

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 1 December 2008 members approved the new scheme to apply from 1 January 2009. 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.

Key

- W = available free on www.eastgrinstead.gov.uk
- H = hardcopy available from Town Clerk, Council Offices, East Court, College Lane, East Grinstead RH19 3LT
(see Schedule of Charges)
- NB = available to view on Notice Board at Council Offices free
- V = available to view at Council Offices free
- T = available from Town Guide (see Schedule of Charges)
- HP = available from Help Point or Tourism Desk both at Library
- CN = Civic News distributed free

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	

Who's who on the Council and its Committees	W, V
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	W, V, H, HP, CN
Location of main Council office and accessibility details	W, HP, T
Staffing structure	W, V, H
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 as a minimum	
Annual return form and report by auditor	W, V, H
Finalised budget	W, V, H
Precept	W, V, H
Borrowing Approval letter	
Financial Standing Orders and Regulations	W, V, H
Grants given and received	W, V, H
List of current contracts awarded and value of contract	V, H
Members' allowances and expenses	V, H
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Performance Plan (current and previous year as a minimum)	W, V, H
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	W, V, H

Quality status	W
Local charters drawn up in accordance with DCLG guidelines	H
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	W, V, H, NB, CN
Agendas of meetings (as above)	W, V, H, NB, HP
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	W, V, H, HP
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	W, V, H
Responses to consultation papers	W, V, H
Responses to planning applications	W, V, H
Bye-laws	W, V, H
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	

Policies and procedures for the conduct of council business:	
Procedural standing orders	W, V, H
Committee and sub-committee terms of reference	W, V, H
Delegated authority in respect of officers	W, V, H
Code of Conduct	W, V, H
Policy statements	W, V, H
Policies and procedures for the provision of services and about the employment of staff:	
Internal policies relating to the delivery of services	W, V, H
Equality and diversity policy	W, V, H
Health and safety policy	W, V, H
Recruitment policies (including current vacancies)	W, V, H
Policies and procedures for handling requests for information	W, V, H
Complaints procedures (including those covering requests for information and operating the publication scheme)	W, V, H
Information security policy	W, V, H
Records management policies (records retention, destruction and archive)	W, V, H
Data protection policies	W, V, H
Schedule of charges (for the publication of information)	W, V, H
Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in	V, H

most circumstances existing access provisions will suffice)	
Assets Register	V, H
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	V, H
Register of members' interests	V, H
Register of gifts and hospitality	V, H
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	
Allotments	W, V, H
Burial grounds and closed churchyards	W, V, H
Community centres and village halls	W, V, H
Parks, playing fields and recreational facilities	W, V, H
Seating, litter bins, clocks, memorials and lighting	V, H
Bus shelters	V, H
Markets	W, V, H
Public conveniences	W, V, H
Agency agreements	W, V, H
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	W, V, H
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Town guide/ Map	W, T,
Current news, Mayoral and Leader bulletins	W, CN

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

Telephone: 01342-323636
E-mail: towncouncil@eastgrinstead.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal

		Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		
	Town Guide 75p per copy	Actual cost

* the actual cost incurred by the public authority

C J Rolley

Town Clerk

December 2009