



# SHREWSBURY TOWN COUNCIL

## Freedom of Information 2000 Publication Scheme

### AIMS OF THE POLICY

This publication scheme is based upon the model Freedom of Information 2000 Publication Scheme prepared and approved by the Information Commissioner. The Publication Scheme commits Shrewsbury 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 available at <https://ico.org.uk/>.

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 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 and 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 Town 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 Town 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 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.

**SHREWSBURY TOWN COUNCIL**  
**INFORMATION AVAILABLE UNDER THE PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost	
<b>CLASS 1 Who are we and what do we do (organisational information, structures locations and contacts)</b>			
Who's who on the Council and its committees	Website Hard Copy	10p/sheet	
Contact details for Town Clerk and Council Members named contacts where possible with telephone number and email address	Website Hard copy	10p/sheet	
<b>CLASS 2 – What we spend and how we spend it</b> (financial information relating to projected and actual income and expenditure, procurement contracts and financial audit)			
Annual return form and report by auditor	Hard Copy	10p/sheet	
Finalised budget	Hard Copy	10p/sheet	
Precept	Hard Copy	10p/sheet	
Borrowing Approval Letter	n/a	10p/sheet	
Financial Standing Orders and Regulations	Hard Copy	10p/sheet	
Grants given and received	Hard Copy	10p/sheet	
List of current contracts awarded and value of contract	Hard copy	10p/sheet	
Members allowances and expenses	Hard Copy	10p/sheet	
<b>CLASS 3 What our priorities are and how we are doing</b> (strategies and plans, performance indicators, audits, inspections and reviews)			
Parish Plan (current and previous year as a minimum)	Hard copy	Individual copies free. Multiple requests 10p/sheet	
Annual Report to Parish and Community Meeting (current and previous year as a minimum)	Hard copy	Individual copies free. Multiple requests 10p/sheet	
Quality Status	n/a		
Local Charters drawn up in accordance with DCLG guidelines	n/a		
<b>CLASS 4 How we make decisions (decision making processes and records of decisions)</b>			
Timetable of meetings (Council any committee/subcommittee meetings and parish meeting)	Website Hard copy	10p/sheet	
Agendas of meetings (as above)	Website Hard copy e-mail	10p/sheet* Free	* free at meeting
Minutes of meetings (as above) – Note this will exclude information that is properly provided as private to the meeting	Web Site Hard copy	10p/sheet	
Reports presented to Council meetings - Note this will exclude information that is	Website Hard Copy	10p/sheet	

properly provided as private to the meeting			
Responses to consultation papers	Hard Copy	10p/sheet	
Responses to planning applications	Hard Copy	10p/sheet	
Bye laws	Hard Copy	10p/sheet	
<b>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</b>			
Polices and procedures for the conduct of Council business	Hard copy	10p/sheet	
Procedural standing orders			
Committee and sub committee terms of reference	Hard Copy	10p/sheet	
Delegated authority in respect of officers	Hard Copy	10p/sheet	
Codes of Conduct	Hard Copy	10p/sheet	
Policy Statements	Hard Copy	10p/sheet	
Polices and Procedures for the provision of services and about employment of staff	Hard Copy	10p/sheet	
Internal policies relating to the delivery of services	Hard copy	10p/sheet	
Equality and diversity policy	Hard copy	10p/sheet	
Health and Safety Policy	Hard copy	10p/sheet	
Recruitment Polices including current vacancies	Hard copy	10p/ sheet	
Polices and procedures for handling requests for information			
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	10p/sheet	
Information security policy	Hard copy	10p/sheet	
Records management policy (records retention, destruction and archive)	Hard Copy	10p/sheet	
Data Protection policies			
Schedule of charges (for the publication of information)	Hard copy	10p/sheet	
<b>CLASS 6 Lists and Registers</b>			
<b>Currently maintained lists and registers only</b>			
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing provisions will suffice)			
Assets register	Hard copy	10p/sheet	
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	Hard copy	10p/sheet	
Register of gifts and hospitality	Hard copy	10p/sheet	
<b>Class 7 - The services we offer</b>			
<b>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</b>			
Current information only			
Allotments	Website Hard Copy	10p/sheet	

Burial Grounds and closed churchyards	Hard Copy	10p/sheet	
Community centres and village halls	Inspection if applicable	Free (by appointment)	
Parks playing fields and recreational facilities	Hard Copy Inspection if applicable	10p/sheet Free (by appointment)	
Seating litter bins, clocks, memorials and lighting	Hard Copy Inspection if applicable	10p/sheet Free (by appointment)	
Bus shelters	Hard Copy Inspection if applicable	10p/sheet Free (by appointment)	
Markets	Hard Copy	10p/sheet	
Public conveniences	Hard Copy	10p/sheet	
Agency agreements	Hard Copy	10p/sheet	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hardcopy	10p/sheet	

### Contact Details

To obtain hard copies please contact the Town Council at:

Riggs Hall  
The Library  
Castle Gates  
Shrewsbury  
SY1 2AS

Tel: 01743 281010

e-mail: [enquiries@shrewsburytowncouncil.gov.uk](mailto:enquiries@shrewsburytowncouncil.gov.uk)

Information available on the Council's website can be viewed at:

[www.shrewsburytowncouncil.gov.uk](http://www.shrewsburytowncouncil.gov.uk)

### Schedule of Charges:

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per sheet black and white Photocopying @25p per sheet colour	Actual cost
	Postage and Packing	Actual cost of standard 2 <sup>nd</sup> class postage and materials.

Information can also be inspected by appointment at the Council's offices at Riggs Hall, The Library, Castle Gates, Shrewsbury. Such inspection is free of charge unless any fees or undue expenditure is incurred by the Council, which will be charged at cost.

<b>Approved by Financial and General Purposes Committee</b>	
<b>Adopted by Council</b>	
<b>Review Date</b>	