

Freedom of Information Publication Scheme

GUIDE TO INFORMATION

The Freedom of Information Act (FOIA) provides public access to information held by public sector organisations.

The Act requires Daventry Town Council to adopt a Guide to Information. This document specifies what information the Council will routinely publish, in what format that information will be available and whether the Council will charge for providing the information and if so the level of charge.

Anyone can request information – there are no restrictions on age, nationality or where a person lives.

Information relating to private individuals is excluded, as this is personal data. The FOIA Act operates alongside the Data Protection Act 2018 and the Environmental Information Regulations. The Data Protection Act 2018 allows people to access information about themselves. The Environmental Information Regulations give people access to information about the environment.

Information available from Daventry Town Council under the model publication scheme

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) CURRENT INFORMATION ONLY

Information	How information can be obtained	Cost
Who's who on the Council and Committees	Website/Hard copy	Free
Contact details for Chief Officer and Council members	Website/Hard copy	Free
Location of main Council office and accessibility details	Website/Hard copy	Free
Staffing structure	Website/Hard copy	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 AS A MINIMUM

Information	How information can be obtained	Cost
Annual Return form (AGAR) and report by auditor	Website/Hard copy	Free
Finalised budget	Website/Hard copy	Free
Precept	Website/Hard copy	Free
Borrowing Approval letter	Hard copy	Free

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Financial Regulations	Website/Hard copy	Free
Grants given and received	Website/Hard copy	Free
List of contracts awarded and value	Hard copy	Free
Members' allowances and expenses	Website/Hard copy	Free

Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) CURRENT AND PREVIOUS FINANCIAL YEAR AS A MINIMUM

Information	How information can be obtained	Cost
Parish Plan/Town Design Statement	Hard copy	Free
Annual Report to Parish Meeting	Hard copy	Free
Quality status	Work in progress	N/A
Local charters drawn up in accordance with DCLG guidelines	Not applicable	N/A

Class 4 - How we make our decisions (Decision making processes and records of decisions) CURRENT AND PREVIOUS FINANCIAL YEAR AS A MINIMUM

Information	How information can be obtained	Cost
Timetable of meetings	Website/Hard copy	Free
Agendas of meetings	Website/Hard copy	Free
Minutes of meetings– note: this will exclude information that is properly regarded as private to the meeting	Website/Hard copy	Free
Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the meeting	Website/Hard copy	Free
Responses to consultation papers	Hard copy	Free
Responses to planning applications	Hard copy	Free
Bye-laws	Hard copy	N/A

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Class 5 - Our policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) CURRENT INFORMATION ONLY

Information	How information can be obtained	Cost
Policies and procedures for the conduct of council business:	Website/Hard copy	Free
Procedural standing orders	Website/Hard copy	Free
· Committee and sub-committee terms of reference	Website/Hard copy	Free
· Delegated authority in respect of officers	Hard copy	Free
· Code 2015	Hard copy	Free
· Policy statements	Hard copy	Free
Policies and procedures for the provision of services and about the employment of staff:		Free
· Internal policies relating to the delivery of services	Hard copy	Free
· Equality and diversity policy	Hard copy	Free
· Health and safety policy	Hard copy	Free
· Recruitment policies (including current vacancies)	Hard copy	Free
· Policies and procedures for handling requests for information	Hard copy	Free
· Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	Free
Information security policy	Hard copy	Free
Records management policies (records retention, destruction & archive)	Hard copy	Free
Data protection policies	Hard copy	Free
Schedule of charges (for the publication of information)	Website/Hard copy	Free

Class 6 - Lists and Registers CURRENT INFORMATION ONLY

Information	How information can be obtained	Cost
Any publicly available register or list	None Held	N/A
Assets Register	Website/Hard copy	Free

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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)

Website/Hard copy Free

Register of members' interests

Website/Hard copy Free

Register of gifts and hospitality

Website/Hard copy Free

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	How information can be obtained	Cost
Allotments	Website/Hard copy	Free
Burial grounds and closed churchyards	Website/Hard copy	Free
CCTV	Website/Hard Copy	Free
Community centres and village halls	None owned/managed	N/A
Parks, playing fields and recruitment facilities	Website/Hard Copy	Free
Seating, litter bins, clocks, memorials and lighting	Website/Hard Copy	Free
Bus shelters	Website/Hard Copy	Free
Markets	Website/Hard Copy	Free
Public conveniences	None owned/managed	N/A
Agency agreements	None	N/A
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	Free

Additional Information available but not itemised in the lists above

Information	How information can be obtained	Cost
Newsletter	Website/Hard copy	Free
Daventry Town Design Statement	Website/Hard copy	Free

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Contact details:

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Facebook: @DavTC
Twitter: @Daventry_TC
Instagram: @daventrytowncouncil

Schedule of Charges

Type of Charge	Description	Basis of Charge
<u>Disbursement Cost</u>		
	Postage	Actual cost incurred by Daventry Town Council
Statutory Fee		In accordance with relevant legislation
Other		At cost