



Adopted 05.03.2019

# Westgate on Sea Town Council

## Publication Scheme

The scheme commits our authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish 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 authority 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 authority that has been requested, and any updated versions it holds, unless the authority 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 re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use 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?**

Town Councillor details  
Office details and contact information  
Council staff and their roles  
Ward Councillor information  
Committees membership  
Membership of outside bodies  
Parish Council Orders February 2015

### **What we spend and how we spend it.**

Annual Returns

Annual Reports  
Financial Regulations  
Finance Reports  
Grants and Donations  
Public Rights

**What our priorities are and how we are doing.**

Town Council strategy (budget)

**How we make decisions.**

Agendas  
Minutes  
Meeting Timetable

**Our policies and procedures.**

Standing Orders  
Terms of Reference  
Code of Conduct  
Statutory Powers  
Data Protection Policy  
Lone Working Policy  
Councillors Email Policy  
Staff Email Policy  
Social Media Policy  
Recruitment Policy  
Website Policy  
Press and Media Policy  
Request for Information Policy  
Cyber Policy  
Equalities and Diversity Policy  
Vexatious Complaints Policy  
Complaints Procedure

**Lists and registers.**

Town Councillor Declarations of Pecuniary Interest

**The services we offer.**

Allotments  
Street Cleansing  
Consultees for Planning Applications  
Speedwatch  
Events and initiatives for the local community  
Community Surgery

The classes of information will not generally include:

- Information the disclosure of which 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.