



adopted by Lewes Town Council
11th December 2008
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Model 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.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



This document is the guide to information available from Lewes Town Council under the model publication scheme.

Contact Information:

Authority: Lewes Town Council, Town Hall, High Street, Lewes, East Sussex, BN7 2QS
 Tel: 01273 471469
 Fax: 01273 480919
 e-mail: info@lewes-tc.gov.uk
 website: www.lewes-tc.gov.uk
 Responsible Officer: Steve Brigden, Town Clerk
 Office opening hours: 9:00am Mondays to Thursdays, and 9:00am to 4:00pm on Fridays

Information to be published	How the information can be obtained	Maximum Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	hard copy &/or website	disbursement cost
Who's who on the Council and its Committees/Working Parties	hard copy &/or website	disbursement cost
Contact details for Town Clerk and Council members	hard copy &/or website	disbursement cost
Location of main Council office and accessibility details	hard copy &/or website	disbursement cost
Staffing structure	hard copy &/or website	disbursement 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, plus others as available	hard copy &/or website	disbursement cost
Annual return form and report by auditor	hard copy &/or website	disbursement cost
Finalised budget	hard copy &/or website	disbursement cost
Precept	hard copy &/or website	disbursement cost
Financial Standing Orders and Regulations	hard copy &/or website	disbursement cost
Grants given and/or received	hard copy &/or website	disbursement cost
Members' allowances and expenses	hard copy &/or website	disbursement cost
Class 3 – What our priorities are and how we are doing Strategies and plans, audits, inspections & reviews	hard copy &/or website	disbursement cost
Annual Report to Town Meeting	hard copy &/or website	disbursement cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	hard copy &/or website	disbursement cost
Timetable of meetings (Council, committee/sub-committee/working-party meetings)	hard copy &/or website	disbursement cost
Agendas of meetings (as above)	hard copy &/or website	disbursement cost
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	hard copy &/or website	disbursement cost
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	hard copy &/or website	disbursement cost
Responses to consultation papers	hard copy &/or website	disbursement cost
Responses to planning applications	hard copy &/or website	disbursement cost

GUIDE TO INFORMATION

Publication scheme - Freedom of Information Act 2000



Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy &/or website	disbursement cost
Policies and procedures for the conduct of council business <i>ie:</i> Procedural standing orders Committee and Working-Party terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	hard copy &/or website	disbursement cost
Policies and procedures for the provision of services and about the employment of staff <i>ie:</i> Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	hard copy &/or website	disbursement cost
Schedule of charges for the publication of information	hard copy &/or website	disbursement cost
Class 6 – Lists and Registers Currently maintained lists and registers only	hard copy ; some information may only be available by inspection	disbursement cost
Any publicly available register or list	hard copy &/or website	disbursement cost
Assets Register	hard copy &/or website	disbursement cost
Register of members' interests	hard copy &/or website	disbursement cost
Register of gifts and hospitality	hard copy &/or website	disbursement cost
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters) Current information only	hard copy or website; some information may only be available by inspection	FOC
Allotments	hard copy &/or website	FOC
Parks, playing fields and recreational facilities	hard copy &/or website	FOC
Seating, litter bins, clocks, memorials etc	hard copy &/or website	FOC
Bus shelters	hard copy &/or website	FOC

SCHEDULE OF CHARGES*

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.8p per sheet (black & white)	Actual cost incurred by the Council
	Photocopying @ 8.0p per sheet (colour)	Actual cost incurred by the Council
	Postage	Actual cost of Royal Mail standard 2 nd class

** these are the maxima which may be charged. Low volumes of copying or moderate amounts of postage may be free of charge, at the Council's discretion*

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