



Berkhamsted Town Council **Publication Scheme**

Berkhamsted Town Council will make available the information detailed in the following table in order to meet its commitments under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) using the model publication scheme provided by Information Commissioner's Office.

Berkhamsted Town Council is committed to reviewing and updating the information provided on a routine basis to enhance the information provided to its residents and to remain transparent.

Berkhamsted Town Council will make the information available, unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from our website or a website belonging to another organisation; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,

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- it would be impractical or resource-intensive to prepare the material for routine release.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of re-use”.

| Information to be published | How the information can be obtained | Cost |
|--|-------------------------------------|------|
| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> | | |

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| Who's who on the Council and its Committees | Website (councillor contact details also on public noticeboards and in town council newsletters) | |
| Contact details for Town Clerk and Council members | Website, on public noticeboards and in town council newsletters | |
| Location of main Council office and accessibility details | Website, signposted on the Civic Centre building, noticeboards and in hard copy Council newsletters | |
| Staffing structure | Website | |
| 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 | (hard copy or website) | |
| Annual return form and report by auditor | Website – within minutes of the Full Council | |
| Finalised budget | Website - within minutes of the Full Council | |
| Precept | Website - within minutes of the Full Council | |
| Borrowing Approval letter – n/a to the Town Council | n/a | |
| Financial Standing Orders and Regulations | Website | |
| Grants given and received | Website - within minutes of the Finance & Policy Committee | |
| List of current contracts awarded and value of contract | Website as and when appropriate | |
| Members' allowances and expenses | Website | |
| CIL Receipts | Website | |
| Class 3 – What our priorities are and how we are doing | | |

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| (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum | | |
| Parish Plan (current and previous year as a minimum) | Neighbourhood plan currently under review | |
| Annual Report to Town Meeting (current and previous year as a minimum) | Website | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | Website – within minutes of the Council | |
| Timetable of meetings (Council and any committee/sub-committee meetings and town meetings) | Website – within calendar | |
| Agendas of meetings (as above) | Website and hard copies on council noticeboards | |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website | |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Website – within minutes of the Council | |
| Responses to consultation papers | Website – within minutes of the Council minutes | |
| Responses to planning applications | Website – within Town Planning Committee minutes | |
| Bye-laws | Website and on public noticeboards | |
| Class 5 – Our policies and procedures | Website | |

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| (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | | |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and other terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Website Website – in standing orders Website – in financial regulations Website Website or hard copy | |
| Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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) | Contract terms and conditions Website Website In accordance with employment law In accordance with law Website | |
| Information security policy | Website – privacy notice | |
| Records management policies (records retention, destruction and archive) | Website – privacy notice | |
| Data protection policies | Website – privacy notice | |

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| Schedule of charges (for the publication of information) | Information is free from the website and printing costs are on the Schedule of Charges on page 7 of this document. | |
| Class 6 – Lists and Registers | (hard copy or website; some information may only be available by inspection) | |
| Currently maintained lists and registers only | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | | |
| Assets register | On application from the office | |
| 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) | Not held by council | |
| Register of members' interests | Website | |
| Register of gifts and hospitality | Website if applicable | |
| Class 7 – The services we offer | (hard copy or website; 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 and hard copy and on public and allotment noticeboards | |
| Youth centre | Website | |
| Community information services provided by other organisations | Website and leaflets and general information available from the town council offices and foyer of civic centre building | |

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| Public conveniences | Website | |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |

Contact details: Berkhamsted Town Council, Civic Centre, 161 High Street, Berkhamsted, Herts, HP4 3HD

01442 800 146

townclerk@berkhamstedtowncouncil.gov.uk

www.berkhamstedtowncouncil.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per A4 sheet and 20p per A3 sheet (black & white) | Actual cost * |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |

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| Other | | |
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* the actual cost incurred by the public authority