

## Information Available under the Model Publication Scheme

Portland Town Council will make the information in this definition document available unless:-

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the Council or on its behalf. The Council must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

### Publishing Datasets for Reuse

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable they must publish it in an electronic form that is capable of reuse.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for reuse under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for reuse under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms "relevant copyright work" and "specified licence" are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of reuse".

Information Available	Type of Access
<b>Class 1 – Structure and Location</b>	
Current information only	
Who's who on the Council and its Committees	Website or paper copy
Contact details for Town Clerk and Council members	Website or paper copy
Location of Council office and accessibility details	Website or paper copy

Staffing structure	Paper copy
<b>Class 2 – Finance</b>	
Current and previous financial years' data provided as a minimum	
Annual return form and report by auditor	Website or paper copy
Finalised budget	Website or paper copy
Precept	Website or paper copy
Borrowing Approval letter	Not applicable
Financial Standing Orders and Regulations	Website or paper copy
Grants given and received	Website or paper copy
List of current contracts awarded and values	Paper copy
Members' allowances and expenses	Not applicable
<b>Class 3 – Priorities and Performance</b>	
Current and previous years' data provided as a minimum	
Town Plan	Website or paper copy
Annual Report to Town Meeting	Website or paper copy
Quality status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable
<b>Class 4 – Meetings and Decisions</b>	
Current and previous years' data provided as a minimum	
Timetable of meetings (Council, committee and town meetings)	Website or paper copy
Agendas of meetings	Website or paper copy
Minutes of meetings (excluding information properly regarded as private to the meeting)	Website or paper copy
Reports presented to council meetings (excluding information properly regarded as private to the meeting)	Website or paper copy
Responses to consultation papers	Paper copy
Responses to planning applications	Website or paper copy
Bye-laws	Not applicable
<b>Class 5 – Policies and Procedures</b>	
Current information only	
Policies and procedures for the conduct of council	

business:-	
Procedural standing orders	Website or paper copy
Committee and sub-committee terms of reference	Under review
Delegated authority in respect of officers	Website or paper copy
Code of Conduct	Website or paper copy
Policy statements	Website or paper copy
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	Paper copy
Equality and diversity policy	Paper copy
Health and safety policy	Paper copy
Recruitment policies (including current vacancies)	Paper copy
Policies and procedures for handling requests for information	Website or paper copy
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or paper copy
Information security policy	Paper copy
Records management policies (records retention, destruction and archive)	Paper copy
Data protection policies	Paper copy
Schedule of charges (for the publication of information)	Website or paper copy
<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only	
Any publicly available register or list	Paper copy or inspection
Assets register	Under review
Disclosure log (indicating the information that has been provided in response to requests)	Under review
Register of members' interests	Website or paper copy
Register of gifts and hospitality	Paper copy
<b>Class 7 – Services</b>	
Current information only	
Allotments	Not applicable
Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Paper copy
Seating, litter bins, clocks, memorials and lighting	Paper copy
Bus shelters	Not applicable
Markets	Not applicable
Public conveniences	Not applicable

Agency agreements	Not applicable
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable
<b>Additional Information</b>	By application to the Town Clerk

### Contact details:

The Town Clerk  
Portland Town Council  
Council Offices  
52 Easton Street  
Portland  
Dorset  
DT5 1BT

Tel: 01305 821638

### Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black / white)	Actual cost 1.62p per copy
	Photocopying @ 20p per A4 sheet (colour)	More expensive printer cartridges
	Postage - actual cost of 2 <sup>nd</sup> class delivery	Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	According to the relevant legislation (Council to quote actual statute)	In accordance with the relevant legislation
<b>Other</b>	Additional staff labour cost £25 per hour at discretion of Council	Oncosted staff hourly rate

\* The actual cost incurred by the Town Council