

# Great Aycliffe Town Council



## Model Publication Scheme

|                                |                              |              |
|--------------------------------|------------------------------|--------------|
| <b>Author of Policy:</b>       | Corporate and Policy Officer |              |
| <b>Policy Effective from :</b> | October 2008                 |              |
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|                                | August 2016                  | April 2025   |
|                                |                              |              |

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## **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 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 information classes 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 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              |
|--|--|-------------------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts) | (Hard Copy and/or Website / Email)                                 |                   |
| Who's who on the Council and its Committees  | Website/email<br>Hard copy – Contact: Senior Admin Officer         | Free<br>10p/sheet |
| Contact Details for Parish Clerk   | Website/email<br>Hard copy – Contact: Senior Admin Officer         | Free<br>10p/sheet |
| Contact Details for Council Members  | Website/email<br>Hard copy – Contact: Senior Admin Officer         | Free<br>10p/sheet |
| Senior Officer Contact Details   | Website/email<br>Hard copy – Contact: Senior Admin Officer         | Free<br>10p/sheet |
| Location of Main Council Office and Accessibility Details  | Website/email<br>Hard copy – Contact: Senior Admin Officer         | Free<br>10p/sheet |
| Staffing Structure   | Website/email<br>Hard copy – Contact: Corporate and Policy Officer | Free<br>10p/sheet |

| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | (hard copy and/or website)   | Cost              |
|---|--|-------------------|
| Annual Governance and Accountability Return*  | Website/email<br>Hard Copy – Contact: Finance Manager                    | Free<br>10p/sheet |
| Finalised Annual Budget   | Website/email<br>Hard Copy – Contact: Finance Manager                    | Free<br>10p/sheet |
| Annual External Audit Report  | Website/email<br>Hard Copy – Contact: Finance Manager                    | Free<br>10p/sheet |
| Precept Form  | Website /email<br>Hard Copy – Contact: Finance Manager                   | Free<br>10p/sheet |
| Financial Standing Orders and Regulations   | Website/email<br>Hard Copy – Contact: Finance Manager                    | Free<br>10p/sheet |
| Grants given and received   | Website/email – P&R Minutes<br>Hard Copy – Contact: Senior Admin Officer | Free<br>10p/sheet |
| List of current contracts awarded and value of contract (over £5,000)   | Website/email<br>Hard Copy – Contact: Finance Manager                    | Free<br>10p/sheet |
| Members' allowances and expenses  | Website/email – AGM Minutes<br>Hard Copy – Contact: Finance Manager      | Free<br>10p/sheet |
| Medium Term Financial Plan *  | Website/email<br>Hard Copy – Contact: Finance Manager                    | Free<br>10p/sheet |
| Treasury Management Code of Practice *  | Website/email<br>Hard Copy – Contact: Finance Manager                    | Free<br>10p/sheet |
| Purchase Ordering and Payment for Goods and Services Policy and Income Collection and Debt Recovery Policy  | Website/email<br>Hard Copy – Contact: Finance Manager                    | Free<br>10p/sheet |
| Payments Over £500  | Website/email<br>Hard Copy – Contact: Finance Manager                    | Free<br>10p/sheet |
| Retirement and Pensions Policy  | Website/email<br>Hard Copy – Contact: Finance Manager                    | Free<br>10p/sheet |
| Officers' and Members' Allowances Schemes   | Website/email<br>Hard Copy – Contact: Finance Manager                    | Free<br>10p/sheet |

| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website)  | Cost              |
|--|---|-------------------|
| Aims and Targets Summary   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer  | Free<br>10p/sheet |
| Town Council Service Delivery Plan   | Website /email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Annual Report (current and previous year as a minimum)   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer  | Free<br>10p/sheet |
| Performance Reports (Aims and Targets Outturn Reports)   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer  | Free<br>10p/sheet |
| Performance Management Framework   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer  | Free<br>10p/sheet |
| Risk Management Strategy   | Website /email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Survey Results   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer  | Free<br>10p/sheet |
| Works and Environment Service Plan *   | Website/email<br>Hard Copy – Contact: Works & Environment Manager | Free<br>10p/sheet |
| Oakleaf Sports Complex Service Plan *  | Website/email<br>Hard Copy – Contact: Sports Complex Manager      | Free<br>10p/sheet |
| Finance Service Plan *   | Website/email<br>Hard Copy – Contact: Finance Manager             | Free<br>10p/sheet |
| Pre-School Service Plan *  | Website/email<br>Hard Copy – Contact: Pre-School Manager          | Free<br>10p/sheet |
| Golf Complex Service Plan *  | Website/email<br>Hard Copy – Contact: Head of Leisure and Events  | Free<br>10p/sheet |

| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum  | (hard copy or website)                                     | Cost              |
|---|--|-------------------|
| Timetable of Meetings (Council, any Committee or Sub-Committee meetings and Parish Meetings)  | Website/email<br>Hard Copy – Contact: Senior Admin Officer | Free<br>10p/sheet |
| Agendas of Meetings (as above)  | Website/email<br>Hard Copy – Contact: Senior Admin Officer | Free<br>10p/sheet |
| Minutes of Meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.  | Website/email<br>Hard Copy – Contact: Senior Admin Officer | Free<br>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/email<br>Hard Copy – Contact: Senior Admin Officer | Free<br>10p/sheet |
| Responses to Consultation Papers  | Hard Copy/email – Contact: Corporate & Policy Officer      | 10p/sheet         |
| Responses to Planning Applications  | Hard Copy/email – Contact: Corporate & Policy Officer      | Free<br>10p/sheet |
| Bye-Laws  | Hard Copy/email - Contact: Town Clerk                      | 10p/sheet         |

| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only | (hard copy or website/email)                                     | Cost              |
|---|--|-------------------|
| Policies and Procedures for the Conduct of Council Business: Council Constitution   | Website/email<br>Hard Copy – Contact: Town Clerk                 | Free<br>10p/sheet |
| Committee and Sub-Committee Terms of Reference (Powers and Duties)  | Website/email<br>Hard Copy – Contact: Senior Admin Officer       | Free<br>10p/sheet |
| Member and Officers' Code of Conduct  | Website/email<br>Hard Copy – Contact: Senior Admin Officer       | Free<br>10p/sheet |
| Member and Officer Relations Protocol   | Website/email<br>Hard Copy – Contact: Senior Admin Officer       | Free<br>10p/sheet |
| Comments and Complaints Policy  | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Document Retention and Disposal Policy  | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Data Protection Policy  | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Freedom of Information Policy   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Confidential Reporting Policy   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Maternity, Adoption and Surrogacy Leave Policy  | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Paternity Leave Policy  | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Parental Leave Policy   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Special Leave Policy  | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| No Smoking Policy   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Mobile Phone Policy   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |

|   |  |                   |
|---|--|-------------------|
| Grievance Policy  | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Redundancy Policy   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Performance Management Policy & Procedure                         | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Disciplinary Policy   | Website/email<br>Hard Copy – Contact: Amanda Donald              | Free<br>10p/sheet |
| Discretionary Payments Policy                                     | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Sickness Absence Policy & Procedure                               | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Anti-Bullying and Harassment Policy                               | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Recruitment Policies (including current vacancies)                | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Schedule of Fees and Charges (for the publication of information) | Website/email<br>Hard Copy – Contact: Finance Manager            | Free<br>10p/sheet |
| Annual Leave Procedure  | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Recruitment Procedure   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Commendations Protocol  | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Entry to Council Meetings   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Honorary Freeman of the Town Policy                               | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Statement of Community Engagement                                 | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Equality and Diversity Policy                                     | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| IT, Computer and Communications Policy                            | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Flexible Working Policy   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |

|   |  |                   |
|---|--|-------------------|
| Lone Working Policy                     | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Appeal Process and Procedure            | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Public Filming and Recording Policy     | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Shared Parental Leave Policy            | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| CCTV Code of Practice                   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Child & Adult Safeguarding Policy       | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Exclusion Policy                        | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Photography and Filming Children Policy | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Drone & Model Aircraft Policy           | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |

|  |  |                   |
|--|--|-------------------|
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only  | (hard copy or website; some information may only be available by inspection) | Cost              |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)               |  |                   |
| Asset Register   | Available by inspection only<br>Contact Officer: Finance Manager             | 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) | Website/email<br>Hard Copy - Contact: Senior Admin Officer                   | No copies         |
| Register of members' pecuniary interests   | Website/email<br>Hard Copy - Contact: Senior Admin Officer                   | No copies         |
| Register of gifts and hospitality  | Website/email<br>Hard Copy - Contact: Senior Admin Officer                   | No copies         |
| Members' Attendances Register  | Website – AGM Minutes<br>Hard Copy – Contact: Senior Admin Officer           | Free<br>10p/sheet |

| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | (hard copy or website; some information may only be available by inspection) | Cost              |
|--|--|-------------------|
| Allotments   | Website/email<br>Hard Copy – Contact: Corporate Assistant                    | Free<br>10p/sheet |
| Cemeteries and Burial Grounds  | Website/email<br>Hard Copy – Contact: Cemeteries Officer                     | Free<br>10p/sheet |
| Parks, Play Areas, Playing Fields and Recreational Facilities  | Website/email<br>Hard Copy – Contact: Works and Environment Manager          | Free<br>10p/sheet |
| Seating, Litter Bins, Memorials and Lighting   | Website/email<br>Hard Copy – Contact: Works & Environment Manager            | Free<br>10p/sheet |
| Bus Shelters   | Website/email<br>Hard Copy – Contact: Works & Environment Manager            | Free<br>10p/sheet |
| Oakleaf Sports Complex   | Website/email<br>Hard Copy – Contact: Sports Complex Manager                 | Free<br>10p/sheet |
| Oakleaf Golf Complex   | Website/email<br>Hard Copy – Contact: Golf Administrator                     | Free<br>10p/sheet |
| Pre-School   | Website/email<br>Hard Copy – Contact: Pre-School Manager                     | Free<br>10p/sheet |
| Special Events   | Website/email<br>Hard Copy – Contact: Head of Leisure & Events               | Free<br>10p/sheet |
| Newsletters  | Website/email<br>Hard Copy – Contact: Senior Admin Officer                   | Free<br>10p/sheet |
| Civic Events   | Website/email<br>Hard Copy – Contact: Senior Admin Officer                   | Free<br>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/email<br>Hard Copy – Contact: Finance Manager                        | Free<br>10p/sheet |

| <b>Additional Information</b><br>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  | Hard Copy – Town Clerk   | 10p/sheet         |
| Anti-Fraud and Corruption Policy  | Website/email<br>Hard Copy – Contact: Finance Manager            | Free<br>10p/sheet |
| Exclusion Policy  | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Have Your Say ...   | Website only   | Free<br>10p/sheet |
| Safeguarding Policies   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Disclosure and Barring Policy   | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Training Statement of Intent  | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Business Continuity Plan  | Website/email<br>Hard Copy – Contact: Corporate & Policy Officer | Free<br>10p/sheet |
| Asset Management Plan   | Website/email<br>Hard Copy – Contact: Town Clerk                 | Free<br>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 Email: [info@great-aycliffe.gov.uk](mailto:info@great-aycliffe.gov.uk) \* the actual cost incurred by the public authority

## Schedule Of Charges

| <b>TYPE OF CHARGE</b>                  | <b>DESCRIPTION</b>                           | <b>BASIS OF CHARGE</b>   |
|--|--|--|
| <b>Disbursement / Preparation cost</b> | 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           |
| <b>Other</b>                           | DVD / CD                                     | 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  |
| <b>Postage</b>                         | Postage 2 <sup>nd</sup> class Royal Mail     | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
| <b>Statutory Fee</b>                   | None at this time                            | In accordance with the relevant legislation (quote the actual statute) |

