

Sedgefield Town Council



PUBLICATION SCHEME

Passionate about Sedgefield

north east
england

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3.0	09.10.17	Jane Ayre, Town Clerk	30.09.18

SEDGEFIELD TOWN COUNCIL PUBLICATION SCHEME

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Introduction:

This Publication Scheme was adopted by the P&R Committee on 9TH October 2017 and will be reviewed at least annually in order that it can be presented for re-adoption at a future P&R Committee meeting.

This Publication Scheme has been prepared in accordance with the requirements of the Information Commissioner. This Scheme commits Sedgefield Town Council 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 Sedgefield Town Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

This Publications Scheme commits Sedgefield Town Council:

- to proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- to specify the information which is held by the Council 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.

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- 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 Council 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, 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.

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

Exclusions:

In some cases a class of information sets out a range of information which is excluded from publication. 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.

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Note: 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.

Limitations:

In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the Publication Scheme.

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Charges:

Sedgefield Town Council may charge fees for the provision of copies of the documents/information. The information available from the Town Council is detailed overleaf, however, the charges incurred are as follows:

The majority of information under this Scheme will be held on the Council's website and, as such, is available free of charge. Charges will be made for actual disbursements incurred such as photocopying, postage and packaging as well as costs directly incurred as a result of viewing information. If there is a statutory fee, this will be charged in accordance with the relevant legislation.

Type of Charge	Description	Basis of Charge
Disbursement cost	20p per A4 sheet	Printing cost and Officer time
Other	DVD/CD Alternative language Binding (at £1 per document)	Equipment cost and Officer time Actual cost to prepare plus translator cost.
Postage	Postage – 2 nd class	Actual cost of Royal Mail standard 2 nd class

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INFORMATION AVAILABLE FROM SEDGEFIELD TOWN COUNCIL'S PUBLICATION SCHEME:

Information to be published:	How the information can be obtained:
<p>Class 1: Who we are and what we do: (Organisational information, structures, locations and contacts)</p> <p>Who's who on the Council</p> <p>Contact details for Town Clerk and Council members</p>	<p>Website OR Via appointment with the Clerk</p> <p>Website OR Via Village Noticeboard Via Sedgefield Extra</p>
<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>Annual return form limited to the last financial year. The Annual Return consists of six pages including guidance notes and the internal auditors report but the published accounts only comprise 3 of these 6 pages as shown.</p> <p>Annual Statutory report by auditor (external) limited to the last financial year.</p> <p>Receipts/Payment records, bank statements from all accounts limited to the last financial year.</p>	<p>Website OR Via appointment with the Clerk</p> <p>By appointment with the Clerk.</p> <p>By appointment with the Clerk.</p>

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Precept request limited to the last financial year.	By appointment with Clerk OR Via minutes on website
VAT records limited to the last financial year.	By appointment with the Clerk.
Financial Standing Orders and Regulations	Website OR Via appointment with the Clerk.
List of current contracts awarded and value of contract	By appointment with the Clerk
Class 3 – What our priorities are and how we are doing: (strategies and plans, performance indicators, audits, inspections and reviews)	
Report presented to Annual Parish Meeting (current and previous)	By appointment with the Clerk OR Via the website
Class 4 – How we make decisions: (decision making processes and records of decisions)	
Timetable of Council meetings (current financial year)	By appointment with the Clerk OR Via the website OR Via the Town Noticeboard
Timetable of Council meetings (previous financial year)	By appointment with the Clerk OR Via the website

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Agendas of Council meetings (current and previous financial years)	By appointment with the Clerk OR Via the website
Minutes of Council meetings (current and previous financial years) ¹	By appointment with the Clerk OR Via the website
Reports presented to Council meetings (current and previous years) ²	By appointment with the Clerk
Responses to consultation papers	By appointment with the Clerk
Responses to planning applications ³	By appointment with the Clerk OR Within minutes via the website OR Via Durham County Council website
Class 5 – Our policies and procedures: (Current written protocols, policies and procedures for delivering our services and responsibilities)	
<u>For the conduct of Council Business:</u>	
Standing Orders	By appointment with the Clerk OR Via the website

¹ Note: This will exclude information that is properly regarded as private to the meeting.

² Note: This will exclude information that is properly regarded as private to the meeting.

³ Note: Exclusions – Copies of planning consultations, the Local Plan and Rights/Footpath maps are available from Durham County Council.

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Delegation Scheme	By appointment with the Clerk OR Via the website
Code of Conduct	By appointment with the Clerk OR Via the website
<u>For the provision of services and employment of staff:</u>	
Staff Handbook	By appointment with the Clerk OR Via the website
Recruitment policies	By appointment with the Clerk
Policies and procedures for handling requests for information	By appointment with the Clerk
Complaints procedure	By appointment with the Clerk OR Via the website
Schedule of charges	By appointment with the Clerk
Class 6 – Lists and registers:	
Assets Register	By appointment with the Clerk OR Via the website
Register of members' interests	By appointment with the Clerk OR Via Durham County Council website

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Class 7 – The services we offer: (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	By appointment with the Clerk OR Via the website
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Information held by Sedgefield Town Council 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 2000”.

For any further information please contact:

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