

Information available from Houghton Regis Town Council under the Freedom of Information Act model publication scheme

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. Houghton Regis Town Council has adopted the model publication scheme prepared and approved by the Information Commissioner.

Model Publication Scheme

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.

The Council will provide responses to requests in the following time scales:

- 20 working days for freedom of information and environmental information requests.

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

Note: Information obtained through the Town Council's website is free of charge. For hard copies of information charges apply, see Schedule of Charges for details.

This template guide covers only information the town council currently holds. If the town council does not hold some of the information listed below, it will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy, email or website)	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Hard Copy</p> <p>Email</p> <p>Website</p>	<p>Charge</p> <p>Free</p> <p>Free</p>
<p>Postal and email address</p>	<p>Hard Copy</p> <p>Email</p> <p>Website</p>	<p>Charge</p> <p>Free</p> <p>Free</p>

Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	Hard Copy Email Website	Charge Free Free
Staffing structure	Hard Copy Email Website	Charge Free Free
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy Website Email	Charge Free Free
Finalised budget	Hard copy Website Email	Charge Free Free
Precept	Hard copy Email	Charge Free
Borrowing Approval letter	Hard copy Email	Charge Free
All items of expenditure above £100	Hard Copy Email Website	Charge Free Free
Financial Standing Orders and Regulations	Hard copy Website Email	Charge Free Free
Grants given and received	Hard copy Website Email	Charge Free Free

List of current contracts awarded and value of contract	Hard copy Website Email	Charge Free Free
Members' allowances and expenses	Hard copy Website Email	Charge Free Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Hard copy Website Email	Charge Free Free
Parish Plan	Hard copy Website Email	Charge Free Free
Annual Report to Parish or Community Meeting	Hard copy Website Email	Charge Free Free
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy Website Email	Charge Free Free
Agendas of meetings (as above)	Hard copy Website Email	Charge Free Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy Website Email	Charge Free Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy Website Email	Charge Free Free
Responses to consultation papers	Hard copy	Charge
Responses to planning applications	Hard copy Website Email	Charge Free Free
Bye-laws	Hard copy Email	Charge Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy Website Email	Charge Free Free
Policies and procedures for the provision of services and about the employment of staff:	Hard copy Website	Charge Free

<ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Email	Free
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Hard copy</p> <p>Website</p> <p>Email</p>	<p>Charge</p> <p>Free</p> <p>Free</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Inspection only	Free
Assets register, including details of public land and building assets	<p>Hard copy</p> <p>Website</p> <p>Email</p>	<p>Charge</p> <p>Free</p> <p>Free</p>
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	
Register of members' interests	<p>Hard copy</p> <p>Website</p> <p>Email</p>	<p>Charge</p> <p>Free</p> <p>Free</p>
Register of gifts and hospitality	Hard copy	Charge

<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Allotments</p>	<p>Hard copy Website Email</p>	
<p>Burial grounds and closed churchyards</p>	<p>Hard copy Website Email</p>	
<p>Community centres and village halls</p>	<p>Hard copy Website Email</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>Hard copy Website Email</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hard copy</p>	
<p>Bus shelters</p>	<p>Hard copy</p>	
<p>Markets</p>	<p>Not held</p>	
<p>Public conveniences</p>	<p>Hard copy</p>	
<p>Agency agreements</p>	<p>Hard copy</p>	
<p>Services for which we are entitled to recover a fee and details of those fees (eg burial fees)</p>	<p>Hard copy Website Email</p>	<p>Charge Free Free</p>
<p>Additional Information</p> <p>Information not itemised in the lists above</p>		

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 - black & white 13p per A4 copy 16p per A3 copy	Actual cost *
	Photocopying – colour 15p per A4 copy 21p per A3 copy	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

CONTACT DETAILS:

Town Clerk
Houghton Regis Town Council
Peel Street
Houghton Regis
Beds LU5 5EY

Tel: 01582 708540
e-mail: info@houghtonregis-tc.gov.uk
website: www.houghtonregis-tc.gov.uk

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