



Sedgefield

Town Council

PUBLICATION SCHEME

Page 1 of 13

| | | | |
|----------|------------|-----------------------|--------------|
| Version: | Adopted: | Officer Responsible: | Next Review: |
| 9.0 | 11.11.2024 | Jane Ayre, Town Clerk | October 2025 |

SEDGEFIELD TOWN COUNCIL PUBLICATION SCHEME

CONTENTS:

| Section: | Page No: |
|---|-----------------|
| Introduction | 3 |
| Classes of Information | 4 |
| Exclusions | 5 |
| Limitations | 6 |
| Charges | 7 |
| INFORMATION AVAILABLE FROM SEDGEFIELD TOWN COUNCIL'S PUBLICATION SCHEME | 8 |

| | | | |
|----------|------------|-----------------------|--------------|
| Version: | Adopted: | Officer Responsible: | Next Review: |
| 9.0 | 11.11.2024 | Jane Ayre, Town Clerk | October 2025 |

Introduction:

This Publication Scheme was adopted by the P&R Committee on 11th November 2024 and will be reviewed 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.

| | | | |
|----------|------------|-----------------------|--------------|
| Version: | Adopted: | Officer Responsible: | Next Review: |
| 9.0 | 11.11.2024 | Jane Ayre, Town Clerk | October 2025 |

- 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.

| | | | |
|----------|------------|-----------------------|--------------|
| Version: | Adopted: | Officer Responsible: | Next Review: |
| 9.0 | 11.11.2024 | Jane Ayre, Town Clerk | October 2025 |

- **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.

| | | | |
|----------|------------|-----------------------|--------------|
| Version: | Adopted: | Officer Responsible: | Next Review: |
| 9.0 | 11.11.2024 | Jane Ayre, Town Clerk | October 2025 |

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.

| | | | |
|----------|------------|-----------------------|--------------|
| Version: | Adopted: | Officer Responsible: | Next Review: |
| 9.0 | 11.11.2024 | Jane Ayre, Town Clerk | October 2025 |

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 | 50p per A4 sheet | Printing cost and Officer time |
| Other | DVD/CD Alternative language Binding (at £5.50 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 |

| | | | |
|----------|------------|-----------------------|--------------|
| Version: | Adopted: | Officer Responsible: | Next Review: |
| 9.0 | 11.11.2024 | Jane Ayre, Town Clerk | October 2025 |

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 Sedgefield Extra OR Town noticeboard OR Via appointment with the Clerk</p> <p>Website OR Via Town 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 Governance & Accountability Return (AGAR) form limited to the last financial year. The AGAR consists of six pages including guidance notes and the internal auditors report</p> <p>Annual Statutory report by auditor (external) limited to the last financial year.</p> <p>Income/Expenditure records, bank statements from all accounts limited to the last financial year.</p> | <p>Website OR Via appointment with the Clerk</p> <p>Website OR By appointment with the Clerk.</p> <p>By appointment with the Clerk.</p> |

| | | | |
|----------|------------|-----------------------|--------------|
| Version: | Adopted: | Officer Responsible: | Next Review: |
| 9.0 | 11.11.2024 | Jane Ayre, Town Clerk | October 2025 |

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

| | | | |
|----------|------------|-----------------------|--------------|
| Version: | Adopted: | Officer Responsible: | Next Review: |
| 9.0 | 11.11.2024 | Jane Ayre, Town Clerk | October 2025 |

| | |
|---|--|
| Timetable of Council meetings (previous financial year) | By appointment with the Clerk OR Via the website |
| 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 |

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.

| | | | |
|----------|------------|-----------------------|--------------|
| Version: | Adopted: | Officer Responsible: | Next Review: |
| 9.0 | 11.11.2024 | Jane Ayre, Town Clerk | October 2025 |

| | |
|--|---|
| <p>Class 5 – Our policies and procedures: (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p><u>For the conduct of Council Business:</u></p> <p>Standing Orders</p> <p>Delegation Scheme</p> <p>Code of Conduct</p> <p><u>For the provision of services and employment of staff:</u></p> <p>Personnel policies including those for recruitment</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedure</p> | <p>By appointment with the Clerk OR Via the website</p> <p>By appointment with the Clerk OR Via the website</p> <p>By appointment with the Clerk OR Via the website</p> <p>By appointment with the Clerk</p> <p>By appointment with the Clerk</p> <p>By appointment with the Clerk OR Via the website</p> |
|--|---|

| | | | |
|----------|------------|-----------------------|--------------|
| Version: | Adopted: | Officer Responsible: | Next Review: |
| 9.0 | 11.11.2024 | Jane Ayre, Town Clerk | October 2025 |

| | |
|---|---|
| Schedule of charges | By appointment with the Clerk OR Via the website |
| 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 |
| 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 |

| | | | |
|----------|------------|-----------------------|--------------|
| Version: | Adopted: | Officer Responsible: | Next Review: |
| 9.0 | 11.11.2024 | Jane Ayre, Town Clerk | October 2025 |

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:

Dr Jane Ayre
Town Clerk
Sedgefield Town Council
Council Offices
Sedgefield
County Durham TS21 3AT

Telephone: 01740 621273

Email: town.clerk@sedgefieldtowncouncil.gov.uk

Website: www.sedgefieldtowncouncil.gov.uk

| | | | |
|----------|------------|-----------------------|--------------|
| Version: | Adopted: | Officer Responsible: | Next Review: |
| 9.0 | 11.11.2024 | Jane Ayre, Town Clerk | October 2025 |