



NESTON TOWN COUNCIL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits Neston 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 authority. 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 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.

Who we are and what we do?

Neston is a town with a population of approximately 15,500. The Town Council offices are based at the Neston Town Hall, High Street, Neston, CH64 9TR. There are 17 Councillors representing 5 wards.

The Council has agreed their strategic objectives.

Neston Town Council contact details are:

Telephone: 0151 336 3840

Email: council@nestontowncouncil.org.uk

Web: www.neston.org.uk

Council Manager: Mrs A Kunaj

Approved at the Annual meeting of the council 16.05.17

Town Councillor contact details can be found on the Council's website.

Neston Town Council employs two full time members of staff:

- Council Manager
- Governance & Operations Manager

And four part time members of staff:

- Finance Manager
- Assets & Events Manager
- Market and Estates Manager
- Support Officer

The Council Structure and its Committees will be confirmed at the Annual Meeting of the Council on 16.05.17.

How can information be obtained?

Information contained in the Neston Town Council Publication Scheme will be made available in a number of ways. However, please note that information is not necessarily available in all formats.

- By post. Requests should be submitted in writing to:-

Mrs A Kunaj – Council Manager
Neston Town Council
Neston Town Hall
High Street
Neston
CH64 9TR

Our aim will be to despatch the information requested within 20 working days from receipt of any fee applicable (see below).

- E-mail. Our address is council@nestontowncouncil.org.uk
- Website. Our address is www.neston.org.uk
- By phone. Our telephone number is 0151 336 3840.
Phone between the hours of 9.00 – 12.00 Monday – Friday.

Please note that whilst we may be able to provide certain information on demand, it is advisable to make an appointment if more detailed or complex information is require.

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.

Approved at the Annual meeting of the council 16.05.17

Will a charge be made?

Some information requested under this scheme is available free of charge – for example if it is available for download from the Town Council’s website. For other information a charge may be levied. Where levied, there will be a minimum charge of £1 which will include the copying of up to 5 A4 pages. There will be an additional charge of 20p for each additional page requested.

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.

Who will maintain the scheme and where can I find more information?

The publication scheme will be maintained on behalf of the Town Council by the Council Manager. Issues concerning the Town Council’s compliance with the Freedom of Information Act should be addressed, in the first instance, to the Council Manager.

Information can be obtained from the Information Commissioner who is responsible for enforcing the operation of the publication scheme. The address is:-

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Review

The Town Council will review the scheme annually.

ADOPTION OF THE PUBLICATION SCHEME

Neston Town Council has adopted the Model Scheme for Local Councils produced in accordance with Section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signed.....

Council Manager

Date (upon approval at the Annual Meeting of the Council 16.05.17)

Information available from Neston Town Council under the model publication scheme

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) Current and previous financial year as a minimum	(Hard copy and/or website)	Cost
Annual return form and report by auditor	Hard copy/website	20p per sheet/Free
Finalised budget	Hard copy	20p per sheet
Precept	Hard copy	20p per sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy/website	20p per sheet/Free
Grants given and received	Hard copy	20p per sheet
List of current contracts awarded and value of contract	Hard copy	20p per sheet

SPECIFIC EXCLUSIONS: All commercially sensitive information, e.g. quotations and tenders. This information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy and/or website	Cost
Strategic Objectives	Hard copy/website	20p per sheet/Free
Town/Parish Plan (current and previous year as a minimum)	N/A	
Neighbourhood Plan	Hard copy/Website only	Free
Annual Report (current and previous year as a minimum)	Hard copy/website	20p per sheet/Free
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	Hard copy and/or website	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and council meetings)	Hard copy/website	20p per sheet/Free
Agendas of meetings (as above)	Hard copy/website	20p per sheet/Free
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy/website	20p per sheet/Free
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy	20p per sheet
Responses to consultation papers	Hard copy	20p per sheet
Responses to planning applications	Hard copy/website	20p per sheet/Free
Bye-laws	N/A	

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy and/or website	Cost
Policies and procedures for the conduct of council business:	Hard copy/website	20per sheet/Free
Procedural standing orders	Hard copy/website	20p per sheet/Free
Committee and sub-committee terms of reference	Hard copy/website	20p per sheet/Free
Delegated authority in respect of officers	Hard copy	20p per sheet
Code of Conduct	Hard copy/website	20p per sheet/Free
Policy statements	Hard copy/website	20p per sheet/Free
Policies and procedures for the provision of services and about the employment of staff:	Hard copy/website	20p per sheet/Free
Internal policies relating to the delivery of services	N/A	
Equality and diversity policy	Hard copy/website	20p per sheet/Free
Health and safety policy	Hard copy/website	Free
Recruitment policies (including current vacancies)	Hard copy/website	Free
Policies and procedures for handling requests for information	Hard copy/website	20p per sheet/Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy/website	20p per sheet/Free
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard copy/website	20p per sheet/Free

Data protection policies	N/A	
Schedule of charges (for the publication of information)	Hard copy/website	20p per sheet/Free

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)	Hard copy and/or website	Cost
Assets Register	Hard copy/website	20p per sheet/Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by town councils)	N/A	
Register of members' interests	Hard copy/website	20p per sheet/Free
Register of gifts and hospitality	Hard copy	20p per sheet

GENERAL EXCLUSIONS: 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.

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	Hard copy and/or website	Cost
Allotments	Hard copy	20p per sheet
Burial grounds and closed churchyards	N/A	
Community centres and Town Hall	Hard copy	Free
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Hard copy	20p per sheet
Bus shelters	N/A	
Markets	Hard copy/website	20p per sheet/Free
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Additional Information

This will provide Council with the opportunity to publish information that is not itemised in the lists above		
None		

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 @ 20p per sheet (black & white)	*Actual cost 0.50p
	Photocopying @ 30p per sheet (colour)	*Actual cost 1.6p
	Postage 0.55p	*Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	In accordance with the relevant legislation (quote the actual statute)
Other	None	

*Actual cost incurred by Neston Town Council