



**Thornaby Town Council**  
**Freedom of Information Act**  
**Guide to the Model Publication Scheme**

**Introduction**

Under the Freedom of Information Act (“the Act”) it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner’s Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model which has been adopted and is now operated by Thornaby Town Council as from **21 May 2012**.

**Thornaby Town Council Publication Scheme**

The Scheme provides a list of all the information the town council makes routinely available, explains how it can be accessed and whether or not a charge is made for it.

**Manner of publication**

The Town Council feel it is important that all sections of the community can access the council’s information, and systems are in place to make the listed information available to the public as easily as possible. Where possible, information has been placed on the Town Council web-site at [.thornabytowncouncil.gov.uk](http://.thornabytowncouncil.gov.uk) . Where this is not possible the information is available from the Council Offices and Thornaby Library – and / or paper copies can be sent through the post.

# THORNABY TOWN COUNCIL

Information available under the Model Publication Scheme

## Contact Information:

Thornaby Town Council, Town Hall, Mandale Road, Thornaby on Tees, Yorkshire, TS17 6AW

Tel: 01642 678652

Email: [@thornabytowncouncil.gov.uk](mailto:@thornabytowncouncil.gov.uk)

Website: [.thornabytowncouncil.gov.uk](http://.thornabytowncouncil.gov.uk)

Town Clerk: Tina Mansell

Office opening hours: 9.00am – 3.00pm Monday to Friday

Information	How the information can be obtained	Cost
-------------	-------------------------------------	------

<p><b>Class1 - Who we are and what we do</b>  (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
<p>Who's who on the Council and its Committees</p>	<p>Website  Hard copy</p>	<p>Free  15p per Sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website  Hard copy – Council office  TTC information board in Thornaby library  Thornaby Pride</p>	<p>Free  15p per Sheet  Free  Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Website  Hard copy – Council office  Thornaby Pride</p>	<p>Free  15p per Sheet  Free</p>
<p>Staffing structure</p>	<p>Website  Hard copy – Council office</p>	<p>Free  15p per Sheet</p>

<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)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hard copy – Council office	Free 15p per Sheet
Finalised budget	Hard copy – Council office	15p per Sheet
Precept	Hard copy – Council office	15p per Sheet
Borrowing Approval letter	Hard copy – Council office	15p per Sheet
Financial Standing Orders and Regulations	Website Hard copy – Council office	Free 15p per Sheet
Grants given and received  <b>NB: Full Council minutes that are free to view in the folder in Thornaby Library will be subject to photocopying costs set by the library</b>	Website – Full Council Minutes Hard copy – Full Council Minutes – Council office Hard copy – Full Council Minutes in library	Free 15p per Sheet Free to view
List of current contracts awarded and value of contract	Hard copy – Council office	15p per Sheet
Members' allowances and expenses	Hard copy – Council office	15p per sheet

<b>Class 3 – What our priorities are and how we are doing</b>		
---	--	--

(Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 15p per Sheet
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy - council office TTC information board in Thornaby Library	Free 15p per Sheet Free
Agendas of meetings (as above)	Website Hard copy - council office TTC information board in Thornaby Library	Free 15p per Sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.  <b>NB: Full Council/Committee minutes that are free to view in the folder in Thornaby Library will be subject to photocopying costs set by the library</b>	Website Hard copy – Council office Hard copy - Folder in Thornaby Library	Free 15p per Sheet Free to view
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.  <b>NB: Full Council/Committee minutes that are free to view in the folder in Thornaby</b>	Website – FC/Committee Minutes Hard copy – FC/Committee minutes – Council office Hard copy – FC/Committee	Free  15p per Sheet  Free to view

Library will be subject to photocopying costs set by the library	minutes in folder in Thornaby Library	
Responses to consultation papers	Website – FC/Committee Minutes Hard copy – FC/Committee Minutes – Council office Hard copy – FC/Committee minutes in folder in Thornaby library	Free 15p per Sheet Free to view
NB: Full Council/Committee minutes that are free to view in the folder in Thornaby Library will be subject to photocopying costs set by the library		
Responses to planning applications	Website – FC/Committee Minutes Hard copy – FC/Committee Minutes – Council office Hard copy – FC/Committee minutes in folder in Thornaby library	Free 15p per Sheet Free to view
NB: Full Council/Committee minutes that are free to view in the folder in Thornaby Library will be subject to photocopying costs set by the library		

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		Free Hard copy 15per Sheet
---	--	-------------------------------

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Website  Hard copy – Council office</p>	<p>Free  15p per Sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and Safety policy  Policies and procedures for handling requests for information  Complaints procedure (including those covering requests for information and operating the publication scheme)</p>	<p>Website  Hard copy – Council office</p>	<p>Free  15p per Sheet</p>
Data Protection Policy	<p>Website  Hard copy – Council office</p>	<p>Free  15p per Sheet</p>
Schedule of charges for the publication of information	<p>Website – Model Publication Scheme  Hard copy – Model Publication Scheme –  Council office</p>	<p>Free  15p per Sheet</p>

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Assets Register		
Register of members' interests	Website	Free

Register of gifts and hospitality (where applicable)	Available by inspection only	No copies

<p><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)</p> <p>Current information only</p>		
Thornaby Pride	Website Hard copy: door to door delivery Hard copy	Free Free Available to view in council office. No copy given

## SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Cost of paper / printing.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class



<b>Statutory Fee</b>		The appropriate cost limit for a request is £600 for central government and Parliament and £450 for other public authorities
		<p>When estimating the cost of compliance, the following is taken into consideration</p> <ul style="list-style-type: none"> <li>• Determining whether it holds the information requested</li> <li>• Locating the information</li> <li>• Retrieving such information or documents</li> <li>• The cost of staff time associated with these activities is currently calculated at £25 per hour.</li> </ul>
<b>Other</b>		

Where the limit is not exceeded, the only charges that can be passed to the applicant are those associated with providing the information, for example photocopying and postage. These are collectively known as disbursements.

**\* The actual cost incurred by the public authority**

You can not take the time spent considering whether or not information is exempt from release into account when estimating the cost of compliance.