



PUBLICATION SCHEME

Adopted: 7th August 2024

Based on the Model Publication Scheme from The Information Commissioner's Office (ICO)

St Ives Town Council (the Council) has always strived to be an 'open' authority and will continue to seek ways of being more open for the benefit of its residents

The Freedom of Information Act 2000 (FOIA) received Royal Assent on 30th November 2000. Under this act every Public Authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information and whether a charge will be made for the information.

1. Introduction

- 1.1 It is the duty of the Council to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area.

2. What is the Publication Scheme?

- 2.1 The aim of the Scheme is to provide guidance to the public on what information is available and how to obtain it. The information is broken down into 'Classes' to reflect the types of activities in which the Council is involved. The information will be formally published as printed material, electronic format or available through the website.
- 2.2 It is expected over time that the amount of information available will increase and additional classes will be added. At the present time the Classes have been grouped into the following categories:-
 1. Who we are and what we do
 2. What we spend and how we spend it
 3. What our priorities are and how we are doing
 4. How we make our decisions
 5. Our policies and procedures
 6. Lists and Registers
 7. The services we offer
 8. Additional information

3. Exemptions

- 3.1 It is the Council's policy to be as open as possible. However, not all information can be made available to the public. Information will be made available where the law allows, except where it is considered that the release of that information will cause significant harm or prejudice. Information (including that listed in this document) will be withheld from publication in whole or in part where it is considered by the Council that disclosure may harm or prejudice law enforcement, legal proceedings or the administration of justice; or may infringe the privacy, personal, commercial, contractual or other confidences of any person or otherwise infringe their rights; or because disclosure is otherwise prohibited by law. In such cases the Council will withhold the information and indicate the relevant exemption under the appropriate legislation. If you wish to complain about the information having been withheld you are referred to the section on 'Complaints Procedures'.
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4. Archiving Policy

- 4.1 It is impossible for the Council to keep all information forever. Therefore in line with the Council's Records Management Policy it will be either destroyed or archived. The Publication Scheme will indicate for how long the information is kept and whether it is archived or destroyed after this time. If it is archived then the County Record Office will need to be contacted directly.

5. Access to Information

- 5.1 All information listed in the Publication Scheme can be viewed by appointment by contacting:
- The Town Clerk
St Ives Town Council
Town Hall
St Ives
PE27 5AL
Tel: 01480 388929
Email: townclerk@stivestowncouncil.gov.uk
- 5.2 Copies of information can be supplied either in paper format or electronically.
- 5.3 All information not covered by an exemption will ordinarily be released to the applicant within 20 working days of receipt of the request, unless it is necessary to issue a fees notice (see below for details).

6. Charging

- 6.1 The majority of cases will not attract charges other than those set out in the scheme for photocopying, postage, etc. However if the request for information is likely to exceed the Appropriate Limit (which is deemed to be 18 hours of staff time) a charge will be made of £25.00 per hour plus expenses for any additional time above 18 hours.
- 6.2 The applicant will be issued with a Fees Notice and must pay the costs specified therein within a period of three months. The Council is under no obligation to supply the information requested until the applicant has paid the requisite amount. If the costs are not paid within three months then the request lapses.
- 6.3 The Town Clerk will, in the first instance, consider all requests for the release of information and issue a Fees Notice if appropriate.

7. Complaints

- 7.1 Any complaints concerning the publication scheme should be forwarded to either:
- The Town Clerk or the Town Mayor
St Ives Town Council
Town Hall
St Ives
PE27 5AL
Email: townclerk@stivestowncouncil.gov.uk
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Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only <i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i></p>		
Who's who on the Council, its Committees and representation on local public bodies	Website / hard copy / email	Free / 10p per page / free
Contact details for Town Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website / hard copy / email	Free / 10p per page / free
Location of main Council office and accessibility details	Website / hard copy / email (Email for details of accessibility)	Free / 10p per page / free
Staffing structure	Website / hard copy / email	Free / 10p per page / free
<p>Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website / hard copy (6pgs)/ email	Free / 10p per page / free
Finalised budget	Website / hard copy / email	Free / 10p per page / free
Precept	Website / hard copy / email	Free / 10p per page / free
Borrowing Approval letter	Hard copy / email	10p per page/ free
All items of expenditure over £100	Website / hard copy / email	Free / 10p per page / free
Financial Standing Orders and Regulations	Website / hard copy / email	Free / 10p per page / free
Grants given and received	Hard copy / email	10p per page / free
List of current contracts awarded and value of contract	Hard copy / email	10p per page / free
Members' allowances and expenses	Hard copy / email	10p per page / free

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual Governance Statement in format included in the Annual Return form	Website / hard copy (6pgs)/ email	Free / 10p per page / free
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Town Meeting (current and previous year as a minimum)	Website / hard copy / email	Free / 10p per page / free
Quality status (if applicable)	Hard copy / email	10p per page / email
Local charters drawn up in accordance with DLUHC guidelines	Hard copy / email	10p per page / email
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments, etc.) as appropriate and relevant	Hard copy / email	10p per page / email
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website / hard copy / email	Free / 10p per page / free
Agendas of meetings (as above)	Website / hard copy / email	Free / 10p per page / free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure.	Website / hard copy / email	Free / 10p per page / free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure.	Website / hard copy / email	Free / 10p per page / free
Responses to consultation papers	Website / hard copy / email	Free / 10p per page / free
Responses to planning applications	HDC website / hard copy / email	Free / 10p per page / free
Bye-laws (where applicable)	Hard copy / email	10p per page / free

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>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</p>	<p>Website / hard copy / email</p>	<p>Free / 10p per page / free</p>
<p>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 and details of current vacancies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website / hard copy / email</p>	<p>Free / 10p per page / free</p>
<p>Records management policies including information security policies, records retention, destruction and archive policies, and data protection including data sharing and CCTV usage policies.</p>	<p>Website / hard copy / email</p>	<p>Free / 10p per page / free</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Hard copy</p>	<p>10p per page</p>
<p>Assets Register, including details of public land and building assets</p>	<p>Website / hard copy / email</p>	<p>Free / 10p per page / free</p>
<p>Disclosure log indicating the information that has been provided in response to FOIA and EIR requests. These are recommended as good practice.</p>	<p>Hard copy email</p>	<p>10p per page / free</p>

Register of members' interests	Documents held by Huntingdonshire District Council. Link on the website / hard copy	Free / 10p per page
Register of gifts and hospitality	Original documents maintained by HDC. Hard copy	10p per page
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	(Some information may only be available by inspection)	
Allotments	Website / hard copy / email	Free / 10p per page / free
Burial grounds and closed churchyards	Website / hard copy / email (some records by inspection only)	Free / 10p per page / free
Community centres and village halls	Website / hard copy / email	Free / 10p per page / free
Parks, playing fields and recreational facilities	Website / hard copy / email	Free / 10p per page / free
Seating, litter bins, clocks, memorials and lighting	Website / hard copy / email	Free / 10p per page / free
Bus shelters	Not applicable	
Markets	Website, hard copy (Farmers' Market only)	Free/10p per page
Public conveniences	Website, hard copy	
Agency agreements	Email, hard copy	Free/10p per page
Services for which the council is entitled to recover a fee and details of those fees (eg burial fees)	Website / hard copy / email	Free / 10p per page / free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Norris Museum	Website / hard copy / email (some items for inspection only)	Free / 10p per page / free
Burleigh Hill Charity	Website / hard copy / email (some items for inspection only)	Free / 10p per page / free

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/printing @ 10p per sheet (black & white)	Actual cost*
	Photocopying per sheet (colour) @ 15p per sheet	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£25 per hour up to a maximum of 18 hours	In accordance with the relevant legislation Freedom of Information Act 2000, s12, The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244

Contact Details

<p>Town Clerk to St Ives Town Council Mrs Libby White BEM BA(Hons) FSLCC St Ives Town Council Town Hall St Ives PE27 5AL</p> <p>Tel: 01480 388929 Email: townclerk@stivestowncouncil.gov.uk Website: www.stivestowncouncil.gov.uk</p>	<p>Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p> <p>Information Line: 01625 545 745 or 08456 30 60 60 Switchboard: 01625 545745 Website: www.ico.gov.uk</p>
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