



**Penrith Town Council**

PUBLICATION SCHEME

2022

## **PUBLICATION SCHEME**

### **INFORMATION THAT WE MAKE ROUTINELY AVAILABLE**

As well as responding to requests for information, we are required to publish information proactively. The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office, and to publish information covered by the scheme.

The scheme means that we must make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

**Visit** our website: [www.penrithtowncouncil.gov.uk](http://www.penrithtowncouncil.gov.uk) to view all the information

**Email** us [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk) and we will email you the information you request.

**Call** us on 01768 899 773 and we will send you a copy of the information by post.

**Visit** the Council Office at Unit 1, 19-24 Friargate and we will print a copy off for you.

<b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts. Current information only.		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Who's who on the Council and its Committees	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Contact details for Town Clerk  Council members:	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Location of main Council office and accessibility details	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Staffing structure	Website Email Hard copy – contact Clerk	Free Free 10p/sheet

**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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual return form and report by auditor	Website Email Hard copy – contact Clerk	10p/sheet
Finalised budget & Precept	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Standing Orders and Financial Regulations	Website Email Hard copy – contact Clerk	Free 10p/sheet
Grants given and received	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
List of current contracts awarded and value of contract	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p/sheet

**Class 3 – What our priorities are and how we are doing** (Strategies and plans, performance indicators, audits, inspections and reviews)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Council Priorities/Business Plan	Website Email Hard copy – contact Clerk	10p/sheet
Annual Report to Town Meeting	Website Email Hard copy – contact Clerk	10p/sheet
Quality Status	Website Email Hard copy – contact Clerk	10p/sheet

**Class 4 – How we make decisions** Decision making processes and records of decisions. Current and previous council year as a minimum

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Timetable of meetings	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Agenda of meetings	Website Email Noticeboard Hard copy – contact Clerk	Free Free Free 10p/sheet
Minutes of meetings excluding information that is properly regarded as private to the meeting.	Website Email Hard copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings - excluding information that is properly regarded as private to the meeting.	Website Email Hard copy – contact Clerk	Free 10p/sheet
Responses to consultation papers	Email Hard copy – contact Clerk	Free 10p/sheet
Responses to planning applications	Website – planning committee minutes Hard copy – contact Clerk	Free 10p/sheet

<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities		
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Standing Orders &amp; Financial Regulations</li> <li>• Committee and sub-committee terms of reference</li> <li>• Code of Conduct</li> <li>• Delegated authority in respect of officers</li> <li>• Policy statements</li> </ul>	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Policies and procedures for the provision of services and the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Information security policy & Data protection policies	Email Website Hard copy – contact Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Email Website Hard copy – contact Clerk	10p/sheet

**Class 6 – Lists and Registers** Currently maintained lists and registers only

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Assets Register	Inspection only – contact Clerk	
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)	Inspection only – contact Clerk	
Register of members’ interests	Email Website Eden District Council website Hard copy – contact Clerk	Free Free Free 10p/sheet
Register of gifts and hospitality	Inspection only – contact Clerk	



**Class 7 – The services we offer** Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses  
Current information only

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Allotments	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Parks, playing fields and recreational facilities	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Seating, litter bins, clocks, memorials and lighting	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Bus shelters	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Agency agreements	Email Website Hard copy – contact Clerk	Free Free 10p/sheet

## **SCHEDULE OF CHARGES**

Unless a statutory fee applies, most information will be provided free of charge. For instance, information available on the council's website can be downloaded free of charge.

However, on some occasions it is necessary to charge a fee:

- Photocopying @ 10p per sheet (black & white) - Actual cost
- Postage -Actual cost of Royal Mail 2nd class

The Council will not comply with a request where it will exceed the appropriate limit set out by The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

**ADOPTED: 2015**  
**REVIEWED: 2022**