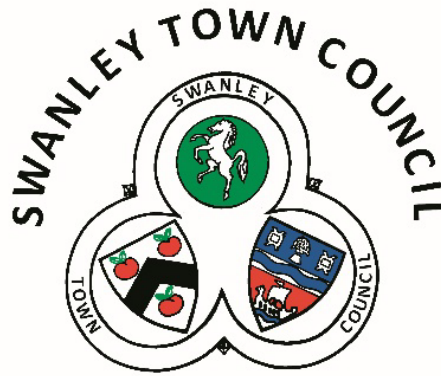




PUBLICATION SCHEME

Introduction

The purpose of the scheme, published with reference to the Information Commissioner's Office Model Publication Scheme 2008, is to identify information which is available to publish as part of Swanley Town Council's ("the Council") normal business activities.

The scheme commits the Council to:

- Proactively publishing or otherwise making available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications detailed in Section 2
- Specifying information which is held by the Council and falls within the classifications detailed in Section 2
- Proactively publishing or otherwise making available as a matter of routine, information in line with the statements contained within this scheme
- Producing and publishing 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
- Reviewing and updating on a regular basis the information made available under this scheme
- Producing a schedule of any fees charged for access to information which is made proactively available
- Making this publication scheme available to the public

1. Classes of Information

- **"Who we are and what we do"**
Organisational information, locations and contacts, constitutional and legal governance
- **"What we spend and how we spend it"**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

- **“What our priorities are and how we are doing”**
Strategy and performance information, plans, assessments, inspections and reviews
- **“How we make decisions”**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
- **“Our policies and procedures”**
Current written protocols for delivering Council 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
- **“The services we offer”**
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 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

2. Methods of Publication

Appendix 1 clearly indicates what information is covered under this scheme and how that it can be obtained.

Wherever possible the Council will publish the information on its website (www.swanleytowncouncil.gov.uk). When publishing information in this way is impracticable, or when an individual does not wish to access the information via this method, the Council will advise how the information can be obtained by alternative means and provide it by those means.

In exceptional circumstances some information may only be available by viewing in person; in such instances 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.

3. Charges

Any charges made for routinely published material will be justified and kept to a minimum. Information published on the website will be free of charge.

The current schedule of charges can be found in Appendix 2. If a charge is to be made, confirmation of the payment due will be given before the information is provided.

In some instances payment may be requested prior to provision of the information.

Charges may be made for actual costs incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

4. Written Requests

Information not published under this scheme can be requested in writing. In such instances its provision will be considered in accordance with the provisions of the Freedom of Information Act.

APPENDICES

Appendix 1	Information available and methods of publication
Appendix 2	Schedule of Charges

Ryan Hayman – CEO & Proper Officer

Signed

Dated

*This policy was readopted at a meeting of the Full Council 5th July 2023. It will be kept up to date as the size and nature of the Council changes or as new legislation is introduced.
Otherwise date of next review annually at the Annual General Meeting.*

OUR POLICIES AND PROCEDURES <i>(current information only)</i> Written protocols, policies and procedures for delivering our services and responsibilities		
Policies and procedures for the conduct of Council business: ➤ Standing orders ➤ Financial Regulations ➤ Committee and sub-committee terms of reference ➤ Delegated authority in respect of officers ➤ Code of Conduct ➤ Policy statements ➤ Fund Raising Strategy ➤ CCTV Policy ➤ Speaking at the Development Control Meetings ➤ Strategic Plan 2020-30 ➤ Emergency Plan ➤ Community Grant Aid	Web-site: www.swanleytowncouncil.gov.uk Copies available on request	FREE
Policies and procedures for the provision of services and about the employment of staff: ➤ Probationary Period Procedure ➤ Appraisal Policy and Procedure ➤ Training Policy and Procedure ➤ Salaries and Wages Policy ➤ Holiday Entitlement and Conditions Policy ➤ Sickness Absence Policy and Procedure ➤ Employee Assistance Programme Policy ➤ Staff Policy on Use of Town Council Property ➤ Safeguards Policy ➤ Press Policy ➤ Social Media Policy ➤ General Data Protection Regulations Policy ➤ Child and Vulnerable Adult Protection Policy ➤ Standards Policy	Web-site: www.swanleytowncouncil.gov.uk Copies available on request	FREE

➤ Complaints Policy and Procedure ➤ Health, Safety, Welfare and Hygiene Policy ➤ Alcohol, Drug and Substance Abuse Policy ➤ Lone Worker Policy ➤ General Terms and Procedures ➤ Annual Leave Purchase Policy ➤ Maternity Policy ➤ Paternity Leave Policy ➤ Shared Parental Leave Policy ➤ Adoption Leave Policy ➤ Parental Leave Policy ➤ Flexible Working Policy ➤ Environmental Policy Statement ➤ Biodiversity Policy ➤ Pandemic Policy ➤ Anti-Bribery Policy ➤ Anti-Tax Evasion Policy ➤ Whistle-blowers Procedure ➤ Performance Improvement Policy and Procedure ➤ Staff Suggestion Scheme ➤ Disciplinary Procedures ➤ Performance / Disciplinary Appeal Policy ➤ Grievance Procedure ➤ Personal Harassment Policy and Procedure ➤ Domestic Abuse Policy ➤ Equality, Inclusion and Diversity Policy ➤ Termination of Employment Policy ➤ Leavers Procedure ➤ Redundancy Policy		
Information security policy	Not currently available, under development	

Records management policies (records retention, destruction and archive)	Web-site: www.swanleytowncouncil.gov.uk Copies available on request	FREE
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LISTS AND REGISTERS <i>(currently maintained lists and registers only)</i>		
Any publicly available register or list	None available	
Assets Register	Copy available on request	
Disclosure log (indicating the information that has been provided in response to requests)	Not currently available	
Register of members' interests	Available from the District and Town Council Web-site: www.swanleytowncouncil.gov.uk	
Register of gifts and hospitality	Available on request	
THE SERVICES WE OFFER <i>(current information only)</i> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Closed Churchyards	There are none being maintained by this council	
The Civic Centre and other Community Buildings	Web-site: www.swanleytowncouncil.gov.uk	FREE

Parks, playing fields and recreational facilities	Web-site: www.swanleytowncouncil.gov.uk & available on request	FREE
Allotments	Web-site: www.swanleytowncouncil.gov.uk & available on request	FREE
Recreational activities	Web-site: www.swanleytowncouncil.gov.uk	FREE
Seating, litter bins, clocks, memorials, signs and lighting	Details to be added to website; meanwhile information available on request	FREE
CCTV system	Details to be added to website; meanwhile information available on request	FREE
Floral Displays, trees and general amenity areas	Web-site: www.swanleytowncouncil.gov.uk	FREE
Bus shelters	Details to be added to website; meanwhile information available on request	FREE
Events, shows and entertainments	Web-site: www.swanleytowncouncil.gov.uk	FREE
Concession agreements	Details available on request	FREE
Car Parking	Via Swanley LINK	FREE
Commercial Buildings for long term lease	Details available on request	FREE

Enquiries or requests for information detailed above should be made to the CEO:

**Mr Ryan Hayman
The Civic Centre
St Marys Road
Swanley
Kent
BR8 7BU**

Telephone: 01322 665855

Email: towncouncil@swanleytowncouncil.gov.uk