

MODEL PUBLICATION SCHEME

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.

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.

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 Great Aycliffe Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy . Contact: Christine Ryder	Free 10p/sheet
Contact details for Parish Clerk	Website Hard copy . Contact: Christine Ryder	Free 10p/sheet
Contact details for Council Members	Website Hard copy . Contact: Christine Ryder	Free 10p/sheet
Senior Officer contact details	Website Hard copy . Contact: Christine Ryder	Free 10p/sheet
Location of main council office and accessibility details	Website Hard copy . Contact: Andrew Bailey	Free 10p/sheet
Staffing structure	Website Hard copy . Contact: Chrissy Walton	Free 10p/sheet

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)	(hard copy and/or website)	Cost
Current and previous financial year as a minimum		
Annual return form and report by auditor	Parish Councils only	
Statement of Accounts	Website Hard Copy . Contact: Dan Austin	Free 10p/sheet
Finalised budget	Website Hard Copy . Contact: Dan Austin	Free 10p/sheet
Annual Audit Letter and Reports 2005 onward	Website Hard Copy . Contact: Dan Austin	Free 10p/sheet
Precept	Website Hard Copy . Contact: Dan Austin	Free 10p/sheet
Financial Standing Orders and Regulations	Website Hard Copy . Contact: Dan Austin	Free 10p/sheet
Grants given and received	Website . P & R Minutes Hard Copy . Contact: Christine Ryder	Free 10p/sheet
List of current contracts awarded and value of contract	None at this time	
Members allowances and expenses	Website . AGM Minutes Hard Copy . Contact: Dan Austin	Free 10p/sheet
Medium Term Financial Plan *	Website Hard Copy . Contact: Dan Austin	Free 10p/sheet
Treasury Management Code of Practice *	Website Hard Copy . Contact: Dan Austin	Free 10p/sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	Cost
Aims and Target Summary	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Parish Plan & Parish Performance Plans *	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Best Value Performance Plan 2007/2008 *	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Quality status	Website Hard Copy . Contact: Andrew Bailey	Free 10p/sheet
Local charters drawn up in accordance with DCLG guidelines	No charters currently in place	
Performance Reports	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Performance Management Framework	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Risk Management Strategy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Survey Results	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Works & Environment Service Plan *	Website Hard Copy . Contact: Don Thompson	Free 10p/sheet
Oakleaf Sports Complex Service Plan *	Website Hard Copy . Contact: Judith Simpson	Free 10p/sheet
Finance Service Plan *	Website Hard Copy . Contact: Dan Austin	Free 10p/sheet
Pre-School Service Plan	Website Hard Copy . Contact: Jackie Swainston	Free 10p/sheet

Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	Cost
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy . Contact: Christine Ryder	Free 10p/sheet
Agendas of meetings (as above) Environment Recreation P & R Full Council	Website Hard Copy . Contact: Christine Ryder	Free 10p/sheet
Minutes of meetings (as above) . nb this will exclude information that is properly regarded as private to the meeting. Environment Recreation P & R Full Council Customer Panel	Website Hard Copy . Contact: Christine Ryder	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. <i>Some reports which contain personal or sensitive data will be excluded</i>	Website Hard Copy . Contact: Christine Ryder	Free 10p/sheet
Responses to consultation papers	Hard Copy . Contact: Chrissy Walton	10p/sheet
Responses to planning applications	Website . Minutes of Environment Committee Hard Copy . Durham County Council, Sedgefield Office, Planning Department	Free 10p/sheet
Bye-laws	Hard Copy - Contact: Andrew Bailey	10p/sheet

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)	Cost
Policies and procedures for the conduct of council business: Scheme of Administration	Website Hard Copy . Contact: Andrew Bailey	Free 10p/sheet
Committee and sub-committee terms of reference	Website Hard Copy . Contact: Christine Ryder	Free 10p/sheet
Member and Officers Code of Conduct	Website Hard Copy . Contact: Christine Ryder	Free 10p/sheet
Member / Officer Relations Protocol	Website Hard Copy . Contact: Christine Ryder	Free 10p/sheet
Hospitality & Gifts Policy	Website Hard Copy . Contact: Christine Ryder	Free 10p/sheet
Comments & Complaints Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Information security policy	Do not have a specific policy, covered in Data Protection and Document Retention Policies	
Document Retention and Disposal Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Data Protection Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Freedom of Information Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Confidential Reporting	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Maternity Leave Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Paternity Leave Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet

Parental Leave Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Bereavement Leave Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Adoption Leave Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Special Leave Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Smoking Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Mobile Phone Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Grievance Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Redundancy Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Capability & Disciplinary Policy & Procedure	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Discretionary Payments Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Sickness Absence Policy & Procedure	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Dignity at Work Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Recruitment Policies (including current vacancies)	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Schedule of charges (for the publication of information)	Website Hard Copy . Contact: Dan Austin	Free 10p/sheet

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	Cost
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)		
Assets Register	Available by inspection only Contact Officer: Dan Austin	No copies
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Available by inspection only Contact Officer: Christine Ryder	No copies
Register of members' interests	Available by inspection only Contact Officer: Christine Ryder	No copies
Register of gifts and hospitality	Available by inspection only Contact Officer: Christine Ryder	No copies
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	Cost
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Website Hard Copy . Contact: Vicky Bozeate	Free 10p/sheet
Burial grounds (closed churchyards - none)	Website Hard Copy . Contact: Don Thompson	Free 10p/sheet
Community centres and village halls	None in town Council ownership	
Parks, playing fields and recreational facilities	Website Hard Copy . Contact: Don Thompson	Free 10p/sheet
Seating, litter bins, memorials and lighting (clocks . none)	Website Hard Copy . Contact: Don Thompson	Free 10p/sheet
Bus shelters	Website Hard Copy . Contact: Don Thompson	Free 10p/sheet

Markets	Website Hard Copy . Contact: Andrew Bailey	Free 10p/sheet
Public conveniences	None in Town Council ownership	
Oakleaf Sports Complex	Website Hard Copy . Contact: Judith Simpson	Free 10p/sheet
Oakleaf Golf Complex	Website Hard Copy . Contact: Neil Whinham	Free 10p/sheet
Agency agreements	None at this time	
Special Events: OAP Trips Great Aycliffe Show	Website Hard Copy . Contact: Marie Robinson	Free 10p/sheet
Special Events: Fun in the Parks Firework Display Santa Tours	Website Hard Copy . Contact: Marilyn Miller	Free 10p/sheet
Newsletters	Website Hard Copy . Contact: Christine Ryder	Free 10p/sheet
Civic Events	Website Hard Copy . Contact: Christine Ryder	Free 10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard Copy . Contact: Christine Ryder	Free 10p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	(hard copy or website)	Cost
Health and Safety Policy and file	Hard Copy . Contact: Andrew Bailey	10p/sheet
Anti-Fraud & Corruption Policy	Website Hard Copy . Contact: Internal Auditor	Free 10p/sheet
Exclusion Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Have your say ò	Website only	Free 10p/sheet
Child Protection Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet

Criminal Records Bureau Check Policy	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Training Statement of Intent	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet
Business Continuity Plan	Website Hard Copy . Contact: Chrissy Walton	Free 10p/sheet

* an additional £1.00 fee and the appropriate postage and packing will be charged for these documents.

Contact details: Great Aycliffe Town Council, Council Offices, School Aycliffe Lane, Newton Aycliffe, Co. Durham DL5 6QF. Telephone: 01325 300700 Fax: 01325 301053 Email: info@great-aycliffe.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement / Preparation cost	Photocopying @ 10p per sheet (black & white)	Actual cost (B&W photocopy 0.43 pence), including officer time
	Photocopying @ 10p per sheet (colour)	Actual cost (colour copy 4.69 pence), including officer time
Other	DVD / CD / Video / Cassette	Actual cost to prepare, including officer time and equipment
	Alternative Language	Actual cost to prepare, including translator costs
	Binding £1.00	£1.00, including officer time
Postage	Postage 2 nd class Royal Mail	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None at this time	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority