

Information available from Filton Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy – contact Clerk	Free Free
Location of main Council office and accessibility details	Website Hard Copy – contact Clerk	Free Free
Staffing structure	Hard Copy – contact Clerk	Free

<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy – contact Clerk	Free
Finalised budget	Hard Copy – contact Clerk	Free
Precept	Hard Copy – contact Clerk	Free
Borrowing Approval letter	Hard Copy – contact Clerk	Free
Financial Standing Orders and Regulations	Website Hard Copy – contact Clerk	Free Free
Grants given and received	Hard Copy – contact Clerk	Free
List of current contracts awarded and value of contract	Hard Copy – contact Clerk	Free
Members’ allowances and expenses	Hard Copy – contact Clerk	Free
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	In progress – contact Clerk	
Annual Report to Town Council Meeting (current and previous year as a minimum)	Hard Copy – contact Clerk	Free
Quality status	Website Hard Copy – contact Clerk	Free Free
Local charters drawn up in accordance with DCLG guidelines	Hard Copy – contact Clerk	Free

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free Free</p>
<p>Agendas of meetings (as above)</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free Free</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free Free</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy – contact Clerk</p>	<p>Free</p>
<p>Responses to consultation papers</p>	<p>Hard copy – contact Clerk</p>	<p>Free</p>
<p>Responses to planning applications</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free Free</p>
<p>Bye-laws</p>	<p>Hard copy – contact Clerk</p>	<p>Free</p>
<p></p>	<p></p>	<p></p>
<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:</p>	<p>Hard copy – contact Clerk</p>	<p>Free</p>
<p>Procedural standing orders Committee and sub-committee terms of reference</p>	<p>Hard copy – contact Clerk Hard copy – contact Clerk</p>	<p>Free Free</p>

Delegated authority in respect of officers	Hard copy – contact Clerk	Free
Code of Conduct	Hard copy – contact Clerk	Free
Policy statements	Hard copy – contact Clerk	Free
Policies and procedures for the provision of services and about the employment of staff:	Hard copy – contact Clerk	Free
Internal policies relating to the delivery of services	Hard copy – contact Clerk	Free
Equality and diversity policy	Hard copy – contact Clerk	Free
Health and safety policy	Hard copy – contact Clerk	Free
Recruitment policies (including current vacancies)	Hard copy – contact Clerk	Free
Policies and procedures for handling requests for information	Hard copy – contact Clerk	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk	Free
Information security policy	Hard copy – contact Clerk	Free
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	Free
Data protection policies	Hard copy – contact Clerk	Free
Schedule of charges (for the publication of information)	Website Hard Copy – contact Clerk	Free Free
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)	Hard copy or inspection – contact Clerk	Free
Assets Register	Hard copy or inspection – contact Clerk	Free

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)	For Inspection – contact Clerk	Free
Register of members' interests	For inspection – contact Clerk	Free
Register of gifts and hospitality	For inspection – contact Clerk	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		
Allotments – Mortimer Road & Station Road	Website Hard copy – contact Clerk	Free Free
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities including the Millennium Green, Dolphin swimming pool, Children's Play Area, Cycle speedway track and Skatepark	Website Hard copy – contact Clerk	Free Free
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	Free
Bus shelters	Hard Copy – contact Clerk	Free
Markets (Filton Local Produce Market)	Website Hard copy – contact Clerk	Free Free
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact Clerk	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

The Town Clerk has been authorised as the qualified person with overall responsibility for this scheme on behalf of the council. Please address any requests to:

Mrs Lesley Reuben
Town Clerk
Filton Town Council
Elm Park
South Gloucestershire
BS34 7PS

Tel: 01454 866698 or e –mail: Lesley_reuben@filtontowncouncil.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	*Actual cost to Town Council 0.5p per A4 copy
	Photocopying @ 50p per sheet (colour)	*Actual cost to Town Council 3.5p per A4 copy
	Postage as per actual cost of Royal Mail charges	Actual cost of Royal Mail charges
Statutory Fee	Many of our routine publications can be freely downloaded from the Town Council website. Most printed routine publications are also available from the Town Council office free of charge. However, the Council reserves the right to charge for requests which exceed this definition at an hourly rate of £25 per person per hour, 10p (black & white) or 50p (colour) per sheet to cover photocopying or printing costs up to a maximum 'appropriate limit' of £450.	In accordance with the Freedom of Information and Data protection (Appropriate Limit and Fees) Regulations 2004

* the actual cost incurred by the Town Council

FILTON TOWN COUNCIL

MODEL PUBLICATION SCHEME

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 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 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 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 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 impracticable 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 this 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 readily 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 schedules 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 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.