

Portland Town Council

Publication Scheme

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.

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This publication scheme commits the 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 Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council:-

- to publish proactively or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below
- to specify the information which is held by the Council and falls within the classifications below
- to publish proactively 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 the Council makes available under this scheme
- to produce a schedule of any fees charged for access to information which is made proactively available
- to make this publication scheme available to the public
- to publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council 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 reuse; and, if any information in the dataset is a relevant copyright work and the Council is the only owner, to make the information available for reuse under the terms of the Reuse 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

Organisational information, locations and contacts, constitutional and legal governance.

Our Spending

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Priorities and Performance

Strategy and performance information, plans, assessments, inspections and reviews.

Our Decisions

Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.

Policies and Procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the Council.

Our Services

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:-

- information whose disclosure 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.

How Information Will Be Made Available

The 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 Council’s capability information will be provided on its website. Where it is impracticable to make information available on the website or when an

individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the 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 under the Scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. The Council's charges for routinely published material will be justified, 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 right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees 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 reuse. These charges will be in accordance with the terms of the Reuse 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 the 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 the 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.

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Approved by Town Council 14th December 2016