

Information available from Bungay Town Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Town/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Town Councils to make the information in this definition document available unless:

* it does not hold the information;
* the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
* the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
* the information is archived, out of date or otherwise inaccessible; or,
* it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

**Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/2/).

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published [guidance](http://www.ico.org.uk/for_organisations/guidance_index/~/media/documents/library/Freedom_of_Information/Detailed_specialist_guides/datasets-foi-guidance.pdf) on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of re-use”.

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| **Information to be published** | **How the information can be obtained** | **Cost**  See Last Page for details |
| **Class1 - Who we are and what we do**  (Organisational information, structures, locations and contacts)  This will be current information only.    N.B. Councils should already be publishing as much information as possible about how they can be contacted. | (hard copy or website) |  |
| Who’s who on the Council and its Committees | Website |  |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website |  |
| Location of main Council office and accessibility details | Website |  |
| Staffing structure | Website |  |
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| **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)  Current and previous financial year as a minimum | (hard copy or website) |  |
| Annual return form and report by auditor | Website |  |
| Finalised budget | Website & in Minutes |  |
| Precept | Minutes of meeting on website. Letter of request to District Council in Hard Copy |  |
| Borrowing Approval letter | n/a |  |
| Financial Standing Orders and Regulations | Website |  |
| Grants given and received | Minutes & on Website |  |
| List of current contracts awarded and value of contract | n/a |  |
| Members’ allowances and expenses | Hard Copy |  |
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| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum | (hard copy or website) |  |
| Town Plan (current and previous year as a minimum) | Hard Copy |  |
| Annual Report to Town or Community Meeting (current and previous year as a minimum) | Hard Copy |  |
| Quality status | n/a |  |
| Local charters drawn up in accordance with DCLG guidelines | N/a |  |
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| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | (hard copy or website) |  |
| Timetable of meetings (Council and any committee/sub-committee meetings and Town meetings) | Website & notice board |  |
| Agendas of meetings (as above) | Website & notice board |  |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website |  |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Website |  |
| Responses to consultation papers | Minutes |  |
| Responses to planning applications | Minutes or Hard Copy |  |
| Bye-laws | n/a |  |
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| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | (hard copy or website) |  |
| 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 | Website  Website  Minutes on Website  Website  Website |  |
| Policies and procedures for the provision of services and about the employment of staff:  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) | Hard Copy  Website  Website  Website |  |
| Information security policy | Website |  |
| Records management policies (records retention, destruction and archive) | Website |  |
| Data protection policies | Website |  |
| Schedule of charges (for the publication of information) | See below |  |
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| **Class 6 – Lists and Registers**  Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) |  |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard Copy except for those prohibited such as electoral register |  |
| Assets register | Website |  |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town councils) | Minutes and Hard Copy |  |
| Register of members’ interests | Website (East Suffolk) |  |
| Register of gifts and hospitality | Hard Copy |  |
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| **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 | (hard copy or website; some information may only be available by inspection) |  |
| Allotments | Website & Hard Copy |  |
| Burial grounds and closed churchyards | n/a |  |
| Community centres and village halls | Website & Hard Copy |  |
| Parks, playing fields and recreational facilities | Website & Hard Copy |  |
| Seating, litter bins, clocks, memorials and lighting | Website & Hard Copy |  |
| Bus shelters | Website & Hard Copy |  |
| Markets | Website & Hard Copy |  |
| Public conveniences | Website & Hard Copy |  |
| Agency agreements | Hard Copy |  |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Website & Hard Copy |  |
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| **Additional Information**  This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
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**Contact details:**

Jeremy Burton (Town Clerk)

Bungay Town Council Office

1a Broad Street, Bungay, NR35 1EE (Tel: 01986 894236)

SCHEDULE OF CHARGES

Information available from the Council website may be downloaded at no charge. All information on website can be provided on hard copy.

A charge of up to £25 will be made for each telephone/written request to cover administration costs incurred.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost \* |
|  | Photocopying @ 20p per sheet (colour) | Actual cost |
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|  | Postage | Actual cost of Royal Mail standard 2nd class |
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\* the actual cost incurred by the public authority

Adopted by Bungay Town Council Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_