



# **BOGNOR REGIS TOWN COUNCIL PUBLICATION SCHEME**

**Adopted by the Council at its Meeting held on 9<sup>th</sup> September 2013**

Bognor Regis Town Council, as the first tier of local government for the Town, has a range of powers and provides a growing number of local services. It believes in openness and working closely with all of its communities of place and interest. It is also determined to involve as many of its citizens as possible in its decision making processes. It has based this it's Publication Scheme on the statutory Model Publication Scheme for local councils and hopes it will help to develop a greater culture of transparency, awareness and understanding. It will be supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

The purpose of the scheme is to be a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish.

### **MODEL PUBLICATION SCHEME**

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.

- 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.

## **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.

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.

Please send requests to:

Town Clerk  
Bognor Regis Town Council  
The Town Hall  
Clarence Road  
Bognor Regis  
West Sussex  
PO21 1LD

01243 867744

[bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

## BOGNOR REGIS TOWN COUNCIL: Publication Scheme- Information Guide (July 2013)

Information available from Bognor Regis Town Council under its model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COPY COST INCLUDING POSTAGE
<b>Class 1 – Who we are and what we do</b>		
Where to find us - Location and map	On Website or in Hard Copy	£0.70
Committee Structure - Current only	On Website or in Hard Copy	£0.70
About the Town Council	On Website or in Hard Copy	£1.10
Council and Committee Membership & Terms of Reference (hard copy prices are per Committee/Group)	On Website or in Hard Copy	£1.00
Contact details for Councillors	Website, Hard Copy/Newsletter	£0.80
Staffing Structure	On Website or in Hard Copy	£0.70
Contact details for Town Clerk and Managers	Website, Hard Copy/Newsletter	£0.70
Ward details	On Website or in Hard Copy	£0.80
<b>Class 2 – What we spend and how we spend it</b>		
Financial Regulations - Current only	On Website or in Hard Copy	£1.60
Standing Orders for Contracts - Current only	On Website or in Hard Copy	£0.90
Approved Budget (including balances & Precept) - Current and previous 3 years	Hard Copy	£1.10
Approved Budget & Precept - One page summary	On Website	Nil
Treasury Management Policy - Current only	On Website or in Hard Copy	£0.80
Procurement Policy - Current only	On Website or in Hard Copy	£0.80
Grants & Funding Guidelines/Criteria - Current only	On Website or in Hard Copy	£0.80
Mayor's Allowance Scheme - Current only (from July 2015)	On Website or in Hard Copy	£0.80
Medium Term Financial Strategy - Current only (from July 2015)	On Website or in Hard Copy	£1.10
Annual Return Form and Report by Auditor - Latest or previous 3 years	Hard Copy	£1.60
Annual Accounts - Most recent and previous 3 years	Hard Copy	£1.60
Financial Management Report - From 2011 only	Hard Copy	£1.60
Borrowing Approval Letters - Within last 3 years (if applicable)	Hard Copy	£0.80
Grants received	Hard Copy	£2.60
Grants given - List for current financial year and 3 previous years	On Website or in Hard Copy	£2.60
List of current contracts awarded and value of contract	On Website or in Hard Copy	£2.60
Members' allowances and expenses	On Website or in Hard Copy	£1.60

<b>Class 3 – What our priorities are and how we are doing</b>		
Corporate Strategy 2016-2019 - “Back to the Best of Bognor”	On Website or in Hard Copy	£1.40
Communications & Marketing Policy	On Website or in Hard Copy	£1.10
Annual Report - Current and Previous 3 years	On Website or in Hard Copy	£1.10
Town Quality Status and Report - Current (if applicable)	On Website or in Hard Copy	£1.10
Extract from Business Plan - Current only (non-commercial information)	On Website or in Hard Copy	£3.60
Performance Management Report - Latest or previous end of year	On Website or in Hard Copy	£3.60
External Audit Report - Latest or previous 3 years as part of Annual Return, plus specific audit reports or letters	On Website or in Hard Copy	£1.10
Internal Report - Final or Interim (latest or previous 3 years)	On Website or in Hard Copy	£1.10
<b>Class 4 – How we make decisions</b>		
Extracts from Constitution - Current only	On Website or in Hard Copy	£0.70
Minutes of Annual Town Meeting - Latest and previous year	On Website or in Hard Copy	£1.40
Reports to Annual Town Meeting - Latest and previous 3 years	Hard Copy	£1.00
Timetable of Meetings (Council, Committee/Working Group Meetings and Town Meetings) - Current & last year	On Website or in Hard Copy	£0.80
Agendas of meetings - current & previous 3 years	On Website or in Hard Copy	£0.80
Minutes of meetings - current & previous 3 years)	On Website or in Hard Copy	£1.10
Reports presented to council meetings - current & previous 3 years - <b>Nb. this will exclude information that is properly regarded as private to the meeting.</b>	Hard Copy	£1.20
Responses to consultation papers	Hard Copy	£0.80
Responses to planning applications	Hard Copy	£0.80
Bye-laws - where applicable	Hard Copy	£1.40
<b>Class 5 – Our Policies and Procedures</b>		
Standing Orders	On Website or in Hard Copy	£1.70
Quality Policy (when adopted)	On Website or in Hard Copy	£0.90
Customer Care Policy (when adopted)	On Website or in Hard Copy	£0.70
Terms of Reference of Committees & Delegation Scheme (hard copy prices are per Committee/Group)	On Website or in Hard Copy	£2.60
Communications & Marketing Policy(when adopted)	On Website or in Hard Copy	£1.10
Members Code of Conduct & Social Media Policy for Councillors	On Website or in Hard Copy	£1.10
Officers Code of Conduct	On Website or in Hard Copy	£1.20
Member/Officer Protocol	On Website or in Hard Copy	£1.20
ICT Policy (when adopted)	On Website or in Hard Copy	£0.90
Environmental Policy	On Website or in Hard Copy	£0.70
Policies and procedures for the provision of services and about the employment of	Hard Copy	£1.60

staff		
Community & Social Policy	On Website or in Hard Copy	£0.80
Protection of Children & Vulnerable Adult Policy	On Website or in Hard Copy	£0.80
Equality Policy	On Website or in Hard Copy	£0.90
Health and Safety Policy	Hard Copy	£3.60
Current employment vacancies	On Website or in Hard Copy	£0.70
Job Descriptions & Person Specifications of current posts (where there are vacancies advertised)	On Website or in Hard Copy	£1.10
Publication Scheme & Information Guide	On Website or in Hard Copy	£0.90
Complaints Code & Procedure	On Website or in Hard Copy	£0.90
Information & Data Protection Policy	On Website or in Hard Copy	£0.30
Document Retention Policy	Hard Copy	£0.90
Schedule of charges for Services	Quote available by email	Nil
Flag Flying Policy	On Website or in Hard Copy	£0.90
Smoke Free Policy	On Website or in Hard Copy	£0.70
External Funding Policy	On Website or in Hard Copy	£1.00
Volunteers Policy	On Website or in Hard Copy	£0.80
Business Continuity Policy	On Website or in Hard Copy	£1.00
Employers Pensions Discretions Policy	On Website or in Hard Copy	£0.80
<b>Class 6 – List and Registers</b>		
Members Declaration of Acceptance of Office	Hard Copy	£0.70
Candidates at last election	Hard Copy	£0.90
Assets Register - current and previous 3 years	Hard copy	£1.60
Register of members' interests	On Website or in Hard Copy	£0.80
<b>Class 7 – The services we offer</b>		
Old Records and Minutes Records	Inspection by appointment	Nil
Town Force	Quote available by email	Nil
Weather Reports from 1999 (cost per month of each year)	On Website or in Hard Copy	£1.00
Floral Displays	Quote available by email	Nil
Sea front concessions	Contact Arun District Council	Nil
Neighbourhood Plan progress	On Website or in Hard Copy	£1.00
<b>Additional Information</b>		
Glossary of Terms & Acronyms	On Website or in Hard Copy	£1.00
Newsletter - Most recent	On Website or in Hard Copy	£1.00
Visitor Guide - current	On Website or in Hard Copy	£0.70
Press releases - previous year only	On Website or in Hard Copy	£0.80
Information relating to the last Periodic Electoral Review of the Council's area	Hard Copy	£1.00

Events & Sponsorship	On Website or in Hard Copy	£0.80
Roundabout sponsorship	On Website or in Hard Copy	£0.80

### **SCHEDULE OF CHARGES**

**This describes how the charges have been arrived at and should be published as part of the guide.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement Cost</b>	Photocopy @ £0.10 per sheet (black & white)	Actual cost*
	Photocopying @ £0.20 per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

**\*Please note, document charges are based on photocopy costs, however these may be varied where documents have to be compiled specially. In some cases, where a small number of documents only are requested, we may decide not to charge if the administrative cost of raising the charge is disproportionate.**

Costs correct as at November 2016.