

Information available from  
**HOUGHTON REGIS TOWN COUNCIL**  
under the Freedom of Information Scheme based on the 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.

	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> - <i>current information only</i> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard copy Website	Charge Free

	Email	Free
Contact details for Town Clerk and Council members	Hard copy Website Email	Charge Free Free
Location of main Council office and accessibility details	Hard copy Website Email	Charge Free Free
Staffing structure	Hard copy Website Email	Charge Free Free
<b>Class 2 – What we spend and how we spend it - Current and previous financial year</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	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
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	Charge
Members' allowances and expenses	Hard copy Website Email	Charge Free Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report	Hard copy Website Email	Charge Free Free
Local Council Award Scheme	Hard copy Email	Charge Free
<b>Class 4 – How we make decisions - Current and previous council year as a minimum</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website Email	Charge Free Free
Agendas of meetings (as above) –this will exclude information that is properly regarded as private to the meeting.	Hard copy Website Email	Charge Free Free
Minutes of meetings (as above)	Hard copy Website Email	Charge Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	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
<b>Class 5 – Our policies and procedures - Current information only</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business, including: Standing orders Committee and sub-committee terms of reference 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, including: Equal opportunities policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website Email	Charge Free Free
Information security policy	Hard copy	Charge
Records management policies (records retention, destruction and archive)	Hard copy	Charge
Data protection policies	Hard copy	Charge
Schedule of charges for the publication of information	Hard copy Website Email	Charge Free Free
<b>Class 6 – Lists and Registers - Currently maintained lists and registers only</b> Note: some information may only be available by inspection		

Any publicly available register or list including Electoral Register	Inspection only	Free
Assets Register	Hard copy Website Email	Charge Free Free
Register of members' interests	Hard copy Website	Charge Free
Register of gifts and hospitality	Hard copy	Charge
<b>Class 7 – The services we offer - Current information only</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Note: some information may only be available by inspection		
Burial grounds and closed churchyards	Hard copy Website Email	Charge Free Free
Community centres and village halls	Hard copy Website	Charge Free
Parks, playing fields and recreational facilities	Hard copy Website	Charge Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	Charge
Bus shelters	Hard copy	Charge
Public conveniences	Hard copy	Charge
Agency agreements	Hard copy	Charge
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Website Email	Charge Free Free
Additional Information		

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

**CONTACT DETAILS:**

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

Tel: 01582 708540  
Fax: 01582 861102  
e-mail: [info@houghtonregis.org.uk](mailto:info@houghtonregis.org.uk)  
website: [www.houghtonregis.org.uk](http://www.houghtonregis.org.uk)

**SCHEDULE OF CHARGES**

Information obtained through the Town Council's website and by email is free of charge. For hard copies of information the following charges apply:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying – Black and 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 <sup>nd</sup> class