

UCKFIELD TOWN COUNCIL



PUBLICATION SCHEME

Policy Number 54		
Issue No.	Date completed	Details of amendments
1		This policy should be read in conjunction with the Freedom of Information (Requests) Policy (No. 16).
2	05.06.17	Review by General Purposes Committee of document in line with ICO guidance document.
3	11.09.23	Review by General Purposes Committee. There has been no change to the model publication scheme of the ICO since 2015.
4	28.04.25	Review of documentation at General Purposes Committee.
5	05.05.26	Annual review by GP Committee
6.	18.05.26	Ratification by Full Council

1.0 Introduction

This publication scheme has been prepared in association with the Model Publication Scheme produced by the Information Commissioner's Office.

Through this document, the Town Council commits 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.

The scheme commits Uckfield Town Council 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;
- Specify the information which is held by the authority and falls within the classifications below;
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
- 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;
- Review and update on a regular basis the information the authority makes available under this scheme;
- Produce a schedule of any fees charged for access to information which is made proactively available;
- Make this publication scheme available to the public;
- 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.

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

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.

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:

- The disclosure of information 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

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.

Most information is now readily available online but charges may be made for actual disbursements incurred such as:

- Photocopying;
- Postage and packaging;

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 or Environmental Information Regulations.

6.0 Information available from Uckfield Town Council

It is expected that Uckfield 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 or Environmental Information Regulation 2024 exceptions, or its release is prohibited by another statute (e.g. UK GDPR);
- 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	Definition	How to access	Cost	Associated weblink
Class 1: Who we are and what we do	Organisational information, structures, locations and contacts	Website	Free	https://www.uckfieldtc.gov.uk/council-services/
	Who's who on the Council and it's Committees			https://www.uckfieldtc.gov.uk/your-council/councillors/
	Contact details for the Town Council Office and Town Councillors			https://www.uckfieldtc.gov.uk/key-documents/?cat=governance
	Location of main Council office and accessibility details			https://www.uckfieldtc.gov.uk/contact-us/
	Staffing structure			https://www.uckfieldtc.gov.uk/your-council/transparency-on-spend/
Class 2: What we spend and how we spent it	Financial information relating to projected and actual income and expenditure	Website	Free	Reported to General Purposes and Environment & Leisure Committees https://www.uckfieldtc.gov.uk/agendas-and-minutes/
	Procurement, contracts			
	Financial audits (current and previous years)			https://www.uckfieldtc.gov.uk/your-council/council-finance/
	Annual Governance & Accountability return form (AGAR) and report by auditor			
	Finalised budget			https://www.uckfieldtc.gov.uk/your-council/plans-and-budgets/
	Precept (incorporated on finalised budget above)			https://www.uckfieldtc.gov.uk/key-documents/?cat=audit
	Financial Regulations			
	Community Grants given and received			https://www.uckfieldtc.gov.uk/your-council/transparency-on-spend/

	List of current contracts awarded and value of contract			https://www.uckfieldtc.gov.uk/your-council/financial-information/
	Members' allowances and expenses* * available in the Annual Town Report			https://www.uckfieldtc.gov.uk/key-documents/?cat=annual-reports
Information to be published	Definition	How to access	Cost	Associated weblink
Class 3 – what our priorities are and how we are doing	Strategic Plan Annual Plan Progress updates on annual priorities Audits, inspections and reviews	Website	Free	https://www.uckfieldtc.gov.uk/your-council/plans-and-budgets/ Progress on annual priorities is reported to Full Council at the end of each quarter:
	Annual Report to Town Meeting (current and previous year as a minimum)			https://www.uckfieldtc.gov.uk/agendas-and-minutes/ https://www.uckfieldtc.gov.uk/key-documents/?cat=annual-reports
Class 4 – how we make decisions	Decision-making processes and records of decisions	Website	Free	https://www.uckfieldtc.gov.uk/agendas-and-minutes/
	Timetable of meetings			https://www.uckfieldtc.gov.uk/your-council/calendar-of-meetings-2026/
	Agendas of meetings			
	Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meeting.			https://www.uckfieldtc.gov.uk/agendas-and-minutes/
	Reports presented to Council meetings – NB. This will exclude information that is properly regarded as private to the meeting.			
	Responses to consultation papers			https://www.uckfieldtc.gov.uk/community/have-your-say/ and reports to standing committees:
	Responses to planning applications			https://www.uckfieldtc.gov.uk/agendas-and-minutes/ Minutes of Plans Committee meetings
Bye-laws	https://www.uckfieldtc.gov.uk/agendas-and-minutes/ -			

Information to be published	Definition	How to access	Cost	Associated weblink	
Class 5 – Our policies and procedures	Current written protocols, policies and procedures for delivering our services	Website	Free	https://www.uckfieldtc.gov.uk/your-council/plans-and-budgets/ https://www.uckfieldtc.gov.uk/key-documents/?cat=town-council-corporate-policies	
	Policies and procedures for the conduct of Council business: Standing orders (our Constitution) Committee and sub-committee terms of reference Policy statements Code of Conduct			https://www.uckfieldtc.gov.uk/key-documents/?cat=governance	
	Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy 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)			https://www.uckfieldtc.gov.uk/key-documents/?cat=town-council-corporate-policies	
	Information security policy			On request from office	Hard copy available to view in Town Council office.
	Records management policies (records retention, destruction and archive)			Website	https://www.uckfieldtc.gov.uk/key-documents/?cat=town-council-handling-of-access-to-information
Data protection policies					
Schedule of charges (for the publication of information)					

Information to be published	Definition	How to access	Cost	Associated weblink
Class 6 – Lists and Registers	Currently maintained list and registers only	Website	Free	https://www.uckfieldtc.gov.uk/your-council/transparency-on-spend/land-and-assets/ https://www.uckfieldtc.gov.uk/key-documents/?cat=governance Hard copy available to view in Town Council office.
	Assets register			
	Register of Members' interests	Hard copy available to view in Town Council office.		
	Register of gifts and hospitality			
	Burial Registers			
Electoral Registers				
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	Website	Free	https://www.uckfieldtc.gov.uk/council-services/allotments/ https://www.uckfieldtc.gov.uk/council-services/snatts-road-cemetery/ https://www.uckfieldtc.gov.uk/council-services/buildings/ https://www.civiccentreuckfield.com/room-hire/ https://www.uckfieldtc.gov.uk/council-services/play-areas-pitches-and-pavilions/ https://www.uckfieldtc.gov.uk/council-services/bus-shelters-and-street-furniture/ https://www.uckfieldtc.gov.uk/community/the-voice/
	Allotments			
	Burial grounds and closed churchyards			
	Community centres and village halls			
	Parks, playing fields and recreational facilities			
	Seating, litter bins, clocks, memorial and lighting			
	Bus shelters			
	A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g., burial fees)			
	Newsletter (The Uckfield Voice)			
Additional Information	This will provide Councils with the opportunity to publish information that is not itemised in the lists above.	Website	Free	https://www.uckfieldtc.gov.uk/

7.0 Contact details

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

Telephone: 01825 762774

Website: www.uckfieldtc.gov.uk

Email: admin@uckfieldtc.gov.uk

8.0 Schedule of Charges

Disbursement cost	Photocopying/Printing			
	Black and white		Colour	
	A4	A3	A4	A3
Per sheet	25p	40p	50p	£1.20
Double sided	40p	50p	80p	£1.00
Disbursement cost	Laminating			
	A4		A3	
	£1.50		£2.00	
Disbursement cost	Postage			
	£1.35 (based on current midway point of 1 st class (£1.80) and 2 nd class stamp cost of £0.91p)			