



Charnwood Borough Council Publication Scheme

A. INTRODUCTION

This model publication scheme has been prepared in accordance with the model scheme developed by the Information Commissioner.

This publication scheme commits the 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. 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 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.

Making information available under the scheme

The main way in which the Council will make information available is through its website www.charnwood.gov.uk. In particular all documents published on the website can be searched for using the publication search at <http://www.charnwood.gov.uk/publications>. Information is also provided on the Council's website about how information made available can be used - <http://www.charnwood.gov.uk/pages/re-useofpublicsectorinformation>.

Where it is impracticable to make information available through the 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.

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

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided and an appointment to view the information will be arranged within a reasonable timescale.

Information not covered by this scheme

Not all the information the Council produces is included in the scheme. The scheme contains details of the information the Council makes generally available. If you cannot find the information you are looking for in the scheme or on the Council's website, you can ask for any other information the Council holds and its provision will be considered in accordance with the provisions of the Freedom of Information Act or the Environmental Information Regulations. Requests should be made to the Standards and Monitoring Support Officer using the contact details below.

Excluded throughout the scheme are:

- information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998;
- information which the law prohibits the Council from making available;
- information which has been deleted or disposed of.

Charges which may be made for information published under this scheme

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 authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed through the Council's website will be provided free of charge.

Charges may be made for information subject to any charging regime specified by Parliament. Charges may be made for actual costs incurred such as photocopying, postage and packaging or where they are justified in terms of the preparation of the information by 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.

Feedback

The Council has published the scheme because it is a requirement of section 19 of the Freedom of Information Act 2000. The purpose of the Act is to promote greater openness by public authorities (i.e. government, local councils and other public sector organisations). It is important therefore that the scheme meets your needs. We welcome suggestions for additional classes of information that could be included. We also welcome suggestions as to how the publications themselves might be improved. Any questions, comments or complaints about this scheme should be sent to the Standards and Monitoring Support Officer.

For more information contact:

Standards and Monitoring Support Officer
Charnwood Borough Council
Southfield Road
Loughborough
Leicestershire LE11 2TU

Telephone: 01509 634785

Fax: 01509 263791

Email: foi@charnwood.gov.uk

B. CLASSES OF INFORMATION

B.1 Who we are and what we do - Organisational information, structures, locations and contacts.

- **Council constitution**

The Council's constitution consists of a number of documents that, under the Local Government Act 2000, are required to be brought together and made available for public inspection. The articles of the constitution set out the basic principles that underlie the way the council operates. The other parts of the constitution include details of the council and the committees to which the council has delegated various powers and the functions that are the responsibility of the executive; the terms of reference of the various committees and other bodies; the standing orders that regulate the proceedings at meetings; financial regulations; codes of conduct for members and employees; the schedule for the payment of member's allowances; and a description of the management structure of the council's workforce.

- **Council democratic structure**

Any further information not included in the constitution about the decision making bodies of the council and their role.

- **Council directorate structure**

Any further information about the internal structures of the offices of the council, including an outline of their responsibilities and the names of the directors.

Location and opening times of council properties

Details of the Council's properties including whether they are open to the public or not, and opening times of offices that are open.

- **Currently elected councillors' information and contact details**

Names, positions on the council and how they can be contacted.

- **Contact details for all customer-facing departments**

Information about how they can be contacted including the role of the contact, phone number and where used email address.

- **Most recent election results**

The results of the most recent elections for councillors on the Council and the results of other elections conducted in the Council's area.

- **Relationships with other authorities**

Explanations of the respective roles of different local authorities, partnership arrangements with other authorities and the relationship with central government departments. Explanations of the role of the Electoral Registration Officer, the Returning Officer and the Monitoring Officer.

B2 What we spend and how we spend it - Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

- **Financial statements, budgets and variance reports**

Financial information in enough detail to allow the public to see where money in revenue budgets and budgets for capital expenditure is being spent, where a council or department is or has been planning to spend it, and the difference between the two.

- **Capital programme**

Information on major plans for capital expenditure including any private finance initiative and public-private partnership contracts.

- **Spending reviews**

- **Financial audit reports**

- **The members' allowances scheme and the allowances paid under it to councillors each year**

The total of the allowances and expenses paid to councillors by reference to the categories set out in the approved allowances scheme.

- **Staff allowances and expenses**

Details of the allowances and expenses that can be incurred or claimed.

- **Pay and grading structure**

- **Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)**

- **Procurement procedures**

Details of procedures for acquiring goods and services.

- **Details of contracts currently being tendered**

- **List of contracts awarded and their value**

- **District auditor's report**

- **Internal financial regulations**

B3 What our priorities are and how we are doing - Strategies and plans, performance indicators, audits, inspections and reviews.

- **Annual reports**

- **Strategies and business plans for services provided by the council**

- **Internal and external organisation performance reviews**

- **Strategies developed in partnership with other authorities**

- **Forward plan**

- **Capital strategy**

- **Performance indicators**

- **District auditor's reports on performance**

- **Comprehensive performance assessment and Comprehensive area assessment**

- **Inspection reports**

- **Local Area Agreements**
- **Statistical information produced in accordance with the council's and departmental requirements**
- **Impact assessments**
- **Service standards**
- **Public service agreements**

B4 How we make decisions - Decision-making processes and records of decisions.

- **Timetable of council meetings**
- **Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings**

This will be the information that is required to be publicly available under local authority access to information rules.

- **Major policy proposals and decisions**
- **Facts and analyses of facts considered when framing major policies**
- **Public consultations**

Details of consultation exercises with access to the consultation papers or information about where the papers can be obtained. The results and outcomes of consultation exercises.

B5 Our policies and procedures - Current written protocols, policies and procedures for delivering our services and responsibilities.

- **Policies and procedures for conducting council business**
- **Policies and procedures for delivering our services**
- **Policies and procedures about the recruitment and employment of staff**

A number of policies, for example, equality and diversity, and health and safety, will cover both the provision of services and the employment of staff.

- **Customer service**

Standards for providing services to the council's customers, including the complaint procedure. Complaints procedures will include those covering requests for information and operating the publication scheme.

- **Records management and personal data policies**
- **Charging regimes and policies**

Details of any statutory charging regimes should be provided. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

B6 Lists and registers

- **Public registers and registers held as public records**
- **Asset registers and information asset register**

- **Register of councillors' financial and other interests**
- **Register of gifts and hospitality**
- **Register of electors**

B7 Services provided by the council - Information about the services the council provides including leaflets, guidance and newsletters.

- **Regulatory and licensing responsibilities**
- **Services for local businesses**
- **Services for other organisations**
- **Services for members of the public**
- **Services for which the council is entitled to recover a fee, together with those fees**
- **Information for visitors to the area, leisure information, events, museums, libraries and archive collections**
- **Leaflets, booklets and newsletters**
- **Advice and guidance**
- **Media releases**
- **Election information**