

THE MODEL PUBLICATION SCHEME

INFORMATION AVAILABLE FROM BLACKWATER AND HAWLEY TOWN COUNCIL
ADOPTED 8th DECEMBER 2008

Information to be published	How the information Can be obtained	Cost
<u>Class 1 – Who we are and what we do</u>		
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
<u>Class 2 – What we spend and how we spend it</u>		
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
<u>Class 3 – What our priorities are and how we are doing</u>		
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
<u>Class 4 – How we make decisions</u>		
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

<u>Class 5 – Our policies and procedures</u>		
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
<u>Class 6 – Lists and Registers</u>		
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
<u>Class 7 – The services we offer</u>		
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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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