

FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEME

REDRUTH TOWN COUNCIL

1. PURPOSE OF A PUBLICATION SCHEME - THE LEGAL REQUIREMENTS

1.1 Section 19 of the Freedom of Information Act 2000 states:

- i. It shall be the duty of every Public Authority:
 - a. to adopt and maintain a scheme which relates to the publication of information by the Authority and is approved by the Commissioner (in this Act referred to as a "publication scheme");
 - b. to publish information in accordance with its publication scheme; and
 - c. from time to time to review its publication scheme.
- ii. A publication scheme must:
 - a. specify classes of information that the Public Authority publishes or intends to publish;
 - b. specify the manner in which information of each class is, or is intended to be published, and
 - c. specify whether the material is, or is intended to be, available to the public free of charge or on payment.
- iii. In adopting or reviewing a publication scheme, a Public Authority shall have regard to the public interest:
 - a. in allowing public access to information held by the Authority, and
 - b. in the publication of reasons for decisions made by the Authority.

2. CLASSES TO WHICH THE SCHEME DOES NOT APPLY

2.1 Personnel records relating to appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998 and the Local Government & Housing Act 1989.

2.2 All commercially sensitive information relating to quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged

2.3 Commercially sensitive information on land and property dealings - because the Council's bargaining position in any negotiations may be prejudiced and such issues are covered by the Public Bodies (Admissions to Meetings) Act 1961 and the Local Government (Access to Information) Act 1985 and the Local Government Act 1972.

2.4 In respect of the categories of exemption in paragraphs 4.1 to 4.3, the Council is entitled under the statutes mentioned, to exclude the press and public from meetings when such items are under discussion.

3. **MANNER IN WHICH THE INFORMATION WILL BE PUBLISHED**

3.1 In respect of all of the classes of information that are available to the public, these will be made available in hard copy on personal request or in writing from the Council's principal offices as indicated below in paragraph 6.

3.2 Where the documents are computer based and can be made available via email, the Council will endeavour to provide such information to any enquirer.

4. **PAYMENT FOR INFORMATION**

4.1 Wherever practicable the Council will make available information under this scheme free of charge.

4.2 However, the Council will exercise their discretion to impose a nominal payment in respect of any photocopying costs involved should the applicant require copies of any relevant information.

5. **INFORMATION AVAILABLE FROM THE REDRUTH TOWN COUNCIL PUBLICATION SCHEME**

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)		
Who's who on the Council and its Committees	Hard copy Website	20 p per sheet Free
Contact details for Parish Clerk and Council Members	Hard copy Website	20 p per sheet Free

Location of main Council office and accessibility details	Hard copy Website	20p per sheet Free
Staffing structure	Hard copy Website	20p per sheet Free
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)		
Annual return form and report by auditor	Hard copy Website	20p per sheet Free
Finalised budget	Hard copy Website	20p per sheet Free
Precept	Hard copy Website	20p per sheet Free
Borrowing Approval letter	Hard copy Website	20p per sheet Free
Financial Standing Orders and Regulations	Hard copy Website	20p per sheet Free
Grants given and received	Hard copy Website	20p per sheet Free
List of current contracts awarded and value of contract	Hard copy	20p per sheet

	Website	Free
Members' allowances and expenses	Hard copy	20p per sheet
	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish	Hard copy	20p per sheet
	Website	Free
Quality status	Hard copy	20p per sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy	20p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, Committee/sub-committee meetings and parish meetings)	Hard copy	20p per sheet
	Website	Free
Agendas of meetings	Hard copy	20p per sheet
Minutes of meetings (Note: this will exclude information that is properly regarded as private to the meeting).	Hard copy	20p per sheet
	Website	Free
Reports presented to council meetings (Note: this will exclude information that is properly	Hard copy	20p per sheet

regarded as private to the meeting).		
Responses to consultation papers	Hard copy	20p per sheet
Responses to planning applications	Hard copy Website	20p per sheet Free
Bye-laws	Not applicable	
Class 5 – Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
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 Policy statements)) Hard copy available) on request))	20p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 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 available) on request))	20p per sheet
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Not applicable	

Data protection policies	Not applicable	
Schedule of charges (for the publication of information)	At end of this document	
Class 6 – Lists and Registers		
List of Electors	Available for inspection by prior request	
Assets Register	Available for inspection by prior request	
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)	Available for inspection by prior request	
Register of Members' Interests	Available for inspection by prior request	
Register of gifts and hospitality	Available for inspection by prior request	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Website	Free
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	

Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Hard copy	20p per sheet
Bus shelters	Hard copy	20p per sheet
Markets	Hard copy	20p per sheet
Public conveniences	N/A	
Agency agreements	Hard copy	20p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	20p per sheet
Additional Information (This will provide Councils with the opportunity to publish information that is not itemised in the lists above)		
Newsletter	Hard copy, website (Delivered throughout parish)	£1.00 Free Free

6. **CONTACT DETAILS**

The person designated with responsibility for this scheme on behalf of Redruth Town Council is its Town Clerk who is based at Redruth Town Council's Offices, The Chambers, Penryn Street, Redruth, Cornwall TR15 2SP – Telephone: 01209 210038, e-mail: admin@redruth-tc.gov.uk.

7. **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost – 42p (Paper £0.008/Photocopier £0.005/Manpower £0.41 per min)
	Photocopying @ 25p per sheet (colour)	Actual cost – 46p (Paper £0.008/Photocopier £0.04/Manpower £0.41 per min)
	Postage: 37p**	Actual cost of Royal Mail standard 2 nd class – 42p**
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

Note:

** Assumes Large letter 0-100g; if larger/heavier cost will increase

* the actual cost incurred by the public authority