



PUBLICATION SCHEME

Draft November 2024

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Publication Scheme

INTRODUCTION

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 the 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 the authority holds this information. 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 Town Council and falls within the classifications below.
- To specify the information which is held by the Town Council 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 Town Council 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 are we and what do we do?

Newark is a town with a population of approximately 35,000. The Town Council is based at The Town Hall, Market Place, Newark, NG24 1DU. There are 18 Town Councillors representing 5 wards.

The Town Council's strives to provide high quality services for the people of Newark and improve their quality of life through the efforts of elected members and dedicated professional staff whilst achieving maximum value for money from public funds.

Our contact details are as follows: -

Telephone: 01636 680333

e-mail: post@newark.gov.uk

web: www.newark-tc.gov.gov.uk

Town Clerk: Matthew Gleadell

How can information be obtained?

Information contained in the Newark 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: -

The Town Clerk

The Town Hall

Market Place

Newark

NG24 1DU

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

- In person by calling at the Town Council offices at the above address. Office hours are.
10 am – 1pm Wednesday – 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 required. Information will be provided in the language in which it is held or in such other language that is legally required. Where the Town 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.

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 25p 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 Town Clerk. Issues concerning the Town Council’s compliance with the Freedom of Information Act should be addressed, in the first instance, to the Town Clerk. 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 this scheme annually.

Adoption of the Publication Scheme

Newark 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.

CLASSES OF INFORMATION

Information	How the information can be obtained.	Cost
Class1 - Who we are and what we do		
Who is who on the Council and its Committees	Hard copy/website	Yes / No
Contact details for Clerk and Council members	Hard copy/website	Yes / No
Location of main Council office and accessibility details	Hard copy/website	Yes / No
Staffing structure	Hard copy/website	Yes / No
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy/website	Yes / No
Finalised budget	Hard copy/website	Yes / No
Precept	Hard copy/website	Yes / No
Borrowing Approval letter	Hard copy/website	Yes / No
Financial Standing Orders	Hard copy/website	Yes / No
Grants given and received	Hard copy/website	Yes / No
List of current contracts awarded and value of the contract	Hard copy	Yes
Members' allowances and expenses	Hard copy	Yes
Class 3 – What our priorities are and how we are doing		
Annual Report	Hard copy/website	Yes / No
Class 4 – How we make decisions.		
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Hard copy/website	Yes / No
Agendas of meetings (as above)	Hard copy/website	Yes / No
Minutes of meetings (as above)	Hard copy/website	Yes / No
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	Yes
Responses to consultation papers		Yes / No
Responses to planning applications	Hard copy/website	Yes / No

Byelaws	Hard copy	Yes
Class 5 – Our policies and procedures		
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	Hard copy/website	Yes / No
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Hard copy/website	Yes / No
Complaints procedures (including those covering requests for information and operating the publication scheme) Information security policy	Hard copy/website	Yes / No
Records management policies (records retention, destruction and archive)	Hard copy/website	Yes / No
Data protection policies	Hard copy/website	Yes / No
Schedule of charges (for the publication of information)	Hard copy/website	Yes / No
Class 6 – Lists and Registers		
Any publicly available register or list	Hard copy	Yes
Assets Register	Hard copy/website	Yes / No
Register of members' interests	Hard copy/website	Yes / No
Register of gifts and hospitality	Hard copy/website	Yes / No
Class 7 – The services we offer.		

Allotments	Hard copy/website	Yes / No
Burial grounds and closed churchyards	Hard copy/website	Yes / No
Community centres and village halls	Hard copy/website	Yes / No
Parks, playing fields and recreational facilities	Hard copy/website	Yes / No
Seating, litter bins, clocks, memorials and lighting	Hard copy/website	Yes / No
Bus shelters	Hard copy/website	Yes / No
Markets	Hard copy/website	Yes / No
Public conveniences	Hard copy/website	Yes / No
Agency agreements	Hard copy	Yes
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	Yes
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (Quote the actual Statute)

* The actual cost incurred by the public authority

General Exclusions

The classes of information will not include:

- Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act, or is otherwise 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.