



REDRUTH TOWN COUNCIL

Publication Scheme

Reviewed: August 2024

Next review: August 2025

PURPOSE OF A PUBLICATION SCHEME – THE LEGAL REQUIREMENTS

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 the Act 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 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 decision made by the Authority.

2 **CLASSES TO WHICH THE SCHEME DOES NOT APPLY**

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 2018 and the Local Government & Housing Act 1989.
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.
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 1960 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and the Local Government Act 1972.
4. The Council is entitled under the statutes mentioned to exclude the press and public from meetings when such items are under discussion.
5. Information that is in draft form.
6. 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.

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

1. The majority of the information available for publication is available for downloading from the Town Council website – www.redruth-tc.gov.uk – we encourage electors wishing to obtain information to use this method in the first instance. Alternatively, those on the website can be emailed to you free of charge.
2. You may request any of the information that is available to the public, in hard copy on personal request or in writing, from the Council's offices.

4 **PAYMENT FOR INFORMATION**

1. Wherever practicable, the Council will make available information under this scheme free of charge.
2. However, the Council will exercise their discretion to impose a nominal payment in respect of any photocopying costs involved should the applicant require hard copies of any relevant information.

5 INFORMATION AVAILABLE FROM REDRUTH TOWN COUNCIL UNDER THE PUBLICATION SCHEME

Class 1 – who we are and what we do (Organisational information, structures, locations, and contracts)	How the information can be obtained	Cost per hard copy (per sheet)
Who is on the Council and its Committees	Website / Email / Hardcopy	10p (monochrome)
Contact details for Town Clerk and Council Members (named contacts where possible with a telephone number and email address (if used))	Website / Email / Hardcopy	10p (monochrome)
Location of main Council office and accessibility details	Website / Email / Hardcopy	10p (monochrome)
Staffing structure	Website / Email / Hardcopy	10p (monochrome)

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)	How the information can be obtained	Cost per hard copy (per sheet)
Annual return form and report by auditor	Website / Email / Hardcopy	10p (monochrome)
Finalised budget	Website / Email / Hardcopy	10p (monochrome)
Precept	Website / Email / Hardcopy	10p (monochrome)
Borrowing Approval letter	Hardcopy	10p (monochrome)
Financial Standing Orders and Regulations	Website / Email / Hardcopy	10p (monochrome)
Grants given and received	Website / Email / Hardcopy	10p (monochrome)
List of current contracts awarded and value of contract	Website / Email / Hardcopy	10p (monochrome)
All Council expenditure (part of Council Minutes)	Website / Email / Hardcopy	10p (monochrome)

Class 3 – what our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews)	How the information be obtained	Cost per hard copy (per sheet)
Redruth Strategic Plan	Website / Email / Hardcopy	10p (monochrome)
Neighbourhood Development Plan	Website / Email / Hardcopy	10p (monochrome)

Class 4 – how we make decisions (Decision making processes and records of decisions)	How the information be obtained	Cost per hard copy (per sheet)
Timetable of meetings (Council, Committee and meetings)	Website / Email / Hardcopy	10p (monochrome)
Agendas of meetings	Website / Email / Hardcopy	10p (monochrome)
Minutes of meetings (Note: this will exclude information that is properly regarded as private to the meeting)	Website / Email / Hardcopy	10p (monochrome)
Reports presented to council meetings (Note: this will exclude information that is properly regarded as private to the meeting)	Website / Email / Hardcopy	10p (monochrome)
Responses to consultation papers	Hard copy	10p (monochrome)
Responses to planning applications	Website / Email / Hardcopy	10p (monochrome)

Class 5 – our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities)	How the information can be obtained	Cost per hard copy (per sheet)
Climate Action Plan	Website / Email / Hardcopy	10p (monochrome)
Code of Conduct	Website / Email / Hardcopy	10p (monochrome)
Data Protection	Website / Email / Hardcopy	10p (monochrome)
Equality and Diversity Policy	Website / Email / Hardcopy	10p (monochrome)
Financial Regulations	Website / Email / Hardcopy	10p (monochrome)
Risk Management Strategy	Website / Email / Hardcopy	10p (monochrome)
Social Media Policy	Website / Email / Hardcopy	10p (monochrome)
Standing Orders	Website / Email / Hardcopy	10p (monochrome)
Training and Development Policy	Website / Email / Hardcopy	10p (monochrome)

Class 6 – lists and registers	How the information can be obtained	Cost per hard copy (per sheet)
List of Electors	Available from Cornwall Council only	/
Assets Register	Available for inspection by prior request	/
Register of Members' Interests	Website / Email / Hardcopy	10p (monochrome)
Register of gifts and hospitality	Website / Email / Hardcopy	10p (monochrome)

Class 7 – the services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	How the information can be obtained	Cost per hard copy (per sheet)
Allotments	Website/Email/Hardcopy	10p (monochrome)
Bus shelters	Hard copy	10p (monochrome)
Grant funding	Website / Email / Hardcopy	10p (monochrome)
Market Way and Market Hall	Website / Email / Hardcopy	10p (monochrome)
Parks, playing fields and recreational facilities	Website	/
Public conveniences	Website / Email / Hardcopy	10p (monochrome)
Public Realm CCTV	Website	/
Redruth Record Newsletter	Website / Email / Hardcopy	10p (monochrome)
Seating, litter bins, clocks, memorials, and lighting	Hard copy	10p (monochrome)
Town festivals and events	Website / Email / Hardcopy	10p (monochrome)

6 CONTACT DETAILS

- The person designated with responsibility for this scheme on behalf of Redruth Town Council is the Town Clerk who is based at Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT – Telephone: 01209 210038, e-mail: admin@redruth-tc.gov.uk.

7 SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ 10p per A4 sheet (monochrome)	Actual cost
	Photocopying @ 50p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)