



PUBLICATION SCHEME

(Required by the Freedom of Information Act 2000)

1. 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.
2. 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.
3. The scheme commits an authority:
 - 3.1 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.
 - 3.2 To specify the information which is held by the council and falls within the classifications below.
 - 3.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - 3.4 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.
 - 3.5 To review and update on a regular basis the information the authority makes available under this scheme.
 - 3.6 To produce a schedule of any fees charged for access to information which is made proactively available.
 - 3.7 To make this publication scheme available to the public.
 - 3.8 To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the council 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 council is the owner, to make the information available for re-use under the terms of the Re-use of Public Section Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

4. Classes of Information

- 4.1 Who we are and what we do.
Organisational information, locations and contacts, constitutional and legal governance.
- 4.2 What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 4.3 What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.
- 4.4 How we make decisions.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 4.5 Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.
- 4.6 Lists and Registers.
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 4.7 The Services we Offer.
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
- 4.8 The classes of information will not generally include:
 - 4.8.1 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.
 - 4.8.2 Information in draft form.
 - 4.8.3 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.

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

- 5.1 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.
- 5.2 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.
- 5.3 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.

- 5.4 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.

6. Charges which may be made for Information published under this scheme.

- 6.1 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:

- 6.1.1 photocopying
- 6.1.2 postage and packaging
- 6.1.3 the costs directly incurred as a result of viewing information

- 6.2 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.

- 6.3 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.

7. 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 2000.

Information available from Diss Town Council under the model Freedom of Information publication scheme

Method of Access

Information listed in this publication scheme is normally available free of charge on the Diss Town Council website at www.diss.gov.uk. Where information is not published online, or where a hard copy is required, copies may be obtained by contacting the Council office. Charges for printed copies will be made in accordance with the Council's published Schedule of Charges below. Information that contains personal, confidential or exempt information will not be disclosed except where required by law.

Some information, such as statutory registers or historic records, may only be available for inspection by appointment or upon request.

Information Available
Class 1 – Who we are and what we do
Who's who on the Council and its Committees
Contact details for the Town Clerk and Councillors
Location of the Council office and accessibility information
Staffing structure
Class 2 – What we spend and how we spend it
Annual Governance and Accountability Returns
Annual budgets
Precept information
Financial Regulations
Grants awarded
Contracts and procurement information
Class 3 – What our priorities are and how we are doing
Diss and District Neighbourhood Plan
Annual Town Meeting information
Corporate Strategy
Class 4 – How we make decisions
Meeting timetable
Agendas
Minutes
Reports presented to meetings (where public)
Responses to planning applications

Class 5 – Our policies and procedures
Standing Orders
Financial Regulations
Committee Terms of Reference
Code of Conduct
Equality Policy
Health and Safety Policy
Information Governance and Data Protection Policies
Complaints Procedure
Freedom of Information Procedures
Records Retention Policy
Other adopted Council policies
Class 6 – Lists and Registers
Asset Register
Register of Members' Interests
Registers required by law
Class 7 – Services We Offer
Cemetery services
Markets
Parks and open spaces
Community facilities
Allotments
Public conveniences
Agency agreements
Fees and charges

Contact details:

Town Clerk
Diss Town Council
11-12 Market Hill
Diss,
Norfolk,
IP22 4JZ
01379 643848

towncouncil@diss.gov.uk
www.diss.gov.uk

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 @ 10p per sheet (black & white)	Cost of paper, copy charge & minimal administrative charge
	Photocopying @ 20p per side (colour)	Cost of paper, copy charge & minimal administrative charge
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	
Other	N/A	