BRACKLEY TOWN COUNCIL

# Freedom of Information Act Publication Scheme

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## 1. The Freedom of Information Act

1.1 The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk

## 2. Publication Scheme

2.1 The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Brackley Town Council adopted the generic model publication scheme at their Council meeting on 12 May 2014. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

## 3. Freedom of Information Requests and the Publication Scheme

3.1 It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Clerk who will reply within 20 working days after receipt of the request.

## 4. The Council's Commitment to the Act

4.1 The Council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, by post or by personal visits by appointment to the Council Office where much of the information can be viewed free of charge.

## 5. Model Publication Scheme

5.1 This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

5.2 This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

5.3 The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## 6. Classes of Information

**Who we are and what we do.-** Organisational information, locations and contacts, constitutional and legal governance.

**What we spend and how we spend it.-** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

**What our priorities are and how we are doing**.- Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.-** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.-** Current written protocols for delivering our functions and responsibilities.

**Lists and Registers. -** Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The Services we offer.-** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## 7. The method by which information published under this scheme will be made available

7.1 The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

7.2 Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

7.3 Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

7.4 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## 8. Charges which may be made for Information published under this scheme

8.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

8.2 Material which is published and accessed on a website will be provided free of charge.

8.3 Charges may be made for information subject to a charging regime specified by Parliament.

8.4 Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

8.5 Charges may also be made for information provided under this scheme where:-

- they are legally authorised
- they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified
- they are in accordance with a published schedule or schedules of fees which is readily available to the public.

8.6 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## 9. Written Requests

9.1 Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## 10. Information available from Brackley Town council under the Model Publication Scheme

| **Information to be published** | **How the information can be obtained** | **Cost** |
|---|---|---|
| **Class1 - Who we are and what we do**<br>(Organisational information, structures, locations and contacts)<br>*This will be current information only* | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Who's who on the Council and its Committees | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Location of main Council office and accessibility details | Website | Free |
| Staffing structure | Hard copy | 10p per A4 sheet |
| | | |
| **Class 2 – What we spend and how we spend it**<br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Annual return form and report by auditor | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Finalised budget | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Precept | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Borrowing Approval letter | n/a | n/a |

| | | |
|---|---|---|
| Financial Standing Orders and Regulations | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Grants given and received | Website<br>Hard copy | Free<br>10p per A4 sheet |
| List of current contracts awarded and value of contract | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Members' allowances and expenses | Website<br>Hard copy | Free<br>10p per A4 sheet |
| | | |
| **Class 3 – What our priorities are and how we are doing**<br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br>Current and previous year as a minimum | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Parish Plan (current and previous year as a minimum) | n/a | n/a |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Quality status | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Local charters drawn up in accordance with DCLG guidelines | Hard copy | 10p per A4 sheet |
| | | |
| **Class 4 – How we make decisions**<br>(Decision making processes and records of decisions)<br>Current and previous council year as a minimum | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Agendas of meetings (as above) - n.b. this will exclude information that is properly regarded as private to the meeting. | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Responses to consultation papers | Hard copy | 10p per A4 sheet |

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|---|---|---|
| Responses to planning applications | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Bye-laws | Hard copy | 10p per A4 sheet |
| | | |
| **Class 5 – Our policies and procedures**<br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Policies and procedures for the conduct of council business:<br>Procedural standing orders (website)<br>Committee and sub-committee terms of reference (website)<br>Delegated authority in respect of officers<br>Code of Conduct (website)<br>Policy statements | Website where indicated<br>Hard copy | Free<br>10p per A4 sheet |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal instructions to staff and policies relating to the delivery of services<br>Equality and diversity policy (website)<br>Health and safety policy (website)<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information (website)<br>Complaints procedures (including those covering requests for information and operating the publication scheme) (website) | Website where indicated<br>Hard copy | Free<br>10p per A4 sheet |
| Information security policy | Hard copy | 10p per A4 sheet |
| Records management policies (records retention, destruction and archive) | Website<br>Hard copy | Free<br>10p per A4 sheet |
| Data protection policies | Website<br>Hard copy | Free<br>10p per A4 sheet |
| | | |
| **Class 6 – Lists and Registers**<br><br>Currently maintained lists and registers only | Hard copy<br>Some information may only be available by inspection | 10p per A4 sheet |
| 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 A4 sheet |
| Assets register | Hard copy | 10p per A4 sheet |

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|---|---|---|
| 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) | n/a | n/a |
| Register of members' interests | Hard copy | 10p per A4 sheet |
| Register of gifts and hospitality | Hard copy | 10p per A4 sheet |
| | | |
| **Class 7 – The services we offer**<br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only | Hard copy<br>Some information may only be available by inspection | 10p per A4 sheet |
| Allotments | n/a | n/a |
| Burial grounds and closed churchyards | Hard copy | 10p per A4 sheet |
| Community centres and village halls | Hard copy | 10p per A4 sheet |
| Parks, playing fields and recreational facilities | Hard copy | 10p per A4 sheet |
| Seating, litter bins, clocks, memorials and lighting | Hard copy | 10p per A4 sheet |
| Bus shelters | Hard copy | 10p per A4 sheet |
| Markets | Hard copy | 10p per A4 sheet |
| Public conveniences | Hard copy | 10p per A4 sheet |
| Agency agreements | Hard copy | 10p per A4 sheet |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard copy | 10p per A4 sheet |
| | | |
| **Additional Information**<br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above | Upon request by hard copy if available | 10p per A4 sheet |

**10. Contact details:**

Website address: www.brackleynorthants-tc.gov.uk

Request for hard copies:
Mrs Alison Moses
Town Clerk
Brackley Town Council
20 High Street

Brackley
Northants NN13 7DS

Email: town.clerk@brackleynorthants-tc.gov.uk
Telephone: 01280 702441

## 11. 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) | Actual cost |
| | Photocopying @ 20p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statue) |
| Other | | |