

**Freedom of Information**

Adopted: 22<sup>nd</sup> December 2008

For Review: 10 April 2017

Approved: 24 April 2017



The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.
- Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act 1998.

**Information available from Daventry Town Council under the model publication scheme**

Information Commissioners Office (V1.2 January 2009)

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

<b>Information</b>	<b>How information can be obtained</b>	<b>Cost</b>
Who's who on the Council and Committees	Website/Hard copy	Free
Contact details for Parish Clerk 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)**

<b>Information</b>	<b>How information can be obtained</b>	<b>Cost</b>
Annual return form and report by auditor	Website/Hard copy	Free
Finalised budget	Website/Hard copy	Free

Author: Model publication scheme - Information Commissioners Office (V220140612)  
 Amended: 6<sup>th</sup> April 2017  
 Reviewed : 10<sup>th</sup> April 2017  
 Authorised : 24<sup>th</sup> April 2017 – Town Council  
 Version: 2

**Freedom of Information**

Adopted: 22<sup>nd</sup> December 2008

For Review: 10 April 2017

Approved: 24 April 2017



Precept	Website/Hard copy	Free
Borrowing Approval letter	No borrowing requirements	Free
Financial Standing Orders and Regulations	Website/Hard copy	Free
Grants given and received	Website/Hard copy	Free
List of current contracts awarded and value of contract	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)**

<b>Information</b>	<b>How information can be obtained</b>	<b>Cost</b>
Parish Plan	Hard copy	Free
Annual Report to Parish or Community Meeting	Hard copy	Free
Quality status	Work in progress	N/A
Local charters drawn up in accordance with DCLG guidelines	None	N/A

**Class 4 - How we make our decisions  
(Decision making processes and records of decisions)**

<b>Information</b>	<b>How information can be obtained</b>	<b>Cost</b>
Timetable of meetings (Council, and committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meeting	Website	Free
Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the	Website/Hard copy	Free

Author: Model publication scheme - Information Commissioners Office (V220140612)  
 Amended: 6<sup>th</sup> April 2017  
 Reviewed : 10<sup>th</sup> April 2017  
 Authorised : 24<sup>th</sup> April 2017 – Town Council  
 Version: 2

**Freedom of Information**

Adopted: 22<sup>nd</sup> December 2008

For Review: 10 April 2017

Approved: 24 April 2017



meeting

Responses to consultation papers	Website/Hard copy	Free
Responses to planning applications	Website/Hard copy	Free
Bye-laws	None - Refer Daventry District Council	N/A

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

<b>Information</b>	<b>How information can be obtained</b>	<b>Cost</b>
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>· Procedural standing orders</li> <li>· Committee and sub-committee terms of reference</li> <li>· Delegated authority in respect of officers</li> <li>· Code2015</li> <li>· Policy statements</li> </ul>	Website/Hard copy	Free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>· Internal 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>	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

Author: Model publication scheme - Information Commissioners Office (V220140612)  
 Amended: 6<sup>th</sup> April 2017  
 Reviewed : 10<sup>th</sup> April 2017  
 Authorised : 24<sup>th</sup> April 2017 – Town Council  
 Version: 2

**Freedom of Information**

Adopted: 22<sup>nd</sup> December 2008

For Review: 10 April 2017

Approved: 24 April 2017



Schedule of charges (for the publication of information)

Website/Hard copy Free

**Class 6 - Lists and Registers  
(Currently maintained lists and registers only)**

Information	How information can be obtained	Cost
Any publicly available register or list	None Held	N/A
Assets Register	Hard copy	Free
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	Free
Register of members' interests	Website/Hard copy	Free
Register of gifts and hospitality	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)**

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

Author: Model publication scheme - Information Commissioners Office (V220140612)  
 Amended: 6<sup>th</sup> April 2017  
 Reviewed : 10<sup>th</sup> April 2017  
 Authorised : 24<sup>th</sup> April 2017 – Town Council  
 Version: 2

**Freedom of Information**

Adopted: 22<sup>nd</sup> December 2008

For Review: 10 April 2017

Approved: 24 April 2017



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)	N/A	N/A

**Additional Information available but not itemised in the lists above**

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

Due to the low demand Daventry Town Council does not charge for the supply of information. Should demand increase, Daventry Town Council will review this policy.

Contact details:

Deborah Jewell, Town Clerk,

Tel: 01327 3012246

e-mail: [townclerk@daventrytowncouncil.gov.uk](mailto:townclerk@daventrytowncouncil.gov.uk)

website: [www.daventrytowncouncil.gov.uk](http://www.daventrytowncouncil.gov.uk)

**Schedule of Charges**

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
<u>Disbursement Cost</u>	<u>Photocopying @ 0.02p per sheet (Mono)</u>	<u>Actual Cost</u>
	<u>Photocopying @ 0.07 per sheet (colour)</u>	<u>Actual Cost</u>
	Postage	Actual cost of postage
Statutory Fee		In accordance with relevant legislation

Author: Model publication scheme - Information Commissioners Office (V220140612)

Amended: 6<sup>th</sup> April 2017

Reviewed : 10<sup>th</sup> April 2017

Authorised : 24<sup>th</sup> April 2017 – Town Council

Version: 2

**DAVENTRY TOWN COUNCIL**

**Freedom of Information**

Adopted: 22<sup>nd</sup> December 2008

For Review: 10 April 2017

Approved: 24 April 2017



Other

At cost