

WINSFORD TOWN COUNCIL



FREEDOM OF INFORMATION ACT 2000

MODEL PUBLICATION SCHEME FOR LOCAL COUNCILS

INTRODUCTION

In accordance with the provisions of the Freedom of Information Act 2000 this model scheme adopted by Winsford Town Council specifies the classes of information which local councils publish or intends to publish. The model scheme comprises several core classes of information which are mandatory. It also includes several optional documents (within those core classes) as well as a group of totally optional classes. Any optional documents within a core class of information are clearly specified therein. It is not a prerequisite that a council adopts any of the optional documents or classes. The intention behind the inclusion of optional classes and documents is to add a degree of choice and flexibility in the scheme to accommodate the wide range of activities carried out by local councils.

In some cases a class of information sets out a range of information which is excluded from publication Where that is the case the reasons behind the decision to exclude are clearly stated. Excluded throughout the model scheme is general correspondence sent

or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.

In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the model publication scheme.

If original documents are more readily available from another source, details of that organisation are again specified in the scheme.

The information contained in each class may be available in a variety of formats namely in hard copy on request from the clerk of the council, by inspection at the council office or on the Council web site at www.winsford.gov.uk.

Reasonable charges may be raised for the provision of copies of the documents/information listed in each of the classes. The classes are as follows: -

CORE CLASSES OF INFORMATION

(Mandatory unless otherwise stated)

COUNCIL INTERNAL PRACTICE AND PROCEDURE

- Minutes of council, committee, working groups and sub-committee meetings.
- Standing Orders
- Council's Annual Report

Optional documents

- Agendas and supporting papers for council, committee and sub-committee meetings

CODE OF CONDUCT

- Members Declaration of Acceptance of Office
- Members Register of Interests

- Register of Members Interests Book

PERIODIC ELECTORAL REVIEW

- Information relating to the last Periodic Electoral Review
- Information relating to the latest boundary review of the council area

EMPLOYMENT PRACTICE AND PROCEDURE

- Terms & conditions of employment
- Job descriptions

Optional documents

- Equal Opportunities Policy
- Health & Safety Policy
- Staffing Structure

Exclusions – ‘personal records’ i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998

PLANNING DOCUMENTS

- Responses to planning applications

Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning (Vale Royal Borough Council) and/or highway authority respectively (Cheshire County Council).

AUDIT AND ACCOUNTS

- Statement of Accounts – limited to the last financial year
- Annual Statutory report by auditor (internal and external) – limited to the last financial year
- Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year

- Precept request – limited to the last financial year
- VAT records – limited to the last financial year
- Financial Standing Orders and Regulations
- Assets register – council owned land and properties

Optional documents

- Fees and charges applied by the council
- Safety inspection records for example for playgrounds

Exclusions – all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. Regarding quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

OPTIONAL CLASSES OF INFORMATION

DEVELOPMENT AND IMPLEMENTATION OF POLICY

- Responses made by council to consultation papers
- Complaints procedure

BYELAWS

Made for any of the following purposes: -

- To control dogs and dog fouling

COUNCIL CIRCULARS/NEWSLETTERS

- Town guide
- History of Winsford
- Newsletter

ALLOTMENTS

- Plans
- Tenancy Agreements

Exclusions – individual tenancy agreements and rent payment records under both privacy and data protection laws

OPTIONAL DOCUMENTS WITHIN CORE CLASSES

Winsford Town Council has selected the following options within the model publication scheme for local councils.

Class 1

COUNCIL INTERNAL PRACTICE AND PROCEDURE

Agendas and supporting papers for council, committee and committee meetings, limited in each case to the forthcoming meeting.

(✓)

Terms of reference for Committees

()

Class 4

EMPLOYMENT PRACTICE AND PROCEDURE

Equal Opportunities Policy

(✓)

Health & Safety Policy

(✓)

Staffing Structure

(✓)

Class 5

PLANNING DOCUMENTS

Parish Plan

()

Class 6

AUDIT AND ACCOUNTS

Loan sanction approvals

()

Fees and charges applied by the council	(✓)
Safety inspection records for example for playgrounds	(✓)
Register/file of members allowances	()

Class 8

BYELAWS

The regulation of a mortuary and post-mortem room	()
The regulation of a pleasure ground or public space	(✓)
The regulation of an open space or burial ground	()
The regulation of any baths, swimming pool, bathing or washhouse	()
The regulation of the hiring of pleasure boats in a park or pleasure ground provided by the council	()
To control dogs and dog fouling	(✓)

Class 9

COUNCIL CIRCULARS/NEWSLETTERS

Town Guide	(✓)
Maps	(✓)
Newsletter	(✓)

Class 11

ALLOTMENTS

Plans	(✓)
Tenancy Agreement	(✓)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 – Who we are and what we do		
Where to find us-Location and map	Web Site	Nil
Committee Structure-current only	Hard Copy Web Site	£0.10
About the Town Council- Background to the Mayor & chain of office How the Council operates How decisions are made Citizens' Rights Role and functions of councillors, Mayor & Leader	Web Site	£1

Mayor's Allowance Scheme-current only	Hard Copy Web Site	£0.30
Medium Term Financial Strategy-current only		
Annual return form and report by auditor-latest or previous 3 years		
Annual Accounts-most recent and previous 3 years		
Financial Management Report-most recent only		
Borrowing Approval Letters-within last 3 years		
Grants received		
Grants given list for current financial year and 3 previous years		
Grants given-last full year		
List of current contracts awarded and value of contract		
Members' allowances and expenses (No allowances are paid to Councillors other than Mayor & Deputy Mayor)		
Class 3 – What our priorities are and how we are doing		
Neighbourhood plan		
Annual Report-Current and Previous 3 years		
External Audit Report-latest or previous 3 years		
Internal Report-Final or Interim (latest or previous 3 years)		
Class 4 – How we make decisions		
Information & Data Protection Policy		
Minutes of Annual Town Meeting-latest and previous year		
Timetable of meetings (Council, any committee/working group meetings and parish meetings) current & last year		
Agendas of meetings		
Minutes of meetings		
Council and Committee Membership		
Contact details for councillors	Hard Copy Web Site	£0.10
Officer Management Structure	Hard Copy Web Site	£0.10
Contact details for Chief Officer and Managers	Hard Copy Web Site	£0.10
Ward details	Hard Copy	£0.10
Class 2 – What we spend and how we spend it		
Financial Regulations-current only	Hard Copy	£0.50

Standing Orders	Hard Copy	£0.50
Approved Budget (including balances & Precept)-current and previous 3 years	Hard Copy	£1
Approved Budget & Precept-one page summary	Hard Copy	Nil
Grants & Funding Policy-current only	Hard Copy Web Site	£0.20

Class 5 – Our Policies and Procedures		
Standing Orders	Hard Copy Web Site	£1
Terms of Reference of Committees & Delegation Scheme	Hard Copy	£2
Communications & Social Policy	Hard Copy	£0.20
Members Code of Conduct	Hard Copy	£5
Officers Code of Conduct	Hard Copy	£2
ICT Policy	Hard Copy	£0.30
Community & Social Policy	Hard Copy	£0.20
Child & Vulnerable Adult Policy	Hard Copy	£0.20
Equality policy	Hard Copy	£0.50
Health and Safety Policy	Hard Copy	£8
Current employment vacancies	Hard Copy Web Site	Nil
Job Descriptions & Person Specifications of current posts	Hard Copy on Web Site for vacancies	£0.40
Publication Scheme & Information Guide	Hard Copy	£1
Complaints Code & Procedure	Hard Copy	Nil
Information & Data Protection Policy	Hard Copy Web Site	£0.30
Schedule of charges for Northwich Town Council	Hard Copy Web Site	Nil
Class 6 – List and Registers		
Members Declaration of Acceptance of Office	Hard Copy	£0.10
Candidates at last election	Hard Copy	£1
Assets Register-current and previous 3 years	Hard copy	£1
Register of members' interests	Hard Copy	£1
Class 7 – The services we offer		

Winsford Town Council Ancient Records	Available for inspection by appointment	Nil
Allotments	Hard Copy Web Site	Nil
Rilshaw Meadows	Hard Copy Web Site	Nil
Wharton/Over Recs	Hard Copy Web Site	Nil
Other parks	Hard Copy Web Site	Nil

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	Photocopy @ 10.p per sheet (black & white)	Actual cost*
	Photocopying @ 20 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Please note, document charges are base 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.

Adopted by Council on 17th March 2025 - to be reviewed on at least an annual basis.