

# Information available under the Model Publication Scheme

## **1. Who we are and what we do**

*Organisational information, structures, locations and contacts*

- Who's who on the Council and its Committees
- Contact details for Town Clerk and Council members
- Location of main Council office and accessibility details
- Staffing structure

## **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
- Finalised budget
- Precept
- Asset Register
- Financial Risk Assessment
- Grant Policy
- Financial Standing Orders and Regulations
- Anti-Fraud and corruption policy
- Grants given and received
- List of current contracts awarded

## **3. What our priorities are and how we are doing**

*Strategies and plans, performance indicators, audits, inspections and reviews, current and previous years*

- Business Plan
- Annual Report to Parish Meeting
- Biodiversity Statement
- Crime and Disorder Statement

## **4. How we make decisions**

*Decision making process and record of decisions - current and previous council year as a minimum*

- Timetable of meetings (Council and its Committees and Parish meetings)
- Agendas of meetings (as above)
- Minutes of meetings (as above)
- Reports presented to council meetings
- Responses to consultation papers
- Responses to planning applications

## **5. Our policies and procedures**

*Current written protocols, policies and procedures for delivering our services and responsibilities – current information only*

Policies and procedures for the conduct of council business:

- Standing Orders
- Delegated authority in respect of officers and committees
- Code of Conduct
- Policy statements
- Schedule of charges (for the publication of information)
- Co-option Process
- Mayors Allowance Policy

Policies and procedures about the employment of staff:

- Staff Handbook
- Health and safety policy
- Recruitment policies (including current vacancies)
- Pension Discretion Policy
- Training and Development Policy (includes Councillors)

Policies and procedures for the provision of services

- Health and safety policy e.g. public safety, play areas
- Complaints procedure / Freedom of Information request
- Equal Opportunities
- Policies and procedures for handling requests for information – Foi Complaints procedures
- Child Protections and Vulnerable adults' policies
- Community Engagement

Policies and procedures for the security of Council records

- Information security policy
- Records management policies (records retention, destruction and archive)
- Data protection policies

## **6. Lists and Registers**

*Currently maintained lists and registers only*

- **Assets Register**
- Register of members' interests
- Register of gifts and hospitality

## **7. The services we offer**

*Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses - current information only*

- Allotments
- Burial grounds
- Community room hire\*
- Parks, playing fields and recreational facilities\*
- Seating, memorials and lighting
- Public conveniences\*

This information can be viewed at the Town Council Offices and on the Ware Town Council website.

Copies of all documents are available from the Town Clerk at a charge of 5p per photocopied black and white sheet and 10p per photocopied colour sheet.

If you wish to ask for information which is not available through this scheme your request in the first instance should be directed to the Town Clerk. If you do not receive the information you require a further submission may be requested under the Freedom of Information Act. Details of the Town Council's Freedom of Information policy are on the website and available from the Town Clerk.