

# FOI Model Publication Scheme 2023

RESPONSIBLE COMMITTEE: P&F

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*This is a policy/procedure document of Saltash  
Town Council to be followed by both Town  
Council Members and Employees.*

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<b>Current Document Status</b>			
<b>Version</b>	2023	<b>Approved by</b>	ATM
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05/2021	2021	AJT	ATM 20.05.2021	46/21/22c(ix)	Reviewed & updated from ICO model.
05/2022	2022	AJT	ATM 05.05.2022	54/22/23b(vii)	Readopted.
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(vi)	Readopted.

<b>Document Retention Period</b>
Until superseded

# Saltash Town Council

## FREEDOM OF INFORMATION ACT 2000

### GUIDE TO CLASSES OF INFORMATION AVAILABLE

This guide details what information is readily available from Saltash Town Council under the Freedom of Information Act 2000 Model Publication Scheme. The Model Publication Scheme issued by the Information Commissioner was adopted by Saltash Town Council on 5<sup>th</sup> May 2022. Any information not listed may be requested, in writing, but may not always be available for reasons outside the control of the Town Council e.g. personal information covered by the Data Protection Act 2018 and UKGDPR. However, each request for information will be treated according to its merits and where information cannot be made available, the reasons will be given.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who we are and what we do</b> Organisational information, structures, locations and contacts This will be current information only		
Who's who on the Town Council and its Committees	Website Hard Copy	Free 20p or 35p/sheet
Contact details for Town Clerk and Town Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 20p or 35p/sheet
Location of main Town Council office and accessibility details	Website Hard Copy	Free 20p or 35p/sheet
Staffing structure The current staffing structure is available on the <a href="#">Town Council Staff</a> page Current vacancies can be viewed on the <a href="#">Job Vacancies</a> page	Website Hard Copy	Free 20p or 35p/sheet

Information to be published	How the information can be obtained	Cost
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>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 external auditor	Website Hard Copy	Free 20p or 35p/sheet
Annual Accounts	Website Hard Copy	Free 20p or 35p/sheet
Finalised budget	Website Hard Copy	Free 20p or 35p/sheet
Precept	Website Hard Copy	Free 20p or 35p/sheet
Borrowing Approval letter	Hard Copy	20p or 35p/sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 20p or 35p/sheet
Grants given and received	Website Hard Copy	Free 20p or 35p/sheet
List of current contracts awarded and value of contract	Website Hard Copy	Free 20p or 35p/sheet
Members' allowances and expenses	Hard Copy	20p or 35p/sheet

Information to be published	How the information can be obtained	Cost
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
Policy Plan	Website Hard Copy	Free 20p or 35p/sheet
Financial Management Strategy	Website Hard Copy	Free 20p or 35p/sheet
Short, medium and long term financial strategy	Website Hard Copy	Free 20p or 35p/sheet
Annual Report to Parish	Website Hard Copy	Free 20p or 35p/sheet
Internal Audit Reports	Website Hard Copy	Free 20p or 35p/sheet

Information to be published	How the information can be obtained	Cost
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous Town Council year as a minimum</p>		
Timetable of meetings	Website Hard Copy	Free 20p or 35p/sheet
Agendas of meetings	Website Hard Copy	Free 20p or 35p/sheet
Minutes of meetings	Website Hard Copy	Free 20p or 35p/sheet
Reports presented to Town Council meetings	Website Hard Copy	Free 20p or 35p/sheet
Reponses to consultation papers <a href="http://saltash.gov.uk">Consultations (saltash.gov.uk)</a>	Website Hard Copy	Free 20p or 35p/sheet
Responses to planning applications	Website Hard Copy	Free 20p or 35p/sheet

Information to be published	How the information can be obtained	Cost
<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities).            Current information only</p>		
<p>Policies and procedures for the conduct of Town Council business:</p> <p>Standing Orders            Financial Regulations            Committee and Sub-Committee Terms of Reference            Delegated authority in respect of officers            Members’ Code of Conduct            Policy statements</p>	<p>Website            Hard Copy</p>	<p>Free            20p or            35p/sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality and Diversity policy            Health and Safety policy            Recruitment policies (including current policies)            Policies and procedures for handling requests for information            Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website            Hard Copy</p>	<p>Free            20p or            35p/sheet</p>
<p>Information security policy</p>	<p>Website            Hard Copy</p>	<p>Free            20p or            35p/sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website            Hard Copy</p>	<p>Free            20p or            35p/sheet</p>
<p>Data protection policies</p>	<p>Website            Hard Copy</p>	<p>Free            20p or            35p/sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website            Hard Copy</p>	<p>Free            20p or            35p/sheet</p>

Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only – some information may only be available by personal visit and inspection.		
Any publicly available register or list	Personal visit by appointment & inspection	
Burials Register	Personal visit by appointment & inspection	
Assets Register	Personal visit by appointment & inspection	
Freedom of Information Disclosure Log	Website Hard Copy	Free 20p or 35p/sheet
Register of members' interests  A link is provided on the <a href="#">Data Transparency Page</a> to the Register of Members' Interests on the Cornwall Town Council website	Website Hard Copy	Free 20p or 35p/sheet



Information to be published	How the information can be obtained	Cost
<p><b>Class 7 – The services we offer</b>  Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Some information may only be available by personal visit and inspection.</p> <p>The <a href="#">Portfolios</a> on the Town Council website contain information about land and property.</p>		
Allotments	Website Hard Copy	Free 20p or 35p/sheet
Burial grounds and closed churchyards	Website Hard Copy	Free 20p or 35p/sheet
Saltash Library Hub	Website Hard Copy	Free 20p or 35p/sheet
Parks, footpaths and recreational facilities	Website Hard Copy	Free 20p or 35p/sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy	Free 20p or 35p/sheet
Bus shelters	Website Hard Copy	Free 20p or 35p/sheet
Public conveniences	Website Hard Copy	Free 20p or 35p/sheet
Agency agreements	Hard Copy	20p or 35p/sheet
<p>A summary of services for which the Town Council is entitled to recover a fee, together with those fees</p> <p>This can be found in the Fees &amp; Charges on the <a href="#">Facilities for Hire</a> page of the website</p>	Website Hard Copy	Free 20p or 35p/sheet

## Schedule of charges

<b>Type of charge</b>	<b>Description</b>	<b>Basis of charge</b>
Disbursement cost	Photocopying @ 20p per sheet (B&W)	Actual cost
	Photocopying @ 35p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory fee		In accordance with the relevant legislation (quote statute)