

# FREEDOM OF INFORMATION ACT 2000

Updated and Summarised December 2008

Note that Ledbury Town Council registered with the ‘Information Commissioner’s Office following a meeting on 19<sup>th</sup> December 2002. The approved Scheme states that Ledbury Town Council will:

“...publish information in accordance with the Publication Scheme...  
The Scheme shall publish all information other than Exclusions...”

A copy of the Approved scheme is attached at Appendix 2 showing ‘Exclusions’

A new model for Parish Councils was presented to Ledbury Town Council on 11<sup>th</sup> December, 2008 C.66 ‘adopted the new Publication Order’

THE FOLLOWING CHART SUMMARISES, ACCORDING TO THE SUGGESTED MODEL FOR EASY PUBLIC REFERENCE PURPOSES THE SAME PURPOSES AND AIMS OF THE ORIGINAL

## INFORMATION AVAILABLE FROM LEDBURY TOWN COUNCIL

### CLASS 1

Who we are and what we do	How information may be obtained	Cost
<p><b>Councillors</b> List of Town Councillors (18) – their contact details The Committees, Sub-committees and Working Parties operated by Council The names of Councillors serving on those Committees and Working Parties, together with identification of Chairmen and Vice-Chairmen Functions dealt with by each Committee and Working Party</p> <p><b>Clerk to the Council and Staff details</b> Name and contact details of Clerk together with office opening hours Structure and general duties of all staff</p>		<p>access free but nominal charges for any lengthy documents</p>

## CLASS 2

<b>Who we spend and how we spend it</b>	<b>How information may be obtained</b>	<b>Cost</b>
<p><b>(current and previous year's detail as a minimum)</b> Annual Return Form and Auditor's report Finalised budget for year, together with any Drafts being considered Detail of Precept; an 'borrowing' approval letters Any members' allowances and expenses Council adopted Standing Orders and Financial Regulations Grants given and received List of current contracts awarded and value</p>		access free but nominal charges for any lengthy documents

## CLASS 3

<b>What our priorities are and how we are doing</b>	<b>How information may be obtained</b>	<b>Cost</b>
<p>Draft Parish Plan together with programme for publication and review Annual Reports to Town Meeting, logged with official Town Meeting Minutes Position with regard to obtaining Quality Council Status Any local Charters drawn up in accordance the DCLG guidelines</p>		access free but nominal charges for any lengthy documents

## CLASS 4

<b>How we make decisions</b>	<b>How information may be obtained</b>	<b>Cost</b>
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<p>Wo</p> <p>Approved May each year</p> <p>Agendas of above, together with any additional unscheduled meeting</p> <p>Minutes of all meeting and Reports from Working Parties</p> <p>Reports presented to Council of Committees</p> <p>Responses to Consultation papers</p> <p>Bye-laws</p> <p><b>Nb. This excludes information that is properly regarded as private to the meeting see Appendix 1</b></p>		<p>access free but nominal charges for any lengthy documents</p>
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### CLASS 5

<b>Our Policies and Procedures</b>	<b>How information may be obtained</b>	<b>Cost</b>
<p><b>Conducting of Council Business</b></p> <p>Procedural Standing Order</p> <p>Committee and Sub-committee terms of reference</p> <p>Delegated authority to Committees and in respect of Officers</p> <p>Code of Conduct</p> <p>Policy statements</p> <p><b>Provision of Services and Staff Employment</b></p> <p>Internal policies relating to delivery of service</p> <p>Equality and diversity policy</p> <p>Recruitment policy</p> <p>Health and Safety policy</p> <p>Policy for handling requests for Information</p> <p>Complaints procedure</p> <p>Security policy</p> <p>Records management – retention, archive, destruction</p> <p>Data protection</p> <p>Charges for information</p>		<p>access free but nominal charges for any lengthy documents</p>

### CLASS 6

<b>Lists and Registers</b>	<b>How information may be obtained</b>	<b>Cost</b>

Any publicly available register Asset Register Disclosure Log Register of Members' Interests Register of Gifts and Hospitality		access free but nominal charges for any lengthy documents
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## CLASS 7

The Services we offer	How information may be obtained	Cost
Information of situation with regard to the provision of allotments Burial Grounds and Closed Churchyards List of community halls, etc. Playing fields, recreation and amenity areas Seating, litter bins, lighting; involvement with War Memorial and Town Clock Markets Agency agreements List of all services offered by the Council – available from budget sheet Fees for any of above Any additional available information not listed above		