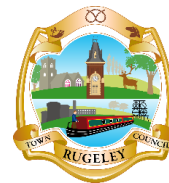


Publication Scheme - February 2025



Read and Understood

Officers

Name	Initial	Date

Name	Initial	Date

Councillors

Name	Initial	Date

Name	Initial	Date

Date created	Date adopted	Date last reviewed	Next review date
10 th February 2025	12 th February 2025	12 th February 2025	May 2025
Meeting and Minute		Chair Signature	
Full Council 12 th February 2025 Minute 325			

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Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice. Rugeley Town Council has adapted this policy to reflect our specific needs and circumstances.

This publication scheme commits Rugeley Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Rugeley Town Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits Rugeley Town Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Rugeley Town Council and falls within the classifications below.
- To specify the information which is held by Rugeley Town Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information Rugeley Town Council makes available under this scheme.
- To make this publication scheme available to the public.
- To publish any dataset held by Rugeley Town Council that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public Model publication scheme Model publication scheme Version 1.2 20151023 2 authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do

- Council structure and contact details of councillors and officers
- Location and opening hours of the Town Council office
- Roles and responsibilities of councillors and staff
- Details of committees, working groups, and their responsibilities
- Constitutional and legal governance

What we spend and how we spend it

- Annual accounts and audit reports



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- Budget and precept information
- Financial regulations
- Grants awarded and criteria for grant applications
- Councillors' allowances and expenses
- Projected and actual income and expenditure
- Tendering, procurement and contracts.

What our priorities are and how we are doing

- Strategic plans and mission statements
- Annual reports
- Local projects and partnerships
- Inspections and reviews

How we make decisions

- Timetable of council meetings
- Agendas and minutes of meetings (excluding confidential matters)
- Reports presented to council meetings
- Consultations and public engagement exercises
- Policy proposals and decisions
- Decision making processes
- Internal criteria and procedures
- Consultations

Our policies and procedures

- Standing Orders
- Financial Regulations
- Code of Conduct for Councillors
- Complaints policy and procedure
- Freedom of Information Policy
- Data Protection Policy and Retention Schedule
- Equality and Diversity Policy
- Current written protocols for delivering our functions and responsibilities

Lists and registers

- Register of interests for councillors
- Asset register
- Risk assessments
- Information held in registers required by law and other lists and registers relating to the functions of the authority

The services we offer

- Community events and initiatives
- Management of public buildings (e.g., Rose Theatre and Community Hall)
- Town Council facilities and spaces for hire
- Advice and guidance, booklets and leaflets

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- Media releases
- A description of the services offered

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

Rugeley Town Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a Rugeley Town Council, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the person must email Rugeley Town Council Clerk on clerk@rugeleytowncouncil.gov.uk or ring 01889 574 074 to organise access to information.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, an appointment to view the information will be arranged within a reasonable timescale with the Clerk at Admin Offices, Taylors Lane, Rugeley, WS15 2AA.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Rugeley Town Council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges for information published under this scheme are set at £15 per hour, unless the Clerk determines that the workload is minimal and a fee is not necessary.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Rugeley Town Council for routinely published material will be justified and transparent and kept to a minimum.

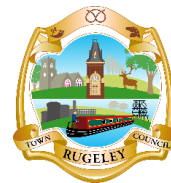
Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the

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right of access to information held by public authorities, justified and are in accordance with a published schedule which is readily available to the public.

Charges may also be made for making datasets or parts of datasets that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of Rugeley Town Council.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by Rugeley Town Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.