

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

THORNABY TOWN COUNCIL

1. General Information

Authority: Thornaby Town Council, Town hall, Mandale Road, Thornaby, Yorkshire.
 TS17 6AW
 Responsible Officer Mrs D Rudd (Town Clerk)

2. Information to be published	3. Method of Publication (Council Office is open from 9 am to 3pm)
<p><u>Council practice and procedures</u></p> <p>Council Agendas and Minutes</p> <p>Committee Agendas and Minutes: Full Council Finance Committee Environment Committee AGM (Annual General Meeting) ATM (Annual Town Meeting)</p> <p>Standing Orders</p> <p>Acceptance of Office Councillors Code of Conduct Register of Councillors Interests</p>	<p>Agendas and Minutes are posted on the web site and copies are placed in both town libraries. Originals can be inspected in the Council Office by appointment.</p> <p>Agendas and Minutes are posted on the web site and copies are placed in both town libraries. Originals can be inspected in the Council Office by appointment.</p> <p>Are posted on the web site. Originals can be inspected in the Council Office by appointment.</p> <p>)These can be inspected at the Council office by)appointment.)</p>
<p><u>Financial</u></p> <p>The Annual Precept Figure Annual Budgets in Summary Form Expenditure against Budget in Summary Form Payments made to contractors and suppliers</p> <p>Annual Accounts and supporting information Financial Regulations Risk Assessment</p>	<p>Published in Council Minutes)Can be inspected at the Council Office by)appointment.</p> <p>) Can be inspected at the Council Office by) appointment)</p>
<p><u>Planning</u></p> <p>The adopted and draft Local Plan</p>	<p>)Can be inspected in the Council Office by) appointment</p>
<p><u>Health and Safety</u></p> <p>Health and Safety Policy</p>	<p>) Can be inspected in the Council Office by) appointment)</p>
<p><u>Employment</u></p> <p>Terms and conditions of employment Job descriptions</p>	<p>)Can be inspected in the Council Office by) appointment</p>

Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interest)
 Personal information relating to employees
 Tenders and bids from contractors and suppliers
 Note: Data Protection Legislation prohibits the publication of certain categories of information.

4. Charging Policy

Information can be inspected, by appointment at the Council Office free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council Office's photocopier at the cost of 15p per A4 sheet.

A detailed search of records (for example the Council Minutes) is subject to a charge of £10 per search.

5. Review of Policy

This Policy was approved by Thornaby Town Council at its meeting on 9 February 2010 and will be reviewed every four years.

Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Council office to ensure that the information they require is still available.

Chairman.....Date.....

Town Clerk.....Date.....