



Publication Scheme



Bury St Edmunds Town Council has adopted the ICO model publication scheme as follows:

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 it 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, 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 it 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 because 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 part 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 information is provided. Payment may be requested prior to the 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 Bury St Edmunds Town Council under the model publication 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)	Hard copy and/or website	
Who's who on the Council and its Committees	Website/Notice Board Hard copy – contact Town Clerk	Free 10p/sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and e-mail address (if used))	Website/Notice Board Hard copy – contact Town Clerk	Free 10p/sheet
Location of main Council Office and accessibility details	Bury St Edmunds Town Council Monday – Thursday 9am – 5pm Friday 9am – 4.30pm	
Staffing structure	Website/Notice Board Hard copy – contact Town Clerk	Free 10p/sheet
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		
Annual return form and report by auditor	Hard copy – contact Town Clerk	10p/sheet
Finalised budget	Website Hard copy – contact Town Clerk	Free 10p/sheet
Precept	Hard copy – contact Town Clerk	10p/sheet
Borrowing Approval letter	Hard copy – contact Town Clerk	10p/sheet
Financial regulations and Standing Orders	Website Hard copy – contact Town Clerk	Free 10p/sheet
Grants given and received	Website Hard copy – contact Town Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Town Clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact Town Clerk	10p/sheet
Class 3 – What our priorities are and how we are doing.		

(Strategies and plan, performance indicators, audits, inspections, and reviews).		
Business Plan	Website Hard copy – contact Town Clerk	Free 10p/sheet
Annual Report to Town Meeting (current and previous as a minimum)	Website Hard copy – contact Town Clerk	Free 10p/sheet
Quality status (if applicable)	Hard copy of certificate – contact Town Clerk	10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy – contact Town Clerk	10p/sheet
Class 4 – How we make decisions. (Decision making processes and records of decisions). Current and previous council as a minimum		
Timetable of meetings (council, any committees/sub-committee meetings, and parish meetings).	Website/Notice Board Hard copy – contact Town Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website/Notice Board	Free 10p/sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Town Clerk	Free 10p/sheet
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Town Clerk	Free 10p/sheet
Responses to consultation papers	Website Hard copy – contact Town Clerk.	Free 10p/sheet
Responses to planning applications	Website Hard copy – contact Town Clerk	Free 10p/sheet
Bye-laws	Hard copy – contact Town Clerk	10p/sheet
Class 5 – Our Policies and Procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities). Current information only.		
Policies and procedures for the provision of services and about the employment of staff:		

Procedural Standing Orders Committee and Sub-committee terms of reference Delegated authority in respect of officers Code of conduct Policy statements	Website Hard copy – contact Town Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: 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 request for information and operating the publication scheme).	Website Hard copy – contact Town Clerk.	Free 10p/sheet
Information security policy	Website Hard copy – contact Town Clerk	Free 10p/sheet
Records management policies (records retention, destruction, and archive)	Website Hard copy – contact Town Clerk	Free 10p/sheet
Schedule of charges (for the publication of information)	Website/Notice Board	Free
Class 6 – Lists and Registers Current 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).	Hard copy – contact Town Clerk	10p/sheet
Assets Register	Website	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice but may not be held by the Town Council).	Hard copy – contact Town Clerk	10p/sheet
Register of members' interests	Website Hard copy – contact Town Clerk	Free 10p/sheet
Register of gifts and hospitality	Hard copy – contact Town Clerk	10p/sheet

Class 7 – The services we offer. (Information about the services we offer, including leaflets, and guidance)		
<u>Allotments</u> Plan of site and standard tenancy agreement	Website Hard copy – contact Town Clerk	Free 10p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above.	Website Hard copy – contact Town Clerk	Free 10p/sheet

Contact details: Bury St Edmunds Town Council, 79 Whiting Street, Bury St Edmunds, Suffolk. IP33 1NX
TEL: 01284 725111
EMAIL: Jodie.budd@burystedmunds-tc.gov.uk

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Others	None	-

