Knutsford Town Council

Freedom of Information Publication Scheme

JANUARY 2020

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

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Version	
Approved	Personnel 2015
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Introduction

This publication scheme commits the 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 Council.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the 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 classifications below.
- specify the information that is held by the Council and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- review and update on a regular basis the information the Council makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.

Classes of Information

Class One - Who we are and what we do: Organisational information, locations and contacts, constitutional and legal governance.

Class Two - What we spend and how we spend it: Financial information relating to projected and actual income/expenditure, tendering, procurement and contracts.

Class Three - What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.

Class Four - How we make decisions: Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class Five - Our policies and procedures: Current written protocols for delivering our functions and responsibilities.

Class Six - Lists and Registers: Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class Seven – 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 release 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 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.

Method of Publication

the Council 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 the Council, information will be provided on its 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

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 be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- 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.

Contact Details

If you require a paper version of any information, or want to ask whether information is available please contact the Council by telephone, email or letter. Contact details are set out below. Alternatively you can visit our website www.knutsfordtowncouncil.gov.uk

Email:	townclerk@knutsfordtowncouncil.gov.uk
Tel:	01565 653929
Contact Address	Knutsford Town Council Council Offices

Toft Road
Knutsford
WA16 6TA

To help us to process requests quickly, please mark your correspondence "Publication Scheme Request".

If the information you're looking for isn't available via the scheme **and isn't on our website**, you can still contact Knutsford Town Council to ask if we have it.

Annex A – Published Information

Information to be Published	How Information can be obtained	Cost (hard copy only)
Class 1 - Who we are and what we do		
(Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Hard copy / electronic / online	Nil
Contact details for Town Clerk and Council members	Hard copy / electronic / online	Nil
Location of main Council office and accessibility/contact details	Hard copy / electronic / online	Nil
Staffing structure	Hard copy / electronic / online	Nil
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		
Annual return form and report by auditor	Hard copy / electronic / online	Nil
Finalised budget	Hard copy / electronic / online	Nil
Precept	Hard copy / electronic / online	Nil

Standing Orders and Financial Regulations	Hard copy / electronic / online	£5 each
Grants given and received	Hard copy / electronic	Nil
List of current contracts awarded and value of contract	Hard Copy / electronic	Nil
Members' allowances and expenses	Hard copy / electronic	Nil

Class 3 – What our priorities are and how we are doing
(Strategies and plans, performance indicators, audits, inspections and reviews)

Annual Town Meeting Report *(current and previous year as a minimum)*	Hard copy / electronic / online	Nil
Local Council Award Scheme Status	Hard copy / electronic / online	Nil
Adopted Strategies / Corporate Plans	Hard copy / electronic / online	Nil

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)	Hard copy / electronic / online	Nil
Agendas of meetings	Hard copy / electronic / online . Published on Town Council noticeboard 3 clear days prior to	Nil

	meeting.	
Minutes of meetings	Hard copy / electronic / online	Nil
Reports presented to council meetings **NB** this will exclude information that is properly regarded as private to the meeting.	Hard copy / electronic / online	Nil
Responses to consultation papers	Hard copy / electronic / online	Nil
Responses to planning applications	Hard copy / electronic / available as part of Planning Committee minutes online. All comments can be viewed at planning.cheshireeast.gov.uk	Nil

Class 5 – Our policies and procedures

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

Current information only

All adopted policies not solely relating to employment of staff	Hard copy / electronic / online	
All adopted policies relating solely to the employment of staff	Hard copy / electronic	
Schedule of adopted Policies	Hard copy / electronic	
Schedule of charges (for the publication of information)	n/a	

Class 6 – Lists and Registers

Currently maintained lists and registers only

Assets Register	Hard copy / electronic / online	Nil
Register of members' interests	Hard copy / electronic / online	Nil
Register of gifts and hospitality	Hard copy / inspection	Nil

Class 7 – Services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Allotments (Warren Avenue/Sparrow Lane)	Hard copy / electronic / online	Nil
Cemetery (Tabley Hill)	Hard copy / electronic / online	Nil
Open Spaces (Wallwood, Higher Town Green, Obelisk Green)	Hard copy / electronic / online	Nil
Seating, litter bins, clocks, memorials and lighting	Hard copy / electronic / online	Nil
Markets	Hard copy / electronic / online	Nil
Public conveniences	Hard copy / electronic / online	Nil
Summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy / electronic	Nil