
Swanley Town Council

Caring for our Community

Publication Scheme

1. INTRODUCTION

The purpose of the scheme, published with reference to the Information Commissioner's Office Model Publication Scheme 2008, is to identify information which is available to publish as part of Swanley Town Council's ("the Council") normal business activities.

The scheme commits the Council to:

- Proactively publishing or otherwise making available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications detailed in Section 2
- Specifying information which is held by the Council and falls within the classifications detailed in Section 2
- Proactively publishing or otherwise making available as a matter of routine, information in line with the statements contained within this scheme
- Producing and publishing 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
- Reviewing and updating on a regular basis the information made available under this scheme
- Producing a schedule of any fees charged for access to information which is made proactively available
- Making this publication scheme available to the public

2. 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 Council functions and responsibilities
- **“Lists and registers”**
Information held in registers required by law and other lists and registers relating to the functions of the Council

- **“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. METHODS OF PUBLICATION

Appendix I clearly indicates what information is covered under this scheme and how that it can be obtained.

Wherever possible the Council will publish the information on its website (www.swanleytowncouncil.gov.uk). When publishing information in this way is impracticable, or when an individual does not wish to access the information via this method, the Council will advise how the information can be obtained by alternative means and provide it by those means.

In exceptional circumstances some information may only be available by viewing in person; in such instances 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 the Council 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. CHARGES

Any charges made for routinely published material will be justified and kept to a minimum. Information published on the website will be free of charge.

The current schedule of charges can be found in Appendix 2. If a charge is to be made, confirmation of the payment due will be given before the information is provided.

In some instances payment may be requested prior to provision of the information.

Charges may be made for actual costs incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

5. WRITTEN REQUESTS

Information not published under this scheme can be requested in writing. In such instances its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Appendix I

Information available from Swanley Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
WHO WE ARE AND WHAT WE DO <i>(current information only)</i> Organisational information, structures, locations and contacts		
Who's who on the Council and its Committees	Web-site: www.swanleytowncouncil.gov.uk & available from Council office	FREE
Contact details for Town Clerk and Council members <i>(named contacts with telephone number and email address (if used))</i>	Web-site: www.swanleytowncouncil.gov.uk & available from Council office	FREE
Location of main Council office and accessibility details: The Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU Open Monday - Friday 09:00 – 17:00. Lift available for disabled visitors.	Web-site: www.swanleytowncouncil.gov.uk & available from Council office	FREE
Staffing structure	Web-site: www.swanleytowncouncil.gov.uk & available from Council office	FREE
WHAT WE SPEND AND HOW WE SPEND IT <i>(current and previous financial year as a minimum)</i> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits		
Annual Return and report by auditor	Available for viewing at Council Office Web-site: www.swanleytowncouncil.gov.uk Copies available on request	FREE £2.25
Finalised budget	Web-site: www.swanleytowncouncil.gov.uk Copies available from Council Offices Council Tax leaflet distributed annually by Kent County Council and Sevenoaks District Council	FREE

Information to be published	How the information can be obtained	Cost
Precept	Web-site: www.swanleytowncouncil.gov.uk Copies of budget available as above Council Tax leaflet distributed annually by Kent County Council	FREE
Financial Standing Orders and Regulations	See "Our Policies and Procedures" section below	
Grants	Grants awarded are available on the Web-site: www.swanleytowncouncil.gov.uk	
List of current contracts awarded and value of contract	Not currently available, under development	
Members' allowances and expenses	No ordinary members allowance is paid; the Mayor receives an annual allowance. Details available on request	FREE
WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING Strategies and plans, performance indicators, audits, inspections and reviews		
Town Council Strategy	Web-site: www.swanleytowncouncil.gov.uk Hard copies available from Council Offices	FREE
Annual Report to Town Meeting (current and previous year as a minimum)	Web-site: www.swanleytowncouncil.gov.uk Hard copies available from Council Offices NB Annual report is published in draft for Annual Town Meeting and finalised following adoption of accounts each year	FREE

Information to be published	How the information can be obtained	Cost
HOW WE MAKE DECISIONS (current and previous council year as a minimum) Decision making processes and records of decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web-site: www.swanleytowncouncil.gov.uk & available from Council office	FREE
Agendas of meetings (as above)	Web-site: www.swanleytowncouncil.gov.uk Council notice boards at Council Office Copies available on request	FREE See Appendix 2
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.	Draft produced within one month of the meeting and available from web-site: www.swanleytowncouncil.gov.uk Copies available on request	FREE See Appendix 2
Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting.	Web-site: www.swanleytowncouncil.gov.uk Copies available on request	FREE See Appendix 2
Responses to consultation papers	Included in minutes (see above)	See above (minutes)
Responses to planning applications	Included in minutes (see above)	See above (minutes)
Bye-laws	The Council has not enacted any byelaws	

Information to be published	How the information can be obtained	Cost
<p>OUR POLICIES AND PROCEDURES <i>(current information only)</i> Written protocols, policies and procedures for delivering our services and responsibilities</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> ➤ Procedural standing orders ➤ Financial Regulations ➤ Committee and sub-committee terms of reference ➤ Delegated authority in respect of officers ➤ Code of Conduct ➤ Policy statements ➤ Fund Raising Strategy ➤ Markets Policy ➤ Child Protection ➤ Press Policy ➤ Lone Working Policy 	<p>Web-site: www.swanleytowncouncil.gov.uk To be added to site as and when approved or amended Copies available on request</p>	<p>FREE See Appendix 2</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> ➤ Equality and diversity policy ➤ Health and Safety policy ➤ Recruitment policies (including current vacancies) ➤ Policies and procedures for handling requests for information ➤ Complaints procedures <i>(including those covering requests for information and operating the publication scheme)</i> ➤ Staff Suggestion Scheme ➤ Whistle Blowing Policy 	<p>Web-site: www.swanleytowncouncil.gov.uk currently</p> <ul style="list-style-type: none"> ➤ Equal Opportunities Policy, ➤ Current vacancies ➤ Freedom of Information/Publication Scheme <p>Others to added as and when approved Copies available on request</p>	<p>FREE See Appendix 2</p>
<p>Information security policy</p>	<p>Not currently available, under development</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Web-site: www.swanleytowncouncil.gov.uk Copies available on request</p>	<p>FREE See Appendix 2</p>

Information to be published	How the information can be obtained	Cost
LISTS AND REGISTERS <i>(currently maintained lists and registers only)</i>		
Any publicly available register or list	None available	
Assets Register	Copy available on request	See Appendix 2
Disclosure log (indicating the information that has been provided in response to requests)	Not currently available	
Register of members' interests	Available from the District and Town Council Web-site: www.swanleytowncouncil.gov.uk	
Register of gifts and hospitality	Available on request	See Appendix 2
THE SERVICES WE OFFER <i>(current information only)</i> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Closed Churchyards	There are none being maintained by this council	
The Civic Centre and other Community Buildings	Web-site: www.swanleytowncouncil.gov.uk	FREE
Parks, playing fields and recreational facilities	Web-site: www.swanleytowncouncil.gov.uk & available on request	FREE
Allotments	Web-site: www.swanleytowncouncil.gov.uk & available on request	FREE
Recreational activities	Web-site: www.swanleytowncouncil.gov.uk	FREE
Seating, litter bins, clocks, memorials, signs and lighting	Details to be added to website; meanwhile information available on request	FREE

Information to be published	How the information can be obtained	Cost
CCTV system	Details to be added to website; meanwhile information available on request	FREE
Floral Displays, trees and general amenity areas	Web-site: www.swanleytowncouncil.gov.uk	FREE
Bus shelters	Details to be added to website; meanwhile information available on request	FREE
Events, shows and entertainments	Web-site: www.swanleytowncouncil.gov.uk	FREE
Markets	Web-site: www.swanleytowncouncil.gov.uk	
Concession agreements	Details available on request	FREE
Senior Passport to Leisure	Web-site: www.swanleytowncouncil.gov.uk and via the Link Centre, St Marys Road	FREE
Car Parking	Web-site: www.swanleytowncouncil.gov.uk	FREE
Commercial Buildings for long term lease	Details available on request	FREE
ADDITIONAL INFORMATION		
Provides the Council with the opportunity to publish information that is not itemised in the lists above		

Enquiries or requests for information detailed above should be made to:

**The CEO
Mr Steve Nash
The Civic Centre
St Marys Road
Swanley
Kent
BR8 7BU**

Telephone: 01322 665855

Email: towncouncil@swanleytowncouncil.gov.uk

Appendix 2

SCHEDULE OF CHARGES

Charges correct as at May 2017

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet of A4 single sided (black & white)	Actual cost *
	Photocopying @ 20p per sheet of A4 single sided (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	In accordance with the relevant legislation (Council to quote the actual statute)
Other	Where staff time is used to collate such information beyond 1 hours work time there will be a charge of £15 per hour or part thereof	

* the actual cost incurred by the Council