



PUBLICATION SCHEME

St Ives Town Council has always strived to be an 'open' authority and will continue to seek ways of being more open for the benefit of its residents

The Freedom of Information Act 2000 (FOIA) received Royal Assent on 30th November 2000. Under this act every Public Authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information and whether a charge will be made for the information. With effect from 1 January 2009 the Information Commissioner's Office (ICO) is changing the emphasis to a generic model.

Introduction

It is the duty of the Town Council to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area.

What is the Publication Scheme?

The aim of the Scheme is to provide guidance to the public on what information is available and how to obtain it. The information is broken down into 'Classes' to reflect the types of activities in which the Town Council is involved. The information will be formally published as printed material, electronic format or available through the website.

It is expected over time that the amount of information available will increase and additional classes will be added. At the present time the Classes have been grouped into the following categories:-

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make our decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer
8. Additional information

Exemptions

It is St Ives Town Council's policy to be as open as possible. However, not all information can be made available to the public. Information will be made available where the law allows, except where it is considered that the release of that information will cause significant harm or prejudice. Information (including that listed in this document) will be withheld from publication in whole or in part where it is considered by the Town Council that disclosure may harm or prejudice law enforcement, legal proceedings or the administration of justice; or may infringe the privacy, personal, commercial, contractual or other confidences of any person or otherwise infringe their rights; or because disclosure is otherwise prohibited by law. In such cases the Town Council will withhold the information and indicate the relevant exemption under the appropriate legislation. If

you wish to complain about the information having been withheld you are referred to the section on 'Complaints Procedures'.

Archiving Policy

It is impossible for the Town Council to keep all information forever. Therefore in line with the Town Council's Records Management Policy it will be either destroyed or archived. The Publication Scheme will indicate for how long the information is kept and whether it is archived or destroyed after this time. If it is archived then the County Record Office will need to be contacted directly.

Access to Information

All information listed in the Publication Scheme can be viewed by appointment by contacting:

The Town Clerk
St Ives Town Council
Town Hall
St Ives
PE27 5AL
Tel: 01480 388929
Email: Clerk@stivestowncouncil.gov.uk

Copies of information can be supplied either in paper format or electronically.

All information not covered by an exemption will ordinarily be released to the applicant within 20 working days of receipt of the request, unless it is necessary to issue a fees notice (see below for details).

Charging policy

The majority of cases will not attract charges other than those set out in the scheme for photocopying, disks, postage etc. However if the request for information is likely to exceed the Appropriate Limit (which is deemed to be 18 hours of staff time) a charge will be made of £25.00 per hour plus expenses for any additional time above 18 hours.

The applicant will be issued with a Fees Notice and must pay the costs specified therein within a period of three months. The Town Council is under no obligation to supply the information requested until the applicant has paid the requisite amount. If the costs are not paid within three months then the request lapses.

The Town Clerk will, in the first instance, consider all requests for the release of information and issue a Fees Notice if appropriate.

Complaints

Any complaints concerning the publication scheme should be forwarded to either:

The Town Clerk or the Town Mayor
St Ives Town Council
Town Hall
St Ives
PE27 5AL
Email: Clerk@stivestowncouncil.gov.uk

Responsible Officer	Town Clerk	Date effective from	2013	Review date	March 2017
Author	Town Clerk	Date last amended	May 2016		

**FREEDOM OF INFORMATION ACT 2000
PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website, hard copy, email	Free/10p per page
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website, hard copy, email	Free/10p per page
Location of main Council office and accessibility details	Website, hard copy, email Email for details of accessibility	Free/10p per page
Staffing structure	Hard copy	10p per page
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		
Annual return form and report by auditor	Hard Copy	10p per page
Finalised budget	Hard copy	10p per page
Precept	Email, Hard Copy	Free/10p per page
Borrowing Approval letter	Hard Copy	10p per page
Financial Standing Orders and Regulations	Website, Email, Hard Copy	Free/10p per page
Grants given and received	Hard Copy	10p per page
List of current contracts awarded and value of contract	Hard Copy	10p per page
Members' allowances and expenses	Hard Copy	10p per page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, Hard copy	Free/10p per page

Quality status	Hard Copy when applicable	10p per page
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Hard Copy	Free/10p per page
Agendas of meetings (as above)	Website, Hard Copy	Free/10p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy	Free/10p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy	Free/10p per page
Responses to consultation papers	Email, Hard Copy	Free/10p per page
Responses to planning applications	Email, Hard Copy	Free/10p per page
Bye-laws	Not applicable	
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	Website, Hard Copy	Free/10p per page
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy 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)	Website, Hard Copy	Free/10p per page

Records management policies (records retention, destruction and archive)	Website, Hard Copy	Free/10p per page
Schedule of charges (for the publication of information)	10p per sheet in paper format. £1.00 per CD or DVD.	
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 per page
Assets Register	Hard copy	10p per page
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)	Not applicable	
Register of members' interests	Website, Hard Copy	10p per page
Register of gifts and hospitality	Original documents maintained by HDC. Hard copy of documents available at SITI	10p per page
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	(Some information may only be available by inspection)	
Allotments	Website, hard copy	Free/10p per page
Burial grounds and closed churchyards	Website, hard copy (some records by inspection only)	Free/10p per page
Community centres and village halls	Website, hard copy	Free/10p per page
Parks, playing fields and recreational facilities	Website, hard copy	Free/10p per page
Seating, litter bins, clocks, memorials and lighting	Website, hard copy	Free/10p per page
Bus shelters	Not applicable	
Markets	Website, hard copy (Farmers' Market only)	Free/10p per page
Public conveniences	Website, hard copy	
Agency agreements	Email, hard copy	Free/10p per page
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Website, hard copy	Free/10p per page

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Norris Museum	Website, Email, hard copy and some items for inspection only	Free/10p per page

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 @ .10p per sheet (black & white)	Estimate of actual cost
	Photocopying per sheet (colour)	Not Available
	CD/DVD	£1 per disc
	Postage	Actual cost of Royal Mail standard 2 nd class

Contact details:

Alison Melnychuk

Town Clerk

St Ives Town Council

Town Hall St Ives PE27 5AL

Tel: 01480 388929 Email: clerk@stivestowncouncil.gov.uk website: www.stivestowncouncil.gov.uk