



## **RYDE TOWN COUNCIL**

### **STANDING ORDERS**

#### **APPENDIX 2**

### **FREEDOM OF INFORMATION ACT 2000**

#### **PUBLICATION SCHEME**

## PUBLICATION SCHEME

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.

This publication scheme has been prepared in accordance with model publication scheme approved by the Information Commissioner and was first adopted by the Council on 7 September 2015 and updated on 13 May 2019.

This publication scheme commits the Town 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 Town Council. The definition of these classes is available in sector specific guidance manuals issued by the Information Commissioner.

So far as reasonably practicable, the Town Council will publish all relevant information in an electronic form that is capable of re-use. This information can be found on the Town Council's website [www.rydetowncouncil.gov.uk](http://www.rydetowncouncil.gov.uk). However, requests for hard copies of any documentation can be made by contacting:

Ryde Town Council, Town Council Chambers, 10 Lind Street, Ryde, Isle of Wight PO33 2NQ or by telephone 01983 811105

**Appendix A (Information available from Ryde Town Council Model publication scheme)** attached provides details of the information to be published under the classes detailed below, how it may be obtained, together with the cost, if any, of providing the information.

### **The scheme commits the Town Council:**

- To proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by the Town Council and which falls within the classifications detailed below.
- To specify the information which is held by the Town Council and falls within the classifications below.
- To proactively publish, or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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 Town Council 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. To publish any dataset held by the Town Council that has been requested, and any updated versions it holds, unless the Town Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the Town Council is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

### **Classes of Information (Refer to Appendix A attached)**

- **Who we are and what we do**

Information; locations and contacts; constitutional and legal governance.

- **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

- **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

- **How we make decisions**

Policy proposals and decisions; Decision making processes; internal criteria and procedures; consultations.

- **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

- **Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

- **The services we offer**

Advice and guidance; booklets and leaflets; transactions and media releases; and a description of the services offered.

**The classes of information will not generally 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.

Where information is available by viewing in person, 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 the Town Council 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 which may be made for information published under this scheme:**

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 Town Council 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
- The 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

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 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 provisions of the Freedom of Information Act.

## APPENDIX A

### Information available from Ryde Town Council Model publication scheme.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	(Hard copy or website)	
Who's who on the Council and its Committees	Website Hard Copy	Free
Contact details for Parish Clerk and Council members	Website Hard Copy	Free
Location of main Council office and accessibility details	Website Hard Copy	Free
Staffing structure	Website Hard Copy	Free

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.	(hard copy or website)	
Annual return form and report by auditor	Website Hard Copy	Free
Finalised budget	Website Hard Copy	Free
Precept	Website Hard Copy	Free
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website Hard Copy	Free
Grants given and received	Website Hard Copy	Free
List of current contracts awarded and value of contract	Website Hard Copy	Free
Members' allowances and expenses	Website Hard Copy	Free

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free
Consultations	Website Hard Copy	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free
Agendas of meetings (as above)	Website Hard Copy	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free



Responses to consultation papers	Hard Copy	Free
Responses to planning applications	Hard Copy	Free
Bye-laws	Hard Copy	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
<b>Policies and procedures for the conduct of council business:</b>  Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements	Website  Hard Copy	Free
<b>Policies and procedures for the provision of services and about the employment of staff:</b>  Equality and diversity policy  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)	Website  Hard Copy	Free

Information security policy	Website Hard Copy	Free
Privacy Notice	Website Hard Copy	Free
Data protection policies	Website Hard Copy	Free
Schedule of charges (for the publication of information)	N/A	N/A
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Assets register	Website Hard Copy	Free
Register of members' interests	Website (IW Council) Hard Copy	Free
Register of gifts and hospitality	Hard Copy	Free

<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Website	Free
Parks, playing fields and recreational facilities	N/A	N/A
Seating, litter bins, clocks, memorials and lighting	Hard Copy	Free
Public conveniences	Website Hard copy	Free
Skatepark	Website	Free
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard Copy	Free
Youth Service	Website	Free
Beach lifeguard service	Website	Free
Town Marketing	Website	Free
Community and Marketing Grants	Website Hard copy	Free

Local Government Transparency Code 2015		
Annual Governance Statement	Website Hard Copy	Free
Annual Statement of Accounts	Website Hard Copy	Free
Internal Audit Report and Certificate	Website Hard Copy	Free
Asset Register including land and property register.	Website Hard Copy	Free
Expenditure over £500	Website Hard Copy	Free
Agendas, minutes and background papers	Website Hard Copy	Free
List of Councillors and responsibilities.	Website	Free
Notice of Tenders	Website Contract Finder	Free