

DRAFT**IVYBRIDGE TOWN COUNCIL****Freedom of Information Act
Publication Scheme**

This document has been based on the Information Commissioner's Office's Model Publication Scheme Version 1.2 20151023.

The 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.

The scheme commits an authority:

1. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
2. To specify the information which is held by the Council and falls within the classifications below.
3. To proactively publish or otherwise make available as a matter of routine, information in line with statements contained within this scheme.
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.
5. To review and update on a regular basis the information the Council makes available under this scheme.
6. To produce a schedule of any fees charged for access to information which is made proactively available.
7. To make this publication scheme available to the public.
8. To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council 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 Council 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 term 'dataset' is defined in S11(5) of the Freedom of Information Act and the term 'relevant copyright work' in S19(8).

Classes of Information

1. Who are we and what we do:

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

2. What we spend and how we spend it:

Financial information relating to projected and annual income and expenditure, tendering, procurement and contracts.

3. What our priorities are and how we are doing:

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

4. How we make decisions:

Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.

5. Our policies and procedures:

Current written protocols for delivering our functions and responsibilities.

6. Lists and registers:

Information held in registers required by law and other lists and registers relating to the function of the Council.

7. 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.

The method by which information published under this scheme will be made available

The Council 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 the Council, information will be provided on a website. Where it is impractical to make information available on a website or when an individual does not wish to access the information by the website, the Council 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 the Council 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 Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the website will be 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 package
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under the scheme where they are legally authorised, they are in all circumstances, including the general principles of the right to access to information held by public authorities, justified and are in accordance with a published schedule or schedule of fees which is readily available to the public.

Charges may 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.

Written requests

Information held by the Council 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.

In complying with the provisions of the model publication scheme the Council will follow the General Data Provision Regulations and seek advice as necessary.

Availability of Information

The details of the scheme will be available:

1. In person at the Town Hall
2. The notice boards outside the Town Hall and in Abbot Road
3. Ivybridge Library in The Watermark
4. The council website at www.ivybridge.gov.uk
5. Arrangements will be made with the local RNIB Transcription Centre if necessary

Charges for Information (see Appendix 1)

Any person has the right to receive a copy of the information described in the Publication Scheme and, where that information is available in printed format, the Council will endeavour to provide copies within 10 working days of receiving the request.

The Council retains the right to make the charges set out in appendix 1 for providing hard paper based information

If you are unhappy with the way in which Ivybridge Town Council has dealt with your request under the Freedom of Information Act you should raise the matter in accordance with our Complaints Procedure.

Contact Details

The contact details of the officer who will be responsible for maintaining the Publication Scheme and who should be contacted if any issues arise concerning the Council's compliance with the Freedom of Information Act is:

The Town Clerk
Ivybridge Town Council
Town Hall
Erme Court
Leonards Road
Ivybridge
PL21 0SZ

Telephone: 01752 893815
Email: townclerk@ivybridge.gov.uk

Information available from the Council under the Model Publication Scheme

See Appendix 2

Appendix 1

Charges for Information

The Council will not charge for the inspection of documents or for viewing the information. However, if copies are required the first 10 pages of photocopied information will be made available free of charge but thereafter will be charged as follows:

10 or under	FREE
10-20	£1.00, and 10p per copy thereafter
Postage	Actual cost of Royal Mail standard second class

There will be no charge for emailed documents.

Appendix 2

Information to be published	All information available on website www.ivybridge.gov.uk unless noted below
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	
Who's who on the Council and its Committees	
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address)	
Location of main Council office and accessibility details	
Staffing structure	Please contact the Town Hall
<p>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) Expenditure over £500 Current and previous financial year as a minimum</p>	
Annual return form and report by auditor	
Finalised budget	
Precept	Please contact the Town Hall
Borrowing Approval letter	Please contact the Town Hall
Financial Standing Orders and Regulations	Please contact the Town Hall
Grants given and received	Please contact the Town Hall
List of current contracts awarded and value of contract	Please contact the Town Hall
Members' allowances and expenses	Please contact the Town Hall
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
Town Plan	
Annual Report to Town or Community Meeting (current and previous year as a minimum)	
Quality status	Please contact the Town Hall

Local charters drawn up in accordance with DCLG guidelines	
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	
Agendas of meetings (as above)	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	
Responses to consultation papers	
Responses to planning applications	Please contact the Town Hall
Bye-laws	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Please contact the Town Hall for those not on the website
Current information only	
Policies and procedures for the conduct of council business:	Please contact the Town Hall for those not on the website
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:	Please contact the Town Hall for those not on the website
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)	
Information security policy	
Records management policies (records retention, destruction and archive)	
Data protection policies	
Schedule of charges (for the publication of information)	
Class 6 – Lists and Registers	Please contact the Town Hall
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)	Please contact the Town Hall
Assets Register	Please contact the Town Hall
Register of members' interests	
Register of gifts and hospitality	Held by Monitoring Officer at South Hams District Council or by inspection at the Town Hall
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Please contact the Town Hall for those not on the website
Allotments	Managed by the Allotments Association – contact details available on request
Burial grounds and closed churchyards – Woodlands Cemetery	Please contact the Town Hall for those not on the website
The Watermark	
Parks, playing fields and recreational facilities	Please contact the Town Hall for those not on the website
Seating, litter bins, clocks, memorials and lighting	Please contact the Town Hall for those not on the website
Bus shelters	Please contact the Town Hall for those not on the website
Agency agreements	Please contact the Town Hall for those not on the website
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Please contact the Town Hall for those not on the website