

THE MODEL PUBLICATION SCHEME

INFORMATION AVAILABLE FROM BLACKWATER AND HAWLEY TOWN COUNCIL  
ADOPTED 8<sup>th</sup> DECEMBER 2008

<b>Information to be published</b>	<b>How the information Can be obtained</b>	<b>Cost</b>
<b><u>Class 1 – Who we are and what we do</u></b>		
Who's who on the Council and its Committees	Hard Copy/Web Page	Free
Contact details for Executive Officer and Council Members (named contacts where possible with telephone numbers and email address (if used))	Hard Copy/Web Page	Free
Location of main Council office and accessibility details.	Hard Copy/Web Page	Free
Staffing structure	Hard Copy	Free
<b><u>Class 2 – What we spend and how we spend it</u></b>		
Annual return form and report by auditor	Hard Copy	*10p
Finalised budget	Hard Copy	*10p
Precept	Hard Copy	*10p
Financial Standing Orders and Regulations	Hard Copy	*10p
Grants given and received	Hard Copy	*10p
List of current contracts awarded and value of contract.	Hard Copy	*10p
<b><u>Class 3 – What our priorities are and how we are doing</u></b>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	Free
Quality status accreditation	Hard Copy/Web Page	Free
<b><u>Class 4 – How we make decisions</u></b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy/Web Page	Free
Agendas of meetings (as above)	Hard Copy/Web Page	Free for forthcoming. *10p for previous ones
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Web Page	Free for current, approved by Council. *10p for previous ones
Reports presented to Council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Free for current. *10p for previous ones
Responses to consultation papers	Hard Copy	Free for current. *10p for previous ones
Responses to planning applications.	Hard Copy/Web Page	Free

<b><u>Class 5 – Our policies and procedures</u></b>		
Policies and procedures for the conduct of Council business:		
Procedural standing orders	Hard Copy	*10p
Committee and sub-committee terms of reference	Hard Copy	*10p
Delegated authority in respect of officers	Hard Copy	*10p
Councillor’s Code of Conduct	Hard Copy/Web Page	*10p
Councillor’s Code of Conduct undertaking	Hard Copy/Web Page	*10p
Councillor’s declaration of acceptance of office	Hard Copy/Web Page	*10p
Policies and procedures for the provision of services and about the employment of staff:		
Equality and diversity policy	Hard Copy	*10p
Health and safety policy	Hard Copy	*10p
Policies and procedures for handling requests for information	Hard Copy	*10p
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	Free
Information security policy	Hard Copy	*10p
Records management policies (records retention, destruction and archive)	Hard Copy	*10p
Data protection policies	Hard Copy	*10p
Schedule of charges (for the publication of information)	Hard Copy	Free
<b><u>Class 6 – Lists and Registers</u></b>		
Assets Register	Hard Copy	*10p
Councillor’s register of interests	Hard Copy/Web Page	*10p
Councillor’s register of gifts and hospitality	Hard Copy/Web Page	*10p
<b><u>Class 7 – The services we offer</u></b>		
Outdoor and indoor leisure and recreation facilities, community halls, amenities, information point, cemetery, seating, litter bins, memorials, street lighting	Hard Copy/Web Page	Free

## **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of this guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	* Photocopying @ 10p for A4 black on white-one side	Cost of paper, photocopying, staff time - 10p per sheet
	Postage	Additional cost of Royal Mail standard second class
	To collect personally	Free