

WALTHAM ABBEY TOWN COUNCIL



**PUBLICATION SCHEME
(ICO Model Publication Scheme)**

[Reviewed and adopted](#)

[11th December 2019](#)

[Minute Ref 532/19](#)

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.

-This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- 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,
- 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 makes 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.

Classes of Information

- Who we are and what we do.
- Organisational information, locations and contacts, constitutional ~~and legal~~ [legal](#) governance.

What we spend and how we spend it.

What our priorities are and how we are doing.

reviews.

How we make decisions.

- Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

The Services we Offer.

The classes of information will not generally include:

- 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 storage or~~ is difficult to access for similar reasons.

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

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.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do ————(Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website & hard copy	
Who's who on the Council and its Committees	Website & hard copy	

Formatted Table

Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website & hard copy	
Location of main Council office and accessibility details	Website & hard copy	
Staffing structure	Website & Hard copy	
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	Website & Hard copy	
Annual return form and report by auditor	Website & hard copy	
Finalised budget	Website & Hard copy	
Precept	Website & Hard copy	
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website & Hard copy	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website & hard copy	
5 Year Strategic Plan (latest edition)	Website & Hard copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website & Hard copy	

Quality Gold Status (current)	Website & hard copy	
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum. Decision making is covered within the Council's Standing Orders.	Website & hard copy	
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website & hard copy	
Agendas of meetings (as above)	Website & hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website & hard copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website & hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Website & hard copy	
Bye-laws	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website & Hard copy	
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website & Hard copy	
Committee and sub-committee terms of reference	Website & Hard copy	
Delegated authority in respect of officers		

Code of Conduct	Website & Hard copy	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	Hard copy	
Equality and diversity policy	Website & Hard copy Hard copy	
Health and safety policy	Website & Hard copy	
Recruitment policies (including current vacancies)	Website & Hard copy	
Policies and procedures for handling requests for information	Website & Hard copy	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website & Hard copy Website & Hard copy	
Information security policy	Hard copy	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Hard copy	
Schedule of charges (for the publication of information)	Website & hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only	Website & hard copy	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy	

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)		
Register of members' interests	Website & Hard copy	
Register of gifts and hospitality	Hard copy	
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	Website & hard copy	
Allotments	Website & hard copy	
Burial grounds and closed churchyards	Website & hard copy	
Buildings/Function Suites	Website & hard copy	
Parks, playing fields and recreational facilities	Website & hard copy	
Seating, litter bins, clocks, memorials and lighting	Website & hard copy	
	Website & hard copy	
Markets	Website & Hard copy	
Public conveniences	Website & Hard copy	
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website & hard copy	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

- postage and packaging
- the costs directly incurred as a result of viewing information

Written Requests

Adopted by Council 18th December 2008

Reviewed: Policy & Resources Committee Minute Ref: ~~415/45~~
[December 2019](#)

Date: ~~4st July 2015~~ [11th](#)

To be ~~Reviewed July~~ [Reviewed December 2024-2019](#)