

**INFORMATION AVAILABLE FROM BURNTWOOD TOWN COUNCIL UNDER
THE MODEL PUBLICATION SCHEME
(Effective from 01 January 2009 (Adopted 13 November 2008))**

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts.) Current information only.

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Hard Copy	Free * ¹
Contact details for Town Clerk and Council Members (named contacts where possible with telephone no.	Newsletter or Hard Copy	Free * ¹
Location of Council office and accessibility details	Newsletter or Hard Copy	Free * ¹
Staffing structure	Hard Copy	Free * ¹

Class 2 - What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.) Current and previous financial year as a minimum.

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Hard Copy	Free * ¹
Finalised budget	Hard Copy	Free * ¹
Precept	Hard Copy	Free * ¹
Financial Standing Orders and Regulations	Hard Copy	Free * ¹
Grants given and received	Newsletter or Hard Copy	Free * ¹
Members' allowances and expenses	Hard Copy	Free * ¹

Class 3 - What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews.)

Information to be published	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	Free * ¹
Quality Status	Hard Copy	Free * ¹
Local charters drawn up in accordance with DCLG guidelines	<i>None at present, but if any subsequently</i> Hard Copy	Free * ¹

Class 4 - How we make decisions

(Decision making processes and records of decisions.) Current and previous council year as a minimum.

Information to be published	How the information can be obtained	Cost
Timetable of meetings	Notice board or Hard Copy	Free * ¹
Agendas of meetings (as above)	Hard Copy	Free * ¹
Minutes of meetings (as above) - NB this will exclude information that is properly regarded as confidential to the meeting.	Hard Copy	Free * ¹
Reports presented to council meetings - NB this will exclude information that is properly regarded as confidential to the meeting.	Hard Copy	Free * ¹
Responses to consultation papers	Hard Copy	Free * ¹
Responses to planning application	Hard Copy	Free * ¹
Bye-Laws	<i>None at present, but if any subsequently</i> Hard Copy	Free * ¹

Class 5 - Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities.)
Current information only.

Information to be published	How the information can be obtained	Cost
<i>Policies and procedures for the conduct of council business:</i>		
Procedural standing orders	Hard Copy	Free * ¹
Delegated authority in respect of officers	Contained in Standing Orders and Council Minutes	Free * ¹
Code of Conduct	Hard Copy	Free * ¹
Policy Statements	Hard Copy	Free * ¹

Class 5 - Our policies and procedures (Continued)

Information to be published	How the information can be obtained	Cost
<i>Policies and procedures for the provision of services and about the employment of staff:</i>		
Internal policies relating to the delivery of services	Hard Copy	Free *1
Equality and Diversity Policy		
Health & Safety Policy		
Current Vacancies		
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and operating the Publication Scheme)		
Information Security Policy		
Records Management policies (records retention, destruction and archive)		
Data Protection policies		
Schedule of charges (for the publication of information)		

Class 6 - Lists and Registers

(Currently maintained lists and registers only.)

Information to be published	How the information can be obtained	Cost
Any publicly available register or list	By inspection (if held)	Free
Assets Register	By inspection	Free
Register of Members' interests	By inspection	Free
Register of gifts and hospitality	By inspection (if held)	Free

Class 7 - The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.) Current information only.

Information to be published	How the information can be obtained	Cost
Burial Grounds	Notice board or Hard Copy	Free *1
Street lighting	Hard Copy	Free *1
Bus shelters	Hard Copy	Free *1
A summary of services for which the council is entitled to recover a fee, together with those fees	Notice board and Hard Copy	Free *1

Class 7 - The services we offer (Continued)

Information to be published	How the information can be obtained	Cost
Additional information This will provide councils with the opportunity to publish information that is not itemised in the lists above	As determined by the Council to be available and the format that such information will be made available	

Contact details:

Town Clerk
Burntwood Town Council
Unit 1 Lambourne House
Bridge Cross Road
Burntwood
WS7 2BX

Tel: 01543 677166

SCHEDULE OF CHARGES

*¹ One copy of any document will be supplied free of charge to any resident from within the Town Council's boundaries, for collection from the Town Council office.

For multiple copies, and/or for documents which are requested to be mailed, the charge will be the copying cost at 10p per sheet black and white, 30p per sheet colour (based on actual cost) and the actual cost of Royal Mail 2nd class postage if applicable.