



MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs. L Djuve-Wood

Po Box 12651, Manningtree, Essex, CO11 9AR. Tel. 07419 730258
email: clerk@manningtreetowncouncil.org.uk; Website: www.manningtreetowncouncil.org.uk

Freedom of Information Act – 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.

| Information | Format | Charge |
|---|----------------------|---------------|
| Who's who on the Council and its Committees | Website Hard Copy | Free |
| Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Hard copy | Free |
| Location of main Council office and accessibility details | Website Hard copy | Free |
| Staffing structure | Website Hard copy | Free |

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

| Information | Format | Charge |
|---|----------------------|---------------|
| Annual return form and report by auditor | Website Hard Copy | Free |
| Finalised budget | Website Hard copy | Free |
| Precept | Website Hard copy | Free |
| Borrowing Approval letter | Hard copy | Free |
| Financial standing orders and regulations | Website Hard copy | Free |

| | | |
|---|----------------------|------|
| Grants given and received | Website Hard Copy | Free |
| List of current contracts awarded and value of contract | Hard copy | Free |
| Members' allowances and expenses | Hard copy | Free |

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

| Information | Format | Charge |
|---|-----------|--------|
| Community Plan | Hard copy | Free |
| Local Charters drawn up in accordance with WAG, OVW & WLGA guidelines | Hard copy | Free |

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

| Information | Format | Charge |
|--|----------------------|--------------|
| Timetable of meetings (Council, any committee/sub-committee meetings and community meetings) | Website Hard copy | Free Free |
| Agendas of meetings (as above) | Website Hard copy | Free Free |
| Minutes of meetings (as above) nb this will exclude information that is properly regarded as private to the meeting | Website Hard copy | Free Free |
| Reports presented to council meetings nb this will exclude information that is properly regarded as private to the meeting | Website Hard copy | Free Free |
| Responses to consultation papers | Website Hard copy | Free Free |
| Responses to planning applications | Website Hard copy | Free Free |
| Bye-laws | Hard copy | Free |

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

| Information | Format | Charge |
|--|----------------------|--------|
| 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 | Website Hard copy | Free |
| 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 Complaints procedures (including those covering requests for information and operating the publication scheme) | Website Hard copy | Free |
| Information Security Policy | Website Hard copy | Free |
| Records management policies (records retention, destruction and archive) | Website Hard copy | Free |

| | | |
|--|----------------------|------|
| Data protection policies | Website Hard copy | Free |
| Schedule of charges (for the publication of information) | Website Hard copy | Free |

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

| Information | Format | Charge |
|---|----------------------|---------------|
| Any publicly available register or list | Website Hard copy | Free |
| Assets register | Website Hard copy | Free |
| Disclosure log | Hard copy | Free |
| Register of members' interests | Website Hard copy | Free |
| Register of gifts and hospitality | Website Hard copy | Free |

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.

| Information | Format | Charge |
|---|----------------------|---------------|
| Seating, litter bins, clocks, memorials and lighting | Website Hard copy | Free |
| Agency agreements | Hard copy | Free |
| A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees) | Hard copy | Free |

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.