



GLASTONBURY
TOWN COUNCIL

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Publication Scheme Policy

The Freedom of Information Act 2000 requires public authorities 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.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The publication scheme is organised into seven classes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Information to be published

The information below lists what information is available under this scheme, how the information can be obtained and any costs associated with this.

Class 1 – Who we are and what we do

(Organisational information, locations and contacts, constitutional and legal governance)

Who's who on the Council and its Committees – Website / hard copy – Free*

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) – Website / hard copy – Free*

Location of main Council office and accessibility details – Website / hard copy / noticeboard – Free*

Staffing structure – Website / hard copy – Free*

Class 2 – What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.)

Annual return form and report by auditor – Website / hard copy / noticeboard – Free*

Finalised budget – Website / hard copy – Free*

Precept – Website / hard copy – Free*

Borrowing Approval letter – Not applicable

Financial Standing Orders and Regulations – Website / hard copy – Free*

Grants given and received – Website / hard copy – Free*

List of current contracts awarded and value of contract – Website / hard copy – Free*

Members' allowances and expenses – Hard copy – Free*

Class 3 – What our priorities are and how we are doing

(Strategy and performance information, plans, assessments, inspections and reviews)

Parish Plan – Website / hard copy – Free*

Annual Report to Parish or Community Meeting (current and previous year as a minimum) – Website / hard copy – Free*

Quality status – Not applicable

Local charters drawn up in accordance with DCLG guidelines – Not applicable

Class 4 – How we make decisions

(Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.)

Timetable of meetings (Council, committee and parish meetings) – Website / hard copy – Free*

Agendas of meetings (as above) – Website / noticeboard (current) / hard copy – Free*

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. – Website / hard copy – Free*

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. – Website / hard copy – Free*

Responses to consultation papers – By appointment at the Town Council Offices

Responses to planning applications – Website / hard copy – Free*

Bye-laws – By appointment at the Town Council Offices

Class 5 – Our policies and procedures

(Current written protocols for delivering our functions and responsibilities)

Policies and procedures for the conduct of council business – Website / hard copy – Free*

- Procedural standing orders
- Committee and sub-committee terms of reference
- Delegated authority in respect of officers
- Code of Conduct
- Policy statements

Policies and procedures for the provision of services and about the employment of staff – Website / hard copy – Free*

- Internal instructions to staff and 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)

Information security policy – Website / hard copy – Free*

Records management policies (records retention, destruction and archive) – Website / hard copy – Free*

Data protection policies – Website / hard copy – Free*

Schedule of charges (for the publication of information) – Website / hard copy – Free*

Class 6 – Lists and Registers

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

Any publicly available register or list – By appointment at the Town Council Offices – Free*

Assets register – By appointment at the Town Council Offices – Free*

Disclosure log – By appointment at the Town Council Offices – Free*

Register of gifts and hospitality – By appointment at the Town Council Offices – Free*

Register of members' interests – Website / hard copy – Free*

Class 7 – The services we offer

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

Allotments – By appointment at the Town Council Offices

Burial grounds and closed churchyards – Website / hard copy – Free*

Community centres and village halls – Town Council Offices / Website

Parks, playing fields and recreational facilities – Website / hard copy – Free*

Seating, litter bins, clocks, memorials and lighting – Website / hard copy – Free*

Bus shelters – Website / hard copy – Free*

Markets – Website / hard copy – Free*

Public conveniences – Website

Agency agreements – By appointment at the Town Council Offices

Services for which the council is entitled to recover a fee, together with those fees e.g. burial fees) – By appointment at the Town Council Offices

Additional Information

As determined by the Council – Website / hard copy – Free*

Notes

*Most of the information is available free of charge on our website. Where the document is not available online, one hard copy will be supplied free of charge on request. Below are our standard charges for printing and posting:

- Photocopying (Black and White) – 20p per A4 sheet or (Colour) – 40p per A4 sheet
- Postage – cost of Royal Mail standard 2nd class

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.

Contact Details

Email office@glastonbury.gov.uk

Telephone 01458 831769

Address Glastonbury Town Council, Town Hall, Magdalene Street,
Glastonbury, Somerset, BA6 9EL