



Helston Town Council

PUBLICATION SCHEME

Reviewed: July 2023

Next review: July 2024

1. PURPOSE OF A PUBLICATION SCHEME - THE LEGAL REQUIREMENTS

1.1 Section 19 of the Freedom of Information Act 2000 states:

i. It shall be the duty of every Public Authority:

- a. to adopt and maintain a scheme which relates to the publication of information by the Authority and is approved by the Commissioner (in this Act referred to as a "publication scheme");
- b. to publish information in accordance with its publication scheme; and
- c. from time to time to review its publication scheme.

ii. A publication scheme must:

- a. specify classes of information that the Public Authority publishes or intends to publish;
- b. specify the manner in which information of each class is, or is intended to be published, and
- c. specify whether the material is, or is intended to be, available to the public free of charge or on payment.

iii. In adopting or reviewing a publication scheme, a Public Authority shall have regard to the public interest:

- a. in allowing public access to information held by the Authority, and
- b. in the publication of reasons for decisions made by the Authority.

2. CLASSES TO WHICH THE SCHEME DOES NOT APPLY

- 2.1 Personnel records relating to appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 2018 and the Local Government & Housing Act 1989.
- 2.2 All commercially sensitive information relating to quotations and tenders, loan documentation and insurance policies. With regard to 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.
- 2.3 Commercially sensitive information on land and property dealings - because the Council's bargaining position in any negotiations may be prejudiced and such issues are covered by the Public Bodies (Admissions to Meetings) Act 1960 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and the Local Government Act 1972.
- 2.4 In respect of the categories of exemption in paragraphs 4.1 to 4.3, the Council is entitled under the statutes mentioned, to exclude the press and public from meetings when such items are under discussion.
- 2.5 Information that is in draft form.
- 2.6 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.

3. MANNER IN WHICH THE INFORMATION WILL BE PUBLISHED

3.1 The majority of the information available for publication is available for downloading from the Town Council website – www.helston-tc.gov.uk – we encourage electors wishing to obtain information to use this method in the first instance. Alternatively, those on the website can be emailed to you free of charge.

3.2 You may request any of the information that is available to the public, in hard copy on personal request or in writing, from the Council's principal offices as indicated below in paragraph 6.

4. PAYMENT FOR INFORMATION

4.1 Wherever practicable the Council will make available information under this scheme free of charge.

4.2 However, the Council will exercise their discretion to impose a nominal payment in respect of any photocopying costs involved should the applicant require copies of any relevant information.

Information available from Helston Town Council under the model publication scheme

Information to be published		
	How the information can be obtained	Cost for hard copies per sheet
Class1 – Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website/email/hard copy	Monochrome 10p
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website/email/hard copy	Monochrome 10p
Location of main Council office and accessibility details	Website/email/hard copy	Monochrome 10p
Staffing structure	Email/hard copy	Monochrome 10p

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)	How the information can be obtained	Cost for hard copies per sheet
Annual Governance & Accountability Return	Website/email/hard copy	Monochrome 10p
Reports by Independent Internal Auditor	Website/email/hard copy	Monochrome 10p
Reports by External Auditor	Website/email/hard copy	Monochrome 10p
Approved budget	Website/email/hard copy	Monochrome 10p
Precept	Website/email/hard copy	Monochrome 10p
Borrowing Approval letter (if any)	Hard copy	Monochrome 10p
Grants given and received	Website/email/hard copy	Monochrome 10p
List of current contracts awarded and value of contract	Website/email/hard copy	Monochrome 10p
Council expenditure	Website/email/hard copy	Monochrome 10p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost for hard copies per sheet
Local Council Award Scheme	Website/email/hard copy	Monochrome 10p
Strategic Plan	Website/email/hard copy	Monochrome 10p Colour 50p
Town Council Annual Report	Website/email/hard copy	Monochrome 10p Colour 50p
Class 4 – How we make decisions	How the information can be obtained	

(Decision making processes and records of decisions)		Cost for hard copies per sheet
Timetable of Council meetings	Website/email/hard copy	Monochrome 10p
Agendas of Council meetings	Website/email/hard copy	Monochrome 10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/email/hard copy	Monochrome 10p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/email/hard copy	Monochrome 10p
Responses to consultation papers	Email/Hard copy	Monochrome 10p
Responses to planning applications	Website/email/hard copy	Monochrome 10p
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	How the information can be obtained	Cost for hard copies per sheet
Policies and procedures for the conduct of council business: Standing Orders (including Financial Regulations) Committee, Sub-committee and Working Party Terms of Reference Delegated authority Code of Conduct Policy statements	Website/email/hard copy	Monochrome 10p

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> CCTV Code of Practice Communications Strategy Community Emergency Plan Community Engagement Policy Complaints Procedure Cornish Language Policy Data Protection Policy Dignity at Work Dispensations Procedure Document Management Policy Employees Handbook Environmental Policy Equality and Diversity Policy Flag Flying Policy Freedom of Information Policy Grant Awarding Policy Health and Safety Policy Information Technology Policy Internal Controls Policy Investments Policy Learning and Development Policy Local Government Pension Scheme Members and Officers Expenses Policy Members' Code of Conduct Officer/Member Protocol Pesticide and Herbicide Policy 	<p>Website/email/hard copy</p>	<p>Monochrome 10p</p>
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Press Policy Publication Scheme Safeguarding Policy Social Media Policy for Councillors Training and Development Policy Virtual Meetings Protocol		
Class 6 – Lists and Registers Currently maintained lists and registers only	How the information can be obtained	Cost for hard copies per sheet
Assets Register	Inspection by appointment	
Register of Members' Interests	Website/email/hard copy	Monochrome 10p
Register of Gifts and Hospitality	Website/email/hard copy	Monochrome 10p
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	How the information can be obtained	Cost for hard copies per sheet
Quarterly Newsletter	Website/email/hard copy	Free
HTC Information leaflet & 'How does your Council affect your local area?' leaflet	Email/hard copy	Free
Community venues leaflet	Email/hard copy	Free

Heritage Trail	Website/email/hard copy	Free
Bus shelters, seating, litter bins, clocks & memorials	Website/email/hard copy	Free
Public Conveniences	Website/email/hard copy	Free
Markets	Website/email/hard copy	Free
Play areas & public open spaces	Website/email/hard copy	Free
Agency Agreements for grounds maintenance	Email/Hard copy	Monochrome 10p
Weddings brochure and leaflet	Website/email/hard copy	Free

Additional Information	How the information can be obtained	
News and events publicity	Website, Facebook & Twitter	

Contact details:

Town Clerk
Helston Town Council
The Guildhall
HELSTON
TR13 8ST

Email: townclerk@helston-tc.gov.uk

Telephone: 01326 572063

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 @ 10p per sheet (monochrome)	Paper, copier toner and officer time
	Photocopying @ 50p per sheet (colour)	Paper, copier toner and officer time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		