



PUBLICATION SCHEME

This Publication Scheme was adopted by the Finance & General Purposes Committee at its meeting held on: 30 May 2018 – Minute 1206
GOVERNING BODY: HAWKINGE TOWN COUNCIL



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INTRODUCTION

This is the model publication scheme for parish, town and community councils (known collectively as 'local councils') in England and Wales. Local councils are first tier of local government. There are over 10,000 such councils in England and Wales and they have a wide range of powers at their disposal

SCHEME PURPOSE

1.0 The purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

2.0 In accordance with the provisions of the Freedom of Information Act 2000 the scheme specifies the classes of information which local councils publish or intend to publish. Bearing in mind local councils are so diverse in size and functions it was decided the most practical approach was that the model scheme should firstly be comprised of a number of core classes of information which are mandatory. However, it also includes a number of documents (within those core classes) as well as a group of totally 'new' optional classes. Any optional documents within a core class of information are clearly specified therein. The idea behind such an approach is that councils can incorporate the optional documents and classes as they see fit to reflect the information they provide to the general public on a local basis. It is not however, a prerequisite that a council adopts any of the optional documents or classes. The intention behind the inclusion of optional classes and documents is to add a degree of choice and flexibility in the scheme.

3.0 The information contained in each class will be available in a variety of formats namely in hard copy on request from the clerk of the council, by inspection at the council office or other suitable premises by prior appointment or, where a council has a website some of the information may be available thereon.



CORE CLASSES OF INFORMATION

4.0 Reasonable charges may be raised for the provision of copies of the documents or information listed in each of the classes. The classes are as follows:-

1) COUNCIL INTERNAL PRACTISE AND PROCEDURE

Minutes of council, committee and sub-committee meetings

- limited to the last 2 years.

Annual Report

Optional documents:-

Agendas and supporting papers for council, committee and subcommittee meetings - limited in each case to the forthcoming / immediate meeting.

Terms of Reference for Committees

2) CODE OF CONDUCT

Members Declaration of Acceptance of Office

Members Register of Interests

3) PERIODIC ELECTORAL REVIEW

This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

4) EMPLOYMENT PRACTISE AND PROCEDURE

Equal Opportunities Policy

Health & Safety Policy

Staffing Structure



Exclusions – ‘personal records’ i.e. appraisals, employee salary details, disciplinary records, sickness records and the like by virtue of being personal data protected by the General Data Protection Regulations.

5) PLANNING DOCUMENTS

Responses to planning applications

6) AUDIT AND ACCOUNTS

Annual return form – limited to the last financial year

Annual Statutory report by auditor (internal and external) – limited to the last financial year

Receipt/Payment books, Bank Statements from all accounts – limited to the last financial year

Precept request – limited to the last financial year

VAT records – limited to the last financial year

Financial Regulations and Standing Orders

Asset Register

Risk Assessments

Exclusions – all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies.

With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

OPTIONAL CLASSES OF INFORMATION



7) DEVELOPMENT AND IMPLEMENTATION OF POLICY

Policy Statements issued by council

Responses made by council to consultation papers

Analysis of responses received to public consultations by the council

Complaints handling procedure

8) BYELAWS

Made for any of the following purposes:-

The regulation of a mortuary and post mortem room

The regulation of a pleasure ground

The regulation of any baths, swimming pool, bathing place or washhouse

The regulation of the hiring of pleasure boats in a park or pleasure ground provided by a council

To control dogs and dog fouling

9) COUNCIL CIRCULAR/NEWSLETTERS

Town, parish, community guide

History of town, parish or community (or similar commissioned publication)

10) ARTS, ENTERTAINMENT & TOURIST INFORMATION-

This relates only to information produced by the council.



11) ALLOTMENTS

Plans, Standard Tenancy Agreements

Exclusions – individual tenancy agreements and rent payments records under both privacy and data protection laws



Information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who’s who on the Council and its Committees	Hard copy/notice board/website	See below
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy/notice board/website	See below
Location of main Council office and accessibility details	Hard copy/notice board/website	See below
Staffing Structure	Hard copy/website	See below
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 as a minimum		



Annual return form and report by auditor	Hard copy/website	See below
Finalised budget	Hard copy/website	See below
Precept	Hard copy/website	See below
Borrowing Approval letter	N/A	
Financial Regulations	Hard copy/website	See below
Grants given and received	Hard copy/website	See below
List of current contracts awarded and value of contract	Hard copy	See below
Members' allowances and expenses	Hard copy	See below
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		



Town Plan (current and previous year as a minimum)	Hard copy/website	See below
Annual Report (current and previous year as a minimum)	Hard copy/website	See below
Quality Status	Hard copy/website	See below

Local charters drawn up in accordance with DCLG guidelines	Hard copy/website	See below
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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)	Hard copy/notice board/website	See below
Agendas of meetings (as above)	Hard copy/website	See below
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy/website	See below
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy/website	See below



Responses to consultation papers	Hard copy/website	See below
Responses to planning applications	Hard copy/website	See below
Bye-laws	Hard copy/website	See below
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	Hard copy/website	See below
Committee and sub-committee terms of reference	Hard copy/website	See below
Code of Conduct for Councillors	Hard copy/website	See below
Policy statements	Hard copy/website	See below
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy/website	See below
Equality policy	Hard copy/website	See below
Health and safety policy	Hard copy/website	See below
Recruitment policies (including current vacancies)	Hard copy/website	See below
Policies and procedures for handling requests for information	Hard copy/website	See below
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy/website	See below
Information security policy	Hard copy/website	See below



Schedule of charges (for the publication of information)	Hard copy/website	See below
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 mist circumstances existing access provisions will suffice)	Hard copy	See below
Assets register	Hard copy	See below
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town/Parish Councils)	Hard copy	See below
Register of members’ interests	Hard copy/website	See below
Register of gifts and hospitality	Hard copy	See below
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	Hard copy/website	See below
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Hard copy	See below
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	See below

Contact details:



Town Clerk, Hawkinge Town Council email Clerk@hawkinge-tc.gov.uk

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 30p per A4 sheet (black and white) and 40p per A3 sheet (black and white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	N/A



Other	N/A	N/A
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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.