

EASTWOOD TOWN COUNCIL



FREEDOM OF INFORMATION ACT – Guide to Information

As a public authority Eastwood Town Council has a duty to adopt and maintain a publication scheme. A publication scheme sets out information held by the Town Council and how it can be accessed and obtained by members of the public.

The Town Council's copy of the model scheme has been compiled (and will be reviewed and maintained) to provide a greater openness in local public affairs in Eastwood and has been promoted and can be accessed through the link on this website.

Hard copies of this guide and the scheme itself are available on request for those residents who do not have access to electronic forms of communication.

Copies of the publication scheme are available from the Town Council Offices.

**Paul Robinson
Town Clerk Designate
16 April 2009**

Information available from Eastwood Town Council under the model publication scheme

(Note – in accordance with the Town Council’s current policy no charges will be made for requests for information arising from this scheme).

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who’s who on the Council and its Committees	Website/hard copy	-
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/hard copy	-
Location of main Council office and accessibility details	Website/hard copy	-
Staffing structure	Hard copy	-

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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy	-
Finalised budget	Hard copy	-
Precept	Hard copy	-
Borrowing Approval letter	Hard copy	-
Financial Standing Orders and Regulations	Hard copy	-
Grants given and received	Hard copy	-
List of current contracts awarded and value of contract	Hard copy	-
	-	-
Town Mayor's annual allowance	Hard copy	-
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	-
Quality status	Hard copy	-
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/hard copy	-
Agendas of meetings (as above)	Hard copy	-
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/hard copy	-
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	-
Responses to consultation papers	Hard copy	-
Responses to planning applications	Hard copy	-
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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 for all issues listed	-
Policies and procedures for the provision of services and about the employment of staff:		-

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website/hard copy Hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		-
Assets Register	Hard copy	-
Register of members' interests	Hard copy	-
Register of gifts and hospitality	Hard copy	-
Class 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	(hard copy or website; some information may only be available by inspection)	
Allotments	Website/hard copy	-

Seating, litter bins, clocks, memorials and lighting	Hard copy	-
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Garden Service	Website/hard copy	-
Christmas lights	Website/hard copy	-
Eastwood Arts Festival	Website/hard copy	-
Grants to community groups	Website/hard copy	-
Summer floral displays	Website/hard copy	-

Contact details: Tel: 01773 719384. Eastwood Town Council, Council Offices, Nottingham Road, Eastwood, Nottingham NG16 3GL.

Town Clerk: town.clerk@eastwood-town-council.org.uk

Town Clerk's Secretary: secretary@eastwood-town-council.org.uk

Admin: admin@eastwood-town-council.org.uk