

Atherstone Town Council



MODEL PUBLICATION SCHEME

Adopted: 13th November 2024
Next Review: November 2026

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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 mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- 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.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To 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 term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do

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

What we spend and how we spend it

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

What our priorities are and how we are doing

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

How we make decisions

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

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

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

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 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.

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.

Information available from Atherstone Town Council under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information To Be Published	How the information can be obtained	Cost
Class 1 – Who we are and What we do. (Organisation information, structures, locations and contacts) Current information only		
Who's who on the Council and its committees	Website	n/a
Contact details for Parish Clerk and Council Members	Website	n/a
Location of main council office and accessibility details	Website	n/a
Staffing structure	Website	n/a
Class 2 – What we spend and how we spend it. (Financial information relating to projected actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	n/a
Finalised budget	Website	n/a
Precept	Website	n/a
All items of expenditure above £500	Website	n/a
Financial standing orders and regulations	Website	n/a
Grants given and received	Website	n/a
List of current contracts awarded and value of contract	Website / e-mail / hard copy	See below
Members allowances and expenses	Website / e-mail / hard copy	See below

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

(Strategies and plans, performance indicators, audits, inspections and reviews)

Current and previous financial year as a minimum

Action Plan	Website / e-mail / hardcopy	See below
Annual Governance and Accountability Return	Website	n/a
Parish Plan	Website	n/a
Annual Report to Parish or Community Meeting	Website	n/a
Local Council Award Scheme	Website / e-mail / hardcopy	See below
Risk Management Strategy	Website	n/a

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum

Timetable of meetings (full council, committee / sub-committee meetings and assemblies of the parish meeting)	Website / noticeboard	n/a
Agendas of meetings (as above)	Website / noticeboard	n/a
Minutes of meetings (as above)	Website	n/a
Reports presented to meetings (excluding material that is properly considered to be exempt from disclosure)	Website	n/a
Responses to consultation papers	Website / e-mail	See below
Responses to planning applications	Website	n/a
Bye-laws	Hard copy from Clerk / e-mail	See below

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 Committee and Working Group terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website	n/a
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 policies Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Website	n/a
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	n/a
Information security and data protection policies	Website	n/a
Records management policies (records retention, destruction and archive)	Website	n/a
Schedule of charges for the publication of information	Website	n/a

Class 6 – Lists and Registers

Currently maintained lists and registers only

Any publicly available register or list	Website	n/a
Asset Register	Website	n/a
Disclosure Log	Hard copy from Clerk / e-mail	See below

Register of members' interests	Website	n/a
Register of gifts and hospitality	Hard copy from Clerk / e-mail	See below
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	Website	n/a
Burial grounds and closed churchyards	Website	n/a
CCTV & Townwatch Radio		
Parks, playing fields and recreational facilities	Website	n/a
Seating, floral displays, litter bins, memorials and christmas lighting	Website	n/a
Market Square	Website	n/a
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. Burial Fees)	Website	n/a
Contact Details: Town Clerk PO Box 2000 Atherstone Warwickshire CV9 1YN Tel: 01827 720829 Email: clerk@atherstone-tc.gov.uk Website www.atherstone-tc.gov.uk	Schedule of Charges Photocopying @ 10p per black and white sheet Photocopying @ 15p per colour sheet Postage - Actual cost of Royal Mail standard 2 nd class	