

FREEDOM OF INFORMATION PUBLICATION SCHEME

FREEDOM OF INFORMATION ACT 2000

The Freedom of Information Act 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.

At the Town Council's meeting on 21st March 2024 members approved the new scheme to apply from 21st March 2024. This is in accordance with the template of information that the Information Commissioner expects a local council to hold and make available within each class. The table shows how the specific information can be obtained and if there is a cost involved.

Information available from East Grinstead Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained?	Cost
Class1 – Who we are and what we do Organisational information, structures, locations and contacts Current information only.		
Who's who on the Council and its committees	Website Hard copies	Free 10p per sheet
Contact details for Town Clerk and Council members	Website Hard copies	Free 10p per sheet
Location of main Council office and accessibility details	Website Hard copies	Free 10p per sheet
Staffing structure	Website Hard copies	Free 10p per sheet
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		
Annual return form and report by auditor	Website Hard copies	Free 10p per sheet
Finalised budget	Website Hard copies	Free 10p per sheet
Precept	Website Hard copies	Free 10p per sheet

Information to be published	How the information can be obtained?	Cost
Borrowing Approval letter (When applicable)	Hard copies By inspection	10p per sheet Free
Financial Regulations	Website Hard copies	Free 10p per sheet
Grants given and received	Website Hard copies	Free 10p per sheet
List of current contracts awarded and value of contract	Website Hard copies	Free 10p per sheet
Members' (Chairman's) allowance and expenses (See Annual Report)	Website Hard copies	Free 10p per sheet
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews where applicable)	-	-
Neighbourhood Plan (Current year)	Website Hard copies	Free 10p per sheet
Annual Report (Current and previous year)	Website Hard copies	Free 10p per sheet
Local charters drawn up in accordance with DCLG guidelines (Where applicable)	Website Hard copies	Free 10p per sheet
Class 4 – How we make decisions Decision making processes and records of decisions	-	-
Timetable of meetings (Council, committee and town meetings) (Current and previous year)	Website Hard copies	Free 10p per sheet
Agendas of Council, committee and town meetings (Current and previous year)	Website Hard copies	Free 10p per sheet

Information to be published	How the information can be obtained?	Cost
Minutes of Council, committee and town meetings (Excluding information that is properly regarded as private to the meeting) (Current and previous year)	Website Hard copies	Free 10p per sheet
Reports presented to Council meetings (Excluding information that is properly regarded as private to the meeting) (Current and previous year)	Website Hard copies	Free 10p per sheet
Responses to consultation papers (Current and previous year)	Hard copies By inspection	10p per sheet Free
Responses to planning applications (See minutes of Council, committee and town meetings above) (Current and previous year)	Website Hard copies	Free 10p per sheet
Bye-laws (Where applicable)	Hard copies By inspection	10p per sheet Free
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	-	-
Policies and procedures for the conduct of Council business: • Procedural Standing Orders • Financial Regulations • Committee terms of reference • Code of Conduct • Policy statements	Website Hard copies Some information may only be available by inspection	Free 10p per sheet Free

Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy Health and safety policy • Recruitment policies (including current vacancies) • Freedom of Information and Environmental Information Regulations procedures • Requests for information procedures • Internal review and complaints procedures relating to information requests • Records management policies (records retention, destruction and archive) • Data protection and information security policies • Schedule of charges for the publication of information Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Records management policies (records retention, destruction and archive) Data protection and information security policies Schedule of charges (for the publication of information) <u>Freedom of Information and Environmental Information Regulations Requests</u> The Council complies with the Freedom of Information Act 2000 and the Environmental	Website Hard copies Some information may only be available by inspection	Free 10p per sheet Free

Information to be published	How the information can be obtained?	Cost
Information Regulations 2004. Requests under the Freedom of Information Act 2000 must: • Be made in writing, including by email; • Include the applicant's name and contact details; • Clearly describe the information requested. Requests for environmental information under the Environmental Information Regulations 2004 may be made verbally or in writing. The Council will: • Acknowledge requests promptly; • Respond within 20 working days unless an extension is permitted by law; • Provide advice and assistance where reasonably possible. Information may be withheld where a statutory exemption or exception applies. Applicants dissatisfied with the Council's response may request an internal review and may subsequently complain to the Information Commissioner's Office.		
Class 6 – Lists and Registers Currently maintained lists and registers only	Website Hard copies Some information	Free 10p per sheet Free

Information to be published	How the information can be obtained?	Cost
	may only be available by inspection	
Any publicly available register or list	Hard copies By inspection	10p per sheet Free
Assets register Register of members' interests Register of gifts and hospitality	Website Hard copies Some information may only be available by inspection	Free 10p per sheet Free
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: Burial grounds and Community centres and town halls Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters Public conveniences Agency agreements	 Website Hard copies Some information may only be available by inspection	 Free 10p per sheet Free
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copies By inspection	10p per sheet Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black and white)	Standard charge
	Photocopying @ 15p per sheet (colour)	Standard charge
	Postage	Actual cost of Royal Mail standard 2nd class post.

Contact details:
The Town Clerk
Council Offices
East Court
College Lane
East Grinstead
RH19 3LT

Telephone: **01342-323636**
Email **towncouncil@eastgrinstead.gov.uk**

Adoption date:
Reviewed: **21.03.2024** January 2028