



Thornaby Town Council Publication Scheme & Policy

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

Thornaby 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 <https://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.

Contact information:

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

Date of policy: 2014 Approving committee: Full Council Date of committee meeting: 2014
Reviewed: 2025 Approving committee: Date of Committee meeting:



Telephone: +44 (0) 1642 678652

Mobile: +44 (0) 7972 269211

Email: Townclerk@thornabytowncouncil.gov.uk

Website: <https://Thornabytowncouncil.gov.uk>

Town Clerk: Pamela Danks

Town Clerk Office opening hours: 0800-1300 Monday to Friday

Information available under the Model Publication Scheme is showing below.

Information	How the information can be obtained	Cost
SECTION 1 - Who we are and what we do		
(Organisational information, structures, locations and contacts)	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
This will be current information only		
Who's who on the Council and its Committees	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
	TTC information board in Thornaby library	Free
	Thornaby Pride	Free
Location of main Council office and accessibility details	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
	Thornaby Pride	Free

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Staffing structure	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
SECTION 2 – What we spend and how we spend it		
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Current and previous financial year as a minimum	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
Annual return form and report by auditor	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Finalised budget	Hard copy – Town Clerk Office	15p per Sheet
Precept	Hard copy – Town Clerk Office	15p per Sheet
Borrowing Approval letter	Hard copy – Town Clerk Office	15p per Sheet
Financial Standing Orders and Regulations	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Grants given and received	Website: Minutes of meetings HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – Full Council Minutes – Council office	15p per Sheet
Meeting Agenda's	Hard copy – Full Council Minutes in library	Full Council minutes that are free to view in the folder in Thornaby Library will be subject to photocopying costs set by the library
	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	Free

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Minutes of meetings	Hard copy – Full Council Minutes in library	Full Council minutes that are free to view in the folder in Thornaby Library will be subject to photocopying costs set by the library
	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	Free
List of current contracts awarded and value of contract	Hard copy – Town Clerk Office	15p per Sheet
Members' allowances and expenses	Hard copy – Town Clerk Office	15p per sheet
SECTION 3 – What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy – Town Clerk Office	15p per Sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
SECTION 4 – How we make decisions		
(Decision making processes and records of decisions)	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
	TTC information board in Thornaby	Free
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parish meetings)	Library	
Agendas of meetings (as above)	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
	TTC information board in Thornaby Library	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
	TTC information board in Thornaby Library	Free to view
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – FC/Committee minutes – Council office	Free
	TTC information board in Thornaby Library	15p per Sheet
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 consultation papers	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – FC/Committee Minutes – Council office	
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: HTTPS://ThornabyTownCouncil.gov.uk/ Council meeting minutes	Free
	Hard copy – FC/Committee Minutes – Council office	Free
	TTC information board in Thornaby Library	15p per Sheet
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		
SECTION 5 – Our policies and procedures		

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(Current written protocols, policies and procedures for delivering our services and responsibilities)	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Policies and procedures for the conduct of council business:	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Procedural standing orders	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Committee and sub-committee terms of reference	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Delegated authority in respect of officers	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Code of Conduct	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Policy statements	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Policies and procedures for the provision of services and about the employment of staff:	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Internal policies relating to the delivery of services	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Equality and diversity policy	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Health and Safety policy	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Policies and procedures for handling requests for information	Website: HTTPS//ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet

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Complaints procedure (including those covering requests for information and operating the publication scheme)	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Data Protection Policy	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Schedule of charges for the publication of information	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
SECTION 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Register of members' interests	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy – Town Clerk Office	15p per Sheet
Register of gifts and hospitality (where applicable)	Available by inspection only	No copies
SECTION 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Thornaby Pride	Website: HTTPS://ThornabyTownCouncil.gov.uk	Free
	Hard copy: door to door delivery	Free
	Hard copy	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 2nd

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		class
Statutory Fee	The appropriate cost limit for a request is £600 for central government and Parliament and £450 for other public authorities	
	When estimating the cost of compliance, the following is taken into consideration	
	· Determining whether it holds the information requested	
	· Locating the information	
	· Retrieving such information or documents	
	· The cost of staff time associated with these activities is currently calculated at £25 per hour.	
Other		
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.		