



Ledbury Town Council

Freedom of Information Publication Scheme

1. Introduction

The Freedom of Information Act 2000 deals with access to information held by public authorities other than personal information (which continues to be managed under the rules of the Data Protection Act 1998).

As part of the Freedom of Information Act all Local Authorities must have an approved Publication Scheme. This Publication Scheme sets out what information Ledbury Town Council publish or intend to publish as a matter of course, how and when this information will be published, and whether the information is available free of charge or on payment. Much of the information included in this Publication Scheme is available on the council's website.

Everyone will have access to this Scheme on the website www.ledburytowncouncil.gov.uk and hard copies will be available at the Town Council offices.

2. Notes on using the Scheme

The Scheme refers to classes of information that Ledbury Town Council publishes for use within the local authority or externally.

The Publication Scheme is intended to assist you in finding information. The classes of information are based on the approved Information Commissioner's new model Publication Scheme, which was introduced on 1st January 2009. The Scheme is linked to our web pages and document database to make it easy to find information

Publication does not refer solely to printed material. It has been interpreted as widely as possible to include material available on our Website, one-off printed documents, electronic documents, printed books, reports, and leaflets. The material listed in this Scheme may be found on the Council's Website or in printed material readily available from the Council as indicated.

It is the Council's intention that as much material as possible will be made available on the Council's Website on an ongoing basis.

3. Accessibility

The scheme is available in large print on request.

If the documents are requested to be provided in a language other than English, the translation fee will be payable by the person requesting the information.

4. Requesting Information – Your questions answered

What does this Publication Scheme cover?

This Publication Scheme covers information routinely published by Ledbury Town Council. It is not a list of publications, as these will change over time. It is a list of classes of information, within which it sets out where the information is made available, and whether it is available free of charge or upon payment. The list includes examples of the documentation currently available within each class.

How do I obtain information through this Publication Scheme?

This Publication Scheme is available on the Council's Website www.ledburytowncouncil.gov.uk, or in paper format at the Town Council Office, Church Street, Ledbury, Herefordshire, HR8 1DH. Requests should be made either in writing or by email. The request **must** include details of the applicant and the information sought. The applicant has two rights, to be told whether the information is held by the Council and to receive that information or to be told why such information is to be withheld. The Council will have to respond within 20 days of the request. If a fee is required, the Council can extend this period up to 3 months until the fee is paid.

What about the information not covered by this Scheme?

This Scheme covers information created by Ledbury Town Council. Over time, the aim is to make more information available in the future in an increasing variety of methods. This Publication Scheme will subsequently be amended to include this additional information. Unless otherwise stated, all information within this scheme relates to the currently available or published version.

What charges are there?

It is a requirement of the Council's Publication Scheme that it states whether information is available (or will be available) free of charge or whether payment is required. Ledbury Town Council makes as much information as possible available free of charge. Broadly the position on charges is as follows:

- Website: information available free of charge.
- E-mail: information available free of charge unless otherwise specified.
- Paper copies - If photocopies are required a charge of 10p per copy will be requested. If documents are required to be posted, then the current rate of postal charge will be requested.

5. Other rights you have under The Freedom Of Information Act

What right do I have to access information not in the Publication Scheme?

If you have searched the Publication Scheme and cannot find what you are looking for, you can make a request for information the Council holds. It is helpful if you can provide as much detail as possible to enable us to identify accurately the information you require. It should be noted that even when complete not all information would be covered by the Scheme because an exemption may apply.

6. Notes about the Publication Scheme

The Council produces large amounts of information in the course of its day to day business. Many documents need to go through required approval processes before they can be made available to the public. In the context of this Publication Scheme 'approved' means that the information or document has been approved by Members under the formal decision making process of the Council.

Confidentiality Notice

Some information within certain classes may be exempt (i.e. information that falls within the definition of the Freedom of Information Act 2000 or other relevant legislation as being exempt information). The Town Council will be as open as possible in supplying the information requested but the Council may withhold any information if it considers its release will not be in the public interest. Any sensitive and confidential information is exempt from public information. Any exclusion as prescribed by law is contained in the publication scheme.

7. The aim of The Scheme

The aim of this Publication Scheme is to set out:-

- What information Ledbury Town Council publishes or intends to publish as a matter of course.
- How this information will be published.
- What charges, if any, will be made for the information? Charges will be highlighted where applicable.

8. Review

This Scheme will be reviewed annually. Following each review it is expected that new material will be added.

Information Classes may not be removed without the approval of the Information Commissioner.

All information provided is the latest approved edition and therefore the actual information available will be constantly reviewed and updated.

9. Date

This Publication Scheme is effective from dd/mm/yy

Publication Scheme Details

The Council has determined its classes by reference to the Information Commissioner's New Model Publication Scheme framework and linked to Council web pages to make online access to information easier.

New material in each of the classes will be added from time to time and superseded material will be replaced.

The information is grouped as follows:

Seven Classes

This describes the general classes of information linking together similar functions of the Council.

Categories & Published Information

These describe in more detail what is available in the scheme. Information may be in the form of printed material such as, reports and leaflets or in a variety of other media, such as links to Websites. In each case the media is identified in the scheme.

Index of Classes

There are seven classes of information.

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 decisions
5. Our policies and procedures
6. Lists and registers
7. The services we offer

Information available from Ledbury Town Council under the model publication scheme

Class 1: Who we are and what we do

Category	Description	Notes	Published Information	Access and Availability
Councillors	Information on Members of the Town Council	Information available under the Local Government Act 2000.	List of Ledbury Town Councillors including contact details.	This information is available by paper copy or on the council's website http://www.ledburytowncouncil.gov.uk
Full Council and Committees	Details of membership of the Council its Committees and Working Parties	Information available under the Local Government Act 1972.	Committee and Working Party Membership list. List of appointments to outside bodies.	This information is available by paper copy or on the council's website http://www.ledburytowncouncil.gov.uk
Office location and opening times	Opening times and locations of council buildings and other contact methods available.		Details of opening times Building locations Staff contact details Staffing structure chart	This information is available by paper copy or on the council's website http://www.ledburytowncouncil.gov.uk
Staff structure and contact details	Information on staff contacts and structure			

Class 2: What we spend and how we spend it

Final accounts and supporting documents	The Council's statement of accounts published for the financial year ending the previous 31 March and the preceding five years, together with all books, deeds, contracts, bills and receipts relating to them.	The statement of accounts shall only be available when published which occurs on or before the 31 August in the year following the financial year in question. Before that date only the previous year's accounts shall be available.	Statement of Accounts for each year. Annual Budget Report.	This information is available by paper copy.
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Category	Description	Notes	Published Information	Access and Availability
Internal auditor's report	The council's internal external auditor reports three times a year on the performance of the council and on the adequacy of its financial control systems.		Audit reports and letters	This information is available by paper copy.
Financial Audit Reports and Accounts	The council's external auditor reports annually on the performance of the council and on the adequacy of its financial control systems. Information on council finances is available, including current Budget Books, Statement of Accounts, Audit and Inspection letter.		Financial Management reports Budget Reports Audit Reports Petty Cash analysis Grants given and received Annual accounts Annual Return VAT records Precept request Bank statements Receipt Receipt/payment books Customer invoices/payments	Available to view by appointment at the Council office.
Internal Financial Regulations	Financial Regulations set out the framework for managing Ledbury Town Council's financial affairs.		Financial regulations	This information is available by paper copy or on the council's website http://www.ledburytowncouncil.gov.uk
Elections	Information on election expenses and declarations		Election Expenses	This information is available through Herefordshire Council
Contracts and Tenders	Information on current contracts awarded and value of contract		Copies of contracts/tender documents	This information is available by paper copy Exclusions: Commercially sensitive information e.g. quotes; tenders; loan documentation; insurance policies;(Data protection, unfair advantage to third parties)

Members allowances and expenses	Information on members expenses and Town Mayor's allowance		Claim forms and payment details	This information is available by paper copy
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Class 3 – What our priorities are and how we are doing

Category	Description	Notes	Published Information	Access and Availability
Parish Plan	Plan identifying local needs issues and aspirations	Community led Plan based on in-depth community survey. Themes addressed include highways and transport, housing needs and planning, the environment, services, provision for young people, education, and employment. Review currently being progressed.	Ledbury Parish Plan	Available to view on website. Hard copies available to view at Town Council Offices and at library
Annual reports	Published annual reports		District Auditor's Reports Chairmen's reports to the Annual Parish meeting	This information is available by paper copy
Consultations	Consultation documents		Council responses to consultations documents	This information is available by paper copy
Herefordshire Charter	The Charter is an agreement between Herefordshire Council and the Town and Parish Councils of Herefordshire.	New draft charter documents – yet to be adopted.	Charter for Herefordshire Councils.	This information is available by paper copy or on the Herefordshire Council website

Class 4 – How we make decisions

Category	Description of Category	Notes	Published Information	Access and Availability
Timetable of council meetings	The Council is responsible for many decisions which affect you as a resident of Ledbury. The Council runs a committee system whereby recommendations are approved by Full Council following full discussion at committee level.		Archived Meetings Current Meetings Calendar	This information is available by paper copy or on the council's website
Agendas, Minutes and Reports	Copies of Agendas (current year), reports presented to council, Minutes.	Information available under the Local Government Act 1972. No material shall be made available which at the date of the request is "exempt" under the 1972 or 2000 Acts.	Agendas, reports and minutes	This information is available by paper copy or on the council's website
Consultation Papers	Copies of Town Council's responses to Consultation Papers			This information is available by paper copy.
Planning and Development Control Records	Information on planning applications considered by the council		Responses to Planning application consultations Copies of decision notices	This information is available by paper copy.
Bye laws	Bye laws relating to particular local activities/places		Bye laws relating to Dog Hill Wood Recreation Ground	This information is available by paper copy.

Class 5 – Our policies and procedures

Policies and procedures for conducting council business	Information on policies and procedures for conducting council business.	This information can be searched for on the council's website.	Procedural Standing Orders Financial Regulations Code of Conduct	This information is available by paper copy or on the council's website
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Class 6 – Lists and registers

Category	Description of Category	Notes	Published Information	Access and Availability
Asset registers and information asset register	List of asset information	This Publication Scheme is used as the Information Asset Register	Asset Register Disclosure log	This information is available to view in the council office
Register of councillors' financial and other interests	Information on Councillors declarations		Register of councillors' financial and other interests	This information is held by the Monitoring Officer at Herefordshire Council Copies may be viewed at the council office
Register of gifts and hospitality	Information on Councillors' gifts and hospitalities.		Gifts & Hospitalities declarations	Copies may be viewed at the council office
Insurance	Information on insurance cover and claims		Insurance Policy	This information is available to view in the council office
Legal Documents	Deeds and Agreement documents		Deeds and agreements relating to council land / property	This information is available to view in the council office
Attendance Register	Register detailing Councillors attendance at meetings of the Council		Attendance register	Available to view in the office or at a meeting of the council.

Class 7 – Services provided by the Council

Category	Description of Category	Notes	Published Information	Access and Availability
Complaints	Details on how to make a complaint about Council Services		Complaints Procedure	This information is available on the council's website.
Heritage	Information Ledbury Town Council's Heritage Service.		The Market House The C16th Painted Room	This information is available by paper copy or on the council's website
Media releases	news and information about council services, events and issues.		Latest Press Releases Newsletters	This information is available by paper copy or on the council's website

Charter Market	Information of Ledbury's Charter Market		Trader Application form	This information is available by paper copy or on the council's website
Burial Ground And Closed Churchyard	Information on burial services in the town		Burial and memorial regulations for the New Street cemetery and closed churchyard	This information is available by paper copy or on the council's website
Seating, litter bins, lighting Involvement with War Memorial and Town Clock	Information on Town Council Seating, litter bins, lighting Involvement with War Memorial and Town Clock		Information on Town Council Seating, litter bins, lighting Involvement with War Memorial and Town Clock	This information is available from the Town council office
Parks, playing fields and recreational facilities	Information on Town Council amenity areas		Regulations relating to The Recreation Ground, Dog Hill Wood, Deer Park amenity areas.	This information is available by paper copy or on the council's website