



# Seaton Town Council Constitution

## Chapter 13 Publication Scheme

## Information available from Seaton Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b><i>Class 1 – Who the Council is and what it does (organisational information, structures, locations and contacts)</i></b>		
Who's who on the Council and its committees	Hard copy and website	N/A
Contact details for the Town Clerk and councillors (named contacts where possible with telephone number and email address (if used))	Hard copy and website	N/A
Location of main Council office and accessibility details	Hard copy and website	N/A
Staffing structure	Hard copy and website	N/A
<b><i>Class 2 – What the Council spends and how it is spent (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i></b>		
Annual return form and report by auditor	Hard copy and website	3p per sheet
Finalised budget	Hard copy and website	3p per sheet
Precept	Hard copy and website	3p per sheet
Standing Orders and Financial Regulations	Hard copy and website	3p per sheet
Grants given and received	Hard copy and website	3p per sheet
List of current contracts awarded and value of contract	Hard copy and website	3p per sheet
Members' allowances and expenses	Hard copy and website	3p per sheet
<b><i>Class 3 – What the Council's priorities are and how it is doing (strategies, plans, performance indicators, audits, inspections and reviews)</i></b>		
Annual report to Town Meeting	Hard copy and website	N/A
Local Council Award Scheme	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b><i>Class 4 – How we make decisions (decision making process and records of decisions)</i></b>		
Schedule of meetings (Council, committees and town meeting)	Hard copy and website	3p per sheet
Agendas of meetings (as above)	Hard copy and website	3p per sheet
Minutes of meetings (as above) note this will exclude information that is properly regarded as confidential	Hard copy and website	3p per sheet
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	3p per sheet
Responses to consultation papers	Hard copy and website	3p per sheet
Responses to planning applications	Hard copy and website	3p per sheet
Bye-laws	N/A	N/A
<b><i>Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)</i></b>		
Policies and procedures for the conduct of council business including:		
Procedural standing orders	Hard copy & website	3p per sheet
Committee and terms of reference	Hard copy & website	3p per sheet
Delegated authority in respect of officers	Hard copy & website	3p per sheet
Code of Conduct	Hard copy & website	3p per sheet
Any such other policies that are, from time to time, adopted	Hard copy & website	3p per sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy & website	3p per sheet

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Equality and diversity policy	Hard copy & website	3p per sheet
Health and safety policy	Hard copy & website	3p per sheet
Recruitment policies (including current vacancies)	Hard copy & website	3p per sheet
Policies and procedures for handling requests for information	Hard copy & website	3p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy & website	3p per sheet
Data protection policies	Hard copy & website	3p per sheet
<b><i>Class 6 – Lists and Registers (currently maintained lists and registers only)</i></b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy	3p per sheet
Asset Register	Hard copy & website	3p per sheet
Register of members' interests	Hard copy & website	3p per sheet
Register of gifts and hospitality	Hard copy & website	3p per sheet
<b><i>Class 7 – The services we offer (information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses)</i></b>		
Allotments	Hard copy & website	3p per sheet
Cliff Field Gardens	Hard copy & website	3p per sheet
Elizabeth Road Play Area	Hard copy & website	3p per sheet
Marshlands	Hard copy & website	3p per sheet
Seaton Down Hill	Hard copy & website	3p per sheet
Underfleet Play Area	Hard copy & website	3p per sheet

