



PENRYN TOWN COUNCIL

Model Publication Scheme

This model publication scheme is based on a scheme prepared and approved by the Information Commissioner. This publication scheme commits Penryn Town 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 Town 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

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 Council.

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 Council 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 the Council, 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, the Council 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 the Council 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 Council 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 the Council 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 Penryn Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website and hard copy	5p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and hard copy	5p/sheet
Location of main Council office and accessibility details	Website and hard copy	5p/sheet
Staffing structure	Website and hard copy	
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website and hard copy	5p/sheet

Finalised budget	Website and hard copy	5p/sheet
Precept	Website and hard copy	5p/sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website and hard copy	5p/sheet
Grants given and received	Website and hard copy	5p/sheet
List of current contracts awarded and value of contract	Website and hard copy	5p/sheet
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website and hard copy	5p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and hard copy	5p/sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	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 (Council, any committee/sub-committee meetings and parish meetings)	Website and hard copy	5p/sheet
Agendas of meetings (as above)	Website and hard copy	5p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website and hard copy	5p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website and hard copy	5p/sheet

Responses to consultation papers	Website and hard copy	5p/sheet
Responses to planning applications	Website and hard copy	5p/sheet
Bye-laws	N/A	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website and hard copy Website and hard copy Website and hard copy Website and hard copy Website and hard copy</p>	<p>5p/sheet 5p/sheet 5p/sheet 5p/sheet 5p/sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Website and hard copy Website and hard copy Website and hard copy Website and hard copy Website and hard copy Website and hard copy</p>	<p>5p/sheet 5p/sheet 5p/sheet 5p/sheet 5p/sheet 5p/sheet</p>

Information security policy	Website and hard copy	5p/sheet
Records management policies (records retention, destruction and archive)	Website and hard copy	5p/sheet
Data protection policies	Website and hard copy	5p/sheet
Schedule of charges (for the publication of information)	Website and hard copy	5p/sheet
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)	N/A	
Assets Register	By inspection	
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)	N/A	
Register of members' interests	Website and hard copy	5p/sheet
Register of gifts and hospitality	Website and hard copy	5p/sheet
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	N/A	
Burial grounds and closed churchyards	Website and hard copy	5p/sheet
Community centres and village halls	Website and hard copy	5p/sheet
Parks, playing fields and recreational facilities	Website and hard copy	5p/sheet
Seating, litter bins, clocks, memorials and lighting	By inspection	

Bus shelters	By inspection	
Markets	N/A	
Public conveniences	By inspection	
Agency agreements	By inspection	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website and hard copy	5p/sheet
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Appointments to outside bodies	Website and hard copy	5p/sheet
Councillor attendance records	Website and hard copy	5p/sheet
Community grants	Website and hard copy	5p/sheet
Saracen Award winners	Website and hard copy	5p/sheet

Contact details:

Michelle Davey
Town Clerk
Penryn Town Council
Saracen House
Higher Market Street
Penryn
TR10 8HU

Tel: 01326 373086

Email: townclerk@penryntowncouncil.co.uk

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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage – Royal Mail postage rates	Actual cost of Royal Mail standard 2 nd class (1 st class available on request and at cost)
Statutory Fee	None	N/A
Other	None	N/A

* the actual cost incurred by the public authority