website Email Hard copy	Free Free Free
Annual Report to Parish or Community Meeting	Website Email Hard copy	Free Free 10p per sheet
Quality status	Not held	
Local charters drawn up in accordance with DHCLG's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Email	Free

4. Class 4 - How we make decisions

Decision making processes and records of decisions. Current and previous council year as a minimum.

Information to be published	How the information can be obtained	Fee to obtain a hard copy
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Email Hard copy	Free Free 10p per sheet
Agendas of meetings (as above)	Website Email Hard copy	Free Free 10p per sheet

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Email Hard copy	Free Free 10p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website Email Hard copy	Free Free 10p per sheet
Responses to consultation papers	Email	Free
Responses to planning applications	Website Email Hard copy	Free Free 10p per sheet
Byelaws	Hard copy	10p per sheet

5. Class 5 - Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.

Information to be published	How the information can be obtained	Fee to obtain a hard copy
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 Hard copy	Free Free 10p per sheet
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 and details of 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 Hard copy	Free Free 10p per sheet
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive	Website Email Hard copy	Free Free 10p per sheet

policies, and data protection (including data sharing and CCTV usage) policies		
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6. Class 6 - Lists and Registers

Currently maintained lists and registers only.

Information to be published	How the information can be obtained	Fee to obtain a hard copy
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy	10p per sheet
Assets register, including details of public land and building assets	Email Hard copy	Free 10p per sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Email Hard copy	Free 10p per sheet
Register of members' interests	Website Email Hard copy	Free Free 10p per sheet
Register of gifts and hospitality	Hard copy	10p per sheet

7. 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.

Information to be published	How the information can be obtained	Fee to obtain a hard copy
Allotments	Website Email Hard copy	Free Free 10p per sheet
Burial grounds and closed churchyards	Website Email Hard copy	Free Free 10p per sheet
Community centres and village halls	Website Email Hard copy	Free Free 10p per sheet
Parks, playing fields and recreational facilities	Website Email Hard copy	Free Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Website Email	Free Free

	Hard copy	10p per sheet
Bus shelters	Website Email Hard copy	Free Free 10p per sheet
Markets	Not held	
Public conveniences	Website Email Hard copy	Free Free 10p per sheet
Agency agreements	Hard copy	10p per sheet
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website Email Hard copy	Free Free 10p per sheet
Community magazine	Website Hard copy	Free Free

8. Additional Information

This will provide councils with the opportunity to publish information that is not itemised in the lists above.

9. 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)	Paper, Ink, Electricity and Resource needed.
Disbursement cost	Postage	Actual cost of Royal Mail standard 2nd class

10. Contact Details

Town Clerk & RFO, Towcester Town Council, Towcester Town Hall, 86 Watling Street East, Towcester, Northamptonshire, NN12 6BS.

Email: towncouncil@towcester-tc.gov.uk

Telephone Number: 01327 350995

