

The Freedom of Information Act 2000 requires local councils to have a publication scheme which lists seven categories of information that must be available to the public and how and where they can obtain it. The information must be available free via the website or for a minimum cost. Freedom of Information Act 2000 s.19

Model publication scheme adopted by Halesworth Town Council, 05/11/18

Model publication scheme

LO29: Model publication scheme as adopted by Halesworth town Council on 5th November, 2018

Freedom of Information Act

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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Halesworth Town Council's Publication Scheme



Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website http://www.halesworthtowncouncil.org.uk/the-council/what-we-do/</p>	<p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Website http://www.halesworthtowncouncil.org.uk/the-council/your-councillors/</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members</p>	<p>Website http://www.halesworthtowncouncil.org.uk/the-council/your-councillors/</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Website http://www.halesworthtowncouncil.org.uk/contact/</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Website http://www.halesworthtowncouncil.org.uk/</p>	<p>Free</p>

Halesworth Town Council's Publication Scheme

<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> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website	Free
Finalised budget & Precept	http://www.halesworthtowncouncil.org.uk/the-council/council-finances/	Free
Financial Standing Orders and Regulations		Free
Grants given and received		Free
List of current contracts awarded and value of contract	Hard copy when applicable for contracts over £25,000	5p per sheet (b&w)
Members' allowances and expenses	Hard copy when applicable	5p per sheet (b&w)
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Website	Free
	http://www.halesworthowncouncil.org.uk/the-council/action-plan/	
Town Plan (current final version)	Website	Free
	http://www.halesworthowncouncil.org.uk/planning/town-plan/	

Halesworth Town Council's Publication Scheme

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website http://www.halesworthtowncouncil.org.uk/the-council/past-meeting-minutes/	Free
Quality status	Website	Free
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website http://www.halesworthtowncouncil.org.uk/events-calendar/	Free
Agendas of meetings (as above)	Website http://www.halesworthtowncouncil.org.uk/events-calendar/	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting, i.e. held 'in camera'.	Website http://www.halesworthtowncouncil.org.uk/the-council/past-meeting-minutes/	Free

Halesworth Town Council's Publication Scheme

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting, i.e. held 'in camera'.	Library	Free
Responses to consultation papers	HTC Website or original source	Free
Responses to planning applications	Website (Planning minutes) http://www.halesworthtowncouncil.org.uk/the-council/past-meeting-minutes/	Free
Bye-laws (if applicable)	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website: http://www.halesworthtowncouncil.org.uk/the-council/codes-of-conduct/	Free
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	Website http://www.halesworthtowncouncil.org.uk/the-council/codes-of-conduct/	Free Free Free Free Free
Policies and procedures for the provision of services and about the employment of staff:		

Halesworth Town Council's Publication Scheme

Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures	Website http://www.halesworthtowncouncil.org.uk/the-council/codes-of-conduct/	Free Free Free Free
Information security policy – see data protection	Website http://www.halesworthtowncouncil.org.uk/the-council/codes-of-conduct/	Free
Records management policies (records retention, destruction and archive)	n/a	
Data protection policies	Website http://www.halesworthtowncouncil.org.uk/the-council/codes-of-conduct/	Free
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets register	On request	Free
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	
Register of members' interests	https://www.eastsuffolk.gov.uk/	

Halesworth Town Council's Publication Scheme

	gov.uk/yourcouncil/councillors/councillors-register-of-interests/	
Register of gifts and hospitality	n/a	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments		
Burial grounds and closed churchyards	Waveney District Council	
Community centres and village halls	Waveney District Council	
Parks, playing fields and recreational facilities	Waveney District Council	
Seating, litter bins, clocks, memorials and lighting	Contact the Clerk's Office	
Bus shelters	Contact the Clerk's Office	
Markets	Website http://www.halesworthtowncouncil.org.uk/events-calendar/	
Public conveniences	Waveney District Council	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	

Halesworth Town Council's Publication Scheme

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Town Clerk, Halesworth Town Council, Waveney Local Office, London Road, Halesworth, IP19 8HW email:Clerk@halesworthtowncouncil.org.uk phone: 01986 874517

SCHEDULE OF CHARGES

Halesworth Town Council

Halesworth Town Council's Publication Scheme

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	5p per A4 sheet (black & white)
	Photocopying	20p per A4 sheet (colour)
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		n/a
Other		n/a

* Estimated cost incurred by the public authority



Information available from Halesworth Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".