



**PUBLICATION
SCHEME
July 2018**

INFORMATION AVAILABLE FROM CRAMLINGTON TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<p><u>Class1 - Who we are and what we do</u> (Organisational information, structures, locations and contacts)</p>	<p>Website: http://www.cramlingtontowncouncil.gov.uk or Contact Town Clerk for further information.</p>	
<p>Who's who on the Council and its Committees</p>	<p>As above</p>	
<p>Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>As above</p>	
<p>Location of main Council office and accessibility details</p>	<p>As above</p>	

<p><u>Class 2 – What we spend and how we spend it</u></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Information available at the Council Offices.</p>	
<p>Annual return form and report by auditor</p>	<p>As above</p>	
<p>Finalised budget</p>	<p>As above</p>	
<p>Precept</p>	<p>As above</p>	
<p>Financial Standing Orders and Regulations</p>	<p>As above</p>	
<p>Members' allowances and expenses</p>	<p>As above</p>	
<p><u>Class 3 – What our priorities are and how we are doing</u></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>Town Council Plan (current and previous year as a minimum)</p>	<p>Information available at Council Offices</p>	
<p>Annual Report to Town Council (current and previous year as a</p>	<p>As above</p>	

minimum)		
<u>Class 4 – How we make decisions</u>		
(Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Information available at the Council Offices. Website Notice Board located outside Concordia Leisure Centre, Forum Way	
Agendas of meetings	As above	
Minutes of meetings – note this will exclude information that is properly regarded as private to the meeting.	As above	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting.	Information available at Council Offices	

	Website	
Responses to consultation papers	Information available at Council Offices	
Responses to planning applications	Information available at Council Offices	
<p><u>Class 5 – Our policies and procedures</u></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p>	Information available at Council Offices	

<p>Code of Conduct</p> <p>Policy statements</p>		
<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>Information available at Council Offices.</p> <p>Note some of this information is not yet available, as the reports are adopted they will be available at the Council's Offices and will be published to the Council's website.</p>	
<p>Information security policy</p>		
<p>Data protection policies</p>		
<p>Schedule of charges for the publication of information</p>		

<p><u>Class 6 – Lists and Registers</u></p> <p>Currently maintained lists and registers only</p>		
<p>Register of members' interests</p>	<p>Available at Council Offices</p>	
<p>Register of gifts and hospitality</p>	<p>Available at Council Offices</p>	
<p><u>Class 7 – The services we offer</u></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
<p>Allotments</p>	<p>Available at Council Offices</p> <p>Website</p>	

Playgrounds	Available at Council Offices
Public events, to include Christmas Market, Summer Fayre and others.	Available at Council Offices and Website
<p>Additional Information</p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	

Contact details:

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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 @ 25p per sheet (black & white)	Cost of hire of reprographic equipment plus materials and staff time.
	Photocopying @ 50p per sheet (colour)	Cost of hire of reprographic equipment plus materials and staff time.
	Postage and packing.	Actual cost of Royal Mail standard 2 nd class or any other charges incurred by request. Plus any charges incurred due to packaging of information.