



Tadcaster Town Council

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Open Monday to Thursday 9.30am to 12.30pm

PUBLICATION SCHEME

Introduction

The scheme commits Tadcaster Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by us and falls within the classifications below.
- To specify the information which is held by us 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 that we make 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 us that has been requested, and any updated versions it holds, unless we are 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 we are the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are 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 our functions.

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:

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- 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

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

Where it is within our capability, 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, we 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 we are legally required to translate any information, we 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 us 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 either regulations made under section 11B of the Freedom of Information Act or other enactments. 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 us 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 TADCASTER TOWN COUNCIL UNDER THE PUBLICATION SCHEME

Information that is published	How the information can be obtained †
<p>Class1 - Who we are and what we do (Organisational information, locations and contacts, constitutional and legal governance.)</p>	
<p>Who’s who on the Council and its Committees Contact details for Clerk and Council members Council members’ declarations of Interest Location of Council office Staffing structure</p>	<p>Copy, Website Copy, Website Copy, Website Copy, Website Copy, Website</p>
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts, and financial audit.)</p>	
<p>Accounts (annual return form) and report by auditor Finalised budget summary Precept Statement Standing Orders and Financial Regulations Grants given and received Members’ allowances and expenses</p>	<p>Copy, Website Copy, Website Copy, Website Copy, Website Copy Copy, Website</p>
<p>Class 3 – What our priorities are and how we are doing (Strategy and performance information, plans, assessments, inspections and reviews.)</p>	
<p>Annual report (current and previous year - Annual Meeting)</p>	<p>Copy, Website</p>
<p>Class 4 – How we make decisions (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.) (Decision making processes and records of decisions)</p>	
<p>Timetable of meetings (Council, Standing Committee meetings, and Town meetings) Agendas of current meetings (as above) Minutes of meetings (as above) * Reports presented to Council and Standing Committee meetings * Responses to consultation papers Responses to planning applications</p>	<p>Copy, Website Copy, Website Copy, Website Copy Copy Copy</p>
<p>Class 5 – Our policies and procedures (Current written protocols policies and procedures for delivering our functions and responsibilities.)</p>	
<p>Standing Orders Standing Committee and sub-committee terms of reference Code of conduct</p>	<p>Copy, Website Copy, Website Copy, Website</p>

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Council Policies Complaints procedures (including those covering requests for information and operating the publication scheme)	Copy, Website Copy, Website
Class 6 – Lists and Registers (Information currently held as required by law and other lists and registers relating to our functions.)	
Cemetery Records Assets Register Disclosure log (indicating the information that has been provided in response to requests)	Copy Copy Copy
Class 7 – The services we offer (Advice and guidance, booklets and leaflets, transactions and media releases. Information about the services offered.)	
Allotments – plans and standard tenancy agreement Cemetery plans and policies Newsletters Seats Litter bins Street lighting Bus shelters	Copy Copy Copy, Website, doorstep delivery Copy Copy Copy Copy

† All the information listed can be inspected at the Town Council Office [address, hours].

* These will exclude information that is properly regarded as private to the meeting.

Cost

All information on the website, <http://www.tadcastertowncouncil.co.uk>, is available free of charge.

Copies of documents can be provided at a cost of 10p per page plus admin charges and postage (2nd class unless specified otherwise) at cost.

Cemetery register searches can be provided for a cost, please see the Cemetery table of fees for current fees.

Adopted by the Council at Council Meeting 3 February 2018

Reviewed F&GP Meeting 25 September 2018