

Workington Town Council

Model Publication Scheme

Information available from Workington Town Council under the model publication scheme. Where information is listed as available in hard copy form, it may be also available in pdf or email format at 75% of listed cost.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free

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-contact Clerk	25p
Annual return form and report by auditor	Hard copy-contact Clerk	15p per sheet
Finalised budget	Hard copy-contact Clerk	15p
Precept	Hard copy-contact Clerk	15p
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard copy-contact Clerk	15p
List of current contracts awarded and value of contract	Hard copy-contact Clerk	15p
Members' allowances and expenses	Hard copy-contact Clerk	15p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Council Plan	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website	Free

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Hard copy-contact Clerk	15p
Responses to planning applications	Planning Authority website	Free
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy-contact Clerk	15p
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	Website	Free

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy – contact Clerk</p> <p>Hard copy – contact Clerk</p> <p>Hard copy – contact Clerk</p> <p>Hard copy – contact Clerk</p> <p>Hard copy – contact Clerk</p> <p>Hard copy – contact Clerk</p> <p>Hard copy – contact Clerk</p>	<p>All 15p per sheet</p>
Information security policy	Hard copy – contact Clerk	15p
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	15p
Data protection policies	Hard copy – contact Clerk	15p
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy –contact Clerk	Free Inspection
Assets Register	Hard copy –contact Clerk	15p
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 –contact Clerk	15p
Register of members' pecuniary interests	Website	Free
Register of gifts and hospitality	Hard copy –contact Clerk	15p per sheet

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		
Allotments	Website	Free
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy from clerk	15p
Bus shelters		
Markets		
Public conveniences		
Agency agreements	Website	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority