



NANTWICH TOWN COUNCIL

PUBLICATION SCHEME

PART 1 - INTRODUCTION

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 the Town Council 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 the Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Town Council and falls within the classifications below.
- To specify the information which is held by the Town Council 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 Town Council 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.

Who are we and what do we do?

Nantwich is a town with a population of approximately 14,000. Nantwich Town Council is based at Nantwich Civic Hall, Market Street, Nantwich, CW5 5DG.

There are 12 Town Councillors representing 2 wards. The Town Council meets monthly, usually on the second Monday in the month.

The Town Council's strives to provide high quality services for the people of Nantwich and improve their quality of life through the efforts of elected members and dedicated professional staff whilst achieving maximum value for money from public funds.

Our contact details are as follows:-

Telephone: 01270 619224

e-mail: nantwichtc@nantwichtowncouncil.gov.uk

web: www.nantwichtowncouncil.gov.uk

Town Clerk/Responsible Financial Officer: Ian Hope

How can information be obtained?

Information contained in the Nantwich Town Council Publication Scheme will be made available in a number of ways. However, please note that information is not necessarily available in all formats.

- By post. Requests should be submitted in writing to:-

The Town Clerk
Nantwich Town Council
Nantwich Civic Hall
Nantwich
Cheshire CW5 5DG

Our aim will be to dispatch the information requested within 20 working days from receipt of any fee applicable (see below).

- E-mail. Our address is nantwichtc@nantwichtowncouncil.gov.uk
- Website. Our address is www.nantwichtowncouncil.gov.uk
- In person by calling at the Town Council offices at the above address. Office hours are 9.30am – 4pm Monday – Friday.

Please note that whilst we may be able to provide certain information on demand, it is advisable to make an appointment if more detailed or complex information is required.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Town 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.

Will a charge be made?

Some information requested under this scheme is available free of charge – for example if it is available for download from the Town Council's website. For other information a charge may be levied. Where levied, there will be a minimum charge of £1 which will include the copying of up to 5 A4 pages. There will be an additional charge of 25p for each additional page requested.

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 provision of the information.

Who will maintain the scheme and where can I find more information?

The publication scheme will be maintained on behalf of the Town Council by the Town Clerk. Issues concerning the Town Council's compliance with the Freedom of Information Act should be addressed, in the first instance, to the Town Clerk.

Information can be obtained from the Information Commissioner who is responsible for enforcing the operation of the publication scheme. The address is:-

The Information Commissioner
Wycliffe House
Water lane
Wilmslow
Cheshire SK9 5AF

Review

The Town Council will review this scheme annually.

ADOPTION OF THE PUBLICATION SCHEME

Nantwich Town Council has adopted the Model Scheme for Local Councils produced in accordance with Section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signed.....*I H Hope*.....

Town Clerk/Responsible Finance Officer

Date.....9 February 2015.....

PART 2 – CLASSES OF INFORMATION

What we spend and how we spend it

Information	Available format	Charge Applied
Statement of Accounts	Hard copy / website	Yes / No
Annual statutory report by internal and external auditors (limited to last financial year)	Hard copy / website	Yes / No
Audit Action Plan	Hard copy / website	Yes / No
Receipt/Payment books & vouchers/Receipt books of all kinds	Hard copy. Viewing by appointment	Yes
Bank statements (limited to last financial year)	Hard copy. Viewing by appointment	Yes
Precept request (limited to last financial year)	Hard copy	Yes
Budget book, including information relating to projected and actual income and expenditure and fees and charges applied by the Council	Hard copy	Yes
VAT records (limited to last financial year)	Hard copy	Yes
Financial Regulations, including Regulations as to Contracts	Hard copy / website	Yes / No
Medium Term Financial Strategy	Hard copy / website	Yes / No
Policy on Balances and Reserves	Hard copy / website	Yes / No
Assets Register	Hard copy / website	Yes / No
Financial Risk assessments	Hard copy	Yes
Safety Inspection Records	Hard copy	Yes

SPECIFIC EXCLUSIONS: All commercially sensitive information, e.g. quotations and tenders. This information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third part prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

What our priorities are

Information	Available format	Charge Applied
Vision	Hard copy / website	Yes / No

How we make decisions

Information	Available format	Charge Applied
Minutes of Council and Committee meetings	Hard copy / website	Yes / No
Constitution (<i>when prepared and adopted</i>)	<i>Hard copy / website</i>	<i>Yes / No</i>
Standing Orders	Hard copy / website	Yes / No
Committee Terms of Reference	Hard copy / website	Yes / No
Committee Substitutions Policy	Hard copy / website	Yes / No
Scheme of Delegation (<i>when prepared and adopted</i>)	<i>Hard copy / website</i>	<i>Yes / No</i>
Annual Report to Town Council meeting (<i>from 2015, when prepared and adopted</i>)	<i>Hard copy / website</i>	<i>Yes / No</i>
Agendas and supporting papers to Council and Committee meetings	Hard copy / website	Yes / No

Our policies and procedures

Information	Available format	Charge Applied
Members Code of Conduct	Hard copy / website	Yes / No
Community Grants Policy	Hard copy / website	Yes / No
Civic Hall – Philosophy of Use <i>(when prepared and adopted)</i>	<i>Hard copy / website</i>	<i>Yes / No</i>
Complaints procedure	Hard copy / website	Yes / No
Health and Safety policy	Hard copy	Yes
Electricians – Safe Systems of Work	Hard copy	Yes
Disciplinary Procedure	Hard copy	Yes
Terms and Conditions of Employment / Employee Handbook	Hard copy	Yes
Job Descriptions	Hard copy	Yes
Youth Working Policy	Hard copy	Yes
Equal opportunities Policy <i>(when prepared and adopted)</i>	<i>Hard copy / website</i>	<i>Yes / No</i>
Training Plan <i>(when prepared and adopted)</i>	<i>Hard copy</i>	<i>Yes</i>
Civic Protocol <i>(when prepared and adopted)</i>	<i>Hard copy / website</i>	<i>Yes / No</i>
Mayoral Conventions	Hard copy / website	Yes / No
Community Consultation and Engagement Strategy <i>(when prepared and adopted)</i>	<i>Hard copy / website</i>	<i>Yes / No</i>
Press and Media Policy <i>(when prepared and adopted)</i>	<i>Hard copy / website</i>	<i>Yes / No</i>
Responses to planning applications	Hard copy	Yes
Responses made by the Town Council to consultation papers	Hard copy	Yes
Market Rules and Regulations	Hard copy	Yes
Inc. Shoppers Charter, Market Retailers Code of Conduct		
Market / Toilets – Safe Systems of Work	Hard copy	Yes

Allotment Rules and Regulations	Hard copy / website	Yes / No
Standard Allotments Tenancy Agreement	Hard copy	Yes
Memorials Policy – Dedication of Benches, Trees and Shrubs	Hard copy / website	Yes / No
Community Emergency Plan <i>(when prepared and adopted)</i>	<i>Hard copy</i>	Yes
Information relating to the last periodic electoral review of the area	Hard copy	Yes
Information relating to the latest boundary review of the area	Hard copy	Yes

SPECIFIC EXCLUSIONS: Personal records, employee specific salary details, disciplinary records, sickness records and the like by virtue of being protected under the Data Protection Act 1998.
Individual Tenancy Agreements and rent payment records under both privacy and data protection laws
Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way / Footpath Maps are all available from the local planning authority/highway authority respectively.

Lists and registers

Information	Available format	Charge Applied
Members Declaration of Acceptance of Office	Hard copy	Yes
Members Register of Interests	Hard copy	Yes
Register of Members Interests book	Hard copy	Yes
Land Terrier – information regarding land held by the Town Council	Hard copy (subject to copyright restrictions)	Yes

The services we offer

Information	Available format	Charge Applied
The 'Talk of the Town' newsletter	Hard copy / website	No / No
Nantwich Town map	Hard copy	No
Shopping	Hard copy	No
Accommodation	Hard copy	No
Local Walks	Hard copy	No
Civic Hall Brochure	Hard copy	No

GENERAL EXCLUSIONS: 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.