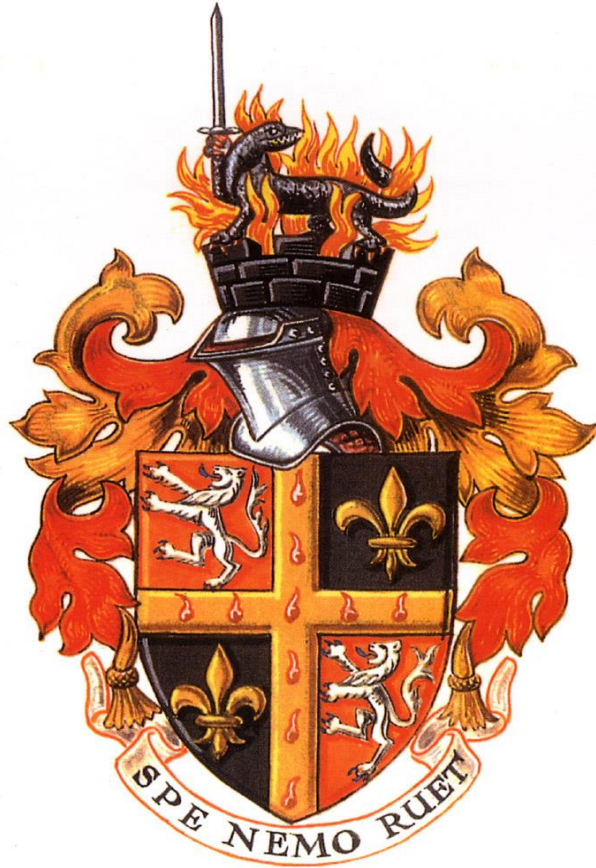


SPENNYMOOR TOWN COUNCIL



PUBLICATION SCHEME

| | |
|--|---|
| Author of Policy: | Town Clerk |
| Date Effective From: | 24 th May 2022 |
| Policy Review: When & By Whom | 12 th May 2022 Constitution Working Group |
| Next Review: | March 2025 |
| Version Control: | V4 |

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website www.spennymoor-tc.gov.uk and copies of this document will be available for inspection on deposit in the Council Offices, Town Hall, Spennymoor. Costs are as per this publication scheme.

1. Publication Scheme

This 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.

2. Classes of information

2.1 Who we are and what we do.

Organisational information; locations and contacts; constitutional and legal governance.

2.2 What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure; tendering; procurement and contracts.

2.3 What our priorities are and how we are doing.

Strategy and performance information; plans; assessments; inspections and reviews.

2.4 How we make decisions.

Policy proposals and decisions. Decision making processes; internal criteria and procedures; consultations.

2.5 Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

3. Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

4. 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.

5. 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.

6. 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.

7. 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.

Information available from Spennymoor Town Council under the 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) | (hard copy and/or website) | |
| Who's who on the Council and its Committees | Website Hard copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Contact details for Parish Clerk | Website Hard copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Contact details for Council Members | Website Hard copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Senior Officer contact details | Website Hard copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Location of main council office and accessibility details | Website Hard copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Staffing structure | Website Hard copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/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) Current and previous financial year as a minimum | (hard copy and/or website) | Cost |
|---|---|-------------------|
| Annual return form and report by auditor | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Statement of Accounts | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Finalised budget | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Annual Audit Letter and Reports 2005 onward | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Precept | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Financial Standing Orders and Regulations | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Grants given and received | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| List of current contracts awarded and value of contract | Website Hard Copy – Contact: | Free 10p/sheet |
| Members' allowances and expenses | Website – AGM Minutes Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |

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| Medium Term Financial Plan * | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Treasury Management Code of Practice * | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Purchase Ordering and Payment for Goods and Services | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Retirement & Pensions Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Officers Allowances Scheme | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |

| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | Cost |
|--|---|-------------------|
| Aims and Target Summary | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Town Council Service Delivery and Improvement Plans | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Annual Report to Community Meeting (current and previous year as a minimum) | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Performance Reports | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Performance Management Framework | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Risk Management Strategy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Survey Results | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Works & Environment Service Plan * | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Finance Service Plan * | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |

| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | (hard copy or website) | Cost |
|---|---|-------------------|
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Agendas of meetings (as above) | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting. <i>Some reports which contain personal or sensitive data will be excluded</i> | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |

| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | (hard copy or website) | Cost |
|---|---|-------------------|
| Policies and procedures for the conduct of council business: Constitution | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Committee and sub-committee terms of reference | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Member and Officer’s Code of Conduct | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Member / Officer Protocol | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Hospitality & Gifts Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Comments & Complaints Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Document Retention and Disposal Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Data Protection Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Freedom of Information Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Confidential Reporting | Website Hard Copy – Contact: info@spennymoor- | Free 10p/sheet |

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| | tc.gov.uk | |
| Maternity Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Paternity Leave Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Special Leave Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| No Smoking Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Mobile Phone Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Grievance Procedure | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Redundancy Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Capability & Disciplinary Policy & Procedure | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Sickness Absence Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Dignity at Work Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Recruitment Policies (including current vacancies) | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |

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| Schedule of charges (for the publication of information) | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Annual Leave Procedure | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Recruitment Procedure | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Employee Code of Conduct | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Commendations/Scrolls of Honour | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Entry to Council Meetings | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Statement of Community Engagement | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Equality & Diversity Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Flexible Working Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Lone Working Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Public Filming and Recording Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Shared Parental Leave Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |

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| | tc.gov.uk | |
| Bereavement Leave Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Drugs and Alcohol Misuse Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Emergency Leave and Special Leave Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Employee's Guide to Internet and Email Facilities | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Parental Leave Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Social Media Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Stress Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Training and Development Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Violence at Work Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Whistleblowing Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Working in the Sun Policy | Website Hard Copy – Contact: info@spennymoor- | Free 10p/sheet |

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| | tc.gov.uk | |
| CCTV Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Consent Indemnity Form | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Credit Card Use Procedure | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Flag Flying Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Photography Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Press Release Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| S137 Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Rights of Citizens | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Environmental Policy | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |

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| Class 6 – Lists and Registers | (hard copy or website; some information may only be available by inspection) | Cost |
| 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) | | |
| Assets Register | Available by inspection only Contact Officer: info@spennymoor-tc.gov.uk | 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) | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Register of Members’ pecuniary interests | Website Hard Copy - Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Register of gifts and hospitality | Website Hard Copy - Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| | | |
| Class 7 – The services we offer | (hard copy or website; some information may only be available by inspection) | Cost |
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | |
| Current information only | | |
| Allotments | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Burial grounds and crematorium | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Community Centres and Village Halls | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |

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|---|---|-------------------|
| Parks, playing fields and recreational facilities | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Seating, litter bins, memorials, lighting. clocks | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Bus shelters | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Public conveniences | | |
| Civic Events | Website Hard Copy – Contact: info@spennymoor-tc.gov.uk | Free 10p/sheet |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Website Hard Copy – Contact: : info@spennymoor-tc.gov.uk | Free 10p/sheet |
| | | |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | (hard copy or website) | Cost |
| Health and Safety Policy and file | Hard Copy – Contact: : info@spennymoor-tc.gov.uk | 10p/sheet |
| Anti-Fraud & Corruption Policy | Website Hard Copy – Contact: : info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Child Protection and Safeguarding Policy | Website Hard Copy – Contact: : info@spennymoor-tc.gov.uk | Free 10p/sheet |

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| Disclosure and Barring Policy | Website Hard Copy – Contact: : info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Training Statement of Intent | Website Hard Copy – Contact: : info@spennymoor-tc.gov.uk | Free 10p/sheet |
| Business Continuity Plan | Website Hard Copy – Contact: : info@spennymoor-tc.gov.uk | Free 10p/sheet |
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* an additional £1.00 fee and the appropriate postage and packing will be charged for these documents.

Contact details: Spennymoor Town Council, Town Hall, High Street, Spennymoor, DL16 6DG.
Telephone: 0138 8815276 info@spennymoor-tc.gov.uk

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--|--|--|
| Disbursement / Preparation cost | Photocopying @ 10p per sheet (black & white) | Actual cost of photocopying, plus officer time |
| | Photocopying @ 10p per sheet (colour) | Actual cost of photocopying, plus officer time |
| Other | DVD / CD / Video / Cassette | Actual cost to prepare, including officer time and equipment |
| | Binding £1.00 | Actual cost of binding plus officer time |
| Postage | Postage 2 nd class Royal Mail | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | None at this time | In accordance with the relevant legislation (quote the actual statute) |

* the actual cost incurred by the public authority