



## **Prudhoe Town Council Model Publication Scheme**

This publication scheme commits Prudhoe Town Council (referred to as the '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 the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

### **The scheme commits the 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.
- 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.
- To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the Council is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **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 Council.

### **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 Council 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 the Council, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council 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 the Council 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 the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the Council.

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 the 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.

**Information available from Prudhoe Town Council under the Model Publication Scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	Hard copy, email or website	5p/sheet
Who's who on the Council and its Committees	Hard copy, email or website	5p/sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy, email or website	5p/sheet
Location of main Council office and accessibility details	Hard copy, email or website, notice board	5p/sheet
Staffing structure	Hard copy	5p/sheet
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Information for current financial year and dated back to 2014/2015</p>	Hard copy, email or website	5p/sheet
Annual return form and report by auditor	Hard copy, email or website	5p/sheet
Finalised budget	Hard copy, email or website	5p/sheet
Precept	Hard copy, email or website	5p/sheet
Borrowing Approval letter	Not applicable/No borrowing undertaken	
Financial Standing Orders and Regulations	Hard copy, email or website	5p/sheet

Grants given and received	Hard copy, email or website	5p/sheet
List of current contracts awarded and value of contract	Hard copy, email or website	5p/sheet
Members' allowances and expenses	Hard copy, email or website	5p/sheet
Payments made	Hard copy, email or website	5p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy	5p/sheet
Current and previous year		
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Annual Town Meeting (current and dated back to 2017/18)	Hard copy or website	No charge
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	None in place	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Hard copy, email or website	5p/sheet
Information for current year and dated back to January 2015.		
Timetable of meetings (Council and any committee/sub-committee meetings and town meetings)	Hard copy, email or website	5p/sheet
Agendas of meetings (as above)	Hard copy, email or website and on council noticeboard 3 clear days in advance of meeting	5p/sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy, email or website	5p/sheet

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy, email or website	5p/sheet
Responses to consultation papers	Hard copy, email or website	5p/sheet
Responses to planning applications	Hard copy, email or website	5p/sheet
Bye-laws	None in place	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard copy, email or website	5p/sheet
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, email or website (where adopted)	5p/sheet
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and Diversity policy	Hard copy, email or website (where adopted)	5p/sheet

Health and 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)		
Information security policy	Hard copy	5p/sheet
Records management policies (records retention, destruction and archive)	Hard copy, email or website	5p/sheet
Data protection policies	Hard copy, email or website	5p/sheet
Schedule of charges (for the publication of information)	On this document, hard copy, email or website	5p/sheet
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	Hard copy, email or website (some information may only be available for inspection)	5p/sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy, email or website (some information may only be available for inspection)	5p/sheet
Assets register	Hard copy, email or website	5p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Apply to Clerk	
Register of members' interests	Hard copy or website	5p/sheet
Register of gifts and hospitality	Hard copy or website	5p/sheet

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)          Current information only</p>	<p>Hard copy, email or website          (some information may only be available for inspection)</p>	<p>5p/sheet</p>
<p>Allotments</p>	<p>4 Allotment sites are managed by the Council, 3 are owned and 1 is leased; details are available on the website or via email.</p>	
<p>Burial grounds and closed churchyards</p>	<p>Edgewell Cemetery is owned and managed by the Council; details are available on the website and Assets Register or via email.</p>	
<p>Community centres and village halls</p>	<p>None</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>4 Play Areas are managed by the Council, 3 sites are owned and 1 is leased; details are available on the website and Assets Register or via email.</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Details are available on the website and Assets Register or via email.</p>	
<p>Bus shelters</p>	<p>Details are available on the website and Assets Register or via email.</p>	
<p>Markets</p>	<p>None</p>	
<p>Public conveniences</p>	<p>Road-ends toilets on West Road are owned and managed by the Council; details are available on the website and Asset Register or via email.</p>	

Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy, email or website	5p/sheet

**Contact details:**

**Shirley Ann Gaut Hall**

(Town Clerk/RFO)

[info@prudhoetowncouncil.gov.uk](mailto:info@prudhoetowncouncil.gov.uk)

Tel: (01661) 835487

Website: [www.prudhoetowncouncil.gov.uk](http://www.prudhoetowncouncil.gov.uk)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost of copying/paper
	Photocopying @ 10p per sheet (colour)	Actual cost of copying/paper
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

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