

Clerk and CEO are inter-changeable titles, as are Deputy Clerk and COO.

DISS TOWN COUNCIL



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

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 - current information only)		
Who's who on the Council and its Committees	website hard copy – contact office	Free
Contact details for Town Clerk and Council members	website hard copy – contact office	Free
Location of main Council office and accessibility details	website hard copy – contact office	Free
Staffing structure	website hard copy – contact office	Free
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)		
Annual return form and report by auditor	website hard copy – contact office	Free 7p /page (B/W)
Finalised budget	website hard copy – contact office	Free 7p /page (B/W)
Precept	website hard copy – contact office	Free 7p /page (B/W)
Borrowing Approval letter	hard copy – contact office (where applicable)	7p /page (B/W)
Financial Standing Orders and Regulations	website hard copy – contact office	Free 7p /page (B/W)
Grants given and received	hard copy – contact office	7p /page (B/W)
List of current contracts awarded and value of contract	hard copy – contact office (where applicable)	7p /page (B/W)

Members' allowances and expenses	hard copy – contact office	7p /page (B/W)
Class 3 – What our priorities are and how we are doing? (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	underway	
Annual Report to Parish Meeting	website hard copy – contact office	Free 7p /page (B/W)
Quality status/Local Council Award Scheme	certificate – displayed in the office	Free
Corporate Strategy	website hard copy – contact office	Free 7p /page (B/W)
Class 4 – How we make decisions (Decision making processes and records of decisions - current and previous two Council years)		
Timetable of meetings	website hard copy – contact office	Free 7p /page (B/W)
Agendas of meetings	website hard copy – contact office	Free 7p /page (B/W)
Minutes of meetings (this excludes information that is properly regarded as private to the meeting.)	website hard copy – contact office	Free 7p /page (B/W)
Reports presented to council meetings – (this excludes information that is properly regarded as private to the meeting.)	website hard copy – contact office	Free 7p /page (B/W)
Responses to consultation papers	hard copy – contact office	7p /page (B/W)
Responses to planning applications	SNC website hard copy – contact office	Free 7p /page (B/W)
Bye-laws	hard copy – contact office (where applicable)	7p /page (B/W)
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Procedural standing orders	website hard copy – contact office	Free 7p /page (B/W)
Committee and sub-committee terms of reference	website – see Corporate Strategy hard copy – contact office	Free 7p /page (B/W)

Delegated authority in respect of officers	website - see Corporate Strategy hard copy – contact office	Free 7p /page (B/W)
Code of Conduct	website hard copy – contact office	Free 7p /page (B/W)
Policy statements	website hard copy – contact office	Free 7p /page (B/W)
Internal policies relating to the delivery of services	hard copy – contact office (where applicable)	7p /page (B/W)
Equality and diversity policy	website hard copy – contact office	Free 7p /page (B/W)
Health and safety policy	website hard copy – contact office	Free 7p /page (B/W)
Recruitment policies (including current vacancies)	hard copy – contact office (where applicable)	7p /page (B/W)
Policies and procedures for handling requests for information	website hard copy – contact office	Free 7p /page (B/W)
Complaints procedures (including those covering requests for information and operating the publication scheme)	website hard copy – contact office	Free 7p /page (B/W)
Information security policy	website hard copy – contact office	Free 7p /page (B/W)
Records management policies (records retention, destruction and archive)	website hard copy – contact office	Free 7p /page (B/W)
Data protection policies	website hard copy – contact office	Free 7p /page (B/W)
Schedule of charges (for the publication of information)	website hard copy – contact office	Free 7p /page (B/W)
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	N/A	
Assets Register	website hard copy – contact office	Free 7p /page (B/W)
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	hard copy – contact office	7p /page (B/W)

Register of members' interests	website hard copy – contact office	Free 7p /page (B/W)
Register of gifts and hospitality	hard copy – contact office	7p /page (B/W)
Class 7 – The services we offer (Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Refer to Diss & District Allotment Holders' Society	
Diss Cemetery and St Mary's Churchyard	Cemetery regulations, Schedule of fees, Transfer of Exclusive Rights leaflet, Burial Registers - hard copy or website; some information may only be available by inspection	Free 7p /page (B/W)
Diss Corn Hall	website (Diss Corn Hall Trust) hard copy – contact office	Free 7p /page (B/W)
Diss Park & Mere, Fair Green, Rectory Meadow, Diss Sports Ground, Diss Youth & Community Centre	Website (Fair Green Neighbourhood Association) hard copy – contact office	Free 7p /page (B/W)
Seating, litter bins, parish clock, memorials and lighting	hard copy – contact office	Free 7p /page (B/W)
Bus shelters	hard copy – contact office	Free 7p /page (B/W)
Markets	website (including regulations and trader application forms) hard copy – contact office	Free 7p /page (B/W)
Public conveniences (Diss Park)	hard copy – contact office	7p /page (B/W)
Agency agreements	hard copy – contact office	7p /page (B/W)
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	website hard copy – contact office	Free 7p /page (B/W)

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 @ 7p per sheet (black & white)	Cost of paper, copy charge & minimal administrative charge
	Photocopying @ 14p 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	