

PUBLICATION SCHEME

Reference	SNTC	Adopted by	Full Council
Prepared by	C Robson (Town Clerk)	Adopted date	25 October 2022
Monitored by	Town Clerk	Minute reference	TC-92-22-23
Monitoring Review	Every four years	Review date	October 2027

INTRODUCTION

This publication scheme has been prepared in-line with the model Publication Scheme issued by the Information Commissioner's Office (ICO).

This Scheme commits St Neots Town Council to make information available to the public as part of its normal business of activities. The information covered is included in the classes of information listed below, where this information is held by the authority. Additional assistance is provided regarding the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Model Publication Scheme commits an authority:

- 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 a list of published information and how to obtain it 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.

Information available from St Neots Town Council under the mode publication scheme can be found overleaf.

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Details on the Town Council website www.stneots-tc.gov.uk Information not available on the website can be requested from: Town Clerk St Neots Town Council The Priory St Neots PE19 2BH
Who's who on the Council and its Committees	Details available on the Town Council Website https://www.stneots-tc.gov.uk/councillors/ https://www.stneots-tc.gov.uk/meetings/meetings-calendar/
Contact details for the Council Office and Council Members	Details available on the Town Council Website https://www.stneots-tc.gov.uk/contact-us/ https://www.stneots-tc.gov.uk/councillors/
Location of main council offices and accessibility details	Details available on the Town Council Website https://www.stneots-tc.gov.uk/contact-us/
Policies of the Council	Available on Town Council website at https://www.stneots-tc.gov.uk/documents-and-policies/
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.	
Financial Regulations	Available on Town Council website at https://www.stneots-tc.gov.uk/documents-and-policies/
Annual Return form and report by auditor	Annual Return available on Town Council website at https://www.stneots-tc.gov.uk/finance/accounts-and-budgets/ Report by auditor available as PDF or hard copy from the Town Council Office upon request.

Annual Budget and Precept	Available on Town Council website at https://www.stneots-tc.gov.uk/finance/accounts-and-budgets/
Borrowing Approval Letter	Available as a PDF or hard copy from the Town Council Office upon request
Expenditure and Income (monthly payments)	Available on Town Council website at https://www.stneots-tc.gov.uk/finance/financial-payments/
Income and Expenditure throughout the year as part of reports tabled at the Council's Finance and Governance Committee	Available on Town Council website at https://www.stneots-tc.gov.uk/meetings/agendas/
Grants given and received	Available as a PDF or hard copy from the Town Council Office upon request
List of current contracts awarded and value of contract	Available as a PDF or hard copy from the Town Council Office upon request
Members' allowances and expenses	Available as a PDF or hard copy from the Town Council Office upon request
Class 3 – What our priorities are	
(Strategies and plans, performance indicators, audits, inspections and reviews). Current and previous year as a minimum.	
Strategic Plan	Available on Town Council website at https://www.stneots-tc.gov.uk/documents-and-policies/ Also available as PDF or hard copy from the Town Council Office upon request.
Neighbourhood Plan	Available on Town Council website at https://www.stneots-tc.gov.uk/stneotsplan/
Annual Report (current and previous year as a minimum)	Available on Town Council website at https://www.stneots-tc.gov.uk/documents-and-policies/ Also available as PDF or hard copy from the Town Council Office upon request.
Motions and recommendations made to the Council and its committees as part of reports presented to Councillors	Available on Town Council website at https://www.stneots-tc.gov.uk/documents-and-policies/

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Details available in minutes of full Council and committee meetings on the Town Council website www.stneots-tc.gov.uk
Standing Orders	Available on Town Council website at https://www.stneots-tc.gov.uk/documents-and-policies/
Timetable of meetings (Council and Committee)	Available on Town Council website at https://www.stneots-tc.gov.uk/meetings/meetings-calendar/
Agendas for meetings	Available on Town Council website at https://www.stneots-tc.gov.uk/meetings/agendas/
Minutes of meetings – Please note this will exclude information that is confidential and not available to the public.	Available on Town Council website at https://www.stneots-tc.gov.uk/meetings/minutes/
Reports presented to council meetings - Please note this will exclude information that is confidential and not available to the public.	Available on Town Council website at https://www.stneots-tc.gov.uk/meetings/agendas/
Responses to consultation papers	Pre 2022 responses available as a PDF or in hard copy from the Town Council office upon request. 2022 onwards responses are available on the Town Council website.
Responses to planning applications (within minutes of Planning Committee meetings)	Available on Town Council website at https://www.stneots-tc.gov.uk/meetings/minutes/
Bye-laws	Not applicable at present
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	
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	Details available on the Town Council Website https://www.stneots-tc.gov.uk/documents-and-policies/ Information not available on the website is available as a hard copy from the Town Council Office upon request
Policies and procedures for the provision of services and about the employment of staff: • Internal policies relating to the delivery of services	Details available on the Town Council Website https://www.stneots-tc.gov.uk/documents-and-policies/

<ul style="list-style-type: none"> • 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 not available on the website is available as a hard copy from the Town Council Office upon request
Information security policy	Details available on the Town Council Website https://www.stneots-tc.gov.uk/documents-and-policies/
Records management policies (records retention, destruction and archive)	Details available on the Town Council Website https://www.stneots-tc.gov.uk/documents-and-policies/
Data protection policies	Details available on the Town Council Website https://www.stneots-tc.gov.uk/documents-and-policies/ Information not available on the website is available as a hard copy from the Town Council Office upon request
Class 6 – Lists and Registers Currently maintained lists and registers only	Available in hard copy for inspection from the Town Clerk at the Council Office.
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Available from the Town Council Office upon request
Register of Councillors Interests	Details available on the Town Council Website https://www.stneots-tc.gov.uk/councillors/
Register of Gifts and Hospitality	Available from the Town Council Office upon request
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	
Summary of Services Provided	Details available on the Town Council Website https://www.stneots-tc.gov.uk/operations-facilities/
Allotments	
Burial Grounds and Closed Church Yards	
Community Centres and Village Halls	

Parks, Playing Fields and Recreational Facilities	Details available on the Town Council Website https://www.stneots-tc.gov.uk/operations-facilities/
Seating, Litter Bins, Clocks, Memorials and Lighting	
Bus Shelters	
Public Conveniences	
Markets	Details available on the Town Council Website https://www.stneots-tc.gov.uk/about-the-town/farmers-market/
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Available from the Town Council Office upon request

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 written the capability of a public authority, 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, a public authority will indicate how information can be obtained by other means and provide it by those means.

In some circumstances, some information may only be available 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 the 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.

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 1 per sheet (black & white)	Actual cost
	Photocopying @ 4 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		None
Other		Time of Clerk/Officer for bulk requests

* The actual cost incurred by the public authority

Note: The Council has a changes in place relating to search fees for cemetery records. These fees can be found on the Council's website.

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