



Thatcham Town Council

Freedom of Information Act 2000 – Publication Scheme

The Freedom of Information Act requires every public authority to adopt and maintain a publication scheme, which has been approved by the Information Commission, and to publish information in accordance with the scheme. At Thatcham Town Council's meeting on 24th November 2008 Members approved the new scheme to apply from 1st January 2009. This is in accordance with a model scheme which the Information Commission expects a Local Council to hold and make available within each class. This was revised by the Town Council at its meeting on 28th November 2011, taking into consideration the principles raised in the recommended Code of Practice on data transparency issued by the Department of Communities and Local Government. The table shows how the specific information can be obtained and the charging policy.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	<i>Website / Hard copy / electronically</i>
Contact details for Parish Clerk and Council members	<i>Website / Hard copy / electronically</i>
Location of main Council office and accessibility details	<i>Website / Hard copy / electronically</i>
Staffing structure including salary bands and current vacant posts	<i>Website / Hard copy / electronically</i>

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Annual return form and report by auditor	<i>Website / Hard copy / electronically</i>
Finalised budget	<i>Hard copy / electronically</i>
Precept	<i>Hard copy / electronically</i>
Borrowing Approval letter	<i>Hard copy / electronically</i>
Financial Standing Orders and Regulations	<i>Hard copy / electronically</i>
Grants given and received	<i>Website / Hard copy / electronically</i>
List of current contracts awarded and value of contract	<i>Hard copy / electronically</i>
Members' allowances and expenses	<i>Hard copy / electronically</i>
Expenditure over £500 (including costs, supplier and transaction information)	<i>Hard copy / electronically</i>

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan – "Thatcham Vision"	<i>Website</i>
<i>Annual Report</i>	<i>Website / Hard copy / electronically</i>
Quality status	<i>Website / Hard copy / electronically</i>
Local charters drawn up in accordance with DCLG guidelines	<i>Website / Hard copy / electronically</i>
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<i>Website / Hard copy / electronically</i>
Agendas of meetings (as above)	<i>Website / Hard copy / electronically</i>
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<i>Website / Hard copy / electronically</i>
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<i>Website / Hard copy / electronically</i>
Responses to consultation papers	<i>Hard copy / electronically</i>

Responses to planning applications	<i>Website/Hard copy/electronically</i>
Bye-laws	<i>Website/Hard copy/electronically</i>
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	<i>Hard copy / electronically</i> <i>Website / Hard copy / electronically</i> <i>Hard copy / electronically</i> <i>Website / Hard copy / electronically</i> <i>Website / Hard copy / electronically</i>
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures	<i>Hard copy / electronically</i> <i>Hard copy / electronically</i> <i>Hard copy / electronically</i> <i>Hard copy / electronically</i> <i>Hard copy / electronically</i> <i>Hard copy / electronically</i>
Information security policy	<i>Hard copy / electronically</i>
Records management policies (records retention, destruction and archive)	<i>Hard copy / electronically</i>
Data protection policies	<i>Hard copy / electronically</i>
Schedule of charges (for the publication of information)	<i>Website / Hard copy / electronically</i>

Class 6 – Lists and Registers	
Any publicly available register or list	<i>Hard copy / electronically</i>
Assets Register	<i>Hard copy / electronically</i>
Disclosure log	<i>Hard copy / electronically</i>
Register of members' interests	<i>Hard copy / electronically</i>
Register of gifts and hospitality	<i>Hard copy / electronically</i>

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Allotments	<i>Website / Hard copy / electronically</i>
Burial grounds and closed churchyards	<i>Website / Hard copy / electronically</i>
Community centres and community halls	<i>Website / Hard copy / electronically</i>
Parks, playing fields and recreational facilities	<i>Website / Hard copy / electronically</i>
Seating, litter bins, clocks, memorials and lighting	<i>Hard copy / electronically</i>
Bus shelters	<i>Hard copy / electronically</i>
Markets	<i>Website / Hard copy / electronically</i>
Public conveniences	N/A
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<i>Website / Hard copy / electronically</i>
Additional Information	Request to Town Clerk

Contact:

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Town Clerk
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Charging Policy:

Information can be inspected by appointment at the Council Offices free of charge

The Council staff can copy information that can be copied without breaching copyright laws, at 6p per A4 sheet.

A detailed search of records (for example the Burials Register) is subject to a charge of £10.00 per search.