



# PORTISHEAD TOWN COUNCIL – GUIDE TO INFORMATION

## 1. Background

The Freedom of Information Act 2000 “FOIA” (section 19 and 20) requires every public authority to adopt and maintain a publication scheme that has been approved by the Information Commissioner. Portishead Town Council has adopted<sup>1</sup> the Information Commissioners Office (ICO) Model Publication Scheme for local authorities, a current copy of which is available on the Town Council website or from the ICO at [www.ico.org.uk](http://www.ico.org.uk)

Under Model Publication Scheme town and parish councils must also publish a Guide to Information and Portishead Town Council has followed the ICO Template Guide to information for parish councils in this Guide to Information document. Further details of Publication Scheme requirements are available from the [ICO Guide to Freedom of Information](#).

The ICO expect Town, Parish and Community Councils to make the information available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

This guide is not an exhaustive list of everything covered by the publication scheme. The legal commitment is to the model publication scheme, and public authorities should provide as much information as possible on a routine basis.

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<sup>1</sup> First Adopted by the Town Council on 14 January 2009 (minute number 1636)

## 2. Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

### 3. Guide to Information

For information published on the website, please see [www.portishead.gov.uk](http://www.portishead.gov.uk). Contact details to request hardcopy information are provided in section 4 below, subject to the charges set-out in section 5.

Information to be published	How to obtain information <i>Website information is free, for hardcopy costs see the Schedule of Charges below</i>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	
Who's who on the Council – Town Councillors and its Committees	<a href="#">Website: Town District Councillors page</a> Town Council notice boards
Who's who on the Council – Committee members: Planning Advisory Group Committee Community Matters Committee Staffing & Finance Committee	Website relevant Committee page: <a href="#">Website: Planning Advisory Group page</a> <a href="#">Website: Community Matters Committee page</a> <a href="#">Website: Staffing and Finance Committee page</a>
Contact details for Town Clerk Contact details for Council members (named contacts where possible with email address)	To contact Town Clerk see section 4 below <a href="#">Website: Town District Councillors page</a> Town Council notice boards
Location of main Council office and accessibility details	The Folk Hall see section 4 below <a href="#">Website: Community Halls - Folk Hall page</a>
Staffing structure (including organisation chart)	<a href="#">Website: Meet the Team page</a>

<p><b>Class 2 – What we spend and how we spend it</b>  (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>	
Annual return form and report by auditor	<a href="#">Website: Finance page</a> Hardcopy on request
Finalised budget	<a href="#">Website: Town Council Agenda Item 16.12.20</a> Hardcopy on request
Precept	Hardcopy on request
Borrowing Approval letter	Not Applicable
Financial Standing Orders and Regulations	<a href="#">Website: Policies and Procedures page</a> Hardcopy on request
Grants given	<a href="#">Website: Grants Awarded page</a> <a href="#">Website: Transparency Information page</a> Hardcopy on request
Grants received	Hardcopy on request
List of current contracts awarded and value of contract	<a href="#">Website: Transparency Information page</a> Hardcopy on request
Members' allowances and expenses	Hardcopy on request

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews).</p> <p>Current and previous year as a minimum</p>	
<p>Parish Plan (current and previous year as a minimum)</p>	<p>Not applicable</p>
<p>Neighborhood Plan under development</p>	<p>See <a href="http://www.portisheadplan.uk">www.portisheadplan.uk</a></p>
<p>Annual Report to Town Council – <i>May Annual Town Council meeting report</i></p>	<p><a href="#">Website: Annual Town Council Meeting Minutes</a> Hardcopy on request</p>
<p>Quality status</p>	<p>Not applicable</p>
<p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>Not applicable</p>
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p><a href="#">Website: News &amp; Events page</a> Town Council notice boards Hardcopy on request</p>
<p>Agendas of meetings (as above)</p>	<p>Website relevant Committee page: <a href="#">Website: Planning Advisory Group page</a> <a href="#">Website: Community Matters Committee page</a> <a href="#">Website: Staffing and Finance Committee page</a> Town Council notice boards Hardcopy on request</p>

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website relevant Committee page: <a href="#">Website: Planning Advisory Group page</a> <a href="#">Website: Community Matters Committee page</a> <a href="#">Website: Staffing and Finance Committee page</a> Hardcopy on request
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	As above, papers with meeting agendas
Responses to consultation papers	Hardcopy on request
Responses to planning applications	<a href="#">Website: Minutes of Planning Advisory Group</a> Hardcopy on request
Bye-laws	Not applicable
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities).	
Current information only	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	For all of these documents: <a href="#">Website: Policies and Procedures page</a> Hardcopy on request

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy statement – <i>Equal Opportunities Policy</i></p> <p>Health and safety policy</p> <p>Recruitment policies</p> <p>Recruitment policies - current vacancies</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Not applicable</p> <p>Staff Policies: Hardcopy on Request</p> <p><a href="#">Website: Policies and Procedures page</a></p> <p><a href="#">Website: Staff Policies List</a> Hardcopy on Request</p> <p><a href="#">Website: Staff Vacancies page</a> Town Council notice boards &amp; local press</p> <p><a href="#">Website: Policies and Procedures page - Complaints Policy</a></p>
<p>Information security policy – <i>Information Security Incident Policy</i></p>	<p><a href="#">Website: Data Protection Policies</a> Hardcopy on request</p>
<p>Records management policies (records retention, destruction and archive) <i>Document Retention &amp; Disposal Policy</i></p>	<p><a href="#">Website: Data Protection Policies</a> Hardcopy on request</p>
<p>Data protection policies – <i>General Privacy Notice</i></p>	<p><a href="#">Website: Data Protection Policies</a> Hardcopy on request</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Section 5 below</p>

<p><b>Class 6 – Lists and Registers</b> (Current written protocols, policies and procedures for delivering our services and responsibilities).</p>	
<p>Assets register</p>	<p><a href="#">Website: Transparency Information page - Local Authority Land &amp; Buildings</a> Full Asset Register: Hardcopy on Request</p>
<p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</p>	<p>Hardcopy on request</p>
<p>Register of members' interests</p>	<p><a href="#">Website: Town District Councillors page</a> Hardcopy on request</p>
<p>Register of gifts and hospitality</p>	<p>If any, available for inspection at Town Council office</p>
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
<p>Allotments</p>	<p><a href="#">Website: Council Services - Council Allotments</a></p>
<p>Burial grounds and closed churchyards</p>	<p>Not applicable</p>
<p>Community centres and village halls</p>	<p><a href="#">Website: Council Services - Community Halls</a></p>
<p>Parks, playing fields and recreational facilities</p>	<p><a href="#">Website: Council Services - Play Areas</a></p>
<p>Seating, litter bins, clocks, memorials and lighting etc</p>	<p><a href="#">Website: Council Services - Public Seats</a> <a href="#">Website: Council Services Litter Bins (NSC)</a> <a href="#">Website: Council Services - Grit Bins</a> <a href="#">Website: Council Services - Street Lights</a> <a href="#">Website: Council Services - Noticeboards</a></p>



Bus shelters	<a href="#">Website: Council Services - Bus Shelters</a>
Markets	Not applicable
Public conveniences – <i>Wyndham Way Public Toilets</i>	Information available from Town Council office
Agency agreements	Not applicable
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Community Hall hire charges Wyndham Way public toilets entry fee Allotment plot holder fees Information available from Town Council office
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	For any other information please contact the Town Council office or Town Clerk, contract details per section 4 below.

#### 4. Contact details:

Town Clerk  
Portishead Town Council  
The Folk Hall  
95 High Street  
Portishead  
BS20 6PR  
Tel: 01275 847078  
Email: [clerk@portishead.gov.uk](mailto:clerk@portishead.gov.uk)

## 5. Schedule of Charges

Information available from the Council website may be downloaded at no charge.

A charge may be made at the rate of £25 per hour for a call, meeting or written response to deal with the request and provide the information requested, if the time taken exceeds 3 hours to cover administration costs incurred.

A charge, if any, will be advised and agreed in advance of incurring any time in excess of 3 hours to deal with a request.

Costs for providing hardcopy documents and other materials are set out below. There is no charge for providing access to inspect documents at the council office or providing softcopies in pdf or other software formats.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @5p per sheet (black & white). First 10 pages free.	Actual cost *
	Photocopying @10p per sheet (colour). First 10 pages free.	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation, if any, depending on type of request
<b>Other</b>		

\* the actual cost incurred by the public authority

***Adopted by Town Council on dd.mm.yy***