



## Elstree and Borehamwood Town Council

### Publication Scheme (Procedure)

**Produced in accordance with Section 20 of the Freedom of Information Act 2000**

<b>INFORMATION TO BE MADE AVAILABLE</b>	<b>Mandatory or Optional</b>	<b>Duration</b>	<b>Format</b>	<b>Available From</b>	<b>Charge for Copy</b>
Minutes (Part 1) Council, Committees	Mandatory	2 years	On file and in Library	Clerk/General Office	20p/page
Annual Report to Parish Meeting	Mandatory	last year only	On file	Clerk/General Office	20p/page
Members' names, addresses &/or tel. no.s	Mandatory	Latest	On file	Clerk/General Office	No charge
Members' Declarations of acceptance of office	Mandatory	Latest	On file	Clerk/General Office	No copies
Members' Register of Interests	Mandatory	Latest	On file	Clerk (Wallets)	No copies
Periodic Electoral Review } Boundary Review }	Mandatory	Latest	On file	Clerk (Bookshelves)	20p/page
Responses to planning applications	Mandatory	2 years	Public file	Clerk/General Office	20p/page
Notice of Audit	Mandatory	timed to 'go with' Audit	Notice boards & Public file	Clerk/General Office	20p/page
Annual Return & Audit Report	Mandatory	last year only	Public file	Clerk/FO	£1 per page
Accounts – all pertaining documents	Mandatory	last year only	Public file	Clerk/FO	No copies
Letter requesting Precept	Mandatory	last year only	Public file	Clerk/FO	No copies
Assets Register	Mandatory	last year only	Public file	Clerk/General Office	No copies
Standing Orders & Financial Regulations	Mandatory	Latest	Public file	Clerk/General Office	20p/page
Schedule of Council and Committee Meetings	Mandatory	current year	Notice boards & Public file	Clerk/General Office	20p/page

**Elstree and Borehamwood Town Council**  
**Information available under the publication scheme**  
 website: [www.elstreeborehamwood-tc.gov.uk](http://www.elstreeborehamwood-tc.gov.uk)

<b>Information published</b>	<b>Where it can be obtained</b>
<b>Class 1 - Who we are and what we do</b>	
Who's who on the Council and its Committees	Clerk's Office, notice board
Contact details for Parish Clerk and Council Members	Clerk's Office notice board
Location of main Council office and accessibility details	Clerk's Office
Staffing structure	Clerk's Office
<b>Class 2 - What we spend and how we spend it</b>	
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit	
Annual return form and report by auditor	Clerk's Office
Finalised budget	Clerk's Office
Precept	Clerk's Office
Financial Standing Orders and Regulations	Clerk's Office
Grants given and received	Clerk's Office
List of current contracts awarded and value of contract	Clerk's Office
Members' allowances and expenses	Clerk's Office
<b>Class 3 - What our priorities are and how we are doing</b>	
Strategies and plans, performance indicators, audits, inspections and reviews	
Parish Plan (current and previous year as a minimum)	Clerk's Office
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Clerk's Office
<b>Class 4 - How we make decisions</b>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	notice board Clerk's Office
Agendas of meetings	Clerk's Office
Minutes of meetings– excluding information that is properly regarded as private to the meeting.	Clerk's Office
Reports presented to council meetings - excluding information that is properly regarded as private to the meeting.	Clerk's Office
Responses to consultation papers	Clerk's Office
Responses to planning applications	Clerk's Office
Bye-laws	Clerk's Office

### **Class 5 - Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities

Policies and procedures for the conduct of council business:

Procedural standing orders	Clerk's Office
Committee and sub-committee terms of reference	Clerk's Office
Delegated authority in respect of officers	Clerk's Office
Code of Conduct	Clerk's Office
Policy statements	Clerk's Office

Policies and procedures for the provision of services and employment of staff:

Internal policies relating to the delivery of services	Clerk's Office
Equality and diversity policy	Clerk's Office
Health and safety policy	Clerk's Office
Recruitment policies (including current vacancies)	Clerk's Office
Policies and procedures for handling requests for information	Clerk's Office
Complaints procedures (including those covering requests for information and operating the publication scheme)	Clerk's Office
Information security policy	Clerk's Office
Records management policies (records retention, destruction and archive)	Clerk's Office
Data protection policies	Clerk's Office
Schedule of charges (for the publication of information)	Clerk's Office

### **Class 6 - Lists and Registers**

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)

Clerk's Office

Assets Register

Clerk's Office

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)

Clerk's Office

Register of members' interests

Clerk's Office

Register of gifts and hospitality

Clerk's Office

### **Class 7 - The services we offer**

Allotments

Clerk's Office

Fairway Hall

Clerk's Office

Seating, litter bins, clocks, memorials

Clerk's Office

A summary of services for which the council is entitled to recover a fee, together with those fees

Clerk's Office

## 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority

### **Elstree and Borehamwood Town Council: Publication Scheme Statement**

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 this information is held by the Town Council. Additional assistance is provided in 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 authority and falls within the classification 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 states contained within this scheme
- To produce and publish methods by which 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 preclude a schedule of 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

### **What we spend and how we spend it**

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

### **What our priorities are and how we are doing**

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

### **How we make decisions**

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

### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers**

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

### **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 is draft form
- Information 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

### **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.

### **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Materials which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packing
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

For further information please contact the Clerk of the Council.

## CONTACT DETAILS

### Address

**The Town Clerk  
Elstree and Borehamwood Town Council  
Council Offices  
Fairway Hall  
Brook Close  
Borehamwood  
Herts.  
WD6 5BT**

**Tel: 0208 207 1382**

**Fax: 0208 9537645**

**E:mail:        admin@elstreeborehamwood-tc.gov.uk**

**Website:       www.elstreeborehamwood-tc.gov.uk**

<p><b>Date Policy brought into Force:</b> 8 February 2018 <b>Authority:</b> General Management Committee <b>Meeting:</b> 8 February 2018 <b>Review Body:</b> General Management Committee <b>Review Period:</b> every 2 years <b>Next Review:</b> January/February 2020</p>
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