

RAMSEY TOWN COUNCIL

MODEL PUBLICATION SCHEME

This publication scheme commits the Council 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 Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council:

- 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.
- To specify the information which is held by the Council 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 Council 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.

CLASSES OF INFORMATION

COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of council and working party meetings – limited to the last two years.

Procedural Standing Orders (Legal Requirements)

Councils Annual Report to Town Meeting

Optional documents:

Agendas and supporting papers for council, and working party meetings, limited in each case to the forthcoming meeting.

CODE OF CONDUCT

Members Declaration of Acceptance of Office

Members Register of Interests

Register of Members Interests Book

PERIODIC ELECTORAL REVIEW

This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

Information relating to the last Periodic Electoral Review of the council area.

Information relating to the latest boundary review of the council area.

EMPLOYMENT PRACTICE AND PROCEDURE

Terms and conditions of employment

Job descriptions

Exclusions – “personal records” i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998

PLANNING DOCUMENTS

Responses to planning applications.

Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively.

AUDIT AND ACCOUNTS

Annual return form – limited to the last financial year.

Annual Statutory report by auditor (internal and external) – limited to the last financial year.

Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year.

Precept requested – limited to the last financial year.

VAT records – limited to the last financial year.

Financial Standing Orders and Regulations

Assets register – this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.

Risk Assessments

Exclusions – all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

OPTIONAL CLASSES OF INFORMATION

BYELAWS

The regulation of a pleasure ground or public space

COUNCIL CIRCULARS/NEWSLETTERS

Town, parish, community guide

History of town, parish, or community (or similar commissioned publication)

ALLOTMENTS

Plans

Standard tenancy Agreements

Exclusions – individual tenancy agreements and rent payment records under both privacy and data protection laws.

BURIAL GROUNDS

Plans

General policies

Exclusions – all documentation relating to individual applications and registrations under both privacy and data protection laws.

Please note:

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.

Information is available only by written application or viewing in person. An appointment to view the information will be arranged within a reasonable timescale. Contact details are given below.

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.

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.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

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.

Photocopying charges:

A4 – 20p

A3 – 50p

Town Clerk's contact details are:

Lisa Renfree, Ramsey Town Council, Great Whyte, Ramsey, Cambs, PE26 1HG.