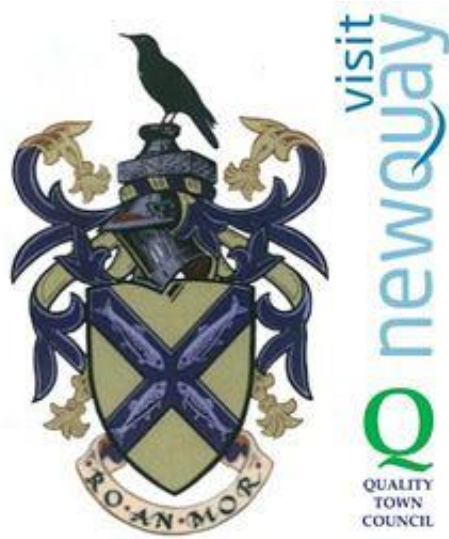


NEWQUAY TOWN COUNCIL



FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

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1. Introduction

The Freedom of Information Act

The Freedom of information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at www.ico.gov.uk

Publication Scheme

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from January 1st 2009. It is intended to provide everyone interested in the council with a comprehensive guide to the information that the council will automatically or routinely publish or otherwise makes available to the public.

Freedom of Information Requests and the publication Scheme

It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Town clerk who will reply within 20 working days after receipt of the request.

The Council's Commitment to the Act

The council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, by post or by appointment where much of the information can be viewed free of charge. Occasionally it may be necessary to book an appointment.

2. MODEL PUBLICATION SCHEME

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:

1. 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.
2. To specify the information which is held by the authority and falls within the classifications below.
3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within the scheme.
4. 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.
5. To review and update on a regular basis the information the authority makes available under this scheme.
6. To provide a schedule of any fees charged for access to information which is made proactively available.
7. To make this publication scheme available to the public

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 impractical 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 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.

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.

3. INFORMATION AVAILABLE FROM NEWQUAY TOWN COUNCIL UNDER THE FREEDOM OF INFORMATION ACT MODEL PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<i>Class 1 – Who we are and what we do</i> <i>Organisational information, structures, locations and contacts (This will be current information only)</i>		
Who's who on the council and its committees	Website Hard copy	Free 10p per A4 sheet
Contact details for Town Clerk and Council Members, named contacts where possible with telephone number and e-mail address (if used)	Website Hard copy	Free 10p per A4 sheet
Location of main Council Office and accessibility details	Website Hard Copy	Free 10p per A4 sheet
Staffing Structure	Website Hard copy	Free 10p per A4 sheet
<i>Class 2 – What we spend and how we spend it</i> <i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (current and previous financial years as a minimum)</i>		
Annual Return Form and report by auditor	Website Hard copy	Free 10p per A4 sheet
Finalised budget	Hard copy	10p per A4 sheet
Precept	Hard copy	10p per A4 sheet
Borrowing Approval letter	Hard Copy	10p per A4 sheet
Financial Standing Orders	Website Hard copy	Free

		10p per A4 sheet
Grants given and received	Hard copy	10p per A4 sheet
List of current contracts awarded and the value of contract	Hard copy	10p per A4 sheet
Members allowances and expenses	Hard copy	10p per A4 sheet
<i>Class 3 – What our priorities are and how we are doing</i> <i>Strategies and plans, performance indicators, audits, inspections and reviews</i>		
Town Plan (current)	Website Hard copy	Free 10p per A4 sheet
Annual Report to Town Community (current and previous year as a minimum)	Website Hard copy	Free 10p per A4 sheet
Quality Status	N/A at present	N/A
Local charters drawn up in accordance with DCLG	N/A	N/A
<i>Class 4 – How we make decisions</i> <i>Decision making processes and record of decisions (current and previous council year as a minimum)</i>		
Timetable of meetings (council, any committees/sub committee meetings and Town meetings)	Website Hard copy	Free 10p per A4 sheet
Agendas of meetings	Website Hard copy	Free 10p per A4 sheet
Minutes of meetings – this will exclude information that is properly regarded as private to the meeting	Website Hard copy	Free 10p per A4 sheet
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting	Hard copy	10p per A4 sheet
Responses to consultation papers	Hard copy	10p per A4 sheet
Responses to Planning Applications	Website minutes Hard copy	Free 10p per A4 sheet
Bye-laws	N/A	N/A
<i>Class 5 – Our policies and procedures</i> <i>Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)</i>		
Policies and procedures for the conduct of council business:		
Procedural Standing Orders	Website/Hard copy	Free/10p per A4 sheet

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements	Hard copy Hard copy Website/Hard copy Hard copy	10p per A4 sheet 10p per A4 sheet Free/10p per A4 sheet 10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health & Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	N/A None None Website/Hard copy Website/Hard copy Website/Hard copy	Free/10p per A4 sheet Free/10p per A4 sheet
Information security policy	N/A	
Records management policies (records, retention, destruction and archive)	Hard copy	10p per A4 sheet
Data protection policies	Hard Copy	10p per A4 sheet
Schedule of charges for the publication of information	Website/Hard copy	Free/10p per A4 sheet
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>		
Any publicity available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection only	N/A
Assets register	Hard copy	10p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town councils)- not currently held	Hard copy	10p per A4 sheet
Register of members interests	Hard copy	10p per A4 sheet
Register of gifts and hospitality	Hard copy	10p per A4 sheet
Class 7 – The services we offer <i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current information only)</i>		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community Centres & Village Halls	N/A	
Parks, playing fields and recreation facilities	Website	Free

	Hard Copy	10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free 10p per A4 sheet
Bus Shelters	Website Hard copy	Free 10p per A4 sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard copy	10p per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

4. CONTACT DETAILS

Website Address: www.newquaycouncil.co.uk

Requests for Hard Copies can be made to
 Mr Andrew Curtis
 Newquay Town Council
 Municipal Offices
 Marcus Hill
 Newquay
 TR7 1AF

E-mail: townclerk@newquaycouncil.co.uk
 Tel: 01637878388

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per A4 sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class

* The actual cost incurred by the public authority

The items highlighted in red will be available on the Website in the near future