



# NORTH WALSHAM TOWN COUNCIL

## Publication Scheme - adopted from ICO 2020

This Scheme was adopted by the Council at its meeting held on 30 March 2021

### Freedom of Information

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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.

- 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 make 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
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.
- We seek to satisfy all FOI requests promptly within the limit of 20 working days (subject to exemptions), and continue to protect the personal data entrusted to us by disclosing only in accordance with the General Data Protection Regulations and Data Protection Act 2018
- FOI requests cannot be confidential and will be recorded on our website through the disclosure log, along with our responses. Please check below first to see if the information you require is available on our website. Fee Requests will be charged in line with the FOI Fees Regulations and must be paid before the request is processed. If the fee is not paid within 3 months the request will be considered lapsed.
- All requests for information will be treated as an FOI request, and can be made through our website [www.nwtc.org.uk](http://www.nwtc.org.uk), or FoI email: [Foi@nwtc.org.uk](mailto:Foi@nwtc.org.uk) (Council minutes 26.11.19, 7.6.2)

## Class 1 - Who we are and what we do

### Organisational information, structures, locations and contacts.

*This will be current information only*

[Click link below to access information](#)

Who's who on the Council and its Committees	<a href="#">Councillors</a> <a href="#">Committees</a>	Free on website
Contact details for Town Clerk and Council members	<a href="#">The Team</a> <a href="#">Councillors</a>	Free on website
Location of main Council Office and accessibility details	<a href="#">We are here</a>	Free on website
Staffing Structure	<a href="#">The Team</a>	Free on website

## 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*

[Click link below to access information](#)

Annual return form and report by Auditor	<a href="#">Annual Return</a> <a href="#">Auditor Report</a>	Free on website
Finalised budget	<a href="#">Precept/Budget &amp; 3 year forecast</a>	Free on website
Precept	<a href="#">Precept/Budget &amp; 3 year forecast</a>	Free on website
Borrowing Approval letter	N/A	
Financial Regulations and Standing Orders	<a href="#">Financial Regulations</a> <a href="#">Standing Orders</a>	Free on website
Grants given and received	<a href="#">Grants Awarded</a>	Free on website
List of current contracts awarded	<a href="#">Council minutes</a>	Free on website
Members allowances and expenses	<a href="#">Expenditure</a>	Free on website

## Class 3 - What our priorities are and how we are doing

### Strategies and plans, performance indicators, audits, inspections and review.

*Current and previous year as a minimum*

[Click link below to access information](#)

Town Plan	<a href="#">Business Plan</a>	Free on website
Annual Report to Town Meeting	<a href="#">Annual Report</a>	Free on website
Quality Status	Quality Gold Level Local Council Awards	
Local Charters drawn up in accordance with DCLG guidelines	N/A	

## Class 4 – How we make decisions

### Decision making processes and records of decisions

Current and previous Council year as a minimum

[Click link below to access information](#)

Timetable of meetings ( <i>Council, Committees/Sub-committees and Town meetings</i> )	<a href="#">Meeting dates</a>	Free on website
Agendas of meetings ( <i>Council, Committees/Sub-committees and Town meetings</i> )	<a href="#">Council Agendas</a> <a href="#">D&amp;A Agendas</a> <a href="#">Finance Agendas</a> <a href="#">M&amp;I Agendas</a> <a href="#">Personnel Agendas</a> <a href="#">Annual Town Agendas</a>	Free on website
Minutes of meetings ( <i>Council, Committees/Sub-committees and Town meetings</i> ) ( <i>this excludes information that is properly regarded as private to the meeting</i> )	<a href="#">Council Minutes</a> <a href="#">D&amp;A Minutes</a> <a href="#">Finance Minutes</a> <a href="#">M&amp;I Minutes</a> <a href="#">Personnel Minutes</a> <a href="#">Annual Town Minutes</a>	Free on website
Reports presented to Council meetings ( <i>this excludes information that is properly regarded as private to the meeting</i> )	<a href="#">Annual Meeting Reports</a> <a href="#">Council Meeting Reports</a>	Free on website
Response to consultation papers	<a href="#">Council Minutes</a>	Free on website
Responses to Planning applications	<a href="#">Planning Summary</a>	Free on website
Bye-laws	<a href="#">Memorial Park 1949</a> <a href="#">Tents/vans/sheds 1936</a> <a href="#">New Buildings 1938</a>	Free on website

## Class 5 – Our policies and procedures

### Current written protocols, policies and procedure for delivering our services and responsibilities

Current information only

[Click link below to access information](#)

<b>Policies and procedures for the conduct of Council business</b> Procedural Standing Orders Committees & sub-committees Terms of Reference Delegated authority in the respect of Officers Code of Conduct Policy Statements	<a href="#">Standing Orders</a> <a href="#">Terms of Reference</a> <a href="#">Delegation Scheme</a> <a href="#">Code of Conduct</a> <a href="#">Policies &amp; Procedures</a>	Free on website
<b>Policies and procedures for the provision of services and about the employment of staff</b> Equality & Diversity Policy Health & Safety Policy Recruitment Policies Disciplinary & Grievance procedure	<a href="#">Pension Policy</a> <a href="#">Equal Opportunities</a> <a href="#">Health &amp; Safety Policy</a> <a href="#">Training/Development</a> <a href="#">Disciplinary &amp; Grievance</a>	Free on website
<b>Policies and procedures for handling requests for information</b> Complaints Procedure ( <i>including those covering requests for information and operating the publication scheme</i> ) Information Security Policy Records management policies ( <i>records, retention, destruction and archive</i> ) Data Protection Policies Schedule of Charges ( <i>for the publication of information</i> )	<a href="#">Complaints Procedure</a> <a href="#">Foi Publication</a> <a href="#">Information Security</a> <a href="#">Retention &amp; disposal</a> <a href="#">Information Audit</a> <a href="#">GDPR</a> 10p b&w, 45p colour	Website free      per pg

## Class 6 – Lists and Registers

### Currently maintained lists and registers only

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

[Click link below to access information](#)

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<a href="#">Burial Register/ Contact Clerk</a> <a href="#">Attendance Register</a>	10p per page
Assets Register	<a href="#">Asset Register</a>	Free on website
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)	<a href="#">Disclosures Logs</a>	Free on website
Register of Members' interests	<a href="#">Members Interests held by NNDC</a>	Free on website
Register of Gifts and Hospitality	over £25 only/ Reported to NNDC	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

[Click link below to access information](#)

Allotments	<a href="#">Allotments</a>	Free on website
Burial Grounds and Closed Churchyards	<a href="#">Cemeteries</a>	Free on website
Community Centre & Village Hall	N/A	
Parks Playing Fields & Recreation facilities	<a href="#">Parks &amp; open spaces</a>	Free on website
Seating, litter bins, Clocks, memorials & lighting	<a href="#">Seats/Bins,</a> <a href="#">Market Clock</a> <a href="#">Streetlights</a>	Free on website
Bus Shelters	<a href="#">Bus Shelters</a>	Free on website
Markets	<a href="#">Markets</a>	Free on website
Public Conveniences	N/A	
Agency Agreements	N/A	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	<a href="#">NWTC Fees</a>	Free on website

## Schedule of Charges

Photocopying	Black & white - 10p per sheet	Colour - 45p per sheet
Postage	Standard - 2 <sup>nd</sup> class mail, actual cost	If requested - 1 <sup>st</sup> class mail, actual cost

## **Classes of information will not generally include**

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- 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.

## **The method by which information published under this scheme will be made available**

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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 may be made for information published under this scheme**

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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.

Material 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 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.

Charges may also be made for making dataset (or parts of datasets) that are relevant copyright works available for re0use. These charges will be in accordance with the terms of the Re-use if Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information (Council minutes 23.9.19, 6c,ii)