



LEDBURY TOWN COUNCIL PUBLICATION SCHEME

This scheme commits the Council to make information available to the public as part of its normal business activities. The information is included in the classes of information outlined below.

Where possible information will be provided on the Council's website but where it is impractical, hard copies of some information can be made available. The policy below states how information can be obtained.

In exceptional circumstances some information may be available only by viewing in person. An appointment to view the information can 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.

Written requests

Information held by the Town Council that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the Freedom of Information Act.

Information in this definition document will be made available unless:

- The information is no longer held;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	
Who's who on the Council and its Committees	hard copy or website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy or website
Location of main Council office and accessibility details	hard copy or website
Staffing structure	hard copy
<p>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)</p> <p>Current and previous financial year as a minimum</p>	
Annual return form and report by auditor	hard copy or website
Finalised budget	hard copy or website
Precept	hard copy or website
Borrowing Approval letter (if applicable)	Hard Copy

Financial Standing Orders and Regulations	hard copy or website
Grants given and received	hard copy
List of current contracts awarded and value of contract	hard copy
Members' allowances and expenses	hard copy
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>	
Parish Plan (current and previous year as a minimum)	Hard copy/website
Neighbourhood Development Plan	Website or by inspection in person
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy/website4
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	(hard copy or website)
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy/website
Agendas of meetings (as above)	Hard copy/website/notice board

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy/website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy/website
Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy/website
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy/website
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy	Hard copy/website

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)	
Information security policy	Hard copy/website
Records management policies (records retention, destruction and archive)	Hard copy/website
Data protection policies	Hard copy/website
Schedule of charges (for the publication of information)	Hard copy/website
Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	By inspection in person
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)	Hard Copy
Register of members' interests	Hard copy/website
Register of gifts and hospitality	Hard copy/website
	Hard copy/website
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	
Burial grounds and closed churchyards	Hard copy
Listed buildings	Hard copy
Parks, playing fields and recreational facilities	Hard copy/website
Seating, litter bins, clocks, memorials and lighting	Hard copy
Markets	Hard copy/website
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy/website
Additional Information	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
Declarations of acceptance of office	Hard copy
Newsletter	Hard copy/website

Contact details:

Town Clerk
Ledbury Town Council
Church Lane
Ledbury
HR8 1DL
clerk@ledburytowncouncil.gov.uk
Tel: 01531632306

SCHEDULE OF CHARGES

The purpose of the Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Material which is published and accessed on the website will be provided free of charge.

Details of charges are shown below. If a charge is made confirmation of payment due will be given before the information is provided and payment may be requested in advance.

TYPE OF CHARGE	DESCRIPTION
Disbursement cost	Photocopying @ 10p per sheet (black & white)
	Photocopying @ 20p per sheet (colour)
	Postage 2 nd class
Other	Costs directly incurred as a result of viewing information