

HALEWOOD TOWN COUNCIL

Halewood



Optima Petimus

FREEDOM OF INFORMATION ACT 2000 **NEW MODEL PUBLICATION SCHEME**

(Submitted to the Town Council on 9 October 2008 for adoption, and recommended to replace the existing scheme, which was adopted by the Council on 26 September 2002, and subsequently approved by the Information Commissioner on 26 November 2002).

Part revised 17 January 2013.

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 an authority 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 an authority:

- To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the council or parish meeting and falls within the classes set out 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 the 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

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 authority.

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, 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 authority 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 a public authority, information will be provided on a website. Where it is practicable 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 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 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 the 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 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 schedule 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 the provision of the information.

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.

Electronic Requests

Requests made via electronic means (e-mail) should be addressed to the Town Manager. There is a charge of £2 per request for data which is held in electronic format, and the data supplied in that request can be supplied up to 1 Megabyte (1024 Kilobytes).

Each additional request attracts a separate charge of £2, or if data requested is over the 1 Mb maximum, then that also attracts a separate charge.

Appendix Two.

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INFORMATION AVAILABLE FROM HALEWOOD TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Originally Drafted: September 2008.
(Updated on 25 June 2009 and 8 January 2013).

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (organisational information, structures, locations and contacts)		
<i>This will be current information only.</i>		
Who's who on the Council and its Committees	a). Website - Best Practice Performance Statement (BPPS) b). Hard Copy – contact Town Manager a). Website – Annual Report b). Hard Copy – Copies made available at public access points. However, if additional copies are required contact Town Manager, (pending availability of spare copies). c). Paper copy printed from website-contact Town Manager	Free £0.05p per sheet Free Free £0.05p per sheet
Contact details for Town Manager and Council Members (named contacts where possible with telephone number and e-mail address)	a). Website – all information including e-mail b). Annual Report	Free Free

	c). Telephone Council Offices (see end of this document).	Free
	d). Hard Copy – Contact Town Manager	£0.05p per sheet
Location of main council office and accessibility details	a). Website	Free
	b). Hard Copy - This documents contact details	Free
Staffing Structure	a).Annual Report	Free
	b) Hard Copy – Contact Town Manager	£0.05p 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)		
<u>Current and previous financial year as a minimum</u>		
Annual Return form and report by Auditor	Hard Copy – Contact Town Manager	£0.05p per sheet
Finalised Budget	Website – “Financial Information”	Free
	Annual Report (delivered to households)	Free
	Hard Copy of Statement of Accounts - Contact Town Manager	£0.05p per sheet

Precept	Website – Minutes of Precept Setting meeting	Free
	Annual Report (delivered to households)	Free
	Hard Copy – Contact Town Manager	£0.05p per sheet
Borrowing Approval Letter	Hard Copy – Contact Town Manager	£0.05p per sheet
Financial Standing Orders and Regulations	Hard Copy – Contact Town Manager	£0.05p per sheet
Grants Given and Received	Hard Copy – Contact Town Manager	£0.05p per sheet
	Annual Report (delivered to all households)	Free
List of current contracts awarded and value of contract	Hard Copy – Contact Town Manager	£0.05p per sheet
Members Allowance & Expenses	Please note that Halewood Town Council <u>do not</u> currently pay any Members Allowances or Expenses, other than the Chairman's (Mayor's) Account – Hard Copy contact Town Manager	£0.05p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

Parish Plan	Halewood Town Council do not have their own Parish Plan. Instead they are part of the Borough led “Area Partnership Board” identifying strategic partnership directions.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<p>a). Website – Annual Report</p> <p>b). Hard Copy – All households in the Township receive a free copy of the Annual Report delivered to their door. However, if additional copies are required contact Town Manager, (pending availability of spare copies).</p> <p>c). Paper copy printed from website- contact Town Manager</p>	<p>Free</p> <p>Free</p> <p>£0.05p per sheet</p>
Quality Status	<p>Website – Minutes of Council meetings regarding Quality Status issues.</p> <p>Hard Copy of QS Information – Contact Town Manager</p>	<p>Free</p> <p>£0.05p per sheet</p>
Local Charters drawn up in accordance with DCLG guidelines	There are currently no charters in operation.	
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	Free
	Annual Report	Free
	Hard Copy – Contact Town Manager	£0.05p per sheet
Agendas of meetings (As above)	Website	Free
	Annual Report	Free
	Hard Copy – Contact Town Manager	£0.05p per sheet
Minutes of Meetings (As above) – nb this will exclude information that is properly regarded as private to a meeting,	Website	Free
	Annual Report	Free
	Hard Copy – Contact Town Manager	£0.05p per sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Town Manager	£0.05p per sheet
Responses to consultation papers	Hard Copy – Contact Town Manager	£0.05p per sheet
Responses to planning applications	Website – Reference to minutes of Council meetings for particular applications where a response has been made	Free
	Hard Copy – Contact Town Manager	£0.05p per sheet
Bye-Laws	Halewood Town Council do not currently have any bye-laws.	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>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</p> <p>Policy Statements</p>	<p>Hard Copy – Contact Town Manager, or by visual inspection.</p> <p>Web - Policy statements are available in the Best Practice Policy Statement.</p> <p>Hard Copy of Best Practice Policy Statement – Contact Town Manager</p>	<p>£0.05p per sheet</p> <p>Free</p> <p>£0.05p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff: Internal Policies relating to the delivery of services Equality & Diversity policy Health & 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 Records Management Policies (records retention, destruction and archive) Data Protection Policies</p>	<p>Hard Copy – Contact Town Manager, or by visual inspection.</p>	<p>£0.05p per sheet</p>

Schedule of Charges for the publication of information	This document.	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	Copy of the principal authority’s electoral register is held	Visual Inspection free.
Assets Register	Hard Copy – Contact Town Manager	£0.05p per 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.	Not held by Halewood Town Council.	
Register of Members’ Interests	Hard Copy – Contact Town Manager, or by visual inspection.	£0.05p per sheet
Register of Gifts and Hospitality	Hard Copy – Contact Town Manager, or by visual inspection.	£0.05p per sheet
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		
Allotments	Halewood Town Council do not currently have any allotments	
Burial Grounds and closed churchyards	Halewood Town Council do not currently have any burial grounds and closed churchyards	

Community Centres and Village Halls	Website – Hall Hire Application/Booking Criteria, and information pamphlets for two community centres Hard Copy – Contact Town Manager	Free Free
Parks, playing fields and recreational facilities	Hard Copy – Contact Town Manager, or by visual inspection.	Free
Seating, litter bins, clocks, memorials and lighting	Halewood Town Council do not have responsibility for any such items in the Township	
Bus shelters	Halewood Town Council do not have responsibility for any bus shelters in the Township	
Markets	Halewood Town Council do not have responsibility for any markets in the Township	
Public Conveniences	Halewood Town Council do not have responsibility for any public conveniences in the Township	
Agency agreements	Not applicable to Halewood Town Council	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g burial fees)	Not applicable to Halewood Town Council	
Additional Information This will provide Councils with the opportunity to publish information that is not itemized in the lists above.		

Newsletter (Halewood Focus including Town Council insert)	Website	Free
	Hard Copy – distributed by Halewood Community News	Free
Community Chest Application Form	Website	Free
	Hard Copy – Contact Town Manager	Free
Public Transport Bulletins (Local)	Website	Free
	Hard Copy – Contact Town Manager	Free
Customer Satisfaction Survey Form	Website	Free
	Hard Copy – Contact Town Manager	Free

Contact Details

John Green MBA, Adv Dip. BFM (CIPFA) – Town Manager
Halewood Town Council
District Offices
The Halewood Centre
Roseheath Drive
Halewood, Knowsley
Merseyside L26 9UH

Tel: 0151 443-2063 (Fax 0151 443 2064)

E-mail: john.green@halewoodtowncouncil.gov.uk website: www.halewoodtowncouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at £0.05p per sheet (black and white)	*Actual cost
	Colour copying not available.	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None applicable	
Other	Data request sent by e-mail (Not already available on web-site).	£2 one-off charge for up to 1Mb (1024Kb)

* the actual cost incurred by the public authority.