



## **Publication Schemes**

### **Freedom of Information Act 2000**

It is important for public authorities to conduct their business as openly and transparently as possible.

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 Alsager Town 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Alsager Town Council:

- 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 Town 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.

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 Town 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 Town Council, information will be provided on our website. Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, the Town Council will provide a hard copy for viewing free of charge at the Town Council Offices or will post a copy; see charges below.

In exceptional circumstances some information may be available only by viewing in person and in such circumstances an appointment will be made to do so. If a person is physically unable to visit the Town Council Offices and lives in Alsager or the immediate surrounding area the Town Clerk will arrange for a visit to be made to the person with the information.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Town 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.

**Reasonable 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. All charges will have regard to the general principles of the right of access to information held by public authorities. Costs will be justified and in accordance with a published schedule of fees (see below)

Charges may be made for:

- Photocopying
- Postage and packaging

No charges will be made for:

- Viewing the information at the Council Offices
- Material published on the website or sent by email

Charges may also be made for information provided under this scheme where the Council are legally authorised or obliged to charge. 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 for other information:

The Town Council has tried to ensure that as much information as possible is available within the Publication Scheme, however if information held by the Town Council is not detailed here it can be requested in writing or by letter or email.

In such circumstances its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000. If the Town Council has this information in a form that can be supplied and it can legally be provided it will supply it within the 20 working day period requested by the Act. If the information cannot be supplied either practically or legally the Town Council will respond to that effect within the 20 day period. Every attempt will be made to respond well within the 20 day limit.

Classes of information:

### **Class 1**

Who we are & what we do (Organisational information, Structures, locations & contacts)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the council & its committees	Website or email Hard Copy – contact Clerk	Free Free
Contact details for Town Clerk & council members	Website Hard Copy – contact Clerk	Free Free
Location of main Council Office & accessibility details	Website Hard Copy – contact Clerk	Free Free
Staffing Structure	Website Hard Copy – contact Clerk	Free 20p per sheet

### **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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual return form and report by auditor	Website Hard Copy – contact Clerk	Free 20p per sheet
Finalised budget	Website Hard Copy – contact Clerk	Free 20p per sheet
Precept	Website Hard Copy – contact Clerk	Free 20p per sheet
Borrowing Approval Letter	Website Hard Copy – contact Clerk	Free 20p per sheet
Financial Standing Orders and Regulations	Website Hard Copy – contact Clerk	Free 20p per sheet
Grants given and received	Website Hard Copy – contact Clerk	Free 20p per sheet
List of current contracts awarded and value of contracts	Website Hard Copy – contact Clerk	Free 20p per sheet
Members allowances and expenses	Website Hard Copy – contact Clerk	Free 20p per sheet

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

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Town Plan (current and previous year as a minimum)	Website Hard Copy – contact Clerk	Free 20p per sheet
Annual Report to Parish Meeting (Current and previous year as a minimum)	Website Hard Copy – contact Clerk	Free 20p per sheet
General Power of Competence	Website Hard Copy – contact Clerk	Free 20p per sheet

### Class 4 – How we make decisions

(Decision making processes and records of decisions)

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – contact Clerk Public Noticeboards	Free 20p per sheet Free
Agenda of meetings (as above)	Website Hard Copy – contact Clerk	Free 20p per sheet
Minutes of Meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting	Website Hard Copy – contact Clerk One stop shop/Library	Free 20p per sheet Free
Reports presented to Council meetings – n.b. this will exclude information that is properly regarded as private to the meeting	Hard Copy – contact Clerk	20p per sheet
Responses to consultation papers	Hard Copy – contact Clerk	Free
Responses to planning applications	Can be obtained from Cheshire East Council's online planning system. <a href="http://www.cheshireeast.gov.uk">www.cheshireeast.gov.uk</a> Or Email Hard Copy – contact Clerk	Free Free 20p per sheet

### Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of Town council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Website Hard copy – contact Clerk	Free 20p per sheet

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Policy Statements		
Policies and procedures for the provision of services and about the employment of staff:  Child and Vulnerable Adult Protection Policy Code of Conduct for Members Community and Social Policy Environmental Policy Equality Policy Statement Grants and Funding Policy I.C.T Policy Information and Data Protection Policy Procurement Policy Publication Scheme – Update Social Media Policy Volunteers Policy	Website Hard Copy – contact Clerk	Free 20p per sheet
Records management policies (records, retention, destructive and archive)	Website Hard Copy – contact Clerk	Free 20p per sheet
Schedule of charges (for the publication of information)	Website Hard Copy – contact Clerk	Free 20p per sheet

### **Class 6 – Lists and Registers**

(Any information we are currently legally required to hold in publicly available registers)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Any publicly available register or list	Inspection at Council Offices – contact Clerk	
Assets Register	Hard Copy – contact Clerk	20p per sheet
Register of members interests	Inspection at Council Offices – Contact Clerk	
Register of gifts and hospitality	Inspection at Council Offices – Contact Clerk	

### **Class 7 – The services we offer**

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Allotments	Website Hard Copy – contact Clerk	Free 20p per sheet
The Civic & The Institute	Website Hard Copy – contact Clerk	Free 20p per sheet
Seating, litter bins, floral planters, memorials	Website Hard Copy – contact Clerk	Free 20p per sheet
Markets	Website Hard Copy – contact Clerk	Free 20p per sheet
Public Conveniences	Website Hard Copy – contact Clerk	Free 20p per sheet

### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying @ 20p A4 per sheet (black and white)	Practical Cost 20p per side Including ink, paper, staff time
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation if applicable

Contact Details:-

Town Clerk  
Alsager Town Council  
Council Offices  
3 Lawton Road  
Alsager  
Cheshire  
ST7 2AE

Website [www.alsagertowncouncil.org.uk](http://www.alsagertowncouncil.org.uk) email [clerk@alsagertowncouncil.org.uk](mailto:clerk@alsagertowncouncil.org.uk)