

Devizes Town
Publication Scheme
2015

Devizes Town Council

Publication Scheme

This scheme, published in line with the Information Commissioner's Office Model Publication Scheme 2008, and identifies information which is available to publish as part of Devizes Town Council's operational activities.

The scheme commits the authority to:

- Proactively publishing or otherwise making available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications detailed in Section 2
- Specifying information which is held by the Council and falls within the classifications detailed in Section 2
- Proactively publishing or otherwise making available as a matter of routine, information in line with the statements contained within this scheme
- Producing and publishing 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
- Reviewing and updating on a regular basis the information made available under this scheme
- Producing a schedule of any fees charged for access to information which is made proactively available
- Making this publication scheme available to the public

1. 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 Council 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 other than minutes
- 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 which has been destroyed in accordance with the Council’s record holding policy.

2. METHODS OF PUBLICATION

Appendix 1 clearly indicates what information is covered under this scheme and how that it can be obtained.

Wherever possible the Devizes Town Council will publish the information on its website (www.devizes-tc.gov.uk.gov.uk). When publishing information in this way is impracticable, or when an individual does not wish to access the information via this method, the Council will advise how the information can be obtained by alternative means and provide it by those means.

In exceptional circumstances some information may only be available by viewing in person; in such instances 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.

3. CHARGES

Any charges made for routinely published material will be justified and kept to a minimum. Information published on the website will be free of charge.

The current schedule of charges can be found in Appendix 2. If a charge is to be made, confirmation of the payment due will be given before the information is provided.

In some instances payment may be requested prior to provision of the information.

Charges may be made for actual costs incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

4. WRITTEN REQUESTS

Information not published under this scheme can be requested in writing. In such instances its provision will be considered in accordance with the provisions of the Freedom of Information Act.

APPENDICES

Appendix 1 Information available and methods of publication

Appendix 2 Schedule of Charges

Signed



Dated 17 June 2015

Sarah Todhunter – Town Clerk & Proper Officer

*This policy was approved at a meeting of Devizes Town Council 16 June 2015.
It will be kept up to date as the size and nature of the Council changes or as new
legislation is introduced.*

Otherwise date of next review June 2016

Appendix 1 Information available and methods of publication

Class1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Web Site, Newsletter, Hall Notice board or Hard Copy	Free *1
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web Site, Newsletter or Hard Copy	Free *1
Location of main Council office and accessibility details: Town Hall, St Johns Street, Devizes, Wiltshire, SN10 1BN Open Monday to Friday 8:30 am to 5pm	Web Site, Newsletter or Hard Copy	Free *1
Staffing structure	Hard Copy	Free *1

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

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Web Site or Hard Copy	Free *1
Finalised budget	Web Site or Hard Copy	Free *1
Precept	Web Site or Hard Copy	Free *1
Financial Standing Orders and Regulations	Web Site or Hard Copy	Free *1
Grants given and received	Hard Copy	Free *1

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
Annual Report	Web Site, Electronic or Hard Copy	Free *1
Quality status	Hard Copy	Free *1

Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous council year as a minimum

Information to be published	How the information can be obtained	Cost
Timetable of meetings	Web Site, Electronic Notice Board or Hard Copy	Free *1
Agendas of meetings – NB this will exclude information that is properly regarded as private to the meeting.	Web Site, Electronic or Hard Copy	Free *1
Minutes of meetings– NB this will exclude information that is properly regarded as private to the meeting.	Web Site, Electronic or Hard Copy	Free *1
Responses to consultation papers	Hard Copy	Free *1
Responses to planning applications	Hard Copy	Free *1
Bye-laws	Hard Copy	Free *1

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 council business:		
Procedural standing orders including financial regulations	Hard Copy or Electronic	Free *1
Delegated authority in respect of officers	Hard Copy – Contained within standing orders and council minutes	Free *1
Code of Conduct	Hard Copy	Free *1
Policy statements	Hard Copy or Electronic	Free *1
Policies and procedures for the provision of services and about the employment of staff: Policies relating to the delivery of services eg: 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)	Hard Copy	Free *1

Class 6 – Lists and Registers Currently maintained lists and registers only

Information to be published	How the information can be obtained	Cost
Any publicly available register or list	Not Held – (Information held by electoral Service Wiltshire Council	Free
Assets Register	By Inspection	Free
Register of members' interests	By Inspection	Free
Register of gifts and hospitality	By Inspection	Free
Cemetery Registers	By inspection	Free

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

Information to be published	How the information can be obtained	Cost
Allotments	Web Site or Hard Copy	Free *1
Cemetery	Web Site or Hard Copy	Free *1
Venues and conference facilities	Web Site or Hard Copy	Free *1
Parks, playing fields and recreational facilities	Web Site or Hard Copy	Free *1
Press releases	Printed or Electronic	Free *1
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	As determined by the Council to be available on the website or by hard copy.	

*1 means one black and white copy which will be made available within 2 working days.

Appendix 2 SCHEDULE OF CHARGES

Charges correct as at June 2015

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £0.06 per sheet of A4 single sided and £0.09 per sheet double sided (black & white)	Actual cost *
	Photocopying @ £0.10 per sheet of A4 single sided and £0.15 per sheet double sided (colour)	Actual cost *
	Postage	At prevailing Royal Mail standard 2 nd class at time of posting
Statutory Fee	None	In accordance with the relevant legislation (Council to quote the actual statute)
Other		

Appendix 3 – Contact Details

<u>Main Postal Address</u>	Town Hall St John's Street Devizes SN10 1BN
<u>Main Telephone Number</u>	01380 722160
<u>Main Fax Number</u>	01380 722160
<u>Town Clerks Email</u>	TownClerk@devizes-tc.gov.uk
<u>Town Council Web Address</u>	http://www.devizes-tc.gov.uk