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**FREEDOM OF INFORMATION ACT**

 **MODEL PUBLICATION SCHEME 2018**

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

The scheme commits Halewood Town Council:

* To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the council and falls within the classes set out below.
* To specify the information which is held by the Town Council 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.
* To publish any Dataset held by the Town Council that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and public authority is the only owner, to make the information for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Acxt section 19.

NB The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19 (8) of that Act.

**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 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 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 Halewood 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 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 Town Council 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.

Charges may also be made for making datasets (or part thereof) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the Halewood Town Council.

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.

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**INFORMATION AVAILABLE FROM HALEWOOD TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME**

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| **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) |  |  |
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| *This will be current information only.* |  |  |
| Who’s who on the Council and its Committees | Website – List of Town Councillors and their contact details.Hard Copy – contact Town ManagerWebsite – Annual Report (AR)Hard Copy – All households in the Township receive a free copy of the AR delivered to their door. However, if additional copies are required contact Town Manager, (subject to availability).Paper copy printed from website- contact Town Manager | Free£0.05p per sheetFree Free£0.05p per sheet |
| Contact details for Town Manager and Council Members(named contacts where possible with telephone number and e-mail address) | Website – all information including e-mailAnnual Report Telephone Council Offices (see end of this document).Hard Copy – Contact Town Manager | FreeFreeFree£0.05p per sheet |
| Location of main council office and accessibility details | WebsiteHard Copy - This documents contact details | FreeFree |
| Staffing Structure and senior salary information required under the Local Government Transparency Code 2014. | WebsiteHard Copy – Contact Town Manager | Free£0.05p per sheet |

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| **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 |  |  |
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| Annual Governance and Accountability Return form and report by External Auditor | WebsiteHard Copy – Contact Town Manager | Free£0.05p per sheet |
| Finalised Budget | Website – “Financial Information”Annual Report (delivered to households)Hard Copy of Statement of Accounts - Contact Town Manager | FreeFree£0.05p per sheet |
| Expenditure exceeding £500 | WebsiteHard Copy – Contact Town Manager | Free£0.05p per sheet |
| Government Procurement card Transactions  | Halewood Town Council does not possess a Government Procurement Card |  |
| Precept | Website – Minutes of Precept Setting meetingAnnual Report (delivered to households)Hard Copy – Contact Town Manager | FreeFree£0.05p per sheet |
| Borrowing Approval Letter | Hard Copy – Contact Town Manager | £0.05p per sheet |
| Financial Regulations | WebsiteHard Copy – Contact Town Manager | Free£0.05p per sheet |
| Grants Given and Received | Hard Copy – Contact Town ManagerAnnual Report (delivered to all households) | £0.05p per sheetFree  |
| 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 do not currently pay any Members Allowances, other than the Chairman’s (Mayor’s) Charity AccountIn line with the Independent Review Panel on Councilors’ Remuneration, reasonable travel and other expenses are reimbursed to Members in furtherance of their duties and responsibilities.Hard Copy contact Town Manager | £0.05p per sheet |

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| **Class 3 – What our priorities are and how we are doing** (Strategies and plans, performance indicators, audits, inspections and reviews) |  |  |
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| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website – Annual ReportHard 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).Paper copy printed from website- contact Town Manager | FreeFree£0.05p per sheet |
| Quality Council Status | Website – Minutes of Council meetings regarding Quality Council Status..Hard Copy of QS Information – Contact Town Manager | Free£0.05p per sheet |
| Local Charters drawn up in accordance with HCLG guidelines | There are currently no charters in operation. |  |

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| **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 Annual Parish meetings) | WebsiteTown Council Notice BoardsWithin Town Council BuildingsWithin the Halewood & Environment CentersAnnual ReportHard Copy – Contact Town Manager | FreeFreeFreeFreeFree£0.05p per sheet |
| Notice of Meetings (Council, any committee, sub-committee meetings and Annual Parish meeting) | WebsiteTown Council Notice BoardsWithin Town Council BuildingsWithin the Halewood & Environment CentersHard Copy – Contact Town Manager | FreeFreeFreeFree£0.05p per sheet |
| Agendas of meetings (As above) | Website / TwitterAt meetingsHard Copy – Contact Town Manager | FreeFree£0.05p per sheet |
| Agreed Minutes of Meetings (As above) – n.b. this will exclude information that is properly regarded as ‘Exempt’ under section 100(A) of the LGA 1972. | WebsiteHard Copy – Contact Town Manager | Free£0.05p per sheet |
| Reports presented to town Council meetings – n.b. this will exclude information that is properly regarded as. ‘Exempt’ under section 100(A) of the LGA 1972. | 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 madeHard Copy – Contact Town Manager | Free£0.05p per sheet |
| Bye-Laws | Halewood Town Council do not currently have any bye-laws.  |  |

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| **Class 5 – Our policies and procedures**(Current written protocols, policies and procedures for delivering our services and responsibilities)Current information only |  |  |
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| Policies and procedures for the conduct of council business:Standing OrdersCommittee and sub-committee terms of referenceDelegated authority in respect of officersCode of ConductPolicy Statements  | WebsiteHard Copy – Contact Town Manager. | Free£0.05p per sheet |
| Policies and procedures for the provision of services and about the employment of staff: | WebsiteHard Copy – Contact Town Manager, or by visual inspection. | Free£0.05p per sheet |

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| **Class 6 – Lists and Registers**Currently maintained lists and registers onlyAny 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, or by visual inspection. | £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 | WebsiteHard Copy – Contact Town Manager, or by visual inspection. | Free£0.05p per sheet |
| Register of Gifts and Hospitality | Hard Copy – Contact Town Manager, or by visual inspection. | £0.05p per sheet |
| Register of Leasehold land | WebsiteHard Copy – Contact Town Manager, or by visual inspection. | Free£0.05p per sheet |

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| **Class 7 – The Services we offer**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 centresHard Copy – Contact Town Manager | FreeFree |
| Parks, playing fields and recreational facilities | Hard Copy – Contact Town Manager, or by visual inspection. | Free |
| Clocks, memorials and lighting | Halewood Town Council do not have responsibility for any such items in the Township |  |
| Seating and Litter Bins (as listed on the asset register)  | Hard Copy – Contact Town Manager. | £0.05p per sheet |
| 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 |  |
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| **Additional Information**This will provide Councils with the opportunity to publish information that is not itemized in the lists above. |  |  |
| Newsletter (single page within locally delivered Halewood Focus Magazine) | WebsiteHard Copy – distributed by Halewood Community News | FreeFree |
| Town Council Community Grant Application Form | WebsiteHard Copy – Contact Town Manager | FreeFree |

**Contact Details**

George MacKenzie

Town Manager

Halewood Town Council

The Arncliffe Sports and Community Centre

Arncliffe Road

Halewood,

Liverpool

L25 9PA

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

E-mail: george.mackenzie@halewoodtowncouncil.gov.uk

website: [www.halewoodtowncouncil.gov.uk](http://www.halewoodtowncouncil.gov.uk)

**SCHEDULE OF CHARGES**

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying at £0.05p per sheet (black and white) | \*Actual cost |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
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| **Statutory Fee** | None applicable |  |
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| **Other** | None applicable |  |

\* the actual cost incurred by Halewood Town Council