



# PUBLICATION SCHEME

Approved by members on:.....17<sup>th</sup> May 2022  
Due for review.....May 2023





## **GREATER WELLINGTON 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 an authority 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 an authority:

- 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.

### **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, 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 authority.

**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 authority 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.

Signed.....

Dated.....

## Information available from Greater Willington Town Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            This will be current information only</p>		
Who's who on the Council and its Committees	Website Hard copy – contact Council Office	Free 15p per page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Council Office	Free 15p per page
Location of main Council office and accessibility details	Website Hard copy – contact Council Office	Free 15p per page
Staffing structure	Website Hard copy – contact Council Office	Free 15p per page
Democratic Structure	Website Hard copy – contact Council Office	Free 15p per page

<p><b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure and financial audit)  Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard copy – contact Council Office	Free 15p per page
Finalised budget	Website Hard copy – contact Council Office	Free 15p per page
Financial Standing Orders and Regulations	Website Hard copy – contact Council Office	Free 15p per page
Grants given and received	Hard copy – contact Council Office Newsletter	15p per page Free – Per Household
List of current contracts awarded and value of contract	Hard copy – contact Council Office	15p per page

<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Council Office	Free 15p per page
Quality status – nb as determined/awarded	Website Hard copy – contact Council Office	Free 15p per page
Local charters drawn up in accordance with DCLG guidelines – nb as required	Hard copy – contact Council Office	15p per page

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Council Office	Free 15p per page
Agendas of meetings (as above)	Hard copy – contact Council Office	15p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Council Office	Free 15p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Council Office	15p per page
Responses to consultation papers	Hard copy – contact Council Office	15p per page
Responses to planning applications	Website Hard copy – contact Council Offices	Free 15p per page
Bye-laws – nb as appropriate	N/a	

<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 council business:          Procedural Standing Orders          Committee and sub-committee terms of reference          Delegated authority in respect of officers          Code of Conduct          Policy statements</p>	<p>Website          Hard copy – contact Council Offices</p>	<p>Free          15p per page</p>
<p>Data protection policies</p>	<p>Website          Hard copy – contact Council Offices</p>	<p>Free          15p per page</p>
<p>Schedule of charges (for the publication of information)</p>	<p>See below</p>	

<p><b>Class 6 – Lists and Registers</b>          Currently maintained lists and registers only</p>	<p>(hard copy or website;          some information may only be available by inspection)</p>	
<p>Assets Register</p>	<p>Hard copy – contact Council Offices</p>	<p>15p per page</p>
<p>Register of members' interests</p>	<p>Hard copy – contact Council Offices          Website</p>	<p>15p per page          Free</p>
<p>Register of gifts and hospitality</p>	<p>Hard copy – contact Council Offices</p>	<p>15p per page</p>

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<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) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website Hard copy – contact Council Offices	Free 15p per page
Burial grounds and closed churchyards	N/a	
Community centres and village halls	N/a	
Parks, playing fields and recreational facilities	N/a	
Seating, litter bins, clocks, memorials and lighting	N/a	
Bus shelters	N/a	
Public conveniences	N/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact Council Offices	15p per page

### **Additional Information**

This will provide Councils with the opportunity to publish information that is not itemised in the lists above.

Town Council Newsletter	Website Hard Copy – contact Council Offices	Free 15p per page
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### **Contact details: Greater Willington Town Council**

67 High Street, Willington, Crook, Co. Durham, DL15 0PF

**Town Mayor: Councillor Ken Henfrey**

**Town Clerk: Helen Cogdon**

**Tel: 01388 417725**

**Email: [helen@gwtc.co.uk](mailto:helen@gwtc.co.uk)**

**Website: [www.gwtc.co.uk](http://www.gwtc.co.uk)**

## **SCHEDULE OF CHARGES**

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

### **TYPE OF CHARGE AND BASIS OF CHARGE**

#### **Disbursement cost**

Photocopying @ 15p per sheet (black & white)

Photocopying @ 25p per sheet (colour)

Postage Actual cost of Royal Mail standard 2<sup>nd</sup> class

#### **Statutory Fee**

In accordance with the relevant legislation (Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004