HONITON TOWN COUNCIL

Model Publication Scheme

Introduction

Honiton Town Council aims to be an open and fair organisation and welcomes enquiries from the public at all times.

Any member of the public wishing to apply for information relating to the Town Council under the Freedom of Information Act is entitled to do so. The public has a right to know certain things from public authorities and it is the Town Council's responsibility to make them available.

To request information a member of the public should write to the Council stating name, address and a description of the information requested. The requestor can ask to receive a copy of the information, a summary of it or they can come and inspect it themselves. Once the Council receives a written request then it has 20 working days to respond.

There are 24 exemptions in the Freedom of Information Act which may mean that the requestor does not receive their information; these include: defence, court records and national security (for the full list visit www.legislation.gov.uk). The Council is still obliged to respond within 20 working days and should explain why it is not able to disclose the information.

There are also some financial limitations to a request. If the Council intends to charge a fee for the information it must send the requestor a fee's notice within 20 working days. Honiton Town Council charges 10p per page and £25 per hour to cover location and extraction of information. The Council can estimate the cost of providing information and if it exceeds the limit of £450 then the request can be refused. The cost will be estimated by determining whether the Council holds the information, as well as locating, retrieving and extracting it. The Council does not include in its costs time for considering whether the information is exempt, removing exempt information or copying/sending the information.

Signed   (Chairman)

                                                        (Town Clerk)

                                                        (Date)

	Hard Copy – contact Clerk	10p per A4 sheet
List of current contracts awarded and value of contract	Web	Free
	Hard Copy – contact Clerk	10p per A4 sheet
Members' allowances and expenses	Web	Free
	Hard Copy – contact Clerk	10p per A4 sheet
Class 3 – What our priorities are and how we are doing **(Strategies and plans, performance indicators, audits, inspections and reviews)**		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web	Free
	Hard Copy – contact Clerk	10p per A4 sheet
Local Council Award Scheme	Hard Copy – contact Clerk	10p per A4 sheet
Class 4 – How we make decisions **(Decision making processes and records of decisions)** **Current and previous council year as minimum**		
Timetable of meetings (Council, any committee/sub-committee meetings)	Web	Free
	Hard Copy – contact information desk	10p per A4 sheet
Agendas of meetings (as above)	Web	Free
	Hard Copy – contact information desk	10p per A4 sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Web	Free
	Hard Copy – contact information desk	10p per A4 sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact Clerk	10p per A4 sheet
Responses to consultation papers	Web	Free
	Hard Copy – contact information desk	10p per A4 sheet
Responses to planning applications	Hard Copy – contact Deputy Clerk	10p per A4 sheet
Class 5 – Our policies and procedures **(Current written protocols, policies and procedures for delivering our services and responsibilities)** **Current information only**		
Policies and procedures for the conduct of council business: Procedural standing orders	Web	Free
	Hard Copy – contact Clerk	10p per A4 sheet

Committee and sub-committee terms of reference	Web	Free
	Hard Copy – contact Clerk	10p per A4 sheet
Delegated authority in respect of officers	Hard Copy	10p per A4 sheet
Code of Conduct	Web	Free
	Hard Copy – contact Clerk	10p per A4 sheet
Policy statements	Hard Copy – contact Clerk	10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: 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)	Web Hard Copy – contact Clerk	Free 10p per A4 sheet
Information security policy	Hard Copy – contact Clerk	10p per A4 sheet
Records management policies (records retention, destruction and archive)	Web	Free
	Hard Copy – contact Clerk	10p per A4 sheet
Data protection policies	Web	Free
	Hard Copy – contact Clerk	10p per A4 sheet
Schedule of charges (for the publication of information)	Web	Free
	Hard Copy – contact the Clerk	Free
Class 6 – Lists and Registers **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)	Hard Copy – contact the Clerk	10p per A4 sheet
Assets Register	Inspection only – contact Clerk	Free
Register of members' interests	Inspection only – contact Clerk	Free
Register of gifts and hospitality	Inspection only – contact Clerk	Free

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		
Allotments	Web Hard Copy – contact Deputy Clerk	Free 10p per A4 sheet
Burial grounds and closed churchyards	Not applicable	
Community centre	Web Hard Copy – Contact Clerk	Free 10p per A4 sheet
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Web	Free
Bus shelters	Web	Free
Markets	Web Hard Copy – contact information desk	Free Free
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

Contact details:

Chetna Jones
Town Clerk
Honiton Town Council
The Beehive, Dowell Street
Honiton
Devon EX14 1LZ

SCHEDULE OF CHARGES
This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by Town Council
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	£25 per hour	In accordance with the relevant legislation
Other	None	