

# Model publication scheme

## Freedom of Information Act

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 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.
- 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, 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 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## Classes of information

### **Who we are and what we do.**

Organisational 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. 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.

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

The authority 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 a public authority, information will be provided on a 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 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 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
- 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 the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

**Information available from Rye Town Council under the Freedom of Information Act model publication scheme.**

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Information published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	website ( <a href="http://www.ryetowncouncil.gov.uk">www.ryetowncouncil.gov.uk</a> ) hard copy – contact Clerk Annual Report	free 3p/sheet 30p (free to parish-ioners) free
Contact details for Town Clerk and Council members	email attachment – contact Clerk website hard copy – contact Clerk Annual Report	free 3p/sheet 30p (free to parish-ioners) free
Location of main Council office and accessibility details	Town Hall noticeboard email attachment – contact Clerk website Rye Town Hall, Market Street, Rye TN31 7LA 01797 223902 01797 227706 (fax) townhall@ryetowncouncil.gov.uk Opening hours: Mon-Thurs, 9am-1pm	free free free free
Staffing structure	website hard copy – contact Clerk	free 3p/sheet
<b>Class 2 – What we spend and how we spend it</b>		

Annual Return Form and report by auditor	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Budget/Precept calculation	website hard copy – contact Clerk email attachment –contact Clerk	free 3p/sheet Free
Borrowing Approval Letter	Hard copy – contact Clerk email attachment – contact Clerk	3p/sheet free
Annual Accounts	website hard copy – contact Clerk email attachment – contact Clerk	Free 3p/sheet free
Financial Regulations	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Grants given and received	website hard copy – contact Clerk	free 3p/sheet
List of current contracts awarded and value of contract Members' allowances and expenses	hard copy – contact Clerk	3p/sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Town Plan	www.ryeneighbourhoodplan.org. uk	free
Annual Report – current and previous year	website hard copy – contact Clerk	free 30p (free to parish- ioners)
Quality status (accreditation criteria)	hard copy – contact Clerk	3p/sheet
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	website hard copy – contact Clerk	free 3p/sheet

Agendas of meetings	website hard copy – contact Clerk email attachment – contact Clerk Town Hall noticeboard (min 3 days before meeting)	free 3p/sheet free
Minutes of meetings ( <i>excluding confidential Minutes</i> )	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Reports presented to council meetings ( <i>excluding confidential material</i> )	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Responses to consultation papers	hard copy – contact Clerk email attachment – contact Clerk	3p/sheet free
Responses to planning applications	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
<b>Class 5 – Our policies and procedures</b>		
<b>Policies and procedures for the conduct of council business</b>		
Standing Orders	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Council/Committees Terms of Reference	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Delegated authority in respect of officers	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Code of Conduct	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
<b>Policies and procedures for the provision of services and about the employment of staff</b>		
Annual leave entitlement	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free

Complaints procedure	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Disciplinary procedure	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Equal opportunities statement	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Freedom of information – model publication scheme	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Grievance procedure	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Health & safety	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
ICT policy	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Recruitment procedure	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Sickness scheme	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet Free
Information and Data Protection Policy	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet Free
Document Retention and Disposal Policy	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free
Schedule of charges (for the publication of information)	See page 6 of this document	free



<b>Class 6 – Lists and Registers</b>			
Assets register	hard copy – contact Clerk email attachment – contact Clerk	3p/sheet free	
Register of Members' interests	hard copy – contact Clerk by inspection	3p/sheet free	
Register of gifts and hospitality	hard copy – contact Clerk by inspection	3p/sheet free	
<b>Class 7 – The services we offer</b>			
Cottage (residential accommodation)	hard copy – contact Clerk by inspection	3p/sheet free	
Discounted Accommodation Scheme	hard copy – contact Clerk by inspection	3p/sheet free	
Finger posts (black & gold)	hard copy – contact Clerk email attachment – contact Clerk	3p/sheet free	
Rye Heritage Centre	web site ( <a href="http://www.ryeheritage.co.uk">www.ryeheritage.co.uk</a> ) hard copy – contact Clerk	free	
Rye Town Steward Scheme	website hard copy – contact Clerk email attachment – contact Clerk	3p/sheet free	
Information sheet: seagulls	website hard copy – contact Clerk email attachment – contact Clerk	free	
Meeting space (Town Hall Chamber)	website hard copy – contact Clerk email attachment – contact Clerk	3p/sheet free	
Skate Park	website hard copy – contact Clerk email attachment – contact Clerk	free	
Playing Field (Freda Gardham)	website hard copy – contact Clerk email attachment – contact Clerk	3p/sheet free	
Rye Pre-School Playgroup, Ferry Road	hard copy – contact Clerk by inspection	3p/sheet free	
Street collection permits ( <i>under delegation</i> )	hard copy – contact Clerk	3p/sheet	

Weddings & civic ceremonies	email attachment – contact Clerk website hard copy – contact Clerk email attachment – contact Clerk	free free 3p/sheet free
<b>Additional Information</b>		
Risk assessments (current)	hard copy – contact Clerk email attachment – contact Clerk	3p/sheet free
Rye Relief in Need (the Council's charity)	website hard copy – contact Clerk email attachment – contact Clerk	free 3p/sheet free

**Contact details: Town Clerk, Town Hall, Rye TN31 7LA**

01797 223902

[townhall@ryetowncouncil.gov.uk](mailto:townhall@ryetowncouncil.gov.uk)

[www.ryetowncouncil.gov.uk](http://www.ryetowncouncil.gov.uk)

Normal opening hours: Monday-Thursday, 9am-1pm

**SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 3p per sheet (black & white)	Actual direct costs
	Photocopying @ 7p per sheet (colour)	Actual direct costs
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class, recorded if requested
<b>Statutory Fee</b>		In accordance with the relevant legislation

Adopted by Rye Town Council, May 2018