

Freedom of Information Act 2000

Publication Scheme 2008

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. Tenbury Town Council undertakes:

- 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.
- To specify the information which is held by the authority 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.
- 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 authority 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

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, 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. (See below).

Charges which may be made for Information published under this scheme

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.

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Information available from Tenbury Town Council under the model publication scheme

Information to be published	How the information can be obtained	Hard Copy Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard copy and web site	10p pp
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and web site	10p pp
Location of main Council office	Hard copy and web site	10p pp
Staffing structure	Hard copy	10p pp
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	Hard copy	10p pp
Annual return form and report by auditor	Hard copy and web site	10p pp
Finalised budget	Hard copy	10p pp
Precept	Hard copy and web site	10p pp
Borrowing Approval letter	Hard copy	10p pp
Financial Standing Orders and Regulations	Hard copy and web site	10p pp
Grants given and received	Hard copy	10p pp
List of current contracts awarded and value of contract	Hard copy	10p pp
Members' allowances and expenses	Hard copy	10p pp
Class 3 – What our priorities are and how we are doing		
Parish Plan	Hard copy and website	10p pp
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and website	10p pp
Class 4 – How we make decisions		
Agendas of meetings	Hard copy and web site	10p pp
Minutes of meetings this will exclude information that is properly regarded as private to the meeting.	Hard copy and web site	10p pp
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p pp
Responses to consultation papers	Hard copy	10p pp
Responses to planning applications	Hard copy and web site	10p pp

Freedom of Information Act 2000

Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Hard copy and web site Hard copy and web site Hard copy Hard copy Hard copy	10p pp
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Hard copy Hard copy Hard copy Hard copy	10p pp
Schedule of charges for the publication of information	Hard copy and web site	10p pp
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p pp
Assets Register	Hard copy	10p pp
Register of members' interests	Hard copy	10p pp
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.		
Cemetery	Hard copy	10p pp
Community centre, Regal and Pump Rooms	Hard copy and web site	10p pp
Parks, playing fields and recreational facilities	Hard copy and web site	10p pp
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p pp
Bus shelter	Hard copy	10p pp
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		10p pp
Burial fees	Hard copy and web site	10p pp

Contact details: Town Clerk
Tenbury Town Council, The Pump Rooms, Teme Street,
Tenbury Wells WR15 8BA
01584 810118 clerk@tenburytown.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white) A4	10p (paper & photocopier use)
	As above double sided, 15p	15p – as above
	Postage	Royal Mail standard 2 nd class

* the actual cost incurred by the public authority