



# **Teignmouth Town Council Document No 5 Publication Scheme**

<b>Date presented for adoption:</b>	<b>1<sup>st</sup> November 2016</b>
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## **Publication Scheme Teignmouth Town Council**

### **1. Introduction**

- 1.1 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 identified by the Information Commissioner's Office and referred to in paragraph 2. Additional information the definition of these classes is issued by the Information Commissioner.
- 1.2 The scheme commits an authority:
  - 1.2.1 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
  - 1.2.2 To specify the information which is held by the authority and falls within the classifications below
  - 1.2.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
  - 1.2.4 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
  - 1.2.5 To review and update on a regular basis the information the authority makes available under this scheme
  - 1.2.6 To produce a schedule of any fees charged for access to information which is made proactively available
  - 1.2.7 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.

## **2.6 Lists and registers**

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

## **2.7 The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

## **3. The classes of information generally not included**

### **3.1 The classes of information will not generally include:**

3.1.1 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

3.1.2 Information in draft form

3.1.3 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

## **4. The method by which information published under will be made available**

4.1 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.

4.2 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.

4.3 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.

4.4 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.

## **5. Charges which may be made for information published under this scheme**

5.1 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.

5.2 Material which is published and accessed on a website will be provided free of charge.

- 5.3 Charges may be made for information subject to a charging regime specified by Parliament.
- 5.4 Charges may be made for actual disbursements incurred such as:
  - 5.4.1 photocopying
  - 5.4.2 postage and packaging
  - 5.4.3 the costs directly incurred as a result of viewing information
- 5.5 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.
- 5.6 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.

## **6. Written requests**

- 6.1 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.

## **7. Information available from Teignmouth Town Council under the Publication Scheme**

- 7.1 All information on the website is free, all hard copy will be charged at 10p per A4 sheet (b&w)

Information to be Published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>Town Clerk Teignmouth Town Council Bitton House Bitton Park Rd Teignmouth TQ14 9DF Tel:01626 775030 Web: <a href="http://www.teignmouth-devon.gov.uk">www.teignmouth-devon.gov.uk</a></p>	N/A
Who's who on the Council and its Committees	As above	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Ms Tracey Higgs Tel:01626 775030 E-mail:<a href="mailto:traceyhiggs@teignmouth-devon.gov.uk">traceyhiggs@teignmouth-devon.gov.uk</a> Web:<a href="http://www.teignmouth-devon.gov.uk">www.teignmouth-devon.gov.uk</a></p>	Free
Location of main Council office and accessibility details	<p>Teignmouth Town Council Bitton House Bitton Park Rd Teignmouth</p>	N/A

	<p>TQ14 9DF</p> <p>Parking available including parking by the main entrance.</p> <p>Toilet facilities available including disabled.</p> <p>Opening Hours: Weekdays 9.00 – 5.00 (there maybe occasions when the offices close earlier)</p> <p>Closed weekends and Bank Holidays.</p>	
Staffing structure	<p>Available on the website <a href="http://www.teignmouth-devon.gov.uk">www.teignmouth-devon.gov.uk</a></p> <p>Available at the Town Council offices.</p>	Free
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(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>	<p>(hard copy and/or website; some information may only be available by inspection)</p> <p>Town Clerk  Teignmouth Town Council  Bitton House  Bitton Park Rd  Teignmouth  TQ14 9DF  Tel:01626 775030  Web: <a href="http://www.teignmouth-devon.gov.uk">www.teignmouth-devon.gov.uk</a></p>	

Annual return form and report by auditor	As above	Free
Finalised budget	As above	Free
Precept	As above	Free
Financial Standing Orders and Regulations	As above	Free
Grants given and received	As above	Free
List of current contracts awarded and value of contract	Hard copy upon application to the Town Clerk	Free
Mayoral allowance and Cllrs expenses.	As above	Free
Quarterly budget monitoring report	As above	Free
Spends over £500 – approved accounts for payment.	As above	Free
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>(hard copy and/or website; some information may only be available by inspection)</p> <p>Town Clerk Teignmouth Town Council Bitton House Bitton Park Rd Teignmouth TQ14 9DF Tel:01626 775030</p>	

	Web: <a href="http://www.teignmouth-devon.gov.uk">www.teignmouth-devon.gov.uk</a>	
Priorities and Objectives (current)	As above	Free
Annual Report to Parish or Community Meeting – to be introduced for 2017.	As above	Free
Internal Audit reports	As above	Free
Quarterly budget monitoring reports (current)	As above	Free
Annual Return	As above plus main noticeboard located in Bitton Park.	Free
External Audit report		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy and/or website; some information may only be available by inspection)  Town Clerk Teignmouth Town Council Bitton House Bitton Park Rd Teignmouth TQ14 9DF Tel:01626 775030 Web: <a href="http://www.teignmouth-devon.gov.uk">www.teignmouth-devon.gov.uk</a>	



Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	As above plus main noticeboard located in Bitton Park and local Library.	Free
Agendas of meetings (as above)	As above plus main noticeboard located in Bitton Park and local Library.	Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting (Part 11).	As above plus main noticeboard located in Bitton Park and local Library.	Free
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting (Part 11).	As above	Free
Responses to consultation papers	As above	Free
Responses to planning applications	As above	Free
Bye-laws	As above	Free
Committee Terms of Reference	As above	Free
Committee Reports	As above	Free
Planning Applications and Planning responses relating to Teignmouth	As above	Free
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy and/or website; some information may only be available by inspection)	

Current information only	Town Clerk Teignmouth Town Council Bitton House Bitton Park Rd Teignmouth TQ14 9DF Tel:01626 775030 Web: <a href="http://www.teignmouth-devon.gov.uk">www.teignmouth-devon.gov.uk</a>	
Standing Orders	As above	Free
Financial Regulations	As above	Free
Code of Conduct	As above	Free
Risk Management Policy	As above – under reievw	Free
Asset register	As above	Free
Health and Safety Policy	As above	Free
Employment and HR Policies including recruitment (including current vacancies)	As above – under review	Free
Complaints Procedure	As above – under review	Free
Business Continuity Plan	As above – under review	Free
Emergency Plan and Procedures	As above – under review	Free
Sandbag scheme	As above – under review	Free

Snow Warden Scheme	As above – under review	Free
Flood Defence Warden Scheme	As above – under review	Free
PR and Communications Policy	As above – under review	Free
Social Media Policy	As above – under review	Free
Grants Policy and Applications	As above	Free
Equality and Diversity	As above – under review	Free
Information and FOI request Policy	As above	Free
Complaints procedures.	As above	Free
Information Security Policy	As above	Free
Records management Policy (data retention, destruction and archive)	As above	Free
Fees and Charges	As above	Free
Lone Working Policy	As above – under review	Free
Internal Statement of Control and Procurement Policy	As above	Free
CCTV Code of Practice	Hard copy upon application to the Town Clerk	Free
CCTV Information Systems and Internet Usage Policy (draft)	Hard copy upon application to the Town Clerk	Free

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only	Town Clerk Teignmouth Town Council Bitton House Bitton Park Rd Teignmouth TQ14 9DF Tel:01626 775030 Web: <a href="http://www.teignmouth-devon.gov.uk">www.teignmouth-devon.gov.uk</a>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	As above	Free
Assets register	As above	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)	Hard copy upon application to the Town Clerk	Free
Register of members' interests	As above	Free
Register of gifts and hospitality	As above	Free
		Free

<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>Town Clerk Teignmouth Town Council Bitton House Bitton Park Rd Teignmouth TQ14 9DF Tel:01626 775030 Web: <a href="http://www.teignmouth-devon.gov.uk">www.teignmouth-devon.gov.uk</a></p>	
Allotments	As above	Free
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	As above	Free
Seating, litter bins, clocks, memorials and lighting	As above	Free
Bus shelters	As above	Free
Markets	N/A	N/A
Public conveniences	As above	Free
Agency agreements	N/A	N/A

Services for which the council is entitled to recover a fee, together with those fees - memorial benches, hire of Bitton House, car parking, hire of equipment	As above	Free
<b>Additional Information</b>  This will provide Councils with the opportunity to publish information that is not itemised in the lists above	hard copy or website; some information may only be available by inspection)  Town Clerk Teignmouth Town Council Bitton House Bitton Park Rd Teignmouth TQ14 9DF Tel:01626 775030 Web: <a href="http://www.teignmouth-devon.gov.uk">www.teignmouth-devon.gov.uk</a>	
Acceptance of Office – Councillors (after an election)	As above	Free
Teignmouth in Bloom applications and results	As above	Free
CCTV – access to information requests	As above	£35
Acceptance of Office – Mayor and Deputy Mayor (annually)	As above	Free

