

1.0 Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
- To specify the information which is held by the authority and falls within the classifications below;
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
- To review and update on a regular basis the information the authority makes available under this scheme;
- To produce a schedule of any fees charged for access to information which is made proactively available;
- To make this publication scheme available to the public;
- To publish any dataset¹ held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use.

2.0 Classes of Information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

¹ 'Dataset' is defined in section 11(5) of the Freedom of Information Act (information comprising a collection of information held in electronic form)

How we make decisions

Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3.0 The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may only be available by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4.0 Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The cost directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory power of public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

5.0 Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6.0 Information available from Uckfield Town Council under the model publication scheme

It is expected that a parish/town council makes the information in the following pages available unless:

- It does not hold the information;
- The information is exempt under one of the FOI exemptions of Environmental Information Regulation exceptions, or its release is prohibited by another statute;
- The information is readily and publicly available from an external website;
- The information is archived, out of date, or otherwise inaccessible, or it would be impractical or resource intensive to prepare the material for routine release.

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website or Hard copy	
Who's who on the Council and it's Committees	Website	Free
	Hard copy	Free
Contact details for the Town Clerk and Council Members	Website	Free
	Hard copy	Free
Location of main Council office and accessibility details	Website	Free
	Hard copy	Free
Staffing structure	Website	Free
	Hard copy	Free
Class 2 – what we spend and how we spent it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum.	Website or Hard copy (Website current year only)	
Annual return form and report by auditor	Website	Free
	Hard Copy	10p per sheet
Finalised budget	Website	Free
	Hard copy	10p per sheet
Precept	Website	Free
	Hard copy	10p per sheet
Borrowing Approval letter	Hard copy	10p per sheet
Financial Standing Order and Regulations	Website	Free
	Hard copy	10p per sheet
Grants given and received	Website	Free
	Hard copy	10p per sheet

List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses* * Annual Town Report	Hard copy*	10p per sheet
Class 3 – what our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website or Hard copy (website current year only)	
Parish Plan (Town Centre MasterPlan) (current and previous year as a minimum)	Website	Free
	Hard copy	10p per sheet
Annual Report to Town Meeting (current and previous year as a minimum)	Website	Free
	Hard copy	Free
Quality Status	Website	Free
	Hard copy	10p per sheet
Class 4 – how we make decisions Decision-making processes and records of decisions Current and previous Council year as a minimum	Website or Hard copy (website current year only)	
Timetable of meetings (Council, any Committee/sub-committee meetings and Annual Town Meeting.	Website	Free
	Hard copy	Free
Agendas of meetings (as above)	Website	Free
	Hard copy	Free
Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	Free
Reports presented to Council meetings – NB. This will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Website	Free
	Hard copy	10p per sheet
Bye-laws	Hard copy	10p per sheet
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Website or Hard copy	
Policies and procedures for the conduct of Council business:		
Procedural standing orders	Website	Free
Committee and sub-committee terms of reference	Hard copy	10p per sheet
Policy statements	Hard copy	10p per sheet
Code of Conduct	Hard copy	10p per sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy	10p per sheet

Equality and diversity policy	Hard copy	10p per sheet
Health and safety policy	Hard copy	10p per sheet
Recruitment policies (including current vacancies)	Hard copy	10p per sheet
Policies and procedures for handling requests for information	Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	Free
	Website	Free
	Hard copy	Free
Information security policy	Hard copy	10p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet
Data protection policies	Hard copy	10p per sheet
Schedule of charges (for the publication of information)	Website	Free
	Hard copy	10p per sheet
Class 6 – Lists and Registers	Website or Hard copy; some information may only be available by inspection	
Currently maintained list and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provision will suffice)	Hard copy	10p per sheet
Assets register	Hard copy	10p per sheet
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)	By inspection	
	Hard copy	10p per sheet
Register of Members' interests	By inspection	
	Hard copy	10p per sheet
Register of gifts and hospitality	Hard copy	10p per sheet
Burial Registers	Only available by inspection	
Electoral Registers	Only available by inspection	
Class 7 – The services we offer	Website or Hard Copy; some information may only be available by inspection	
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Current information only		
Allotments	Website	Free
	Hard copy	10p per sheet
Burial grounds and closed churchyards	Website	Free
	Hard copy	10p per sheet
Community centres and village halls	Website	Free
	Hard copy	10p per sheet
Parks, playing fields and recreational facilities	Website	Free

	Hard copy	10p per sheet
Seating, litter bins, clocks, memorial and lighting	Website	Free
	Hard copy	10p per sheet
Bus shelters	Website	Free
	Hard copy	10p per sheet
Agency agreements	Hard copy	10p per sheet
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g., burial fees)	Website	Free
	Hard copy	Free
Newsletter (The Uckfield Voice)	Hard copy	Delivered free to all homes in the town. Free
	Website	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above.		
Town Guide	Website	Free
	Hard copy	Free

7.0 Contact details

Uckfield Town Council
Council Offices
Civic Centre
Uckfield
East Sussex TN22 1AE

Telephone: 01825 762774
Fax: 01825 765757

Website: www.uckfieldtc.gov.uk
Email: admin@uckfieldtc.gov.uk

Town Clerk: Holly Goring

8.0 Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at 10p per single sided A4 sheet (black and white)	Actual cost
	photocopying at 20p per single sided A3 sheet (black and white)	Actual cost
	Photocopying at 20p per single sided A4 sheet (colour)	Actual cost
	Photocopying at 40p per single sided A3 sheet (colour)	Actual cost
	Double sided – double the above costs	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory free		In accordance with the relevant legislation
Other		