

NORTHAM TOWN COUNCIL

PUBLICATION SCHEME

Adopted by Northam Town Council on **tbc**.

	Name	Signature
Mayor	Cllr	
Town Clerk	Guy Langton	

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Version	Date	Note	Drafted by
V0.1	2022	First draft, reviewed by committee for presentation to Full Council.	Town Clerk
V0.2	16 th September 2026	Updated to align with current ico. requirements to reviewed by committee for presentation to Full Council.	Town Clerk

1. INTRODUCTION

1.1 The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities. Section 19 of the FOIA requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

1.2 The **ico.** advises that the scheme should specify:

- i. classes of information which the public authority publishes or intends to publish;
- ii. the manner in which information is to be published, for example, online or in hard copy; and
- iii. whether there is any charge for the information.

1.2 This document describes the information available from Northam Town Council under the model publication scheme and has been created with reference to Version 3 of the Information Commissioner's Office template.

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Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Current organisational information, structures, locations and contacts. Current information only).		
a) Who's who on the Council and its Committees b) List of Council members and their responsibilities as well a list of Council Committees c) Details of any representation on local public bodies d) Postal and email address e) Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) f) Location of main Council office and accessibility details g) Staffing structure	All information available free to access on the Council Website www.northamtowncouncil.gov.uk . Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk . Paper copies from the Town Council Offices for which a charge is made.	Free Free All items: 75p per A4 sheet; £1 per A3.

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Information to be published	How the information can be obtained	Cost
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 only as a minimum).		
a) Annual return form and report by auditor	All information available free to access on the Council Website www.northamtowncouncil.gov.uk .	Free
b) Statement of accounts and internal audit report in the format included in the Annual Return form		Free
c) Finalised budget	Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk .	Free
d) Precept		
e) Borrowing Approval letter	Paper copies from the Town Council Offices for which a charge is made.	All items: 75p per A4 sheet; £1 per A3.
f) All items of expenditure above £100		
g) Financial Standing Orders and Regulations		
h) Grants given and received		
i) List of current contracts awarded and value of contract		
j) Members' allowances and expenses		

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Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous year as a minimum)		
a) Annual governance statement in format included in the Annual Return form	All information available free to access on the Council Website www.northamtowncouncil.gov.uk .	Free
b) Northam Town Council Vision Statement & action plan		Free
c) Northam Town Council Neighbourhood Plan	Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk .	All items: 75p per A4 sheet; £1 per A3. Complete Neighbourhood Plan available at £10/copy.
d) Northam Town Council Report to Electors Annual Report to Parish or Community Meeting		
e) Quality status ¹	Paper copies from the Town Council Offices for which a charge is made.	
f) Local charters drawn up in accordance with MHCLG's guidelines (if any)		
g) Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		

¹ NOTE: The Quality Status of a parish council is determined by meeting specific standards and benchmarks set by NALC's Quality Parish and Town Council Scheme.

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Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions. Current and previous council year as a minimum)		
a) Timetable of meetings (Council, and any constituted committee, sub-committee meetings, advisory group, working group and Town meetings)	All information available free to access on the Council Website www.northamtowncouncil.gov.uk .	Free
b) Agendas of meetings (as above)		Free
c) Minutes of meetings (as above) ²	Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk .	
d) Reports presented to council meetings ³		
e) Responses to consultation papers		
f) Responses to planning applications		
g) Bye-laws (if any)	Paper copies from the Town Council Offices for which a charge is made.	All items: 75p per A4 sheet; £1 per A3.

² NOTE: this will exclude information that is properly regarded as private to the meeting, including details of any Part B considerations and/or decisions as appropriate.

³ NOTE: this will exclude information that is properly regarded as private to the meeting, including details of any Part B considerations and/or decisions as appropriate.

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Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only)		
a) <i>Policies and procedures for the conduct of council business:</i> i. Procedural Standing Orders ii. Constituted Committee and sub-committee meetings, advisory group, working group terms of reference iii. Delegated authority in respect of officers iv. Code of Conduct v. Policy statements b) <i>Policies and procedures for the provision of services and about the employment of staff:</i> i. Internal instructions to staff and policies relating to the delivery of services ii. Equality and diversity policy iii. Dignity at Work iv. Grievance Procedure v. Health and safety policy vi. Flexible Working vii. Lone Worker viii. Complaints procedures (including those covering requests for information and operating the publication scheme) ix. Maternity x. Time Off xi. Performance and Conduct xii. Whistleblowing xiii. Recruitment and Selection (including current vacancies)	All information available free to access on the Council Website www.northamtowncouncil.gov.uk. Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk. Paper copies from the Town Council Offices for which a charge is made.	Free Free All items: 75p per A4 sheet; £1 per A3.

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xiv. — Policies and procedures for handling requests for information c) Records management, personal data and access to information policies i. Information security policies ii. Records retention, destruction and archive policies iii. Data protection (including data sharing and CCTV usage) policies <i>Other policies and procedures:</i> Privacy Policy Schedule of charges (for the publication of information) Anti-Fraud Data Protection Dealing with the Press and Media Environmental Grants No Smoking	
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NORTHAM TOWN COUNCIL – PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection) Information legally required to hold in publicly available registers		
a) Assets Register, including details of public land and building assets b) Disclosure log (indicating the information that has been provided in response to requests) indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice c) Register of members' interests d) Register of gifts and hospitality received by councillors or staff over the value of £50	All information available free to access on the Council Website www.northamtowncouncil.gov.uk . Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk . Paper copies from the Town Council Offices for which a charge is made.	Free Free All items: 75p per A4 sheet; £1 per A3.

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Information to be published	How the information can be obtained	Cost
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)		
a) Allotments b) Burial Grounds and closed churchyards c) Community centres and village halls i. Northam Hall ii. Westward Ho! Park Pavilion iii. Blue Lights Hall d) Parks, playing fields and recreational facilities e) Seating, litter bins, clocks, memorials and lighting f) Bus shelters g) Markets h) Public conveniences i) Agency agreements (e.g. maintaining Highways verges) j) Northam Burrows Manor Passes and Graziers Rights (Northam Burrows Charity) k) A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	All information available free to access on the Council Website www.northamtowncouncil.gov.uk. Electronic copies can be supplied on request by emailing townclerk@northamtowncouncil.gov.uk. Paper copies from the Town Council Offices for which a charge is made.	Free Free All items: 75p per A4 sheet; £1 per A3.

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HOW THE CHARGES HAVE BEEN ARRIVED AT:

<u>TYPE OF CHARGE</u>	<u>DESCRIPTION</u>	<u>BASIS OF CHARGE</u>
Disbursement cost	Photocopying @ 75p per A4	Cost of materials 25p plus an amount for the prioritisation of Officer time sheet (black & white or colour)
	Photocopying @ £1 per A3	Cost of materials 50p plus an amount for the prioritisation of Officer time sheet
	Postage costs included	Actual cost of Royal Mail standard 2nd class
Statutory Fee (as appropriate)	None currently	In accordance with the relevant legislation
Other	Hard copy of the Northam Neighbourhood Plan Postage costs included	Actual cost of printing the Plan – limited numbers available. Actual cost of Royal Mail standard 2nd class

CONTACT DETAILS

Address: fao Town Clerk, Council Offices, Windmill Lane, Northam, EX39 1BY
Telephone: 01237 474 976
Email: townclerk@northamtowncouncil.gov.uk or admin@northamtowncouncil.gov.uk