



FOI Model Publication Scheme West Bedlington Town Council

Approved Minute Ref	
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Version	1

INFORMATION AVAILABLE FROM WEST BEDLINGTON TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained (Hard copy and/or website most documents can be sent by e-mail)
<p>Class 1 – Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard Copy or E Mail and Website
Who’s who on the Council and its Committees	Hard Copy or E Mail or website
Contact details for Town Clerk and Council Members – named contacts where possible with telephone number and email address (if used)	Hard Copy or E Mail and Website
Location of main Council Office and accessibility details	Hard Copy or E Mail and Website
Staff Structure	Hard Copy or E Mail and Website
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Hard Copy or E Mail
Annual return form and report by auditor	Hard Copy or E Mail
Finalised Budget	Hard Copy or E Mail or website
Precept	Hard Copy or E Mail or website
Borrowing Approval letter	Not applicable
Financial Standing Orders and Regulations	Hard Copy or E Mail
Grants given and received	Hard Copy or E Mail – website at the end of the year.
List of current contracts awarded and value of contract	Hard Copy or E Mail

Members' Expenses	Hard Copy or e Mail or website
Members' Allowances	website
Class 3 – What our priorities are and how we are going (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	Not available
Annual Report to Town Meeting (current and previous year as a minimum)	Hard Copy or E Mail and website
Quality Status	Hard Copy or E Mail
Local charters drawn up in accordance with DCLG guidelines	Not applicable
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Current and previous council year as a minimum	Hard Copy or E Mail + website
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy or E Mail and website
Agendas of meetings (as above)	Hard Copy or E Mail
Minutes of meetings (as above) – NOTE: this will exclude information that is properly regarded as private to the meeting	Hard Copy or E Mail and website
Reports presented to Council meetings – NOTE: this will exclude information that is properly regarded as private to the meeting	Hard Copy or E Mail
Reponses to consultation papers	Hard Copy or E Mail where available
Responses to planning applications	Council minutes
Bye-laws	Not applicable
Class 5 – Our policies and procedures (Current written protocol, policies and procedures for delivering our services and responsibilities)	<u>Policies and Procedures if available</u>

Current information only	Hard Copy or E Mail
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard Copy or E Mail</p> <p>Hard Copy or E Mail Hard Copy or E Mail Hard Copy or E Mail Hard Copy or E Mail + webpage Hard Copy or E Mail</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and Diversity policy Health and Safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard Copy or E Mail – Published as available</p> <p>Not yet available Not yet available Not yet available Not yet available Not yet available Not yet available</p>
Information security policy	Not yet available
Records management policies (records retention, destruction and archive)	Not yet available
Data protection policies	Hard Copy or E Mail
Schedule of charges (for the publication of information)	Hard Copy or E Mail and website
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	Hard Copy or E Mail or website; some information may only be available by inspection)
Any publicly available register or list	Hard Copy or E Mail
Asset Register	Hard Copy or E Mail
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but not be held by Town Councils)	Hard Copy or E Mail

Register of Members' Interests	Hard Copy or E Mail + website link to Northumberland County Council web page
Register of gifts and hospitality	Hard Copy or E Mail + website link to Northumberland County Council web 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	Hard Copy or E Mail or website; some information may only be available by inspection) Hard Copy or E Mail and website
Allotments	Not applicable
Burial Grounds and closed churchyards	Not applicable
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Hard Copy or E Mail
Seating, litter bins, and memorials	Hard Copy or E Mail
Bus shelters	Hard Copy or E Mail
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable

Schedule of Charges:

- (i) One copy of any available document will be supplied at a cost of £0.50 per copy page + the current cost of postage and packaging to a resident of the West Bedlington Area
- (ii) Multiple copies of any available document will be supplied to any resident within the West Bedlington Area on payment of a cost of £0.50 per copy page + the current cost of postage and packaging.
- (iii) Any document that can be supplied by e-mail will be supplied free of charge to a resident of the West Bedlington Area.
West Bedlington Town Council can supply most documents by e-mail
- (iv) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside of the West Bedlington area or to any company or corporate body, on payment of a sum not exceeding £25 for administrative expenses plus the actual cost of copying and postage.

Contact

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Northumberland
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John Nicholson
Clerk and Responsible Financial Officer