

Ludgershall Town Council



Publication Scheme

1. Introduction

- 1.1 This Publication Scheme adopts the Information Commissioner's Office (ICO) Model Publication Scheme. It sets out the Classes of information Ludgershall Town Council will proactively make available, how that information can be accessed, and what (if any) charges may apply.
- 1.2 Under this Scheme, the Council commits to:
 - 1.2.1 Proactively publish, or otherwise make available as a matter of routine, information, including environmental information that falls within the classes in Section 2.
 - 1.2.2 Specify the information held by the Ludgershall Town Council.
 - 1.2.3 Publish the methods by which the information is routinely available so it can be easily identified and accessed by the public.
 - 1.2.4 Review and update, on a regular basis, the information made available under this Scheme.
 - 1.2.5 Publish a schedule of fees (where applicable) for access to information that is proactively available.
 - 1.2.6 Make this Publication Scheme publicly available.
 - 1.2.7 Publish datasets requested under the Freedom of Information Act 2000 where appropriate, and where reasonably practicable make them available for re-use under the
 - 1.2.8 Re-use of Public Sector Information Regulations 2015.

2. Classes of Information

2.1 Information will be made routinely available in the following classes, where it is held by the Council:

2.2.1 **Class 1 Who we are and what we do;** organisational information, structures, locations and contacts.

2.2.2 **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.

2.2.3 **Class 3 What our priorities are and how we're doing;** strategies and plans, performance indicators, audits, inspections and reviews.

2.2.4 **Class 4 How we make decisions;** decision-making processes and records of decisions.

2.2.5 **Class 5 Our Policies and Procedures;** current written protocols, policies and procedures for delivering our services and responsibilities.

2.2.6 **Class 6 Lists and Registers;** information held in registers required by law and other lists and registers relating to Council functions.

2.2.7 **Class 7 The services we offer;** information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses.

3. How to Access Information

3.1 Where practicable, information will be provided on the Council's website. Where an individual does not wish to access the information via the website, or where it is impracticable to do so, information will be provided by other means (e.g. email or hard copy).

3.2 In exceptional circumstances, some information may only be available for inspection at the Town Council office. Where this applies, contact details will be provided and an appointment will be arranged within a reasonable timescale.

3.3 Information will normally be provided in the language in which it is held. The Council will comply with obligations under disability and discrimination legislation, and other applicable legislation, to provide information in other forms and formats when required.

4. Charges

4.1 Information available on the Council's website is provided free of charge. Charges may be made for actual disbursements incurred (e.g. photocopying and postage) and for information subject to a statutory charging regime. Where a charge is payable, confirmation will be provided in advance and payment may be requested prior to provision.

4.2 Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying (black & white) 10p per A4 sheet	Actual cost incurred
Disbursement cost	Photocopying (colour) 10p per A4 sheet	Actual cost incurred
Disbursement cost	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fees	some types of information requests may attract charges that are set by law	In accordance with the relevant legislation

5. Requests for Information Not Published Under this Scheme

5.1 Information not routinely published under this Scheme can be requested in writing. Requests will be handled in accordance with the Freedom of Information Act 2000 and Environmental Information Regulations 2004, subject to applicable exemptions.

6. Copyright and Re-use

6.1 Material supplied under this Scheme may be subject to copyright. Where the Council is the copyright holder, material will be made available for re-use where appropriate under the Re-use of Public Sector Information Regulations 2015 or the terms of the Freedom of Information Act 2000.

7. Complaints

7.1 If you are dissatisfied with the handling of a request or with information provided, please contact the Town Clerk in the first instance to seek resolution under the Council's

Complaints Procedure. If, after following the procedure, you remain dissatisfied, you may refer your complaint to the Information Commissioner's Office (ICO): www.ico.org.uk.

8. Contact Details

Town Clerk, Ludgershall Town Council

10-12 High Street, Ludgershall, Andover, Hampshire, SP11 9PZ

Tel: 01264 391629

Email: info@ludgershall-tc.gov.uk

Website: <https://www.ludgershall-tc.gov.uk>

END

Administration of the Publication Scheme Policy

A1. Review Date

This policy will be reviewed every four years, or when there are any legislative changes that affect this policy.

A2. Version Control

Version	Approved	Date	Adopted	Date	Comments
V1	F&P Meeting	2 nd Oct 25	FTC Feb 26	9 th Feb 26	Initial Copy

END

Annex B to Publication Scheme Policy

Information Available Guide Summary

B.1 Introduction

The Council routinely publishes or makes available the following information. Unless otherwise noted, current and (where applicable) previous financial year information will be available via the website or on request via email, or as a paper copy.

B.2 Class 1 Who We Are and What We Do

- Councillors and committee/working group membership
- Contact details for Councillor's and the Town Clerk (telephone and email)
- Location and accessibility of the Town Council office
- Staffing structure
- Standing Orders

B.3 Class 2 What We Spend and How We Spend It

- Annual Governance and Accountability Return; Internal and External Auditors' Reports
- Finalised budget and Precept
- Financial Regulations
- Grants given and received
- List of current contracts awarded and values
- Members allowances and expense

B.4 Class 3 What Our Priorities Are and How We Are Doing

- Council Objectives and Annual Report
- Performance indicators, audits, inspections and reviews
- Ludgershall Town Plan and Emergency Town Plan
- Data Protection Impact Assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.

B.5 Class 4 How We Make Decisions

- Timetable of meetings (Council and Committees)
- Agendas and Minutes (excluding confidential items)
- Reports to Council (excluding confidential items)
- Responses to Consultation Papers
- Responses to Planning Applications
- Bye Laws

B.6 Class 5 Our Policies and Procedures

- Policies and procedures for the conduct of Council business
- Code of Conduct
- Procedural Standing Orders
- Committee and sub-committee terms of reference
- Delegated authority in respect of officers
- Data Protection and Information Policy; Freedom of Information Policy
- Complaints Policy and Procedure
- Recruitment Policies and Current Vacancies Details
- Equality and Diversity Policy; Safeguarding Policy
- Health and Safety Policy
- Grant Awarding Policy and Application Form
- Social Media Policy
- Records Management and Retention Schedule

B.7 Class 6 Lists and Registers

- Currently maintained lists and registers
- Assets Register
- Register of Members' Interests
- Register of Gifts and Hospitality
- FOI Act Disclosure Log

B.8 Class 7 The Services We Offer

- Allotments
- Burial Grounds and Closed Churchyards
- Open Spaces, Playing Fields, Recreational Facilities and Playgrounds
- Bus Shelters
- Seating, Litter Bins, Memorials and Lighting
- Agency agreements
- Public Conveniences (eg Car Park and Public Toilets)
- Services for which the Council is entitled to recover fees.

END

Annex C to Publication Scheme Policy

Table of Classes, Accessibility and Costs

C.1 Introduction

The table below displays the Classes of Information, what information may be requested, how the information may be made available and associated costs.

C.2 Class 1 Who We Are and What We Do

Information in this class relates to Ludgershall Town Council, it will only be current information.

Requestable Information	How the information can be obtained	Cost per A4 Sheet
Who's who on the Council and its Committees	Website, Notice boards, or Council Office	10p
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address)	Website, Notice boards, or Council Office	10p
Location of main Council office and accessibility details	Website, Social Media or Notice boards	10p
Staffing structure	Website, Notice boards, or Council Office	10p
LTC Standing Orders	Website or Council Office	10p

C.3 Class 2 What We Spend and How We Spend It

Information in this class is financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous financial year.

Requestable Information	How the information can be obtained	Cost per A4 Sheet
Statement of accounts & internal audit report in the format included in the Annual Return form	Website or Council Office	10p
Finalised budget	Website or Council Office	10p
Precept	Website or Council Office	10p
Borrowing Approval letter	Website or Council Office	10p
All items of expenditure (redacted)	Website or Council Office	10p
Financial Standing Orders and Regulations	Website or Council Office	10p
Grants given and received	Website or Council Office	10p
List of current contracts awarded and value of contract	Website or Council Office	10p
Members' allowances and expenses	Website or Council Office	10p

C.4 Class 3 What Our Priorities Are and How We Are Doing

Information in this class relates to strategies and plans, performance indicators, audits, inspections and reviews and will be provided for the current and previous year.

Requestable Information	How the information can be obtained	Cost per A4 Sheet
Annual governance statement in format included in the Annual Return form	Website or Council Office	10p
Council Objectives and Annual Report	Website or Council Office	10p
Annual Report for the Annual Town Meeting	Website or Council Office	10p
Performance indicators, audits, inspections and reviews	Website or Council Office	10p
Ludgershall Town Plan and Emergency Town Plan	Website or Council Office	10p
Data Protection Impact Assessments and any other impact assessment (eg Health & Safety, Equality Impact)	Website or Council Office	10p

C.5 Class 4 How We Make Decisions

Information in this class relates to Council decision making processes and records of decisions, and will be provided for the time frame requested, limited to the current and previous year.

Requestable Information	How the information can be obtained	Cost per A4 Sheet
Timetable of meetings, including Full Town Council, Committees and Sub-Committees	Website & Council Office	10p
Agendas of meetings, including Full Town Council, Committees and Sub-Committees	Council Office, Notice boards, Website and Social Media	10p
Minutes of meetings (as above) - excluding material properly considered to be exempt from disclosure	Council Office, Website and Social Media	10p
Reports presented to Council Meetings – excluding material properly considered to be exempt from disclosure	Council Office	10p
Responses to Consultation Papers	Council Office	10p
Responses to Planning Applications	Website with link to Wiltshire Planning Portal	10p
Bye Laws	Council Office	10p

C.6 Class 5 Our Policies and Procedures

Information in this class relates to current Council written protocol(s), policies and procedures for delivering our services, duties and responsibilities.

Requestable Information	How the information can be obtained	Cost per A4 Sheet
Policies and procedures for the conduct of Council business	Website & Council Office	10p
Code of Conduct	Website & Council Office	10p
Procedural Standing Orders	Website & Council Office	10p
Committee and sub-committee terms of reference	Website & Council Office	10p
Delegated authority in respect of officers	Website & Council Office	10p
Data Protection and Information Policy; Freedom of Information Policy	Website & Council Office	10p
Complaints Policy and Procedure	Website & Council Office	10p
Recruitment Policies and Current Vacancies Details	Website & Council Office	10p
Equality and Diversity Policy; Safeguarding Policy	Website & Council Office	10p
Health and Safety Policy	Website & Council Office	10p
Grant Awarding Policy and Application Form	Website & Council Office	10p
Social Media Policy	Website & Council Office	10p
Records Management and Retention Schedule	Website & Council Office	10p

C.7 Class 6 Lists and Registers

Information in this class relates to currently maintained lists and registers.

Requestable Information	How the information can be obtained	Cost per A4 Sheet
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Inspection only at Town Office	NA
Assets register, including details of public land and building assets	Website & Council Office	10p
Freedom of Information Act Disclosure Log (including Environmental Information Regulations (EIR))	Council Office	10p
Register of Members' Interests	Council Office	10p
Register of Gifts and Hospitality	Council Office	10p

C.8 Class 7 The Services We Offer

Information in this class relates to the services we offer, including leaflets, guidances and newsletter produced for the public and local businesses. Provision will be limited to current information only.

Requestable Information	How the information can be obtained	Cost per A4 Sheet
Allotments	Information and Inspection only at Town Office	NA
Burial Grounds and Closed Churchyards	Information and Inspection only at Town Office	NA
Open Spaces, Playing Fields, Recreational Facilities and Playgrounds	Website & Council Office	10p
Bus Shelters	Information and Inspection only at Town Office	NA
Seating, Litter Bins, Memorials and Lighting	Information and Inspection only at Town Office	NA
Agency agreements	Information and Inspection only at Town Office	NA
Public Conveniences (eg Public Car Park(s) and Public Toilets)	Website & Council Office	10p
Services for which the Council is entitled to recover fees.	Information and Inspection only at Town Office	NA
Council Events, including Civic Events	Website, Notice Board, Social Media & Council Office	10p

END

Annex A to Publication Scheme Policy

Administration of the Publication Scheme Policy

A1. Review Date

This policy will be reviewed every two years, or when there are any legislative changes that may affect this policy.

A2. Version Control

Version	Approved	Date	Adopted	Date	Comments
V1	Details unknown				Initial Copy
V2	Finance & Policy Committee	2 nd Oct 26	FTC	9 th Feb 26	Updated Formatting & Content

END