

TC POLICY (F) 012 Information available from Swaffham Town Council under the ICO Model Publication Scheme

The Information Commissioners Office states that 'Every public authority must have a publication scheme, but the ICO has now created a model publication scheme that all public authorities must use. Any publication scheme created before 1/1/09 is now out of date and should be replaced with the ICO model scheme. This is attached.

The ICO also states that the scheme may be adopted without change. Councils should also produce a guide to information, specifying what information is published, how it is available and a schedule of fees. These documents should be available on the website and public notice boards. Below is a draft guide to information.

Type of Information	How the information can be obtained	Cost
---------------------	-------------------------------------	------

Class 1 - Organisational information, structures, locations and contacts:

Current information only

Details of current Council members & Town Clerk	Town Council website	Free
	notice board	Free
	From Town Council Office	Free
Contact details for Town Clerk and Council members	Town Council website	Free
	notice board	Free
	From Town Council Office	Free
Location, opening hours of main Council office and accessibility details	Council website	Free
	From Council Office	Free

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

Annual Audit return form and report by auditor	Hard copy available from the Council Office	10p/sheet
Annual Income & Expenditure Account	Hard copy available from the Council Office	10p/sheet
	Town Council website	Free
Finalised budget	Hard copy available from the Council Office	10p/sheet
Precept	Hard copy available from the Council Office	10p/sheet
Financial Standing Orders and Regulations	Hard copy available from the Council Office	10p/sheet
	Council Website	Free
Grants given and received	Hard copy available from the Council Office	10p/sheet
Members allowances and expenses	Hard copy available from the Council Office	10p/sheet

Class 3 – How we make decisions

(Decision making processes and records of decisions)

Agendas of Parish Council & Committee meetings	Town Council website	Free
	Hard copy available from the Council Office	Free
Minutes of meetings	Town Council website	Free
<i>(excluding detailed information relating to closed session agenda items)</i>	Hard copy available from the Council Office	10p/sheet
Reports presented to council meetings	Hard copy available from the Council Office	10p/sheet
<i>(excluding detailed information relating to closed session agenda items)</i>		
Responses to consultation papers	Hard copy available from the Council Office	10p/sheet
Responses to planning applications	Hard copy available from the Council Office	10p/sheet

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Procedural standing orders	Hard copy available from the Council Office	10p/sheet
	Town Council website	Free
Committee and Working Party Terms of Reference	Hard copy available from the Council Office	10p/sheet
	Town Council website	Free
Policy Statements	Hard copy available from the Council Office	10p/sheet
	Town Council website	Free

Class 6 – Lists and Registers

Currently maintained lists and registers only

Assets Register	Hard copy available from the Council Office	10p/sheet
Register of Councillors' Pecuniary & other Interests	Town/District Council website	Free
	View information at Council Office	Free

Class 7 – The services we offer

(Information about services in the Parish, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Town Newsletter	website & office, Community Library, post	Free
Allotments	Information available from Council Office	Free
Burial Ground	Information available from Council Office	Free
Parks, playing fields and recreational facilities	Information available from Council Office	Free
Bus Shelters	Information available from Council Office	Free
Public seating, litter bins, memorials and lighting	Information available from Council Office	Free
Public conveniences	Information available from Council Office	Free

Additional Information

Schedule of Charges

Additional information not listed above may be made available on request.

This describes how the charges will be calculated:

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per sheet (black & white)	Actual cost
Postage	Actual cost of Royal Mail 2nd class

Contact details: Mr R Bishop, Town Hall. 4 London Street, Swaffham, PE37 7DQ