



PUBLICATION SCHEME

Background

The Freedom of Information Act 2000 received Royal Assent on 30th November 2000. The Act defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defined a "local council" within the meaning of the Local Government Act 1972 as a public authority.

What is a Publication Scheme?

Under the Act, every public authority is required to adopt and maintain a Publication Scheme. This scheme provides the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The scheme must set out how the Parish Council intends to charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

Amble Town Council's publication scheme defines information that the Town Council holds and which is accessible to members of the public. The Town Council strives to be as open as possible with local government information and the work it does. The Town Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

What Charges are there?

Where a member of the public is seeking to obtain a copy of information included in this Town Council's publication scheme, the council may set reasonable charges for this. Costs are available on application by post to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

Confidentiality Notice

In preparing this scheme consideration has been given to the Local Audit and Accountability Act 2014, whether the Data Protection Act 1998 imposes any restrictions or constraints on publication of any information and whether any of the information falls within exemption under the Freedom of Information Act 2000 or the new General Data Protection Regulations of May 2018 and therefore could, or should, be withheld from publication.

Amble Town Council's policy is to be as open as possible and to supply the information requested, but the Town Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public dissemination. Any exclusions as prescribed by law are referenced in the publication scheme.

Requests for Information

Anyone can request information in writing or by e-mail.

The request must include details of the applicant's address in the Parish and the information sought.

The applicant has two rights: 1) to be told whether the information is held by the Town Council and 2) to receive the information as a copy or summary, if considered to be in the public interest.

The Town Council will respond within 20 days of the request. If a fee is required, the Town Council can extend this period up to 3 months until the fee is paid.

Requests for information should be addressed to:-

The Town Clerk, Amble Town Council, Fourways 2, 6 Dilston Terrace, Amble, Morpeth. NE65 0DT

Tel: 01665714695

Email: ask@amble.gov.uk

THE FOLLOWING INFORMATION IS AVAILABLE ON OUR WEBSITE FOR FREE OR WHERE STATED FROM THE OFFICE AT A MINIMUM COST OF 1 HOUR'S TIME

1. WHO WE ARE AND WHAT WE DO

Who's Who on the Town Council and its committees
Contact details of the Town Clerk and Council members.
Location of the council office and accessibility details
Staffing structure

2. WHAT WE SPEND AND HOW WE SPEND IT

Annual return form and report by Auditor.
Standing Orders and Financial Regulations
Finalised Budget and Precept- available on request from the Office
Details of members expenses- available on request from the Office
Grants given and received- available on request from the Office
Contracts awarded and their value- available on request from the Office

3. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Annual Report to Parish Meeting.

4. HOW WE MAKE DECISIONS

Timetable of meetings.
Agendas of Meetings.
Minutes of Meetings.
Responses to Consultation papers- - available on request from the Office
Planning Applications via <https://www.northumberland.gov.uk/Planning.aspx>

5. OUR POLICIES AND PROCEDURES

Council Administration: Standing Orders, Committee Terms of Reference, Powers & Duties, General Financial Responsibilities, Finance Strategy, Freedom of Information, Co-option, Document Retention, Equality & Diversity, Expenses, Flag Flying, Honorary Freeman, Marking the Death of a Senior National Figure, Garden Judging

Councillors: Code of Conduct, Dispensation, Dignity at Work, Newspaper Protocol, Relations Protocol, Privacy Notice

Employees: Draft Contract, Personal Development, Training and Development, Performance Improvement, Annual Leave, Absence Management, Anti Bullying & Harassment, Code of Conduct, Data Protection, Disciplinary, Emergency Dependents Leave, Flexible Working, Gratuity Gift, Grievance, Information Technology, Lone Working, Maternity Leave and Pay, Social Media Guidelines

Finance: Financial Risk Assessment, Financial Regulations, Internal Control, Grant Application, Grants and Donations

Cemeteries: Administration and Fees, Rights & Bereaved, Natural Burials, Memorials, Memorial Masons Scheme, Independent Funerals

Public: Aims, Charging Policy, Complaints, General Data Protection, General Privacy, Volunteer, Accident Reporting, ATC CCTV

Risk Assessments: Annual, Covid 19

6. LISTS AND REGISTERS

Assets Register- available on request from the Office
Members Register of Interests -

<https://northumberland.moderngov.co.uk/mgParishCouncilDetails.aspx?ID=204&LS=3>

7. THE SERVICES WE OFFER

Memorials & Clock Tower
Allotments- through the Amble Allotment Holders Society
Cemeteries
CCTV
History Trail
Play Areas
Seats
Litter Bins
Bus Shelters

ADDITIONAL INFORMATION

Floral Displays- in partnership with NCC
Christmas Lights- annual assistance to the Christmas Lights Committee
Garden Awards
School Prizes
Remembrance Sunday Wreath Laying
Events in the town- in partnership with other organisations

SCHEDULE OF CHARGES.

Photocopying @ 10p per sheet (black and white)
Photocopying @ 15p per sheet (colour)
Postage – Actual cost of Royal Mail standard 2nd class postage charge in accordance with current charges.
Staff's Time- Minimum payment of 1 hour average of all staff rates- £12.00per hour

Adopted: May 2023

Next Review: May 2025