



NANTWICH TOWN COUNCIL

FREEDOM OF INFORMATION PUBLICATION SCHEME

Approved: 20th April 2023

Version: 1

Date To Be Reviewed: April 2024



1. INTRODUCTION

This publication scheme commits Nantwich 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 council.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the council:

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



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 our 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 release 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. METHOD OF PUBLICATION

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Council, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, 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

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

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

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by the Council, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the Council.

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.



5. WRITTEN REQUESTS

Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. CONTACT DETAILS

If you require a paper version of any information or want to ask whether information is available please contact the Council by telephone, email or letter. Contact details are set out below. Alternatively, you can visit our website www.nantwichtowncouncil.gov.uk

Email: nantwichtc@nantwichtowncouncil.gov.uk

Tel: 01270 619224

Contact Address Nantwich Town Council
Civic Hall
Market Street
Nantwich
CW5 5DG

If the information you're looking for isn't available via the scheme **[and isn't on our website]**, you can still contact Nantwich Town Council to ask if we have it.



APPENDIX – PUBLISHED INFORMATION

| Information to be Published | How information can be obtained | Cost (hard copy only) |
|--|---------------------------------|-----------------------|
| Class 1 – Who we are and what we do <i>(Organisational information, structure, locations and contacts) This will be current information only.</i> | | |
| Who's who on the Council and its committees. | Hard copy/electronic/online | Nil |
| Contact details for Town Clerk, officers and Council members. | Hard copy/electronic/online | Nil |
| Location of main council offices and accessibility/contact details | Hard copy/electronic/online | Nil |
| Staffing Structure | Hard copy/electronic/online | Nil |
| Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum.</i> | | |
| Annual return form and report by auditor. | Hard copy/ electronic/ online | Nil |
| Finalised budget | Hard copy/ electronic/ online | Nil |



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|--|-------------------------------|---------|
| Precept | Hard copy/ electronic/ online | Nil |
| Standing Orders and Financial Regulations | Hard copy/ electronic/ online | £2 each |
| Grants given and received | Hard copy/ electronic/ online | Nil |
| List of current contracts awarded and value of contract | Hard copy/ electronic/ online | Nil |
| Members' allowances and expenses | Hard copy/ electronic/ online | Nil |
| Class 3 – What our priorities are and how we are doing (<i>strategies and plans, performance indicators, audits, inspections and reviews</i>) | | |
| Annual Report | Hard copy/ electronic/ online | Nil |
| Local Council Award Scheme status | Hard copy/ electronic/ online | Nil |
| Corporate Plan | Hard copy/ electronic/ online | Nil |
| Class 4 – How we make decisions (<i>How making processes and records of decisions</i>) | | |
| | Hard copy/ electronic/ online | Nil |



| | | |
|---|--|---------|
| Timetable of meetings (Council, any committee/sub-committee meetings and Town meetings) | Hard copy / available online (until meeting is held) / electronic | Nil |
| Agendas of meetings | Hard copy/ electronic/ online | Nil |
| Minutes of meetings | Hard copy/ electronic/ online | Nil |
| Reports presented to council meetings | Hard copy/ electronic/ online | Nil |
| Responses to consultation papers | Hard copy/ electronic/ available as part of council minutes online. | Nil |
| Responses to planning applications | All comments can be viewed as planning.cheshireeast.gov.uk | |
| Class 5 – Our policies and procedures | | |
| All adopted policies not solely relating to employment of staff | Hard copy/ electronic/ online | £2 each |
| All adopted policies relating solely to the employment of staff | Hard copy/ electronic | £2 each |
| Schedule of adopted policies | Hard copy/ electronic/ online | Nil |
| Schedule of charges (for the publication of information) | n/a | Nil |



| | | |
|---|-------------------------------|-----|
| Class 6 – Lists and Registers <i>(Current maintained lists and registers only)</i> | | |
| Asset Register | Hard copy/ electronic/ online | Nil |
| Register of Members' interests | Hard copy/ electronic/ online | Nil |
| Register of gifts and hospitality | Hard copy/ inspection | Nil |
| Class 7 – Services we offer <i>(information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</i> | | |
| Allotments | Hard copy/ electronic/ online | Nil |
| Seating, clocks and street furniture | Hard copy/ electronic/ online | Nil |
| Markets | Hard copy/ electronic/ online | Nil |
| Public conveniences | Hard copy/ electronic/ online | Nil |
| Mobility Scheme | Hard copy/ electronic/ online | Nil |
| Comfort Scheme | Hard copy/ electronic/ online | Nil |
| Entertainment | Hard copy/ electronic/ online | Nil |
| Brookfield Hall | Hard copy/ electronic/ online | Nil |



| | | |
|--|-------------------------------|-----|
| Civic Hall | Hard copy/ electronic/ online | Nil |
| Christmas lighting | Hard copy/ electronic/ online | Nil |
| Hanging baskets/floral displays | Hard copy/ electronic/ online | Nil |
| Town Ranger services | Hard copy/ electronic/ online | Nil |
| Tourist Information (<i>including all leaflets/talk of the town newsletter/maps</i>) | Hard copy/ electronic/ online | Nil |



VERSION CONTROL

Approval Date

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