



Model Publication Scheme

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.

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.

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.

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.

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

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

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.

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.

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.

Charges which may be made for Information published under this scheme

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.

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

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

Charges may be made for actual disbursements incurred such as:

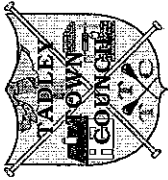
- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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 and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

Written Requests

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.



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Information available from Tadley Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost See below
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>		
Who's who on the Council and its Committees	Website/hard copy Noticeboards	
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/hard copy Noticeboards	
Location of main Council office and accessibility details	Website/hard copy	
Staffing structure	Website/hard copy	
<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)</p>		
Current and previous financial year as a minimum		
Annual return form and report by auditor	E-mail or hard copy	
Finalised budget	E-mail or hard copy	

Precept	E-mail or hard copy Leaflet sent with Council Tax bill to all households
Borrowing Approval letter	None
Financial Standing Orders and Regulations	E-mail or hard copy
Grants given and received	E-mail or hard copy
List of current contracts awarded and value of contract	E-mail or hard copy
Members' allowances and expenses	E-mail or hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	Not applicable
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	E-mail or hard copy
Quality status	E-mail or hard copy
Local charters drawn up in accordance with DCLG guidelines	Not applicable
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
Agendas of meetings (as above)	Website/hard copy Noticeboards
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Email or hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	See Minutes

Responses to consultation papers	See Minutes
Responses to planning applications	See Minutes
Bye-laws	Email or hard copy
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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Email or hard copy
Policies and procedures for the provision of services and about the employment of staff: 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)	Email or hard copy

Information security policy		Email or hard copy
Records management policies (records retention, destruction and archive)		Email or hard copy
Data protection policies		No data not in public domain
Schedule of charges (for the publication of information)		On this document
Class 6 – Lists and Registers		
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)		Email or hard copy
Assets Register		E-mail or hard copy
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)		Email or hard copy
Register of members' interests		Refer to BDBC
Register of gifts and hospitality		Refer to BDBC
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		
Allotments		Not applicable
Burial grounds and closed churchyards		Email or hard copy
Community centres and village halls		Not applicable
Parks, playing fields and recreational facilities		Email or hard copy
Seating, litter bins, clocks, memorials and lighting		Email or hard copy

Bus shelters	Email or hard copy
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Email or hard copy
Street Lighting	Not applicable

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .053p per sheet (black & white)	Actual cost based on computer printing
	Photocopying @ 5.3p per sheet (colour)	Actual cost inc computer use
	Postage	Actual cost of Royal Mail standard 2 nd class, recorded if requested
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Administrative costs	Actual cost