

TENBURY TOWN COUNCIL



FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

1.0 INTRODUCTION

- 1.1 This Freedom of Information Policy sets out the arrangements under which information will be provided to applicants who request information in writing from Tenbury Town Council (“the Council”) under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
- 1.2 The Town Council’s Publication Scheme is available to view either on the Council’s website, www.tenburytown.org.uk or as a hard copy, which is available from the Town Clerk, Tenbury Town Council, The Pump Rooms, off Teme Street, Tenbury Wells, Worcestershire, WR15 8BA or email: clerk@tenburytown.org.uk
- 1.3 The Publication Scheme commits the Council:
- To proactively publish or otherwise make available as a matter of routine information, including environment information, which is held by the Council and falls within the classes set out in bold type below
 - To specify the information which is held by the Council and falls within the classes below
 - To proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the 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 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 the publication scheme available to the public

Classes of Information

1. Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

2. What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3. What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

4. How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5. Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

6. Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the Authority.

7. 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
- Information in draft form, unless this contradicts legislation
- Information that is no longer readily available as it is contained in files which have been placed in archive storage or is difficult to access for similar reasons.

Charges which may be made for Information published under the scheme

The publication scheme also contains standard paragraphs stating whether any information contained within the classes is subject to a charge.

Information falling outside the scope of the Publication Scheme

This will continue to be dealt separately under the charging regime set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

Procedure for applicants requesting information listed under Tenbury Town Council's Publication Scheme

1. Applicants requesting information in the first instance should be in written form, signed by the applicant and sent to the Town Clerk. Requests should include the applicant's name and address for a response.
2. Requests should include a clear statement of the information required (if the request is unclear the Council may ask the applicant to be more specific, which may cause a delay in the Council's response).
3. As soon as it is received by the Town Clerk the written signed request for information will be marked with the date of receipt.
4. Where the information is reasonably accessible to the applicant via information within the Council's Publication Scheme, the applicant will be directed to the Scheme.
5. The Town Clerk will advise the applicant within five working days whether the application is sufficiently clear to enable the provision of a full response or whether additional information is required.
6. The Council will aim to respond to a request for information from an applicant under the above act and regulations within 20 working days.
7. An application for Personal Information will not be dealt with under this procedure but will be responded to in accordance with terms of the Data Protection Act. Personal Information does not include information about a deceased person.
8. The Council is not obliged to comply with repeated or vexatious requests.
9. If payment is required under the scale of charges the 20-day period restarts on receipt of the payment.
10. Certain information held by the Council will be classified as exempt under the Freedom of Information Act. The Act provided for both absolute and qualified exemptions and where information is absolutely exempt there is no obligation under the Act to provide the request information.
11. The Council will review its Publication Scheme on an annual basis.

TENBURY TOWN COUNCIL PUBLICATION SCHEME

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

This scheme sets out Tenbury Town Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy and if the information is also available on the Town Council's website at www.tenburytown.org.uk this is indicated 'W' in the table.

The Council's charges for producing printed copies of this information are published at the foot of this document.

The same information can be requested by telephone, email or post or in person from the Town Clerk at Tenbury Town Council, The Pump Rooms, Off Teme Street, Tenbury Wells, Worcestershire, WR15 8BA., tel: 01584 810118 or by email at clerk@tenburytown.org.uk

Class 1 Information – Who we are and what we do

(Current information only)

| | | |
|-----|---|---|
| 1.1 | Contact details for the Town Clerk and Council Members | W |
| 1.2 | Details of the Council's Committee structure | W |
| 1.3 | Location of the Council's office and accessibility arrangements | W |
| 1.4 | The Council's staffing structure | |

Class 2 Information – What we spend and how we spend it

(Current and previous financial year as a minimum)

| | | |
|-----|---|---|
| 2.1 | Annual Return form and report by Auditor | W |
| 2.2 | Finalised Budget | W |
| 2.3 | Precept | W |
| 2.4 | Financial Regulations | W |
| 2.5 | Grants given and received | W |
| 2.6 | List and value of current contracts awarded | |
| 2.7 | Members' allowances and expenses | |

Class 3 Information – What our priorities are and how we are doing

(Current and previous year as a minimum)

| | | |
|-----|--------------------------------------|---|
| 3.1 | Report to Annual Town Meeting | W |
| 3.2 | Published Annual Reports/Parish Plan | W |

Class 4 Information – How we make decisions

(Current and previous year as a minimum)

| | | |
|-----|--|---|
| 4.1 | Timetable all Council and Committee meetings | W |
| 4.2 | Agendas of meetings | W |
| 4.3 | Minutes of meetings | W |
| 4.4 | Reports presented to Council meetings | |
| 4.5 | Responses to Consultation papers | |
| 4.6 | Responses to Planning Applications | W |

Class 5 – Our policies and procedures

(Current information only)

| | | |
|-----|---|---|
| 5.1 | Procedural Standing Orders | W |
| 5.2 | Committee and Sub-Committee Terms of Reference | W |
| 5.3 | Delegated authority | W |
| 5.4 | Councillors' Code of Conduct | W |
| 5.5 | Complaints Procedure | W |
| 5.6 | Grants Procedure | W |
| 5.7 | Policies and Procedures for the conduct of Council business | W |

Class 6 – Lists and Registers

(Current information only)

| | | |
|-----|-----------------------------------|---|
| 6.1 | Council Asset Register | W |
| 6.2 | Register of Members' Interests | W |
| 6.3 | Register of Gifts and Hospitality | |

Class 7 – Services we offer

(Current information only)

| | | |
|-----|---|---|
| 7.1 | Cemetery | |
| 7.2 | The Regal, Community Centre and The Pump Rooms | W |
| 7.3 | Parks, playing fields and recreational facilities | W |
| 7.4 | Seating, litter bins, memorials and lighting | |
| 7.5 | Bus Shelter | |
| 7.6 | Notice Boards | |
| 7.7 | Vehicle Activated Sign | |
| 7.8 | Services for which the Council can recover a fee | W |

Charges which may be made for Information published under this scheme

Material which is published and accessed on the Council's website is free of charge.

The following charges may be made for the following actual disturbances:

- Printing – 10p per sheet (black and white)
- Photocopying – 10p per sheet
- Postage – actual cost of postage
- Packaging – 5p (DL envelope), 10p (A5 envelope), 20p (A4 or larger envelope)
- Publications – actual cost of purchase
- The costs directly incurred as a result of viewing information.

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.

Further information is available from:

Town Clerk
Tenbury Town Council
The Pump Rooms
off Teme Street
Tenbury Wells
Worcestershire
WR15 8BA
Tel: 01584 810118
Email: clerk@tenburytown.org.uk
W: www.tenburytown.org.uk