



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899 773 Email: office@penrithtowncouncil.gov.uk

INFORMATION 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 to view all the information

Email us 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.

NOTE: DOCUMENT CONTAINS TABLES IMPACTING ON ACCESSIBILITY

Class1 - Who we are and what we do

Organisational information, structures, locations and contacts.
Current information only.

Information to be published	How the information can be obtained	Cost
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

Information to be published	How the information can be obtained	Cost
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)

Information to be published	How the information can be obtained	Cost
Council Business Plan.	Website Email Hard copy – contact Clerk	10p/sheet
Annual Report.	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		
Information to be published	How the information can be obtained	Cost
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
-------------------------------------	---	-------------------

Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities		
Information to be published	How the information can be obtained	Cost
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Standing Orders & Financial Regulations • Committee and sub-committee terms of reference • Code of Conduct • Delegated authority in respect of officers • Policy statements 	<p>Email Website Hard copy – contact Clerk</p>	<p>Free Free 10p/sheet</p>
<p>Policies and procedures for the provision of services and the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy 	<p>Email Website Hard copy – contact Clerk</p>	<p>Free Free 10p/sheet</p>

<ul style="list-style-type: none"> • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) • 		
<p>Information security policy & Data protection policies</p>	<p>Email Website Hard copy – contact Clerk</p>	<p>Free Free 10p/sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Email Website Hard copy – contact Clerk</p>	<p>Free Free 10p/sheet</p>

Class 6 – Lists and Registers Currently maintained lists and registers only		
Information to be published	How the information can be obtained	Cost
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 Westmorland and Furness 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

Information to be published	How the information can be obtained	Cost
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

If there is a charge for disbursement e.g. photocopying or postage in order to provide information, we will inform applicants as soon as possible to see if they wish to proceed. However, such charges will usually be waived if they amount to less than £10.00.

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

Version Control Table

Title	Publication of Information Scheme V1.052015			
Description	Governance Policy – requires annual review			
Created By	Town Clerk			
Date Created	May 2015			
Maintained By	Town Clerk/Legal			
Version Number	Modified By	Modifications Made	Date Modified	Status
V1	T/C and L	Accessibility	25/11/25	Live

NOTE: DOCUMENT CONTAINS TABLES IMPACTING ON ACCESSIBILITY