



AYLESBURY TOWN COUNCIL

Freedom of Information Procedure

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000, Aylesbury Town Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Aylesbury Town Council is made readily available to the public, either free of charge or on payment.

The information maintained by Aylesbury Town Council comprises of both mandatory documents and optional documents. The classes of information are identified overleaf:

Information is available for inspection at the Aylesbury Council Offices Town Hall, 5 Church Street, Aylesbury, HP20 2QP, Monday to Friday between 10am to 3pm (excluding Bank Holidays) or by prior appointment. As the Town Council only employs a small number of staff, prior notification of an information request will be of assistance in arranging for an officer to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

The Town Council provides agendas for Town Councillors to receive information and to make decisions. The agenda is discussed in public and any papers referred to in the minutes or relating to agenda items are also available to persons requesting information.

However, items considered under the confidential aspect of an agenda are considered at meetings once the public have been excluded as they are considered confidential and are not therefore available under the Freedom of Information Act 2000. These items will be items subject to Data Protection Act 1998, such as sensitive data, and data that involves a commercially sensitive issue, any such data will not be available to persons requesting information.

The agenda and public minutes are available on Aylesbury Town Council's website (aylesburytowncouncil.gov.uk). Supporting documents can be requested at the Offices of Aylesbury Town Council.

Information available

Document	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	Website
Contact details for Town Clerk and Council members	Website
Location of main Council office and accessibility details	Website
Staffing structure	Hard copy or website
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 <i>Current and previous financial year as a minimum</i>	
Annual return form and report by auditor	Hard copy or website
Finalised budget	Hard copy or website
Precept	Hard copy or website
Borrowing Approval letter	Not Applicable
Financial Standing Orders and Regulations	Hard copy or website
Grants given and received	Website
List of current contracts awarded and value of contract	On application
Members' allowances and expenses	Hard copy or website
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current and previous financial year as a minimum</i>	
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Town Council	Hard copy or website
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
Class 4 - How we make decisions Decision making processes and records of decisions <i>Current and previous council year as a minimum</i>	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy or website
Agendas of meetings (as above)	Hard copy or website
Minutes of meetings (as above) - n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy or website
Reports presented to council meetings - n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy or website
Responses to consultation papers	Hard copy
Responses to planning applications	Website
Bye-laws	N/A

Class 5 - Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities <i>Current information only</i>	
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	Hard copy or website Hard copy or website Hard copy or website Hard copy Hard copy or website Website
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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 (including those covering requests for information and operating the publication scheme)	As and when issued Hard copy or website Hard copy Website Hard copy or website Hard copy or website
Data protection policies	Website
Schedule of charges (for the publication of information)	See below
Class 6 - Lists and Registers <i>Currently maintained lists and registers only</i>	
Assets register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy - FOI Log
Register of members' interests	Hard copy or website
Register of gifts and hospitality	For inspection
Class 7 - The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses <i>Current information only</i>	
Allotments	Website
Burial grounds and closed churchyards	Website
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	N/A
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	N/A

Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Composite Schedule of fees and charges

Contact details

Mr K Gray JP, FSLCC
Town Clerk
Aylesbury Town Council
Town Hall
5 Church Street
Aylesbury
Buckinghamshire, HP20 2QP

Schedule of Charges

Information available from the Council website may be downloaded at no charge.

A charge of up to £25 will be made for each telephone/written request to cover administration costs incurred.

Type of Charges	Description	Basis of Charge
Disbursement cost	Photocopying @20p per sheet (black & white)	Actual cost *
	Photocopying @£1 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

** the actual cost incurred by the public authority*

Adopted by Policy Committee	Ratified by Town Council	Reviewed	Amended	Next Review Date
10 November 2014	18 December 2014			October 2022
5 July 2023		June 2023	June 2023	June 2025