

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

TAVISTOCK TOWN COUNCIL

To meet the requirements of the Freedom of Information Act, Tavistock Town Council has reviewed the range of documents it holds in order to make many of these available to the public.

The Town Clerk, as senior officer of the Council, is responsible for the Scheme and contact details are given at Appendix I.

Classes of information for publication are attached at Appendix II.

These are based on the Model Scheme for Local Councils and reflect the responsibilities of Tavistock Town Council.

Availability of Information:

The details of the Scheme will be available:

1. In person from the Council Offices, Drake Road, Tavistock, Devon PL19 0AU from 8.45am – 5.15pm Monday to Thursday (4.45pm Friday).
2. On the website www.tavistock.gov.uk.

Charges for Information

The Council will not charge for the inspection of documents or for viewing the information. However, if copies are required, they will be charged as follows:

- 5p per sheet/side (A4) – b&w
- 10p per sheet/side (A4) – colour
- 10p per sheet/side (A3) – b&w
- 20p per sheet/side (A3) – colour

Rights and Complaints

Any person has the right to receive a copy of the information described in the Publication Scheme and, where that information is available in printed format, the Council will endeavour to provide copies within 10 working days of receiving the request.

If you are unhappy with the way in which the Council has dealt with your request under the Freedom of Information Act 2000 you should raise the matter in accordance with our usual Complaints Procedure.

Appendix I

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Tavistock Town Council has resolved to adopt the Model Scheme for Local Councils as outlined at Appendix II.

Tavistock Town Council, Council Offices, Drake Road, Tavistock, Devon PL19 0AU has adopted the Model Scheme and will publish information in accordance with that Scheme in accordance with Section 20 of the Freedom of Information Act 2000.

The contact details for the person who will be responsible for maintaining the Publication Scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act is:

Town Clerk
Tavistock Town Council
Council Offices
Drake Road
Tavistock
Devon
PL19 0AU

01822 613529
info@tavistock.gov.uk

Appendix II

Information available from Tavistock Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (organisational information, structures, locations and contacts) – current information	Hard copy and via website www.tavistock.gov.uk	Nil
Who's who on the Council and Committees	Council Offices Website	Nil
Contact details for Town Clerk and Councillors	Council Offices Website Newsletter	Nil
Location of main Council office and	Website Town Council notice	Nil

accessibility details	board Newsletter	
Staffing structure	Council Offices Website	Nil
Class 2 – What we spend and how we spend it		
Current and previous year financial as a minimum	Hard copy Website	Copy fee
Annual return form and report by auditor	Hard copy Website	Free
Finalised budget	Hard copy Website	Copy fee
Precept	Hard copy Website	Nil
Borrowing Approval Letter	Hard Copy	Nil
Financial Regulations	Hard Copy Website	Copy fee
Grants given and received	Hard copy Website	Nil
List of current contracts awarded and value of contract	Hard copy	Nil
Members' allowances and expenses	Hard copy Notice board	Nil
Class 3 – What are our priorities and how are we doing		
Council/Service Plans Newsletter	Hard copy and website To all households	Copy fee Nil on circulation
Class 4 – How we make decisions	Hard copy or website	
Timetable of meetings	Hard copy, website and notice board	Nil
Agendas of meetings	As above	Free
Minutes of meetings (excluding any information which is properly confidential to the meeting)	Hard copy and website	Copy fee
Reports presented to Council meetings	Hard copy and website	Copy fee
Responses to	Hard copy and website	Copy fee

consultation papers		
Responses to planning applications	Hard copy and website	Copy fee
Bye-laws	Hard copy	Copy fee
Class 5 – Our Policies and Procedures Current information only		
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and website	Copy fee
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	Hard copy	Copy fee
Information Security Policy	Hard copy	Copy fee
Records Management	Hard copy	Free

Policies (records retention, destruction and archive)		
Data Protection Policy	Hard copy	Copy fee
Schedule of Charges (for the publication of information)	Hard copy	Nil
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Hard copy	Copy fee
Register of Members' Interests	Hard copy or available on West Devon Borough Council website	Copy fee
Register of Gifts of Hospitality	Hard copy	Copy fee
Class 7 – The Services we Offer		
Burial grounds and closed churchyards	Website and Hard Copy Also can be inspected at Cemetery Office, Plymouth Road.	Copy fee
Allotments	Allotment Association	
Community services – parks, playing fields, open spaces, Town Hall and recreational areas	Website and Hard Copy	Copy fee
Commercial activities – markets and property management	Website and Hard Copy	Copy fee
Bus Shelters		
Public conveniences		
Agency agreements	Hard copy	Copy fee
A summary of services for which the Council is entitled to recover a fee, together with those fees (eg burial fees)	Can be inspected at the Cemetery Office, Plymouth Road.	