

# Sedgefield Town Council

## Freedom of Information Act

### Guide to the Publication Scheme



#### **Introduction**

Under the Freedom of Information Act (“the Act”) it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner’s Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model which has been adopted and is now operated by Sedgefield Town Council as from **1 January 2009**.

#### **Sedgefield Town Council Publication Scheme**

The Scheme provides a list of all the information the town council makes routinely available, explains how it can be accessed and whether or not a charge is made for it.

#### **Manner of publication**

The Town Council feel it is important that all sections of the community can access the council’s information, and systems are in place to make the listed information available to the public as easily as possible.

Where possible, information has been placed on the Town Council web-site at [www.sedgefield.net](http://www.sedgefield.net). Where this is not possible the information is available from the Council Offices – and / or paper copies can be sent through the post.

The publication scheme and this guide to information is also accessible on the council noticeboard.

# Sedgefield Town Council



Information available under the model publication scheme

## Contact Information:

Sedgefield Town Council, Council Offices, Advice & Information Centre, Sedgefield, Co.Durham. TS21 3AT

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E-mail: [lesley.swinbank @ Sedgefield.net](mailto:lesley.swinbank@Sedgefield.net)

Website: [www.sedgefield.net](http://www.sedgefield.net)

Town Clerk Lesley Swinbank

Office opening hours: 9:00am - 4 pm Mondays to Thursdays

9:00am - 1pm Fridays

*Additional times may be booked by appointment.*

Information	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>FOI File Section 1 &amp; Information Pack &amp; <a href="http://www.sedgefield.net">www.sedgefield.net</a></p>	<p>On Line Free: Hard copy 10p / Sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>FOI File Section 1 &amp; Information Pack</p>	<p>On Line Free: Hard copy 10p / Sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>&amp; <a href="http://www.sedgefield.net">www.sedgefield.net</a></p>	<p>On Line Free: Hard copy 10p / Sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>FOI File Section 1 &amp; Information Pack &amp; <a href="http://www.sedgefield.net">www.sedgefield.net</a></p>	<p>On Line Free: Hard copy 10p / Sheet</p>
<p>Staffing structure</p>	<p>FOI File Section 1 &amp; Information Pack &amp; <a href="http://www.sedgefield.net">www.sedgefield.net</a></p>	<p>On Line Free: Hard copy 10p / Sheet</p>

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Annual return form and report by auditor	FOI File : Section 2 : Reception	Inspection Free Hard copy 10p / Sheet
Finalised budget	FOI File : Section 2 : Reception	Inspection Free Hard copy 10p / Sheet
Precept	FOI File : Section 2 : Reception	Inspection Free Hard copy 10p / Sheet
Borrowing Approval letter	FOI File : Section 2 : Reception	Inspection Free Hard copy 10p / Sheet
Financial Standing Orders and Regulations	FOI File : Section 2 : Reception	Inspection Free Hard copy 10p / Sheet
Grants given and received	FOI File : Section 2 : Reception	Inspection Free Hard copy 10p / Sheet
List of current contracts awarded and value of contract	FOI File : Section 2 : Reception	Inspection Free Hard copy 10p / Sheet
Members' allowances and expenses	FOI File : Section 2 : Reception	Inspection Free Hard copy 10p / Sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	FOI File : Section 3 : Reception	Inspection Free Hard copy 10p / Sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	FOI File : Section 3 : Reception	Inspection Free Hard copy 10p / Sheet
Quality status	FOI File : Section 3 : Reception	Inspection Free Hard copy 10p / Sheet
Local charters drawn up in accordance with DCLG guidelines	FOI File : Section 3 : Reception	Inspection Free Hard copy 10p / Sheet

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Minutes are also available on the web-site	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	FOI File : Section 4 : Reception	Inspection Free Hard copy 10p / Sheet
Agendas of meetings (as above)	FOI File : Section 4 : Reception	Inspection Free Hard copy 10p / Sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	FOI File : Section 4 : Reception	Inspection Free Hard copy 10p / Sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	FOI File : Section 4 : Reception	Inspection Free Hard copy 10p / Sheet
Responses to consultation papers	FOI File : Section 4 : Reception	Inspection Free Hard copy 10p / Sheet
Responses to planning applications	FOI File : Section 4 : Reception	Inspection Free Hard copy 10p / Sheet
Bye-laws	FOI File : Section 4 : Reception	Inspection Free Hard copy 10p / Sheet

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	STC Constitution : Reception	Inspection Free Hard copy 10p / Sheet
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	FOI File : STC Constitution : Reception	Inspection Free Hard copy 10p / Sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	FOI File : STC Constitution : Reception	Inspection Free Hard copy 10p / Sheet
Information security policy	FOI File : STC Constitution : Reception	Inspection Free Hard copy 10p / Sheet
Records management policies (records retention, destruction and archive)	FOI File : STC Constitution : Reception	Inspection Free Hard copy 10p / Sheet
Data protection policies	FOI File : STC Constitution : Reception	Inspection Free Hard copy 10p / Sheet
Schedule of charges (for the publication of information)	FOI File : STC Constitution : Reception	Inspection Free Hard copy 10p / Sheet
	FOI File : STC Constitution : Reception	

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	FOI File : Section 6 : Reception	Inspection Free Hard copy 10p / Sheet
Assets Register	FOI File : Section 6 : Reception	Inspection Free Hard copy 10p / Sheet
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)	FOI File : Section 6 : Reception	Inspection Free Hard copy 10p / Sheet
Register of members' interests	FOI File : Section 6 : Reception	Inspection Free Hard copy 10p / Sheet
Register of gifts and hospitality	FOI File : Section 6 : Reception	Inspection Free Hard copy 10p / Sheet

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	FOI File : Section 7 : Reception	Inspection Free Hard copy 10p / Sheet
Burial grounds and closed churchyards	FOI File : Section 7 : Reception	Inspection Free Hard copy 10p / Sheet
Community centres and village halls	FOI File : Section 7 : Reception	Inspection Free Hard copy 10p / Sheet
Parks, playing fields and recreational facilities	FOI File : Section 7 : Reception	Inspection Free Hard copy 10p / Sheet
Seating, litter bins, clocks, memorials and lighting	FOI File : Section 7 : Reception	Inspection Free Hard copy 10p / Sheet
Bus shelters	FOI File : Section 7 : Reception	Inspection Free Hard copy 10p / Sheet
Markets	FOI File : Section 7 : Reception	Inspection Free Hard copy 10p / Sheet
Public conveniences	FOI File : Section 7 : Reception	Inspection Free Hard copy 10p / Sheet
Agency agreements	FOI File : Section 7 : Reception	Inspection Free Hard copy 10p / Sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	FOI File : Section 7 : Reception	Inspection Free Hard copy 10p / Sheet

<b>Additional Information</b> 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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Cost of paper / printing.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		The appropriate cost limit for a request is £600 for central government and Parliament and £450 for other public authorities
		.When estimating the cost of compliance, the following is taken into consideration <ul style="list-style-type: none"> <li>• Determining whether it holds the information requested</li> <li>• Locating the information</li> <li>• Retrieving such information or documents</li> <li>• The cost of staff time associated with these activities is currently calculated at £25 per hour.</li> </ul>
<b>Other</b>		

Where the limit is not exceeded, the only charges that can be passed to the applicant are those associated with providing the information, for example photocopying and postage. These are collectively known as disbursements.

**\* The actual cost incurred by the public authority**

You can not take the time spent considering whether or not information is exempt from release into account when estimating the cost of compliance.