



## **Information available from Portland Town Council under the model publication scheme**

This policy details the information available from Portland Town Council as recommended by the Information Commissioner's Office (ICO) to meet the requirements of the model publication scheme.

Information is available unless:

- We do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the Town Council or on its behalf.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The policy is not meant to give an exhaustive list of everything that is covered by the publication scheme and Portland Town Council look to provide as much information as possible on the Town Councils Website:[www.portlandtowncouncil.gov.uk](http://www.portlandtowncouncil.gov.uk)

Portland Town Council is committed to ensuring openness and transparency in all its affairs and activities. To support this intention the Council will make publicly available the information listed below.

### **Publishing datasets for re-use**

The Town Council are duty bound to publish any dataset held that has been requested, together with any updated versions, unless satisfied that it is not appropriate to do so. So far as reasonably practicable, the Town Council 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 Portland Town Council is the only owner, the Town Council will 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 copyrightworks.

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.

| <b>Information to be published</b>                                                                                                                                                                                                 | <b>How the information can be obtained</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts) This will be current information only.                                                                               | (hard copy or website)                     |
| Who's who on the Council and its Committees                                                                                                                                                                                        | Hard copy, Website                         |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))                                                                                             | Website                                    |
| Location of main Council office and accessibility details                                                                                                                                                                          | Hard copy, Website, noticeboard            |
| Staffing structure                                                                                                                                                                                                                 | Hard copy, Website                         |
|                                                                                                                                                                                                                                    |                                            |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum | (hard copy or website)                     |
| Annual return form and report by auditor                                                                                                                                                                                           | Hard copy, Website                         |
| Annual budget and quarterly financial reports                                                                                                                                                                                      | Hard copy, Website                         |
| Precept                                                                                                                                                                                                                            | Hard copy, Website                         |
| Borrowing Approval letter                                                                                                                                                                                                          | Hard copy                                  |
| Financial Standing Orders and Regulations                                                                                                                                                                                          | Hard copy, Website                         |
| Grants given and received                                                                                                                                                                                                          | Website                                    |
| List of current contracts awarded and value of contract                                                                                                                                                                            | Website                                    |
| Members' allowances and expenses                                                                                                                                                                                                   | Website                                    |
| Schedule of payments                                                                                                                                                                                                               | Website                                    |
| Internal Auditor report/s                                                                                                                                                                                                          | Hard copy, Website                         |
|                                                                                                                                                                                                                                    |                                            |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum                                            | (hard copy or website)                     |
| Annual Report to Town Meeting                                                                                                                                                                                                      | Website                                    |

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| Neighborhood Plan                                                                                                                                                                                                                                                                                                                                                                                         | Website                        |
| Relevant Business Plans                                                                                                                                                                                                                                                                                                                                                                                   | Website                        |
|                                                                                                                                                                                                                                                                                                                                                                                                           |                                |
| <b>Class 4 – How we make decisions</b><br>(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             |
| Agendas of meetings excluding exempt information (as above)                                                                                                                                                                                                                                                                                                                                               | Hard copy, Website             |
| Minutes of meetings excluding exempt information (as above)                                                                                                                                                                                                                                                                                                                                               | Hard copy, Website             |
| Reports presented to council meetings excluding exempt information                                                                                                                                                                                                                                                                                                                                        | Website                        |
| Responses to consultation papers                                                                                                                                                                                                                                                                                                                                                                          | Website                        |
| Responses to planning applications                                                                                                                                                                                                                                                                                                                                                                        | Website (in committee minutes) |
|                                                                                                                                                                                                                                                                                                                                                                                                           |                                |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.                                                                                                                                                                                                                           | (hard copy or website)         |
| Policies and procedures for conducting council business including: <ul style="list-style-type: none"> <li>• Financial regulations &amp; standing orders</li> <li>• Committee terms of reference</li> <li>• Delegated authority in respect of officers (standing orders)</li> <li>• Code of Conduct</li> <li>• Co-option policy</li> <li>• Complaints</li> </ul>                                           | Hard copy, Website             |
| Policies and procedures for the employment of staff: <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Disciplinary, Capability &amp; Poor Performance Policy</li> <li>• Capability Policy</li> <li>• Absence Management</li> <li>• Harassment, Abuse, Bullying &amp; Intimidation Policy</li> <li>• Whistleblowing Policy</li> </ul> | Hard copy, Website             |

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| <ul style="list-style-type: none"> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>Data protection policies</li> </ul> |                                                                              |
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only                                                                                                              | (hard copy or website; some information may only be available by inspection) |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)                                                 | Website                                                                      |
| Assets register                                                                                                                                                                                    | Hard copy, Website                                                           |
| Register of members' interests                                                                                                                                                                     | Hard copy, Website                                                           |
| Register of gifts and hospitality over £50                                                                                                                                                         | Hard copy, Website                                                           |
|                                                                                                                                                                                                    |                                                                              |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only  | (hard copy or website; some information may only be available by inspection) |
| Allotments                                                                                                                                                                                         | Hard copy, Website                                                           |
| Parks, playing fields and recreational facilities                                                                                                                                                  | Website                                                                      |
| Seating, litter bins, clocks, memorials and lighting                                                                                                                                               | Website                                                                      |
| Public conveniences                                                                                                                                                                                | Website                                                                      |
| Approved Fees and Charges                                                                                                                                                                          | Hard copy, Website                                                           |
| Portland Community Venue                                                                                                                                                                           | Hard copy, Website                                                           |

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|-------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |         |
| Neighbourhood Plan                                                                                                                              | Website |
|                                                                                                                                                 |         |

### Contact details:

Jane Miles, Town Clerk.

[office@Portlandtowncouncil.gov.uk](mailto:office@Portlandtowncouncil.gov.uk)

01305 821638

### 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                                                        |
|--------------------------|----------------------------------------------|------------------------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying @ 10p per sheet (black & white) | Charge for materials, copy and staff time                              |
|                          | Photocopying @ 20p per sheet (colour)        | Charge for materials, copy and staff time                              |
|                          |                                              |                                                                        |
|                          | Postage – variable                           | Actual cost of Royal Mail standard 2 <sup>nd</sup> class post          |
|                          |                                              |                                                                        |
| <b>Statutory Fee</b>     | Nil                                          | In accordance with the relevant legislation (quote the actual statute) |
|                          |                                              |                                                                        |
| <b>Other</b>             | None identified                              |                                                                        |
|                          |                                              |                                                                        |

Agreed: Full Council – 15th November 2023

Review Date: **November 2026**